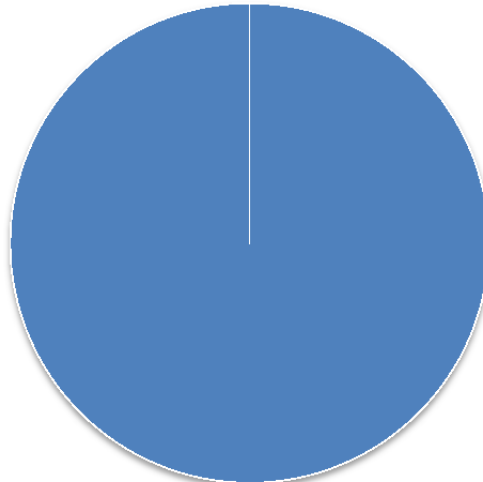


# Department of County Counsel

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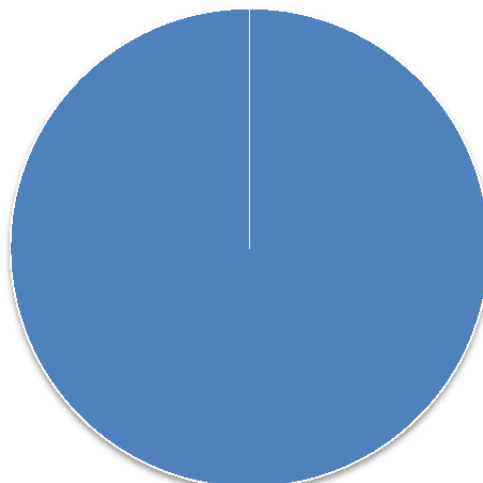
FY 20-21 Adopted Expenditures: \$1,937,073

## FY 20-21 Expenditures by Division



Legal Services  
100.00%

## FY 20-21 Expenditures by Fund



General Fund  
100.00%

Stephen Dingle  
County Counsel  
541-682-6561

# County Counsel

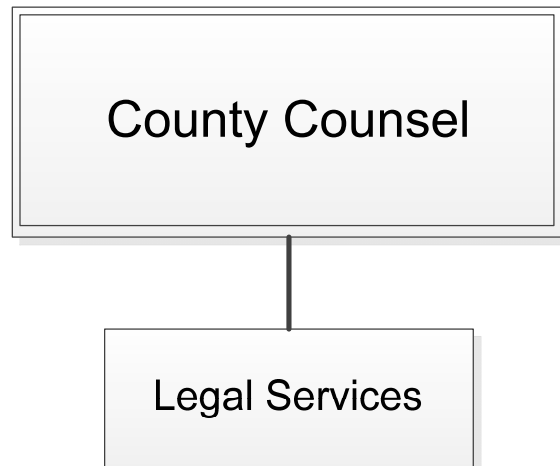
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## **Department Purpose & Overview**

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, purchased insurance, and Workers’ Compensation, resides 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, two Administrative Support Technicians, a Risk Manager, and a 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

## 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 include:

- Continuing to streamline Legal Counsel’s processes to improve customer service and limit liability and costs.
- Modernizing Lane Code and Lane Manual with user-friendly options for ease of public access.
- Continuing to provide a high level of support to special projects as well as daily duties.

<b>Strategic Priority:</b>	<b>Our People and Partnerships</b>		
<b>Key Strategic Initiative:</b>	<b>Activity Area:</b>		
Fiscal Resilience & Operational Effectiveness.	Number of Public Records requests handled.		
<b>Inputs:</b> <i>To accomplish our goals, we may need the following resources:</i>			
Adequate availability of personnel.			
<b>Outputs:</b> <i>Accomplishing these projects will result in the following evidence of progress:</i>			
Quick and complete response to all Public Records Requests received.			
<b>Intended Outcomes:</b>			
Achieve a high level of customer satisfaction while ensuring County remains in compliance with the law.			
<b>Comments:</b>			
<b>Related Metric: Public Records Requests</b>			
<b>Year</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
<b>Where are we now:</b>	355	334	46
<b>Target:</b>	n/a	n/a	300
<b>Notes:</b>			

## County Counsel

<b>Strategic Priority:</b>	<b>Our People and Partnerships</b>		
<b>Key Strategic Initiative:</b>			<b>Activity Area:</b>
Fiscal Resilience & Operational Effectiveness			Percent of cost savings in legal services using office attorneys and support staff compared with outside counsel
<b>Inputs:</b> <i>To accomplish our goals, we may need the following resources:</i>			
Adequate availability of personnel - attorneys to provide legal services, staff to support attorneys' research and administrative needs.			
<b>Outputs:</b> <i>Accomplishing these projects will result in the following evidence of progress:</i>			
Provide timely legal advice to elected officials, directors, and county staff.			
<b>Intended Outcomes:</b>			
Be good stewards of public funds by providing quality legal advice at a less-than-market rate.			
<b>Comments:</b>			
<b>Related Metric: Percent of cost savings for in house legal services compared with outside</b>			
<b>Year</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
<b>Where are we now:</b>	65%	63%	n/a
<b>Target:</b>	n/a	n/a	60%
<b>Notes:</b>			

## County Counsel

<b>Strategic Priority:</b>	<b>Safe, Healthy County</b>		
<b>Key Strategic Initiative:</b>	<b>Activity Area:</b>		
Contribute to Safe, Healthy County by being good stewards of public resources.	Provide training to employees to reduce litigation exposures and preserve County funds.		
<b>Inputs:</b> <i>To accomplish our goals, we may need the following resources:</i>			
Adequate availability of personnel.			
<b>Outputs:</b> <i>Accomplishing these projects will result in the following evidence of progress:</i>			
Educate all County supervisors on proper and legal employee interactions; provide training on purchasing, procurement, and contractor insurance requirements.			
<b>Intended Outcomes:</b>			
Preserve County funds by preventing litigation, employment claims, and contract disputes.			
<b>Comments:</b>			
<b>Related Metric: Provide Training to County Staff to Mitigate Losses</b>			
<b>Year</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
<b>Where are we now:</b>	11	12	2
<b>Target:</b>	8	10	15
<b>Notes:</b>			

### Partnerships

- Partner with Human Resources and/or contracted consultants to provide trainings in multiple formats to departments and employees.
- Department is partnering with other County departments, as well as local, 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.
- Partnered with Lane County Public Works Engineering staff for innovative methods of condemnation, right of way acquisition, and consultants for reconstruction of Territorial Highway, the largest county road project in over a decade.
- Metro Risk Managers Network - Partner with local public entities to build resilient risk programs that decrease risk exposure by sharing expertise and experience.

### Major Accomplishments & Achievements in FY 19-20

- Negotiated new Collective Bargaining Agreements with AFSCME Physicians and Local 626. The 626 contract used Interest Based Bargaining.
- Continued to deliver full services remotely during COVID-19 national emergency.
- Enhanced Managing Within the Law Discussion Sessions, the training program designed to educate supervisors and managers for risk mitigation in employment claims.
- Provided Seventeen hours of training to both County employees and affiliated organizations.

## County Counsel

- Created Lane Code solutions to improve road safety, including controls over tree cutting next to roads, creation of LARs, remediation of dangerous conditions.
- Prepared exemptions and bidding documents for Events Center and Parks projects, resulting in over \$23,000 in savings in one project.
- Prior to 2012, County generally had one or two contract disputes per year that went to dispute resolution or litigation. None since 2013, thanks to improved bidding documents and contract process.

### **Anticipated Service & Budget Changes for FY 20-21**

There are no service or budget changes anticipated for FY 20-21.

### **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 FY 20-21.

DEPARTMENT FINANCIAL SUMMARY						
	FY 17-18	FY 18-19	FY 19-20	FY 20-21	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>RESOURCES:</b>						
Fees And Charges	170,123	1,676	0	0	0	0.00%
Administrative Charges	1,502,765	1,586,717	1,538,690	1,788,395	249,705	16.23%
<b>TOTAL RESOURCES</b>	<b>1,672,888</b>	<b>1,588,393</b>	<b>1,538,690</b>	<b>1,788,395</b>	<b>249,705</b>	<b>16.23%</b>
<b>EXPENDITURES:</b>						
Personnel Services	1,509,015	1,532,084	1,752,419	1,733,940	(18,479)	-1.05%
Materials & Services	165,386	166,397	184,580	203,133	18,553	10.05%
<b>TOTAL EXPENDITURES</b>	<b>1,674,401</b>	<b>1,698,481</b>	<b>1,936,999</b>	<b>1,937,073</b>	<b>74</b>	<b>0.00%</b>

EXPENDITURES BY FUND						
	FY 17-18	FY 18-19	FY 19-20	FY 20-21	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
General Fund	1,674,401	1,698,481	1,936,999	1,937,073	74	0.00%
<b>TOTAL</b>	<b>1,674,401</b>	<b>1,698,481</b>	<b>1,936,999</b>	<b>1,937,073</b>	<b>74</b>	<b>0.00%</b>

DEPARTMENT FINANCIAL SUMMARY BY DIVISION						
	FY 17-18	FY 18-19	FY 19-20	FY 20-21	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
Legal Services	1,674,401	1,698,481	1,943,323	1,937,073	(6,250)	-0.32%
<b>TOTAL EXPENDITURES</b>	<b>1,674,401</b>	<b>1,698,481</b>	<b>1,936,999</b>	<b>1,937,073</b>	<b>74</b>	<b>0.00%</b>

FTE SUMMARY						
	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>Total FTE</b>	<b>11.00</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

- 2.00 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 17-18 Actual	FY 18-19 Actual	FY 19-20 Curr Bgt	FY 20-21 Adopted	\$ Chng Fr Curr	% Chng Fr Curr
<b>RESOURCE ACCOUNTS</b>						
Refunds & Reimbursements	170,123	1,676	0	0	0	0.00%
<b>FEES AND CHARGES</b>	<b>170,123</b>	<b>1,676</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
County Indirect Revenue	1,502,765	1,586,717	1,538,690	1,788,395	249,705	16.23%
<b>ADMINISTRATIVE CHARGES</b>	<b>1,502,765</b>	<b>1,586,717</b>	<b>1,538,690</b>	<b>1,788,395</b>	<b>249,705</b>	<b>16.23%</b>
<b>DEPARTMENT RESOURCES</b>	<b>1,672,888</b>	<b>1,588,393</b>	<b>1,538,690</b>	<b>1,788,395</b>	<b>249,705</b>	<b>16.23%</b>



## County Counsel

DEPARTMENT EXPENDITURE DETAIL						
	FY 17-18	FY 18-19	FY 19-20	FY 20-21	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Adopted	Fr Curr	Fr Curr
<b>EXPENDITURE ACCOUNTS</b>						
Regular Operating Wages	926,282	938,842	998,087	1,004,455	6,368	0.64%
Extra Help	24,783	15,655	26,796	26,796	0	0.00%
Unclassified Temporary	0	0	20,004	20,004	0	0.00%
Reduction Unfunded Vac Liab	23,230	33,081	61,532	45,629	(15,903)	-25.85%
Compensatory Time	0	45	0	0	0	0.00%
Social Security Expense	56,376	56,862	68,392	67,843	(549)	-0.80%
Medicare Insurance Expense	13,935	14,144	15,989	15,845	(144)	-0.90%
Unemployment Insurance (State)	1,138	1,123	1,194	1,231	37	3.10%
Workers Comp	3,095	3,097	3,306	3,280	(26)	-0.79%
Disability Insurance - Long-term	3,655	5,089	7,521	7,435	(86)	-1.14%
PERS - OPSRP Employer rate	131,290	134,314	183,409	181,680	(1,729)	-0.94%
PERS Bond	66,385	73,905	76,694	78,660	1,966	2.56%
PERS - 6% Pickup	56,692	56,555	63,472	62,927	(545)	-0.86%
Health Insurance	136,099	134,811	156,372	154,498	(1,874)	-1.20%
Dental Insurance	13,122	13,221	14,131	12,999	(1,132)	-8.01%
EE Assistance Pgm	169	168	256	256	0	0.00%
Life Insurance	4,145	2,076	3,970	3,970	0	0.00%
Flexible Spending Admin	154	153	129	256	127	98.45%
Disability Insurance - Short Term	354	353	384	384	0	0.00%
Deferred Comp Employer Contrib	19,010	19,256	21,148	20,979	(169)	-0.80%
Retiree Medical	28,825	29,059	29,237	24,557	(4,680)	-16.01%
FMLA Administration	276	275	396	256	(140)	-35.35%
<b>PERSONNEL SERVICES</b>	<b>1,509,015</b>	<b>1,532,084</b>	<b>1,752,419</b>	<b>1,733,940</b>	<b>(18,479)</b>	<b>-1.05%</b>
Professional & Consulting	236	0	0	370	370	100.00%
Motor Fuel & Lubricants	233	245	200	0	(200)	-100.00%
Telephone Services	5,804	8,675	7,140	8,184	1,044	14.62%
General Liability	15,136	14,529	15,268	21,163	5,895	38.61%
Maintenance of Equipment	47	0	900	0	(900)	-100.00%
External Equipment Rental	104	77	125	125	0	0.00%
Fleet Services Rentals	10,328	9,750	10,396	10,101	(295)	-2.84%
Copier Charges	6,899	6,205	5,000	5,100	100	2.00%
Mail Room Charges	1,161	697	700	700	0	0.00%
License Replacement	0	0	3,028	3,024	(4)	-0.13%
Indirect/Technology Serv	75,125	82,165	83,194	97,868	14,674	17.64%
Infrastructure Replacement	0	0	3,117	3,125	8	0.26%
Direct/Technology Serv	640	0	0	0	0	0.00%
PC Replacement Services	3,700	4,000	4,150	4,150	0	0.00%
Office Supplies & Expense	5,209	6,245	5,518	5,500	(18)	-0.33%
Professional Licenses	5,274	5,149	7,000	7,000	0	0.00%
Dues & Memberships	0	0	0	25	25	100.00%
Advertising & Publicity	0	20	0	0	0	0.00%
Postage	0	0	75	75	0	0.00%
Radio/Communic Supplies & Svcs	3	3	25	25	0	0.00%
DP Supplies And Access	256	814	0	0	0	0.00%
Printer & Copier Expenses	0	694	0	0	0	0.00%
Small Office Furniture	1,904	388	500	500	0	0.00%
Special Supplies	12,291	9,707	10,551	10,773	222	2.10%
Business Expense & Travel	564	177	344	175	(169)	-49.13%
Outside Education & Travel	20,261	16,612	27,149	24,950	(2,199)	-8.10%
County Training Classes	210	245	200	200	0	0.00%
<b>MATERIALS &amp; SERVICES</b>	<b>165,386</b>	<b>166,397</b>	<b>184,580</b>	<b>203,133</b>	<b>18,553</b>	<b>10.05%</b>
<b>DEPARTMENT EXPENDITURES</b>	<b>1,674,401</b>	<b>1,698,481</b>	<b>1,936,999</b>	<b>1,937,073</b>	<b>74</b>	<b>0.00%</b>

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