

COUNSELOR'S OFFICE

Mission Statement

The mission of the Office of the County Counselor is to conduct all of the civil law business of the County, and the departments, officers, boards and commissions, institutions and agencies of the County in a highly professional manner.

Goals

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

Objectives

1. Provide high quality legal work in the defense of litigation filed against Jackson County.
2. Manage and coordinate the work of retained legal service providers and identify areas of legal expertise required to address future legal issues.
3. Assist the County administration and County departments to develop preventive legal advisory programs.
4. Prepare or review and approve as to form all leases, deeds, contracts, bonds, ordinances, rules, regulations, drafts of legislation, and other instruments relating to the business of the County.

Performance Measures

The staff working in the Office of the County Counselor consists of attorneys, paralegals, and skilled administrative staff. Each member of the staff is evaluated annually on a wide range of performance topics. The performance topics are customized to the type of work performed by the various categories of staff members. The evaluation is done by a collaborative process that includes the County Counselor, the two Chief Deputy County Counselors and self-evaluations submitted by each staff member.

Achievements

1. Successfully provided high quality legal work in the defense of litigation filed against Jackson County.
2. Management and coordination of the work of retained legal services and identification of appropriate legal expertise required to address future legal issues.
3. Assisting the County administration and County departments to develop preventive legal advisory programs and presentation of educational and training programs for County associates.
4. Preparation, review and approval as to form all leases, deeds, contracts, bonds, ordinances, rules, regulations, drafts of legislation, and other instruments relating to the business of the County.
5. Serving as an effective team member with the Legislature and County administration in achieving good government for the benefit of the citizens of Jackson County.

County Counselor

FTE (Full Time Equivalent) by Home Department

Position	2018 Adopted FTEs	2019 Recommended FTEs
Administrative Assistant	1.0	2.0
Administrative Specialist	1.0	-
Asst. County Counselor	3.0	4.0
Chief Deputy County Cnsl.	1.0	1.0
Chief Deputy County Cnsl.-Litigation	1.0	1.0
County Counselor	1.0	1.0
Deputy County Counselor	1.0	2.0
Litigation Investigator/Paralegal	2.0	2.0
Mental Health Claims Exam.	1.0	1.0
Operations Administrator	1.0	1.0
SR Investigator/Paralegal	1.0	-
Sr. Asst. County Counselor	2.0	-
P/T Administrative Assistant	0.5	0.5
	16.5	15.5
	16.5	15.5

BUDGET OVERVIEW COUNTY COUNSELOR

<u>Account Type</u>	2017 Actual	2018 Adopted	Exp. as of 11/15/2018	2019 Rec.
Salaries	1,230,457	1,227,819	1,035,081	1,317,138
Contractual Services	120,186	286,105	842,518	1,092,879
Supplies	36,487	25,300	12,306	35,300
Capital Outlay	2,762	-	-	-
	<u>\$ 1,389,892</u>	<u>\$ 1,539,224</u>	<u>\$ 1,889,905</u>	<u>\$ 2,445,317</u>
 <u>Fund</u>				
General Fund	942,097	837,778	876,132	2,445,317
Health Fund	110,416	336,064	405,726	-
Park Fund	37,910	43,118	46,356	-
Special Road and Bridge Fund	105,684	201,735	380,448	-
Assessment Fund	107,959	120,529	181,243	-
Collectors Fund	85,826	-	-	-
	<u>\$ 1,389,892</u>	<u>\$ 1,539,224</u>	<u>\$ 1,889,905</u>	<u>\$ 2,445,317</u>

**County Counselor
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Line Item Description	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
ALL FUNDS					
5010 Regular Salaries	\$ 950,960	\$ 915,831	\$ 785,014	\$ 996,077	\$ 982,596
5025 Part Time Salaries	-	24,960	-	24,960	24,960
5040 FICA Taxes	70,768	71,971	58,291	78,111	77,078
5050 Pension Contributions	113,129	94,369	78,641	108,213	88,434
5060 Insurance Benefits	93,782	120,406	112,677	144,070	144,070
5061 Insurance Fixed Cost and Dental	-	-	21	-	-
5062 HSA Contribution	-	282	-	282	-
5063 Insurance Admin Fee	-	-	438	-	-
5090 Salary Adjustments	-	-	-	-	-
5130 Vacation Payout	901	-	-	-	-
5140 Sick Leave Pay Out	918	-	-	-	-
Total Salaries	1,230,457	1,227,819	1,035,081	1,351,713	1,317,138
6020 Legal Services	39,691	-	543,653	-	822,530
6050 Court Reporting Services	14,701	15,000	11,362	15,000	15,000
6110 Postage	1,956	2,500	1,580	2,500	2,500
6120 Car Allowance & Mileage	14,694	15,748	14,008	15,748	16,048
6140 Travel Expense	8,013	8,000	6,874	8,000	8,000
6160 Meeting Expense	-	240	-	240	240
6165 Coffee Service	1,177	1,400	1,138	1,400	1,400
6230 Printing	117	300	245	300	300
6240 Office Services Charges	-	-	-	-	-
6641 Copier Rental/Maintenance	4,758	6,602	4,598	6,602	6,602
6643 Mobile Phone/Pager Rental	2,365	-	2,033	-	2,640
6661 Software Purchases	2,856	-	-	-	-
6710 Dues & Memberships	6,991	6,000	6,333	6,000	6,000
6750 Education Benefits	6,328	8,000	8,117	10,400	10,400
6760 Court Costs/Investigation Servs	12,066	122,315	150,070	151,219	201,219
6790 Other Contractual Services	4,474	100,000	92,509	100,000	-
Total Contractual Services	120,186	286,105	842,518	317,409	1,092,879
7010 Office Supplies	3,575	3,800	2,837	3,800	3,800
7020 Reference Books/Publications	31,420	20,000	7,946	30,000	30,000
7041 Paper Supplies - Copier Paper	1,492	1,500	1,523	1,500	1,500
Total Supplies	36,487	25,300	12,306	35,300	35,300
8150 Office Furniture & Fixtures	71	-	-	-	-
8160 Radio/Communications Equipment	849	-	-	-	-
8171 Personal Computer/Accessories	1,842	-	-	-	-
Total Capital Outlay	2,762	-	-	-	-

**County Counselor
1101**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
Total County Counselor	\$ 1,389,892	\$ 1,539,224	\$ 1,889,905	\$ 1,704,422	\$ 2,445,317

**County Counselor
1101**

	Previous Year		Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.	
General Fund						
Line Item Description						
5010 Regular Salaries	\$ 624,457	\$ 560,851	\$ 496,901	\$ 641,097	\$ 982,596	
5025 Part Time Salaries	-	24,960	-	24,960	24,960	
5040 FICA Taxes	46,805	44,814	37,104	50,954	77,078	
5050 Pension Contributions	60,657	43,855	36,546	57,699	88,434	
5060 Insurance Benefits	56,159	72,306	66,176	89,073	144,070	
5061 Insurance Fixed Cost and Dental	-	-	14	-	-	
5062 HSA Contribution	-	-	-	-	-	
5063 Insurance Admin Fee	-	-	171	-	-	
Total Salaries	788,078	746,786	636,912	863,783	1,317,138	
6020 Legal Services	39,691	-	143,680	-	822,530	
6050 Court Reporting Services	14,701	15,000	11,362	15,000	15,000	
6110 Postage	1,956	2,500	1,580	2,500	2,500	
6120 Car Allowance & Mileage	10,030	11,400	9,355	11,400	16,048	
6140 Travel Expense	8,013	8,000	6,874	8,000	8,000	
6160 Meeting Expense	-	240	-	240	240	
6165 Coffee Service	1,177	1,400	1,138	1,400	1,400	
6230 Printing	117	300	245	300	300	
6240 Office Services Charges	-	-	-	-	-	
6641 Copier Rental/Maintenance	4,758	6,602	4,598	6,602	6,602	
6643 Mobile Phone/Pager Rental	1,614	-	1,401	-	2,640	
6661 Software Purchases	2,856	-	-	-	-	
6710 Dues & Memberships	6,991	6,000	6,333	6,000	6,000	
6750 Education Benefits	6,328	8,000	8,117	10,400	10,400	
6760 Court Costs/Investigation Servs	12,066	6,250	32,234	35,154	201,219	
6790 Other Contractual Services	4,474	-	-	-	-	
Total Contractual Services	114,770	65,692	226,914	96,996	1,092,879	
7010 Office Supplies	3,575	3,800	2,837	3,800	3,800	
7020 Reference Books/Publications	31,420	20,000	7,946	30,000	30,000	
7041 Paper Supplies - Copier Paper	1,492	1,500	1,523	1,500	1,500	
Total Supplies	36,487	25,300	12,306	35,300	35,300	
8150 Office Furniture & Fixtures	71	-	-	-	-	
8160 Radio/Communications Equipment	849	-	-	-	-	
8171 Personal Computer/Accessories	1,842	-	-	-	-	
Total Capital Outlay	2,762	-	-	-	-	
Total General Fund	\$ 942,097	\$ 837,778	\$ 876,132	\$ 996,079	\$ 2,445,317	

**County Counselor
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Line Item Description	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
Health Fund					
5010 Regular Salaries	\$ 77,662	\$ 81,262	\$ 68,069	\$ 81,262	-
5040 FICA Taxes	5,311	6,216	4,820	6,216	-
5050 Pension Contributions	11,505	11,564	9,637	11,564	-
5060 Insurance Benefits	15,251	20,957	17,739	20,957	-
5061 Insurance Fixed Cost and Dental	-	-	1	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	99	-	-
Total Salaries	109,729	119,999	100,365	119,999	-
6020 Legal Services	-	-	94,295	-	-
6120 Car Allowance & Mileage	592	-	634	-	-
6643 Mobile Phone/Pager Rental	95	-	87	-	-
6760 Court Costs/Investigation Servs	-	116,065	117,836	116,065	-
6790 Other Contractual Services	-	100,000	92,509	100,000	-
Total Contractual Services	687	216,065	305,361	216,065	-
Total Health Fund	\$ 110,416	\$ 336,064	\$ 405,726	\$ 336,064	-
Park Fund					
5010 Regular Salaries	\$ 28,307	\$ 31,178	\$ 25,449	\$ 31,178	-
5040 FICA Taxes	2,121	2,386	1,893	2,386	-
5050 Pension Contributions	4,414	4,437	3,698	4,437	-
5060 Insurance Benefits	2,541	5,117	3,369	5,117	-
5061 Insurance Fixed Cost and Dental	-	-	1	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	19	-	-
Total Salaries	37,383	43,118	34,428	43,118	-
6020 Legal Services	-	-	11,375	-	-
6120 Car Allowance & Mileage	454	-	486	-	-
6643 Mobile Phone/Pager Rental	73	-	67	-	-
Total Contractual Services	527	-	11,928	-	-
Total Park Fund	\$ 37,910	\$ 43,118	\$ 46,356	\$ 43,118	-
Special Road and Bridge Fund					
5010 Regular Salaries	\$ 78,278	\$ 153,770	\$ 123,638	\$ 153,770	-
5040 FICA Taxes	5,869	11,764	9,196	11,764	-

**County Counselor
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	Previous Year		Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.	
5050 Pension Contributions	12,983	21,881	18,234	21,881	-	
5060 Insurance Benefits	7,007	11,310	16,142	18,207	-	
5061 Insurance Fixed Cost and Dental	-	-	3	-	-	
5062 HSA Contribution	-	282	-	282	-	
5063 Insurance Admin Fee	-	-	94	-	-	
Total Salaries	104,137	199,007	167,308	205,904	-	
6020 Legal Services	-	-	210,588	-	-	
6120 Car Allowance & Mileage	1,332	2,728	2,247	2,728	-	
6643 Mobile Phone/Pager Rental	215	-	305	-	-	
Total Contractual Services	1,548	2,728	213,140	2,728	-	
Total Special Road and Bridge Fund	\$ 105,684	\$ 201,735	\$ 380,448	\$ 208,632	-	
Assessment Fund						
Line Item Description						
5010 Regular Salaries	\$ 80,611	\$ 88,770	\$ 70,958	\$ 88,770	-	
5040 FICA Taxes	6,042	6,791	5,277	6,791	-	
5050 Pension Contributions	12,569	12,632	10,527	12,632	-	
5060 Insurance Benefits	7,233	10,716	9,250	10,716	-	
5061 Insurance Fixed Cost and Dental	-	-	2	-	-	
5062 HSA Contribution	-	-	-	-	-	
5063 Insurance Admin Fee	-	-	54	-	-	
Total Salaries	106,455	118,909	96,069	118,909	-	
6020 Legal Services	-	-	83,716	-	-	
6120 Car Allowance & Mileage	1,295	1,620	1,286	1,620	-	
6643 Mobile Phone/Pager Rental	209	-	173	-	-	
Total Contractual Services	1,504	1,620	85,174	1,620	-	
Total Assessment Fund	\$ 107,959	\$ 120,529	\$ 181,243	\$ 120,529	-	
Collectors Fund						
Line Item Description						
5010 Regular Salaries	\$ 61,646	-	-	-	-	
5040 FICA Taxes	4,620	-	-	-	-	
5050 Pension Contributions	11,001	-	-	-	-	
5060 Insurance Benefits	5,590	-	-	-	-	
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	
5062 HSA Contribution	-	-	-	-	-	
5063 Insurance Admin Fee	-	-	-	-	-	
5090 Salary Adjustments	-	-	-	-	-	

**County Counselor
1101**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
5130 Vacation Payout	901	-	-	-	-
5140 Sick Leave Pay Out	918	-	-	-	-
Total Salaries	84,676	-	-	-	-
6120 Car Allowance & Mileage	991	-	-	-	-
6643 Mobile Phone/Pager Rental	160	-	-	-	-
Total Contractual Services	1,150	-	-	-	-
Total Collectors Fund	\$ 85,826	-	-	-	-
Total County Counselor	\$ 1,389,892	\$ 1,539,224	\$ 1,889,905	\$ 1,704,422	\$ 2,445,317

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