

GENERAL FUND EXPENDITURES

The financial data presented in this section represents the expenditures of the City of Memphis General Fund.

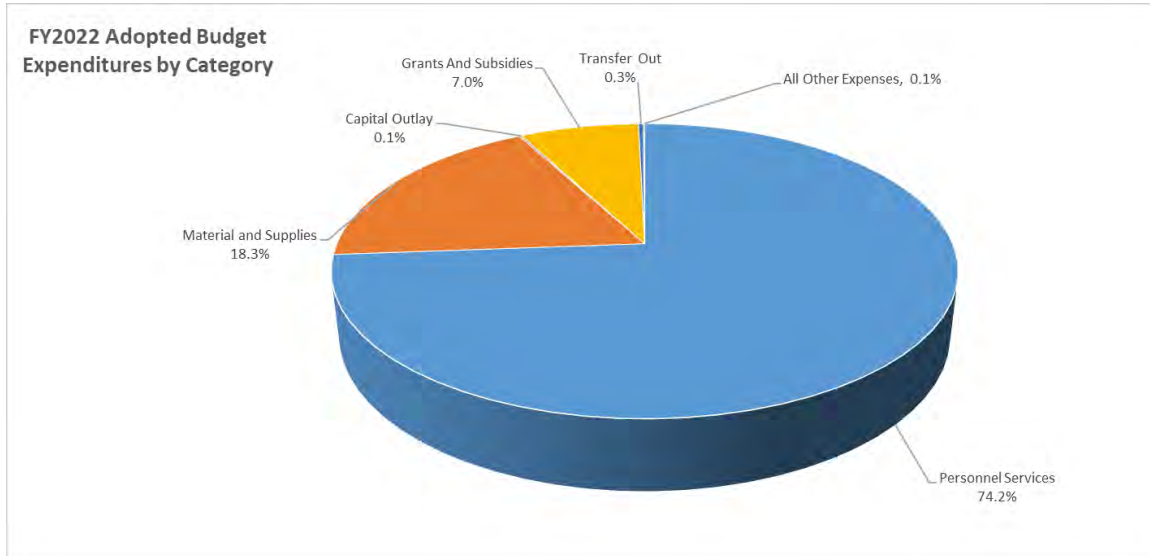
Expense Forecasting and Budgeting Methodology

The main purpose of the budgeting process is to gain perspective on cash needs and set flexible goals for controlling expenditures. The by-product of the information produced will make the information in financial statements significantly more useful and identify areas requiring correction throughout the annual operating cycle.

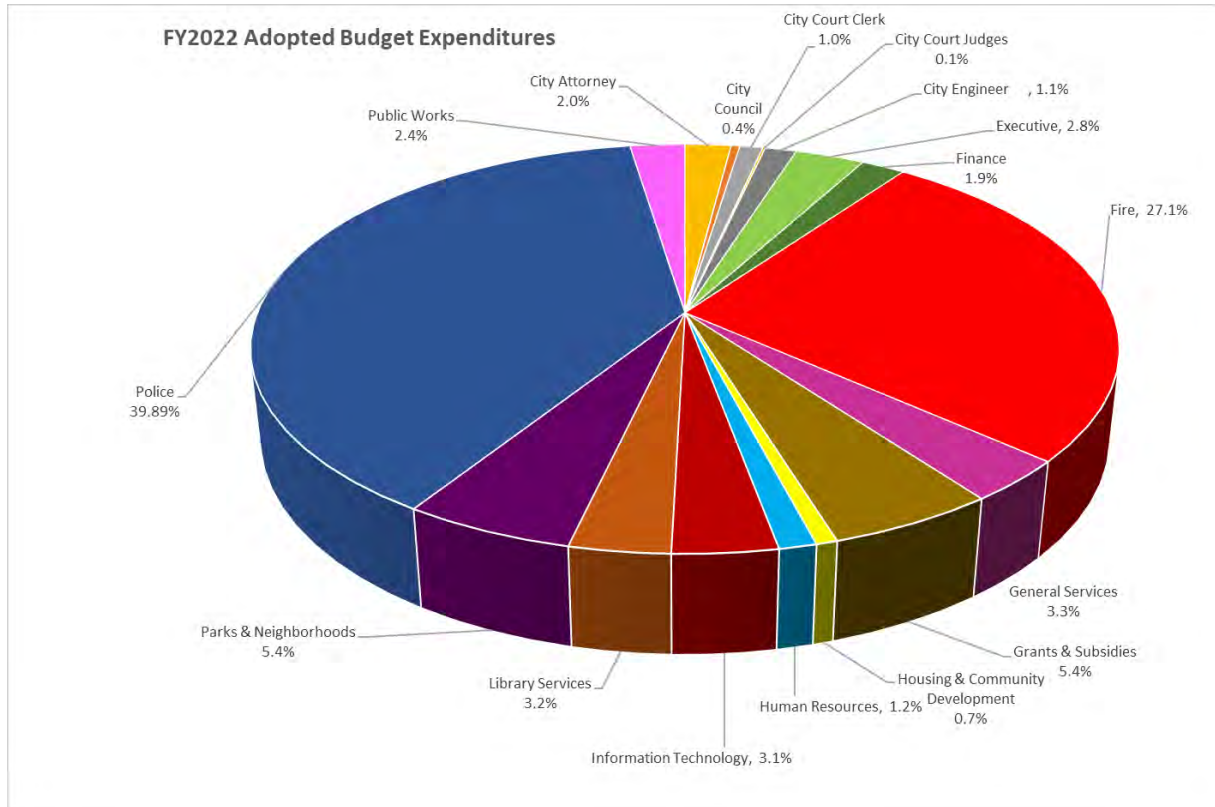
Expenditures are budgeted 90 to 120 days ahead of the beginning of any budget year. They are budgeted at the lowest level of the operation of each respective Division, by line item. Each line-item budget is created based on history, the trends of the current operations, and planned priorities or future cost expectations (increases or decreases). A financial forecast of actual and expected expenditures for the current year provides a static financial document and a one-time snapshot as an initial basis for budgeting each line item within a division.

In addition to using expenditure data from the last year or several years of actual cost results, discussions with key personnel on the anticipated performance of current and new services, changes in the marketplace and other factors that might cause changes in priorities or spending, are discussed, and compared with prior years' and/or the trending annualized forecast of the current operating year.

Collectively all the methodologies - prior year experience, future trends, and stakeholder's knowledge of the company priorities and goals - result in the budget number. All line items are summarized and adjusted as necessary to establish the final expenditure plan.



Category:	FY20	FY21	FY21	FY22
Expenditures	Actual	Adopted	Forecast	Adopted
Personnel Services	\$530,140,701	\$535,093,590	\$542,611,516	\$528,471,747
Materials and Supplies	142,786,070	135,785,143	150,959,559	147,281,905
Capital Outlay	1,690,302	1,111,414	1,126,493	1,050,414
Grants and Subsidies	78,058,840	50,001,396	84,830,972	52,472,555
Inventory	319,748	453,599	429,763	313,867
Expense Recovery	(18,707,610)	(16,035,300)	(21,000,000)	(16,035,300)
Investment Fees	0	0	112,461	149,652
Project Costs	1,410	0	0	0
Service Charges	184,716	198,200	208,222	200,600
Transfers Out	7,864,783	2,086,484	4,949,848	2,086,484
Misc. Expense	485,140	0	2,510,193	0
Total Expenditures	\$742,824,100	\$708,694,526	\$766,739,027	\$715,991,924



<i>Division:</i>	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
City Attorney	\$13,279,986	\$14,349,689	\$13,625,786	\$14,505,327
City Council	2,595,328	2,668,418	2,759,863	2,764,497
City Court Clerk	5,899,015	6,729,313	5,215,485	7,249,726
City Courts Judges	796,670	818,952	784,807	809,764
City Engineer	7,792,407	7,494,495	6,759,295	9,901,091
Executive	17,802,273	19,978,129	27,502,194	21,899,915
Finance	25,365,874	13,709,616	26,885,666	13,799,733
Fire Services	191,007,636	191,618,701	199,797,612	190,678,937
General Services	24,849,015	23,319,375	23,088,012	23,833,070
Grants & Subsidies	67,895,674	35,725,373	73,227,791	38,304,904
HCD	5,048,605	4,865,789	4,207,999	4,832,736
Human Resources	8,069,990	8,363,049	9,833,620	8,530,927
Information Services	20,879,268	21,804,248	22,018,702	23,827,759
Library Services	21,621,385	22,640,477	22,495,188	22,919,401
Parks	36,678,720	36,114,148	36,471,981	38,949,776
Police Services	279,713,082	281,479,500	276,148,530	275,723,594
Public Works	13,075,655	17,015,256	15,024,134	17,311,115
Unallocated	453,517	0	892,362	149,652
Total Expenditures	\$742,824,100	\$708,694,528	\$766,739,027	\$715,991,924

General Fund Expenditure Detail

<u>Category:</u>	FY20	FY21	FY21	FY22
<u>Expenditures</u>	Actual	Adopted	Forecast	Adopted
Personnel Services				
Full-Time Salaries	\$281,438,006	\$343,493,195	\$325,864,649	\$340,445,628
Holiday Salary Full Time	5,133,291	0	0	0
Vacation Leave	19,061,585	0	0	0
Bonus Leave	3,899,426	0	0	0
Sick Leave	19,931,302	0	0	0
FFCRA Regular	82,114	0	365,356	0
FFCRA Part Time	18,775	0	78,267	0
COVID-19 Hazard	4,044,860	0	9,827,020	0
COVID-19 OJI	0	0	2,189,752	0
Vacation Day Paid	4,701,807	0	153,720	0
OT Straight Retro	0	0	4,127	0
Overtime	38,703,450	37,591,090	43,348,443	37,229,112
Holiday Fire/Police	11,154,066	11,171,667	11,381,579	11,353,000
Out of Rank Pay	2,715,195	2,658,829	2,811,029	2,683,169
Hazardous Duty Pay	468,288	484,948	474,703	480,363
College Incentive Pay	6,716,054	6,683,380	6,701,227	6,976,572
Longevity Pay	2,091,041	2,227,765	2,055,194	2,234,328
Shift Differential	734,876	711,572	758,754	716,958
Bonus Days	2,525,762	1,772,200	2,499,600	2,000,000
PTO Final Pay	6,541,599	6,069,762	8,330,925	5,182,107
Job Incentive	1,024,899	1,276,500	1,006,277	1,379,389
Required Special License Pay	2,632	4,950	7,282	4,950
Cert Pay Testing	48,396	0	112,989	0
Pension	20,921,779	20,387,477	21,351,211	20,598,561
Supplemental Pension	129,573	133,189	134,692	117,335
Social Security	1,103,954	316,313	1,193,754	316,313
Pension ADC Funding	30,770,580	36,630,667	36,634,185	28,156,837
Group Life Insurance	747,384	856,924	797,647	960,080
Unemployment	456,080	468,160	469,231	456,320
Pension 401a Match	69,081	69,678	72,936	69,678
Medicare	5,847,865	5,146,264	5,985,159	5,151,739
Long Term Disability	1,182,884	1,002,202	1,273,190	1,002,383
Health Insurance - Choice Plan	31,258,258	30,890,424	31,364,675	28,470,204
Health Insurance - Select Plan	21,333,103	17,689,752	23,376,381	21,525,343
Medicare Part B Penalty	0	0	2,000	0
Salaries - Part Time/Temporary	12,112,090	11,248,540	10,750,008	15,155,935

General Fund Expenditure Detail *(continued)*

<i>Category:</i>	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
On the Job Injury	\$4,218,202	\$4,394,359	\$4,508,307	\$4,448,252
Tuition Reimbursement – New	318,789	201,500	497,988	201,500
Book Reimbursement – New	2,344	6,500	2,212	6,500
Student Loan Repayment	307,927	360,000	316,624	360,000
Benefits Adjustments	0	7,377,019	2,428,371	7,846,543
Payroll Reserve	0	100	100	100
Federal Grant Match – Personnel	1,640,815	0	2,650	0
Bonus Pay	106,542	71,000	1,402,378	62,710
Expense Recovery – Personnel	(13,423,975)	(16,302,334)	(17,923,076)	(17,120,162)
Total Personnel Services	\$530,140,701	\$535,093,592	\$542,611,516	\$528,471,747
Materials & Supplies				
City Hall Printing	\$92,954	\$233,600	\$162,858	\$158,000
City Hall Postage	0	8,500	2,744	8,500
Document Reproduction – City	0	2,000	1,250	4,750
City Storeroom Supplies	44,707	17,290	22,653	37,290
Facility Repair & Carpentry	387,152	234,269	176,516	252,306
City Shop Charges	14,612,652	13,451,964	14,571,272	13,393,996
Info Sys Computer/Off Mach	0	55,000	0	0
Info Sys Phone/Communication	0	16,824	192	16,824
City Shop Fuel	5,218,322	6,232,625	5,060,064	6,162,601
Outside Computer Services	5,177,413	4,641,625	3,924,824	4,956,331
City Computer Svc Equipment	1,818,282	2,627,123	3,711,983	2,911,840
Data/Word Processing Equipment	134,913	200,000	115,215	135,000
Data/Word Process Software	673,321	494,196	1,151,573	825,396
Pers Computer Software	2,128,368	5,345,592	5,502,669	5,380,687
City Telephone/Communications	(300)	0	5,000	4,452
Printing – Outside	337,396	238,068	238,979	261,178
Supplies – Outside	1,655,369	1,592,732	1,333,593	1,526,522
Food Expense	102,666	117,200	114,222	108,000
Word/Processing/Duplicate	47,363	0	1,637	0
Hand Tools	99,252	101,200	102,285	94,200
Document Reproduction – Outside	0	28,500	7,746	28,500
Clothing	1,968,922	1,749,107	2,053,460	1,991,102
Library Copier – Public Use	28	0	0	0
Household Supplies	965,257	802,117	731,222	787,179
Ammunition & Explosives	309,021	500,500	530,743	500,500
Safety Equipment	918,838	980,915	921,401	1,091,116

General Fund Expenditure Detail *(continued)*

<i>Category:</i>	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
Drafting/Photo Supplies	\$20,553	\$33,450	\$27,946	\$36,950
Medical Supplies	3,091,149	2,630,252	2,669,356	2,630,252
Athletic/Recreational Supplies	194,132	196,300	196,300	196,300
Outside Postage	683,636	778,375	818,686	776,595
Asphalt Products	4,735,539	5,063,250	4,100,000	5,116,250
Lumber & Wood Products	10,617	26,500	27,209	29,500
Paints Oils & Glass	373,330	434,000	421,845	433,000
Steel & Iron Products	132,416	174,000	177,963	174,000
Pipe Fittings & Castings	75,264	149,000	132,000	117,000
Lime Cement & Gravel	38,474	29,400	69,719	65,643
Chemicals	217,792	203,539	261,089	319,348
Materials and Supplies	6,994,687	3,742,123	5,894,658	3,762,954
Miscellaneous Expense	319,079	115,024	117,591	116,398
Library Books	1,365,246	790,501	1,290,501	790,501
Operation Police Canine	54,049	40,800	60,359	60,000
Operation Police DUI Unit	65,745	78,000	65,745	78,000
Operation Police Traffic Unit	143,992	90,000	104,378	90,000
Operation Police Mounted	67,058	75,000	65,589	68,000
Operation Police TACT	283,859	195,000	200,456	275,000
Maintenance Traffic Signal System	325,674	250,995	322,347	262,347
Repair/Oper Air Raid System	0	0	63	0
Operation Police Aircraft	609,390	600,000	527,921	375,000
Outside Vehicle Repair	236,061	288,828	339,965	258,218
Outside Equipment Repair/Maintenance	2,244,634	2,358,429	2,530,528	2,298,671
Facilities Structure Repair – Outside	523,888	643,043	789,123	743,043
Horticulture	8,878	10,000	10,000	10,000
Internal Repairs and Maintenance	500,052	389,313	388,456	389,313
Special Investigations	16,360	50,000	25,000	50,000
Legal Services/Court Cost	4,734,948	4,853,234	4,800,000	4,855,000
Medical/Dental/Veterinary	548,054	552,700	601,770	564,000
Legal Contingency	126,667	150,000	150,000	150,000
Accounting/Auditing/Cons	329,375	316,299	328,956	316,299
Advertising/Publication	1,092,660	994,611	1,387,116	1,000,761
Outside Phone/Communications	5,247,037	4,211,375	5,780,072	5,549,252
Janitorial Services	1,269,179	1,492,289	1,390,224	1,656,388
Security	1,976,172	2,361,286	2,669,186	2,835,894

General Fund Expenditure Detail *(continued)*

<i>Category:</i>	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
Weed Control/Chemical Service	\$93,518	\$278,300	\$124,269	\$278,300
Seminars/Training/Education	440,797	761,719	529,360	865,744
Fixed Charges	1,354,107	1,501,100	1,508,820	1,501,100
Misc. Professional Services	43,785,546	38,704,536	47,982,362	44,163,918
Employee Activities	1,077	5,000	4,000	4,000
Rewards and Recognition	52,061	88,500	61,488	92,700
Staff Development	654	1,000	606	1,000
Textbooks	63,500	198,000	125,000	210,800
Travel Expense	468,217	648,702	146,423	568,974
Unreported Travel	(928)	1,350	400	1,350
Relocation Expense	82,058	0	10,000	20,000
Auto Allowance	0	2,300	0	2,300
Outside Fuel	31,645	40,394	40,938	41,930
Mileage	194,188	294,144	281,167	295,633
Utilities	10,404,498	10,804,798	10,897,735	11,251,086
Sewer Fees	1,529,005	1,331,580	1,500,000	1,331,580
Tower Lease Expense - Library	45,169	25,285	33,724	25,285
WYPL Arkansas Tower Expense – Library	25,871	30,000	34,946	30,000
Total Quality Management	0	0	397	0
Compliance Monitoring	955,122	1,093,220	500,000	1,000,000
Hazardous Materials Clean-up	104,087	0	209,920	0
Demolitions	1,427,215	1,167,661	1,716,504	1,167,661
Insurance	5,340,417	6,062,132	6,485,961	8,485,320
Claims	761,572	980,130	1,034,573	1,130,252
Lawsuits	4,574,282	2,316,187	1,994,663	2,464,640
Hospitality	1,049	5,301	2,500	4,000
Dues/Memberships/Periodicals	252,828	324,353	327,582	420,051
Rent	2,233,390	2,262,444	2,278,250	2,623,621
Radio Trucking Lease	0	2,000	2,000	2,000
Misc. Services and Charges	3,612,361	3,807,894	3,500,000	4,306,452
Urban Art Maintenance	57,377	35,000	35,247	35,000
Orientation Program Development	550	0	0	0
Minor Equipment	60,760	100,000	86,844	87,500
Equipment Rental	2,052,512	2,005,243	2,201,115	2,232,410
We Mean Business	(56,420)	0	0	0
Federal Grant Match - M & S	217,809	0	30,202	0

General Fund Expenditure Detail *(continued)*

<i>Category:</i>	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
Catering	\$56,542	\$92,000	\$49,851	\$87,900
Expense Recovery - Telephones	(1,041,914)	(804,149)	(810,410)	(805,000)
Expense Recovery - M & S	(11,741,993)	(12,418,844)	(11,153,096)	(13,731,749)
Total Materials and Supplies	\$142,786,069	\$135,785,143	\$150,959,559	\$147,281,905
Capital Outlay				
Furniture/Furnishings	\$150,489	\$414,900	\$401,264	\$353,900
Office Machines	1,277	0	0	0
Computers	6,036	0	0	0
Prod/Constr/Maint Equipment	13,142	44,000	81,706	44,000
Equipment	1,503,693	652,514	643,523	652,514
Capital Outlay - Expense	15,665	0	0	0
Total Capital Outlay	\$1,690,302	\$1,111,414	\$1,126,493	\$1,050,414
Grants and Subsidies				
Expense Recovery - Grants	\$0	\$0	\$0	(\$100,000)
Payment to Sub grantees	1,098,269	25,000	32,829,116	125,000
Aging Commission of the Mid-South	143,906	143,906	143,906	144,000
Elections	1,169,842	0	2,821	0
MIFA General Assistance	669,218	669,218	669,218	669,218
Community Initiatives Grants for Non-Profits	3,031,815	150,000	2,163,165	2,750,000
Community Development Grants	310,067	330,976	330,976	330,976
Start Co.	75,000	0	0	0
Blight Authority of Memphis	0	75,000	75,000	400,000
Memphis & Shelby County Film and Television Commission	218,000	0	0	225,000
Homeless Initiative	243,657	282,500	282,500	282,500
Pensioners Insurance	8,517,548	8,373,569	10,696,847	8,373,569
Down Payment Assistance / City	137,655	100,000	100,000	200,000
Planning & Development	1,500,000	1,500,000	1,500,000	1,500,000
Death Benefits	86,504	0	90,666	0
Memphis River Parks Partnership	2,974,000	3,024,003	3,024,000	3,024,000
Memphis Area Transit Authority	38,370,000	19,170,000	19,170,000	19,170,000

General Fund Expenditure Detail (continued)

<i>Category:</i>	FY20 Actual	FY21 Adopted	FY21 Forecast	FY22 Adopted
MLGW Citizen's Assistance – Grants	\$833,817	\$1,000,000	\$1,221,224	\$1,000,000
Family Safety Center of Memphis and Shelby County	250,000	0	0	350,000
RBC Training/Certification Program	4,000	4,650	4,749	4,650
EDGE	3,908,590	0	0	0
Social Services Administration	67,318	109,537	89,537	109,537
Tax Receivable Sale Vendor	1,196,751	1,800,000	1,800,000	1,800,000
MHA/HCD Community Development Projects	223,969	57,000	57,000	57,000
Urban Art	150,000	0	0	150,000
Juvenile Intervention and Faith-Based Follow Up (JIFF)	250,000	0	0	250,000
Middle Income Housing	470,756	400,000	400,000	500,000
Contr Assist Prog/Bonding	742	4,650	7,142	4,650
Black Business Association	300,000	300,000	300,000	300,000
A More Excellent Way	10,000	0	10,000	0
Convention Center	2,659,509	2,425,060	2,425,060	2,425,000
Professional Services	506,246	540,872	824,890	537,500
WIN Operational	650	0	500,000	0
Ambassador's Fellowship Pay	2,309,125	3,001,620	1,779,820	2,896,620
Innovate Memphis	330,500	330,500	100,000	300,000
Exchange Club	75,000	0	0	110,000
Lifeline to Success	75,000	0	0	0
Shelby County School Mixed Drink Proceeds	3,443,336	4,000,000	2,400,000	2,500,000
2015 Shelby County School Settlement	1,333,335	1,333,335	1,333,335	1,333,335
The 800 Initiative	500,000	500,000	500,000	500,000
River Parks Docking	614,715	350,000	0	250,000
Total Grants and Subsidies	\$78,058,840	\$50,001,396	\$84,830,972	\$52,472,555
Inventory				
Inventory Purchases	\$132,783	\$169,101	\$200,000	\$118,854
Food Inventory	186,965	284,498	229,763	195,013
Total Inventory	\$319,748	\$453,599	\$429,763	\$313,867

General Fund Expenditure Detail (continued)

<i>Category:</i>	FY20 Actual	FY21 Adopted	FY21 Forecast	FY22 Adopted
Expense Recovery				
Expense Recovery - State Street Aid	(\$18,707,610)	(\$16,035,300)	(\$21,000,000)	(\$16,035,300)
Total Expense Recovery	(\$18,707,610)	(\$16,035,300)	(\$21,000,000)	(\$16,035,300)
Investment Fees				
Investment Fee	\$0	\$0	\$112,461	\$149,652
Total Investment Fees	\$0	\$0	\$112,461	\$149,652
Project Costs				
Project Costs	\$1,410	\$0	\$0	\$0
Total Project Costs	\$1,410	\$0	\$0	\$0
Service Charges				
Credit Card Fees - Expense	\$184,716	\$198,200	\$208,222	\$200,600
Total Service Charges	\$184,716	\$198,200	\$208,222	\$200,600
Transfers Out				
Oper Tfr Out - New Memphis Arena Fund	\$0	\$0	\$2,863,364	\$0
Oper Tfr Out - HUB Community Impact Fund	275,000	550,000	550,000	550,000
Oper Tfr Out - Healthcare Fund	3,000,000	0	0	0
Tfr Out Library Retirement Fund	1,089,783	1,536,484	1,536,484	1,536,484
Oper Tfr Out - OPEB Fund	3,500,000	0	0	0
Total Transfers Out	\$7,864,783	\$2,086,484	\$4,949,848	\$2,086,484
Misc. Expense				
Prior Year Expense	\$485,140	\$0	\$2,510,193	\$0
Total Misc. Expense	\$485,140	\$0	\$2,510,193	\$0
Total Expenditures	\$742,824,100	\$708,694,528	\$766,739,027	\$715,991,924

Top 10 Expenditures

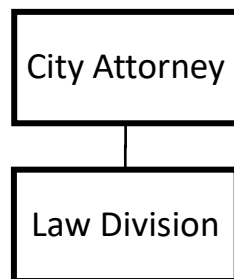
<u>Account</u>	<u>FY22 Year Total Request</u>
Full - Time Salaries	\$340,445,628
Healthcare	49,995,547
Pension and Pension ADC Funding	48,755,398
Misc. Professional Services	44,163,918
Overtime	37,229,112
Memphis Area Transit Authority	19,170,000
Salaries Part Time/Temporary	15,155,935
City Shop Charges	13,393,996
Holiday Fire/Police	11,353,000
Utilities	11,251,086

CITY ATTORNEY

Mission Statement

The Law Division and the Office of the City Attorney's mission is to provide the City of Memphis with high quality legal services for the City of Memphis Administration, City Council, various Divisions, agencies, boards, commissions, and employees, and to service the residents of the City through its Claims, Permits, City Prosecutor, Ethics, and Metro Alarms departments.

Organization Structure



Services

The Law Division consists of seven (7) service areas: City Attorney's Office, Claims, Permits, Risk Management, City Prosecutor, Ethics, and Metro Alarms offices. The City Attorney defends and prosecutes litigation on behalf of the City, by providing advice and counsel to all Divisions of City government on municipal processes, contracts, City Ordinances, and State and Federal laws. The Claims Office receives, investigates, processes, and resolves third-party claims filed against the City of Memphis. The Permits Office 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. Risk Management 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, including blight and nuisance. The Ethics Office functions in accordance with Chapter 2-10 Code of Ethics for City Officials and any Executive Order from the Mayor. The Metro Alarms Office issues permits for commercial and residential alarm systems and enforces the Metro Alarm ordinances with a focus on false alarm reduction.

Operating Budget

Category:	FY20 Actual	FY21 Adopted	FY21 Forecast	FY22 Adopted
Expenditures				
Personnel Services	\$5,015,289	\$5,384,359	\$5,186,285	\$5,380,601
Materials and Supplies	8,024,141	8,483,958	8,126,251	8,646,730
Grants and Subsidies	205,354	478,372	281,000	475,000
Service Charges	2,440	3,000	2,000	3,000
Misc. Expense	238	0	30,250	0
Total Expenditures	\$13,247,462	\$14,349,689	\$13,625,786	\$14,505,331
Total Revenues	\$105,414	\$25,000	\$46,885	\$25,000
Net Expenditures	\$13,142,048	\$14,324,689	\$13,578,901	\$14,480,331
Authorized Complement				57

Performance Highlights

- Provided legal counsel and strategic advice on numerous COVID-19 issues, including enforcement efforts, vaccine distribution, use of federal CARES funds and the development of a program to distribute CARES grant money
- Drafted contracts for COVID-19 testing and vaccine operators; provided legal guidance and assistance to develop necessary consent and HIPAA release forms for City to provide COVID-19 testing
- Participated in the creation of the MPD Dashboard, providing transparency and access into officer investigations
- Represented and defended the City in over 600 legal matters, including union negotiations
- Assisted with City-Wide DocuSign process implementation, allowing for quicker contracting process
- Updated Claims website to provide more information and clarity to our citizens, including explanation of the law and an interactive map to pinpoint the location of the accident or pothole, to confirm it is within City limits
- Reviewed and/or drafted thousands of contracts for the City
- Drafted or assisted in drafting ordinances for multiple Divisions

Performance Highlights *(continued)*

- Continued audit of Municode for codification purposes
- Conducted City-wide training for City employees on multiple issues, including risk management, contract and purchasing requirements, privacy laws, and ethics
- Investigated and closed over 700 claims (90% of property damage claims within 30 days) for personal injury and property damage
- Issued over 3,800 permits to the public and businesses
- Prosecuted 179 blight/NPA cases and 10 nuisance closure cases
- Prosecuted hundreds of matters in City Court, including 99 trials
- Partnered with University of Memphis to remedy blight, resulting in eliminating over 45 blighted properties in FY20
- Provided counsel and support for the implementation and execution of Accelerate Memphis

Issues & Trends

The City Attorney's Office navigated uncharted legal territory in the wake of the pandemic, including the drafting of the "Safer at Home" Executive Order by the Mayor, developing a process for the enforcement of COVID-19 related restrictions and mask ordinance, and drafting policies effecting daily operations of the City and its employees. All service areas developed new processes to continue serving our citizens, such as implementation of online payment options by the Permits Office.

The City Attorney's Office provides support for numerous City-wide projects, including Accelerate Memphis, and continues to monitor and provide legal and strategic counsel on changes in the law, both statutory changes and court opinions, as well as the changing political climate in State and Federal government. The City Attorney's Office supports the Executive Division before City Council and the public in a myriad of issues, which most recently includes the response to the COVID-19 pandemic and vaccine distribution. The Office has increased its presence and communications within the Divisions concerning various issues such as economic development, contract drafting, procurement, the City's On-The-Job Injury Program, and proactive approaches to lessen employee injury and employment litigation.

Key Performance Indicators

Performance Indicator	FY20 ACTUAL	FY21 GOAL	FY21 ACTUAL	FY22 GOAL	CATEGORY
Complete contract review within 3 days of receipt	2 days	3 days	2 days	3 days	Government
Review and close property damage claims within 30 days	65 days	30 days	80 days	30 days	Government
Close public records requests within average of 21 days	15 days	21 days	15 days	21 days	Government

City Attorney - Division Detail

Category:	FY20	FY21	FY21	FY22
Expenditures	Actual	Adopted	Forecast	Adopted
Personnel Services				
Full-Time Salaries	\$3,416,930	\$4,127,534	\$3,913,003	\$4,177,451
Holiday Salary Full Time	194,670	0	0	0
Vacation Leave	124,848	0	0	0
Bonus Leave	37,493	0	0	0
Sick Leave	107,811	0	0	0
Overtime	0	1,500	0	0
PTO Final Pay	21,115	0	7,518	0
Pension	207,182	247,526	225,001	247,888
Social Security	3,143	0	3,982	0
Pension ADC Funding	399,912	434,939	434,939	330,195
Group Life Insurance	8,286	10,562	10,201	11,692
Unemployment	4,480	4,240	4,240	4,320
Medicare	55,876	59,406	56,751	59,493
Long Term Disability	20,278	11,458	27,200	11,476
Health Insurance - Choice Plan	291,220	291,396	330,000	296,784
Health Insurance - Select Plan	126,686	126,504	164,000	170,496
Salaries - Part Time/Temporary	50,693	117,520	64,000	117,520
On the Job Injury	1,018	1,000	700	1,000
Benefits Adjustments	0	7,345	0	7,286
Bonus Pay	1,000	5,000	2,750	5,000
Expense Recovery - Personnel	(57,352)	(61,571)	(58,000)	(60,000)
Total Personnel Services	\$5,015,289	\$5,384,359	\$5,186,285	\$5,380,601
Materials & Supplies				
City Hall Printing	\$402	\$0	\$750	\$0
City Storeroom Supplies	163	0	0	0
City Shop Charges	323	1,490	0	1,490
City Shop Fuel	91	1,195	0	1,195
City Computer Svc Equipment	0	8,500	7,400	8,500
Supplies - Outside	39,497	52,700	26,000	42,700
Outside Postage	670	3,600	4,000	2,600
Materials and Supplies	11,477	1,250	78,000	1,250

City Attorney - Division Detail (continued)

Category:	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
Legal Services/Court Cost	\$4,734,948	\$4,848,234	\$4,798,000	\$4,850,000
Advertising/Publication	749	500	400	1,200
Outside				
Phone/Communications	10,084	9,050	14,000	14,950
Seminars/Training/Education	8,444	20,000	9,000	20,000
Misc. Professional Services	1,754,661	1,685,593	1,750,001	1,875,250
Employee Activities	1,077	5,000	4,000	4,000
Rewards and Recognition	264	500	0	500
Travel Expense	7,712	30,000	0	23,700
Unreported Travel	238	950	0	950
Mileage	84	3,000	0	1,500
Compliance Monitoring	955,122	1,093,220	500,000	1,000,000
Insurance	3,287,133	3,744,154	4,045,000	5,196,452
Claims	0	25,000	2,000	15,000
Lawsuits	112,210	195,000	75,000	150,000
Hospitality	1,049	5,301	2,500	4,000
Dues/Memberships/Periodicals	15,078	20,130	35,000	20,200
Rent	54,325	78,000	75,000	78,000
Misc. Services and Charges	245	200	200	200
Expense Recovery - M & S	(2,938,905)	(3,348,609)	(3,300,000)	(4,666,907)
Total Materials and Supplies	\$8,024,141	\$8,483,958	\$8,126,251	\$8,646,730
Grants and Subsidies				
Professional Services	\$205,354	\$478,372	\$281,000	\$475,000
Total Grants and Subsidies	\$205,354	\$478,372	\$281,000	\$475,000
Service Charges				
Credit Card Fees - Expense	\$2,440	\$3,000	\$2,000	\$3,000
Total Service Charges	\$2,440	\$3,000	\$2,000	\$3,000
Misc. Expense				
Prior Year Expense	\$238	\$0	\$30,250	\$0
Total Misc. Expense	\$238	\$0	\$30,250	\$0
Total Expenditures	\$13,247,462	\$14,349,689	\$13,625,786	\$14,505,331

City Attorney - Division Detail *(continued)*

<u>Category:</u>	FY20	FY21	FY21	FY22
<u>Revenue</u>	<u>Actual</u>	<u>Adopted</u>	<u>Forecast</u>	<u>Adopted</u>
Other Revenues				
Property Insurance Recoveries	\$80,414	\$0	\$0	\$0
Recovery of Prior Year Expense	0	0	21,885	0
Total Other Revenues	\$80,414	\$0	\$21,885	\$0
Transfers In				
Oper Tfr In - Metro Alarm	\$25,000	\$25,000	\$25,000	\$25,000
Total Transfers In	\$25,000	\$25,000	\$25,000	\$25,000
Total Revenues	\$105,414	\$25,000	\$46,885	\$25,000
Net Expenditures	\$13,142,048	\$14,324,689	\$13,578,901	\$14,480,331

City Attorney: Legal Level Summary

The City Attorney's Office is committed to providing advisory services, opinions, claims services, 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

<i>Category:</i>	FY20	FY21	FY21	FY22
	Actual	Adopted	Forecast	Adopted
<u>Expenditures</u>				
Personnel Services	\$5,015,289	\$5,384,362	\$5,186,285	\$5,380,601
Materials and Supplies	8,024,141	8,483,958	8,126,251	8,646,730
Grants and Subsidies	205,354	478,372	281,000	475,000
Service Charges	2,440	3,000	2,000	3,000
Misc. Expense	238	0	30,250	0
Total Expenditures	\$13,247,462	\$14,349,692	\$13,625,786	\$14,505,331
Total Revenues	\$105,414	\$25,000	\$46,885	\$25,000
Net Expenditures	\$13,142,048	\$14,324,692	\$13,578,901	\$14,480,331
Authorized Complement				57

