

**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: Administration, Governmental Affairs, Litigation, Labor & Employment, and 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.

**MAJOR INITIATIVES FOR  
FY 2012-13**

The Law Department, as mandated by the Wayne County Circuit, Oakland County Circuit and U.S. District Court, is currently utilizing the electronic filing system to file a variety of court documents. This filing option has resulted in notable time and financial savings to the department.

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 also looking 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 that provides analogous functionality to 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.

**PLANNING FOR THE FUTURE FOR FY  
2013-14, FY 2014-15 and BEYOND**

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

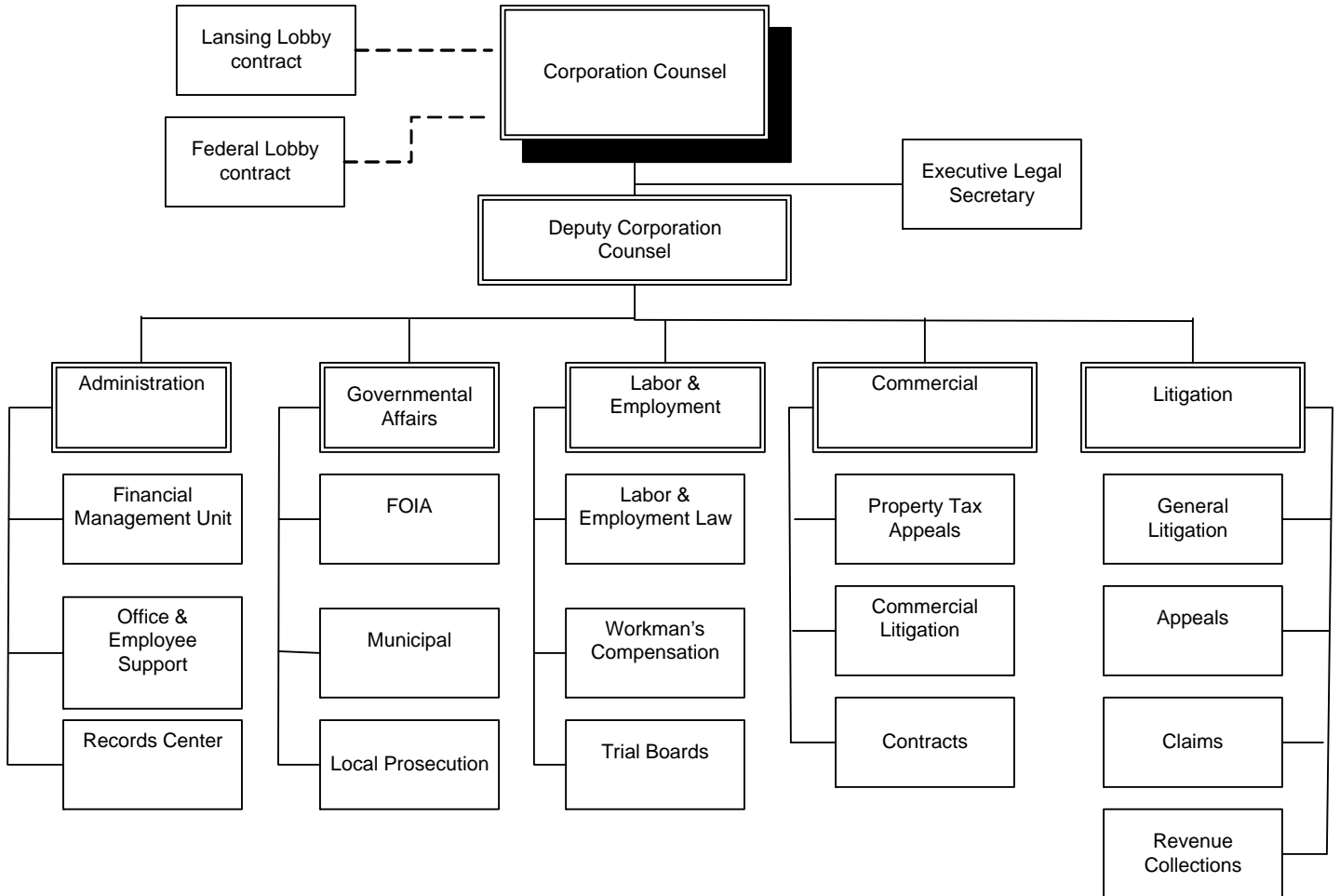
Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need

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for the digitization of documents both in the Law Department and other city departments. This would allow for easy and more economical access, transferred and storage of City records by both City departments and the public.

This would reduce cost significantly, enable citizens to purchase documents from the appropriate departments on-line, and avoid time-consuming and costly Freedom of Information Act requests.

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**PERFORMANCE MEASURES AND TARGETS**

<b>Type of Performance Measure:</b> List of Measures	<b>2011-12 Actual</b>	<b>2012-13 Projection</b>	<b>2013-14 Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b> Percent of professional staff attending at least one external training program per year	100%	100%	100%
<b>Outputs: Units of Activity directed toward Goals</b> Percent of timely responses to written assignments	98%	98%	98%
<b>Outcomes: Results or Impacts of Program Activities</b> 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**

	2011-12 Actual Expense	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 7,414,800	\$ 6,617,689	\$ 5,975,616	\$ (642,073)	-10%
Employee Benefits	6,497,488	5,840,128	6,945,943	1,105,815	19%
Prof/Contractual	2,196,648	1,143,534	1,522,118	378,584	33%
Operating Supplies	140,065	345,000	365,000	20,000	6%
Operating Services	1,666,526	1,559,087	1,676,146	117,059	8%
Capital Equipment	40,765	26,000	30,000	4,000	15%
Other Expenses	8,331	500	5,500	5,000	1000%
<b>TOTAL</b>	<b>\$ 17,964,623</b>	<b>\$ 15,531,938</b>	<b>\$ 16,520,323</b>	<b>\$ 988,385</b>	<b>6%</b>
POSITIONS	-	96	96	-	0%

**REVENUES**

	2011-12 Actual Revenue	2012-13 Redbook	2013-14 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 1,152,128	\$ 1,410,000	\$ 1,725,000	\$ 315,000	22%
Miscellaneous	336,120	180,000	180,000	-	0%
<b>TOTAL</b>	<b>\$ 1,488,248</b>	<b>\$ 1,590,000</b>	<b>\$ 1,905,000</b>	<b>\$ 315,000</b>	<b>20%</b>

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