

LEGAL DEPARTMENT

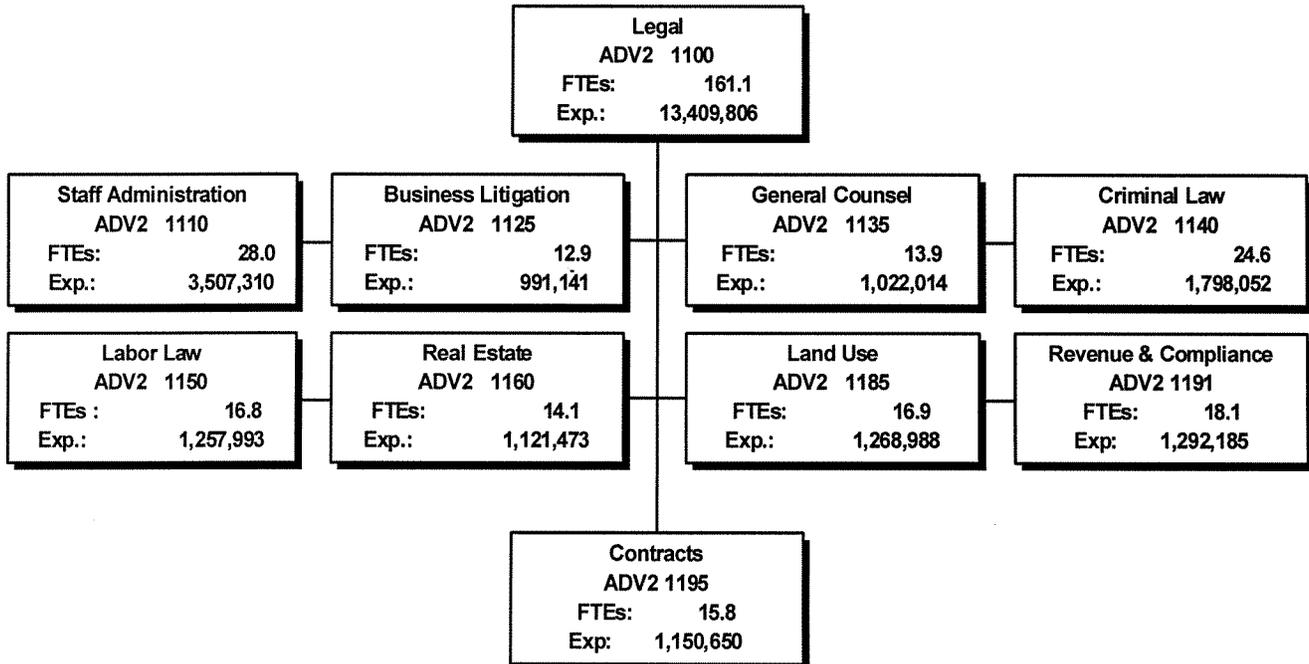
Department Description and Mission

The mission of the Legal Department is to provide the City of Houston with the highest quality municipal legal services, facilitate the operations of the City and protect its interests. The Department is organized into nine (General Fund) divisions to accomplish this mission: Staff Administration, Business Litigation, General Counsel, Criminal Law, Labor Law, Real Estate, Land Use, Revenue & Compliance, and Contracts.

The Legal Department's work is funded primarily from the General Fund and the Property and Casualty Fund. Additionally, some legal services related to workers compensation benefits are funded out of the Workers Compensation Administration Fund.

The central duties of the Legal Department funded from the General Fund include the preparation of City ordinances and resolutions, research and drafting of legal opinions, preparation of contracts, bond issue representation, deed restriction enforcement, support for the dangerous building demolition project, utility regulation, collection of revenue on past due accounts, claims resolution, personnel actions, prosecution of violators of City ordinances, and represent the City in commercial and employment litigation.

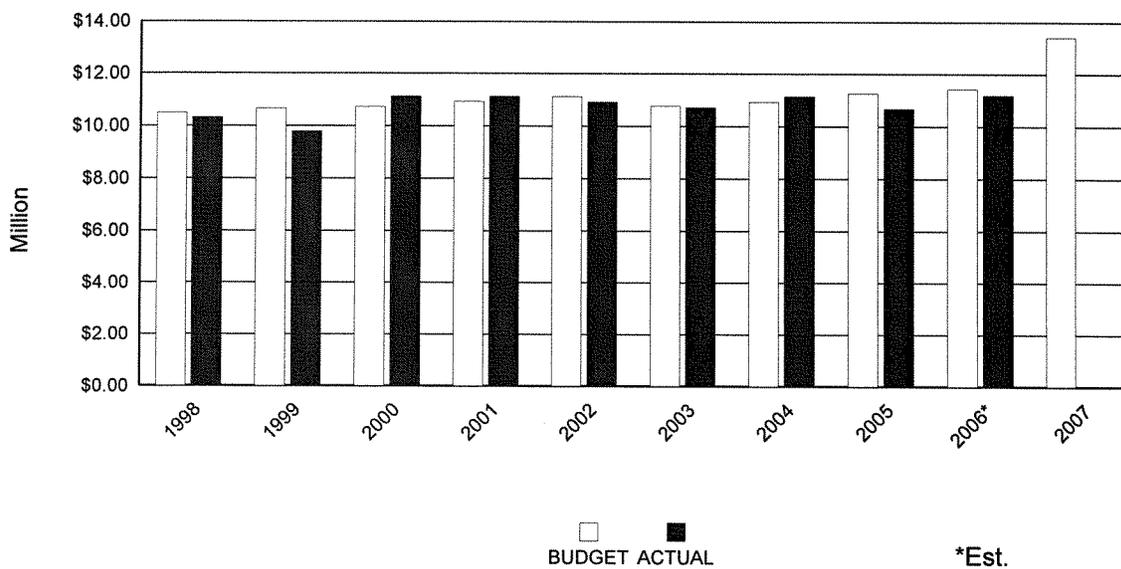
Department Organization



FISCAL YEAR 2007 BUDGET

| Department Budget Summary | | | | | |
|--|---|--------------------------|--------------------------|----------------------------|--------------------------|
| Fund Name : General Fund Department Name : Legal Fund/Department No. : 100 / 90 | | | | | |
| | | FY2005 Actual | FY2006 Budget | FY2006 Estimate | FY2007 Budget |
| Expenditure Summary | Personnel Services | 9,633,473 | 9,995,045 | 10,010,522 | 11,997,061 |
| | Supplies | 416,951 | 432,400 | 419,592 | 446,200 |
| | Other Services and Charges | 624,090 | 1,000,141 | 755,819 | 966,545 |
| | Total M & O Expenditures | 10,674,514 | 11,427,586 | 11,185,933 | 13,409,806 |
| | Debt Service & Other Uses | 0 | 0 | 0 | 0 |
| | Total Expenditures | 10,674,514 | 11,427,586 | 11,185,933 | 13,409,806 |
| Revenue Summary | | 489,847 | 465,000 | 458,200 | 1,314,607 |
| Staffing Summary | Full-Time Equivalents - Civilian | 146.4 | 149.3 | 144.3 | 161.1 |
| | Full-Time Equivalents - Classified | 0.0 | 0.0 | 0.0 | 0.0 |
| | Full-Time Equivalents - Cadets | 0.0 | 0.0 | 0.0 | 0.0 |
| | Total | 146.4 | 149.3 | 144.3 | 161.1 |
| | Full-Time Equivalents-Overtime | 0.0 | 0.0 | 0.1 | 0.0 |
| Budget Highlights | <ul style="list-style-type: none"> o Includes funding to continue core services. o Includes additional resources for enhanced focus on neighborhood protection and quality of life issues such as FAST, dangerous buildings and deed restriction enforcement. o Enhance ability to more expeditiously respond to requests for the drafting of ordinances. o Additional opportunities to streamline processes will be sought. o Continue to pursue debts owing to the City. | | | | |

**Legal
Budget vs Actual Expenditures**



FISCAL YEAR 2007 BUDGET

| Department Program Summary | |
|--|---|
| Fund Name : General Fund Department Name : Legal Fund/Department No. : 100 / 90 | |
| Program Description | Program Objectives |
| Staff Administration 1110 Responsible for records management, accounts payable, personnel functions, facility maintenance, law library, budget, financial and management analysis, and maintenance of the Legal Department's fixed asset management system. | Maintain efficiency of the department's local area network (LAN). Develop workflow aging report from file management database system. Review law library collection. Defend and prosecute claims and litigation in assigned areas of responsibility. Assist in recovering revenues for other departments. Report on affirmative and defensive claims and litigation matters handled by the division. Attend at least 80% of all regulatory board and committee meetings. Provide turnaround statistics on code amendments, ordinances, open record requests, and other areas of law. Provide monthly reports on the division's activities. Develop greater consistency among prosecutors regarding the exercise of professional judgment. Provide the Houston Police and Municipal Courts departments with new and revised computer-generated complaints. Maintain statistics on appeals from indefinite suspensions, arbitrations, litigation, unemployment claims, EEOC and other personnel actions; advise Depts proactively on employee issues to reduce claims; and provide quarterly reports. |
| Business Litigation 1125 Commercial and construction litigation; hotel occupancy tax, franchise fee and other collections; and contract disputes and litigation. | |
| General Counsel 1135 Prepare and defend public regulatory ordinances that may have constitutional implications. Handle open record requests, legislative, election, redistricting, bond, lobbying, and annexation matters. Render opinions on municipal finance. | |
| Criminal Law 1140 Represent the State in most cases filed in the municipal courts. | |
| Labor Law 1150 Represent City in personnel hearings, arbitrations, litigation appeals from adverse rulings and judgements. Act on EEOC and TX Comm. on Human Rights matters. Review pension issues and FMLA/ADA accommodations. Provide legal opinions on personnel matters. | |
| Real Estate 1160 Provide legal services in connection with land sales, acquisitions, eminent domain proceedings, leases, abandonment, encroachments, opinions, agreements, title examination reports, bankruptcy, and the Community Development Block Grant (CDBG). | |

FISCAL YEAR 2007 BUDGET

| Department Program Summary | | | | | | | | | |
|--|--------------------|-------------|------------------|--------------------|-------------|------------------|--------------------|-------------|------------------|
| Fund Name : General Fund Department Name : Legal Fund/Department No. : 100 / 90 | | | | | | | | | |
| Program Performance Measures | FY2005 Actual | | | FY2006 Estimate | | | FY2007 Budget | | |
| | Program Activities | Budget FTEs | Program Costs \$ | Program Activities | Budget FTEs | Program Costs \$ | Program Activities | Budget FTEs | Program Costs \$ |
| Workflow aging rpt | | 4 | | | 4 | | | 4 | |
| Internal satisfaction survey | | 1 | | | 1 | | | 1 | |
| Client-dept satisfaction survey | | 1 | | | 1 | | | 1 | |
| | | 31.7 | 2,838,621 | | 26.7 | 2,639,431 | | 28.0 | 3,507,310 |
| New Litigation | | 24 | | | 40 | | | 41 | |
| Matters in Litigation | | 62 | | | 85 | | | 77 | |
| Lost revenue recovered (\$) | | 81,4011 | | | 3,500,000 | | | 3,400,000 | |
| | | 13.5 | 949,465 | | 12.7 | 972,175 | | 12.9 | 991,141 |
| Board and Committee meetings attended. | | 163 | | | 125 | | | 87 | |
| Code amend/ords prepared | | 315 | | | 424 | | | 572 | |
| TPIA letters to Tx A.G. | | 1,237 | | | 1,387 | | | 1,553 | |
| Opinions prepared | | 96 | | | 86 | | | 76 | |
| | | 9.9 | 684,683 | | 12.0 | 812,101 | | 13.9 | 1,022,014 |
| Cases filed per year | | 1,052,000 | | | 1,200,000 | | | 1,200,000 | |
| Summary reports | | 12 | | | 12 | | | 12 | |
| In-House Continuing legal education courses | | 4 | | | 6 | | | 6 | |
| | | 22.4 | 1,603,837 | | 23.8 | 1,797,072 | | 24.6 | 1,798,052 |
| EEOC charges filed/TWC | | 350 | | | 386 | | | 386 | |
| Personnel actions/hearings | | 410 | | | 500 | | | 500 | |
| Trials/appeals | | 40 | | | 45 | | | 45 | |
| Opinions/special issues | | 361 | | | 400 | | | 400 | |
| Arbitrations | | 121 | | | 100 | | | 100 | |
| | | 12.8 | 1,007,251 | | 13.5 | 955,510 | | 16.8 | 1,257,993 |
| CIP title examinations | | 165 | | | 190 | | | 209 | |
| Genl property matters | | 580 | | | 588 | | | 647 | |
| CDBG matters resolved | | 508 | | | 1154 | | | 800 | |
| File management reports | | 12 | | | 12 | | | 12 | |
| Bankruptcy matters resolve | | 0 | | | 0 | | | 0 | |
| | | 15.5 | 1,051,564 | | 14.2 | 1,113,224 | | 14.1 | 1,121,473 |

FISCAL YEAR 2007 BUDGET

| Department Program Summary | | | | | | | | | |
|--|--------------------|--------------|-------------------|--------------------|--------------|-------------------|--------------------|--------------|-------------------|
| Fund Name : General Fund Department Name : Legal Fund/Department No. : 100 / 90 | | | | | | | | | |
| Program Performance Measures | FY2005 Actual | | | FY2006 Estimate | | | FY2007 Budget | | |
| | Program Activities | Budget FTEs | Program Costs \$ | Program Activities | Budget FTEs | Program Costs \$ | Program Activities | Budget FTEs | Program Costs \$ |
| Land use issues | | 289 | | | 222 | | | 330 | |
| Environmental issues | | 29 | | | 62 | | | 65 | |
| Utility/insur. rate cases | | 46 | | | 34 | | | 60 | |
| SOB/FAST issues | | 85 | | | 81 | | | 80 | |
| Ordinances drafted | | 197 | | | 136 | | | 180 | |
| | | 10.9 | 682,099 | | 10.6 | 880,256 | | 16.9 | 1,268,988 |
| Dang. Bldg./title reports | | 4,669 | | | 3,140 | | | 3,904 | |
| D.B/Nuisance hearings | | 1,375 | | | 938 | | | 1,156 | |
| Deed restric. complaints | | 1,154 | | | 722 | | | 938 | |
| Tax matters handled | | 100 | | | 100 | | | 100 | |
| Activity Reports | | 191 | | | 178 | | | 184 | |
| | | 16.2 | 1,007,144 | | 18.3 | 1,151,027 | | 18.1 | 1,292,185 |
| Contracts (Ks) prepared | | 1,349 | | | 1,450 | | | 1,450 | |
| MacGregor Act Claims | | 202 | | | 178 | | | 175 | |
| Legis.analysis/K opinions | | 200 | | | 70 | | | 200 | |
| Grants/Non-K ordinances. | | 123 | | | 220 | | | 225 | |
| Ks reviewed by legal assts | | 250 | | | 450 | | | 200 | |
| | | 13.5 | 849,850 | | 12.5 | 865,137 | | 15.8 | 1,150,650 |
| Total | | <u>146.4</u> | <u>10,674,514</u> | | <u>144.3</u> | <u>11,185,933</u> | | <u>161.1</u> | <u>13,409,806</u> |

FISCAL YEAR 2007 BUDGET

Fund Name : : **General Fund**
 Department Name : : **Legal**
 Fund / Department No. : **100 / 90**

| NO. of POSITIONS | JOB DESCRIPTION | JOB CLASS CODE | PAY GRADE |
|---------------------|--|----------------------|--------------|
| 1 | ADMINISTRATION MANAGER | 3029 | 26 |
| 2 | ADMINISTRATIVE AIDE | 3011 | 10 |
| 3 | ADMINISTRATIVE ASSISTANT | 3022 | 17 |
| 5 | ADMINISTRATIVE ASSISTANT (EXE LEV) | 3023 | 17 |
| 3 | ADMINISTRATIVE ASSOCIATE | 3021 | 13 |
| 1 | ADMINISTRATIVE COORDINATOR(EXE LEV) | 3027 | 24 |
| 3 | ADMINISTRATIVE SPECIALIST | 3025 | 20 |
| 1 | ADMINISTRATIVE SPECIALIST(EXE LEV) | 3028 | 20 |
| 2 | ADMINISTRATIVE SUPERVISOR | 3035 | 22 |
| 1 | ADMINISTRATIVE SUPERVISOR(EXE LEV) | 3036 | 22 |
| 16 | ASSISTANT CITY ATTORNEY I | 6031 | 21 |
| 14 | ASSISTANT CITY ATTORNEY II | 6032 | 24 |
| 14 | ASSISTANT CITY ATTORNEY III | 6034 | 27 |
| 1 | CITY ATTORNEY | 6001 | 39 |
| 5 | CLERK | 4812 | 5 |
| 1 | DEPUTY CITY ATTORNEY | 6050 | 38 |
| 1 | DIVISION MANAGER | 3030 | 29 |
| 2 | EXECUTIVE OFFICE ASSISTANT | 4922 | 15 |
| 1 | LAN SPECIALIST | 4387 | 26 |
| 1 | LEGAL ABTRACTOR | 6011 | 10 |
| 12 | LEGAL ASSISTANT I | 6021 | 12 |
| 4 | LEGAL ASSISTANT II | 6023 | 13 |
| 7 | LEGAL ASSISTANT III | 6022 | 15 |
| 4 | LEGAL WORD PROCESSOR | 4936 | 11 |
| 2 | MESSENGER | 5181 | 6 |
| 1 | RECEPTIONIST | 4821 | 7 |
| 1 | SENIOR ACCOUNT CLERK | 3412 | 13 |
| 6 | SENIOR ASSISTANT CITY ATTORNEY I | 6041 | 30 |
| 12 | SENIOR ASSISTANT CITY ATTORNEY II | 6042 | 32 |
| 11 | SENIOR ASSISTANT CITY ATTORNEY III | 6043 | 34 |
| 8 | SENIOR ASSISTANT CITY ATTORNEY, DIV CHIEF | 6046 | 35 |
| 2 | SENIOR LEGAL ABSTRACTOR | 6012 | 13 |
| 11 | SENIOR LEGAL ASSISTANT | 6024 | 18 |
| 3 | SENIOR LEGAL WORD PROCESSOR | 4937 | 13 |
| 1 | SENIOR OFFICE ASSISTANT | 4921 | 12 |
| 1 | SENIOR STAFF ANALYST(EXE LEV) | 3045 | 28 |
| 1 | SYSTEMS SUPPORT ANALYST IV | 4564 | 25 |
| 165.0 | Total Positions | | |
| 3.9 | Less adjustment for Vacancies and Part-Time Employees | | |
| 161.1 | Full-Time Equivalent | | |

FISCAL YEAR 2007 BUDGET

Department Revenue Summary

Fund Name : General Fund
Department Name : Legal
Fund/Department No. : 100 / 90

| Source | Description | Program Org | Program Name | FY2006 Budget | FY2006 Estimate | FY2007 Budget |
|--------------------|---------------------------|-------------|----------------------|----------------|-----------------|------------------|
| 7330 | Intfd Legal Services | 1110 | Staff Administration | 450,000 | 400,000 | 1,291,157 |
| 7625 | Other Service Charges | 1110 | Staff Administration | 0 | 500 | 0 |
| 7645 | Miscellaneous Copies Fees | 1110 | Staff Administration | 8,000 | 8,700 | 8,200 |
| 8800 | Judgments & Claims | 1110 | Staff Administration | 0 | 26,000 | 8,250 |
| 8825 | Recoveries & Refunds | 1110 | Staff Administration | 5,000 | 21,000 | 5,000 |
| 8835 | Prior Year Revenue | 1110 | Staff Administration | 0 | 600 | 0 |
| 8855 | Miscellaneous Revenue | 1110 | Staff Administration | 2,000 | 1,400 | 2,000 |
| Total Legal | | | | <u>465,000</u> | <u>458,200</u> | <u>1,314,607</u> |

FISCAL YEAR 2007 BUDGET

Fund Name : General Fund
Department Name : Legal
Fund/Department No. : 100 / 90

| ACCT | DESCRIPTION | FY2005 Actual | FY2006 Budget | FY2006 Estimate | FY2007 Budget |
|---------------------------------|----------------------------------|------------------|------------------|--------------------|-------------------|
| 1100 | Salary-Base Pay-Civilian | 7,205,343 | 7,396,405 | 7,427,539 | 8,376,971 |
| 1105 | Salary-Part Time-Civilian | 0 | 12,480 | 3,000 | 20,160 |
| 1113 | Bilingual Pay-Civilian | 8,830 | 9,000 | 8,100 | 8,100 |
| 1120 | Overtime-Civilian | 147 | 0 | 2,616 | 0 |
| 1130 | Termination Pay-Civilian | (34,733) | 112,000 | 84,700 | 85,000 |
| 1135 | Pension-Civilian | 1,211,956 | 1,213,011 | 1,218,116 | 1,373,820 |
| 1140 | Social Security-Civilian | 531,819 | 553,770 | 558,551 | 629,959 |
| 1145 | Health/Life Ins Active Civilian | 669,739 | 642,029 | 641,733 | 771,553 |
| 1155 | Vehicle Allowance-Civilian | 5,308 | 4,200 | 7,267 | 4,200 |
| 1405 | Workers Compensation-Civilian | 21,835 | 35,850 | 34,600 | 40,876 |
| 1415 | Unemployment Claims | 0 | 0 | 600 | 5,660 |
| 1420 | Long Term Disability | 13,229 | 16,300 | 23,700 | 28,042 |
| 1981 | Compensation Contingency | 0 | 0 | 0 | 652,720 |
| Total Personnel Services | | 9,633,473 | 9,995,045 | 10,010,522 | 11,997,061 |
| 2305 | Computer Supplies | 25,043 | 22,000 | 18,000 | 28,000 |
| 2306 | Paper & Printing Supplies | 20,097 | 21,000 | 17,624 | 19,000 |
| 2315 | Publications & Printed Materials | 290,073 | 322,100 | 298,600 | 310,100 |
| 2323 | Postage | 36,582 | 25,000 | 40,300 | 42,200 |
| 2325 | Miscellaneous Office Supplies | 41,471 | 40,000 | 43,200 | 45,000 |
| 2600 | Fuel | 2,020 | 2,000 | 1,550 | 1,600 |
| 2702 | Food Supplies | 1,467 | 0 | 43 | 0 |
| 2738 | Miscellaneous Parts & Supplies | 198 | 300 | 275 | 300 |
| Total Supplies | | 416,951 | 432,400 | 419,592 | 446,200 |
| 3107 | Temporary Personnel Services | 11,697 | 0 | 700 | 0 |
| 3205 | Insurance Fees | 0 | 0 | 0 | 2,200 |
| 3305 | Advertising Services | 57 | 0 | 0 | 0 |
| 3323 | Information Resource Services | 15,290 | 6,000 | 700 | 700 |
| 3325 | Medical, Dental & Lab Services | 927 | 800 | 840 | 800 |
| 3330 | Legal Services | 50,143 | 391,000 | 120,000 | 279,000 |
| 3335 | Management Consulting Services | 0 | 0 | 3,400 | 25,000 |
| 3344 | Photographic Services | 1,799 | 2,900 | 900 | 900 |
| 3345 | Miscellaneous Support Services | 83,010 | 111,500 | 151,900 | 180,885 |
| 3400 | Real Estate Lease/Office Rental | 23,786 | 0 | 0 | 0 |
| 3402 | Parking Space Rental | 113,411 | 114,000 | 114,000 | 114,000 |
| 3409 | Office Equipment Rental | 3,508 | 0 | 339 | 1,700 |
| 3510 | Telephone | 112,600 | 113,000 | 100,400 | 102,000 |
| 3515 | Communication Lines | 5,299 | 21,200 | 34,400 | 34,400 |
| 3615 | Computer Eq/Software Maint Svc | 6,457 | 30,000 | 30,000 | 30,000 |
| 3620 | Enterprise Applications | 8,318 | 16,100 | 26,400 | 26,400 |
| 3625 | Office Equipment Services | 1,781 | 1,700 | 1,600 | 1,700 |
| 3626 | Vehicle & Motor Equip Services | 5,131 | 4,000 | 300 | 300 |
| 3745 | IntFd Communicatn Equip Repair | 0 | 0 | 100 | 100 |
| 3765 | IntFd Photocopy Services | 63,116 | 57,700 | 57,700 | 48,220 |
| 3794 | Print Shop Services | 7,122 | 6,400 | 4,800 | 4,800 |
| 3799 | Mail/Delivery Services | 3,036 | 3,500 | 3,100 | 3,200 |
| 3805 | Printing & Reproduction Srvcs | 29,818 | 26,000 | 19,200 | 20,000 |

FISCAL YEAR 2007 BUDGET

Fund Name : General Fund
Department Name : Legal
Fund/Department No. : 100 / 90

| ACCT | DESCRIPTION | FY2005 Actual | FY2006 Budget | FY2006 Estimate | FY2007 Budget |
|---|--------------------------------|-------------------|-------------------|--------------------|-------------------|
| 3855 | Document Recording/Filing Fees | 5,202 | 100 | 0 | 0 |
| 3895 | Misc Other Services & Charges | 5,111 | 7,600 | 6,000 | 6,500 |
| 3900 | Education & Training | 18,517 | 28,101 | 24,700 | 25,400 |
| 3905 | Membership & Professional Fees | 30,358 | 37,840 | 37,840 | 38,040 |
| 3910 | Travel-Training Related | 7,354 | 8,200 | 9,800 | 9,900 |
| 3950 | Travel-Non-training Related | 11,242 | 12,500 | 6,700 | 10,400 |
| Total Other Services and Charges | | 624,090 | 1,000,141 | 755,819 | 966,545 |
| Grand Total Expenditures | | 10,674,514 | 11,427,586 | 11,185,933 | 13,409,806 |