

# LEGAL

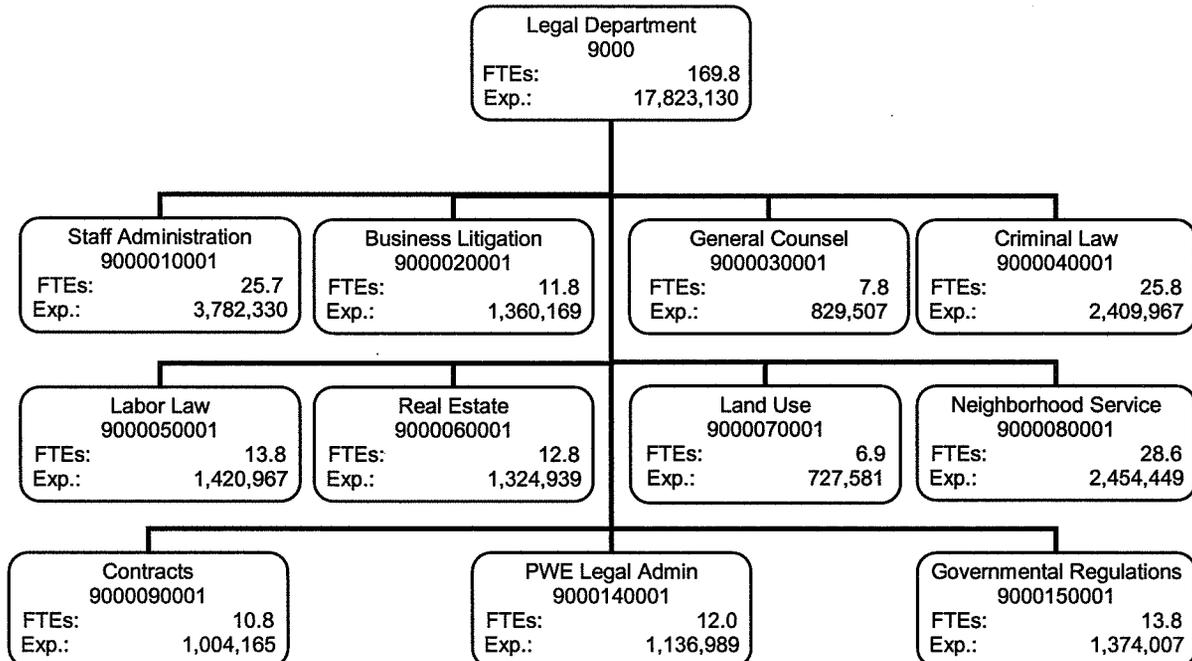
## Department Description and Mission

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 representing the City in commercial and employment litigation.

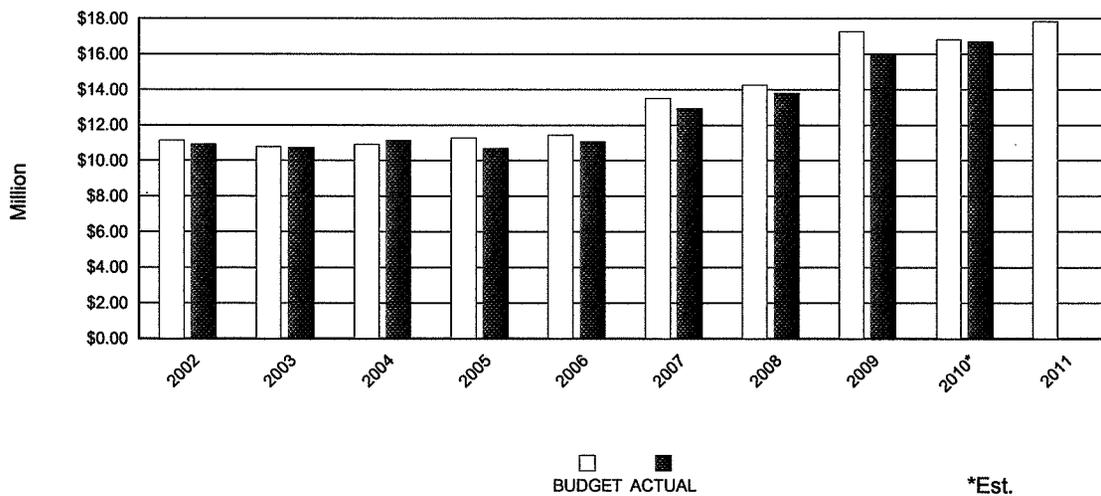
## Department Organization



**FISCAL YEAR 2011 BUDGET**

<b>Business Area Budget Summary</b>					
<b>Fund Name : General Fund</b>					
<b>Business Area Name : Legal</b>					
<b>Fund No./Bus. Area No. : 1000 / 9000</b>					
		<b>FY2009 Actual</b>	<b>FY2010 Current Budget</b>	<b>FY2010 Estimate</b>	<b>FY2011 Budget</b>
Expenditures	Personnel Services	14,453,618	15,280,492	15,193,161	<b>16,328,890</b>
	Supplies	393,155	432,841	416,372	<b>362,900</b>
	Other Services and Charges	1,138,548	1,100,052	1,068,411	<b>1,128,573</b>
	Total M & O Expenditures	15,985,321	16,813,385	16,677,944	<b>17,820,363</b>
	Debt Service & Other Uses	10,745	8,584	8,584	<b>2,767</b>
	Total Expenditures	15,996,066	16,821,969	16,686,528	<b>17,823,130</b>
Revenues		1,489,380	1,417,831	1,299,342	<b>1,247,598</b>
Staffing	Full-Time Equivalents - Civilian	168.1	170.8	161.9	<b>169.8</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	168.1	170.8	161.9	<b>169.8</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2011 Budget provides funding for the HOPE 3% increase (\$360,181) and 1.25% Pay for Performance increase (\$148,492).				

**Legal  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>	
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>	
<b>Cost Center Description</b>	<b>Cost Center Objectives</b>
<b>LGL - Staff Administration 9000010001</b> 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.  Improve response time for ordinances and opinions; track requests and response status more fully; interface with Council and departments on their needs.  Maintain consistency among prosecutors regarding the use of professional judgment and implement a new process for serving and prosecuting business entities.  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.  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.
<b>LGL - Business Litigation 9000020001</b> Commercial and construction litigation; hotel occupancy tax, franchise fee and other collections; and contract disputes and litigation.	
<b>LGL - General Counsel 9000030001</b> Research and draft Code amendments, special ordinances and opinions; represent City Council and citizen committees; handle sign code issues and represent the Ethics Committee.	
<b>LGL - Criminal Law 9000040001</b> Represent the State in most cases filed in the municipal courts.	
<b>LGL - Labor Law 9000050001</b> Represent City in personnel hearings, arbitrations, litigation appeals from adverse rulings and judgements. Act on EEOC and Texas Commission on Human Rights matters. Review pension issues and FMLA/ADA accommodations. Provide legal opinions on personnel matters.	
<b>LGL - Real Estate 9000060001</b> Provide legal svcs/draft ordinances relating to land sales, acquisitions, eminent domain proceedings, leases, abandonment, encroachments, opinions, purchase and sale agreements, title exam. reports, bankruptcy matters, writing of Community Development Block Grants.	

**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>									
<b>Performance Measures</b>	<b>FY2009 Actual</b>			<b>FY2010 Estimate</b>			<b>FY2011 Budget</b>		
	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>
Workflow aging reports		4			4			4	
Internal satisfaction survey		1			1			1	
Client-dept satisfaction survey		1			0			1	
		28.6	3,432,402		26.2	3,606,289		25.7	3,781,330
New litigation filed		46			50			55	
Matters in litigation		85			90			95	
Lost revenue recovered (\$)		8,687,512			9,000,000			10,000,000	
		12.7	1,245,391		13.0	1,316,833		11.8	1,360,169
Code amend/ords prepared		60			70			80	
Tracking reports		12			12			12	
Opinions prepared		100			125			140	
		6.2	572,463		4.6	598,884		7.8	829,507
Cases filed per year		1,212,933			1,065,012			1,140,744	
Summary reports		12			12			12	
In-house meetings focused on caseload mgt impvmt		6			6			6	
		25.0	2,154,513		25.5	2,156,048		25.8	2,409,967
EEOC charges filed/TWC		384			402			400	
Personnel actions/hearings		678			1,000			800	
Trials/appeals		24			18			30	
Opinions/special issues		29			18			10	
Arbitrations		24			31			25	
		14.1	1,290,407		12.8	1,406,464		13.8	1,420,027
Title examinations		36			40			44	
General property matters		720			792			871	
HCD matters resolved		187			206			227	
File management reports		12			12			12	
		14.1	1,343,061		12.2	1,215,575		12.8	1,324,939

Business Area Cost Center Summary	
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>	
Cost Center Description	Cost Center Objectives
<b>LGL - Land Use 9000070001</b> 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.	Maintain and improve assignment tracking, improve turnaround time, and manage Continuing Education Program.  Continue to improve deed restriction enforcement process, dangerous building hearing process, related title search activities; Sexually Oriented Business enforcement litigation; cross train; crime based nuisance abatement.  Work with client departments to develop online bidding; place construction contracts online; develop Legal's ClientProfiles system to better manage caseload.  Included in their respective operating divisions.  Track collection of delinquent taxes; establish mentoring programs on annexation, taxation, utility regulation and public finance.
<b>LGL - Neighborhood Services 9000080001</b> Handles admin. proceedings and civil litigation related to dangerous buildings, deed restrictions, alcohol beverage permits, sexually oriented businesses, and places of habitual crime. Provide real estate title info. to various COH depts. Attend public meetings.	
<b>LGL - Contracts 9000090001</b> 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.	
<b>LGL-PWE Legal Admin. 9000140001</b> 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.	
<b>LGL - Governmental Regulations 9000150001</b> 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.	

**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>									
<b>Performance Measures</b>	<b>FY2009 Actual</b>			<b>FY2010 Estimate</b>			<b>FY2011 Budget</b>		
	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>
Land use issues		266		207			225		
Environmental issues		77		34			60		
Ordinances drafted		162		122			190		
		8.0	743,652	6.5	707,262		6.9	727,581	
Admin. matters resolved		2,039		2,220			2,630		
Lawsuits resolved		27		41			50		
DR complaints resolved		1,074		1,293			1,584		
Public meetings attended		75		69			90		
Title reports provided		2,435		2,274			2,354		
		26.9	2,162,309	25.9	2,211,972		28.6	2,454,449	
Contracts (Ks) prepared		1,380		1,200			1,250		
Ks reviewed by legal assts		250		220			200		
Grants, bond claims, opinions, ordinances		400		150			175		
		11.8	980,303	11.8	970,386		10.8	1,004,165	
Attorneys Supported		6		6			6		
		10.1	1,104,455	10.0	1,097,440		12.0	1,136,989	
Bd/Comm. mtgs attended		197		174			160		
AG-related TPIAs		1,048		1,094			1,100		
Non-AG related TPIAs		344		387			400		
Subpoenas		1,475		1,643			1,600		
Utility regulatory matters		37		69			70		
		10.6	967,110	13.4	1,399,375		13.8	1,374,007	
<b>Total</b>		<u>168.1</u>	<u>15,996,066</u>	<u>161.9</u>	<u>16,686,528</u>		<u>169.8</u>	<u>17,823,130</u>	

**FISCAL YEAR 2011 BUDGET**

**Business Area Roster Summary**

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	0.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	17	5.0	5.0	
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	4.0	3.0	(1.0)
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	21.0	26.0	5.0
ASSISTANT CITY ATTORNEY II	24	16.0	15.0	(1.0)
ASSISTANT CITY ATTORNEY III	27	8.0	8.0	
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	5.0	4.0	(1.0)
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY CITY ATTORNEY	38	1.0	1.0	
DIVISION MANAGER	29	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	3.0	2.0	(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	3.0	2.0	(1.0)
MESSENGER	6	2.0	1.0	(1.0)
PARALEGAL I	12	9.0	8.0	(1.0)
PARALEGAL II	14	6.0	5.0	(1.0)
PARALEGAL III	16	9.0	9.0	
PAYROLL CLERK	9	1.0	0.0	(1.0)
RECEPTIONIST	7	1.0	1.0	
RECORDS TECHNICIAN	9	0.0	1.0	1.0
SENIOR ACCOUNT CLERK	13	2.0	2.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	7.0	6.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY II	32	14.0	13.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY III	34	9.0	8.0	(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 ABSTRACTOR	13	2.0	2.0	
SENIOR LEGAL WORD PROCESSOR	13	4.0	4.0	
SENIOR OFFICE ASSISTANT	12	1.0	1.0	
SENIOR PARALEGAL	19	15.0	14.0	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
STUDENT INTERN II	10	1.0	0.0	(1.0)
SYSTEMS CONSULTANT	26	1.0	1.0	
<b>Total FTEs</b>		<b>179.0</b>	<b>172.0</b>	<b>(7.0)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>8.2</b>	<b>2.2</b>	<b>(6.0)</b>
<b>Full-Time Equivalent</b>		<b>170.8</b>	<b>169.8</b>	<b>(1.0)</b>

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**FISCAL YEAR 2011 BUDGET**

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**Business Area Revenue Summary**

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

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Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
<b>9000010001</b>	<b>LGL - Staff Administration</b>			
424070	Interfund Legal Services	1,404,731	1,182,836	1,234,498
426330	Miscellaneous Copies Fees	3,000	4,606	3,000
434305	Judgments & Claims	5,000	104,600	5,000
452020	Recoveries & Refunds	5,000	5,000	5,000
452030	Miscellaneous Revenue	100	2,300	100
<b>Total</b>	<b>LGL - Staff Administration</b>	<u>1,417,831</u>	<u>1,299,342</u>	<u>1,247,598</u>
<b>Total</b>	<b>Legal</b>	<u>1,417,831</u>	<u>1,299,342</u>	<u>1,247,598</u>

**FISCAL YEAR 2011 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	10,915,822	11,532,873	11,395,747	12,133,149
500060	Overtime - Civilian	974	0	0	0
500110	Bilingual Pay - Civilian	8,833	9,400	5,430	5,438
500180	Temporary Employees	9,894	9,709	1,323	0
501070	Pension - Civilian	1,625,997	1,672,737	1,661,292	1,759,318
501120	Termination Pay - Civilian	236,642	243,019	290,720	320,155
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	797,557	833,786	843,165	881,257
503010	Health Ins-Act Civilian	823,807	910,279	930,508	1,011,114
503015	Basic Life Insurance - Active Civilian	8,208	6,737	6,552	7,231
503060	Long Term Disability-Civilian	(1,400)	14,437	12,838	14,434
503090	Workers Compensation-Civilian-Admin	22,448	35,868	33,294	35,658
503100	Workers Compensation-Civilian-Claim	293	1,500	1,500	1,500
504020	Compensation Contingency	0	0	0	148,492
504030	Unemployment Claims	327	5,947	5,792	6,944
504031	Unemployment Claims	0	0	800	0
<b>Total</b>	<b>Personnel Services</b>	<b>14,453,618</b>	<b>15,280,492</b>	<b>15,193,161</b>	<b>16,328,890</b>
511045	Computer Supplies	59,145	52,000	57,000	59,000
511050	Paper & Printing Supplies	20,240	17,000	15,000	16,000
511055	Publications & Printed Materials	187,882	242,541	252,142	190,000
511060	Postage	30,779	43,000	24,730	27,000
511070	Miscellaneous Office Supplies	87,278	73,000	62,000	65,000
511110	Fuel	2,916	2,600	2,300	2,600
511150	Miscellaneous Parts & Supplies	4,915	2,700	3,200	3,300
<b>Total</b>	<b>Supplies</b>	<b>393,155</b>	<b>432,841</b>	<b>416,372</b>	<b>362,900</b>
520108	Information Resource Services	1,590	700	900	700
520109	Medical Dental & Laboratory Services	1,033	1,000	500	800
520110	Management Consulting Services	400,128	0	0	0
520112	Banking Services	270	250	300	300
520113	Photographic Services	127	0	0	0
520114	Miscellaneous Support Services	181,778	249,497	269,268	279,934
520119	Computer Equipment/Software Maintenance	19,145	42,000	22,000	22,000
520121	IT Application Svcs	4,203	5,395	5,395	3,075
520122	Office Equipment Services	500	500	0	0
520123	Vehicle & Motor Equipment Services	2,372	2,000	3,400	2,700
520510	Mail/Delivery Services	2,549	2,800	2,800	2,700
520515	Print Shop Services	8,083	5,200	5,100	5,600
520520	Printing & Reproduction Services	9,825	34,800	32,500	35,000
520605	Advertising Services	119	0	0	0
520705	Insurance Fees	1,646	3,017	1,244	2,613
520740	Document Recording/Filing Fees	5	1,000	0	0
520765	Membership & Professional Fees	30,303	32,750	33,100	34,300
520805	Education & Training	42,261	48,800	46,600	45,100
520905	Travel - Training Related	11,566	19,300	16,500	12,300
520910	Travel - Non-Training Related	10,190	6,900	7,200	12,200
521605	Data Services	28,018	21,814	21,814	28,041
521610	Voice Services	81,927	30,458	56,264	80,853
521620	Voice Equipment	9,099	1,911	1,911	9,002
521625	Voice Labor	651	0	394	525
521630	GIS Revolving Fund Services	0	0	0	6,530
521715	Office Equipment Rental	1,773	1,800	1,800	1,800
521725	Other Rental	1,198	1,800	1,300	1,300

**FISCAL YEAR 2011 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
521730	Parking Space Rental	106,770	123,000	123,000	123,000
521905	Legal Services	127,079	412,960	366,000	368,000
521910	Legal Svcs - Crt Rep	20	0	0	0
521915	Legal Svcs - Atty Fe	95	0	0	0
522420	Petty Cash/Change Special Fund	3,358	1,200	1,050	1,200
522430	Miscellaneous Other Services & Charges	3,973	4,100	3,550	3,900
522735	Interfund Communication Equipment Repair	0	100	100	100
522780	Interfund Photo Copy Services	46,894	45,000	44,421	45,000
<b>Total</b>	<b>Other Services and Charges</b>	<b>1,138,548</b>	<b>1,100,052</b>	<b>1,068,411</b>	<b>1,128,573</b>
532120	Transfer to Fleet/Eq	10,745	8,584	8,584	2,767
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>10,745</b>	<b>8,584</b>	<b>8,584</b>	<b>2,767</b>
<b>Grand Total Expenditures</b>		<b>15,996,066</b>	<b>16,821,969</b>	<b>16,686,528</b>	<b>17,823,130</b>