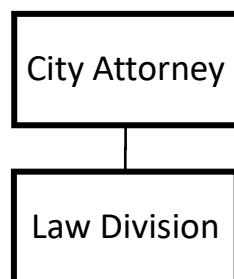


CITY ATTORNEY

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
<u>Expenditures</u>	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

Category:	FY20 Actual	FY21 Adopted	FY21 Forecast	FY22 Adopted
<u>Expenditures</u>				
Personnel Services	\$5,015,289	\$5,384,362	\$5,186,285	\$5,380,601
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