

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 and 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 and Casualty Fund sections include: Claims and 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 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.

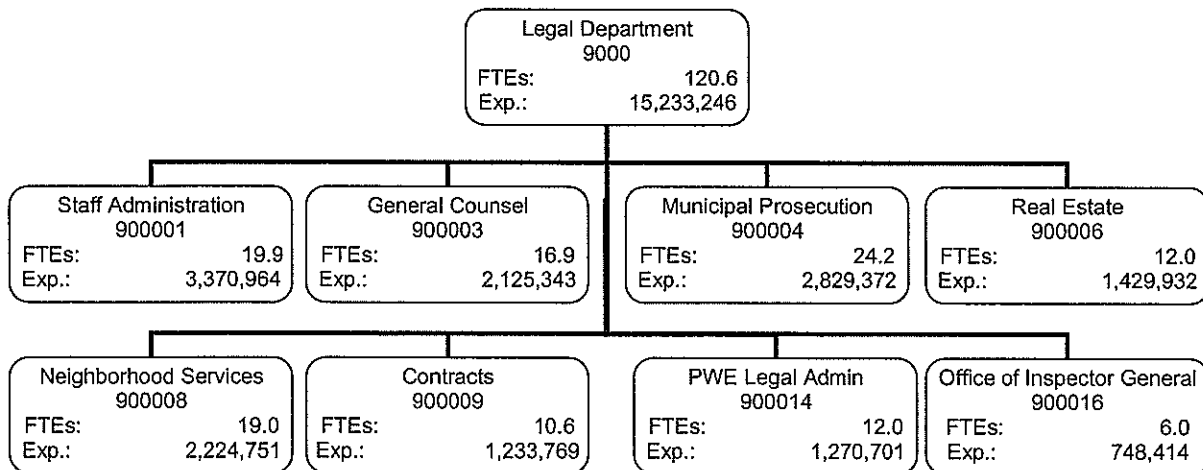
Department Short Term Goals

- 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



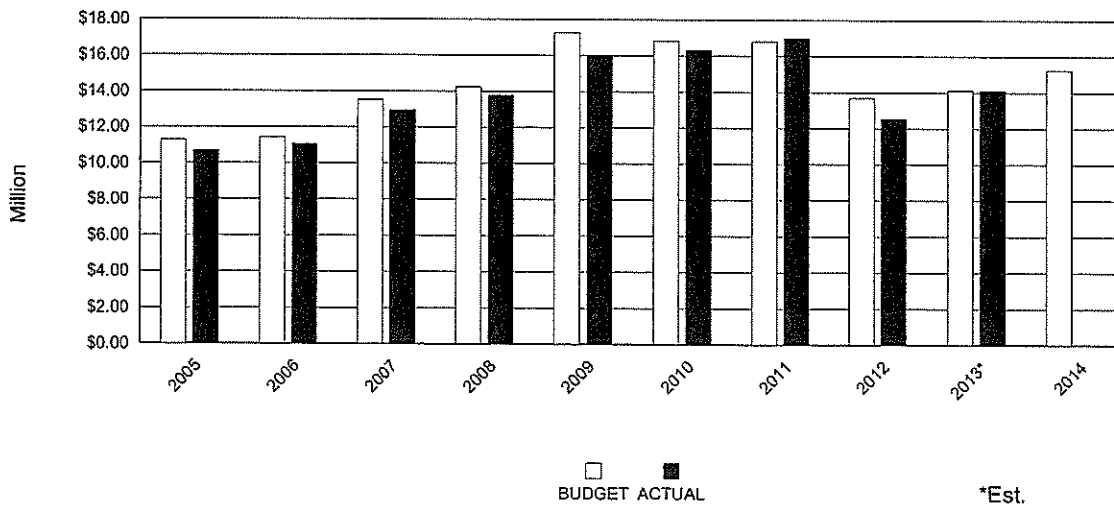
FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

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

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	11,616,653	12,994,796	12,962,682	14,013,432
	Supplies	341,411	354,544	468,314	393,186
	Other Services and Charges	573,264	763,062	681,406	826,628
	Total M & O Expenditures	<u>12,531,328</u>	<u>14,112,402</u>	<u>14,112,402</u>	<u>15,233,246</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>12,531,328</u>	<u>14,112,402</u>	<u>14,112,402</u>	<u>15,233,246</u>
Revenues		1,183,255	1,188,873	1,185,273	1,271,616
Staffing	Full-Time Equivalents - Civilian	119.1	119.8	116.3	120.6
	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	<u>119.1</u>	<u>119.8</u>	<u>116.3</u>	<u>120.6</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.				
	o The FY2014 Budget includes funding for Sr. Assistant City Attorney II in Contracts section.				
	o In FY2014, the department will continue to evolve into a more technology oriented law office environment that will reduce supplies and archiving service expenditures, enhance litigation techniques, and safeguard the department's data management infrastructure. The department is lagging behind private sector law departments 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 paperless.				

**Legal
Current Budget vs Actual Expenditures**



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Deed restriction inquiries/complaints/opened files	P,F,Q	2,013	N/A	2,520	2,570
Deed restriction warning letters sent	P,F,Q	137	87	131	157
Deed restriction matters closed without litigation	P,F,Q	1,419	402	2,072	2,112
Homeowners Association meetings attended	P,F,Q	238	357	706	775
Attorney General-related TPIA requests handled	J,P,I,F,Q	662	703	384	400
Non-Attorney General-related TPIA requests handled	J,P,I,F,Q	441	517	412	500
Business Process Measures					
New matters opened in Legal for handling	J,P,I,F,Q	10,028	10,300	9,728	9,900
Subpoenas processed	J,P,I,F,Q	1,757	1,500	2,098	1,900
Municipal Courts cases prosecuted	P,I,F,Q	939,247	984,911	747,108	871,741
Contracts prepared	J,P,I,F,Q	1,098	1,110	1,129	1,185
Utility/regulatory matters handled	I,F,Q	88	92	92	90
People and Technology Measures					
Office of Inspector General complaints received	J,P,I,F,Q	256	225	325	375
Financial Measures					
Expenditures Budget vs Actual Utilization	F	92%	98%	100%	98%
Revenues Budget vs Actual Utilization	F	105%	100%	100%	100%
Mayor's Five Priorities: Jobs and Sustainable Development (J) Fiscal Responsibility (F)		Public Safety (P) Quality of Life (Q)		Infrastructure (I)	

FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 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.	20.9	2,766,850	20.4	3,261,685	19.9	3,370,964
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.	15.9	1,761,160	15.8	1,989,185	16.9	2,125,343
LGL - Municipal Prosecution Section 900004 This section represents the State in Municipal Courts; handles appealed cases, property disposition and tow hearings; assists citizens with direct filing of non-traffic misdemeanors; assists police and City inspectors with statutory and code enforcement and with drafting warrants; works directly with Chief Clerk and Presiding Judge to solve problems and establish policy for the Municipal Courts.	23.0	2,276,782	22.0	2,507,697	24.2	2,829,372
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.	13.3	1,207,781	12.0	1,366,864	12.0	1,429,932
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.	18.9	1,848,345	17.8	2,114,774	19.0	2,224,751
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.	9.2	902,530	9.6	1,010,505	10.6	1,233,769

FISCAL YEAR 2014 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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.	11.8	1,098,705	12.0	1,148,092	12.0	1,270,701
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.	6.1	669,175	6.7	713,600	6.0	748,414
Total	119.1	12,531,328	116.3	14,112,402	120.6	15,233,246

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
ADMINISTRATIVE AIDE	10	1.0	2.0	1.0
ADMINISTRATIVE ASSISTANT	17	4.0	3.0	(1.0)
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	2.0	2.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	2.0	(1.0)
ASSISTANT CITY ATTORNEY I	21	14.0	15.0	1.0
ASSISTANT CITY ATTORNEY II	24	16.0	16.0	
ASSISTANT CITY ATTORNEY III	27	6.0	0.0	(6.0)
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	2.0	0.0	(2.0)
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	0.0	(1.0)
DIVISION MANAGER	29	2.0	3.0	1.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FIRST ASSISTANT CITY ATTORNEY	37	2.0	2.0	
HUMAN RESOURCES ASSISTANT	13	0.0	1.0	1.0
HUMAN RESOURCES SUPERVISOR	24	0.0	1.0	1.0
IRM MANAGER	29	0.0	1.0	1.0
LEGAL INVESTIGATOR	18	2.0	2.0	
LEGAL WORD PROCESSOR	11	1.0	1.0	
MESSENGER	6	1.0	1.0	
PARALEGAL I	12	5.0	4.0	(1.0)
PARALEGAL II	14	2.0	0.0	(2.0)
PARALEGAL III	16	4.0	0.0	(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	11.0	7.0
SENIOR ASSISTANT CITY ATTORNEY II	32	3.0	14.6	11.6
SENIOR ASSISTANT CITY ATTORNEY III	34	6.0	0.0	(6.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	3.0	0.0	(3.0)
SENIOR ASSISTANT CITY ATTORNEY, SECTION CHIEF	35	5.0	5.0	
SENIOR LEGAL WORD PROCESSOR	13	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	2.0	2.0	
SENIOR PARALEGAL	19	11.5	18.5	7.0
SENIOR PUBLIC LOSS INVESTIGATOR	24	4.0	3.0	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
Total FTEs		119.5	121.1	1.6
Less adjustment for Civilian Vacancy Factor		(0.3)	0.5	0.8
Full-Time Equivalents		119.8	120.6	0.8

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

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

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
9000010001	LGL - General Admin of Dept			
424070	Interfund Legal Services	1,175,773	1,161,773	1,255,316
426330	Miscellaneous Copies Fees	3,000	1,500	1,200
434305	Judgments & Claims	5,000	18,000	10,000
452020	Recoveries & Refunds	5,000	4,000	5,000
452030	Miscellaneous Revenue	100	0	100
Total	LGL - General Admin of Dept	1,188,873	1,185,273	1,271,616
Total	Legal	1,188,873	1,185,273	1,271,616

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	8,376,863	9,010,412	9,009,882	9,645,119
500030	Salary Part Time - Civilian	67,682	131,596	80,000	83,548
500060	Overtime - Civilian	3,324	0	18	0
500110	Bilingual Pay - Civilian	5,068	6,000	4,563	4,563
501070	Pension - Civilian	1,597,914	1,928,222	1,929,184	2,188,480
501120	Termination Pay - Civilian	42,540	181,842	181,842	213,150
501160	Vehicle Allowance - Civilian	582	0	0	0
502010	FICA - Civilian	602,116	653,316	653,220	700,568
503010	Health Ins-Act Civilian	829,779	945,559	966,149	1,110,437
503015	Basic Life Insurance - Active Civilian	5,020	5,362	5,337	7,456
503060	Long Term Disability-Civilian	9,443	10,051	10,051	10,205
503090	Workers Compensation-Civilian-Admin	22,440	28,498	28,498	28,849
503100	Workers Compensation-Civilian-Claim	0	1,500	1,500	1,500
504030	Unemployment Claims - Administration	53,882	92,438	92,438	19,557
Total	Personnel Services	11,616,653	12,994,796	12,962,682	14,013,432
511045	Computer Supplies	47,319	62,300	172,114	90,951
511050	Paper & Printing Supplies	12,569	16,000	17,756	16,000
511055	Publications & Printed Materials	182,497	190,000	193,000	200,000
511060	Postage	23,062	23,000	22,200	23,000
511070	Miscellaneous Office Supplies	64,052	60,000	60,000	60,500
511110	Fuel	3,412	3,244	3,244	2,735
511150	Miscellaneous Parts & Supplies	8,500	0	0	0
Total	Supplies	341,411	354,544	468,314	393,186
520100	Temporary Personnel Services	0	11,000	7,236	0
520109	Medical Dental & Laboratory Services	791	800	800	800
520110	Management Consulting Services	(1,255)	0	0	0
520112	Banking Services	393	300	360	300
520114	Miscellaneous Support Services	142,325	240,000	178,548	202,956
520119	Computer Equipment/Software Maintenance	19,269	22,000	22,000	22,000
520121	IT Application Svcs	4,711	9,386	9,386	66,341
520123	Vehicle & Motor Equipment Services	0	3,000	3,000	3,000
520510	Mail/Delivery Services	196	1,000	1,000	1,000
520515	Print Shop Services	2,454	7,000	3,000	3,000
520520	Printing & Reproduction Services	17,592	35,000	35,000	35,000
520605	Advertising Services	0	0	500	0
520705	Insurance Fees	2,047	7,425	7,425	8,166
520765	Membership & Professional Fees	27,973	31,500	31,500	31,700
520805	Education & Training	17,051	22,800	22,800	34,600
520905	Travel - Training Related	5,292	6,200	6,200	8,372
520910	Travel - Non-Training Related	5,179	10,100	10,100	10,100
521605	Data Services	33,475	40,299	40,299	67,792
521610	Voice Services	48,568	54,127	54,127	66,229
521620	Voice Equipment	437	1,686	1,686	1,556
521625	Voice Labor	29	1,239	1,239	1,973
521630	GIS Revolving Fund Services	5,701	4,712	4,712	6,030
521635	Voice Services -Wireless	0	0	0	11,991
521715	Office Equipment Rental	1,687	48,000	42,000	42,000
521725	Other Rental	109	0	0	0
521730	Parking Space Rental	98,961	115,000	108,000	108,000
521905	Legal Services	52,340	82,856	82,856	82,856
522420	Petty Cash/Change Special Fund	1,177	1,500	1,500	1,500
522430	Miscellaneous Other Services & Charges	32,176	1,500	1,500	1,500

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
522722	KRONOS Service Chargeback	5,857	4,532	4,532	4,861
522735	Interfund Communication Equipment Repair	0	100	100	100
522780	Interfund Photo Copy Services	43,951	0	0	0
522845	Interfund Vehicle Services	4,978	0	0	2,905
Total	Other Services and Charges	573,264	763,062	681,406	826,628
Grand Total Expenditures		12,531,328	14,112,402	14,112,402	15,233,246