

DEPARTMENTAL BUDGET INFORMATION LAW DEPARTMENT (32)

MISSION

The Law Department strives to consistently provide exceptional and efficient legal counseling and representation to the Executive and Legislative branches of City government, as mandated by the City Charter.

DESCRIPTION

The Law Department is headed by the Corporation Counsel, who is appointed by the Mayor (with approval by City Council, 2011 Charter revised). The Law Department is comprised of five divisions: 1) Administration, 2) Governmental Affairs, 3) Litigation, 4) Labor & Employment, and 5) Commercial. Each division, with the exception of the Administration Division, is responsible for a discrete area of the law and is made up of several sections.

The Law Department is required, by Charter, to represent the City of Detroit in all civil actions or proceedings filed against the city. The Corporation Counsel may also prosecute any action or proceeding in which the city has a legal interest when directed to do so by the Mayor. The Corporation Counsel is the city prosecutor and shall institute, on behalf of the people, cases arising from the provisions of the charter or city ordinances, and prosecute all actions for the recovery of fines, penalties and forfeitures.

The Law Department is also responsible for providing advice and opinions to the Mayor, a member of City Council or the head of any city agency; approving all contracts, bonds and written instruments; and drafting, upon the request of the Mayor or any member of City Council, any ordinance or resolution for introduction before City Council.

In accordance with the Financial Stability Agreement, the Law Department is required to prepare a Pending Litigation report on a quarterly basis to be provided to the Financial Advisory Board.

MAJOR INITIATIVES FOR FY 2011-12

The City of Detroit Law/ITS section is looking forward to upgrading the current Legal Edge Client Server software. This project was created for the purpose of streamlining the system by integrating GroupWise calendaring, Legal Key records management and Worldox document management systems.

The Law Department is working to replace the currently used Worldox document management system. Legal Edge will build an interface to an open source Enterprise Content and Document Management product to provide analogous functionality as Worldox on an open source base. Such would provide customers, including the Law Department, with a full featured, fully supported Document Management system, integrated with Legal Edge. The broad functionality would include; linking documents directly to cases and people, profile fields, text search and folder capability.

The new Legal Edge Matter Management system will replace the functions currently being performed by Legal Key and upon implementation; Legal Key will no longer be utilized by the Law Department.

PLANNING FOR THE FUTURE FOR FY 2012-13, FY 2013-14 and BEYOND

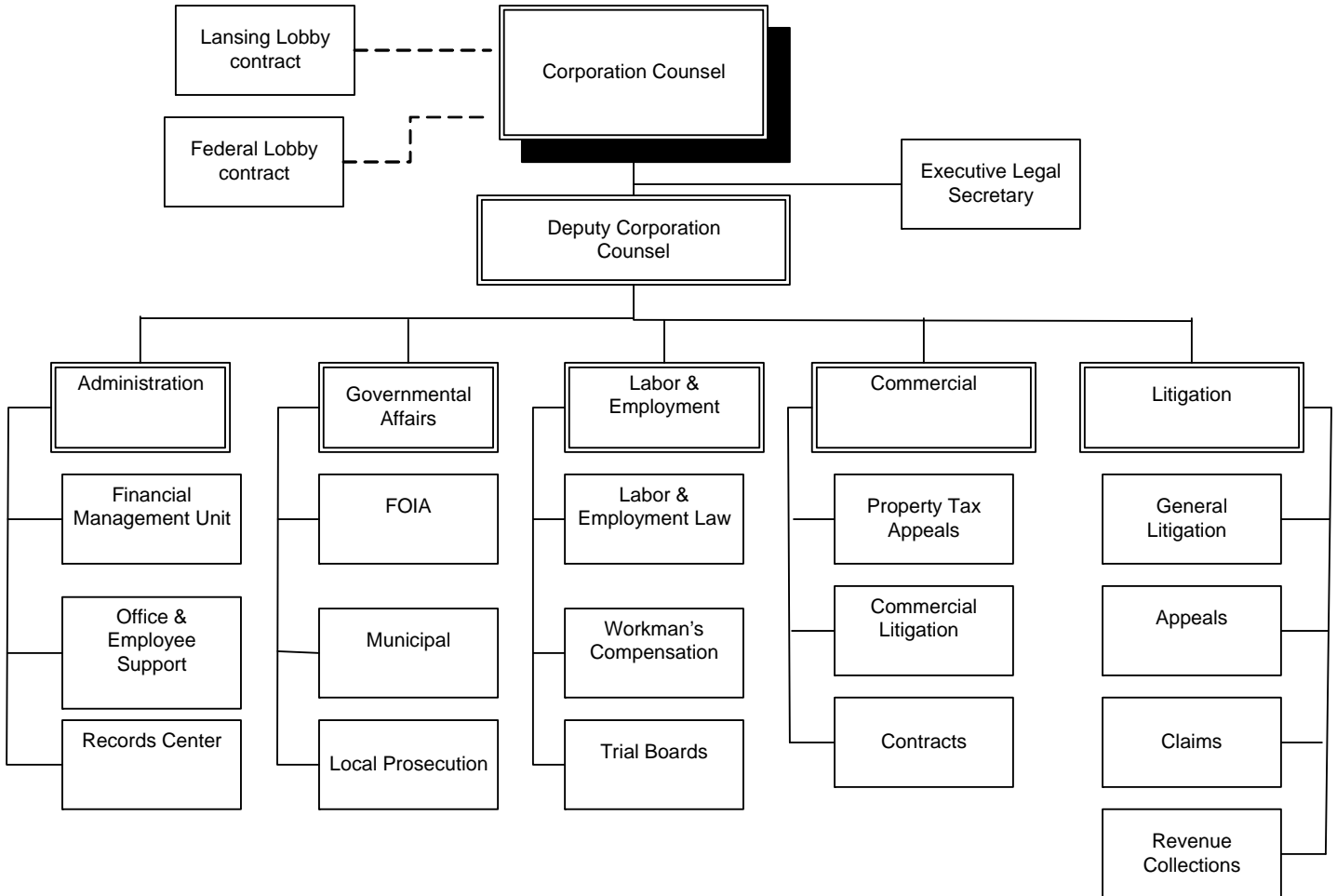
The department is continuously examining best practices of the legal industry to enhance department operations.

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Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need for the digitization of documents, both in the Law Department and other city departments. This would allow for easy and more economical access, transferring and storage of City records, by both City departments and the public.

This would save a tremendous amount of money in costs; enable citizens to purchase documents from the appropriate departments on-line; and avoid time-consuming and costly, Freedom of Information Act (FOIA) requests.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2010-11 Actual	2011-12 Projection	2012-13 Target
Inputs: Resources Allocated or Service Demands Made Percent of professional staff attending at least one external training program per year	100%	100%	100%
Outputs: Units of Activity directed toward Goals Percent of timely responses to written assignments	98%	98%	98%
Outcomes: Results or Impacts of Program Activities Percent of clients rating department services satisfactory or better Levels of revenue collections *	97% \$1,000,000	97% \$1,000,000	98% 1,500,000

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EXPENDITURES

	2010-11 Actual Expense	2011-12 Redbook	2012-13 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 7,703,379	\$ 7,792,792	\$ 2,760,475	\$ (5,032,317)	-65%
Employee Benefits	5,663,139	7,273,354	3,243,837	(4,029,517)	-55%
Prof/Contractual	2,479,168	1,619,574	921,039	(698,535)	-43%
Operating Supplies	304,081	681,231	345,000	(336,231)	-49%
Operating Services	2,125,531	1,848,950	1,335,087	(513,863)	-28%
Capital Equipment	32,099	49,500	26,000	(23,500)	-47%
Other Expenses	4,781	900	500	(400)	-44%
TOTAL	\$ 18,312,178	\$ 19,266,301	\$ 8,631,938	\$ (10,634,363)	-55%
POSITIONS		112	50	(62)	-55%

REVENUES

	2009-10 Actual Revenue	2010-11 Redbook	2011-12 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 1,355,622	\$ 1,434,000	\$ 1,410,000	\$ (24,000)	-2%
Miscellaneous	62,205	180,000	180,000	0	0%
TOTAL	\$ 1,417,827	\$ 1,614,000	\$ 1,590,000	\$ (24,000)	-1%

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