

LAW (32)

AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

MISSION:

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

AGENCY GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate, or minimize to the greatest extent possible, the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide necessary professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

AGENCY FINANCIAL SUMMARY:

2010-11 <u>Requested</u>		2009-10 <u>Budget</u>	2010-11 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 21,132,402	City Appropriations	\$ 19,764,987	\$ 19,574,667	\$ (190,320)
\$ 21,132,402	Total Appropriations	\$ 19,764,987	\$ 19,574,667	\$ (190,320)
\$ 6,061,073	City Revenues	\$ 2,611,073	\$ 1,614,000	\$ (997,073)
\$ 6,061,073	Total Revenues	\$ 2,611,073	\$ 1,614,000	\$ (997,073)
\$ 15,071,329	NET TAX COST:	\$ 17,153,914	<u>\$ 17,960,667</u>	\$ 806,753

AGENCY EMPLOYEE STATISTICS:

2010-11 <u>Requested</u>		2009-10 <u>Budget</u>	03-31-10 <u>Actual</u>	2010-11 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>128</u>	City Positions	<u>124</u>	<u>115</u>	<u>119</u>	<u>(5)</u>
128	Total Positions	124	115	119	(5)

ACTIVITIES IN THIS AGENCY:

	2009-10 <u>Budget</u>	2010-11 <u>Recommended</u>	Increase <u>(Decrease)</u>
Administration and Operations	\$ 18,814,987	\$ 18,882,667	\$ 67,680
Legislative Liaison	<u>950,000</u>	<u>692,000</u>	<u>(258,000)</u>
Total Appropriations	\$ 19,764,987	\$ 19,574,667	\$ (190,320)

LAW (32)

ADMINISTRATION AND OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ADMINISTRATION AND OPERATIONS

The function of this activity is to provide legal services to all branches of government of the City of Detroit. These services include researching and writing legal opinions, representing the City, its agencies and employees in a variety of legal proceedings, including condemnation proceedings, civil litigation, criminal prosecution of ordinance violations and claims against the City. Services also include reviewing all City contracts, leases, development agreements, indemnity agreements, preparing ordinances and rendering legal advice.

Sections within the department are Litigation, Labor/WC, 36th District Court, Claims, Municipal, Contracts, Tax/RC, Commercial and Appeals for a total of 9 sections. Major client agencies are: Mayor's Office, City Council, Police, Public Works, Transportation, Water and Sewerage, Planning and Development, Buildings and Safety Engineering, Finance, Public Lighting, Human Resources, Fire, Recreation, Budget, Health, Municipal Parking, for a total of 16.

GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

MAJOR INITIATIVES FOR FY 2009-10:

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. 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; LegalKey will no longer be utilized by the Law Department.

PLANNING FOR THE FUTURE FOR FY 2010-11, FY 2011-12 and BEYOND:

The Law Department is looking to increase the number of attorneys assigned to 36th District Court in an effort to reduce the number of cases dismissed that result in lost revenue for the City. The Law Department stands to significantly increase the amount of money collected by insuring that 36th District Court is adequately staffed with attorneys to prosecute matters as they are called.

LAW (32)

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

The department is also working to streamline and fine-tune its operational 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 requests.

LAW (32)

ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS

Administration Division Employee & Office Support, Financial Mgt, Records Section & Law Library

Type of Performance Measure: List of Measures	2007-08 Actual	2008-09 Actual	2009-10 Projection	2010-11 Target
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Division	2	2	2	2
Number of Staff in Division	15	10	6	8
Outcomes: Results or Impacts of Program Activities				
Percent "plain English" documents	98%	98%	98%	98%
Percent of time response is written assignment	96%	96%	96%	98%
Number of cases handled by outside counsel (OPEN)	38	54	65	65

Commercial Division

Type of Performance Measure: List of Measures	2007-08 Actual	2008-09 Actual	2009-10 Projection	2010-11 Target
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Division	23	22	26	26
Number of Legal Assistants in Division	3	3	4	4
Number of Clerical Support Staff in Division	4	4	5	5
Outputs: Units of Activity directed towards Goals				
Client training workshops	0	0	3	4
Contract Opinions (written or oral)	6	3	10	15
Number of Contracts reviewed	1,097	913	702	702
Percent "plain English" documents	98%	98%	98%	99%
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Participation in City/related entities' bond transactions	14	7	3	6
Bonds/Insurance Certificates Reviewed	1,100	786	630	630
Involvement in City commercial transactions	835	83	108	100
Acquisition deed proceedings	120	155	152	150
Number of cases handled by outside counsel	85	41	62	56
Water Department contractor claims	1	5	10	8
Water Department opinions rendered	33	22	44	40
Case (contract) per Attorney ratio	1/5.75	1/5.5	1/5.2	1/5.2
Secretary to Attorney ratio	1/7.6	1/7.3	1/6.5	1/6.5
Legal Assistant to Attorney ratio	1/7.6	1/7.3	1/6.5	1/6.5

LAW (32)

Litigation Division

Type of Performance Measure: List of Measures	2007-08 Actual	2008-09 Actual	2009-10 Projection	2010-11 Target
Inputs: Resources Allocated or Service Demands Made				
% of professional staff attending an external training program	100%	40%	50%	50%
Number of Attorneys in Division	N/A	26	19	20
Number of Legal Assistants in Division	N/A	5	3	4
Number of Clerical Support in Division	N/A	9	9	11
Collections opportunities (fees, costs or sanctions)	98	280	0	0
Outputs: Units of Activity directed towards Goals				
Client training workshops	22	4	6	6
Number of motions filed	N/A	2000	2000	2000
Percent "plain English" documents	98%	98%	98%	98%
Number of Cases Active	N/A	830	750	850
Number of Cases Closed	N/A	5	8	10
Number of Cases Dismissed	N/A	35	35	40
Settlement write-ups completed within 10 days of agreement	100%	75%	85%	90%
Percent of timely responses to written assignments	96%	75%	80%	80%
Number of appeals pending (close of fiscal year)	58	50	47	50
Number of cases handled by outside counsel	N/A	6	6	6
Claims Received	324	497	500	500
Number of risk management reports (Non-Auditors request)	6	35	35	40
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	97%	97%	97%	97%
Total levels of revenue collections *	\$1,000,000	\$526,164	\$2,526,164	\$2,526,164
Bankruptcy collections *	\$500,000	\$30,000	\$1,030,000	\$1,030,000
Income Tax collections (civil and criminal) *	\$250,000	\$111,048	\$1,000,000	\$1,000,000
General Accounts receivable amounts collected	\$250,000	\$385,116	\$496,164	\$496,164
Total amount of arbitration paid against City	\$2,500,000	\$4,646,510	\$5,000,000	\$5,000,000
Total amount of Judgments paid against City	\$7,000,000	\$4,810,367	\$6,000,000	\$6,000,000
Total amount of settlements paid against City	\$25,000,000	\$23,408,531	\$20,000,000	\$20,000,000

**Note: Revenue collections include collections of bankruptcy, municipal parking, income tax, property tax general accounts receivable, general fess and utility users tax delinquencies and environment cost.*

LAW (32)

Governmental Affairs Division/ FOIA Section

Type of Performance Measure:	2007-08	2008-09	2009-10	2010-11
List of Measures	Actual	Actual	Projection	Target
% of professional staff attending an external training program	50%	50%	50%	100%
Number of Attorneys in Section	4	4	4	4
Number of Legal Assistants in Section	2	2	2	3
Number of Clerical Support Staff in Section	2	2	2	2
FOIA requests – all	2,977	3,364	3,500	3,500
Municipal Public Hearings / Formal meetings	380	443	400	400
Outputs: Units of Activity directed towards Goals				
Client training workshops	1	1	2	2
Number of face-to-face client contacts to assess client needs	190	200	200	200
Percent “plain English” documents	95%	98%	98%	98%
Number of Cases Active	6	6	15	20
Number of Cases Closed	5	2	6	10
Number of Cases Dismissed	5	2	1	2
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Percent of timely responses to written assignments	75%	70%	70%	70%
Number of cases handled by outside counsel	1	1	1	1
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	98%	98%	98%	98%
Total amount of settlements paid against City	\$12,202.98	0	\$430,000	\$30,000
Total amount of judgments paid against City	0	0	\$30,000	\$30,000

LAW (32)

Governmental Affairs Division/ Municipal Section

Type of Performance Measure:	2007-08	2008-09	2009-10	2010-11
List of Measures	Actual	Actual	Projection	Target
% of professional staff attending an external training program	100%	100%	100%	100%
Number of Attorneys in Section	5	4	4	5
Number of Legal Assistants in Section	1	1	1	1
Number of Clerical Support Staff in Section	1	1	0	1
FOIA requests – all	63	77	110	125
Municipal Public Hearings / Formal meetings	701	815	900	1,000
Municipal – Administrative Proceedings	2	0	20	30
Outputs: Units of Activity directed towards Goals				
Client training workshops	2	2	2	2
Number of face-to-face client contacts to assess client needs	352	408	450	500
Municipal Opinions (written or oral)	687	755	900	1,000
Percent “plain English” documents	99%	99%	99%	100%
Number of Cases Active	10	18	20	25
Number of Cases Closed	4	13	18	20
Number of Cases Dismissed	4	13	18	20
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Subpoenas	455	510	600	650
Ordinances, Resolutions, Executive Orders	353	421	500	600
Percent of timely responses to written assignments	85%	85%	85%	95%
Outcomes: Results or Impacts of Program Activities				
% of clients rating department services satisfactory or better	98%	95%	95%	100%
Total amount of settlements paid against City	0	\$100.00	\$1,000.00	\$1,000.00

LAW (32)

Labor and Employment Division

Type of Performance Measure:	2007-08	2008-09	2009-10	2010-11
List of Measures	Actual	Actual	Projection	Target
Inputs: Resources Allocated or Service Demands Made				
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Labor	12	6	6	6
Number of Attorneys in Workers Comp	2	2	2	2
Number of Clerical Support Staff in Division	4	5	3	3
Legal Assistant to Attorney ratio	2:12	2:6	2:6	2:6
Outcomes: Results or Impacts of Program Activities				
Total amount of settlements paid against City	N/A	26,500,000	29,000.00	30,000,00
Total amount of arbitration paid against City	2,500,000	2,600,000	2,750,000	2,900,000
Total amount of judgments paid against City	7,000,000	8,000,000	10,000,000	15,000,000
Efficiency:				
Average number of days a case is open	450	480	500	530
Secretary to Attorney ratio	4:12	2:6	2:6	2:6
Legal Assistant to Attorney ratio	2:12	2:11	1:9	1:9
Outputs: Units of Activity directed towards Goals				
Client training workshops	22	3	2	2
Number of face-to-face client contacts to assess client needs	2,566	3,000	3,200	3,400
Contract Opinions (written or oral)	250	255	267	272
Number of Motions filed Labor	1126	1238	1275	1300
Labor/Employment Investigations	114	135	145	150
EEOC & MDCR claims	75	78	82	86
Worker Compensation redemptions	66	38	45	52
Civil service grievances	67	70	80	90
Percent "plain English" documents	98%	99%	99%	99%
Number of Cases Closed	40	50	58	65
Settlement write-ups completed within 10 days of agreement	100%	90%	80%	80%
Percent of timely responses to written assignments	96%	85%	80%	75%
Number of cases handled by outside counsel	N/A	2	3	3
Total Number of Labor Cases pending at start of fiscal year	563	650	700	752
Total number of Labor trials	20	25	20	30
Total number of appeals pending (close of fiscal year)	58	55	62	65
Labor cases to arbitration	233	260	270	280
Veterans preference hearings	1	0	3	4
Police Trial Boards	640	708	810	900

LAW (32)

Governmental Affairs/Local Prosecution Section

Type of Performance Measure: List of Measures	2007-08 Actual	2008-09 Actual	2009-10 Projection	2010-11 Target
Inputs: Resources Allocated or Service Demands Made				
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Section	6	7	6	7
Number of Legal Assistants in Section	0	0	0	0
Number of Clerical Support Staff in Section	1	1	1	1
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	98%	98%	99%	100%
Total amount of settlements paid against City	\$19,000	\$1,250	\$10,000	\$25,000
Total amount of judgments paid against City	\$5,000	0	0	0
Outputs: Units of Activity directed towards Goals				
Client training workshops	1	3	6	10
Number of face-to-face client contacts to assess client needs	13	15	20	25
Number of court documents prepared	474	553	480	500
Percent "plain English" documents	100%	98%	99%	100%
Number of Small claims cases active	10	8	30	40
Number of small claims cases closed	10	12	20	30
Number of small claims cases dismissed	10	8	10	20
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Percent of timely responses to written assignments	100%	100%	99%	100%
Total number of appeals pending (close of fiscal year)	5	2	5	10

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Administration	2009-10 Redbook		2010-11 Dept Final Request		2010-11 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration and Operations						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00527 - Administration and Operations						
320010 - Administration	124	\$18,814,987	128	\$20,440,402	119	\$18,882,667
APPROPRIATION TOTAL	124	\$18,814,987	128	\$20,440,402	119	\$18,882,667
ACTIVITY TOTAL	124	\$18,814,987	128	\$20,440,402	119	\$18,882,667

CITY OF DETROIT
Budget Development for FY 2010-2011
Appropriations - Summary Objects

	2009-10 Redbook	2010-11 Dept Final Request	2010-11 Mayor's Budget Rec
AC0532 - Administration			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	8,348,625	8,398,827	8,136,615
EMPBENESL - Employee Benef	5,738,542	6,801,852	6,165,813
PROFSVCSL - Professional/Cor	1,666,759	1,666,759	1,646,759
OPERSUPSL - Operating Suppli	474,012	974,012	467,590
OPERSVCSL - Operating Servic	2,476,549	2,503,452	2,395,390
CAPEQUPSL - Capital Equipme	82,500	82,500	57,500
OTHEXPSSL - Other Expenses	28,000	13,000	13,000
<i>A32000 - Law Department</i>	<i>18,814,987</i>	<i>20,440,402</i>	<i>18,882,667</i>
AC0532 - Administration	18,814,987	20,440,402	18,882,667
Grand Total	18,814,987	20,440,402	18,882,667

LAW (32)

LEGISLATIVE LIAISON ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON

The City of Detroit engages the services of a legislative liaison in Lansing and in Washington, D.C. The appropriation pays for an office in Lansing and a contract for services in Washington. The Mayor's Office provides the oversight of this contract.

GOALS:

1. To Represent the City's interest in all state and federal legislative matters pertaining to or having an effect upon the City of Detroit.
2. To Keep the City Administration informed of the latest legislative attitudes and actions on matters pertaining to or having an effect upon the City of Detroit.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Federal Legislative Services	2009-10		2010-11		2010-11	
	Redbook		Dept Final		Mayor's	
Legislative Liaison	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
APPROPRIATION						
ORGANIZATION						
00255 - Legislative Liaison						
320040 - Federal Legislative Services	0	\$300,000	0	\$300,000	0	\$300,000
APPROPRIATION TOTAL	0	\$300,000	0	\$300,000	0	\$300,000
11860 - State Legislative Services						
320045 - State Legislative Services	0	\$650,000	0	\$392,000	0	\$392,000
APPROPRIATION TOTAL	0	\$650,000	0	\$392,000	0	\$392,000
ACTIVITY TOTAL	0	\$950,000	0	\$692,000	0	\$692,000

CITY OF DETROIT
Budget Development for FY 2010-2011
Appropriations - Summary Objects

	2009-10 Redbook	2010-11 Dept Final Request	2010-11 Mayor's Budget Rec
AC1032 - Legislative Liaison			
<i>A32000 - Law Department</i>			
PROFSVCSL - Professional/Cor	900,000	692,000	692,000
OPERSUPSL - Operating Suppli	5,000	0	0
OPERSVCSL - Operating Servic	45,000	0	0
<i>A32000 - Law Department</i>	<i>950,000</i>	<i>692,000</i>	<i>692,000</i>
AC1032 - Legislative Liaison	950,000	692,000	692,000
Grand Total	950,000	692,000	692,000

CITY OF DETROIT
Budget Development for FY 2010-2011
Appropriation Summary - Revenues

	2008-09	2009-10	2010-11	2010-11	Variance
	Actuals	Redbook	Dept Final	Mayor's	
			Request	Budget Rec	
A32000 - Law Department					
<i>00527 - Administration and Operations</i>					
449160 - Personal Services-Airp	3,990	15,000	15,000	4,000	(11,000)
449175 - Personal Services-Ced	407,925	750,000	1,200,000	700,000	(50,000)
449200 - Personal Services-Mpc	0	100,000	100,000	73,000	(27,000)
449205 - Personal Services-Nsd	14,901	25,000	25,000	15,000	(10,000)
449215 - Personal Services-DO	541,854	700,000	700,000	542,000	(158,000)
449220 - Personal Services-Wat	43,162	841,073	841,073	100,000	(741,073)
455105 - Court Fines	0	0	3,000,000	0	0
474100 - Miscellaneous Receipts	274,777	180,000	180,000	180,000	0
<i>00527 - Administration and Operation:</i>	<i>1,286,609</i>	<i>2,611,073</i>	<i>6,061,073</i>	<i>1,614,000</i>	<i>(997,073)</i>
A32000 - Law Department	1,286,609	2,611,073	6,061,073	1,614,000	(997,073)
Grand Total	1,286,609	2,611,073	6,061,073	1,614,000	(997,073)

**CITY OF DETROIT
MAYOR'S 2010-2011 RECOMMENDED BUDGET**

Law Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2009 2010 FTE	FY 2010 2011 FTE	2010 2011 FTE
Classification			
00527 - Administration and Operations			
320010 - Administration			
Corp Counsel - Election Comm	1	1	1
Deputy Corporation Counsel	1	1	1
Admin Asst GD II - Law	2	2	2
Executive Legal Secretary	1	1	1
Chief Asst Corporation Counsel	4	4	4
Supervising Asst Corp Counsel	9	9	9
Sr Asst Corporation Counsel	22	22	21
Assistant Corporation Counsel	32	36	32
Asst Corp Counsel - Exempt	4	4	4
Records Manager	1	1	1
Legal Investigator	4	4	4
Legal Assistant	12	11	11
Senior Legal Secretary	4	4	4
Legal Secretary	15	16	16
Principal Clerk	2	2	1
Senior Clerk	1	1	1
Clerk	7	7	4
Office Assistant III	1	1	1
Office Assistant II	1	1	1
Total Administration	124	128	119
Total Administration and Operations	124	128	119
Agency Total	124	128	119