

City of Memphis Law Division

FY 2017 O&M Budget Request

Bruce McMullen, Chief Legal Officer/City Attorney

Fund: General Fund

Budget Presentation April 25, 2016





LAW DIVISION

Mission Statement:

The mission of Law Division and the Office of the City Attorney is to provide legal advice in all matters, opinions, claims service, contract review and compliance support and legal representation on behalf of the City of Memphis, various divisions, agencies, boards, and commissions.

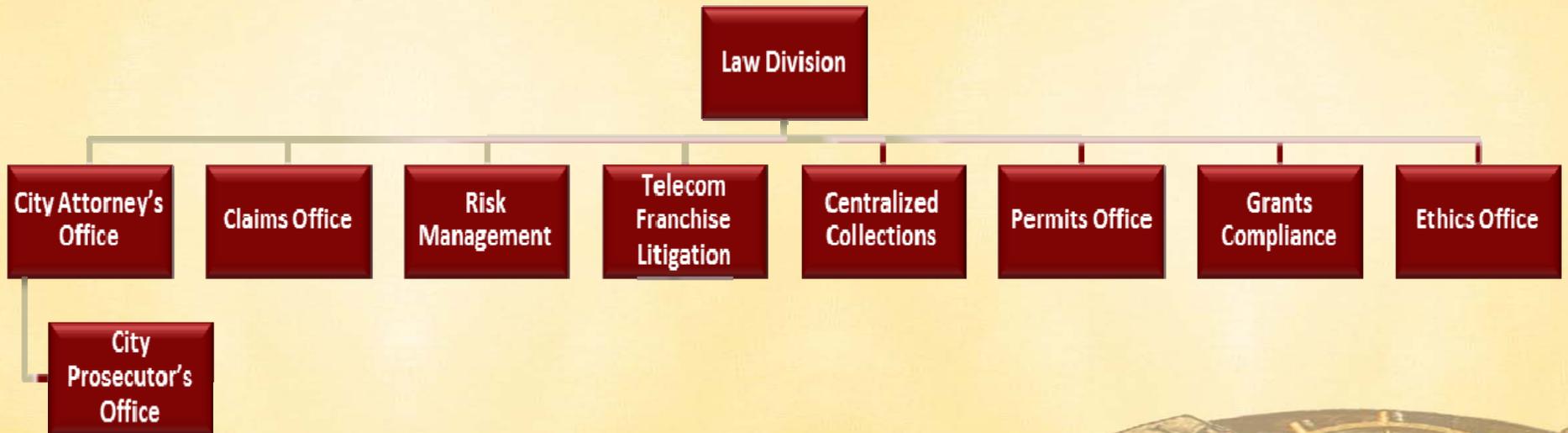


Vision Statement: Our vision is to be the law firm of choice for quality of corporate legal services within the City of Memphis government by providing responsive, efficient and high quality legal services.





ORGANIZATION CHART





LAW DIVISION



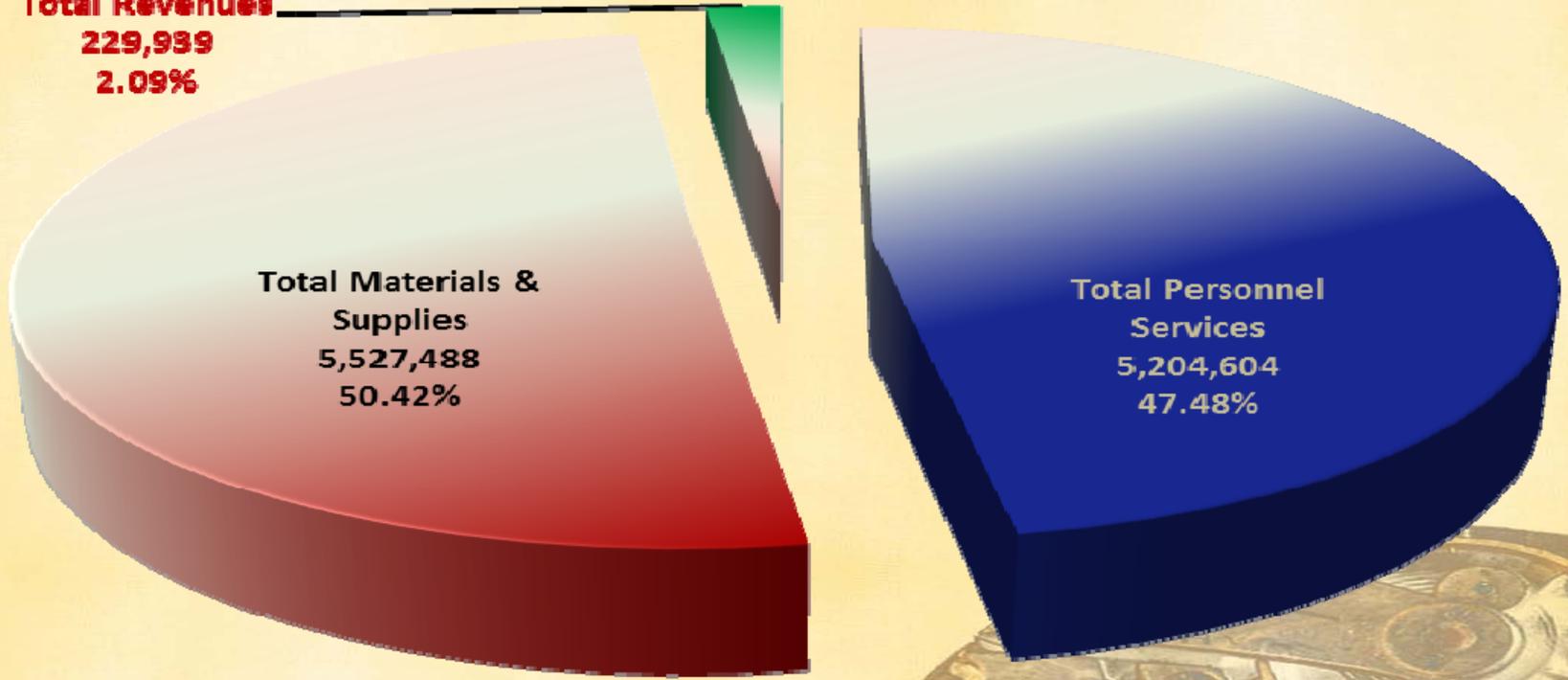
OPERATIONAL REVENUE & EXPENDITURE DETAILS





LAW DIVISION EXPENDITURES BY CATEGORY

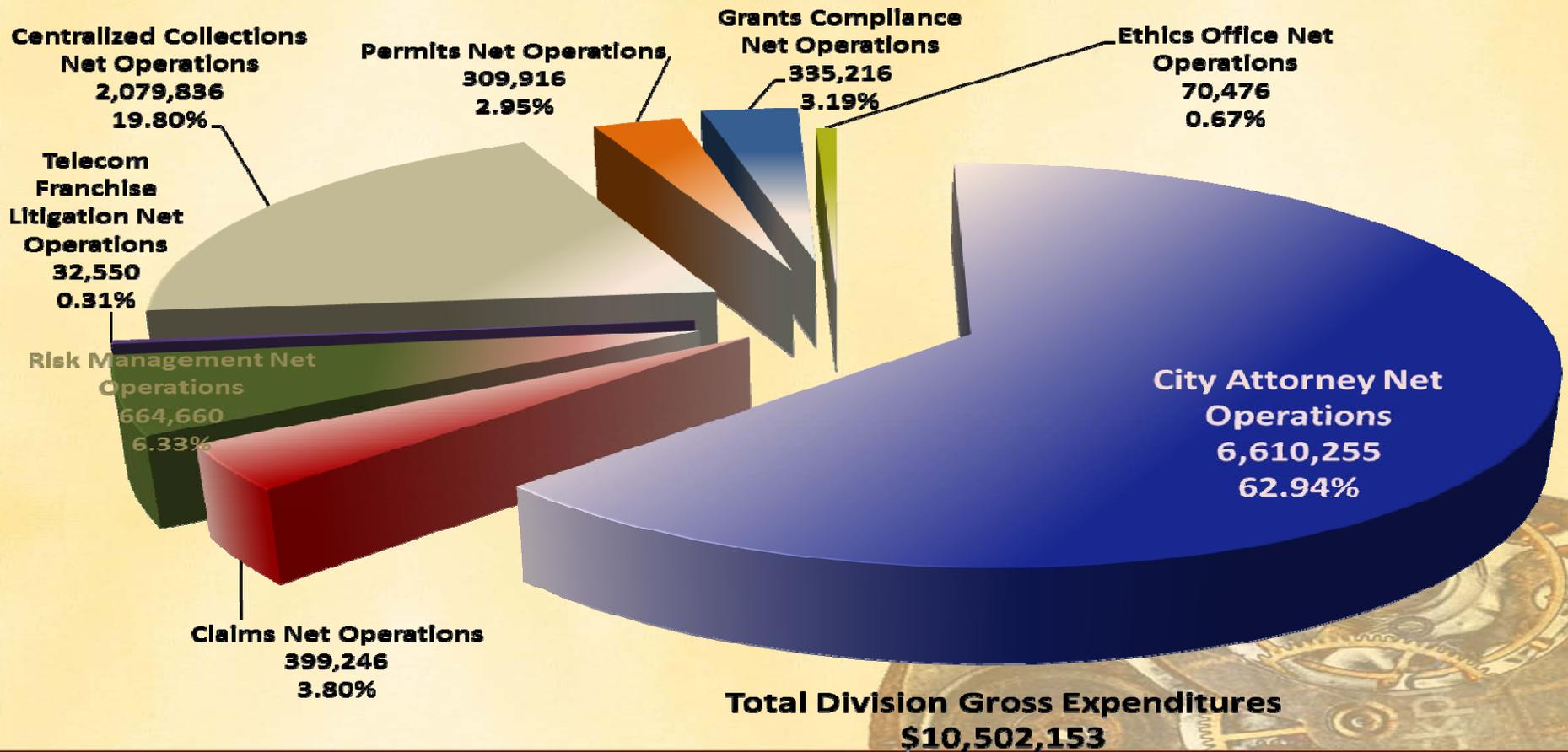
Total Revenues
229,939
2.09%



FY17 Budget Request
\$10,502,153



LAW DIVISION EXPENDITURE BUDGET BY PROGRAM LEVEL





LAW DIVISION OVERVIEW

NEW SERVICE DELIVERY INITIATIVES IN THE FY 2017 BUDGET

STAFFING CHANGES

- FY 2016 resolution approved by City Council (November 17, 2015) increased the Law Division Authorized Complement by three (3) additional Attorney positions which increased the authorized complement to sixty (60) as well as increased the budget by approximately \$315,207.

PROGRAM CHANGES AND COST IMPLEMENTATION REFLECTED IN 2017 PLAN

- (None)



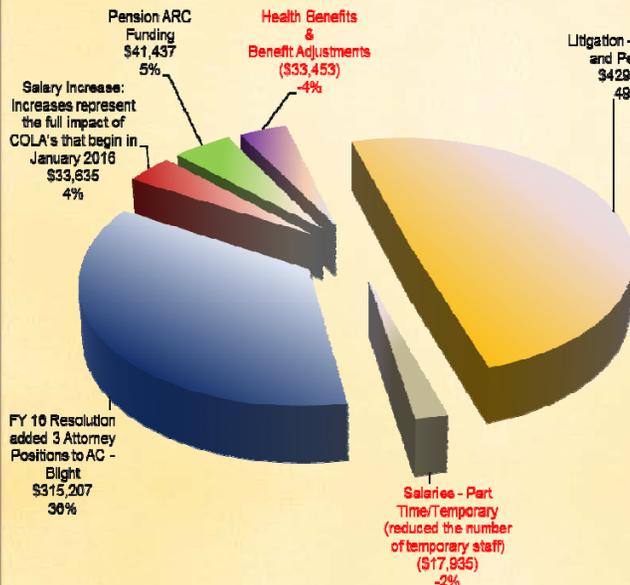


LAW DIVISION BRIDGE ANALYSIS

FY2016 Adopted (Total Division Expenditures— General Fund)

\$9,733,884

		<u>Increases</u>	<u>Explanations</u>
		Personnel	FY 2016 Resolution added 3 Attorney Positions to AC—Blight
			Salary Increase: Increases represent the full impact of COLA's that begin in January 2016.
			Pension ARC Funding
			Health Benefits: Increase or decrease commensurate with employee participation. Benefit Adjustments: Remove OPEB.
			Litigation Costs—Rape Kit and Pension
		Materials & Supplies	
		Capital Outlay	
		Other	
		Total Increase	\$786,204
		Decreases	
		Personnel	Salaries - Part Time/Temporary (reduced the number of temporary staff)
		Materials & Supplies	
		Capital Outlay	
		Other	
		Total Decrease	(\$17,935)
		Net Increase/(Decrease)	\$768,269



FY 2017 Budget Proposal (Expenditure Budget)

\$10,502,153





LAW DIVISION PROGRAM COMPARATIVE SUMMARY

	FY16 Adopted Budget	FY17 Budget Request	Increase / (Decrease)
<u>Revenues</u>			
Risk Management	229,939	229,939	0
Total Revenue	229,939	229,939	0
<u>Expenditures</u>			
City Attorney's Office	5,833,220	6,610,255	777,035
Claims Office	405,052	399,246	(5,806)
Risk Management	920,406	894,599	(25,807)
Telecom Franchise Litigation	32,550	32,550	0
Centralized Collections	2,079,836	2,079,836	(1)
Permits Office	303,622	309,916	6,294
Grants Compliance	321,110	335,216	14,106
Ethics Office	68,027	70,476	2,449
Total Expenditures	9,963,823	10,732,092	768,269
Net Expenditures	9,733,884	10,502,153	768,269

There is a difference of \$2 due to rounding within the divisional roll-up.





LAW DIVISION



COST TRENDS

&

OTHER DETAILED INFORMATION





LAW DIVISION

5-YEAR EXPENDITURE TREND REPORT – DIVISION LEVEL

	FY13 YearTotal Actual Final	FY14 YearTotal Actual Final	FY15 YearTotal Actual Final	FY16 MarYTD Actual	FY16 Total Year Forecast	FY16 YearTotal Budget FY16 Adopted	FY17 YearTotal Request Stage 2
500 Personnel Services							
051101 Full-Time Salaries	2,877,543	3,216,586	3,090,758	2,301,468	3,638,464	3,753,177	4,102,019
051102 Holiday Salary Full Time	152,815	168,678	175,302	139,958	98,015	0	0
051103 Vacation Leave	158,390	155,131	170,432	127,307	90,136	0	0
051104 Bonus Leave	23,240	26,768	29,145	20,505	13,323	0	0
051105 Sick Leave	99,359	83,840	73,509	64,130	47,065	0	0
051202 Overtime	0	0	4,806	1,677	1,677	0	0
051206 Out of Rank Pay	0	7,615	18,000	6,923	18,000	18,000	18,000
051218 Retirement Benefits	68,852	1,543	126,893	22,582	25,364	23,361	23,361
051302 Pension	195,110	215,857	213,274	159,617	225,755	225,191	231,867
051304 Social Security	2,621	3,552	3,876	1,027	1,428	0	0
051307 Pension ARC Funding	0	0	225,419	133,428	266,868	266,868	311,416
051308 Group Life Insurance	8,585	9,083	8,804	6,582	9,516	9,239	10,252
051310 Unemployment	9,800	8,120	8,400	6,270	6,270	6,270	4,480
051314 Medicare	46,321	50,534	50,909	36,999	59,082	55,675	65,632
051315 Long Term Disability	9,193	10,094	9,888	7,392	10,309	10,184	11,433
051320 Health Insurance - Basic	30,296	22,455	24,682	11,463	44,069	48,486	8,847
051322 Health Insurance - Premier	315,470	329,801	366,243	266,986	371,713	367,054	377,222
051323 Other Post Employment Benefits	45,444	23,597	0	0	46,730	46,729	15,759
051402 Salaries - Part Time/Temporary	35,625	63,940	62,515	16,560	37,907	90,841	72,907
051501 On the Job Injury	7,672	9,006	2,719	1,420	0	2,000	2,000
051601 Payroll Reserve	21,801	13,807	14,003	-49,610	-49,610	0	-3,666
051901 Attrition	0	0	0	0	20,000	20,000	20,000
056199 Expense Recovery - Personnel	-50,477	-113,773	-56,996	-41,523	-51,166	-51,166	-51,166
051326 Benefits Adjustments	0	0	0	0	-26,197	-26,197	-15,759
Total 500 Personnel Services	4,057,658	4,306,234	4,622,579	3,241,160	4,904,717	4,865,712	5,204,604





LAW DIVISION

5-YEAR EXPENDITURE TREND REPORT – DIVISION LEVEL (CONT.)

	<i>FY13 Year Total Actual Final</i>	<i>FY14 Year Total Actual Final</i>	<i>FY15 Year Total Actual Final</i>	<i>FY16 Mar YTD Actual</i>	<i>FY16 Total Year Forecast</i>	<i>FY16 Year Total Budget FY16 Adopted</i>	<i>FY17 Year Total Request Stage 2</i>
505 Materials & Supplies							
052112 City Storeroom Supplies	0	0	2	0	0	0	0
052116 City Shop Charges	1,156	854	2,951	748	13,476	13,476	7,635
052124 City Shop Fuel	2,568	613	94	111	879	879	480
052204 City Computer Svc Equipment	0	5,036	7,793	6,785	30,093	27,000	27,000
052208 Data/Word Process Software	9,653	9,653	10,933	10,933	10,933	10,933	0
052210 City Telephone/Communications	17,502	16,828	14,247	9,210	9,515	9,514	9,514
052302 Printing - Outside	48	0	441	77	327	250	250
052304 Supplies - Outside	41,787	50,317	49,311	19,909	42,310	47,810	47,810
052308 Hand Tools	0	16	0	0	0	0	0
052320 Medical Supplies	389	0	0	0	0	0	0
052324 Outside Postage	3,558	5,060	3,618	2,213	2,700	2,600	2,600
052342 Materials and Supplies	5,887	1,472	1,392	1,013	1,250	10,550	10,550
052404 Repair/Oper Air Raid System	0	0	787	401	0	0	0
052410 Outside Equipment Repair/ Maintenance	0	0	0	0	558	558	558
052501 Drug Education Program	0	0	0	1,101	0	0	0
052504 Legal Services/Court Cost	2,539,774	3,412,759	2,992,961	2,139,892	3,100,000	2,692,384	3,142,386
052512 Advertising/Publication	250	810	526	5,620	5,810	500	500
052524 Weed Control/Chemical Service	0	0	114	0	0	0	0
052526 Seminars/Training/Education	14,285	15,777	17,971	14,366	23,125	21,300	21,300
052528 Misc Professional Services	3,527,928	1,591,577	1,173,633	819,274	1,223,301	1,142,676	1,162,977
052531 Rewards and Recognition	0	0	555	484	484	0	0
052610 Travel Expense	21,359	11,664	40,017	13,202	27,000	30,700	30,700
052611 Unreported Travel	2,275	10,531	-11,439	1,136	0	1,986	1,986
052730 Mileage	797	2,173	2,576	617	2,700	2,950	2,950
052920 Insurance	2,741,403	2,852,072	2,610,721	2,961,372	2,961,372	3,000,000	3,636,696





LAW DIVISION

5-YEAR EXPENDITURE TREND REPORT – DIVISION LEVEL (CONT.)

	FY13 Year Total Actual Final	FY14 Year Total Actual Final	FY15 Year Total Actual Final	FY16 Mar YTD Actual	FY16 Total Year Forecast	FY16 Year Total Budget FY16 Adopted	FY17 Year Total Request Stage 2
505 Materials & Supplies (cont.)							
052921 Claims	119,092	-1,955	11,000	0	0	25,000	25,000
052923 Lawsuits	84,003	851,639	6,912	1,114	1,114	195,000	195,000
052928 Hospitality	592	0	165	1,657	1,272	0	1,801
052930 Dues/Memberships/Periodicals	19,906	16,574	28,400	9,418	16,200	17,700	17,700
052932 Rent	220,650	213,621	242,507	183,526	245,104	244,734	246,347
052950 Misc Services and Charges	238	208	0	136	136	0	0
056299 Expense Recovery - M & S	-2,275,122	-2,580,289	-2,683,523	-2,922,992	-2,937,003	-2,400,390	-3,064,252
Total 505 Materials & Supplies	7,099,979	6,487,010	4,524,664	3,507,492	4,782,656	5,098,110	5,527,488
052949 Credit Card Fees - Expense	0	0	-15,858	-854	-1,000	0	0
FSC550 550 Service Charges	0	0	-15,858	-854	-1,000	0	0
Total expenditures	11,157,637	10,793,244	9,131,384	6,747,798	9,686,374	9,963,823	10,732,092
Revenue:							
FSS145 145 Other License and Permits	0	0	-300	0	0	0	0
FSC440 440 Licenses and Permits	0	0	-300	0	0	0	0
FSS220 220 Other - Misc	218,538	221,669	269,428	351,423	229,939	229,939	229,939
FSC475 475 Other Revenues	218,538	221,669	269,428	351,423	229,939	229,939	229,939
070203 Oper Tfr In - Midtown Corridor	0	400,000	0	0	0	0	0
FSC480 480 Transfers In	0	400,000	0	0	0	0	0
Total Revenues	218,538	621,669	269,128	351,423	229,939	229,939	229,939
Net Operations	-10,939,099	-10,171,576	-8,862,256	-6,396,375	-9,456,435	-9,733,884	-10,502,153





LAW DIVISION



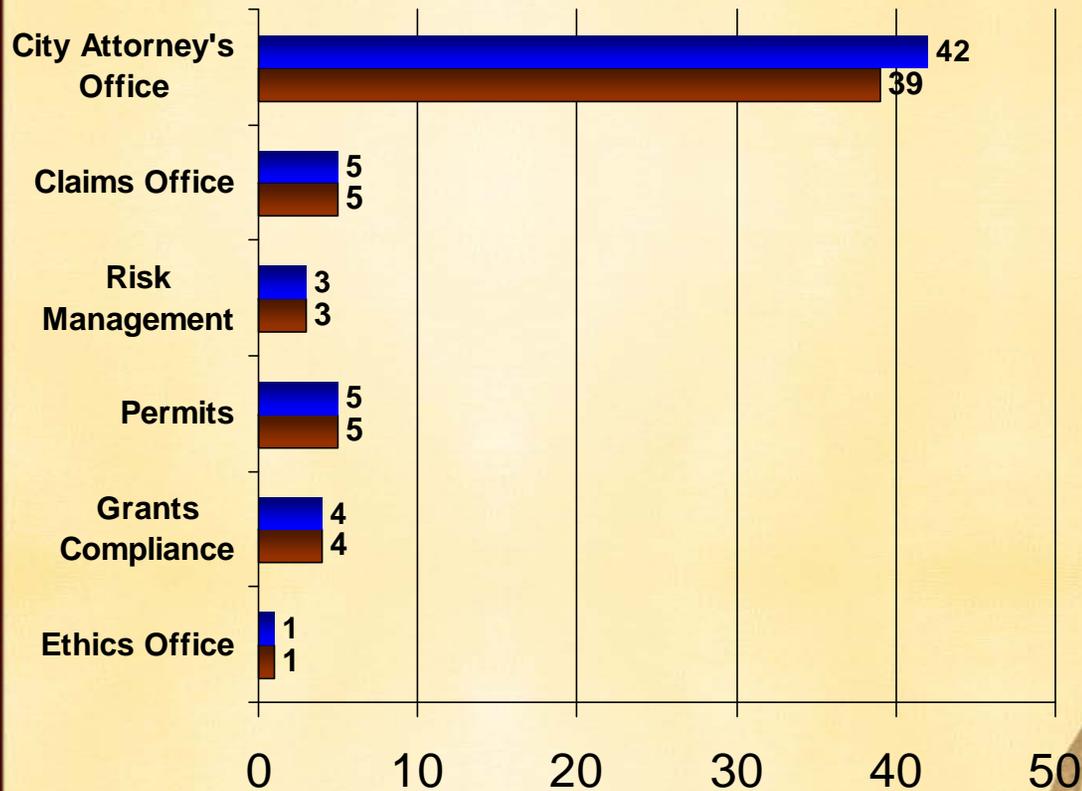
PERSONNEL COMPARATIVE INFORMATION





LAW DIVISION

AUTHORIZED COMPLEMENT COMPARISON



■ 2017 Request
■ 2016 Budget

	2016 Budget	2017 Request
City Attorney's Office	39	42
Claims Office	5	5
Risk Management	3	3
Permits	5	5
Grants Compliance	4	4
Ethics Office	1	1
	57	60



LAW DIVISION

VENDOR DETAIL FOR PROFESSIONAL SERVICES

Bureau/Expensed Area	Description	Division Total Amount	% of total Account
Grants Compliance	Approx. 7-10 Vendors - Cost Range \$10-\$60	500	0.04%
Claims	Approx. 10-15 Vendors - Cost Range \$250-\$1,000	15,000	1.29%
Risk Management	Approx. 1 Vendor - Lipscomb & Pitts Insurance, LLC Contract	30,000	2.58%
City Attorney - Telecom Franchise Litigation	Litigation Fees	30,000	2.58%
Permits	Approx. 10-15 Vendors - Cost Range \$100-\$6,500	50,000	4.30%
City Attorney	Approx. 74 Vendors - Cost Range \$100-\$11,500	137,477	11.82%
City Attorney - Centralized Collections	Shelby County Trustee	900,000	77.39%
Total		\$1,162,977	100.00%

Professional Services regarding contract attorneys are paid from Legal Services/Court Costs account line.





LAW DIVISION

MWB/E SPEND ANALYSIS

Lead Contract Attorney Ethnicity	Count	Ratio
AA = African American	14	60.87%
C = Caucasian	9	39.13%
Total	23	100.00%

Discription	Count	Ratio	Mar YTD Total	Spend Ratio
AA Spend	14	60.87%	1,086,020.32	71.92%
C Spend	9	39.13%	424,038.19	28.08%
Total	23	100.00%	1,510,058.51	100.00%

AA Women Spend	4	17.39%	66,283.65	4.39%
AA Men Spend	10	43.48%	1,019,736.67	67.53%
C Women Spend	0	0.00%	0.00	0.00%
C Men Spend	9	39.13%	424,038.19	28.08%
Total	23	100.00%	1,510,058.51	100.00%

Ownership Ethnicity	Count	Ratio	Mar YTD Total	Spend Ratio
AA = African American	11	47.83%	532,992.40	35.30%
C = Caucasian	12	52.17%	977,066.11	64.70%
Total	23	100.00%	1,510,058.51	100.00%

It is the goal of the Law Division to increase the diversification regarding all activities that require spend. Although the spend in the areas of contracts for the outside counsel represents a portion of the budget, it is our goal to increase the total participation by 2.17% with a spend ratio of equitable proportion ~ 14.7% to be spread upon the increased participation .





City of Memphis Law Division

FY 2017 O&M Budget Request

Bruce McMullen, Chief Legal Officer/City Attorney

Fund: General Fund

Budget Presentation April 25, 2016

FY 2017 Budget Proposal (*Expenditure Budget*) \$ 10,502,153

