

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 and to 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, Public Works and Engineering 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 (Fund 1011).

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 buildings demolition project, prosecution of violators of City ordinances, and utility regulation. The central duties of the Property Casualty Fund sections include: the collection of revenue on past due accounts, claims resolution, personnel actions, and representing the City in tort commercial and employment litigation.

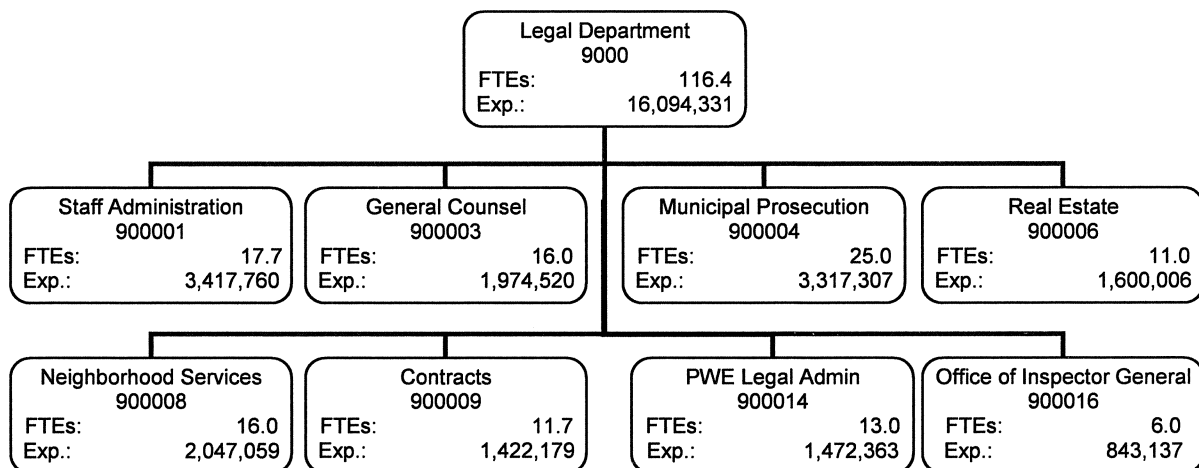
Department Short Term Goals

- Actively participate in contract negotiations with the unions that represent City employees.
- Continue addressing citizens' quality of life by handling deed restriction violations, moving to demolish dangerous buildings, and eliminating common nuisances where provided by statute.
- Update the department's webpage to provide citizens with more general information and include a FAQ component.
- Continue efforts to "go green" by migrating certain processes and procedures to more efficient and paperless technologies.

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



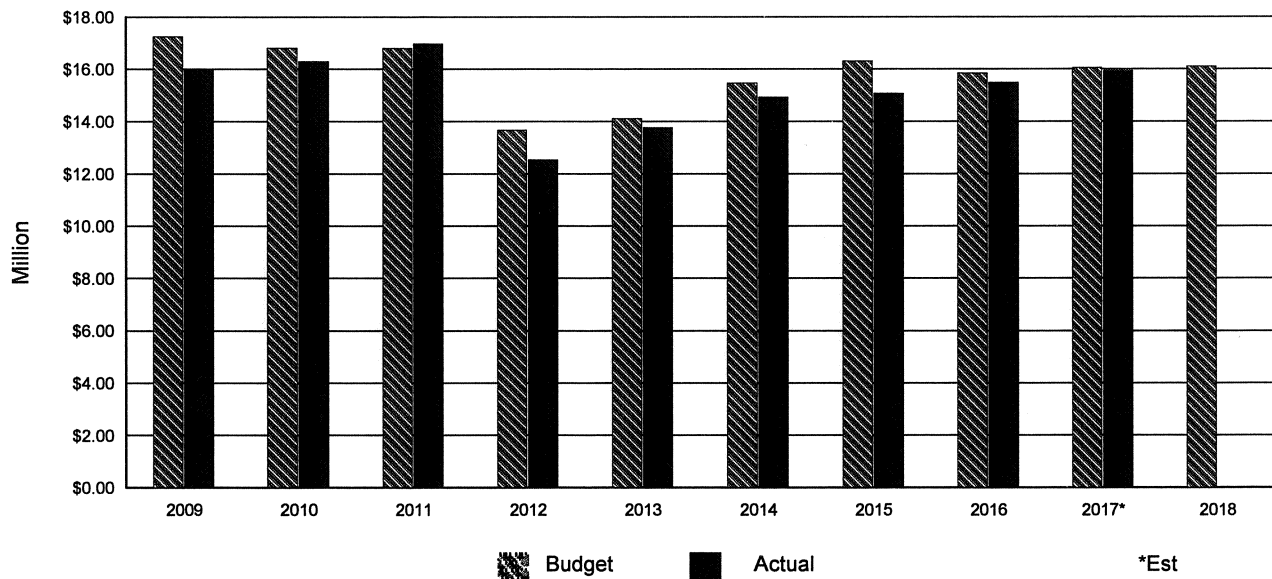
FISCAL YEAR 2018 BUDGET

Business Area Budget Summary

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

| | | FY2016 Actual | FY2017 Current Budget | FY2017 Estimate | FY2018 Budget |
|---|--|--------------------------|----------------------------------|----------------------------|--------------------------|
| Expenditures | Personnel Services | 14,584,280 | 14,834,581 | 14,724,927 | 14,938,977 |
| | Supplies | 194,555 | 313,120 | 313,102 | 310,087 |
| | Other Services and Charges | 662,370 | 891,813 | 890,580 | 837,267 |
| | Non-Capital Equipment | 44,080 | 6,982 | 6,982 | 8,000 |
| | Total M & O Expenditures | 15,485,285 | 16,046,496 | 15,935,591 | 16,094,331 |
| | Debt Service & Other Uses | 0 | 0 | 0 | 0 |
| | Total Expenditure | 15,485,285 | 16,046,496 | 15,935,591 | 16,094,331 |
| Revenues | | 1,330,360 | 1,424,005 | 1,439,991 | 1,470,211 |
| Staffing | Full-Time Equivalents - Civilian | 120.0 | 119.9 | 119.4 | 116.4 |
| | 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 | 120.0 | 119.9 | 119.4 | 116.4 |
| | Full-Time Equivalents - Overtime | 0.0 | 0.0 | 0.0 | 0.0 |
| Significant Budget Changes and Highlights | <p>o The FY2018 Budget provides funding for health benefits, pension contributions and municipal employees contractual pay increases.</p> <p>o The FY2018 Budget includes a reduction of \$547,790 for department savings initiatives.</p> | | | | |

**Legal
Current Budget vs Actual Expenditures**



FISCAL YEAR 2018 BUDGET

Business Area Performance Measures

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

| Performance Measures | FY2016 Actual | FY2017 Budget | FY2017 Estimate | FY2018 Budget |
|--|------------------|------------------|--------------------|------------------|
| Contracts Prepared | 1,229 | 900 | 873 | 900 |
| Deed Restriction Inquiries/Complaints/Opened Files | 1,387 | 1,375 | 1,097 | 1,100 |
| Deed Restriction Matters Closed without Litigation | 797 | 730 | 651 | 650 |
| Expenditures Adopted Budget vs Actual Utilization | 96% | 98% | 99% | 98% |
| Revenues Adopted Budget vs Actual Utilization | 108% | 100% | 101% | 100% |

FISCAL YEAR 2018 BUDGET

| Division Summary | | | | | | |
|---|---|---|---|--|--|--|
| Fund Name : General Fund Business Area : Legal Fund No. /Bus Area No. : 1000 / 9000 | | | | | | |
| Division Description | FY2016 Actual FTEs Costs \$ | FY2017 Estimate FTEs Costs \$ | FY2018 Budget FTEs Costs \$ | | | |
| LGL - Staff Administration Section 900001 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. | 19.9 3,432,392 | 17.8 3,304,411 | 17.7 3,417,760 | | | |
| LGL - General Counsel Section 900003 Prepares code amendments/ordinances, research/prepare opinions, provides advice to City committees, handles 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 and commissions. | 14.9 1,781,467 | 16.0 1,930,760 | 16.0 1,974,520 | | | |
| LGL - Municipal Prosecution Section 900004 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 the presiding judge to solve problems and establish policy for the Municipal Courts. | 26.3 3,214,741 | 25.5 3,274,926 | 25.0 3,317,307 | | | |
| LGL - Real Estate Section 900006 Provides 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. | 12.0 1,533,242 | 11.8 1,684,922 | 11.0 1,600,006 | | | |
| LGL - Neighborhood Services Section 900008 Enforces deed restrictions, responds to citizen complaints and Council and Mayor inquiries, files lawsuits, provides title work for Inspections and Public Service and deed restriction matters, attends dangerous building hearings, investigates Texas Alcohol Beverage Commission complaints, enforces sexually - oriented business ordinances and statutes, attends public hearings. | 17.2 2,116,004 | 18.0 2,093,838 | 16.0 2,047,059 | | | |
| LGL - Contracts Section 900009 Responsible for preparing, reviewing, negotiating City contracts, drafting budget and appropriation ordinances and opinions, researching and issuing bid irregularity opinions, handles McGregor Act claims and grants greater than \$400,000. | 10.8 1,339,171 | 11.8 1,488,506 | 11.7 1,422,179 | | | |

FISCAL YEAR 2018 BUDGET

| Division Summary | | | | | | |
|--|---------------|-------------------|-----------------|-------------------|---------------|-------------------|
| Fund Name : General Fund Business Area : Legal Fund No. /Bus Area No. : 1000 / 9000 | | | | | | |
| Division Description | FY2016 Actual | | FY2017 Estimate | | FY2018 Budget | |
| | FTEs | Costs \$ | FTEs | Costs \$ | FTEs | Costs \$ |
| LGL - PWE Legal Administration Section 900014 Captures the personnel costs in the Real Estate, Contracts and Labor, Employment and Civil Rights Sections; provides services exclusively for PWE. | 11.2 | 1,150,946 | 12.5 | 1,322,565 | 13.0 | 1,472,363 |
| LGL - Office of Inspector General Section 900016 Investigates 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; consults with Independent Police Oversight Board. | 7.7 | 917,322 | 6.0 | 835,663 | 6.0 | 843,137 |
| Total | 120.0 | 15,485,285 | 119.4 | 15,935,591 | 116.4 | 16,094,331 |

FISCAL YEAR 2018 BUDGET

Business Area Revenues Summary

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

| Category | FY2016 Actual | FY2017 Current Budget | FY2017 Estimate | FY2018 Budget |
|-----------------------------|-------------------------|--------------------------|-------------------------|-------------------------|
| Charges for Services | 1,600 | 700 | 700 | 700 |
| Direct Interfund Services | 1,292,619 | 1,403,205 | 1,300,180 | 1,444,411 |
| Miscellaneous/Other | 36,141 | 20,100 | 139,111 | 25,100 |
| Grand Total Revenues | <u>1,330,360</u> | <u>1,424,005</u> | <u>1,439,991</u> | <u>1,470,211</u> |