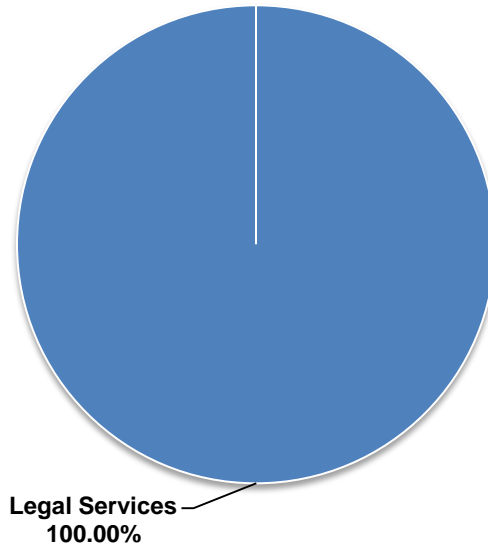


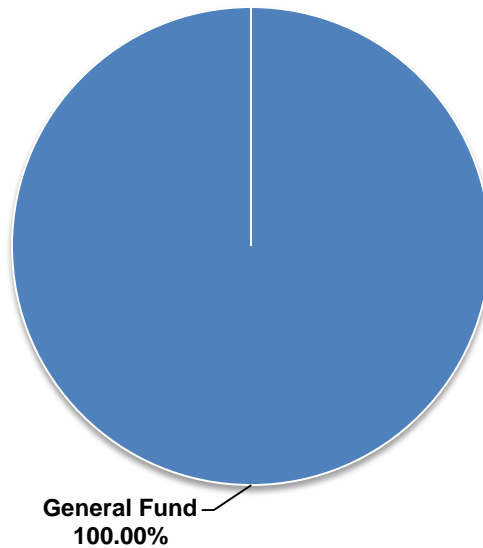
Department of County Counsel

FY 17-18 Proposed Requirements: \$1,629,642

FY 17-18 Requirements by Division



FY 17-18 Requirements by Fund

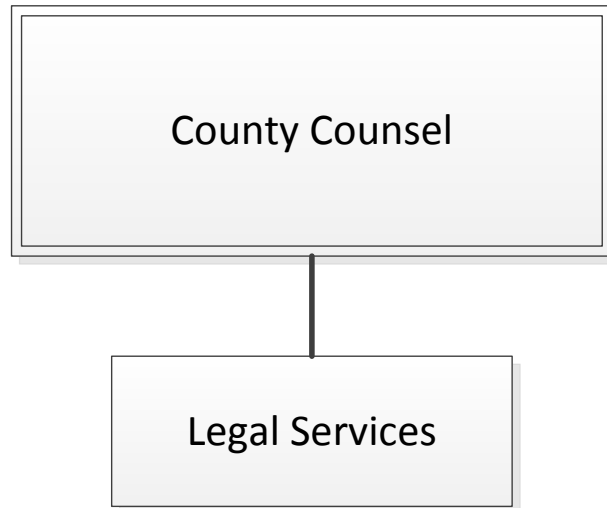


Steve Dingle
County Counsel
541-682-4442

County Counsel

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 tort 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, resides in the County Counsel’s Office. This support service includes five full-time attorneys, two part-time attorneys, one paralegal, two senior legal secretaries, and risk manager as regular staff and one to two law clerks, and an extra help (520) as temporary staff.



County Counsel

Goals and Strategic Planning

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

Partnerships:

Participation in the Oregon County Counsels Association (OCCA) and the Oregon Association of Defense Counsel (OADC) has provided a substantial resource for government, legal, and other source documents; allows for lower research costs; brings the county's policies in line with best practices; and allows for coordinating legislative efforts. These benefits have given our office the ability to deliver services to our clients at a greatly reduced cost.

At the request of Public Works, County Counsel developed a method to allow governments outside the Eugene-Springfield area to take on responsibility for permitting and enforcement of activities on county roads, relieving the County of the cost of permitting and inspection while providing increased local control.

University of Oregon Law School students provided law clerk services, which provided students with experience and education while affording the County the benefit of low-cost legal research, and allowing attorneys to focus on other legal matters.

Major Accomplishments & Achievements in FY 16-17

Successfully negotiated two settlements prior to filing of litigation; the exposure of these two cases was estimated to be more than \$500,000 combined, plus attorney fees. The cases were settled for an approximate total of \$21,000, and no attorney fees. The office prevailed in a significant public meetings case in the Oregon Supreme Court; the office also prevailed in a civil suit brought in a land use related case that would have exposed the county to expensive collateral litigation had the plaintiffs prevailed. We have, along with Human Resources, aggressively pursued third party payments in Workers' Compensation matters. Finally, in a case valued at more than \$500,000, the office successfully tendered defense of a matter to the State of Oregon requiring them to defend our employees and pay any resulting settlement or judgment.

Reduced costs by:

- Training Supervisors and Managers to act in a manner consistent with state law;
- Drafting settlement agreements that allow the county to challenge inappropriate claims for unemployment;
- Educating clients on the true cost to the county of an unemployment claim;
- Actively participating in telephonic hearings, challenging appropriate claims;
- Successfully negotiating to ratification collective bargaining agreements, achieving health insurance cost saving terms.

Reduced risk across the organization by:

- Continuing County-wide training in the highest and most expensive litigation risk area, employment law, through the Managing Within the Law series and department specific trainings on employee investigations and discipline;
- Establishing a close working relationship between clients, Human Resources, and Legal Counsel that has resulted in clients becoming more proactive and anticipating potential legal issues before they occur, when they can be prevented or minimized;
- Creating a system and set of agreements to allow local jurisdictions to take responsibility for permitting and overseeing events in public rights-of-way. First two cities to implement were Coburg and Oakridge.

County Counsel

Supported and assisted the efforts of Association of Oregon Counties (AOC) and Lane County Intergovernmental Relations Manager to improve legislation and oppose new laws that would increase the county's costs, risks, and obligations.

Improved speed and efficiency, reduced risk, and increased compliance with state laws relating to procurement by:

- Implementing electronic signatures into County's contract management system, decreasing staff time by reducing document handling, improving oversight, and automatic archiving, which ultimately accelerates contract turnaround. Lane County was the first government agency in this area to implement such a system.
- Updated Lane Manual Chapter 20 contracting requirements with comprehensive revision to comply with statutory changes.
- Complete revision of all Lane County standard procurement and contract document forms and templates.
- Collaborated with Public Works Engineering staff to revise Lane County construction specifications and contracts to receive ODOT certification, which increases County's ability to receive ODOT funds for design and construction of road and bridge improvements.
- Collaborated with the Sheriff's Office, Human Resources, and Public Works to negotiate and finalize major new contracts—notably those relating to the jail food services, the forest work camp, and retirement funds administrators—which resulted in direct savings of over \$400,000 from expected costs.

Laid the groundwork for removal of the long-standing limitations on the use of County property located in the former park blocks.

Anticipated Service & Budget Changes for FY 17-18

If staffing is retained at the current level, no service or budget changes are anticipated for FY 17-18.

Current & Future Service Challenges

The loss of a longtime County attorney has caused a shift in the department workload and loss of historical organization knowledge. The addition of a new attorney position in the current year will continue to enhance the department going forward as knowledge is gained of County processes. As several of our attorneys approach retirement age, the department needs to prepare for succession planning. The department low staff ratio to attorneys can cause backlogs and may require more specialized-level staff to perform those duties.

County Counsel

DEPARTMENT FINANCIAL SUMMARY						
	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Curr Bgt	FY 17-18 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCES:						
Fees And Charges	163,794	168,164	168,760	168,173	(587)	-0.35%
Administrative Charges	1,349,439	1,181,219	1,425,751	1,502,765	77,014	5.40%
Total Revenue	1,513,233	1,349,383	1,594,511	1,670,938	76,427	4.79%
TOTAL RESOURCES:	1,513,233	1,349,383	1,594,511	1,670,938	76,427	4.79%
REQUIREMENTS:						
Personnel Services	1,409,438	1,297,352	1,507,996	1,465,461	(42,535)	-2.82%
Materials & Services	164,291	148,591	177,200	164,181	(13,019)	-7.35%
Total Expenditures	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%
TOTAL REQUIREMENTS:	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%

REQUIREMENTS BY FUND						
	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Curr Bgt	FY 17-18 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
General Fund	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%
TOTAL	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%

DEPARTMENT FINANCIAL SUMMARY BY DIVISION						
	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Curr Bgt	FY 17-18 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
Legal Services	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%
TOTAL REQUIREMENTS	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%

FTE SUMMARY						
	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Curr Bgt	FY 17-18 Proposed	Chng Fr Curr	% Chng Fr Curr
Total FTE	11.00	9.00	10.00	10.00	0.00	0.00%

DEPARTMENT POSITION LISTING	
Legal Services	
1.00	Co Counsel Legal Secretary
1.00	Assistant County Counsel 1
4.00	Assistant County Counsel 2
1.00	Co Counsel Paralegal
1.00	Co Counsel Sr. Legal Secretary
1.00	County Counsel
1.00	Program Manager
10.00	Division FTE Total
10.00	Department FTE Total

County Counsel

DEPARTMENT RESOURCE DETAIL						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCE ACCOUNTS						
Miscellaneous Svc Charges	109	0	0	0	0	0.00%
Refunds & Reimbursements	158,384	167,083	168,760	168,173	(587)	-0.35%
Legal Services	5,301	1,080	0	0	0	0.00%
FEES AND CHARGES	163,794	168,164	168,760	168,173	(587)	-0.35%
County Indirect Revenue	1,349,439	1,181,219	1,425,751	1,502,765	77,014	5.40%
ADMINISTRATIVE CHARGES	1,349,439	1,181,219	1,425,751	1,502,765	77,014	5.40%
TOTAL RESOURCES	1,513,233	1,349,383	1,594,511	1,670,938	76,427	4.79%

County Counsel

DEPARTMENT REQUIREMENTS DETAIL						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
REQUIREMENT ACCOUNTS						
Regular Operating Wages	790,210	766,378	796,914	865,194	68,280	8.57%
Extra Help	6,984	13,514	26,800	26,796	(4)	-0.01%
Unclassified Temporary	100,490	58,795	137,694	20,004	(117,690)	-85.47%
Overtime	0	132	0	0	0	0.00%
Reduction Unfunded Vac Liab	14,572	16,368	27,539	30,312	2,773	10.07%
Social Security Expense	54,298	49,186	63,375	58,403	(4,972)	-7.85%
Medicare Insurance Expense	13,433	12,321	14,817	13,657	(1,160)	-7.83%
Unemployment Insurance (State)	6,184	2,356	3,897	1,149	(2,748)	-70.52%
Workers Comp	3,316	3,013	3,051	2,816	(235)	-7.70%
Disability Insurance - Long-term	4,249	3,678	7,417	8,072	655	8.83%
PERS - OPSRP Employer rate	82,504	90,060	113,668	124,803	11,135	9.80%
PERS Bond	68,375	62,529	74,129	62,680	(11,449)	-15.44%
PERS - 6% Pickup	49,662	45,882	51,810	53,739	1,929	3.72%
Optional ER IAP	201	0	0	0	0	0.00%
Health Insurance	148,930	114,578	120,510	135,624	15,114	12.54%
Dental Insurance	14,250	11,731	12,390	13,104	714	5.76%
Vision Insurance	1,376	96	0	0	0	0.00%
EE Assistance Pgm	689	184	222	240	18	8.11%
Life Insurance	3,782	3,622	3,633	3,912	279	7.68%
Flexible Spending Admin	165	136	111	120	9	8.11%
Disability Insurance - Short Term	380	312	333	360	27	8.11%
Deferred Comp Employer Contrib	15,890	15,174	16,484	18,861	2,377	14.42%
Retiree Medical	29,199	27,064	32,869	25,255	(7,614)	-23.16%
FMLA Administration	296	244	333	360	27	8.11%
PERSONNEL SERVICES	1,409,438	1,297,352	1,507,996	1,465,461	(42,535)	-2.82%
Professional & Consulting	5,209	5,490	5,500	0	(5,500)	-100.00%
Court Related Personal Service	(47)	0	1,000	0	(1,000)	-100.00%
Motor Fuel & Lubricants	131	151	470	200	(270)	-57.45%
Telephone Services	3,911	3,965	3,312	3,600	288	8.70%
General Liability	6,151	10,206	15,745	14,932	(813)	-5.16%
Claims	0	949	0	0	0	0.00%
Maintenance of Equipment	3,533	491	3,450	1,300	(2,150)	-62.32%
External Equipment Rental	111	84	100	100	0	0.00%
Fleet Services Rentals	10,614	15,517	15,190	12,319	(2,871)	-18.90%
Copier Charges	2,645	6,813	3,680	5,000	1,320	35.87%
Mail Room Charges	534	515	700	700	0	0.00%
Indirect/Technology Serv	57,155	63,100	69,185	75,125	5,940	8.59%
Direct/Technology Serv	0	0	0	640	640	100.00%
Dept Support/Direct	26,512	0	0	0	0	0.00%
PC Replacement Services	9,690	10,075	6,310	3,700	(2,610)	-41.36%
Office Supplies & Expense	4,187	4,876	5,483	5,240	(243)	-4.43%
Membrshp/Professionl Licenses	5,296	5,599	9,000	6,500	(2,500)	-27.78%
Printing & Binding	64	0	250	0	(250)	-100.00%
Advertising & Publicity	0	0	500	0	(500)	-100.00%
Microfilm Imaging Services	0	34	100	0	(100)	-100.00%
Postage	29	0	125	75	(50)	-40.00%
DP Supplies And Access	(704)	2,824	2,000	2,000	0	0.00%
Small Office Furniture	5,134	3,413	3,000	500	(2,500)	-83.33%
Special Supplies	3,882	2,397	5,000	10,000	5,000	100.00%
Business Expense & Travel	1,633	0	3,365	850	(2,515)	-74.74%

County Counsel

DEPARTMENT REQUIREMENTS DETAIL						
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Outside Education & Travel	18,516	12,061	23,135	21,200	(1,935)	-8.36%
County Training Classes	105	30	600	200	(400)	-66.67%
MATERIALS & SERVICES	164,291	148,591	177,200	164,181	(13,019)	-7.35%
TOTAL EXPENDITURES	1,573,728	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%
TOTAL REQUIREMENTS	1,573,729	1,445,943	1,685,196	1,629,642	(55,554)	-3.30%