

#### Program #10008 - County Attorney's Office

**Program Contact:** Jenny Madkour 4/21/201

Nondepartmental **Department:** 

**Program Offer Type: Existing Operating Program** Program Offer Stage: As Proposed

**Related Programs:** 

**Program Characteristics:** 

#### **Executive Summary**

The mission of the Office of County Attorney is to provide the highest quality and cost effective legal advice and representation. The Office reviews and advises on the legal aspects of County government operation, defends claims against the County and its employees, and assists with Federal, State, and County legal requirements. The County Attorney collaborates with risk management, provides legal training and strives to provide clients with appropriate advice before legal issues become legal problems.

### **Program Summary**

The Office of County Attorney prepares and reviews legal documents including contracts, Ordinances, Resolutions, Board Orders, Executive Rules, Administrative Procedures, and others. It provides legal advice and counsel to the Board of County Commissioners, the Chair, the Sheriff, the Auditor, the District Attorney, County Departments, Offices, Advisory Boards, Districts, Commissions and Committees. It prepares formal written opinions deemed necessary by the County Attorney regarding significant interpretations of federal and state laws, the Charter, County Code and other legal requirements. The Office controls and supervises all civil actions and legal proceedings where the County is a party or has a legal interest. The Office represents and defends any legal action, matter or proceeding in any court or tribunal and as requested by the Board.

| Performance Measures |   |                |                   |                  |               |  |  |  |  |
|----------------------|---|----------------|-------------------|------------------|---------------|--|--|--|--|
| Measure<br>Type      | Primary Measure   | FY13<br>Actual | FY14<br>Purchased | FY14<br>Estimate | FY15<br>Offer |  |  |  |  |
| Output               | Attorney Direct Service Hours                                   | 21.432         | 19,000            | 20,000           | 20,000        |  |  |  |  |
| Outcome              | Percentage of attorney time dedicated to direct client services | 89%            | 90%               | 89%              | 90%           |  |  |  |  |
| Input                | Number of tort claims received                                  | 291            | 140               | 160              | 160           |  |  |  |  |

#### **Performance Measures Descriptions**

The number of attorney direct service hours represents attorney time dedicated to litigation, legal consultation, legal document preparation and review, and client training. Direct service hours exclude time spent on professional development and administrative tasks. A tort claim is a notice of intent to bring a lawsuit for damages against the County or its employees. Upward and downward trends in these claims indicates future workload and is used for risk management.

### **Legal / Contractual Obligation**

Multnomah County Code Chapter 25 established the Office of County Attorney and charges the County Attorney to be the Chief Legal Officer of the County.

# Revenue/Expense Detail

|                      | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|----------------------|-----------------------|----------------------|-----------------------|----------------------|
| Program Expenses     | 2014                  | 2014                 | 2015                  | 2015                 |
| Personnel            | \$0                   | \$3,413,100          | \$0                   | \$3,513,505          |
| Contractual Services | \$0                   | \$30,000             | \$0                   | \$30,000             |
| Materials & Supplies | \$0                   | \$119,500            | \$0                   | \$114,764            |
| Internal Services    | \$0                   | \$530,135            | \$0                   | \$543,693            |
| Total GF/non-GF      | \$0                   | \$4,092,735          | \$0                   | \$4,201,962          |
| Program Total:       | \$4,092,735           |                      | \$4,201,962           |                      |
| Program FTE          | 0.00                  | 23.00                | 0.00                  | 22.80                |

| Program Revenues      |     |             |     |             |  |  |  |
|-----------------------|-----|-------------|-----|-------------|--|--|--|
| Other / Miscellaneous | \$0 | \$4,092,735 | \$0 | \$4,201,962 |  |  |  |
| Total Revenue         | \$0 | \$4,092,735 | \$0 | \$4,201,962 |  |  |  |

## **Explanation of Revenues**

Funding for the Office of County Attorney is generated through a portion of the liability insurance rate on County payroll expenses.

# Significant Program Changes

Last Year this program was: 10008 County Attorney's Office

No significant changes.