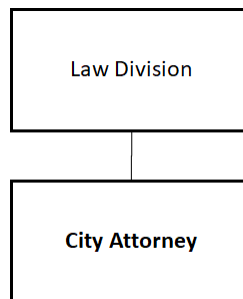


CITY ATTORNEY

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.

Organization Structure



Services

The City Attorney's Division 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 Law Division includes the Claims, Permits, Risk Management, City Prosecutor, Ethics, and Metro Alarms offices. 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 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 2019 Actual	FY 2020 Adopted	FY 2020 Forecast	FY 2021 Adopted
EXPENDITURES				
Personnel Services	\$ 4,915,116	\$ 5,317,024	\$ 5,166,229	\$ 5,384,362
Materials and Supplies	6,457,100	8,709,947	8,319,721	8,483,958
Grants and Subsidies	486,509	478,372	601,330	478,372
Service Charges	3,288	0	3,000	3,000
Misc Expense	999,048	0	0	0
Total Expenditures	\$ 12,861,061	\$ 14,505,343	\$ 14,090,280	\$ 14,349,692
Total Revenues	\$ (386,835)	\$ (267,998)	\$ (105,414)	\$ (25,000)
NET EXPENDITURES	\$ 12,474,226	\$ 14,237,345	\$ 13,984,866	\$ 14,324,692

Authorized Complement

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Performance Highlights

- Provided legal counsel and advice on numerous Covid-19 issues, including preparation of executive orders, enforcement efforts, and back to business models
- Represented and defended the City in over 600 legal matters
- Implemented a more streamlined process for responding to public records requests, substantially improving response time
- Reviewed and/or drafted thousands of contracts for the City
- Provided advice and counsel to all Divisions as requested on various issues to support business operations
- Drafted or assisted in drafting ordinances such as the Metro Alarms, Hands-Free, and Speed Enforcement ordinances
- Commenced 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 (91% within 30 days) for personal injury and property damage.
- Permits Dept. issued over 3,800 permits to the public and businesses
- Partnered with University of Memphis to remedy blight, resulting in eliminating over 45 blighted properties in FY20

Issues & Trends

The City Attorney's Office continues to monitor and provide 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. 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	FY19 Actual	FY20 Goal	FY20 Actual	FY21 Goal	Category
CITY ATTORNEY					
Complete contract review within 3 days of receipt	2 days	2 days	2 days	3 days	Government
Review and close property damage claims within 30 days	112 days	30 days	49 days	30 days	Government
Close Public Records Requests within 21 average	16 days	30 days	30 days	21 days	Government

City Attorney • Division Detail

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Forecast	FY 2021 Adopted
PERSONNEL SERVICES				
Full-Time Salaries	\$ 3,294,333	\$ 4,109,893	\$ 3,970,002	\$ 4,127,537
Holiday Salary Full Time	187,749	0	0	0
Vacation Leave	156,000	0	0	0
Bonus Leave	18,416	0	0	0
Sick Leave	126,047	0	0	0
Overtime	309	3,500	0	1,500
Out of Rank Pay	0	18,000	0	0
PTO Final Pay	54,592	23,361	23,361	0
Pension	202,455	252,620	209,999	247,526
Social Security	4,581	0	5,001	0
Pension ADC	410,804	399,920	399,920	434,939
Group Life Insurance	7,794	10,866	8,000	10,562
Unemployment	4,480	4,480	4,480	4,240
Medicare	54,509	56,519	56,519	59,406
Long Term Disability	12,231	11,304	12,999	11,458
Health Insurance - Choice Plan	262,086	314,808	289,000	291,396
Benefits Adjustments	0	6,435	0	7,345
Health Insurance-Select Plan	83,559	94,368	126,000	126,504
Salaries - Part Time/Temporary	93,895	65,520	117,520	117,520
On the Job Injury	2,126	2,000	0	1,000
Bonus Pay	250	5,000	5,000	5,000
Expense Recovery - Personnel	(61,100)	(61,572)	(61,572)	(61,572)
Total Personnel Services	\$ 4,915,116	\$ 5,317,024	\$ 5,166,229	\$ 5,384,362
MATERIALS AND SUPPLIES				
City Hall Printing	\$ 0	\$ 0	\$ 600	\$ 0
Document Reproduction - City	1,425	0	0	0
City Shop Charges	1,189	1,490	1,490	1,490
City Shop Fuel	185	1,195	945	1,195
City Computer Svc Equipment	4,499	15,000	13,500	8,500
Supplies - Outside	31,178	50,200	50,200	52,700
Outside Postage	4,648	3,600	3,100	3,600
Materials and Supplies	102	1,250	31,250	1,250
Legal Services/Court Cost	4,385,709	5,048,234	4,798,233	4,848,234
Advertising/Publication	737	500	1,031	500
Outside Phone/Communications	9,756	9,050	8,814	9,050
Seminars/Training/Education	13,562	22,250	17,250	20,000
Misc Professional Services	1,530,959	1,380,256	1,892,274	1,685,593
Employee Activities	4,853	5,000	4,500	5,000
Rewards and Recognition	142	500	250	500

City Attorney • Division Detail *(continued)*

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Forecast	FY 2021 Adopted
Travel Expense	16,936	35,700	24,900	30,000
Unreported Travel	0	950	0	950
Compliance Monitoring Sanctions	311,584	700,000	1,033,220	1,093,220
Mileage	64	3,000	1,500	3,000
Insurance	2,596,989	3,773,950	3,500,730	3,744,154
Claims	0	25,000	0	25,000
Lawsuits	0	878,000	195,000	195,000
Hospitality	4,212	5,301	4,301	5,301
Dues/Memberships/Periodicals	26,541	20,130	19,900	20,130
Rent	58,073	78,000	65,172	78,000
Misc Services and Charges	159	0	170	200
Expense Recovery - M & S	(2,546,403)	(3,348,609)	(3,348,609)	(3,348,609)
Total Materials and Supplies	\$ 6,457,100	\$ 8,709,947	\$ 8,319,721	\$ 8,483,958
GRANTS AND SUBSIDIES				
Professional Services	\$ 486,509	\$ 478,372	\$ 601,330	\$ 478,372
Total Grants and Subsidies	\$ 486,509	\$ 478,372	\$ 601,330	\$ 478,372
SERVICE CHARGES				
Credit Card Fees - Expense	\$ 3,288	\$ 0	\$ 3,000	\$ 3,000
Total Service Charges	\$ 3,288	\$ 0	\$ 3,000	\$ 3,000
MISC EXPENSE				
Prior Year Expense	\$ 999,048	\$ 0	\$ 0	\$ 0
Total Misc Expense	\$ 999,048	\$ 0	\$ 0	\$ 0
TOTAL EXPENDITURES	\$ 12,861,061	\$ 14,505,343	\$ 14,090,280	\$ 14,349,692
OTHER REVENUES				
Property Insurance Recoveries	\$ 0	\$ 267,998	\$ 80,414	\$ 0
Recovery Of Prior Year Expense	386,835	0	0	0
Total Other Revenues	\$ 386,835	\$ 267,998	\$ 80,414	\$ 0
TRANSFERS IN				
Oper Tfr In - Metro Alarm	\$ 0	\$ 0	\$ 25,000	\$ 25,000
Total Transfers In	\$ 0	\$ 0	\$ 25,000	\$ 25,000
TOTAL REVENUES	\$ (386,835)	\$ (267,998)	\$ (105,414)	\$ (25,000)
NET EXPENDITURES	\$ 12,474,226	\$ 14,237,345	\$ 13,984,866	\$ 14,324,692

City Attorney

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

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NET EXPENDITURES	\$ 12,474,226	\$ 14,237,345	\$ 13,984,866	\$ 14,324,692
Authorized Complement				57