

# County Counselor

## Department Overview



The Jackson County Counselor's Office protects the interests of Jackson County citizens by providing legal counsel for the County's elected officials, directors and employees. They provide this service for a full range of issues that affect county government.

They also assist county departments by participating in the pursuit of delinquent tax and bankruptcy collections and by developing training programs for County employees in cooperation with Human Resources. They manage and coordinate the work of retained legal services and identify areas of legal expertise required to address future legal issues. They also help to develop preventive legal advisory programs.

Members of the County Counselors office are present at many of the various Jackson County Board and Commission meetings to offer citizen members advice regarding rules of procedure and to answer questions.

# County Counselor

Staffing by FTE (Full Time Equivalent)

	Adopted Budget 2013	Adopted Budget 2014	Adopted Budget 2015	Adopted Budget 2016	Adopted Budget 2017
Administrative Assistant	1	2	2	2	2
County Counselor	1	1	1	1	1
Chief Deputy County Cnsl.	1	1	1	2	2
Deputy County Counselor	2	0	0	0	0
Sr. Deputy County Counselor	1	1	1	1	1
Sr. Asst. County Counselor	1	2	2	2	2
Asst. County Counselor	4	4	4	3	3
Executive Assistant	1	0	0	1	1
Mental Health Claims Exam.	1	1	1	1	1
Sec. To the County Cnsl.	1	1	1	0	0
Secr. to the Division Mgrs.	0	0	0	0	0
Investigator II	0	0	0	0	0
Investigator/Paralegal	2	2	2	2	2
Summer Intern	0	0	0	0	0
	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

## BUDGET OVERVIEW COUNTY COUNSELOR

<u>Account Type</u>	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Adopted
Salaries	\$ 1,182,187	\$ 1,304,712	\$ 1,185,762	\$ 1,332,278
Contractual Services	56,347	106,642	65,855	101,344
Supplies	44,336	35,300	34,570	35,300
Capital Outlay	12,267	-	26,144	-
	<u>\$ 1,295,138</u>	<u>\$ 1,446,654</u>	<u>\$ 1,312,331</u>	<u>\$ 1,468,922</u>
<u>Fund</u>				
General Fund	862,765	977,698	878,571	994,731
Health Fund	109,062	111,968	105,979	115,571
Park Fund	41,028	40,639	37,830	41,789
Special Road and Bridge Fund	99,711	111,053	105,819	107,564
Assessment Fund	101,479	114,265	103,667	117,235
Collectors Fund	81,092	91,031	80,465	92,032
	<u>\$ 1,295,138</u>	<u>\$ 1,446,654</u>	<u>\$ 1,312,331</u>	<u>\$ 1,468,922</u>

**County Counselor  
1101**

Line Item Description	Previous Year			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
<b>ALL FUNDS</b>						
5010 Regular Salaries	\$ 907,833	\$ 1,007,661	\$ 927,466	\$ 1,001,951	\$ 1,001,951	\$ 1,021,989
5040 FICA Taxes	64,764	77,088	65,955	77,088	77,088	78,620
5050 Pension Contributions	109,168	109,422	109,422	110,812	110,812	113,129
5060 Insurance Benefits	96,050	110,243	82,429	118,258	118,258	118,258
5061 Insurance Fixed Cost and Dental	-	-	1	-	-	-
5062 HSA Contribution	-	282	282	282	282	282
5090 Salary Adjustments	-	16	-	1,620	1,620	-
5130 Vacation Payout	3,056	-	130	-	-	-
5140 Sick Leave Pay Out	1,317	-	79	-	-	-
<b>Total Salaries</b>	<b>1,182,187</b>	<b>1,304,712</b>	<b>1,185,762</b>	<b>1,310,011</b>	<b>1,310,011</b>	<b>1,332,278</b>
6020 Legal Services	4,000	-	-	-	-	-
6050 Court Reporting Services	6,944	15,000	6,171	15,000	15,000	15,000
6110 Postage	970	2,500	1,693	2,500	2,500	2,500
6120 Car Allowance & Mileage	8,601	15,732	15,714	15,748	15,748	15,748
6140 Travel Expense	4,688	8,000	8,533	8,000	8,000	8,000
6160 Meeting Expense	-	240	-	240	240	240
6165 Coffee Service	1,383	1,400	1,369	1,400	1,400	1,400
6230 Printing	156	300	300	300	300	300
6240 Office Services Charges	-	-	-	-	-	-
6641 Copier Rental/Maintenance	3,664	6,602	5,298	6,602	6,602	6,602
6661 Software Purchases	5,561	-	11,295	-	-	-
6662 Software Maintenance	630	-	-	-	-	-
6710 Dues & Memberships	7,051	8,400	6,610	8,400	8,400	8,400
6750 Education Benefits	5,008	8,000	3,392	8,000	8,000	8,000
6760 Court Costs/Investigation Servs	7,657	6,250	5,001	6,250	6,250	6,250
6790 Other Contractual Services	34	34,218	480	28,904	28,904	28,904
<b>Total Contractual Services</b>	<b>56,347</b>	<b>106,642</b>	<b>65,855</b>	<b>101,344</b>	<b>101,344</b>	<b>101,344</b>
7010 Office Supplies	3,452	3,800	3,732	3,800	3,800	3,800
7020 Reference Books/Publications	39,938	30,000	29,381	30,000	30,000	30,000
7041 Paper Supplies - Copier Paper	946	1,500	1,456	1,500	1,500	1,500
<b>Total Supplies</b>	<b>44,336</b>	<b>35,300</b>	<b>34,570</b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>
8150 Office Furniture & Fixtures	1,990	-	1,183	-	-	-
8160 Radio/Communications Equipment	462	-	258	-	-	-
8170 Other Equipment	4,884	-	768	-	-	-
8171 Personal Computer/Accessories	4,931	-	23,935	-	-	-
<b>Total Capital Outlay</b>	<b>12,267</b>	<b>-</b>	<b>26,144</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total County Counselor</b>	<b>\$ 1,295,138</b>	<b>\$ 1,446,654</b>	<b>\$ 1,312,331</b>	<b>\$ 1,446,655</b>	<b>\$ 1,446,655</b>	<b>\$ 1,468,922</b>

**County Counselor  
1101**

Line Item Description	Previous Years			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
<b>General Fund</b>						
5010 Regular Salaries	\$ 586,875	\$ 660,754	\$ 604,770	\$ 660,754	\$ 660,754	\$ 673,969
5040 FICA Taxes	41,575	50,548	43,199	50,548	50,548	51,559
5050 Pension Contributions	59,311	59,468	59,468	59,468	59,468	60,657
5060 Insurance Benefits	65,974	69,318	49,651	76,250	76,250	76,250
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
<b>Total Salaries</b>	<b>753,735</b>	<b>840,088</b>	<b>757,088</b>	<b>847,020</b>	<b>847,020</b>	<b>862,435</b>
6020 Legal Services	4,000	-	-	-	-	-
6050 Court Reporting Services	6,944	15,000	6,171	15,000	15,000	15,000
6110 Postage	970	2,500	1,693	2,500	2,500	2,500
6120 Car Allowance & Mileage	4,681	11,400	10,628	11,400	11,400	11,400
6140 Travel Expense	4,688	8,000	8,533	8,000	8,000	8,000
6160 Meeting Expense	-	240	-	240	240	240
6165 Coffee Service	1,383	1,400	1,369	1,400	1,400	1,400
6230 Printing	156	300	300	300	300	300
6240 Office Services Charges	-	-	-	-	-	-
6641 Copier Rental/Maintenance	3,664	6,602	5,298	6,602	6,602	6,602
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
6661 Software Purchases	5,561	-	11,295	-	-	-
6662 Software Maintenance	630	-	-	-	-	-
6710 Dues & Memberships	7,051	8,400	6,610	8,400	8,400	8,400
6750 Education Benefits	5,008	8,000	3,392	8,000	8,000	8,000
6760 Court Costs/Investigation Servs	7,657	6,250	5,001	6,250	6,250	6,250
6790 Other Contractual Services	34	34,218	480	28,904	28,904	28,904
<b>Total Contractual Services</b>	<b>52,427</b>	<b>102,310</b>	<b>60,770</b>	<b>96,996</b>	<b>96,996</b>	<b>96,996</b>
7010 Office Supplies	3,452	3,800	3,732	3,800	3,800	3,800
7020 Reference Books/Publications	39,938	30,000	29,381	30,000	30,000	30,000
7041 Paper Supplies - Copier Paper	946	1,500	1,456	1,500	1,500	1,500
<b>Total Supplies</b>	<b>44,336</b>	<b>35,300</b>	<b>34,570</b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>
8150 Office Furniture & Fixtures	1,990	-	1,183	-	-	-
8160 Radio/Communications Equipment	462	-	258	-	-	-
8170 Other Equipment	4,884	-	768	-	-	-
8171 Personal Computer/Accessories	4,931	-	23,935	-	-	-
<b>Total Capital Outlay</b>	<b>12,267</b>	<b>-</b>	<b>26,144</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Fund</b>	<b>\$ 862,765</b>	<b>\$ 977,698</b>	<b>\$ 878,571</b>	<b>\$ 979,316</b>	<b>\$ 979,316</b>	<b>\$ 994,731</b>

**County Counselor  
1101**

Line Item Description	Previous Years			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
<b>Health Fund</b>						
5010 Regular Salaries	\$ 77,608	\$ 78,107	\$ 75,276	\$ 78,107	\$ 78,107	\$ 79,669
5040 FICA Taxes	5,347	5,975	5,054	5,975	5,975	6,094
5050 Pension Contributions	11,272	11,247	11,247	11,247	11,247	11,505
5060 Insurance Benefits	14,616	16,639	13,795	18,303	18,303	18,303
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
Total Salaries	108,842	111,968	105,372	113,632	113,632	115,571
6120 Car Allowance & Mileage	220	-	607	-	-	-
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
Total Contractual Services	220	-	607	-	-	-
<b>Total Health Fund</b>	<b>\$ 109,062</b>	<b>\$ 111,968</b>	<b>\$ 105,979</b>	<b>\$ 113,632</b>	<b>\$ 113,632</b>	<b>\$ 115,571</b>
<b>Park Fund</b>						
Line Item Description						
5010 Regular Salaries	\$ 32,771	\$ 29,968	\$ 28,886	\$ 29,968	\$ 29,968	\$ 30,567
5040 FICA Taxes	2,333	2,293	2,073	2,293	2,293	2,339
5050 Pension Contributions	4,289	4,315	4,315	4,315	4,315	4,414
5060 Insurance Benefits	1,510	4,063	2,080	4,469	4,469	4,469
5061 Insurance Fixed Cost and Dental	-	-	1	-	-	-
Total Salaries	40,903	40,639	37,355	41,045	41,045	41,789
6120 Car Allowance & Mileage	125	-	475	-	-	-
Total Contractual Services	125	-	475	-	-	-
<b>Total Park Fund</b>	<b>\$ 41,028</b>	<b>\$ 40,639</b>	<b>\$ 37,830</b>	<b>\$ 41,045</b>	<b>\$ 41,045</b>	<b>\$ 41,789</b>
<b>Special Road and Bridge Fund</b>						
5010 Regular Salaries	\$ 75,976	\$ 88,263	\$ 79,802	\$ 82,553	\$ 82,553	\$ 84,204
5040 FICA Taxes	5,472	6,753	5,706	6,753	6,753	6,879
5050 Pension Contributions	12,666	12,710	12,710	12,710	12,710	12,983
5060 Insurance Benefits	3,924	1,710	6,095	1,881	1,881	1,881
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
Total Salaries	98,038	109,436	104,312	103,897	103,897	105,947
6120 Car Allowance & Mileage	1,674	1,617	1,507	1,617	1,617	1,617
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
Total Contractual Services	1,674	1,617	1,507	1,617	1,617	1,617
<b>Total Special Road and Bridge Fund</b>	<b>\$ 99,711</b>	<b>\$ 111,053</b>	<b>\$ 105,819</b>	<b>\$ 105,514</b>	<b>\$ 105,514</b>	<b>\$ 107,564</b>

**County Counselor  
1101**

Line Item Description	Previous Years			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
<b>Assessment Fund</b>						
5010 Regular Salaries	\$ 76,423	\$ 85,323	\$ 78,228	\$ 85,323	\$ 85,323	\$ 87,029
5040 FICA Taxes	5,687	6,527	5,593	6,527	6,527	6,658
5050 Pension Contributions	12,167	12,287	12,287	12,287	12,287	12,569
5060 Insurance Benefits	6,428	8,508	6,171	9,359	9,359	9,359
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
<b>Total Salaries</b>	<b>100,705</b>	<b>112,645</b>	<b>102,279</b>	<b>113,496</b>	<b>113,496</b>	<b>115,615</b>
6120 Car Allowance & Mileage	774	1,620	1,388	1,620	1,620	1,620
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
<b>Total Contractual Services</b>	<b>774</b>	<b>1,620</b>	<b>1,388</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>
<b>Total Assessment Fund</b>	<b>\$ 101,479</b>	<b>\$ 114,265</b>	<b>\$ 103,667</b>	<b>\$ 115,116</b>	<b>\$ 115,116</b>	<b>\$ 117,235</b>
<b>Collectors Fund</b>						
5010 Regular Salaries	\$ 58,181	\$ 65,246	\$ 60,504	\$ 65,246	\$ 65,246	\$ 66,551
5040 FICA Taxes	4,350	4,992	4,330	4,992	4,992	5,091
5050 Pension Contributions	9,463	9,395	9,395	10,785	10,785	11,001
5060 Insurance Benefits	3,599	10,005	4,637	7,996	7,996	7,996
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	282	282	282	282	282
5090 Salary Adjustments	-	16	-	1,620	1,620	-
5130 Vacation Payout	3,056	-	130	-	-	-
5140 Sick Leave Pay Out	1,317	-	79	-	-	-
<b>Total Salaries</b>	<b>79,965</b>	<b>89,936</b>	<b>79,356</b>	<b>90,921</b>	<b>90,921</b>	<b>90,921</b>
6120 Car Allowance & Mileage	1,127	1,095	1,109	1,111	1,111	1,111
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
<b>Total Contractual Services</b>	<b>1,127</b>	<b>1,095</b>	<b>1,109</b>	<b>1,111</b>	<b>1,111</b>	<b>1,111</b>
<b>Total Collectors Fund</b>	<b>\$ 81,092</b>	<b>\$ 91,031</b>	<b>\$ 80,465</b>	<b>\$ 92,032</b>	<b>\$ 92,032</b>	<b>\$ 92,032</b>
<b>Total County Counselor</b>	<b>\$ 1,295,138</b>	<b>\$ 1,446,654</b>	<b>\$ 1,312,331</b>	<b>\$ 1,446,655</b>	<b>\$ 1,446,655</b>	<b>\$ 1,468,922</b>