



## **County Counsel**

**Stephen L Madkour, County Counsel**

**2051 Kaen Road  
Oregon City, Oregon 97045  
503-655-8362**

Website Address: <http://www.clackamas.us/counsel/>



# County Counsel

## Department Mission

The Mission of the County Counsel is to provide comprehensive legal services easily accessible to Clackamas County (and its special districts) through its elected officials and departments so that they can effectively implement their policy objectives, achieve success for their operations, and minimize risk and adverse results.

<b>County Counsel</b> Stephen L. Madkour, County Counsel FTE 12.5 Total Request \$2,450,929 General Fund Support \$1,572,429
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<b>County Operations Legal Support</b> Stephen Madkour - Mgr FTE 3.75 Total Request \$716,661 Gen Fund \$453,111
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<b>Litigation &amp; Labor</b> Stephen Madkour - Mgr FTE 6.75 Total Request \$1,286,917 Gen Fund \$813,527
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<b>Office of the County Counsel</b> Stephen Madkour - Mgr FTE 2.0 Total Request \$447,351 Gen Fund \$305,791
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<b>Advisory, Transactional &amp; Regulatory Program</b> Stephen Madkour - Mgr FTE 3.75 Total Request \$716,661 Gen Fund \$453,111
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<b>Litigation, Labor &amp; Employment Program</b> Stephen Madkour - Mgr FTE 6.75 Total Request \$1,286,917 Gen Fund \$813,527
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<b>Office of the County Counsel</b> Stephen Madkour - Mgr FTE 2.0 Total Request \$447,351 Gen Fund \$305,791
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# County Operations Legal Support

## Line of Business Purpose Statement

The purpose of the County Operations Legal Support Line of Business is to provide easy-to-access, easy-to-understand advisory, regulatory, and transactional legal services to Clackamas County and its special districts through its elected officials and department so that they can make well advised, timely, sound, legally informed decisions, and keep the delivery of services to the public moving.

### County Counsel

Stephen L. Madkour, County Counsel

FTE 3.75

Total Request \$723,058

General Fund Support \$471,729

#### County Operations Legal Support

Stephen Madkour -  
FTE 3.75

Total Request  
\$716,661

Gen Fund \$453,111

#### Advisory, Transactional & Regulatory Program

Stephen Madkour -  
FTE 3.75

Total Request  
\$716,661

Gen Fund \$453,111



# County Operations Legal Support

## Advisory, Transactional & Regulatory Program

### Performance Narrative Statement

The purpose of the Advisory, Transactional and Regulatory Program is to provide advice, consultation and training services, research, technical consultation, strategic drafting, regulatory strategy, negotiation, and composition services to Clackamas County and its special districts through its elected officials and departments so that they can implement and enforce their contractual arrangements, technical goals and objectives and conduct their operations in a manner that comports with local, state and federal regulations and laws.

### Key Performance Measures

		FY 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
 Result	% Contracts reviewed by County Counsel that meet the County's risk management and contract procurement standards and protect the County in the event of a breach, to be reviewed within X days of receipt	100%	80%	80%	100%
Result	% Formal client inquires provided a response within 7 working days	100%	80%	80%	100%

Program includes:

Mandated Services  N

Shared Services  N

Grant Funding  N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue		-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	-	-	263,550	263,550	0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	-	-	263,550	263,550	0%
<b>Total Rev - Including Beginning Bal</b>	-	-	-	-	263,550	263,550	0%
Personnel Services	-	-	-	-	599,051	599,051	0%
Materials & Services	-	-	-	-	57,923	57,923	0%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	41,354	41,354	0%
<b>Operating Expenditure</b>	-	-	-	-	698,328	698,328	0%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	18,333	18,333	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	-	-	716,661	716,661	0%
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>453,111</b>	<b>453,111</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	0.00	0.00	3.75	3.75	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00	0.00	0.00	3.75	3.75	0%
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00	0.00	0.00	0.00	0.00	0%

**Significant Issues and Changes**

discuss significant issues and changes here



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**CLACKAMAS**  
C O U N T Y



# Litigation and Labor

## Line of Business Purpose Statement

The purpose of the Litigation and Labor Line of Business is to provide advice and legal services to Clackamas County and its special districts through its elected officials and departments so that they can manage and minimize risk, be represented in lawsuits, and appropriately administer labor and employment laws. Activities include consultation, advice, representation and negotiation services, file pleadings, court appearance, negotiation, representation, and comprehensive legal services to the County, elected officials and employees when named in their official capacities, departments, and special districts so that they can be represented in all lawsuits and settle cases when appropriate.

### **County Counsel**

Stephen L. Madkour, County Counsel

FTE 6.75

\$1,286,917

General Fund Support \$813,527

#### **Litigation & Labor**

Stephen Madkour -

FTE 6.75

Total Request

\$1,286,917

Gen Fund \$813,527

#### **Litigation, Labor & Employment Program**

Stephen Madkour -

FTE 6.75

Total Request

\$1,286,917

Gen Fund \$813,527



# Litigation & Labor

## Litigation, Labor & Employment Program

### Performance Narrative Statement

The purpose of the Litigation, Labor & Employment Program is to provide pleadings, court appearance, negotiation, representation, and comprehensive legal services to the County, elected officials and employees when named in their official capacities, departments, and special districts so that they can be represented in all lawsuits and settle cases when appropriate.

### Key Performance Measures

		FY 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	% Cases won as defined by jury verdicts	65%	0%	0%	75%
Result	% Employment terminations and separations that result in a lawsuit or arbitration	50%	50%	50%	25%
Result	% Cases dismissed by the Court or dropped by complainants	50%	50%	50%	50%

Program includes:

Mandated Services  N

Shared Services  N

Grant Funding  N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



Litigation Program

Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	2,000	2,000	0%
Local Grants & Revenues	-	-	-	-	471,390	471,390	0%
Charges for Service	-	-	-	-	-	-	0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	-	-	473,390	473,390	0%
<b>Total Rev - Including Beginning Bal</b>	-	-	-	-	473,390	473,390	0%
Personnel Services	-	-	-	-	1,150,115	1,150,115	0%
Materials & Services	-	-	-	-	77,115	77,115	0%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	41,354	41,354	0%
<b>Operating Expenditure</b>	-	-	-	-	1,268,584	1,268,584	0%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	18,333	18,333	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	-	-	1,286,917	1,286,917	0%
<b>General Fund Support (if applicable)</b>	0	0	0	0	813,527	813,527	0%
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	0.00	0.00	6.75	6.75	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00	0.00	0.00	6.75	6.75	0%
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00	0.00	0.00	0.00	0.00	0%

**Significant Issues and Changes**

discuss significant issues and changes here



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**CLACKAMAS**  
C O U N T Y



# Office of the County Counsel

## Line of Business Purpose Statement

The purpose of the Office of the County Counsel is to provide leadership, oversight and legal consultation services to Clackamas County (and its special districts) through its elected officials and departments so that they can effectively implement their policy objectives, achieve success for County operations, and minimize risk and adverse results for the County.

### **Office of County Counsel**

Stephen L. Madkour, County Counsel

FTE 2.0

Total Request \$447,351

General Fund Support \$305,791

#### **Office of the County Counsel**

Stephen Madkour -  
Mgr

FTE 2.0

Total Request  
\$447,351

Gen Fund \$305,791

#### **Office of the County Counsel**

Stephen Madkour -  
FTE 2.0

Total Request  
\$447,351

Gen Fund \$305,791



# Office of the County Counsel

## Office of County Counsel Program

### Performance Narrative Statement

The purpose of the Office of the County Counsel is to provide leadership, oversight and legal consultation services to Clackamas County (and its special districts) through its elected officials and departments so that they can effectively implement their policy objectives, achieve success for County operations, and minimize risk and adverse results for the County.

### Key Performance Measures

		FY 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
	Result % contested issues settled through negotiation, IGA's and other means not involving litigation or appeals	50%	50%	75%	75%

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	140,560	140,560	0%
Charges for Service	-	-	-	-	1,000	1,000	0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	-	-	141,560	141,560	0%
<b>Total Rev - Including Beginning Bal</b>	-	-	-	-	141,560	141,560	0%
Personnel Services	-	-	-	-	329,741	329,741	0%
Materials & Services	-	-	-	-	57,923	57,923	0%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	41,354	41,354	0%
<b>Operating Expenditure</b>	-	-	-	-	429,018	429,018	0%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	18,333	18,333	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	-	-	447,351	447,351	0%
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>305,791</b>	<b>305,791</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	0.00	0.00	2.00	2.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00	0.00	0.00	2.00	2.00	0%
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00	0.00	0.00	0.00	0.00	0%

**Significant Issues and Changes**

discuss significant issues and changes here



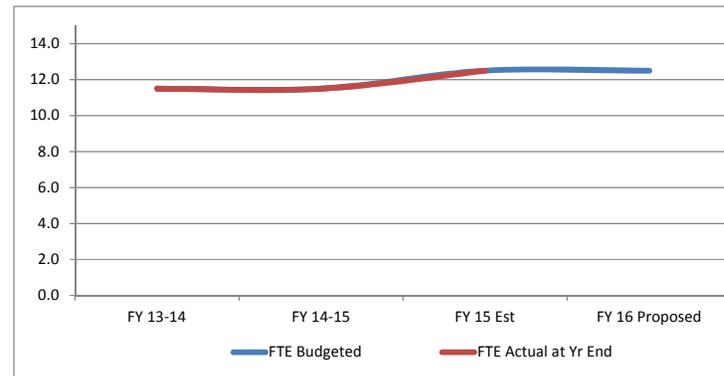
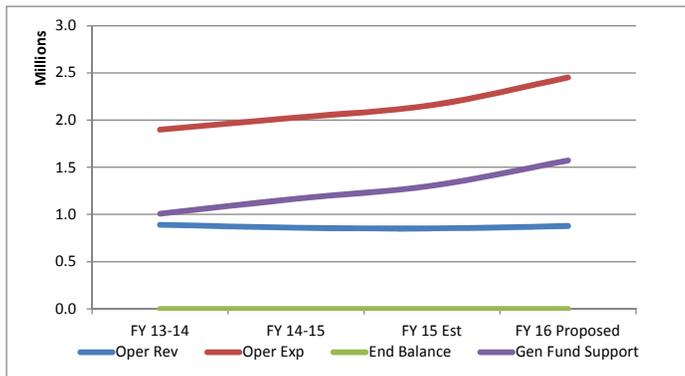
Department Budget Summary by Fund

<i>Line of Business</i>	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17
<i>Program</i>	FTE	General Fund						Total Proposed Budget	General Fund Subsidy Included in Proposed Budget**
County Operations Legal Support Advisory, Transactional & Regulatory	3.75	716,661						716,661	453,111
Litigation and Labor Litigation, Labor & Employment	6.75	1,286,917						1,286,917	813,527
Office of the County Counsel Office of the County Counsel	2.0	447,351						447,351	305,791
<b>TOTAL</b>	<b>12.5</b>	<b>2,450,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,450,929</b>	<b>1,572,429</b>
<b>FY 15/16 Budget</b>	12.5	2,383,496						2,383,496	1,521,196
<b>\$ Increase (Decrease)</b>	0.00	67,433	0	0	0	0	0	67,433	51,233
<b>% Increase (Decrease)</b>	0.00%	2.83%						2.83%	3.37%

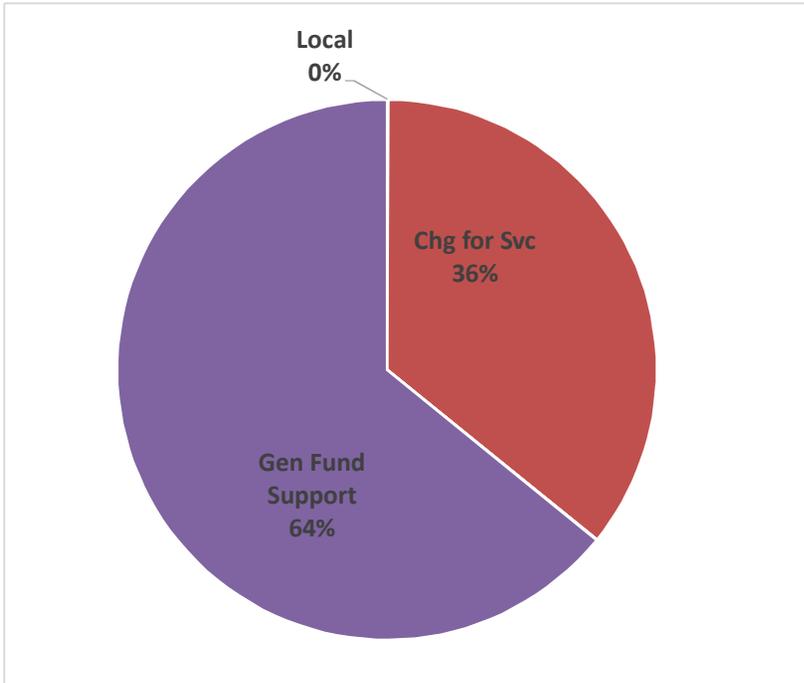
\*\* General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax  
Subsidy does not include resources generated by operations such as charges for service (including costs allocated to users) and grant.

**County Counsel - General Fund  
Summary of Revenue and Expense**

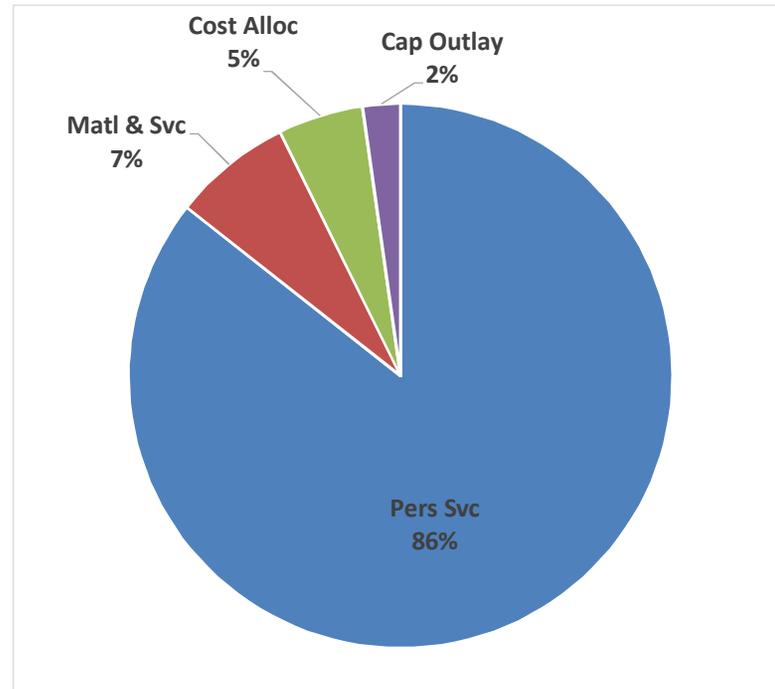
	FY 13-14	FY 14-15	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	5,425	3,767	2,000	1,400	2,000	0	0%
Charges for Service	886,142	856,337	859,300	851,900	876,500	17,200	2.0%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenues	0	0	1,000	0	0	-1,000	0.0%
Interfund Transfers	0	0	0	0	0	0	0%
<b>Operating Revenue</b>	<b>891,567</b>	<b>860,104</b>	<b>862,300</b>	<b>853,300</b>	<b>878,500</b>	<b>16,200</b>	<b>1.9%</b>
% Change	NA	-3.5%	0.3%	-0.8%	3.0%		
Personnel Services	1,696,361	1,817,461	2,049,220	1,909,073	2,098,096	48,876	2.4%
Materials & Services	103,214	99,900	170,183	140,909	173,770	3,587	2.1%
Cost Allocation Charges	100,108	109,668	109,093	109,093	124,063	14,970	13.7%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	0	0	55,000	0	55,000	0	0%
<b>Operating Expenditure</b>	<b>1,899,683</b>	<b>2,027,029</b>	<b>2,383,496</b>	<b>2,159,075</b>	<b>2,450,929</b>	<b>67,433</b>	<b>2.8%</b>
% Change	NA	6.7%	17.6%	6.5%	13.5%		
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0	0%
<b>Ending Balance (if applicable)</b> (includes Reserve & Contingency)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>General Fund Support (if applicable)</b>	<b>1,008,116</b>	<b>1,166,925</b>	<b>1,521,196</b>	<b>1,305,775</b>	<b>1,572,429</b>	<b>51,233</b>	<b>3.4%</b>
Full Time Equiv Positions (FTE) Budgeted	11.5	11.5	12.5		12.5	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	11.5	11.5		12.5			
Full Time Equiv Positions (FTE) Vacant at Yr End	0.0	0.0		0.0			



**County Counsel - General Fund  
FY 16-17 Proposed Budget**



**Resources**



**Requirements**