

**Lane County - Service Option Sheet - FY 21-22 Adopted**

SOS C13: **Legal Services**  
 Dept: County Counsel  
 Contact: Miranda Rollins 541-682-3690

**Service Category: General Government**

<b>Mandate</b>	None	<b>Related</b>	SHALL
<b>Leverage</b>	None	Some	HIGH

**Executive Summary**

The Lane County Office of Legal Counsel is the County's legal representative in almost all legal matters involving County departments, employees and elected officials. The office represents the County's legal interests in a wide range of civil actions including: tort actions, labor grievances, 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 matters. This service includes the evaluation review, drafting and assistance to staff in the preparation of legal documents.

**Service Descriptions**

	Revenue	Expense Total	General Fund	FTE
<b>Adopted Budget Total</b>	\$1,552,586	\$1,856,741	\$304,155	10.00
<b>Addition</b>	\$0	\$150,892	\$150,892	1.00
Addition of 1.0 FTE Assistant County Counsel 2				
<b>Current Service Level</b>	\$1,552,586	\$1,705,849	\$153,263	9.00

Investigate and defend litigation against the County, settling where reasonable; prepare all land use records. Basic legal advice to the Board, elected officials, and departments, within one week of inquiry, in the areas of: policies, daily operational issues, personnel matters, contract review, agenda material review, Lane Code and Lane Manual maintenance. Paralegal and support staff are used to prepare large volumes of records and documents allowing the office to leverage attorney time. The support staff gives the office the opportunity in some cases to provide immediate assistance to clients. The office provides avoidance and mitigation advice to reduce or prevent filed litigation against the County, performs basic required research for litigation and advice and provides written legal opinions. Affirmative litigation at Board discretion. Provide training to managers and supervisors to reduce or prevent employment claims and grievances. Complete in-house legal representation of the County.

**State/Federal Mandate**

ORS 203.145 authorizes appointing counsel. ORS 9.320 requires cases be defended by a named party or attorney. ORS 30.285-.287 require public bodies defend & indemnify officers & employees for torts. ORS 197.830 requires assembling land use records within 21 days of service. If cases aren't defended or records are not delivered, the risk is an unchallenged monetary judgment or fine against the County.

**Leverage Details**

The General Fund portion of this program leverages the following:

_____	\$0	back to the Discretionary General Fund
_____	\$0	into other non Discretionary County Funds
_____	\$0	directly to community members