

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 2014	Adopted Budget 2015	Adopted Budget 2016	Adopted Budget 2017	Requested Budget 2018
Administrative Assistant	2	2	2	2	2
County Counselor	1	1	1	1	1
Chief Deputy County Cnsl.	1	1	2	2	2
Deputy County Counselor	0	0	0	0	1
Sr. Deputy County Counselor	1	1	1	1	0
Sr. Asst. County Counselor	2	2	2	2	2
Asst. County Counselor	4	4	3	3	3
Executive Assistant	0	0	1	1	1
Mental Health Claims Exam.	1	1	1	1	1
Sec. To the County Cnsl.	1	1	0	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	3
Summer Intern	0	0	0	0	0
	15	15	15	15	16

BUDGET OVERVIEW COUNTY COUNSELOR

<u>Account Type</u>	2016 <u>Actual</u>	2017 <u>Adopted</u>	Exp. as of <u>12/31/2017</u>	2018 <u>Recommended</u>
Salaries	1,185,762	1,332,278	1,004,352	1,372,909
Contractual Services	65,855	101,344	67,790	1,289,939
Supplies	34,570	35,300	27,470	35,300
Capital Outlay	26,129	-	2,762	-
	<u>\$1,312,316</u>	<u>\$1,468,922</u>	<u>\$1,102,373</u>	<u>\$2,698,148</u>
 <u>Fund</u>				
General Fund	878,556	994,731	735,288	1,343,656
Health Fund	105,979	115,571	90,204	639,122
Park Fund	37,830	41,789	31,045	64,671
Special Road and Bridge Fund	105,819	107,564	86,861	432,292
Assessment Fund	103,667	117,235	88,422	218,407
Collectors Fund	80,465	92,032	70,552	-
	<u>\$1,312,316</u>	<u>\$1,468,922</u>	<u>\$1,102,373</u>	<u>\$2,698,148</u>

**County Counselor
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Line Item Description	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
ALL FUNDS					
5010 Regular Salaries	\$ 927,466	\$ 1,021,989	\$ 760,046	\$ 1,021,989	\$ 1,021,989
5025 Part Time Salaries	-	-	-	24,960	24,960
5040 FICA Taxes	65,955	78,620	58,353	80,092	80,092
5050 Pension Contributions	109,422	113,129	103,702	110,180	110,180
5060 Insurance Benefits	82,429	118,258	80,595	135,406	135,406
5061 Insurance Fixed Cost and Dental	1	-	(2)	-	-
5062 HSA Contribution	282	282	-	282	282
5063 Insurance Admin Fee	-	-	-	-	-
5090 Salary Adjustments	-	-	-	-	-
5130 Vacation Payout	130	-	783	-	-
5140 Sick Leave Pay Out	79	-	876	-	-
Total Salaries	1,185,762	1,332,278	1,004,352	1,372,909	1,372,909
6020 Legal Services	-	-	-	922,530	922,530
6050 Court Reporting Services	6,171	15,000	11,478	15,000	15,000
6110 Postage	1,693	2,500	1,561	2,500	2,500
6120 Car Allowance & Mileage	15,714	15,748	12,247	15,748	15,748
6140 Travel Expense	8,533	8,000	8,013	8,000	8,000
6160 Meeting Expense	-	240	-	240	240
6165 Coffee Service	1,369	1,400	997	1,400	1,400
6230 Printing	300	300	39	300	300
6240 Office Services Charges	-	-	-	-	-
6641 Copier Rental/Maintenance	5,298	6,602	4,136	6,602	6,602
6643 Mobile Phone/Pager Rental	-	-	1,815	-	-
6661 Software Purchases	11,295	-	2,856	-	-
6710 Dues & Memberships	6,610	8,400	6,056	8,400	8,400
6750 Education Benefits	3,392	8,000	5,791	8,000	8,000
6760 Court Costs/Investigation Servs	5,001	6,250	10,403	172,315	172,315
6790 Other Contractual Services	480	28,904	2,398	128,904	128,904
Total Contractual Services	65,855	101,344	67,790	1,289,939	1,289,939
7010 Office Supplies	3,732	3,800	2,588	3,800	3,800
7020 Reference Books/Publications	29,381	30,000	23,390	30,000	30,000
7041 Paper Supplies - Copier Paper	1,456	1,500	1,492	1,500	1,500
Total Supplies	34,570	35,300	27,470	35,300	35,300
8150 Office Furniture & Fixtures	1,183	-	71	-	-
8160 Radio/Communications Equipment	258	-	849	-	-
8170 Other Equipment	768	-	-	-	-
8171 Personal Computer/Accessories	23,920	-	1,842	-	-

**County Counselor
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	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
Total Capital Outlay	26,129	-	2,762	-	-
Total County Counselor	\$ 1,312,316	\$ 1,468,922	\$ 1,102,373	\$ 2,698,148	\$ 2,698,148

**County Counselor
1101**

Line Item Description	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
General Fund					
5010 Regular Salaries	\$ 604,770	\$ 673,969	\$ 499,249	\$ 673,969	\$ 673,969
5025 Part Time Salaries	-	-	-	24,960	24,960
5040 FICA Taxes	43,199	51,559	38,597	53,468	53,468
5050 Pension Contributions	59,468	60,657	55,602	60,657	60,657
5060 Insurance Benefits	49,651	76,250	48,285	87,306	87,306
5061 Insurance Fixed Cost and Dental	-	-	(1)	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	757,088	862,435	641,732	900,360	900,360
6020 Legal Services	-	-	-	311,000	311,000
6050 Court Reporting Services	6,171	15,000	11,478	15,000	15,000
6110 Postage	1,693	2,500	1,561	2,500	2,500
6120 Car Allowance & Mileage	10,628	11,400	8,359	11,400	11,400
6140 Travel Expense	8,533	8,000	8,013	8,000	8,000
6160 Meeting Expense	-	240	-	240	240
6165 Coffee Service	1,369	1,400	997	1,400	1,400
6230 Printing	300	300	39	300	300
6240 Office Services Charges	-	-	-	-	-
6641 Copier Rental/Maintenance	5,298	6,602	4,136	6,602	6,602
6643 Mobile Phone/Pager Rental	-	-	1,238	-	-
6661 Software Purchases	11,295	-	2,856	-	-
6710 Dues & Memberships	6,610	8,400	6,056	8,400	8,400
6750 Education Benefits	3,392	8,000	5,791	8,000	8,000
6760 Court Costs/Investigation Servs	5,001	6,250	10,403	6,250	6,250
6790 Other Contractual Services	480	28,904	2,398	28,904	28,904
Total Contractual Services	60,770	96,996	63,325	407,996	407,996
7010 Office Supplies	3,732	3,800	2,588	3,800	3,800
7020 Reference Books/Publications	29,381	30,000	23,390	30,000	30,000
7041 Paper Supplies - Copier Paper	1,456	1,500	1,492	1,500	1,500
Total Supplies	34,570	35,300	27,470	35,300	35,300
8150 Office Furniture & Fixtures	1,183	-	71	-	-
8160 Radio/Communications Equipment	258	-	849	-	-
8170 Other Equipment	768	-	-	-	-
8171 Personal Computer/Accessories	23,920	-	1,842	-	-
Total Capital Outlay	26,129	-	2,762	-	-
Total General Fund	\$ 878,556	\$ 994,731	\$ 735,288	\$ 1,343,656	\$ 1,343,656

**County Counselor
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Line Item Description	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
Health Fund					
5010 Regular Salaries	\$ 75,276	\$ 79,669	\$ 61,629	\$ 79,669	\$ 79,669
5040 FICA Taxes	5,054	6,094	4,348	6,094	6,094
5050 Pension Contributions	11,247	11,505	10,546	11,337	11,337
5060 Insurance Benefits	13,795	18,303	13,115	20,957	20,957
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	105,372	115,571	89,638	118,057	118,057
6020 Legal Services	-	-	-	255,000	255,000
6120 Car Allowance & Mileage	607	-	493	-	-
6643 Mobile Phone/Pager Rental	-	-	73	-	-
6760 Court Costs/Investigation Servs	-	-	-	166,065	166,065
6790 Other Contractual Services	-	-	-	100,000	100,000
Total Contractual Services	607	-	566	521,065	521,065
Total Health Fund	\$ 105,979	\$ 115,571	\$ 90,204	\$ 639,122	\$ 639,122
Park Fund					
5010 Regular Salaries	\$ 28,886	\$ 30,567	\$ 22,629	\$ 30,567	\$ 30,567
5040 FICA Taxes	2,073	2,339	1,749	2,339	2,339
5050 Pension Contributions	4,315	4,414	4,046	4,350	4,350
5060 Insurance Benefits	2,080	4,469	2,187	5,117	5,117
5061 Insurance Fixed Cost and Dental	1	-	(1)	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	37,355	41,789	30,611	42,373	42,373
6020 Legal Services	-	-	-	22,298	22,298
6120 Car Allowance & Mileage	475	-	379	-	-
6643 Mobile Phone/Pager Rental	-	-	56	-	-
Total Contractual Services	475	-	434	22,298	22,298
Total Park Fund	\$ 37,830	\$ 41,789	\$ 31,045	\$ 64,671	\$ 64,671
Special Road and Bridge Fund					
5010 Regular Salaries	\$ 79,802	\$ 84,204	\$ 62,805	\$ 150,755	\$ 150,755

**County Counselor
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	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
5040 FICA Taxes	5,706	6,879	4,866	11,533	11,533
5050 Pension Contributions	12,710	12,983	11,901	21,452	21,452
5060 Insurance Benefits	6,095	1,881	6,012	11,310	11,310
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	282	282
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	104,312	105,947	85,585	195,332	195,332
6020 Legal Services	-	-	-	234,232	234,232
6120 Car Allowance & Mileage	1,507	1,617	1,111	2,728	2,728
6643 Mobile Phone/Pager Rental	-	-	165	-	-
Total Contractual Services	1,507	1,617	1,277	236,960	236,960
Total Special Road and Bridge Fund	\$ 105,819	\$ 107,564	\$ 86,861	\$ 432,292	\$ 432,292

Assessment Fund

Line Item Description					
5010 Regular Salaries	\$ 78,228	\$ 87,029	\$ 64,447	\$ 87,029	\$ 87,029
5040 FICA Taxes	5,593	6,658	4,983	6,658	6,658
5050 Pension Contributions	12,287	12,569	11,522	12,384	12,384
5060 Insurance Benefits	6,171	9,359	6,231	10,716	10,716
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	102,279	115,615	87,183	116,787	116,787
6020 Legal Services	-	-	-	100,000	100,000
6120 Car Allowance & Mileage	1,388	1,620	1,079	1,620	1,620
6643 Mobile Phone/Pager Rental	-	-	160	-	-
Total Contractual Services	1,388	1,620	1,239	101,620	101,620
Total Assessment Fund	\$ 103,667	\$ 117,235	\$ 88,422	\$ 218,407	\$ 218,407

Collectors Fund

Line Item Description					
5010 Regular Salaries	\$ 60,504	\$ 66,551	\$ 49,286	-	-
5040 FICA Taxes	4,330	5,091	3,810	-	-
5050 Pension Contributions	9,395	11,001	10,084	-	-
5060 Insurance Benefits	4,637	7,996	4,765	-	-
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	282	282	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-

**County Counselor
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	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
5090 Salary Adjustments	-	-	-	-	-
5130 Vacation Payout	130	-	783	-	-
5140 Sick Leave Pay Out	79	-	876	-	-
Total Salaries	79,356	90,921	69,604	-	-
6120 Car Allowance & Mileage	1,109	1,111	826	-	-
6643 Mobile Phone/Pager Rental	-	-	122	-	-
Total Contractual Services	1,109	1,111	948	-	-
Total Collectors Fund	\$ 80,465	\$ 92,032	\$ 70,552	-	-
Total County Counselor	\$ 1,312,316	\$ 1,468,922	\$ 1,102,373	\$ 2,698,148	\$ 2,698,148