

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 and three Property & Casualty Fund operating sections to accomplish this mission. The General Fund sections include: Staff Administration, General Counsel, Municipal Prosecution, Real Estate, Neighborhood Services, Contracts, PWE Legal Administration and Office of Inspector General; the Property & Casualty Fund sections include: Claims & Subrogation, General Litigation and Labor, Employment and Civil Rights.

The Legal Department's work is funded primarily from the General Fund (Fund 1000) and the Property and Casualty Fund (Fund 1004). 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, prosecution of violators of City ordinances, and utility regulation. The central duties of the Fund 1004 sections include the collection of revenue on past due accounts, claims resolution, personnel actions, and representing the City in commercial and employment litigation.

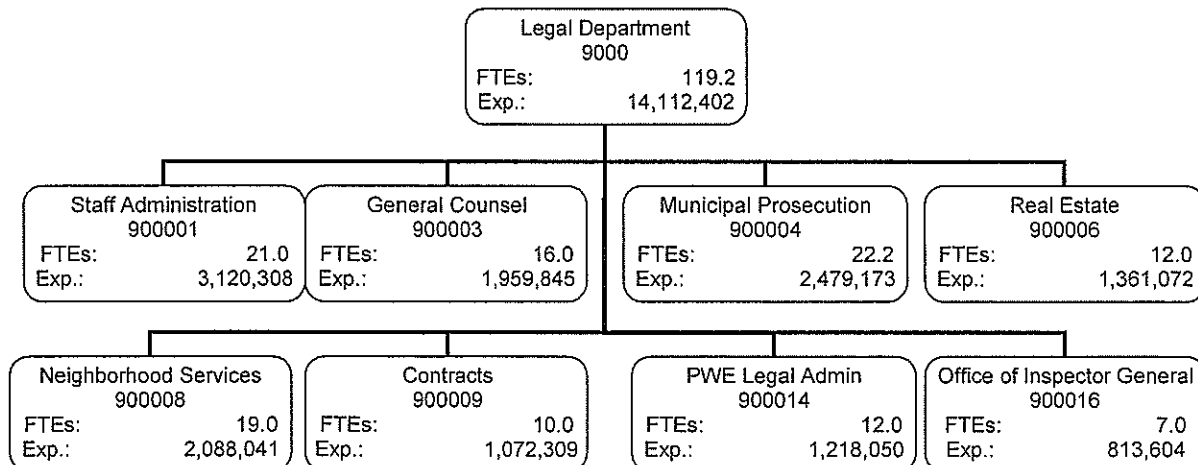
Department Short Term Goals

- 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.

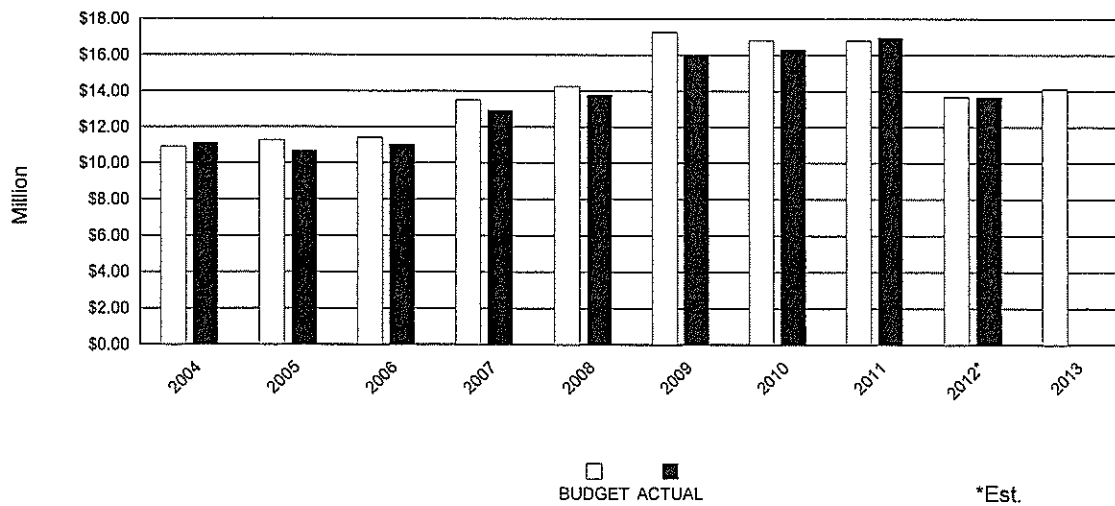
Department Organization



FISCAL YEAR 2013 BUDGET

Business Area Budget Summary					
Fund Name : General Fund					
Business Area Name : Legal					
Fund No./Bus. Area No. : 1000 / 9000					
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	15,563,034	11,962,944	12,057,891	13,005,796
	Supplies	340,558	353,900	343,315	354,544
	Other Services and Charges	1,067,322	1,358,467	1,274,105	752,062
	Total M & O Expenditures	16,970,914	13,675,311	13,675,311	14,112,402
	Debt Service & Other Uses	2,767	0	0	0
	Total Expenditures	16,973,681	13,675,311	13,675,311	14,112,402
Revenues		1,200,994	1,123,824	1,151,324	1,188,873
Staffing	Full-Time Equivalents - Civilian	155.3	119.8	116.3	119.2
	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	155.3	119.8	116.3	119.2
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o FY2013 Budget includes funding for expenditure increases in health benefits (\$137,763) and pension contribution (\$282,349). o In FY2012 the City Attorney initiated a major re-organization to have the Legal Department more closely resemble and operate as a law firm. o In FY2013, the department wishes to pursue an aggressive move to a paperless technology-oriented law office environment that will impact on the budget by saving considerable supplies costs, dramatically improve the efficiency of personnel, enhance litigation techniques, save on the growing costs to archive and retrieve physical files, and safeguard the department's data management environment simultaneously. The department is woefully behind the private sector in this area which compromises its ability to perform at the level needed to compete effectively with firms which have invested in the technology to operate paperlessly. The department intends to work in unison with ITD and the vendor of its existing primary integrated database management system to enhance and maximize the efficiency that such an initiative is capable of delivering. 				

**Legal
Current Budget vs Actual Expenditures**



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000			
Name: LGL - Staff Administration Section -- 900001			
Mission: To facilitate the general operations of the department and to support the efforts of its attorneys and paralegals in completing their primary functions.			
Goal: 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 Continuing Legal Education programs and control budget.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
100% data restore after PC failures-0 byte loss	100%	100%	100%
Work intake files created	10,807	9,909	10,300
Work file aging reports	4	4	4
Name: LGL - General Litigation Section -- 900002			
Mission: This division was moved to Fund 1004 as part of the department's reorganization in FY2012.			
Goal: N/A			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A
Name: LGL - General Counsel Section -- 900003			
Mission: To prepare Code amendments and other ordinances; research/prepare opinions and advisory memoranda; provide advice to City committees; handle sign code issues; handle ad valorem tax, public information requests, financial disclosure statements, Dept of Justice submissions, municipal finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters; counsel regulatory boards and commissions.			
Goal: 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; handle public information and subpoenas requests; assist Planning Dept with MUD strategic partnership agreements; track collection of delinquent taxes; establish mentoring programs on annexation, taxation, utility regulation and public finance.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Bd/Comm.mtgs attended	165	100	100
TPIA requests handled	1,346	1,110	1,105
Subpoenas handled	1,525	1,510	1,500
Util.regulatory matters	82	65	109

FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund			
Business Area Name : Legal			
Fund No./Bus Area No. : 1000 / 9000			
Name: LGL - Municipal Prosecution Section -- 900004			
Mission: To effectively represent the City of Houston as the State's attorney in all cases filed in the municipal courts.			
Goal: 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.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Cases filed	929,092	879,080	984,911
In-house meetings focused on section consistency	6	6	6
Name: LGL - Labor, Empl. & Civil Rights Section -- 900005			
Mission: This Fund division was moved to Fund 1004 as part of the department's reorganization in FY2012.			
Goal: N/A			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A
Name: LGL - Real Estate Section -- 900006			
Mission: 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.			
Goal: 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.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Land use issues	309	112	125
Environmental issues	31	18	25
Title exams processed	134	178	190
General property matters	286	401	415
Ordinances/resolutions	224	276	278

FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000			
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	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Admin.matters resolved	6,110	6,517	6,313
Lawsuits resolved	51	57	54
Deed restriction complaints resolved	989	1,345	1,167
Public meetings attended	253	462	357
Title reports provided	3,261	1,240	2,250
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	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Contracts prepared	1,024	1,064	1,110
Contracts reviewed by paralegals	212	228	229
Other-grants, bond claims, opinions and ordinances	530	553	674
Name: LGL - PWE Legal Administration Section -- 900014			
Mission: N/A			
Goal: N/A			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
N/A	N/A	N/A	N/A

FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures

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

Name: LGL - Office of Inspector General Section -- 900016

Mission: 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.

Goal: 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.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Initial complaint intakes	N/A	243	225
Complaint investigations	N/A	124	125
Written investigative rpts	N/A	124	125

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
LGL - Staff Administration Section 900001 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	3,594,554	20.4	3,524,671	21.0	3,120,308
LGL - General Litigation Section 900002 This division was moved to Fund 1004 as part of the department's reorganization in FY2012.	12.0	1,472,712	0.0	0	0.0	0
LGL - General Counsel Section 900003 Prepare Code amendments/ordinances, research/prepare opinions, provide advice to City Committees, handle sign code issues, ad valorem taxation, public info. requests, financial disclosure statements, Dept. of Justice submissions, subpoenas, muni. finance, legislation, elections, redistricting, annexation, utility franchise/rate setting matters, counsel regulatory boards & commissions.	18.4	1,799,966	15.8	1,798,657	16.0	1,959,845
LGL - Municipal Prosecution Section 900004 The Municipal Prosecution Section represents the State in municipal court. Handles judge, jury and jail trials, appeals and administrative hearings. 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	2,244,348	22.0	2,227,382	22.2	2,479,173
LGL - Labor, Empl. & Civil Rights Section 900005 This Fund division was moved to Fund 1004 as part of the department's reorganization in FY2012.	10.0	1,334,225	0.0	0	0.0	0
LGL - Real Estate Section 900006 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.	16.9	1,728,877	12.0	1,331,408	12.0	1,361,072

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
LGL - Neighborhood Services Section 900008 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.	25.1	2,067,889	17.8	1,957,975	19.0	2,088,041
LGL - Contracts Section 900009 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	1,059,975	9.6	946,643	10.0	1,072,309
LGL - PWE Legal Administration Section 900014 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	1,047,461	12.0	1,120,355	12.0	1,218,050
LGL - Office of Inspector General Section 900016 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	623,674	6.7	768,220	7.0	813,604
Total	155.3	16,973,681	116.3	13,675,311	119.2	14,112,402

FISCAL YEAR 2013 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	4.0	4.0	
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	2.0	2.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ASSISTANT CITY ATTORNEY I	21	16.0	14.0	(2.0)
ASSISTANT CITY ATTORNEY II	24	15.0	16.0	1.0
ASSISTANT CITY ATTORNEY III	27	6.0	6.0	
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	2.0	2.0	
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FIRST ASSISTANT CITY ATTORNEY	37	2.0	2.0	
LEGAL INVESTIGATOR	18	2.0	2.0	
LEGAL WORD PROCESSOR	11	0.0	1.0	1.0
MESSENGER	6	1.0	1.0	
PARALEGAL I	12	5.0	5.0	
PARALEGAL II	14	2.0	2.0	
PARALEGAL III	16	4.0	4.0	
RECEPTIONIST	7	1.0	1.0	
RECORDS TECHNICIAN	9	1.0	1.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR ASSISTANT CITY ATTORNEY I	30	4.0	4.0	
SENIOR ASSISTANT CITY ATTORNEY II	32	2.0	3.0	1.0
SENIOR ASSISTANT CITY ATTORNEY III	34	7.0	6.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	2.0	3.0	1.0
SENIOR ASSISTANT CITY ATTORNEY,SECTION CHIEF	35	5.0	5.0	
SENIOR LEGAL ABTRACTOR	13	1.0	0.0	(1.0)
SENIOR LEGAL WORD PROCESSOR	13	2.0	1.0	(1.0)
SENIOR OFFICE ASSISTANT	12	1.0	2.0	1.0
SENIOR PARALEGAL	19	12.0	11.5	(0.5)
SENIOR PUBLIC LOSS INVESTIGATOR	24	4.0	4.0	
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	0.0	1.0	1.0
Total FTEs		120.0	119.5	(0.5)
Less adjustment for Civilian Vacancy Factor		0.2	0.3	0.1
Full-Time Equivalent		119.8	119.2	(0.6)

FISCAL YEAR 2013 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
9000010001	LGL - General Admin of Dept			
424070	Interfund Legal Services	1,110,724	1,110,624	1,175,773
426330	Miscellaneous Copies Fees	3,000	600	3,000
434305	Judgments & Claims	5,000	37,000	5,000
452020	Recoveries & Refunds	5,000	3,000	5,000
452030	Miscellaneous Revenue	100	100	100
Total	LGL - General Admin of Dept	<u>1,123,824</u>	<u>1,151,324</u>	<u>1,188,873</u>
Total	Legal	<u>1,123,824</u>	<u>1,151,324</u>	<u>1,188,873</u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	11,526,815	8,613,055	8,598,880	9,010,412
500030	Salary Part Time - Civilian	256	0	78,000	131,596
500060	Overtime - Civilian	0	0	3,320	0
500110	Bilingual Pay - Civilian	6,344	6,319	6,000	6,000
501070	Pension - Civilian	1,847,415	1,550,349	1,549,599	1,928,222
501120	Termination Pay - Civilian	318,701	192,842	192,842	192,842
501160	Vehicle Allowance - Civilian	4,216	4,200	1,000	0
502010	FICA - Civilian	838,742	616,588	648,659	653,316
503010	Health Ins-Act Civilian	962,957	846,675	846,675	945,559
503015	Basic Life Insurance - Active Civilian	6,892	5,119	5,119	5,362
503060	Long Term Disability-Civilian	109	10,099	10,099	10,051
503090	Workers Compensation-Civilian-Admin	29,766	23,760	23,760	28,498
503100	Workers Compensation-Civilian-Claim	0	1,500	1,500	1,500
504030	Unemployment Claims - Administration	20,821	92,438	92,438	92,438
Total	Personnel Services	15,563,034	11,962,944	12,057,891	13,005,796
511045	Computer Supplies	66,353	59,000	59,000	62,300
511050	Paper & Printing Supplies	20,639	16,000	16,000	16,000
511055	Publications & Printed Materials	163,450	190,000	187,365	190,000
511060	Postage	25,706	23,000	19,350	23,000
511070	Miscellaneous Office Supplies	42,410	60,000	58,500	60,000
511110	Fuel	2,731	2,600	2,600	3,244
511115	Vehicle Repair & Maintenance Supplies	300	0	0	0
511150	Miscellaneous Parts & Supplies	18,969	3,300	500	0
Total	Supplies	340,558	353,900	343,315	354,544
520108	Information Resource Services	0	700	700	0
520109	Medical Dental & Laboratory Services	405	800	800	800
520110	Management Consulting Services	18,103	500,000	500,000	0
520112	Banking Services	253	300	300	300
520114	Miscellaneous Support Services	192,743	250,479	245,600	240,000
520119	Computer Equipment/Software Maintenance	21,157	22,000	22,000	22,000
520120	Communications Equipment Services	423	0	0	0
520121	IT Application Svcs	4,100	6,099	6,099	9,386
520122	Office Equipment Services	70	0	0	0
520123	Vehicle & Motor Equipment Services	2,322	3,600	3,600	3,000
520510	Mail/Delivery Services	800	1,500	800	1,000
520515	Print Shop Services	6,963	7,000	5,900	7,000
520520	Printing & Reproduction Services	29,817	35,000	32,000	35,000
520605	Advertising Services	2,412	0	0	0
520705	Insurance Fees	1,542	2,676	2,676	7,425
520765	Membership & Professional Fees	28,883	28,800	27,430	31,500
520805	Education & Training	17,397	21,300	20,736	22,800
520905	Travel - Training Related	15,944	8,250	8,200	6,200
520910	Travel - Non-Training Related	4,769	7,100	7,100	10,100
521405	Building Maintenance Services	698	0	0	0
521605	Data Services	23,577	28,500	28,500	40,299
521610	Voice Services	48,933	55,232	55,232	54,127
521620	Voice Equipment	278	1,364	1,364	1,686
521625	Voice Labor	446	360	360	1,239
521630	GIS Revolving Fund Services	5,406	6,480	6,480	4,712
521715	Office Equipment Rental	1,956	1,800	3,000	3,000
521725	Other Rental	1,307	1,300	109	0
521730	Parking Space Rental	110,652	117,000	114,110	115,000

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521905	Legal Services	414,776	189,611	126,893	82,856
521910	Legal Svcs - Crt Report	0	0	300	0
522420	Petty Cash/Change Special Fund	1,497	1,500	1,500	1,500
522430	Miscellaneous Other Services & Charges	64,912	8,900	1,500	1,500
522435	Interest Charges Past Due Accounts	5	0	0	0
522722	KRONOS Service Chargeback	0	5,716	5,716	4,532
522735	Interfund Communication Equipment Repair	0	100	100	100
522780	Interfund Photo Copy Services	44,776	45,000	45,000	45,000
Total	Other Services and Charges	1,067,322	1,358,467	1,274,105	752,062
532120	Transfer to Fleet/Eq	2,767	0	0	0
Total	Debt Service and Other Uses	2,767	0	0	0
Grand Total Expenditures		16,973,681	13,675,311	13,675,311	14,112,402