

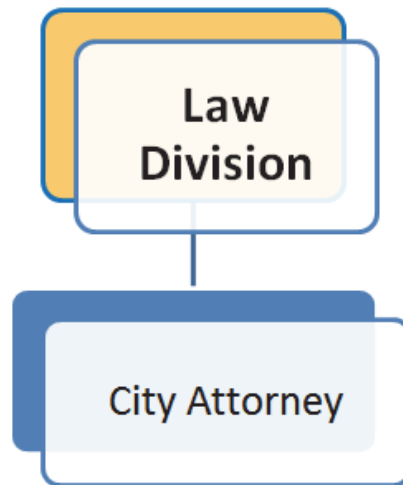
# CITY ATTORNEY

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## Mission Statement

The mission of the Law Division and the Office of the City Attorney is to provide the City of Memphis with the highest quality legal services and professional standards for the City of Memphis Administration, City Council, various divisions, agencies, boards, commissions, and employees of the City of Memphis government.

## 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, Ethics, and Metro Alarms. The Claims Office receives, investigates, processes, and resolves third-party claims filed against the

## General Fund Divisions

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City and monitors claims filed against the City. 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 Risk Management Department identifies, implements, and monitors exposures to losses to preserve and protect the City's financial assets. The City Prosecutor's Office 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. 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	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 5,105,101	\$ 5,184,207	\$ 5,189,192	\$ 5,317,024
Materials and Supplies	4,869,415	6,364,985	7,939,154	8,709,946
Capital Outlay	1,708	0	0	0
Grants and Subsidies	406,624	150,000	478,372	478,371
Service Charges	2,229	0	2,006	0
<b>Total Expenditures</b>	<b>\$ 10,385,077</b>	<b>\$ 11,699,192</b>	<b>\$ 13,608,723</b>	<b>\$ 14,505,341</b>
<b>Total Revenues</b>	<b>\$ (269,517)</b>	<b>\$ (267,998)</b>	<b>\$ (386,340)</b>	<b>\$ (267,998)</b>
<b>NET EXPENDITURES</b>	<b>\$ 10,115,560</b>	<b>\$ 11,431,194</b>	<b>\$ 13,222,383</b>	<b>\$ 14,237,343</b>
<b>Authorized Complement</b>				<b>56</b>

### Performance Highlights

- Successfully represented the City and closed 189 lawsuits
- Drafted numerous ordinances and resolutions, including Pre-K funding, de-annexation, and creation of division of solid waste
- Assisted in collection of Airbnb/Hotel taxes, estimated at \$700,000
- Permits Office collected over \$656,635 in fines and fees to enforce local ordinances
- Permits Office issued over 4,203 permits to the public
- Permits Office collected over \$61,000 for vacant properties
- Collected over \$650,000 from Insurance Claim following 2017 windstorm
- Assist with collection of Delinquent Taxes
- Metro Alarm Office implemented program changes over the past few years which resulted in a 25% reduction in false alarms and a 17% reduction YTD
- Metro Alarm Fund contributed \$1.4 million of surplus funds to the MPD and MFD collected from false alarms, permits, fines and fees
- Assisted multiple divisions in the development of RFP's and contract negotiations.
- Transactional Team continues to maintain average contract compliance review time to less than 48 hours.
- Provided training to city employees on Ethics, Contract Procurement, HIPAA, PPI, and Risk Management
- Updated the City's standard contract templates

- Claims Office continues 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 has closed 1,311 property damage, pothole, and bodily injury claims filed against the City of Memphis
- Claims Office has paid out a total cost of \$880,603 or an average of \$672 per claim
- City Prosecutors Office spearheaded the effort to change the ticket payment system to allow defendants the ability to pay traffic violations up until 11:59 P.M. on the day before court dates
- City Prosecutors handled 60 identity theft cases, 113 trials, and 4 appeals to higher court
- Ethics Office reviewed 1 formal ethics complaint and had 20 ethics Inquiries
- Ethics Office launched an Online Ethics Training Program March 29, 2019

Issues & Trends

The City Attorney's Office continues to monitor and provide counsel on changes, both statutory changes and court opinions, as well as the changing political climate in State and Federal government. As the City of Memphis continues to diversify racially, potential studies are being evaluated to expand the Minority and Women Business Enterprises (M/WBE) program. The City Attorney's Office supports the Executive Division before City Council and public in a myriad of issues which impact the public. The Office has drastically increased its presence and communications within the various divisions concerning issues ranging from economic development, procurement, the City's On-The-Job Injury Program, and proactive approaches to lessen employee injury and employment litigation.

Key Performance Indicators

Performance Indicator	FY18 Actual	FY19 Goal	FY19 Actual*	FY20 Goal	Category
<b>CITY ATTORNEY</b>					
Complete contract review within 3 days of receipt	New measure	3 days	2 days	2 days	Government

City Attorney • Division Detail

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
<b>PERSONNEL SERVICES</b>				
Full-Time Salaries	\$ 3,489,832	\$ 4,020,242	\$ 3,581,144	\$ 4,109,893
Holiday Salary Full Time	202,693	0	195,649	0
Vacation Leave	174,628	0	166,932	0
Bonus Leave	26,275	0	20,198	0
Sick Leave	143,205	0	56,317	0
Overtime	372	3,500	3,809	3,500
Out of Rank Pay	1,743	18,000	2,872	18,000
PTO Final Pay	51,355	23,361	23,361	23,361
Pension	219,800	89,922	186,991	252,620
Social Security	2,889	0	0	0
Pension ADC	267,332	517,895	420,826	399,920
Group Life Insurance	10,759	12,487	12,487	10,866
Unemployment	4,640	4,480	4,480	4,480
Medicare	57,674	64,324	64,324	56,519
Long Term Disability	14,360	12,061	12,061	11,304
Health Insurance - Value PPO	3,652	0	0	0
Health Insurance - Premier	326,866	292,908	292,908	314,808
Benefits Adjustments	0	6,435	1,242	6,435
Health Insurance - Local Plus Plan	89,676	112,644	112,644	94,368
Salaries - Part-Time/Temporary	46,592	65,520	85,520	65,520
On-the-job injury	0	2,000	2,000	2,000
Bonus Pay	22,500	0	5,000	5,000
Expense Recovery - Personnel	(51,741)	(61,572)	(61,572)	(61,572)
<b>Total Personnel Services</b>	<b>\$ 5,105,101</b>	<b>\$ 5,184,207</b>	<b>\$ 5,189,192</b>	<b>\$ 5,317,024</b>
<b>MATERIALS AND SUPPLIES</b>				
City Shop Charges	\$ 0	\$ 211	\$ 1,189	\$ 1,490
City Shop Fuel	156	1,480	1,480	1,195
City Computer Svc Equipment	1,002	23,500	22,419	15,000
Printing - Outside	215	0	0	0
Supplies - Outside	44,329	50,200	42,250	50,200
Outside Postage	3,039	3,600	3,600	3,600
Materials and Supplies	79	1,250	750	1,250
Legal Services/Court Cost	4,808,421	4,354,685	5,048,234	5,048,234
Advertising/Publication	156	500	500	500
Outside Phone/Communications	8,564	9,050	9,050	9,050
Seminars/Training/Education	14,142	22,250	21,014	22,250
Fixed Charges	432	0	0	0
Misc Professional Services	1,124,278	1,476,000	1,873,329	1,380,256
Employee Activities	6,340	5,000	5,000	5,000

City Attorney • Division Detail *(continued)*

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Forecast	FY 2020 Adopted
Rewards and Recognition	57	500	500	500
Travel Expense	21,541	35,700	34,618	35,700
Unreported Travel	(380)	950	950	950
Compliance Monitoring Sanctions	0	0	500,000	700,000
Mileage	83	3,000	3,000	3,000
Insurance	2,464,661	3,402,217	3,402,217	3,773,950
Claims	75	25,000	24,490	25,000
Lawsuits	0	195,000	195,000	878,000
Hospitality	5,173	5,301	5,301	5,301
Dues/Memberships/Periodicals	20,895	20,200	19,872	20,130
Rent	143,433	78,000	73,000	78,000
Expense Recovery - M & S	(3,797,275)	(3,348,609)	(3,348,609)	(3,348,609)
<b>Total Materials and Supplies</b>	<b>\$ 4,869,415</b>	<b>\$ 6,364,985</b>	<b>\$ 7,939,154</b>	<b>\$ 8,709,946</b>
<b>CAPITAL OUTLAY</b>				
Furniture/Furnishings	\$ 1,708	\$ 0	\$ 0	\$ 0
<b>Total Capital Outlay</b>	<b>\$ 1,708</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>GRANTS AND SUBSIDIES</b>				
Professional Services	\$ 406,624	\$ 150,000	\$ 478,372	\$ 478,371
<b>Total Grants and Subsidies</b>	<b>\$ 406,624</b>	<b>\$ 150,000</b>	<b>\$ 478,372</b>	<b>\$ 478,371</b>
<b>SERVICE CHARGES</b>				
Credit Card Fees - Expense	\$ 2,229	\$ 0	\$ 2,006	\$ 0
<b>Total Service Charges</b>	<b>\$ 2,229</b>	<b>\$ 0</b>	<b>\$ 2,006</b>	<b>\$ 0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,385,077</b>	<b>\$ 11,699,192</b>	<b>\$ 13,608,723</b>	<b>\$ 14,505,341</b>
<b>LICENSES AND PERMITS</b>				
Misc Permits	\$ (75)	\$ 0	\$ 0	\$ 0
<b>Total Licenses and Permits</b>	<b>\$ (75)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>OTHER REVENUES</b>				
Property Insurance Recoveries	\$ 269,772	\$ 267,998	\$ 0	\$ 267,998
Recovery Of Prior Year Expense	(180)	0	386,340	0
<b>Total Other Revenues</b>	<b>\$ 269,592</b>	<b>\$ 267,998</b>	<b>\$ 386,340</b>	<b>\$ 267,998</b>
<b>TOTAL REVENUES</b>	<b>\$ (269,517)</b>	<b>\$ (267,998)</b>	<b>\$ (386,340)</b>	<b>\$ (267,998)</b>
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# City Attorney

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