

# 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 eight (General Fund) sections to accomplish this mission: Staff Administration, General Counsel, Municipal Prosecution, Real Estate, Neighborhood Service, Contracts, PWE Legal Administration and Office of Inspector General.

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 (DR) 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.

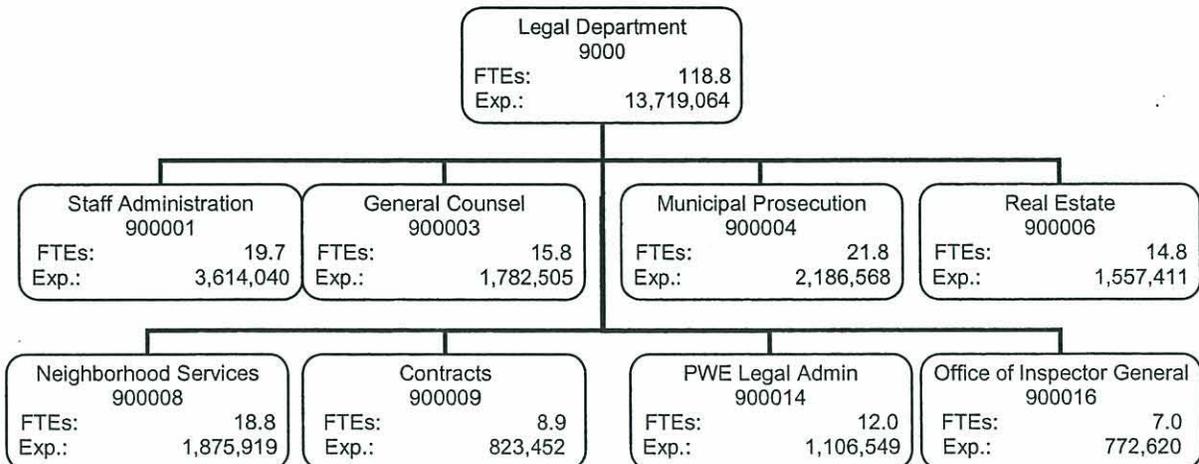
### Department Short Term Goals

- Provide greater efficiencies in the provision of high quality and timely legal services.
- Enhance coordination of legal services related to neighborhood preservation and focus attention on consistency in litigation and administrative hearing processes.
- Seek to enhance responsiveness to requests for ordinance and opinion research and drafting.
- Review the department's computer technology and support services to maximize efficient use of resources.
- Recover funds for the City and seek incentives to assist in recruiting and retaining high quality personnel.
- Improve awareness by City employees of liability concerns through training.

### Department Long Term Goals

- Reduce turnaround time for assignments and expand use of technology to enhance efficiency of service.
- Continue to improve incentives to aid in recruiting and retaining high quality professionals.

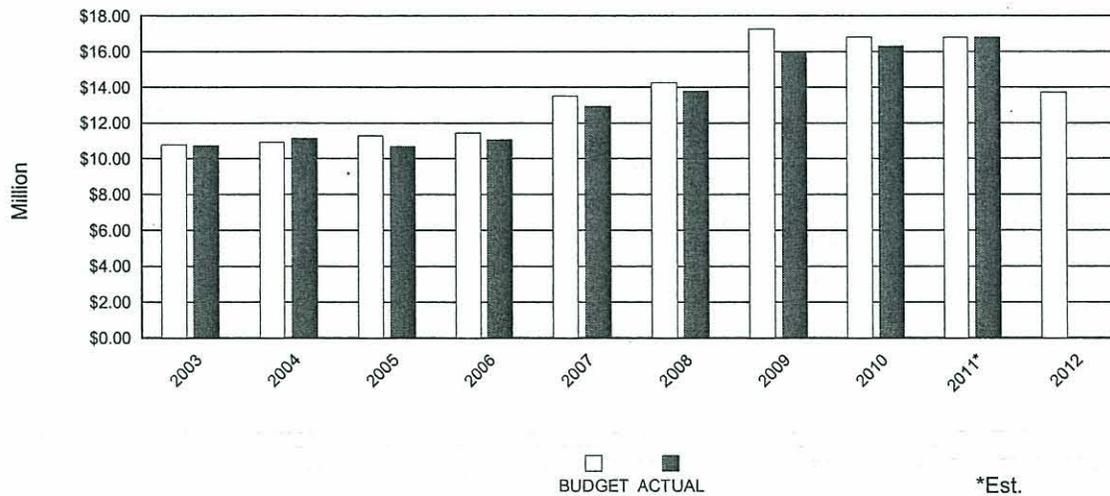
## Department Organization



**FISCAL YEAR 2012 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>FY2010 Actual</b>	<b>FY2011 Current Budget</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Expenditures	Personnel Services	14,943,943	15,515,478	15,559,006	12,003,716
	Supplies	459,473	368,852	354,800	353,900
	Other Services and Charges	898,490	915,334	885,858	1,361,448
	Total M & O Expenditures	16,301,906	16,799,664	16,799,664	13,719,064
	Debt Service & Other Uses	8,584	2,767	2,767	0
	Total Expenditures	16,310,490	16,802,431	16,802,431	13,719,064
Revenues		926,230	1,247,598	1,247,134	1,123,824
Staffing	Full-Time Equivalents - Civilian	161.0	169.8	162.3	118.8
	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	161.0	169.8	162.3	118.8
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o In FY2012 the City Attorney is instituting a re-organization effort to have the Legal Department closely resemble and operate as a law firm.</li> <li>o Land Use Section has merged into the Real Estate Section in FY2012.</li> <li>o Defense Litigation Section dissolved and personnel moved to the Labor, Employment and Civil Rights Section and the General Litigation Section in FY2012.</li> <li>o The FY2012 reorganization and transfer of 25 FTEs from the General Fund decreased personnel budget by \$2,897,974.</li> <li>o FY2012 Management Consulting Services' Budget includes \$500,000 for contract services associated with redistricting.</li> </ul>				

**Legal  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2012 BUDGET**

<b>Division Mission and Performance Measures</b>			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : Legal <b>Fund No./Bus Area No.</b> : 1000 / 9000			
<b>Name:</b> LGL - Staff Administration Section -- 900001			
<b>Mission:</b> To facilitate the general operations of the department and to support the efforts of its attorneys and paralegals in completing their primary functions.			
<b>Goal:</b> Maintain continuous operation of dept PC environment, control records management from inception to archiving, create/monitor/close POs. Process timely payments to vendors and employee reimbursements, manage petty cash/check book to expedite court payments, respond to all HR matters, coordinate all courthouse/other deliveries, handle facility/conference room needs, coordinate Continue Legal Education programs and control budget.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
100% data restore after PC failures-0 byte loss Work intake files created Work file aging reports	100% 10,441 4	100% 10,849 4	100% 11,000 4
<b>Name:</b> LGL - General Litigation Section -- 900002			
<b>Mission:</b> This division was moved to Fund 1004 as part of the department's reorganization.			
<b>Goal:</b> N/A			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
N/A	N/A	N/A	N/A
<b>Name:</b> LGL - General Counsel Section -- 900003			
<b>Mission:</b> To provide legal services and assistance to the Mayor and City Council, City Boards and Commissions and the client departments in the Section's assigned areas of practice.			
<b>Goal:</b> Improve response time for ordinances and opinions, track requests and response status, interface with Council and Depts on their needs, attend regulatory board and committee meetings, subpoena requests, work with Planning Dept on strategic partnership agreements with MUDs, track collection of delinquent taxes, establish mentoring programs on annexation, taxation, utility regulation and public finance.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Bd/Comm.mtgs attended TPIA requests handled Subpoeanas handled Util.regulatory matters	150 1,523 1,696 80	90 1,467 1,516 41	90 1,491 1,500 60

**FISCAL YEAR 2012 BUDGET**

<b>Division Mission and Performance Measures</b>			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : Legal <b>Fund No./Bus Area No.</b> : 1000 / 9000			
<b>Name:</b> LGL - Criminal Prosecution Section -- 900004			
<b>Mission:</b> To effectively represent the City of Houston as the State's attorney in all cases filed in the municipal courts.			
<b>Goal:</b> Work directly with the Presiding Judge to solve problems and establish policy for the municipal courts. Assist citizens regarding the direct filing of non-traffic misdemeanors. Assist, educate and advise police officers, inspectors and other departments regarding statutory and code enforcement.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Cases filed	1,146,562	875,796	950,000
In-house meetings focused on section consistency	6	6	6
<b>Name:</b> LGL - Labor, Empl. & Civil Rights Section -- 900005			
<b>Mission:</b> This division was moved to Fund 1004 as part of the department's reorganization.			
<b>Goal:</b> N/A			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
N/A	N/A	N/A	N/A
<b>Name:</b> LGL - Real Estate Section -- 900006			
<b>Mission:</b> To support the City in the acquisition and disposition of property, economic development activities, regulation of development, environmental regulation and compliance, implementation of state and federal housing and community services programs.			
<b>Goal:</b> Maximize revenue, minimize expense and risk in buying and selling land, expend Community Development Block Grants (CDBG) and other grant funds, increase revenues through economic incentives and secure compliance with environmental and land development regulations.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Land use issues	254	161	200
Environmental issues	40	35	40
Title exams processed	207	271	250
General property matters	609	365	268
Ordinances/resolutions	199	195	200

**FISCAL YEAR 2012 BUDGET**

**Division Mission and Performance Measures**

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

**Name:** LGL - Land Use (merged with Real Estate) -- 900007

**Mission:** This division was merged into the Real Estate Section - cost center 9000060001 as part of the department reorganization.

**Goal:** N/A

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
N/A	N/A	N/A	N/A

**Name:** LGL - Neighborhood Services Section -- 900008

**Mission:** Address quality-of-life issues and help improve neighborhoods.

**Goal:** Remove blighted structures, proactively file nuisance lawsuits, enforce sexually - oriented businesses regulations and liquor protests, respond to the Mayor and Council inquiries where judgments are obtained and enforce collection of penalties and attorney fees.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Admin.matters resolved	2,823	5,070	4,250
Lawsuits resolved	32	38	35
DR complaints resolved	762	992	885
Public meetings attended	238	333	290
Title reports provided	2,362	2,642	2,500

**Name:** LGL - Contracts Section -- 900009

**Mission:** To serve the contract and procurement related legal needs of City departments.

**Goal:** Speed up production of first draft of routine contracts to 2 weeks, develop form addendum for small computer software contracts and develop a system for tracking engineering contracts.

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Contracts prepared	1,208	1,250	1,300
Contracts reviewed by paralegals	288	207	250
Other-grants, bond claims, opinions and ordinances	381	486	200

**FISCAL YEAR 2012 BUDGET**

<b>Division Mission and Performance Measures</b>			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : Legal <b>Fund No./Bus Area No.</b> : 1000 / 9000			
<b>Name:</b> LGL - PWE Legal Administration -- 900014			
<b>Mission:</b> N/A			
<b>Goal:</b> N/A			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
N/A	N/A	N/A	N/A
<b>Name:</b> LGL - Governmental Regulations (merged) -- 900015			
<b>Mission:</b> This section was merged into the General Counsel Section, Cost Center 9000030001.			
<b>Goal:</b> N/A			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
N/A	N/A	N/A	N/A
<b>Name:</b> LGL - Office of Inspector General -- 900016			
<b>Mission:</b> Conduct investigations of alleged misconduct and violations by City employees (except HPD), elected officials, Mayoral appointees, vendors and contractors, serve as ombudsman for citizens who allege police misconduct.			
<b>Goal:</b> To prevent or uncover evidence of fraud, corruption, waste, mismanagement, conflicts of interest, ethics violations, discrimination and violations of state or federal law, the City Charter, City Ordinances, City Council Code of Conduct, Executive Orders, Administrative Procedures or Mayor's Policies.			
<b>Performance Measures</b>	<b>FY2010 Actual</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
Initial complaint intakes	N/A	N/A	200
Complaint investigations	N/A	N/A	150
Written investigative rpts	N/A	N/A	150

**FISCAL YEAR 2012 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>						
<b>Division Description</b>	<b>FY2010 Actual</b>		<b>FY2011 Estimate</b>		<b>FY2012 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>LGL - Staff Administration Section 900001</b> This section is responsible for IT, payables, receivables, budget management, facility maintenance, conference rooms, HR assistance, courthouse deliveries, copy services, assignment matter set up, archiving, library organization and management feedback.	26.0	3,677,458	27.6	3,608,728	19.7	3,614,040
<b>LGL - General Litigation Section 900002</b> Commercial and construction litigation, hotel occupancy tax, franchise fee and other collections, contract disputes and litigation. This division was moved to Fund 1004 as part of the department's reorganization.	12.0	1,317,803	12.0	1,277,466	0.0	0
<b>LGL - General Counsel Section 900003</b> Prepare Code amendments and ordinances, research/prepare opinions, provide advice to City Committees, handle sign code issues, ad valorem taxation, public info. requests, financial disclosure statements, Department of Justice submissions, subpoenas, muni. finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters, counsel regulatory bids & commissions.	4.6	473,107	17.5	1,799,612	15.8	1,782,505
<b>LGL - Municipal Prosecution Section 900004</b> The Municipal Prosecution Section represents the State in municipal court. The section handles judge, jury and jail trials, appeals and administrative hearings. The section assists officers and inspectors with questions and training related to the operation of the courts, state law and municipal ordinances; interacts daily with citizens who have questions or cases that need to be resolved.	24.0	2,148,461	24.1	2,260,909	21.8	2,186,568
<b>LGL - Labor, Empl. &amp; Civil Rights Section 900005</b> Represent City in personal hearings, arbitrations, legal appeals from adverse rulings and judgements. Act on EECO and Texas Commission on Human Rights matters. Review pension issues and FMLA/ADA accommodations. Provide legal opinions on personnel matters. This division was moved to Fund 1004 as part of the department's reorganization.	13.5	1,338,322	11.7	1,354,812	0.0	0

**FISCAL YEAR 2012 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>							
Division Description		FY2010 Actual		FY2011 Estimate		FY2012 Budget	
		FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>LGL - Real Estate Section</b>	<b>900006</b>						
Provide legal services/draft ordinances, contracts, opinions, title reports and other documents relating to buying/selling/leasing/abandoning real estate, eminent domain proceedings, environmental and land development regulation, economic incentives and federal/state grant programs		11.9	1,125,791	16.0	1,720,459	14.8	1,557,411
<b>LGL - Land Use (merged with Real Estate)</b>	<b>900007</b>						
Land use planning, pollution law enforcement, utility franchise issues and rate hearings before the Public Hearing Commission and Texas Commission on Environmental Quality, tax abatement and special districts. This division was moved to Fund 1004 as part of the department's reorganization.		7.0	701,992	0.0	0	0.0	0
<b>LGL - Neighborhood Services Section</b>	<b>900008</b>						
Enforce deed restrictions, respond to citizen complaints and Council and Mayor inquiries, file lawsuits, provide title work for Neighborhood Protection and deed restriction matters, attend dangerous building hearings, investigate Texas Alcohol Beverage Commission complaints, enforce sexually - oriented business ordinances and statutes, attend public hearings.		25.3	2,137,534	23.4	2,036,029	18.8	1,875,919
<b>LGL - Contracts Section</b>	<b>900009</b>						
The section is responsible for preparing, reviewing, negotiating City contracts, drafting budget and appropriation ordinances and opinions, researching and issuing bid irregularity opinions, handle McGregor Act claims and grants greater than \$400,000.		11.0	979,337	11.4	1,060,379	8.9	823,452
<b>LGL - PWE Legal Administration</b>	<b>900014</b>						
This cost center was created to capture the payroll costs of 12 personnel in the Real Estate, Contracts and Labor, Employment and Civil Rights Sections who provide services exclusively to PWE which reimburses the Legal Department for said costs.		11.9	1,073,788	12.0	1,062,064	12.0	1,106,549

**FISCAL YEAR 2012 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : General Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1000 / 9000</b>						
<b>Division Description</b>	<b>FY2010 Actual</b>		<b>FY2011 Estimate</b>		<b>FY2012 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>LGL - Governmental Regulations (merged) 900015</b> Handle ad valorem taxation, public information request, financial disclosure statements, Department of Justice submissions, subpoenas, municipal finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters, counsel regulatory boards and commissions. This division was moved to Fund 1004 as part of the department's reorganization.	13.8	1,336,897	0.0	0	0.0	0
<b>LGL - Office of Inspector General 900016</b> Investigate alleged violations by City employees (excluding employees of HPD), elected officials, Mayoral appointees, vendors and contractors of state or federal laws, City Charter provisions, City Ordinances, City Council Code of Conduct, Executive Orders, Administrative Procedures, ombudsman for citizens with allegations of police misconduct; consult with Independent Police Oversight Board.	0.0	0	6.6	621,973	7.0	772,620
<b>Total</b>	<b>161.0</b>	<b>16,310,490</b>	<b>162.3</b>	<b>16,802,431</b>	<b>118.8</b>	<b>13,719,064</b>

**FISCAL YEAR 2012 BUDGET**

**Business Area Roster Summary**

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

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2011 Current Budget FTE</b>	<b>FY2012 Budget FTE</b>	<b>Change</b>
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	5.0	4.0	(1.0)
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	3.0	2.0	(1.0)
ADMINISTRATIVE ASSOCIATE	13	1.0	0.0	(1.0)
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	2.0	1.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ADMINISTRATIVE SUPERVISOR (EXE LEV)	22	1.0	0.0	(1.0)
ASSISTANT CITY ATTORNEY I	21	26.0	16.0	(10.0)
ASSISTANT CITY ATTORNEY II	24	15.0	15.0	
ASSISTANT CITY ATTORNEY III	27	8.0	6.0	(2.0)
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	4.0	2.0	(2.0)
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY CITY ATTORNEY	38	1.0	0.0	(1.0)
DEPUTY DIRECTOR (EXE LEV)	34	0.0	1.0	1.0
DIVISION MANAGER	29	1.0	2.0	1.0
EXECUTIVE OFFICE ASSISTANT	15	2.0	1.0	(1.0)
FIRST ASSISTANT CITY ATTORNEY	37	1.0	2.0	1.0
LAN SPECIALIST	26	1.0	0.0	(1.0)
LEGAL ABTRACTOR	10	1.0	0.0	(1.0)
LEGAL INVESTIGATOR	18	2.0	2.0	
MESSENGER	6	1.0	1.0	
PARALEGAL I	12	8.0	5.0	(3.0)
PARALEGAL II	14	5.0	2.0	(3.0)
PARALEGAL III	16	9.0	4.0	(5.0)
RECEPTIONIST	7	1.0	1.0	
RECORDS TECHNICIAN	9	1.0	1.0	
SENIOR ACCOUNT CLERK	13	2.0	1.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY I	30	6.0	4.0	(2.0)
SENIOR ASSISTANT CITY ATTORNEY II	32	13.0	2.0	(11.0)
SENIOR ASSISTANT CITY ATTORNEY III	34	8.0	7.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	3.0	2.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY,SECTION CHIEF	35	9.0	5.0	(4.0)
SENIOR LEGAL ABTRACTOR	13	2.0	1.0	(1.0)
SENIOR LEGAL WORD PROCESSOR	13	4.0	2.0	(2.0)
SENIOR OFFICE ASSISTANT	12	1.0	1.0	
SENIOR PARALEGAL	19	14.0	12.0	(2.0)
SENIOR PUBLIC LOSS INVESTIGATOR	24	0.0	4.0	4.0
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
<b>Total FTEs</b>		<b>172.0</b>	<b>120.0</b>	<b>(52.0)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>2.2</b>	<b>1.2</b>	<b>(1.0)</b>
<b>Full-Time Equivalent</b>		<b>169.8</b>	<b>118.8</b>	<b>(51.0)</b>

**FISCAL YEAR 2012 BUDGET**

**Business Area Revenue Summary**

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

Commit Item	Description	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
<b>9000010001</b>	<b>LGL - Staff Administration</b>			
424070	Interfund Legal Services	1,234,498	1,225,469	1,110,724
426330	Miscellaneous Copies Fees	3,000	4,000	3,000
434305	Judgments & Claims	5,000	6,900	5,000
434510	Prior Year Revenue	0	665	0
452020	Recoveries & Refunds	5,000	10,000	5,000
452030	Miscellaneous Revenue	100	100	100
<b>Total</b>	<b>LGL - Staff Administration</b>	<b>1,247,598</b>	<b>1,247,134</b>	<b>1,123,824</b>
<b>Total</b>	<b>Legal</b>	<b>1,247,598</b>	<b>1,247,134</b>	<b>1,123,824</b>

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2010 Actual</b>	<b>FY2011 Current Budget</b>	<b>FY2011 Estimate</b>	<b>FY2012 Budget</b>
500010	Salary Base Pay - Civilian	11,151,681	11,439,082	11,545,837	8,613,055
500110	Bilingual Pay - Civilian	5,464	6,342	6,342	6,319
500180	Temporary Employees	1,323	0	0	0
501070	Pension - Civilian	1,652,033	1,818,939	1,801,859	1,550,349
501120	Termination Pay - Civilian	369,728	280,455	299,152	192,842
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	799,069	860,480	838,934	616,588
503010	Health Ins-Act Civilian	905,768	1,038,504	984,158	806,447
503015	Basic Life Insurance - Active Civilian	6,562	7,470	7,470	5,119
503060	Long Term Disability-Civilian	12,950	14,434	14,434	10,099
503090	Workers Compensation-Civilian-Admin	29,065	37,128	37,120	23,760
503100	Workers Compensation-Civilian-Claim	0	1,500	1,500	1,500
504030	Unemployment Claims - Administration	6,084	6,944	18,000	173,438
<b>Total</b>	<b>Personnel Services</b>	<b>14,943,943</b>	<b>15,515,478</b>	<b>15,559,006</b>	<b>12,003,716</b>
511020	Construction Materials	1,261	0	0	0
511045	Computer Supplies	77,438	59,000	70,000	59,000
511050	Paper & Printing Supplies	17,428	17,626	17,200	16,000
511055	Publications & Printed Materials	253,748	190,000	177,700	190,000
511060	Postage	25,858	27,000	19,000	23,000
511070	Miscellaneous Office Supplies	79,195	69,000	59,000	60,000
511110	Fuel	1,661	2,600	2,700	2,600
511150	Miscellaneous Parts & Supplies	2,884	3,626	9,200	3,300
<b>Total</b>	<b>Supplies</b>	<b>459,473</b>	<b>368,852</b>	<b>354,800</b>	<b>353,900</b>
520108	Information Resource Services	888	700	800	700
520109	Medical Dental & Laboratory Services	527	800	600	800
520110	Management Consulting Services	1,716	0	15,000	500,000
520112	Banking Services	732	300	300	300
520114	Miscellaneous Support Services	260,769	279,934	227,525	250,479
520119	Computer Equipment/Software Maintenance	790	22,000	22,000	22,000
520121	IT Application Svcs	4,345	3,075	4,000	4,861
520122	Office Equipment Services	0	0	100	0
520123	Vehicle & Motor Equipment Services	5,405	2,700	3,670	3,600
520510	Mail/Delivery Services	2,286	2,700	800	1,500
520515	Print Shop Services	7,872	5,600	6,859	7,000
520520	Printing & Reproduction Services	23,624	35,000	35,000	35,000
520705	Insurance Fees	1,768	2,372	2,613	3,327
520765	Membership & Professional Fees	30,797	34,300	32,100	28,800
520805	Education & Training	35,430	46,100	20,640	21,300
520905	Travel - Training Related	10,187	12,300	13,900	8,250
520910	Travel - Non-Training Related	9,179	13,200	5,000	7,100
521405	Building Maintenance Services	0	0	1,000	0
521605	Data Services	19,482	28,041	28,041	41,281
521610	Voice Services	57,502	80,853	80,853	45,663
521620	Voice Equipment	0	9,002	9,002	1,720
521625	Voice Labor	395	525	525	360
521630	GIS Revolving Fund Services	0	6,530	6,530	6,480
521715	Office Equipment Rental	1,467	1,800	2,000	1,800
521725	Other Rental	1,198	1,300	1,300	1,300
521730	Parking Space Rental	102,357	108,002	117,000	117,000
521905	Legal Services	265,346	168,000	186,000	189,611
521915	Legal Svcs - Atty Fee	100	0	0	0
521935	Legal Svcs -Claims	1,000	0	0	0

**FISCAL YEAR 2012 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
521950	Legal Svcs -Doc Rec	140	0	0	0
522420	Petty Cash/Change Special Fund	1,563	1,200	1,500	1,500
522430	Miscellaneous Other Services & Charges	4,761	3,900	16,100	8,900
522722	KRONOS Service Chargeback	0	0	0	5,716
522735	Interfund Communication Equipment Repair	0	100	100	100
522780	Interfund Photo Copy Services	46,864	45,000	45,000	45,000
<b>Total</b>	<b>Other Services and Charges</b>	<b>898,490</b>	<b>915,334</b>	<b>885,858</b>	<b>1,361,448</b>
532120	Transfer to Fleet/Eq	8,584	2,767	2,767	0
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>8,584</b>	<b>2,767</b>	<b>2,767</b>	<b>0</b>
<b>Grand Total Expenditures</b>		<b>16,310,490</b>	<b>16,802,431</b>	<b>16,802,431</b>	<b>13,719,064</b>