

# CITY ATTORNEY

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## 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.

## Services

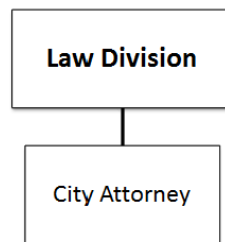
The City Attorney's Office defends and prosecutes legal claims on behalf of the City, provides advice to all divisions of the City government regarding municipal processes, ordinances, resolutions, agreements, contracts and other legal document, and ensures contract compliance. The Chief Legal Officer oversees multiple departments: Claims Office, which handles third-party claims filed against the City of Memphis; Risk Management, which identifies and monitors exposures to losses in order to protect the City's financial assets; Grants Compliance, which ensures the proper administration of all grants and identifies grant opportunities; Permits Office, which issues permits and monitors compliance as mandated by City ordinances; City Prosecutor's Office represents the City in City Court for violations of the City Ordinances; and the Ethics Office, which enforces all ethics rules.

## Operating Budget

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Personnel Services	4,616,536	5,204,604	5,160,300	5,389,549
Materials and Supplies	5,524,598	5,227,441	6,659,688	6,133,690
Service Charges	(917)	0	0	0
<b>Total Expenditures</b>	<b>\$ 10,140,216</b>	<b>\$ 10,432,045</b>	<b>\$ 11,819,988</b>	<b>\$ 11,523,239</b>
<b>Program Revenues</b>	<b>\$ (351,423)</b>	<b>\$ (229,939)</b>	<b>\$ (403,554)</b>	<b>\$ (374,221)</b>
<b>Net Expenditures</b>	<b>\$ 9,788,793</b>	<b>\$ 10,202,106</b>	<b>\$ 11,416,434</b>	<b>\$ 11,149,018</b>

<b>Authorized Complement</b>	<b>60</b>
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## Organization Structure



## Performance Highlights

- Decreased average contract compliance review time to less than 48 hours.
- Doubled the number of Neighborhood Preservation Act cases filings and obtaining more than 218 instances of nuisance abatements, property rehab or demolition.
- Researched and worked with the City Council to draft the short-term leasing ordinance.
- Successfully drafted new Union Impasse ordinance that streamlined the negotiation and dispute resolution process and was supported by the unions.
- Claims Office closed 948 claims filed against the city at a total cost of \$588,022.21 or \$620.28 per claim.
- Claims Office continued to reach its goal of contacting claimants within 24 hours of receiving their claim
- City Prosecutors Office handled and resolved over 170,000 City Court ordinance violations in City Court.
- Office of Grants Compliance successfully closed 39 active grant awards in the Oracle Grants Financial Module with approximate award budgets totaling \$22 million dollars.

- Office of Grants Compliance assisted Public Works with the recovery of \$926,392 in funds associated with FEMA Presidential Declaration Disaster Awards.
- Permits Office facilitated the collection of over \$400,000 in underpaid beer taxes.
- Permits Office Collected \$835,008.96 + for permits issued by the Permits Office including over \$111,800 for vacant properties.
- The Chief Ethics Officer provided training to approximately 171 City Employees.

## City Attorney Division Detail

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
<b>PERSONNEL SERVICES</b>				
Full-Time Salaries	3,154,629	4,102,019	3,419,209	4,207,412
Holiday Salary Full Time	182,172	0	243,594	0
Vacation Leave	174,084	0	214,466	0
Bonus Leave	27,704	0	31,263	0
Sick Leave	92,786	0	111,616	0
Overtime	1,677	0	0	3,500
Out of Rank Pay	6,923	18,000	5,000	18,000
Retirement Benefits	29,317	23,361	33,300	23,361
Pension	218,298	231,867	231,143	239,028
Social Security	1,289	0	1,280	0
Pension ARC Funding	266,856	311,416	311,413	267,332
Group Life Insurance	9,400	10,252	10,251	13,635
Unemployment	6,270	4,480	4,480	4,640
Medicare	50,438	65,632	65,665	61,241
Long Term Disability	10,490	11,433	11,235	12,108
Health Insurance - Basic	16,782	8,847	21,646	0
Health Insurance - Value PPO	0	0	992	10,311
Health Insurance - Premier	378,563	377,222	388,444	346,047
Other Post Employment Benefits	0	15,759	0	0
Benefits Adjustments	0	(15,759)	0	45,814
Health Insurance-Local Plus Plan	0	0	15,214	74,331
Salaries - Part Time/Temporary	20,796	72,907	22,196	122,360
On the Job Injury	1,980	2,000	0	2,000
Payroll Reserve	22,275	(3,666)	0	0
Attrition	0	20,000	0	0
Bonus Pay	0	0	69,059	0
Expense Recovery - Personnel	(56,193)	(51,166)	(51,166)	(61,572)
<b>Total Personnel Services</b>	<b>\$ 4,616,536</b>	<b>\$ 5,204,604</b>	<b>\$ 5,160,300</b>	<b>\$ 5,389,549</b>
<b>MATERIALS AND SUPPLIES</b>				
City Shop Charges	748	7,635	850	211
City Shop Fuel	178	433	524	1,480
City Computer Svc Equipment	6,785	27,000	42,556	27,000
Data/Word Process Software	10,933	0	0	0
City Telephone/Communications	13,079	9,514	10,314	9,850
Printing - Outside	77	250	350	250
Supplies - Outside	38,516	47,810	47,860	54,200
Outside Postage	6,184	2,600	3,475	3,600

City Attorney Division Detail *(continued)*

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Forecast	FY 2018 Adopted
Materials and Supplies	2,389	10,550	3,200	7,550
Repair/Oper Air Raid System	401	0	0	0
Outside Equipment Repair/Maintenance	0	558	558	0
Drug Education Program	1,101	0	0	0
Legal Services/Court Cost	3,929,458	2,842,386	4,068,960	3,287,272
Advertising/Publication	6,750	500	500	500
Seminars/Training/Education	17,167	21,300	21,712	21,750
Misc Professional Services	1,185,533	1,162,977	1,981,922	1,475,500
Employee Activities	295	0	0	3,000
Rewards and Recognition	1,232	0	0	500
Travel Expense	19,265	30,700	23,700	42,700
Unreported Travel	(382)	1,986	1,986	1,986
Mileage	1,057	2,950	4,450	4,250
Insurance	2,961,372	3,636,696	3,682,868	4,104,199
Claims	0	25,000	30,000	25,000
Lawsuits	1,114	195,000	195,000	195,000
Hospitality	1,978	1,801	10,301	3,801
Dues/Memberships/Periodicals	15,543	17,700	36,262	17,700
Rent	245,237	246,347	270,970	195,000
Misc Services and Charges	279	0	0	0
Expense Recovery - M & S	(2,941,689)	(3,064,252)	(3,778,629)	(3,348,609)
<b>Total Materials and Supplies</b>	<b>\$ 5,524,598</b>	<b>\$ 5,227,441</b>	<b>\$ 6,659,688</b>	<b>\$ 6,133,690</b>
<b>SERVICE CHARGES</b>				
Credit Card Fees - Expense	(917)	0	0	0
<b>Total Service Charges</b>	<b>\$ (917)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$ 10,140,216</b>	<b>\$ 10,432,045</b>	<b>\$ 11,819,988</b>	<b>\$ 11,523,239</b>
<b>OTHER REVENUES</b>				
Property Insurance Recoveries	351,423	229,939	403,554	374,221
<b>Total Other Revenues</b>	<b>\$ 351,423</b>	<b>\$ 229,939</b>	<b>\$ 403,554</b>	<b>\$ 374,221</b>
<b>TOTAL PROGRAM REVENUES</b>	<b>\$ (351,423)</b>	<b>\$ (229,939)</b>	<b>\$ (403,554)</b>	<b>\$ (374,221)</b>
<b>NET EXPENDITURES</b>	<b>\$ 9,788,793</b>	<b>\$ 10,202,106</b>	<b>\$ 11,416,434</b>	<b>\$ 11,149,018</b>

## City Attorney

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### Operating Budget

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Authorized Complement

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# City Attorney • Authorized Complement

CITY ATTORNEY • AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
<b>CITY ATTORNEY</b>			
ADMR CONTRACT	1		
ADMR PERMITS LICENSES	1		
AGENT CLAIMS	1		
ANALYST CLAIMS	2		
ANALYST LOSS CONTROL	1		
ANALYST RISK MGMT	1		
ANALYST CLAIMS	1		
ASST ADMINISTRATIVE	3		
ASST EXECUTIVE	1		
ATTORNEY ASST CITY	10		
ATTORNEY CITY ASST SR	9		
ATTORNEY CITY DEPUTY	1		
ATTORNEY PROSECUTOR	4		
ATTORNEY PROSECUTOR CHIEF	1		
ATTORNEY STAFF	4		
ATTORNEY STAFF SR	1		
CHIEF LEGAL OFFICER	1		
CLERK OFFICE SUPPORT APP A	3		
CLERK SENIOR LAW	1		
COORD GRANTS	3		
COORD LEGAL ADMIN	1		
COORD PERMITS LICENSES	1		
MGR GRANTS	1		
MGR LEGAL ADMIN	1		
MGR RISK	1		
OFFICER CHIEF ETHICS	1		
PARALEGAL	4		
<b>Total City Attorney</b>	<b>60</b>		
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