

LEGAL DEPARTMENT

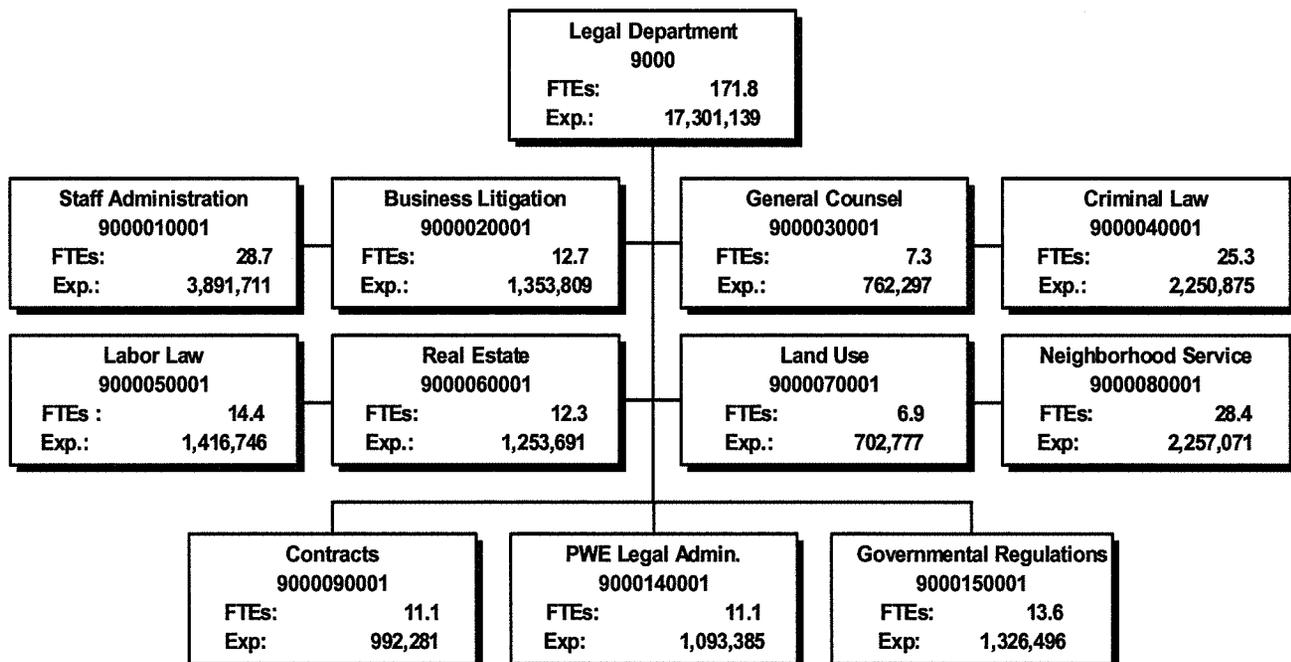
Department Description and Mission

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 eleven (General Fund) divisions to accomplish this mission: Staff Administration, Business Litigation, General Counsel, Criminal Law, Labor Law, Real Estate, Land Use, Neighborhood Service, Contracts, Public Works & Engineering Legal Administration, and Governmental Regulations.

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 2010 BUDGET

Business Area Budget Summary

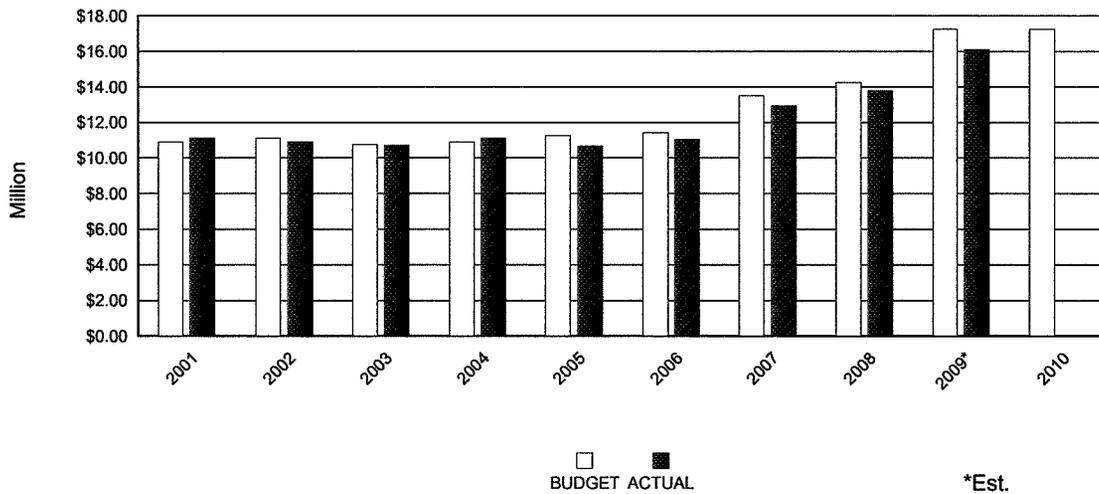
Fund Name : General Fund
 Business Area Name : Legal
 Fund No./Bus. Area No. : 1000 / 9000

		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	12,453,519	15,106,756	14,552,921	15,761,435
	Supplies	368,837	469,688	457,300	462,841
	Other Services and Charges	944,693	1,673,811	1,086,719	1,068,279
	Total M & O Expenditures	13,767,049	17,250,255	16,096,940	17,292,555
	Debt Service & Other Uses	11,923	10,745	10,745	8,584
	Total Expenditures	13,778,972	17,261,000	16,107,685	17,301,139
Revenues		1,141,071	1,069,950	1,248,796	1,417,831
Staffing	Full-Time Equivalents - Civilian	158.7	170.8	167.9	171.8
	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	158.7	170.8	167.9	171.8
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0

Budget Highlights

- o Continue provision of core legal services.
- o Continue to pursue collection of debts owing to the City.
- o Enhance the efficiencies and effectiveness of the Legal Department in the dangerous buildings process.
- o Provide detailed procedures and protocols citywide for electronic records management and electronic discovery.
- o Includes 3% HOPE and 1.25% Pay for Performance increases.

**Legal
Current Budget vs Actual Expenditures**



FISCAL YEAR 2010 BUDGET

Business Area Cost Center Summary	
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000	
Cost Center Description	Cost Center Objectives
LGL - Staff Administration 9000010001 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.
LGL - Business Litigation 9000020001 Commercial and construction litigation; hotel occupancy tax, franchise fee and other collections; and contract disputes and litigation.	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.
LGL - General Counsel 9000030001 Research and draft Code amendments, special ordinances and opinions; represent City Council and citizen committees; handle sign code issues and represent the Ethics Committee.	Improve response time for ordinances and opinions; track requests and response status more fully; interface with Council and Departments on their needs.
LGL - Criminal Law 9000040001 Represent the State in most cases filed in the municipal courts.	Maintain consistency among prosecutors regarding the use of professional judgment and implement a new process for serving and prosecuting business entities.
LGL - Labor Law 9000050001 Represent City in personnel hearings, arbitrations, litigation appeals from adverse rulings and judgements. Act on EEOC and TX Commission on Human Rights matters. Review pension issues and FMLA/ADA accommodations. Provide legal opinions on personnel matters.	Represent City on appeals from indefinite suspensions, arbitrations, litigation, unemployment claims, EEOC and other personnel actions; advise Departments proactively on employee issues to reduce claims; and provide monthly reports.
LGL - Real Estate 9000060001 Provide legal svcs/draft ordinances relating to land sales, acquisitions, eminent domain proceedings, leases, abandonment, encroachments, opinions, purch.and sale agreements, title exam. reports, bankruptcy matters, writing of Community Development Block Grants (CDBG).	Improve production statistics and reporting format by attorney through closer coordination with PWE and access to their computerized tracking systems. Manage Continuing Legal Education (CLE) program, reduce file turnaround time, and increase use of on-line resources.

FISCAL YEAR 2010 BUDGET

Business Area Cost Center Summary									
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000									
Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Workflow aging reports		4		4			4		
Internal satisfaction survey		1		1			1		
Client-dept satisfaction survey		1		1			1		
		29.6	3,436,583	28.5	3,510,965		28.7	3,891,711	
New litigation filed		53		50			45		
Matters in litigation		85		90			85		
Lost revenue recovered (\$)		3,869,714		750,000			2,500,000		
		12.3	1,046,824	13.0	1,253,909		12.7	1,353,809	
Code amend/ords prepared		198		208			218		
Tracking reports		12		12			12		
Opinions prepared		15		15			18		
		13.5	1,084,186	4.6	601,438		7.3	762,297	
Cases filed per year		1,110,295		1,065,885			1,088,090		
Summary reports		12		12			12		
In-House continuing legal education courses		6		6			6		
		23.8	1,865,898	24.8	2,220,052		25.3	2,250,875	
EEOC charges filed/TWC		293		379			400		
Personnel actions/hearings		739		800			800		
Trials/appeals		35		24			30		
Opinions/special issues		491		29			10		
Arbitrations		3		12			15		
		13.7	1,097,808	13.8	1,289,570		14.4	1,416,746	
Title examinations		22		24			26		
General property matters		787		866			953		
HCD matters resolved		298		328			361		
File management reports		12		12			12		
		13.3	1,180,612	12.7	1,275,999		12.3	1,253,691	

FISCAL YEAR 2010 BUDGET

Business Area Cost Center Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus Area No. : 1000 / 9000

Cost Center Description	Cost Center Objectives
<p>LGL - Land Use 9000070001</p> <p>Land use planning, pollution law enforcement, utility franchise issues and rate hearings before the Public Utility Commission and Texas Commission on Environmental Quality, and tax abatement and special districts.</p>	<p>Maintain and improve assignment tracking, improve turnaround time, and manage Continuing Education Program.</p> <p>Continue to improve deed restriction enforcement process, dangerous bldg hearing process, related title search activities; Sexually Oriented Business (SOB) enforcement litigation; cross train; crime based nuisance abatement.</p> <p>Revise and update construction contract documents; expedite high technology contract process; implement new Developer Participation Contract policy; provide training to client depts.</p> <p>Included in their respective operating divisions.</p> <p>Attend regulatory bid and comm. meeting. Handle pub. info. and subpoena requests; work with Planning Dept re: strategic partnerships agrmnts with MUDs. Track collection of delinquent taxes. Establish mentoring programs on annex., taxation, utility reg. and pub.finance.</p>
<p>LGL - Neighborhood Services 9000080001</p> <p>Handles admin. proceedings and civil litigation related to dangerous buildings, deed restrictions ("DR"), alcohol beverage permits, sexually oriented businesses, and places of habitual crime. Provide real estate title info. to various COH depts. Attend public meetings.</p>	
<p>LGL - Contracts 9000090001</p> <p>Prepare, review, negotiate City contracts; draft approp.ords and opinions; research and issue bid irregularity opinions; handle McGregor Act claims and grants in excess of \$400,000.</p>	
<p>LGL-PWE Legal Admin. 9000140001</p> <p>Personnel in this cost center are members of the Labor, Contracts, Real Estate and Land Use divisions; PWE covers their payroll because they work exclusively on PWE matters.</p>	
<p>LGL - Governmental Regulations 9000150001</p> <p>Handle ad valorem taxation, public information requests, financial disclosure statements, DOJ submissions, subpoenas, muni. finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters; counsel regulatory boards and commissions.</p>	

FISCAL YEAR 2010 BUDGET

Business Area Cost Center Summary									
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000									
Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Land use issues		303		380			260		
Environmental issues		59		74			60		
Utility/insur. rate cases		0		0			0		
Ordinances drafted		268		256			225		
		12.9	1,049,499	6.5	745,899		6.9	702,777	
Admin. matters resolved		1422		750			1,086		
Lawsuits resolved		56		134			95		
DR complaints resolved		1,035		950			993		
Public meetings attended		31		35			33		
Title reports provided		3,291		1,611			2,451		
		19.3	1,390,090	28.8	2,182,718		28.4	2,257,071	
Contracts (Ks) prepared		1,194		1,190			1,200		
Ks reviewed by legal assts		213		200			225		
Other:grants, bond claims, opinions, ordinances		0		0			300		
Attorneys supported		6		6			6		
		11.4	875,703	11.8	980,717		11.1	992,281	
Attorneys Supported		6		6			6		
		8.9	751,769	10.0	1,073,418		11.1	1,093,385	
Bd/Comm. mtgs attended		N/A		519			663		
AG-related TPIAs		N/A		1,122			1,268		
Non-AG related TPIAs		N/A		493			557		
Subpoenas		N/A		1,542			2,586		
Utility regulatory matters		N/A		80			80		
		0.0	0	13.4	973,000		13.6	1,326,496	
Total		<u>158.7</u>	<u>13,778,972</u>	<u>167.9</u>	<u>16,107,685</u>		<u>171.8</u>	<u>17,301,139</u>	

FISCAL YEAR 2010 BUDGET

Fund Name : General Fund
 Business Area Name : Legal
 Fund No./Bus Area No. : 1000 / 9000

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	6.0	5.0	(1.0)
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	4.0	4.0	
ADMINISTRATIVE ASSOCIATE	13	1.0	1.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ADMINISTRATIVE SUPERVISOR (EXE LEV)	22	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	24.0	21.0	(3.0)
ASSISTANT CITY ATTORNEY II	24	14.0	16.0	2.0
ASSISTANT CITY ATTORNEY III	27	9.0	8.0	(1.0)
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	5.0	5.0	
COMMUNITY LIAISON	18	0.0	1.0	1.0
DEPUTY CITY ATTORNEY	38	1.0	1.0	
DIVISION MANAGER	29	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	2.0	3.0	1.0
FIRST ASSISTANT CITY ATTORNEY	37	1.0	1.0	
LAN SPECIALIST	26	1.0	1.0	
LEGAL ABTRACTOR	10	1.0	1.0	
LEGAL INVESTIGATOR	18	2.0	3.0	1.0
LEGAL WORD PROCESSOR	11	2.0	0.0	(2.0)
MESSENGER	6	2.0	2.0	
PARALEGAL I	12	11.0	9.0	(2.0)
PARALEGAL II	14	7.0	6.0	(1.0)
PARALEGAL III	16	8.0	9.0	1.0
PAYROLL CLERK	9	0.0	1.0	1.0
RECEPTIONIST	7	1.0	1.0	
SENIOR ACCOUNT CLERK	13	2.0	2.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	5.0	7.0	2.0
SENIOR ASSISTANT CITY ATTORNEY II	32	14.0	14.0	
SENIOR ASSISTANT CITY ATTORNEY III	34	8.0	9.0	1.0
SENIOR ASSISTANT CITY ATTORNEY IV	35	3.0	3.0	
SENIOR ASSISTANT CITY ATTORNEY, DIVISION CHIEF	35	9.0	9.0	
SENIOR LEGAL ABTRACTOR	13	2.0	2.0	
SENIOR LEGAL WORD PROCESSOR	13	2.0	4.0	2.0
SENIOR OFFICE ASSISTANT	12	2.0	1.0	(1.0)
SENIOR PARALEGAL	19	12.0	15.0	3.0
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
STAFF ANALYST	26	1.0	0.0	(1.0)
STUDENT INTERN II	10	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
Total FTEs		176.0	179.0	3.0
Less adjustment for Civilian Vacancy Factor		5.2	7.2	2.0
Full-Time Equivalents		170.8	171.8	1.0

FISCAL YEAR 2010 BUDGET

Business Area Revenue Summary

Fund Name : General Fund
 Business Area Name : Legal
 Fund No./Bus Area No. : 1000 / 9000

Commit Item	Description	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
9000010001	LGL - Staff Administration			
424070	Interfund Legal Services	1,052,000	1,207,072	1,404,731
426330	Miscellaneous Copies Fees	7,750	5,500	3,000
434305	Judgments & Claims	9,100	20,000	5,000
452020	Recoveries & Refunds	1,000	15,000	5,000
452030	Miscellaneous Revenue	100	100	100
Total	LGL - Staff Administration	<u>1,069,950</u>	<u>1,247,672</u>	<u>1,417,831</u>
9000100001	LGL-Claims&Subrog			
425020	Indirect Cost Recovery - Civic Center	0	1,124	0
Total	Legal	<u>1,069,950</u>	<u>1,248,796</u>	<u>1,417,831</u>

FISCAL YEAR 2010 BUDGET

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Legal
Fund No./Bus. Area No. : 1000 / 9000

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	9,161,791	11,331,484	10,980,600	11,702,490
500060	Overtime - Civilian	48	0	1,664	0
500110	Bilingual Pay - Civilian	10,837	10,900	10,900	9,400
500180	Temporary Employees	9,576	11,484	10,037	9,709
501070	Pension - Civilian	1,429,996	1,684,767	1,640,028	1,720,267
501120	Termination Pay - Civilian	326,719	148,506	228,407	243,019
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	686,508	848,672	804,778	857,569
503010	Health Ins-Act Civilian	755,930	859,280	812,335	996,227
503015	Basic Life Insurance - Active Civilian	11,494	14,137	8,882	6,753
503040	Health/Life Ins.Ret-Classified	373	0	0	0
503060	Long Term Disability-Civilian	20,493	14,437	14,364	14,522
503090	Workers Compensation-Civilian-Admin	33,216	31,230	35,726	36,078
503100	Workers Compensation-Civilian-Claim	2,322	1,500	1,000	1,500
504020	Compensation Contingency	0	140,212	0	153,719
504030	Unemployment Claims	0	5,947	0	5,982
Total	Personnel Services	12,453,519	15,106,756	14,552,921	15,761,435
511045	Computer Supplies	51,015	63,000	62,000	62,000
511050	Paper & Printing Supplies	16,319	17,000	17,000	17,000
511055	Publications & Printed Materials	194,222	279,388	253,000	262,541
511060	Postage	40,799	43,000	40,000	43,000
511070	Miscellaneous Office Supplies	62,524	62,000	80,000	73,000
511110	Fuel	2,163	2,600	2,700	2,600
511150	Miscellaneous Parts & Supplies	1,795	2,700	2,600	2,700
Total	Supplies	368,837	469,688	457,300	462,841
520107	Computer Info/Contr	288	0	0	0
520108	Information Resource Services	10	700	700	700
520109	Medical Dental & Laboratory Services	840	1,000	1,100	1,000
520110	Management Consulting Services	218,489	535,000	0	0
520112	Banking Services	335	250	250	250
520114	Miscellaneous Support Services	195,156	344,680	268,027	267,457
520119	Computer Equipment/Software Maintenance	740	36,000	40,000	42,000
520121	IT Application Svcs	3,657	5,289	5,289	5,395
520122	Office Equipment Services	85	500	500	500
520123	Vehicle & Motor Equipment Services	4,343	2,000	1,500	2,000
520143	Credit/Bank Card Services	26	0	0	0
520510	Mail/Delivery Services	1,530	2,800	2,600	2,800
520515	Print Shop Services	3,606	5,200	8,200	5,200
520520	Printing & Reproduction Services	26,974	34,800	24,000	34,800
520705	Insurance Fees	1,259	2,089	2,100	1,244
520740	Document Recording/Filing Fees	575	1,000	0	1,000
520765	Membership & Professional Fees	43,029	30,900	32,900	32,750
520805	Education & Training	25,455	28,800	35,000	48,800
520905	Travel - Training Related	8,821	11,500	14,500	19,300
520910	Travel - Non-Training Related	5,001	6,700	8,075	6,900
521605	Data Services	27,211	20,775	20,775	21,814
521610	Voice Services	121,451	29,008	79,940	30,458
521620	Voice Equipment	3,667	1,820	14,000	1,911
521625	Voice Labor	1,051	0	185	0
521715	Office Equipment Rental	2,364	1,800	1,600	1,800
521725	Other Rental	1,661	1,800	1,200	1,800
521730	Parking Space Rental	72,239	118,000	120,000	123,000

FISCAL YEAR 2010 BUDGET

Business Area Expenditure Summary

Fund Name : General Fund
 Business Area Name : Legal
 Fund No./Bus. Area No. : 1000 / 9000

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
521905	Legal Services	125,367	401,000	357,578	365,000
521920	Legal Svcs -Med Svcs	250	0	0	0
521950	Legal Svcs -Doc Rec	678	0	0	0
522420	Petty Cash/Change Special Fund	1,524	1,200	1,300	1,200
522430	Miscellaneous Other Services & Charges	5,239	4,100	3,400	4,100
522435	Interest Charges Past Due Accounts	106	0	0	0
522735	Interfund Communication Equipment Repair	0	100	0	100
522780	Interfund Photo Copy Services	41,666	45,000	42,000	45,000
Total	Other Services and Charges	944,693	1,673,811	1,086,719	1,068,279
532120	Transfer to Fleet/Eq	11,923	10,745	10,745	8,584
Total	Debt Service and Other Uses	11,923	10,745	10,745	8,584
Grand Total Expenditures		13,778,972	17,261,000	16,107,685	17,301,139