



# Legal Department

## **FY2021 Zero Based Budget Workshop Presentation**

Ronald C. Lewis, City Attorney

April 30, 2020

# Program Organizational Chart (in thousands)



General Fund  
Legal Department  
Projected Budget \$16,060  
FTEs: 106.2

## Contracts

FY21 Budget \$2,151  
FTEs: 14.8

- Negotiate and draft complex City contracts.
- Counsel client departments regarding the administration and implementation of contracts.
- Counsel client departments regarding procurement laws and insurance requirements for contractors.
- Handle certain administrative and regulatory compliance proceedings.
- Draft ordinances.

## General Counsel

FY21 Budget \$2,748  
FTEs: 18.7

- Counsel client departments and elected officials regarding laws governing open meetings, public information requests and ethics.
- Counsel City officials on general public law obligations and duties.
- Counsel client departments on public finance matters
- Draft public law ordinances

## Municipal Prosecution

FY21 Budget \$4,257  
FTEs: 28.2

- Prosecute class C misdemeanors and ordinance violations.
- Counsel client departments regarding statutory and code enforcement.
- Draft ordinances relating to public safety matters.

## Office of Inspector General

FY21 Budget \$1,150  
FTEs: 7.1

- Investigate claims of misconduct as described in and limited by Executive Order 1-39.
- Interact with local law enforcement agencies as needed.

# Program Organizational Chart (in thousands)



General Fund  
Legal Department  
Projected Budget \$16,060  
FTEs: 106.2

## Real Estate

FY21 Budget \$2,814  
FTEs: 17.7

- Negotiate and draft contracts regarding real property transactions.
- Negotiate and draft grant and loan agreements for state and federal housing and community development programs.
- Counsel administrative bodies regarding planning and development issues.
- Counsel client departments on state, federal and local statutory, regulatory and contract compliance issues affecting real property or environmental issues.
- Handle certain administrative and regulatory compliance proceedings.
- Draft ordinances relating to land use, real property and environmental issues.

## Neighborhood Services

FY21 Budget \$2,718  
FTEs: 18.5

- Enforce laws and deed restrictions affecting the use of property in neighborhoods.
- Counsel client departments regarding legal issues affecting the protection of neighborhoods.
- Draft ordinances relating to neighborhood protection.

## Houston Public Works and Houston Airport System Services

FY21 Budget \$222  
FTEs: 1.2

- Litigation support for Houston Public Works and the Houston Airport System.

# General Fund Revenues By Category (\$ in thousands)



Category	FY19 Actual	FY20 Current Budget	FY20 Estimates	FY 21 Projected Budget	Variance FY21 Projected Budget/FY20 Estimates	% Change
Charges for Services	5	2	1	2	1	100.0%
Direct Interfund Services	1,062	521	338	521	183	54.1%
Miscellaneous/Other	49	25	326	25	(301)	-92.3%
<b>Total</b>	<b>1,116</b>	<b>548</b>	<b>665</b>	<b>548</b>	<b>(117)</b>	<b>-17.6%</b>

# General Fund Expenditures By Category (\$ in thousands)



Category	FY19 Actual	FY20 Projected Current Budget	FY20 Estimates	FY 21 Projected Budget	Variance FY21 Projected Budget/FY20 Projected Current Budget	% Change
Personnel	13,511	14,138	13,372	14,561	423	3.0%
Supplies	180	230	230	305	75	32.5%
Restricted Accounts*	398	507	507	602	95	18.8%
Services (contracts)	403	666	653	591	(75)	-11.2%
<b>Total</b>	<b>14,492</b>	<b>15,541</b>	<b>14,762</b>	<b>16,060</b>	<b>519</b>	<b>3.3%</b>

\*Restricted Accounts - Budget includes service chargeback accounts for items such fuel, electricity, IT accounts, etc.  
See appendix for more details.

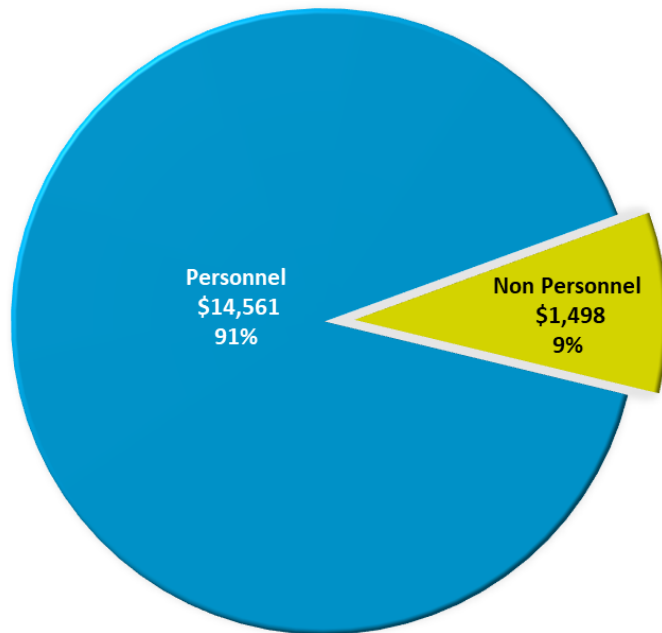
*Total reflect slight variances due to rounding.*

# FY2021 Personnel vs Non Personnel

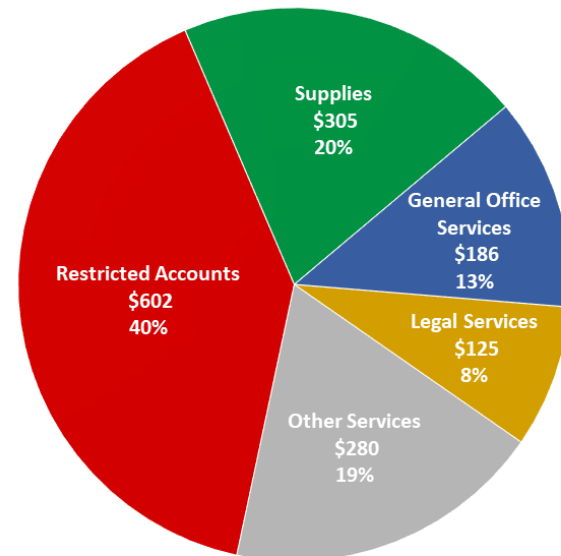
(\$ in thousands)



**FY2021 PROPOSED BUDGET**  
**\$16,060**



**Non Personnel**  
**\$1,498**



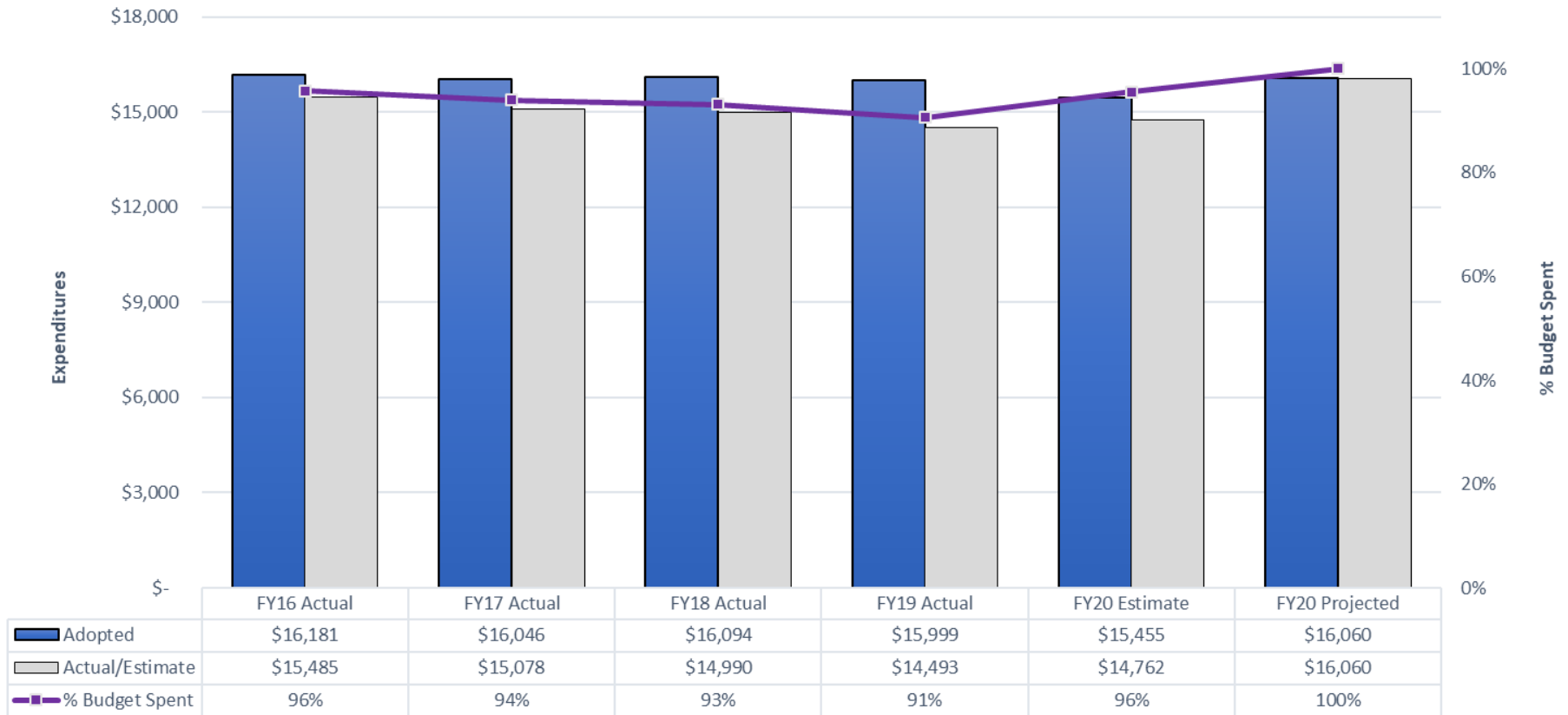
*Total reflect slight variances due to rounding.*

# FY2021 Budget Expenditures Net Change (in thousands)



FY2021 General Fund Budget Expenditures Net Change to FY2020 Projected Current Budget		
<b>FY2020 Current Budget</b>		<b>Notes</b>
Operating Budget	\$ 14,949	
Approved PBJ - Compensation Adjustment	86	
Restricted Budget	507	1
<b>FY2020 Projected Current Budget</b>	<b>\$ 15,541</b>	
Explanation of FY2021 Incremental Increase/(Decrease)		
<b>Operating Budget Adjustments</b>		
Approved PBJ - Compensation Adjustment	\$ 187	
<b>Subtotal Operating Budget Adjustments</b>	<b>\$ 187</b>	
<b>% Change from FY20 Operating Budget</b>	<b>1.3%</b>	
<b>Contractual or Mandated Adjustments:</b>		
HOPE - (incl. FICA & Pension)	\$ 127	
Municipal Pension	119	
Restricted Accounts	95	
Health Benefits Active Civilian	(10)	
<b>Subtotal Contractual/Mandated Increases</b>	<b>\$ 331</b>	
<b>FY2021 Proposed Budget</b>		
<b>Total Operating and Contractual Adjustments</b>	<b>\$ 518</b>	
<b>FY2021 Projected Budget</b>	<b>\$ 16,060</b>	
<b>% Change from FY20 Projected Current Budget</b>	<b>3.3%</b>	
<b>Notes:</b>		
1. Restricted Budget includes service chargeback accounts for items such fuel, electricity, IT accounts, etc		
<i>Total reflect slight variances due to rounding.</i>		

# Budget History (in thousands)







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# Program Details

# Program 1: Contracts (in thousands)



<b>Program Name:</b>	Contracts
<b>Program Description:</b>	Responsible for negotiation and drafting complex City contracts, counsel client departments regarding the administration of contracts, procurement laws, insurance requirements for contractors, handle certain administrative and regulatory compliance proceedings and draft ordinances.
<b>Program Deliverables:</b>	The Contracts Section prepared over 1,100 contracts for the City.
<b>Plan Houston:</b>	Partner with others, public and private.
<b>Staffing/FTE Count:</b>	14.8 FTEs
<b>Significant Changes:</b>	Increase in this program is primarily due to contractual obligations including HOPE pay raise, pension cost, and health benefits.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$1,888	\$2,132	\$2,021	\$2,151

\*FY2021 projected budget represents funding to continue the level of services currently provided.

# Program 2: General Counsel (in thousands)



<b>Program Name:</b>	General Counsel
<b>Program Description:</b>	Counsel client departments and elected officials regarding laws governing open meetings, public information request and ethics, public utility regulatory matter and public finance matters, counsel officials on general public law obligations and draft public law ordinances.
<b>Program Deliverables:</b>	The General Council Section handled approximately 600 Texas Public Information Act (TPIA) matters, draft proposed legislation, reviewed and analyzed bills during legislative session, and provide in-house supervision and involvement with all legal issues concerning city financing transactions.
<b>Plan Houston:</b>	Partner with others, public and private.
<b>Staffing/FTE Count:</b>	18.7 FTEs
<b>Significant Changes:</b>	Increase in this program is primarily due to contractual obligations including HOPE pay raise, pension cost, and health benefits.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$2,456	\$2,652	\$2,492	\$2,748

\*FY2021 projected budget represents funding to continue the level of services currently provided.

# Program 3: Municipal Prosecution Section (in thousands)



<b>Program Name:</b>	Municipal Prosecution Section
<b>Program Description:</b>	Prosecute class C misdemeanors and ordinance violations, counsel client departments regarding statutory code enforcement and draft ordinances relating to public safety matters.
<b>Program Deliverables:</b>	The Municipal Prosecution Section handled approximately 175,000 cases in the jury trial courts, 81,000 cases in the bench trial courts, 27,000 cases in the jail trial courts, 760 cases in the juvenile trial courts and processed over 4,700 discovery motions.
<b>Plan Houston:</b>	Nurture safe and healthy neighborhoods.
<b>Staffing/FTE Count:</b>	28.2 FTEs
<b>Significant Changes:</b>	Increase in this program is primarily due to contractual obligations including HOPE pay raise, pension cost, and health benefits.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$3,815	\$4,150	\$3,931	\$4,257

\*FY2021 projected budget represents funding to continue the level of services currently provided.

# Program 4: Real Estate (in thousands)



<b>Program Name:</b>	Real Estate
<b>Program Description:</b>	Negotiate and draft contracts regarding real property transactions, grant and loan agreements for state and federal housing and community development programs, counsel administrative bodies regarding planning and development issues, counsel client departments on state, federal and local statutory, regulatory and contract compliance issues affecting real property and environmental issues, handle certain administrative and regulatory and compliance proceedings, and draft ordinances relating to land use, real property and environmental issues.
<b>Program Deliverables:</b>	The Real Estate Section delivered, among other items, 403 easements, 103 special minimum lot size ordinances, 160 Real Estate licenses, 144 Housing and Community Development agreements and contracts, 53 Tax Increment Reinvestment Zone Ordinances and 80 deeds.
<b>Plan Houston:</b>	Sustain quality infrastructure.
<b>Staffing/FTE Count:</b>	17.7 FTEs
<b>Significant Changes:</b>	Increase in this program is primarily due to contractual obligations including HOPE pay raise, pension cost, and health benefits.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$1,612	\$2,751	\$2,404	\$2,814

\*FY2021 projected budget represents funding to continue the level of services currently provided.

# Program 5: Office of Inspector General Section (in thousands)



<b>Program Name:</b>	Office of Inspector General (OIG) Section
<b>Program Description:</b>	Investigates claims and misconduct as described in and limited by Executive Order 1-39 and interact with local law enforcement agencies as needed.
<b>Program Deliverables:</b>	The OIG section closed 268 cases.
<b>Plan Houston:</b>	Protect and conserve our resources.
<b>Staffing/FTE Count:</b>	7.1 FTEs
<b>Significant Changes:</b>	Increase in this program is primarily due to contractual obligations including HOPE pay raise, pension cost, and health benefits.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$1,041	\$1,115	\$1,089	\$1,150

\*FY2021 projected budget represents funding to continue the level of services currently provided.

# Program 6: Neighborhood Services (in thousands)



<b>Program Name:</b>	Neighborhood Services Legal Practice
<b>Program Description:</b>	Enforce laws and deed restrictions affecting the use of property in neighborhoods, counsel client departments regarding legal issues affecting the protection of neighborhoods and draft ordinances relating to neighborhood protection.
<b>Program Deliverables:</b>	The Neighborhood Services Section received and resolved 1,171 deed restriction complaints from citizen and client departments.
<b>Plan Houston:</b>	Nurture safe and healthy neighborhoods.
<b>Staffing/FTE Count:</b>	18.5 FTEs
<b>Significant Changes:</b>	Increase in this program is primarily due to contractual obligations including HOPE pay raise, pension cost, and health benefits.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$2,417	\$2,501	\$2,727	\$2,718

\*FY2021 projected budget represents funding to continue the level of services currently provided.

# Program 7: Houston Public Works & Houston Airport System Services (in thousands)



<b>Program Name:</b>	Houston Public Works (HPW) & Houston Airport System (HAS) Services
<b>Program Description:</b>	Litigation support for Houston Public Works and the Houston Airport System.
<b>Program Deliverables:</b>	The HPW/HAS Services Section defended approximately 40 active lawsuits and appeals for HPW and HAS.
<b>Plan Houston:</b>	Sustain quality infrastructure.
<b>Staffing/FTE Count:</b>	1.2 FTEs
<b>Significant Changes:</b>	Decrease in this program is primarily due to health benefit plan change from the previous employee.

FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Projected Budget*
\$1,265	\$240	\$98	\$222

\*FY2021 projected budget represents funding to continue the level of services currently provided.





# Appendix

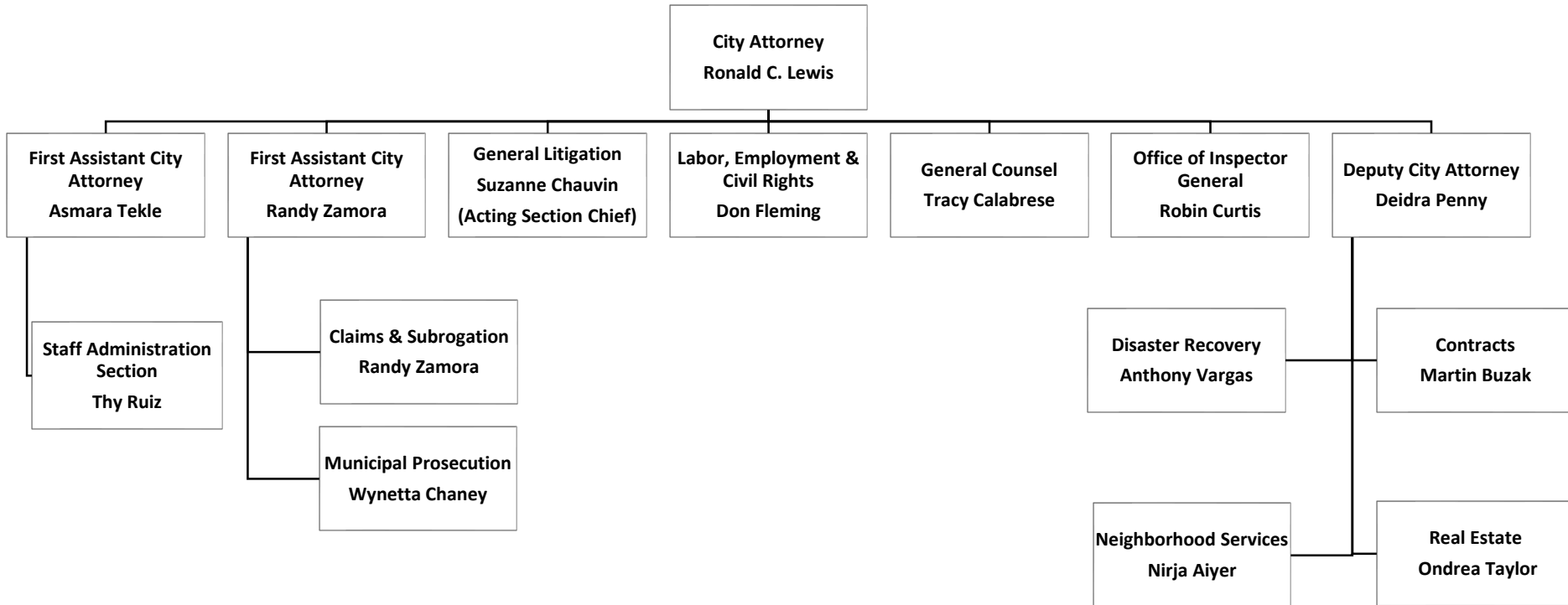


# Restricted Account Details

GL Description	Justifications & Cost Drivers
Fuel	Fuel Program operates and manages all City owned fuel sites. Expense explanation - Fuel services are driven primarily by market pricing.
Application Services	Costs include Microsoft Enterprise licenses, 3-1-1 maintenance support and applications, SAP licenses maintenance and support, various Enterprise Application and Server support personnel, CSMART (MCD Only), eSignature, Project Management, Infor, eDiscovery, Cyber Security Office software and support, HITS Budget support via the Finance Department, eSignature.
Insurance Fees	Cost increase for property insurance premium.
Data Services	Costs associated with software and maintenance support contracts required to maintain city networks, applications, desktop devices, servers, payment card industry security, storage devices, cloud services, telephone systems and network equipment including Phonoscope circuits. Contracts cover Antivirus, Firewall and Network backup systems. Also, the Data Center costs are included in the Data Services restricted account.
Voice Services	Monthly costs for Voice/Communication Services. The services include: Local landlines, voice/data circuits, long distance, 1-800 numbers, calling cards, language lines, Citywide ISP/Internet Access. The major vendors are ATT, Department of Information Resources (DIR), Verizon and Century Link.
Voice Labor	Labor costs and parts needed to perform work associated with installation and/or upgrades of telephone systems and cabling. The sole vendor is Selrico.
GIS Revolving Fund Services	Personnel, software licenses and maintenance costs associated with the city of Houston's Enterprise Geographic Information System (EGIS)
Voice Services - Wireless	Monthly charges for Verizon Business services and mobile devices including cell phones, air cards and tablets.
Interfund HR Client Services	Include HR operation cost reflecting health benefits and restricted accounts increase.
KRONOS Service Chargeback	Software license and maintenance costs associated with the city of Houston's Time and Attendance System (KRONOS)



# Legal Department Organization Chart

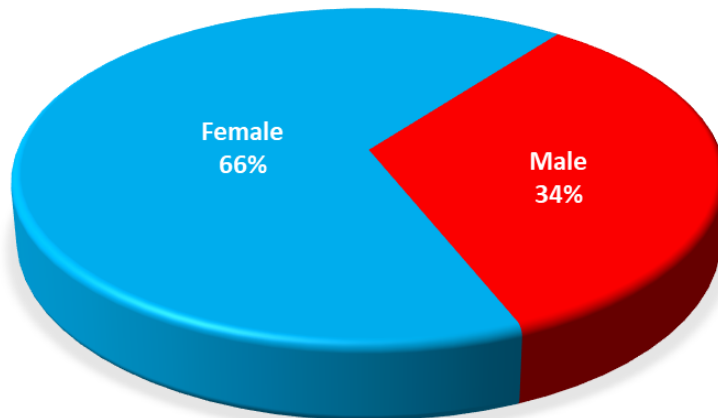


# Demographics

as of March 2020



## GENDER



## ETHNICITY

