

MACOMB COUNTY, MICHIGAN

GENERAL FUND

CORPORATION COUNSEL

GENERAL COUNTY

101

21001

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DEPARTMENT PURPOSE:

To provide legal assistance to Macomb County employees in all civil law matters.

DEPARTMENT FUNCTIONS:

The staff of the Corporation Counsel is available daily to answer legal questions and to provide legal representation to all elected and appointed County officials as well as all County department employees.

DEPARTMENT POSITION CLASSIFICATIONS	2007 RANGE		AMENDED 2007 BUDGET	2008 BUDGET
Corporation Counsel Director	\$105,710	\$132,137	1	1
Assistant Corporation Counsel	82,084	102,604	4	4
Legal Secretary	39,138	48,922	1	1
Senior Secretary	34,160	41,407	1	1
Paralegal	31,237	39,047	1	1
Law Clerk (2 PT)		13.28 /hr	1	1
TOTAL			9	9

MACOMB COUNTY, MICHIGAN

2008 BUDGET SUMMARY

FUND 101 - GENERAL FUND
 ORG 21001 - CORPORATION COUNSEL

ACCOUNT NAME	FUND 101 2006 ACTUAL	2007 CURRENT BUDGET	ACTUAL YTD 12/29/07	2008 BUDGET ADOPTED
TOTAL PERSONNEL EXPENSES	887,062	1,055,233	948,025	1,000,084
OFFICE SUPPLIES	1,858	2,147	2,078	2,150
BOOKS & PUBLICATIONS	8,454	8,000	6,736	8,500
POSTAGE & DELIVERY	2,156	3,000	1,534	2,500
FILING FEES	75	15	15	100
MI BAR DUES-REIMBURSEMENT	1,575	1,575	1,575	1,575
LOCAL TRAVEL	2,131	2,400	2,369	2,200
TRAVEL EXPENSE	255	150	137	200
PRINTING & REPRODUCTION	174	600	273	600
RECORD COPYING	337	275	135	325
EQUIPMENT REPAIR & MAINT	1,165	1,525	1,068	1,520
EQUIPMENT RENTAL	78	78	78	80
MISCELLANEOUS	0	20	20	35
TOTAL OPERATING EXPENSES	18,256	19,785	16,017	19,785
INSURANCE	6,059	7,260	7,260	9,610
TELEPHONE	7,947	7,501	7,501	8,363
EQUIPMENT RENTAL	2,206	2,006	1,838	2,006
MIS-COMPUTER MAINTENANCE	647	640	639	584
MIS-DATA CENTER SERVICES	8,095	8,012	8,012	8,978
TOTAL INTERNAL SVCS COSTS	24,953	25,419	25,249	29,541
TOTAL ORGANIZATION	930,271	1,100,437	989,291	1,049,410

PERFORMANCE MEASUREMENTS

CRITERIA	2005 ACTUAL	2006 ACTUAL	2007 PROJECTED	2008 PROJECTED
HUMAN RESOURCE FILES	181	N/A	N/A	N/A
CONTRACTS APPROVED	289	N/A	N/A	N/A
FOIA REQUESTS	111	N/A	N/A	N/A
WRITTEN REPORTS	32	N/A	N/A	N/A
LAWSUITS	34	N/A	N/A	N/A
CLAIMS FILED	5	N/A	N/A	N/A
POSSIBLE CLAIM FILES OPENED	6	N/A	N/A	N/A
INMATES SUED-REIMBURSEMENT	782	N/A	N/A	N/A