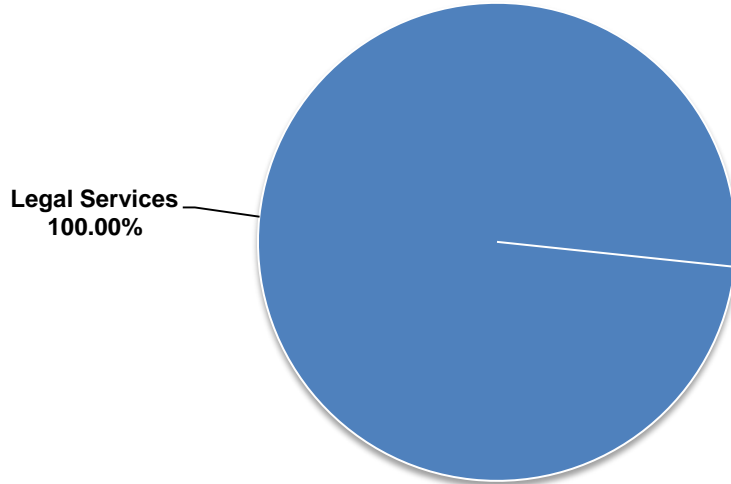


# Department of County Counsel

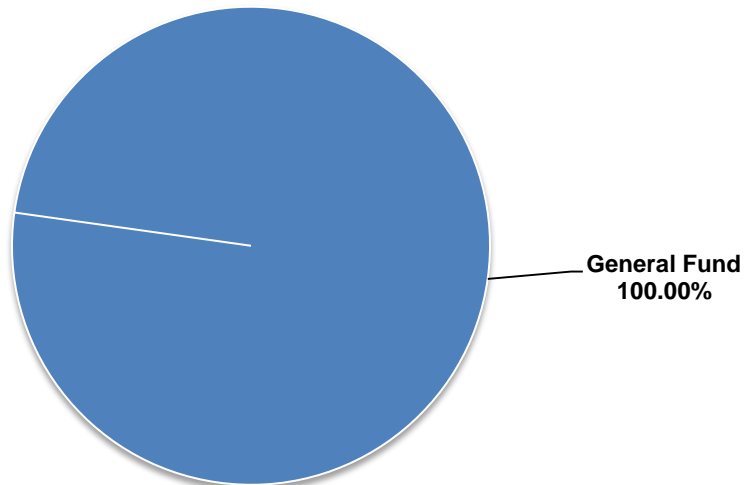
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FY 19-20 Adopted Expenditures: \$1,936,999

## FY 19-20 Expenditures by Division



## FY 19-20 Expenditures by Fund



Stephen Dingle  
County Counsel  
541-682-6561

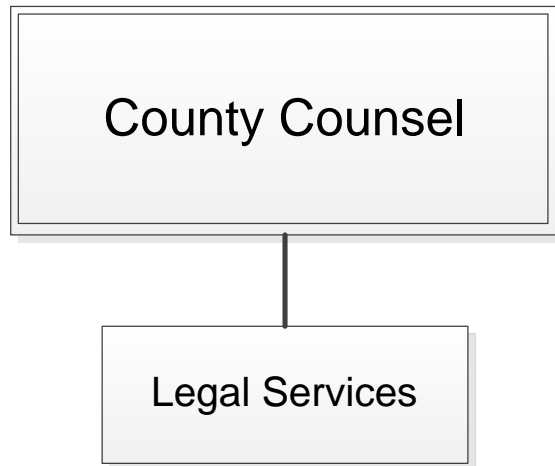
# County Counsel

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## Department Purpose & Overview

The Lane County Office of County Counsel is Lane County’s legal representative in almost all legal matters, and advises the Board of County Commissioners, all other elected officials, County departments, and County employees governed by the Board of Commissioners. The office reviews, evaluates, and defends legal claims filed against the County. The County Counsel’s office represents the legal interests of the County in a wide range of civil actions including tort actions, labor grievances and arbitrations, administrative actions and land use matters.

The staff provides day-to-day legal advice by reviewing County ordinances, Board Orders, Lane Code amendments, resolutions, contracts, leases and other legal issues. This service includes the evaluation, review, drafting and assistance to County staff pertaining to legal documents. The Public Records Officer reviews and responds to all requests submitted for access to or copies of public records. The office also provides training to County staff on a variety of topics designed to reduce the County’s legal exposure to lawsuits. The Risk Management program, including general liability claims and purchased insurance, and Workers’ Compensation program, reside in the County Counsel’s Office. This support service includes 11 full-time regular staff consisting of: one County Counsel, five Assistant County Counsels, one Paralegal, one Administrative Support Specialist, one Administrative Support Technician, Risk Manager, and Workers’ Compensation Analyst. One to two law clerks and occasional extra help temporary staff may assist regular staff with research and clerical duties.



# County Counsel

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## **Department Goals & Strategic Planning**

The Office of Legal Counsel strives to provide preventative legal advice and training in an effort to reduce employment related claims, employee injuries, and other claims or actions against the County.

### **Areas of Focus**

- Public Records Request FAQ Initiative. In an effort to promote transparency and streamline the records request process, we will post FAQs for commonly requested public records that would be processed by a department/entity other than our own.
- Developing new internal processes in an effort to streamline our Workers' Compensation program in order to improve customer service and limit liability and costs.
- In cooperation with Finance, established a program for creating an incentive for historically underutilized businesses to have an advantage in responding to all county service contracts, and train county staff in application of the program.

### **Partnerships**

- Partner with Human Resources and Lane Council of Governments to record trainings for ease of access to departments and employees.
- Partner with departments and consultants to review claims and identify areas throughout the County that can be improved to reduce loss exposure.
- Department is partnering with other County departments, as well as state, and private agencies to reduce traffic fatalities in Lane County. As a result of this specific focus, Lane County is accessing grant funds for mechanisms that would otherwise be unavailable (such as rural driver's education).
- Use of legal interns through postings with University of Oregon and other local law schools.

### **Major Accomplishments & Achievements in FY 18-19**

- Successfully concluded quiet title suit relating to butterfly lot and the future courthouse site, resulting in a declaratory judgment that there are no limitations that would prevent the city's and county's property transaction downtown or limit the county's ability to build a new courthouse on the former city hall site.
- Concluded the \$8M property transaction with the City for the butterfly and courthouse properties, and the long-term leases with Homes for Good and Market District for development of properties on 6th Avenue as affordable housing, retail, apartments, and a hotel.
- Successfully managed the \$250M courthouse project from the initial court study through architectural scoping and placement of a funding measure on the May ballot, including contract negotiations with the State of Oregon for up to \$94M in matching funds.
- Developed a completely new suite of contract forms for use by all county departments.
- Successful resolution of multiple labor grievances, contract disputes, non-labor employment issues, and related litigation matters through in-house attorneys, including:
  - Responded to and fully resolved over 30 union grievances, either through negotiated settlement or arbitration: (10 AFSCME; 13 AFSCME Nurses; 5 LCPOA; 3 Local 626).
  - Defended 8 BOLI/EEOC complaints.
  - Contested 3 unemployment hearings.
- Bargained for successor union contracts with Prosecuting Attorneys' Association (PAA), Federation of Parole and Probation Officers (FOPPO), Lane County Police Officers' Association (LCPOA), and Administrative Professional Association (Admin-Pro). Completed interested based bargaining training and subsequent contract negotiations in partnership with Local 626.

## County Counsel

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- Recipients of a Pacesetter Award from ORPELRA (Oregon Public Employer Labor Relations Association) and nominated for a national award from NPELRA (National Public Employer Labor Relations Association).

### **Anticipated Service & Budget Changes for FY 19-20**

There are no service or budget changes anticipated for FY19-20.

### **Current & Future Service Challenges**

The department provides as much proactive (rather than reactive) advice to departments as is possible with current staff levels. Additional areas that could use advice and assistance are present, but County Counsel staff is unable to meet those needs without additional staff.

### **Capital Projects – Planned and Known Needs**

Lane County Legal Counsel has no planned capital projects for FY19-20.

## County Counsel

DEPARTMENT FINANCIAL SUMMARY						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>RESOURCES:</b>						
Fees And Charges	178,471	170,123	500	0	(500)	-100.00%
Administrative Charges	1,425,751	1,502,765	1,586,717	1,538,690	(48,027)	-3.03%
Total Revenue	1,604,222	1,672,888	1,587,217	1,538,690	(48,527)	-3.06%
<b>TOTAL RESOURCES</b>	<b>1,604,222</b>	<b>1,672,888</b>	<b>1,587,217</b>	<b>1,538,690</b>	<b>(48,527)</b>	<b>-3.06%</b>
<b>EXPENDITURES:</b>						
Personnel Services	1,291,431	1,509,015	1,652,734	1,752,419	99,685	6.03%
Materials & Services	155,000	165,386	180,079	184,580	4,501	2.50%
<b>TOTAL EXPENDITURES</b>	<b>1,446,431</b>	<b>1,674,401</b>	<b>1,832,813</b>	<b>1,936,999</b>	<b>104,186</b>	<b>5.68%</b>

EXPENDITURES BY FUND						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
General Fund	1,446,431	1,674,401	1,832,813	1,936,999	104,186	5.68%
<b>TOTAL</b>	<b>1,446,431</b>	<b>1,674,401</b>	<b>1,832,813</b>	<b>1,936,999</b>	<b>104,186</b>	<b>5.68%</b>

DEPARTMENT FINANCIAL SUMMARY BY PROGRAM						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>PROGRAMS</b>						
Legal Services	1,300,409	1,444,605	1,596,434	1,640,501	44,067	2.76%
Risk Management	146,022	151,977	153,975	172,804	18,829	12.23%
Workers' Compensation	0	77,819	82,404	123,694	41,290	50.11%
<b>TOTAL EXPENDITURES</b>	<b>1,446,431</b>	<b>1,674,401</b>	<b>1,832,813</b>	<b>1,936,999</b>	<b>104,186</b>	<b>5.68%</b>

FTE SUMMARY						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>Total FTE</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>	<b>0.00%</b>

# County Counsel

## DEPARTMENT POSITION LISTING

### Legal Services

- 1.00 Co Counsel Sr. Legal Secretary
- 1.00 Administrative Support Tech
- 1.00 Assistant County Counsel 1
- 4.00 Assistant County Counsel 2
- 1.00 Co Counsel Paralegal
- 1.00 County Counsel
- 1.00 Management Analyst
- 1.00 Program Manager

**11.00 Division FTE Total**

**11.00 Department FTE Total**

## County Counsel

DEPARTMENT RESOURCE DETAIL						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>RESOURCE ACCOUNTS</b>						
Miscellaneous Fees/Reimbursement	50	0	0	0	0	0.00%
Miscellaneous Svc Charges	8,446	0	0	0	0	0.00%
Refunds & Reimbursements	169,976	170,123	500	0	(500)	-100.00%
<b>FEES AND CHARGES</b>	<b>178,471</b>	<b>170,123</b>	<b>500</b>	<b>0</b>	<b>(500)</b>	<b>-100.00%</b>
County Indirect Revenue	1,425,751	1,502,765	1,586,717	1,538,690	(48,027)	-3.03%
<b>ADMINISTRATIVE CHARGES</b>	<b>1,425,751</b>	<b>1,502,765</b>	<b>1,586,717</b>	<b>1,538,690</b>	<b>(48,027)</b>	<b>-3.03%</b>
<b>DEPARTMENT RESOURCES</b>	<b>1,604,222</b>	<b>1,672,888</b>	<b>1,587,217</b>	<b>1,538,690</b>	<b>(48,527)</b>	<b>-3.06%</b>

## County Counsel

DEPARTMENT EXPENDITURE DETAIL						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>EXPENDITURE ACCOUNTS</b>						
Regular Operating Wages	804,920	926,282	984,971	998,087	13,116	1.33%
Extra Help	6,593	24,783	26,796	26,796	0	0.00%
Unclassified Temporary	0	0	20,004	20,004	0	0.00%
Reduction Unfunded Vac Liab	16,929	23,230	35,376	61,532	26,156	73.94%
Social Security Expense	47,278	56,376	65,992	68,392	2,400	3.64%
Medicare Insurance Expense	11,863	13,935	15,420	15,989	569	3.69%
Unemployment Insurance (State)	1,971	1,138	1,165	1,194	29	2.49%
Workers Comp	2,713	3,095	3,207	3,306	99	3.09%
Disability Insurance - Long-term	3,863	3,655	7,221	7,521	300	4.15%
PERS - OPSRP Employer rate	93,344	131,290	137,576	183,409	45,833	33.31%
PERS Bond	72,875	66,385	73,905	76,694	2,789	3.77%
PERS - 6% Pickup	47,373	56,692	61,152	63,472	2,320	3.79%
Health Insurance	121,049	136,099	151,611	156,372	4,761	3.14%
Dental Insurance	12,070	13,122	13,945	14,131	186	1.33%
EE Assistance Pgm	154	169	256	256	0	0.00%
Life Insurance	3,880	4,145	3,970	3,970	0	0.00%
Flexible Spending Admin	141	154	129	129	0	0.00%
Disability Insurance - Short Term	324	354	384	384	0	0.00%
Deferred Comp Employer Contrib	15,967	19,010	20,379	21,148	769	3.77%
Retiree Medical	27,871	28,825	28,879	29,237	358	1.24%
FMLA Administration	253	276	396	396	0	0.00%
<b>PERSONNEL SERVICES</b>	<b>1,291,431</b>	<b>1,509,015</b>	<b>1,652,734</b>	<b>1,752,419</b>	<b>99,685</b>	<b>6.03%</b>
Professional & Consulting	1,632	236	0	0	0	0.00%
Motor Fuel & Lubricants	185	233	200	200	0	0.00%
Telephone Services	4,054	5,804	8,460	7,140	(1,320)	-15.60%
General Liability	15,745	15,136	14,529	15,423	894	6.15%
Maintenance of Equipment	565	47	1,300	900	(400)	-30.77%
External Equipment Rental	87	104	125	125	0	0.00%
Fleet Services Rentals	11,219	10,328	11,332	10,396	(936)	-8.26%
Copier Charges	5,043	6,899	5,000	5,000	0	0.00%
Mail Room Charges	632	1,161	700	700	0	0.00%
License Replacement	0	0	0	3,028	3,028	100.00%
Indirect/Technology Serv	69,185	75,125	82,165	87,410	5,245	6.38%
Infrastructure Replacement	0	0	0	3,117	3,117	100.00%
Direct/Technology Serv	0	640	0	0	0	0.00%
PC Replacement Services	6,310	3,700	4,000	4,150	150	3.75%
Office Supplies & Expense	6,163	5,209	5,490	5,518	28	0.51%
Membrshp/Professional Licenses	5,726	5,274	6,725	7,000	275	4.09%
Postage	176	0	75	75	0	0.00%
Radio/Communic Supplies & Svcs	6	3	25	25	0	0.00%
DP Supplies And Access	1,467	256	2,000	0	(2,000)	-100.00%
Small Office Furniture	988	1,904	500	500	0	0.00%
Special Supplies	8,507	12,291	12,000	10,551	(1,449)	-12.08%
Business Expense & Travel	20	564	825	344	(481)	-58.30%
Outside Education & Travel	16,901	20,261	24,303	22,778	(1,525)	-6.27%
County Training Classes	390	210	325	200	(125)	-38.46%
<b>MATERIALS &amp; SERVICES</b>	<b>155,000</b>	<b>165,386</b>	<b>180,079</b>	<b>184,580</b>	<b>4,501</b>	<b>2.50%</b>
<b>DEPARTMENT EXPENDITURES</b>	<b>1,446,432</b>	<b>1,674,401</b>	<b>1,832,813</b>	<b>1,936,999</b>	<b>104,186</b>	<b>5.68%</b>