

**DEPARTMENTAL BUDGET INFORMATION  
LAW DEPARTMENT (32)**

**STATEMENT OF PURPOSE**

The Law Department provides 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. 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.

**MAJOR INITIATIVES FOR  
FY 2008-09**

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 desires to replace the currently used Worldox document management system. LegalEdge 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 LegalEdge. The broad functionality would include; linking documents directly to cases and people, profile fields, text search and folder capability.

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

**PLANNING FOR THE FUTURE FOR  
FY 2009-10, FY 2010-11 and BEYOND**

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

The department has established the appropriate supervisory staff ratios as a result of a department-wide workforce analysis. This will help the department streamline and fine-tune its operational

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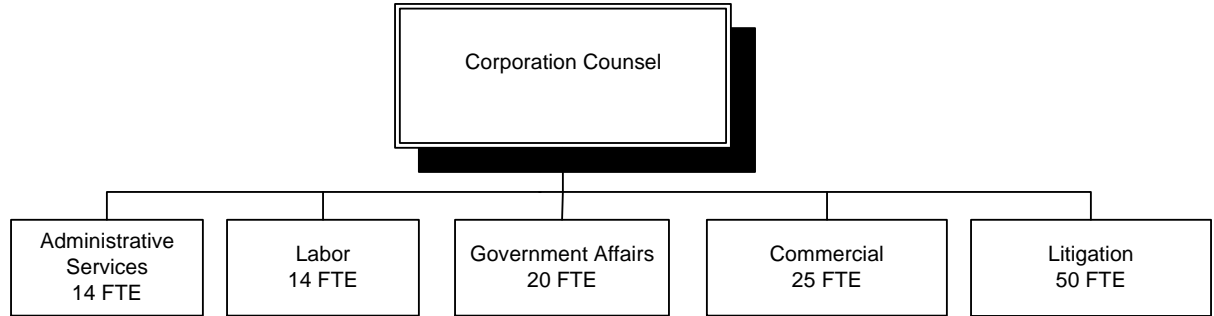
practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

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**

<b>Type of Performance Measure:</b> List of Measures	<b>2007-08 Actual</b>	<b>2008-09 Projection</b>	<b>2009-10 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	96%	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	98% \$1,000,000	98% \$1,000,000

\*Includes collection of bankruptcy, Municipal Parking, Income Tax, Property Tax, General Accounts Receivable, General Fees and Utility users tax delinquencies; and environmental cost recoveries.

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**EXPENDITURES**

	2007-08 Actual Expense	2008-09 Redbook	2009-10 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 9,361,015	\$ 10,525,374	\$ 8,348,625	\$ (2,176,749)	-21%
Employee Benefits	5,826,222	6,587,917	5,738,542	(849,375)	-13%
Prof/Contractual	2,931,896	2,593,771	2,566,759	(27,012)	-1%
Operating Supplies	417,366	409,456	479,012	69,556	17%
Operating Services	2,200,621	2,487,578	2,521,549	33,971	1%
Capital Equipment	49,035	87,800	82,500	(5,300)	-6%
Fixed Charges	333	-	-	-	0%
Other Expenses	27,866	32,000	28,000	(4,000)	-13%
<b>TOTAL</b>	<b>\$ 20,814,354</b>	<b>\$ 22,723,896</b>	<b>\$ 19,764,987</b>	<b>\$ (2,958,909)</b>	<b>-13%</b>
<b>POSITIONS</b>	<b>129</b>	<b>148</b>	<b>124</b>	<b>(24)</b>	<b>-16%</b>

**REVENUES**

	2007-08 Actual Revenue	2008-09 Redbook	2009-10 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ (1,220,468)	\$ 2,540,000	\$ 2,431,073	\$ (108,927)	-4%
Miscellaneous	89,924	180,000	180,000	-	0%
<b>TOTAL</b>	<b>\$ (1,130,544)</b>	<b>\$ 2,720,000</b>	<b>\$ 2,611,073</b>	<b>\$ (108,927)</b>	<b>-4%</b>