

## LEGAL DEPARTMENT

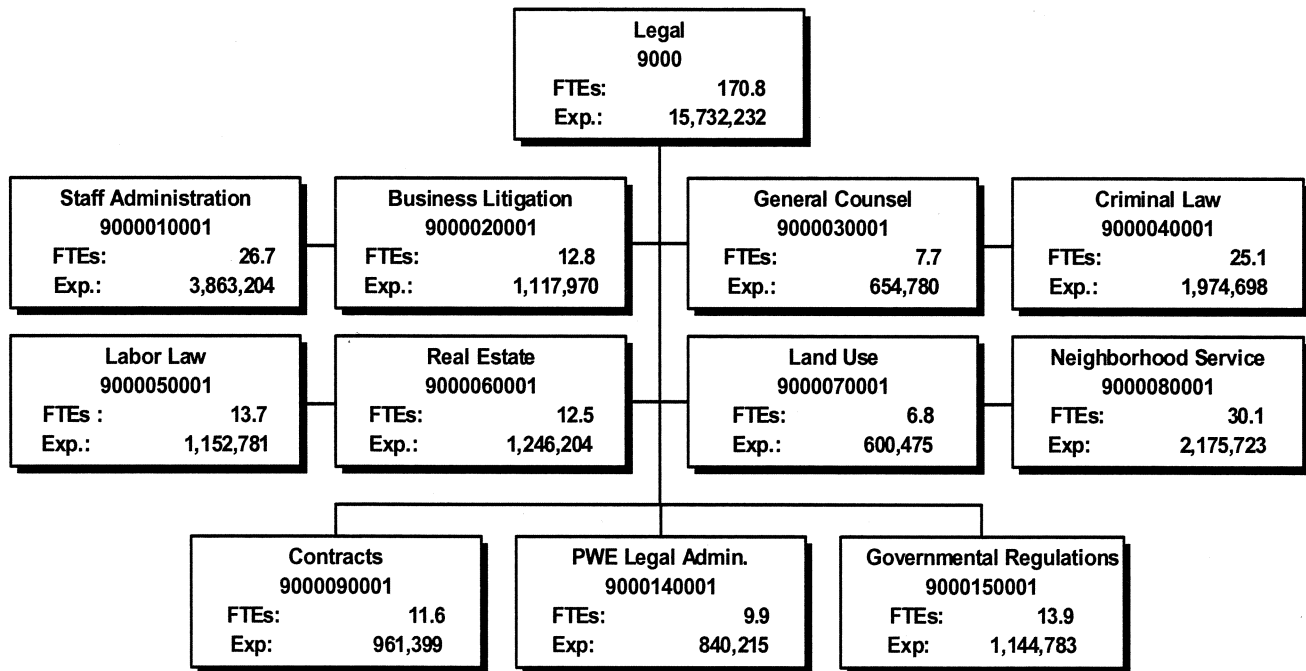
### Department Description and Mission

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 represent the City in commercial and employment litigation.

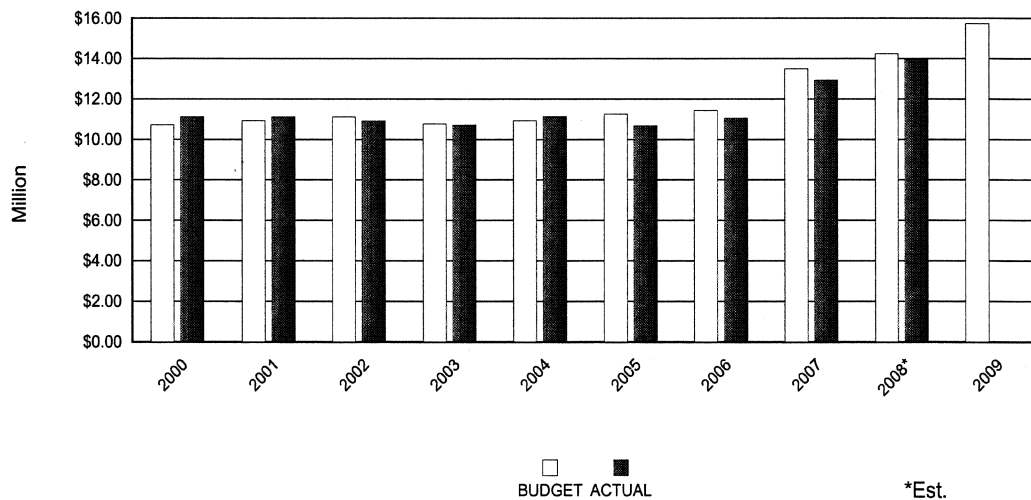
### Department Organization



**FISCAL YEAR 2009 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>FY2007 Actual</b>	<b>FY2008 Current Budget</b>	<b>FY2008 Estimate</b>	<b>FY2009 Budget</b>
Expenditures	Personnel Services	11,522,033	12,643,728	12,524,436	<b>13,669,988</b>
	Supplies	454,636	459,366	436,716	<b>469,688</b>
	Other Services and Charges	944,312	1,123,377	988,342	<b>1,581,811</b>
	Non-Capital Equipment	0	0	0	<b>0</b>
	Total M & O Expenditures	12,920,981	14,226,471	13,949,494	<b>15,721,487</b>
	Debt Service & Other Uses	0	11,923	11,923	<b>10,745</b>
	<b>Total Expenditures</b>	<b>12,920,981</b>	<b>14,238,394</b>	<b>13,961,417</b>	<b>15,732,232</b>
Revenues		1,001,595	1,309,657	985,300	<b>1,069,950</b>
Staffing	Full-Time Equivalents - Civilian	152.8	164.6	158.6	<b>170.8</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	152.8	164.6	158.6	<b>170.8</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>
Budget Highlights	<ul style="list-style-type: none"> <li>o We have separated the General Counsel Division into the General Counsel and Governmental Regulations Divisions. The first will be responsible for drafting ordinances and opinions and providing legal services to Council Committees. This redirected focus will allow us to be more responsive to the Mayor and Council in the timely drafting of Code amendments, special ordinances and on research projects. The latter division will be responsible for more traditional governmental activities such as Open Meetings, Texas Public Information Act, Records Retention, Subpoenas, Elections, Annexations, Redistricting, Ad Valorem Taxation, the Parking Commission, Vehicles for Hire regulation and similar compliance and regulatory matters.</li> <li>o We have moved the F.A.S.T. team from the Land Use Division to a reorganized Revenue &amp; Compliance Division (renamed Neighborhood Services). Its focus will be entirely on issues related to the preservation of neighborhoods and nuisance abatement to enhance the quality of life in the City. This is a significant priority for our department.</li> </ul>				

**Legal  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2009 BUDGET**

**Business Area Cost Center Summary**

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

Cost Center Description	Cost Center Objectives
<p><b>LGL - Staff Administration</b> <span style="float:right"><b>9000010001</b></span></p> <p>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.</p>	<p>Maintain efficiency of the department's local area network (LAN). Develop workflow aging report from file management database system. Review law library collection.</p>
<p><b>LGL - Business Litigation</b> <span style="float:right"><b>9000020001</b></span></p> <p>Commercial and construction litigation; hotel occupancy tax, franchise fee and other collections; and contract disputes and litigation.</p>	<p>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.</p>
<p><b>LGL - General Counsel</b> <span style="float:right"><b>9000030001</b></span></p> <p>Research and draft Code amendments, special ordinances and opinions; represent City Council committees; handle sign code issues.</p>	<p>Improve response time for ordinances and opinions; track requests and response status more fully; interface with Council and Departments on their needs.</p>
<p><b>LGL - Criminal Law</b> <span style="float:right"><b>9000040001</b></span></p> <p>Represent the State in most cases filed in the municipal courts.</p>	<p>Develop greater consistency among prosecutors regarding the exercise of professional judgment. Provide the Houston Police and Municipal Courts departments with new and revised computer-generated complaints.</p>
<p><b>LGL - Labor Law</b> <span style="float:right"><b>9000050001</b></span></p> <p>Represent City in personnel hearings, arbitrations, litigation appeals from adverse rulings and judgements. Act on EEOC and TX Comm. on Human Rights matters. Review pension issues and FMLA/ADA accommodations. Provide legal opinions on personnel matters.</p>	<p>Represent City on appeals from indefinite suspensions, arbitrations, litigation, unemployment claims, EEOC and other personnel actions; advise Depts proactively on employee issues to reduce claims; and provide monthly reports.</p>

**FISCAL YEAR 2009 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>FY2007 Actual</b>			<b>FY2008 Estimate</b>			<b>FY2009 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 rpt		4		4			4		
Internal satisfaction survey		1		1			1		
Client-dept satisfaction survey		1		1			1		
		30.3	3,180,816	27.8		3,267,910	26.7		3,863,204
New litigation filed		55		48			50		
Matters in litigation		91		82			95		
Lost revenue recovered (\$)		516,067		402,675			2,000,000		
		12.6	985,452	12.1		1,032,346	12.8		1,117,970
Code amend/ords prepared		178		183			200		
Tracking Reports		0		0			12		
Opinions prepared		13		14			15		
		13.7	1,053,381	13.8		1,097,149	7.7		654,780
Cases filed per year		1,252,311		1,045,319			1,169,514		
Summary reports		12		12			12		
In-House Continuing legal education courses		6		6			6		
		23.4	1,784,496	25.0		1,976,239	25.1		1,974,698
EEOC charges filed/TWC		277		340			350		
Personnel actions/hearings		731		617			800		
Trials/appeals		39		10			35		
Opinions/special issues		435		36			10		
Arbitrations		15		12			15		
		13.1	1,028,887	13.5		1,109,697	13.7		1,152,781

**FISCAL YEAR 2009 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 - Real Estate 9000060001</b> Provide legal services in connection with land sales, acquisitions, eminent domain proceedings, leases, abandonment, encroachments, opinions, agreements, title examination reports, bankruptcy, and the Community Development Block Grant (CDBG).	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 - Land Use 9000070001</b> Land use planning, pollution law enforcement, utility franchise issues and rate hearings before the Public Utility Commission and TX Commission on Environmental Quality, and tax abatement and special districts.	Maintain and improve assignment tracking, improve turnaround time, and manage Continuing Education program.
<b>LGL - Neighborhood Services 9000080001</b> Handles admin. proceedings and civil litigation related to dangerous bldgs, deed restrictions ("DR"), alcohol beverage permits, sexually oriented businesses, and places of habitual crime. Provide real estate title info. to various COH depts. Attend public mtgs.	Continue to improve deed restriction enforcement process, dangerous bldg hearing process, related title search activities; SOB enforcement litigation; cross train; crime based nuisance abatement.
<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.	Revise and update construction contract documents; expedite high technology contract process; implement new Developer Participation Contract policy; provide training to client depts.
<b>LGL-Claims&amp;Subrog 9000100001</b>	

**FISCAL YEAR 2009 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>FY2007 Actual</b>			<b>FY2008 Estimate</b>			<b>FY2009 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>
Title examinations		46			51			51	
Genl property matters		677			745			820	
HCD matters resolved		1,684			1,852			1,000	
File management reports		12			12			12	
		12.4	977,957		12.9	1,194,979		12.5	1,246,204
Land use issues		322			325			380	
Environmental issues		50			62			74	
Utility/insur. rate cases		32			56			0	
Ordinances drafted		229			260			256	
		12.6	1,092,804		13.1	1,052,270		6.8	600,475
Admin. Matters Resolved		1,191			1,660			1,429	
Lawsuits Resolved		39			22			39	
DR Complaints Resolved		1,243			1,360			2,301	
Public Meetings Attended		38			40			50	
Title Reports Provided		7,744			2,574			4,000	
		18.6	1,269,209		19.5	1,540,157		30.1	2,175,723
Contracts (Ks) prepared		1,350			1,102			1,100	
MacGregor Act Claims		100			150			175	
Legis.analysis/K opinions		123			136			250	
Grants/Non-K ordinances.		134			173			175	
Ks reviewed by legal assts		200			200			200	
		11.4	829,775		11.9	932,269		11.6	961,399
		0.0	32,432		0.0	0		0.0	0

**FISCAL YEAR 2009 BUDGET**

**Business Area Cost Center Summary**

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

<b>Cost Center Description</b>	<b>Cost Center Objectives</b>
<p><b>LGL-PWE Legal Admin. 9000140001</b></p> <p>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.</p>	<p>Included in their respective operating divisions.</p>
<p><b>LGL - Governmental Regulations 9000150001</b></p> <p>Handle ad valorem taxation, open record requests, subpoenas, legislative, election, redistricting, and annexation matters; render opinions on municipal finance; handle utility franchise/rate setting proceedings; represent Parking Comm. and handle related legal matters.</p>	

**FISCAL YEAR 2009 BUDGET**

<b>Business Area Cost Center Summary</b>									
Fund Name : General Fund Business Area Name : Legal Fund No./Bus Area No. : 1000 / 9000									
Performance Measures	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
		2.3	685,772		9.0	758,401		9.9	840,215
Board/committee meetings attended.		N/A			N/A			375	
TPIA letters to Atty Genl		N/A			N/A			1,800	
Utility/insur. rate cases		N/A			N/A			60	
		0.0	0		0.0	0		13.9	1,144,783
<b>Total</b>		<u>152.8</u>	<u>12,920,981</u>		<u>158.6</u>	<u>13,961,417</u>		<u>170.8</u>	<u>15,732,232</u>



**FISCAL YEAR 2009 BUDGET**

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

<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2008 Current Budget FTE</b>	<b>FY2009 Budget FTE</b>	<b>Change</b>
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	3.0	6.0	3.0
ADMINISTRATIVE ASSISTANT (EXECUTIVE LEVEL)	17	4.0	4.0	
ADMINISTRATIVE ASSOCIATE	13	2.0	1.0	(1.0)
ADMINISTRATIVE COORDINATOR (EXEC. LEVEL)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	3.0	2.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXECUTIVE LEVEL)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ADMINISTRATIVE SUPERVISOR (EXECUTIVE LEVEL)	22	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	18.0	24.0	6.0
ASSISTANT CITY ATTORNEY II	24	16.0	14.0	(2.0)
ASSISTANT CITY ATTORNEY III	27	11.0	9.0	(2.0)
CITY ATTORNEY	39	1.0	1.0	
CLERK	5	5.0	5.0	
DEPUTY CITY ATTORNEY	38	1.0	1.0	
DIVISION MANAGER	29	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
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	1.0	2.0	1.0
LEGAL WORD PROCESSOR	11	3.0	2.0	(1.0)
MESSENGER	6	2.0	2.0	
PARALEGAL I	12	13.0	11.0	(2.0)
PARALEGAL II	14	4.0	7.0	3.0
PARALEGAL III	16	7.0	8.0	1.0
RECEPTIONIST	7	1.0	1.0	
SENIOR ACCOUNT CLERK	13	1.0	2.0	1.0
SENIOR ASSISTANT CITY ATTORNEY I	30	6.0	5.0	(1.0)
SENIOR ASSISTANT CITY ATTORNEY II	32	11.2	14.0	2.8
SENIOR ASSISTANT CITY ATTORNEY III	34	12.0	8.0	(4.0)
SENIOR ASSISTANT CITY ATTORNEY IV	35	0.0	3.0	3.0
SENIOR LEGAL ABTRACTOR	13	2.0	2.0	
SENIOR LEGAL WORD PROCESSOR	13	2.0	2.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	0.0	(1.0)
SENIOR OFFICE ASSISTANT	12	2.0	2.0	
SENIOR PARALEGAL	19	11.0	12.0	1.0
SENIOR STAFF ANALYST (EXECUTIVE LEVEL)	28	1.0	1.0	
SER. ASSISTANT CITY ATTORNEY, DIVISION CHIEF	35	7.5	9.0	1.5
STAFF ANALYST	26	0.0	1.0	1.0
STUDENT INTERN II	10	1.0	1.0	
SYSTEMS CONSULTANT	26	0.0	1.0	1.0
<b>Total FTEs</b>		<b>166.7</b>	<b>176.0</b>	<b>9.3</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>2.1</b>	<b>5.2</b>	<b>3.1</b>
<b>Full-Time Equivalent</b>		<b>164.6</b>	<b>170.8</b>	<b>6.2</b>

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**FISCAL YEAR 2009 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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<b>Commit Item</b>	<b>Description</b>	<b>FY2008 Current Budget</b>	<b>FY2008 Estimate</b>	<b>FY2009 Budget</b>
<b>9000010001</b>	<b>LGL - Staff Administration</b>			
424070	Interfund Legal Services	1,291,157	965,000	1,052,000
426330	Miscellaneous Copies Fees	8,300	8,300	7,750
434305	Judgments & Claims	9,100	11,000	9,100
452020	Recoveries & Refunds	1,000	1,000	1,000
452030	Miscellaneous Revenue	100	0	100
<b>Total</b>	<b>LGL - Staff Administration</b>	<u>1,309,657</u>	<u>985,300</u>	<u>1,069,950</u>
<b>Total</b>	<b>Legal</b>	<u><u>1,309,657</u></u>	<u><u>985,300</u></u>	<u><u>1,069,950</u></u>

**FISCAL YEAR 2009 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>FY2007 Actual</b>	<b>FY2008 Current Budget</b>	<b>FY2008 Estimate</b>	<b>FY2009 Budget</b>
500010	Salary Base Pay - Civilian	8,669,856	9,298,351	9,171,997	10,148,892
500030	Salary Part Time - Civilian	700	11,760	0	0
500060	Overtime - Civilian	194	0	48	0
500110	Bilingual Pay - Civilian	11,126	10,900	10,900	10,900
500180	Temporary Employees	9,624	11,536	9,480	11,484
501070	Pension - Civilian	1,400,771	1,458,564	1,504,207	1,507,105
501120	Termination Pay - Civilian	12,759	50,158	304,494	148,506
501160	Vehicle Allowance - Civilian	4,200	4,200	4,200	4,200
502010	FICA - Civilian	632,831	691,257	698,951	759,406
503010	Health Ins-Act Civilian	717,076	818,069	752,689	865,032
503015	Basic Life Insurance - Active Civilian	2,801	0	1,841	14,137
503050	Health/Life Insurance - Retiree Civilian	0	0	558	0
503060	Long Term Disability-Civilian	21,417	23,373	20,373	14,437
503090	Workers Compensation-Civilian-Admin	31,021	38,845	38,945	37,230
503100	Workers Compensation-Civilian-Clm	0	0	1,500	1,500
504020	Compensation Contingency	0	221,000	0	141,212
504030	Unemployment Claims	7,657	5,715	4,253	5,947
<b>Total</b>	<b>Personnel Services</b>	<b>11,522,033</b>	<b>12,643,728</b>	<b>12,524,436</b>	<b>13,669,988</b>
511045	Computer Supplies	64,694	65,000	60,000	63,000
511050	Paper & Printing Supplies	18,706	17,000	16,200	17,000
511055	Publications & Printed Materials	271,759	285,600	249,300	279,388
511060	Postage	42,928	40,000	41,000	43,000
511070	Miscellaneous Office Supplies	50,919	48,666	64,616	62,000
511110	Fuel	2,407	2,400	2,200	2,600
511150	Miscellaneous Parts & Supplies	3,223	700	3,400	2,700
<b>Total</b>	<b>Supplies</b>	<b>454,636</b>	<b>459,366</b>	<b>436,716</b>	<b>469,688</b>
520107	Computer Info/Contr	0	0	431	0
520108	Information Resource Services	148	700	700	700
520109	Medical Dental & Laboratory Services	1,043	1,100	700	1,000
520110	Management Consulting Services	14,321	35,000	13,600	535,000
520112	Banking Services	6	0	218	250
520114	Miscellaneous Support Services	319,879	279,800	272,465	294,680
520119	Computer Equipment/Software Maintenance	0	86,893	18,000	86,000
520121	IT Application Svcs	34,744	5,978	4,770	5,289
520122	Office Equipment Services	9,345	500	200	500
520123	Vehicle & Motor Equipment Services	2,393	2,000	3,726	2,000
520510	Mail/Delivery Services	3,566	2,800	1,500	2,800
520515	Print Shop Services	4,911	5,200	4,678	5,200
520520	Printing & Reproduction Services	52,277	34,800	34,800	34,800
520705	Insurance Fees	1,247	2,100	2,100	2,089
520740	Document Recording/Filing Fees	325	0	1,000	1,000
520765	Membership & Professional Fees	28,523	31,800	29,900	30,900
520805	Education & Training	28,411	30,400	26,800	27,800
520905	Travel - Training Related	10,477	13,100	11,200	11,500
520910	Travel - Non-Training Related	8,409	6,200	6,500	6,700
521505	Electricity	107	0	0	0
521605	Data Services	21,245	34,122	19,780	20,775
521610	Voice Services	131,690	59,502	125,005	29,008
521620	Voice Equipment	0	14,182	5,051	1,820

**FISCAL YEAR 2009 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>FY2007 Actual</b>	<b>FY2008 Current Budget</b>	<b>FY2008 Estimate</b>	<b>FY2009 Budget</b>
521625	Voice Labor	0	0	404	0
521715	Office Equipment Rental	0	0	1,768	1,800
521725	Other Rental	0	0	1,700	1,800
521730	Parking Space Rental	112,181	118,000	118,000	118,000
521905	Legal Services	102,486	310,000	231,800	310,000
521950	Legal Svcs -Doc Rec	0	0	1,010	0
522420	Petty Cash/Change Special Fund	1,382	0	1,174	1,200
522430	Miscellaneous Other Services & Charges	4,398	4,100	4,156	4,100
522435	Interest Charges Past Due Accounts	0	0	106	0
522735	Interfund Communication Equipment Repair	0	100	100	100
522780	Interfund Photo Copy Services	50,798	45,000	45,000	45,000
<b>Total</b>	<b>Other Services and Charges</b>	<b>944,312</b>	<b>1,123,377</b>	<b>988,342</b>	<b>1,581,811</b>
532120	Transfer to Fleet/Eq	0	11,923	11,923	10,745
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>0</b>	<b>11,923</b>	<b>11,923</b>	<b>10,745</b>
<b>Grand Total Expenditures</b>		<b>12,920,981</b>	<b>14,238,394</b>	<b>13,961,417</b>	<b>15,732,232</b>