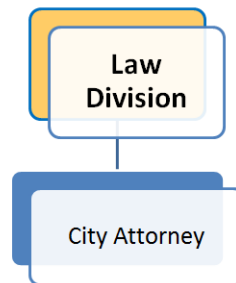


CITY ATTORNEY

Mission Statement

The Law Division and the Office of the City Attorney mission 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.

Organization Structure



Services

The City Attorney's Office defends and prosecutes litigation on behalf of the City, provides advice and counsel on municipal processes and contracts to ensure compliance with the City Charter, City Ordinances, State and Federal laws and provides advice to all divisions of the City government. The Law Division includes Claims, Permits, Risk Management, City Prosecutor and Ethics. The Permits Office bills, collects and issues permits as mandated by controlling ordinances, monitors permit holder compliance with city ordinances and state law, and serves as the administrative office for both the Alcohol Commission and the Transportation Commission. The Claims Office receives, investigates, processes and resolves third-party claims filed against the City of Memphis and monitors claims filed against the City. The Risk Management Department identifies, implements, and monitors exposures to losses to preserve and protect the City's financial assets. The City Prosecutor represents the City in City Court proceedings and prosecutes misdemeanors, traffic tickets and citations issued for violation of the City Code of Ordinances. The Ethics Office functions in accordance with Chapter 2-10 Code of Ethics for City Officials and any Executive Order from the Mayor.

Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
EXPENDITURES				
Personnel Services	\$ 4,962,850	\$ 5,389,549	\$ 5,248,279	\$ 5,184,207
Materials and Supplies	6,885,073	6,133,690	4,915,423	6,364,985
Capital Outlay	49,113	0	1,708	0
Grants and Subsidies	0	0	589,000	150,000
Service Charges	(738)	0	161	0
Total Expenditures	\$ 11,896,298	\$ 11,523,239	\$ 10,754,570	\$ 11,699,192
Total Revenues	\$ (404,460)	\$ (374,221)	\$ (359,657)	\$ (267,998)
NET EXPENDITURES	\$ 11,491,838	\$ 11,149,018	\$ 10,394,913	\$ 11,431,194
Authorized Complement				56

City Attorney • Charges for Services Summary

Account	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Misc Permits	\$ 0	\$ 0	\$ (75)	\$ 0
Property Insurance Recoveries	404,460	374,221	359,714	267,998
Recovery Of Prior Year Expense	0	0	18	0
Total Charges for Services	\$ 404,460	\$ 374,221	\$ 359,657	\$ 267,998

Performance Highlights

- Successfully represented the City and closed over 300 lawsuits and claims.
- Create safe and vibrant neighborhoods through blight remediation and code enforcement prosecutions, including doubling the number of Neighborhood Preservation Act cases filings and obtaining more than 218 instances of nuisance abatements, property rehab or demolition.
- Assisted in successful tax sale of 150 delinquent properties owing \$594,095.61.
- Prosecuted subrogation and delinquent hotel tax collections for the City resulting in over \$275,000 for the City.
- Assisted in collection of Airbnb taxes totaling \$527,449.61.
- Drafted and implemented an ordinance to regulate the booting of vehicles.
- Claims Office closed 995 property damage, pothole, and injury claims filed against the city at a total cost of \$783,040.19 or \$786.98 per claim.

- Claims Office continued to reach its goal of contacting claimants within 24 hours of receiving their claim and closing most claims within 30 days of their filing.
- Claims Office updated its website to provide citizens with better information on how pothole claims are reviewed and processed.
- City Prosecutors implemented Identity Theft intake process for citizens who received ticket because of identity theft.
- City Prosecutors worked with Metro Alarms to prosecute alarm violations.
- City Prosecutors Office handled and resolved over 170,000 City Court ordinance violations in City Court.
- Assisted multiple divisions in the development of RFP's and contract negotiations.
- Transaction Team decreased average contract compliance review time to less than 48 hours.
- Risk Management Office reviewed and provided insurance requirements for all contracts that were sent to the risk management department.
- Risk Management Office conducted quarterly Risk Management training classes to City Divisions.
- Office of Grants Compliance successfully closed 39 active grant awards in the Oracle Grants Financial Module with approximate award budgets totaling \$47 million dollars.
- Office of Grants Compliance assisted Workforce Development Network (WIN) with successfully closing 19 active grant awards in the Oracle Grants Financial Module with the approximate award budgets totaling 23 million dollars.
- Permits Office facilitated the collection of over \$400,000 in underpaid beer taxes.
- Permits Office Issued 8644 permits to public.
- Permits Office Collected \$835,008.96 + for permits issued by the Permits Office including over \$111,800.00 for vacant properties.
- The Ethics Department (Chief Ethics Officer and Board of Ethics) reviewed 10 ethics complaints/and or inquiries.
- The Chief Ethics Officer provided training to approximately 171 City Employees.
- The Chief Ethics Officer disseminated collected and maintained records of Disclosure of Financial Interests.
- City Attorney's office provided training to City employees on HIPAA and PPI related issues.
- Transactional attorneys provided training to divisions on contract preparation and review process.

Key Performance Indicators

Performance Indicator	FY17 Actual	FY18 Goal	FY18 Actual*	FY19 Goal	Category
CITY ATTORNEY					
Complete contract review within 3 days of receipt	N/A	N/A	New Measure	3 days	Government

City Attorney • Division Detail

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
PERSONNEL SERVICES				
Full-Time Salaries	\$ 3,381,288	\$ 4,207,411	\$ 3,659,396	\$ 4,020,242
Holiday Salary Full Time	193,870	0	172,015	0
Vacation Leave	186,777	0	178,882	0
Bonus Leave	26,940	0	22,462	0
Sick Leave	123,643	0	120,313	0
Overtime	0	3,500	292	3,500
Out of Rank Pay	0	18,000	2,324	18,000
Retirement Benefits	34,482	23,361	53,060	23,361
Pension	211,427	239,028	239,028	89,922
Social Security	833	0	2,356	0
Pension ADC Funding	313,200	267,332	267,332	517,895
Group Life Insurance	10,387	13,635	11,631	12,487
Unemployment	9,120	4,640	4,640	4,480
Medicare	55,000	61,241	61,241	64,324
Long Term Disability	10,698	12,108	16,000	12,061
Health Insurance - Basic	7,253	0	0	0
Health Insurance - Value PPO	6,015	10,311	6,805	0
Health Insurance - Premier	345,275	346,047	353,066	292,908
Benefits Adjustments	0	45,814	0	6,435
Health Insurance-Local Plus Plan	41,107	74,331	90,500	112,644
Salaries - Part Time/Temporary	13,434	122,360	48,008	65,520
On the Job Injury	790	2,000	0	2,000
Bonus Pay	53,887	0	500	0
Expense Recovery - Personnel	(62,576)	(61,572)	(61,571)	(61,572)
Total Personnel Services	\$ 4,962,850	\$ 5,389,549	\$ 5,248,279	\$ 5,184,207
MATERIALS AND SUPPLIES				
City Shop Charges	\$ 337	\$ 211	\$ 0	\$ 211
City Shop Fuel	269	1,480	76	1,480
City Computer Svc Equipment	9,146	27,000	1,016	23,500
City Telephone/Communications	7,743	9,850	0	0
Printing - Outside	474	250	287	0
Supplies - Outside	39,505	54,200	40,841	50,200
Outside Postage	3,804	3,600	3,113	3,600
Materials and Supplies	281	7,550	105	1,250
Repair/Oper Air Raid System	9,497	0	0	0
Internal Repairs and Maintenance	480	0	0	0
Legal Services/Court Cost	4,544,594	3,287,272	4,439,856	4,354,685
Advertising/Publication	110	500	80	500
Outside Phone/Communications	0	0	7,816	9,050

City Attorney • Division Detail *(continued)*

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Security	480	0	0	0
Seminars/Training/Education	11,761	21,750	15,000	22,250
Fixed Charges	0	0	500	0
Misc Professional Services	1,781,158	1,475,500	1,415,263	1,476,000
Employee Activities	3,017	3,000	6,000	5,000
Rewards and Recognition	0	500	0	500
Travel Expense	17,386	42,700	15,363	35,700
Unreported Travel	(1,532)	1,986	(1,067)	950
Mileage	380	4,250	0	3,000
Insurance	3,875,922	4,104,199	2,574,297	3,402,217
Claims	0	25,000	164	25,000
Lawsuits	882	195,000	0	195,000
Hospitality	3,041	3,801	5,427	5,301
Dues/Memberships/Periodicals	20,217	17,700	17,000	20,200
Rent	263,065	195,000	135,000	78,000
Misc Services and Charges	444	0	31,078	0
Expense Recovery - M & S	(3,707,391)	(3,348,609)	(3,791,791)	(3,348,609)
Total Materials and Supplies	\$ 6,885,073	\$ 6,133,690	\$ 4,915,423	\$ 6,364,985
CAPITAL OUTLAY				
Furniture/Furnishings	\$ 49,113	\$ 0	\$ 1,708	\$ 0
Total Capital Outlay	\$ 49,113	\$ 0	\$ 1,708	\$ 0
GRANTS AND SUBSIDIES				
Professional Services	\$ 0	\$ 0	\$ 589,000	\$ 150,000
Total Grants and Subsidies	\$ 0	\$ 0	\$ 589,000	\$ 150,000
SERVICE CHARGES				
Credit Card Fees - Expense	\$ (738)	\$ 0	\$ 161	\$ 0
Total Service Charges	\$ (738)	\$ 0	\$ 161	\$ 0
TOTAL EXPENDITURES	\$ 11,896,298	\$ 11,523,239	\$ 10,754,570	\$ 11,699,192
LICENSES AND PERMITS				
Misc Permits	\$ 0	\$ 0	\$ (75)	\$ 0
Total Licenses and Permits	\$ 0	\$ 0	\$ (75)	\$ 0
OTHER REVENUES				
Property Insurance Recoveries	\$ 404,460	\$ 374,221	\$ 359,714	\$ 267,998
Recovery Of Prior Year Expense	0	0	18	0

City Attorney • Division Detail *(continued)*

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Total Other Revenues	\$ 404,460	\$ 374,221	\$ 359,732	\$ 267,998
TOTAL REVENUES	\$ (404,460)	\$ (374,221)	\$ (359,657)	\$ (267,998)
NET EXPENDITURES	\$ 11,491,838	\$ 11,149,018	\$ 10,394,913	\$ 11,431,194

City Attorney

The Office of the City Attorney is committed to providing advice, opinions claim service, and legal representation on behalf of the City of Memphis Administration, City Council, various divisions, agencies, boards, commissions and employees of the City of Memphis government.

Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
EXPENDITURES				
Personnel Services	\$ 4,962,850	\$ 5,389,549	\$ 5,248,279	\$ 5,184,207
Materials and Supplies	6,884,673	6,133,690	4,915,423	6,364,985
Capital Outlay	49,113	0	1,708	0
Grants and Subsidies	0	0	589,000	150,000
Service Charges	(738)	0	161	0
Total Expenditures	\$ 11,895,898	\$ 11,523,239	\$ 10,754,570	\$ 11,699,192
Total Revenues	\$ (404,460)	\$ (374,221)	\$ (359,657)	\$ (267,998)
NET EXPENDITURES	\$ 11,491,438	\$ 11,149,018	\$ 10,394,913	\$ 11,431,194
Authorized Complement				56

