



City of Memphis Law Division



FY 2010 O&M Budget Request Elbert Jefferson Jr., Director

Fund: General Fund

April 27, 2009





Overview of Anticipated Changes and Financial Impact

Staffing changes

- ***2 Grants Compliance Durational Positions***
- ***2 Ethics Office Positions***

Outsourcing opportunities

- ***Special Counsel for Legal Services and Expert Consultants***
- ***Linebarger - Third Party Collections***
- ***Drug Testing***

New Programs

- ***Revenue Opportunity Streams (per fee adjustments in Permits)***

Grants

- ***Stimulus Funds***





Law Division

Mission Statement:

The Office of the City Attorney is committed to providing legal advice, opinions, claims service, contract compliance support 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.

Vision Statement:

Our vision is to improve the quality of corporate legal services within the City of Memphis government by providing responsive, efficient and high quality legal services that impact the work of other divisions in promoting self-sufficiency, well being and prosperity of individuals, families, businesses and communities.



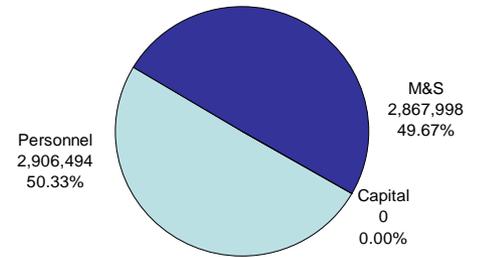


Organization Chart





City Attorney



Law Gross Expenditures = \$5,774,492

Description:

The Office of the City Attorney is committed to providing advice, opinions, claims service, contract compliance support 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.

Strategic Goals:

- Improve and enhance professional relationships between each Division of City Government
- Establish a program to identify legal issues in the City contracting process and implement improvements
- Develop and monitor annual budget for Law Division
- Provide comprehensive oversight and legal counsel for all litigation and service matters
- Provide oversight regarding all ethic matters

Awards & Accomplishments:

- Successfully litigated appeals procedure from boards and commissions before the Tennessee Supreme Court
- Successfully litigated several Civil Service Appeals before the Tennessee Supreme Court
- Prevailed in federal court and Sixth Circuit Court of Appeals on lawsuit challenging the constitutionality of the City's Scrap Metal Ordinance

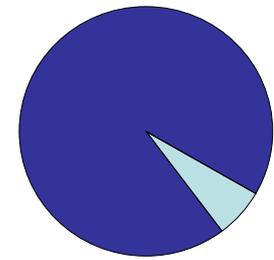
(*NOTE: Two (2) positions were added to this service center for the Ethics Office.)





Claims

M&S
6,319,742
93.51%



Capital
0
0.00%
Personnel
438,942
6.49%

Law Gross Expenditures = \$6,758,684

Description:

The Mission of the Claims Office is to effectively receive, process, and investigate claims made against the City of Memphis in a cost effective manner while maintaining a friendly and courteous rapport with citizens who file those claims. The Claims Department works with each division to identify repetitive claims and determine solutions to prevent those claims in the future, thereby saving the City and its citizens money.

Strategic Goals:

- Minimize the amount of time to investigate and resolve a claim
- Maximize public service efforts
- Minimize the City's liability claim settlements

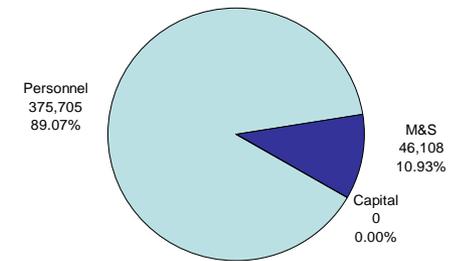
Awards & Accomplishments:

- More than 95% of all claimants are contacted within 24 hours of the filing of their claims
- Majority of claims filed are closed within 30 days of filing
- Provide each division with accurate information regarding claims from their area and proactively provide solutions to help reduce the amount of claims
- Devise programs on behalf of the City to educate each division regarding measures to prevent massive claim filings





Contract Compliance



Law Gross Expenditures = \$421,813

Description:

The Mission of the Office of Contract Compliance is to ensure that the legislative intent of City Ordinance #4388, which created the Minority and Women Business Enterprise Program, is carried out in all procurement activities and opportunities.

Strategic Goals:

- Facilitate and encourage more minorities and women in real estate/property development
- Facilitate and encourage the participation of the public sector’s utilization of Minority/Women Business Entity (M/WBE)
- Educate and inform City employees and City residents of Title VI rights & remedies
- Establish and monitor Memorandums of Understanding (MOU) for the provision of consulting services on behalf of various boards, commissions and non-profit entities.

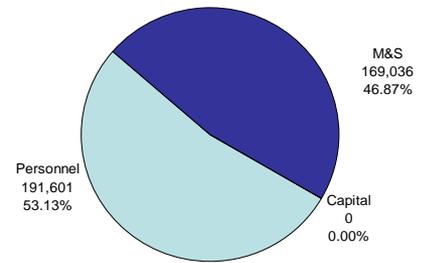
Awards & Accomplishments:

- Development of approximately \$16,000,000 in property that was not on the City tax rolls as a direct result of the Diversity Developer Incubator
- Increased the number of MWBEs to 430
- Increased the number of Prime Construction Contractors from 1 to 4 with accompanying contracts of approximately \$6 million





Intergovernmental Relations



Law Gross Expenditures = \$802,190

Description:

The Mission of the Office of Intergovernmental Relations (OIR) is to provide the City of Memphis with a focused and coordinated approach, and liaison in its relationships with other governmental entities, including the Federal government, the State of Tennessee, Shelby County Government, and other local municipalities to achieve both the vision and mission of the City of Memphis.

Strategic Goals:

- Coordinate the City's legislative efforts with the Federal Government
- Coordinate the City's legislative efforts for consideration of the Tennessee General Assembly
- Work with other municipalities, organizations, and government agencies to promote the public policy and legislative issues of the City

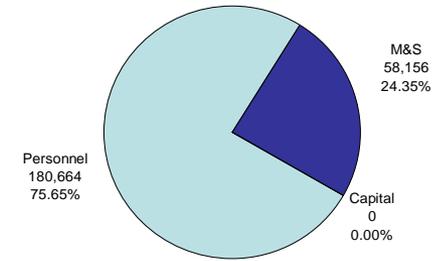
Awards & Accomplishments:

- Federal Appropriations for 2009 of \$2,539,000
- Secured recurring funding of \$20 million per year to the state's film and television incentive fund established by the Visual Content Act of 2006
- City's Team Leader in organizing the Joint Stimulus Committee on behalf of the City and Shelby County for oversight of the American Recovery and Reinvestment Act ("ARRA")
- Worked with TML and Legislators to successfully reach a compromise on the AT&T Bill that protected the local governments' authority and control





Risk Management



Law Gross Expenditures = \$238,820

Description:

The Mission of the Risk Management Department is to minimize the total cost of risk for the City of Memphis through sound risk management guidance throughout all operating divisions.

Strategic Goals:

- Minimize the impact of losses incurred by the City of Memphis
- Enhance professional development of Risk Management employees
- Ensure the City of Memphis is protected with regard to insurance and indemnification on all contracts
- Ensure the City's insurance is adequately priced and all property is insured

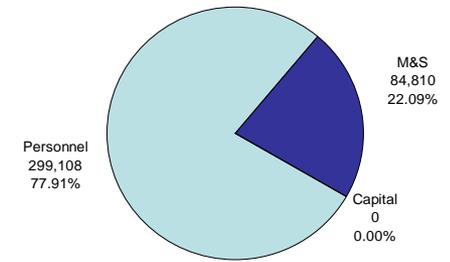
Awards & Accomplishments:

- The Mayor signed the Conservation Manual which governs the loss control measures for each city facility
- City Hall installed the seismic gas valve shut off to prevent a catastrophic loss in the event of an earthquake
- Improved loss prevention within City facilities through thorough increased facility inspections





Permits



Law Gross Expenditures = \$383,918

Description:

The Mission of the Permits Office is to process applications and collect payments of fees and taxes for permits and licenses as required by City Ordinance.

Strategic Goals:

- Ensure proper processes and procedures are enforced by issuance of proper permits and billings as regulated by the City's Alcohol Commission
- Comply with TN Legislature Scrap Metal Ordinance by implementation and tracking of scrap metal/ auto salvage dealers & their employees
- Implement Permit process for all Adult Oriented Businesses & employees to meet requirement of the New Adult Oriented Business Ordinance

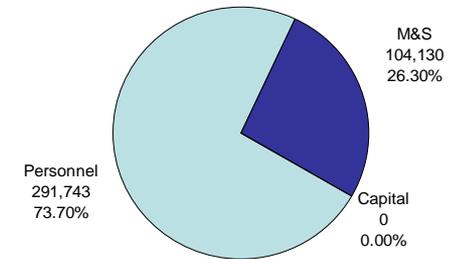
Awards & Accomplishments:

- Conducted hearings resulting in the recovery of nearly \$100, 000.00 in fines and fees
- New rules and regulations adopted to reduce costs in processing Permits
- Established administrative protocol for new "Off Premise Beer" ordinance passed by Council
- Initiated complete overhaul of the Permits record management system to better document and track permit holders and violations in all permit classifications





Grants Compliance



Law Gross Expenditures = \$395,873

Description:

The Grants Compliance Office was established in November 2007 to provide a focal point for the City of Memphis to enhance internal compliance with applicable grant policies, rules, and regulations by providing comprehensive oversight of all City grants and ensuring the proper administration and responsible stewardship of federal, state, and private grant funds.

Strategic Goals:

- Ensure compliance with all federal, state, and private grant funds
- Establish and implement internal controls for internal review of all City grant programs
- Establish and strengthen a culture of compliance
- Identify grant opportunities and partners for collaborative projects
- Streamline the grants administration process
- Monitor the City's compliance with formula, competitive, and discretionary grants received by the City through stimulus funding provided pursuant to the American Recovery Reinvestment Act ("ARRA")

Awards & Accomplishments:

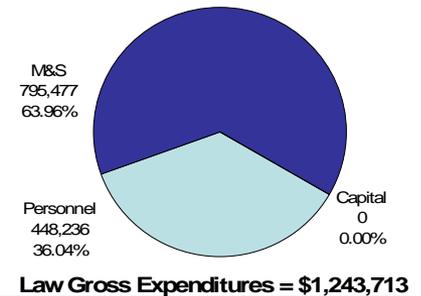
- Developed Grants Compliance Manual
- Implemented internal controls to ensure grants compliance
- Earned favorable ratings during site visits from various funding agencies
- Developed standard templates for grant application process

(*NOTE: Two (2) durational positions were added to this service center to manage stimulus funds.)





Health & Safety



Description:

The mission of the Health and Safety Office is to promote a safe and healthy workplace environment for the benefit of City employees and the citizens of Memphis.

Strategic Goals:

- Developing, implementing and monitoring safety and health programs in compliance with regulations under the Occupational Safety and Health Act (OSHA)
- Maintaining a workplace that is free from the effects of drug and alcohol misuse by providing employee substance abuse education and administering a fair and consistent drug testing program
- Reviewing treatment and coordinating payment of medical expenses and lost-time compensation for any employee who suffers injury, death, exposure to potentially infectious materials, or occupational illness/disease “arising out of” and “in the course and scope of” performing the duties of the job

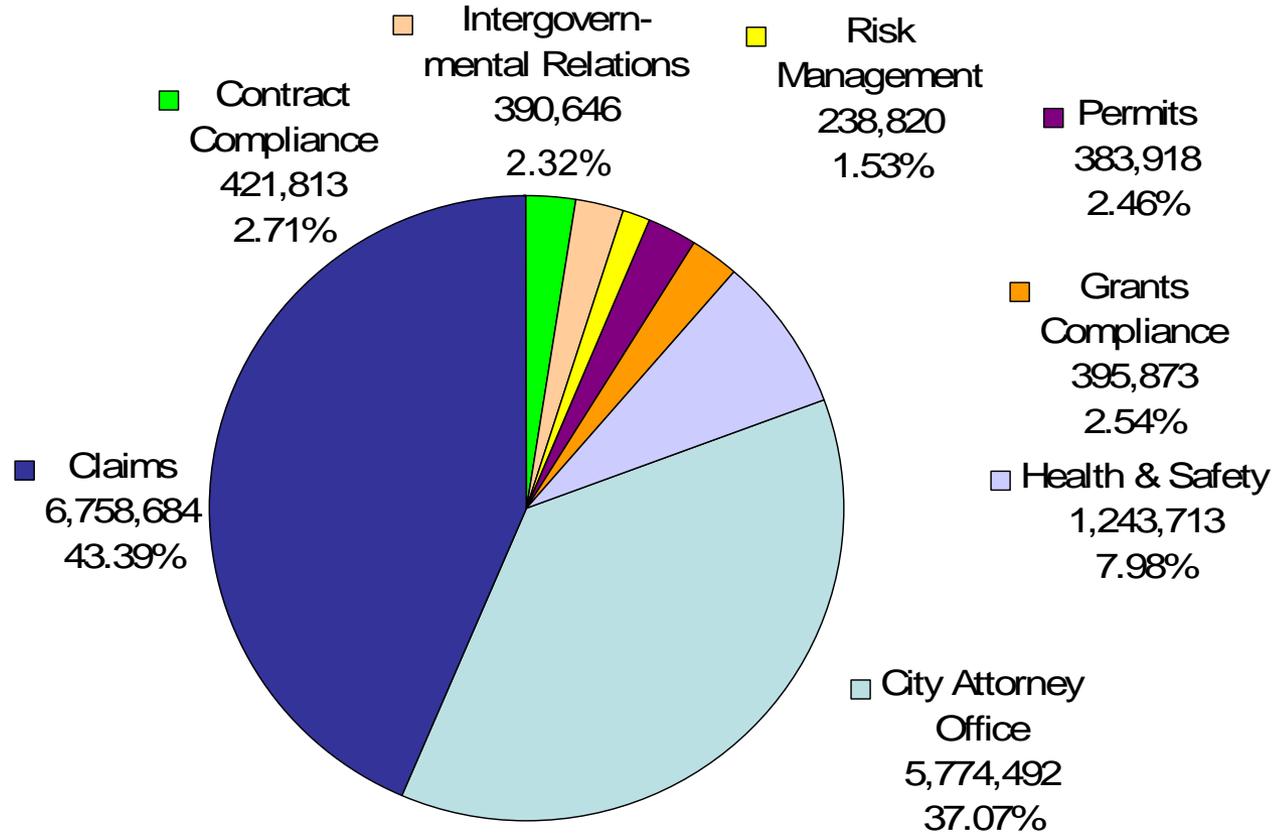
Awards & Accomplishments:

- Investigated and responded to four (4) TOSHA complaints, two (2) DOT safety violations, two (2) air quality issues, eight (8) citizen safety complaints, and one (1) Health Dept. investigation involving MRSA infection.
- Instituted an Observed Safety Violation Report for staff and OSHA Coordinators to report safety violations to the various Divisions.
- In conjunction with the Permits office, established a testing pool and notification process for randomly drug testing vehicles-for-hire drivers on a monthly basis, per City ordinance





FY 2010 Gross Expenditure Budget

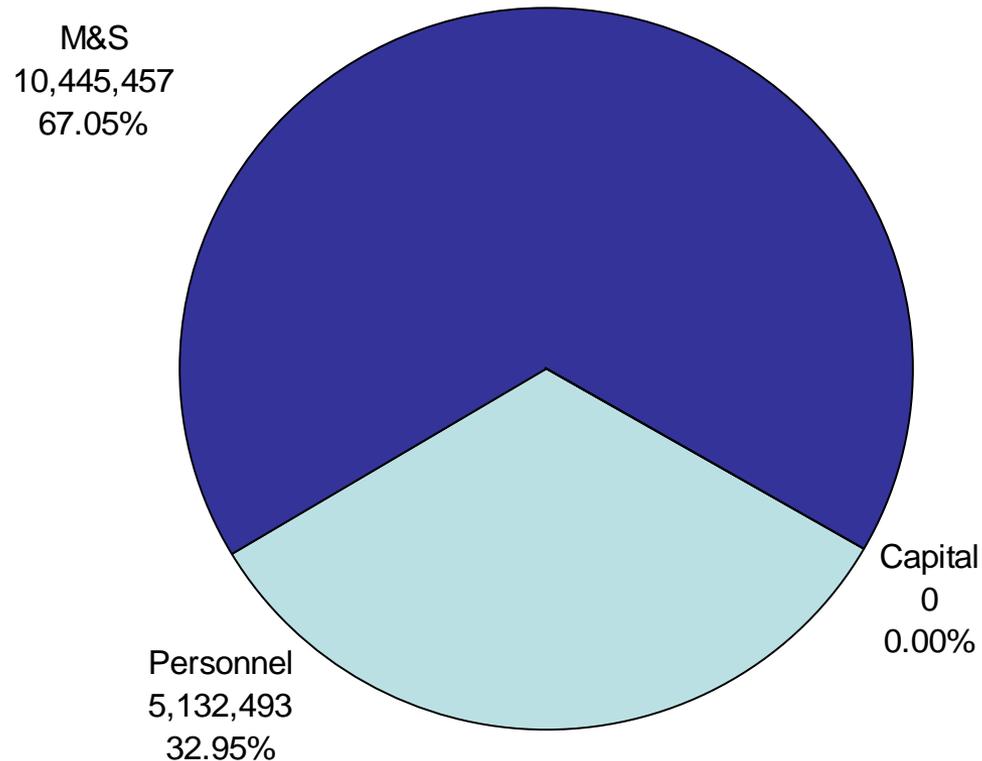


Law Division Gross Expenditures = \$15,577,950





FY 2010 Gross Expenditures by Category



Law Gross Expenditures = \$15,577,950





City of Memphis

PSB Five Year Expense Trend Report

Worksheet : FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
500 Personnel Services						
051101 Full-Time Salaries	2,699,377	2,878,386	3,302,807	3,941,273	4,063,880	4,409,416
051106 Compensated Absence	1,760	0	0	0	0	0
051202 Overtime	0	0	605	0	0	0
051204 Holiday Fire/Police	0	0	226	0	0	0
051206 Out of Rank Pay	2,117	0	259	4,588	0	0
051218 Retirement Benefits	66,943	14,122	92,999	4,536	0	0
051302 Pension	133,518	143,919	167,256	197,067	193,218	210,400
051304 Social Security	0	0	2,352	0	0	0
051308 Group Life Insurance	9,286	9,771	10,467	13,478	13,895	14,779
051310 Unemployment	2,430	3,488	5,142	6,058	6,925	6,800
051314 Medicare	36,853	40,492	48,906	65,425	56,983	69,852
051315 Long Term Disability	7,047	7,988	9,259	11,824	12,190	12,624
051320 United PPO (Basic) Insurance	26,061	24,689	26,901	44,756	79,285	72,080
051322 United POS (Premier) Insurance	159,031	187,255	228,309	261,707	241,130	256,274
051323 Other Post Employment Benefits	0	0	25,590	51,495	0	57,800
051402 Salaries - Part Time/Temporary	0	0	39,456	32,040	121,324	112,468
051501 On the Job Injury	0	0	4,489	3,092	0	0
051502 Tuition Reimbursement - Old	23,579	0	0	0	0	0
051601 Payroll Reserve	14,969	2,762	30,908	0	0	0
051901 Attrition	0	0	0	0	241,686	0
051902 Bonus Pay	0	0	27,794	0	0	0
056199 Expense Recovery - Personnel	(2,845)	0	0	(90,000)	(90,000)	(90,000)
Total 500 Personnel Services	3,180,126	3,312,872	4,023,726	4,547,339	4,940,516	5,132,493





City of Memphis

PSB Five Year Expense Trend Report

Worksheet : FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
505 Materials & supplies						
052102 City Hall Printing	6,329	9,550	13,320	30,205	24,583	27,435
052106 City Hall Postage	4,373	8,637	16,123	26,344	25,044	23,579
052108 Document Reproduction - City	18,133	14,696	23,764	23,100	22,100	20,468
052112 City Storeroom Supplies	40	0	0	0	0	0
052116 City Shop Charges	55	1,769	439	10,500	10,500	9,444
052124 City Shop Fuel	134	257	1,135	3,800	3,800	3,404
052204 City Computer Svc Equipment	(2,150)	0	13,861	9,178	5,000	23,400
052210 City Telephone/Communications	5,244	7,428	11,493	19,660	19,560	17,423
052302 Printing - Outside	528	(472)	1,501	27,200	19,600	23,848
052304 Supplies - Outside	20,493	19,745	36,090	31,106	33,000	27,280
052306 Word/Processing/Duplicate	0	0	0	0	0	0
052309 Document Reproduction - Outside	1,106	0	0	2,000	2,000	1,760
052324 Outside Postage	2,283	1,892	3,125	47,416	47,230	46,392
052342 Misc Materials/Supplies	17,169	17,495	70,434	29,564	29,500	26,550
052404 Repair/Oper Air Raid System	0	0	(11)	0	0	0
052410 Outside Equipment Repair/Mainten	0	0	500	1,900	1,900	1,672
052502 Special Investigations	0	196	7,425	7,000	7,000	6,460
052504 Legal Services/Court Cost	2,367,152	2,753,479	3,687,340	3,487,590	3,487,590	3,237,039
052505 Drug Treatment	145	0	0	0	0	0
052512 Advertising/Publication	0	0	2,624	5,650	5,650	4,972
052514 Outside Phone/Communications	5,194	3,066	4,018	4,000	4,000	3,520
052520 Security	0	0	0	3,000	3,000	2,640





City of Memphis

PSB Five Year Expense Trend Report

Worksheet : FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
052524 Weed Control/Chemical Service	0	0	0	0	0	0
052525 Total Quality Management	258	1,886	764	2,000	2,000	1,760
052526 Seminars/Training/Education	8,226	11,901	17,872	91,000	95,500	81,084
052528 Misc Professional Services	3,682,840	3,756,356	4,219,478	4,842,815	4,441,616	4,446,001
052610 Travel Expense	15,364	20,466	10,479	80,500	83,500	71,140
052611 Unreported Travel	1,250	3,226	11,889	2,555	2,000	4,760
052710 Auto Allowance	6,379	0	0	0	0	0
052730 Mileage	0	314	113	950	800	666
052920 Insurance	2,605,020	2,835,781	2,711,774	3,380,419	3,414,419	3,414,359
052921 Claims	4,980,183	1,465,707	1,094,136	1,810,024	1,809,489	1,318,170
052923 Lawsuits	0	1,540,954	1,194,397	1,840,012	1,962,439	1,484,222
052929 Cost Allocation - General Fund	0	0	5,000	0	0	0
052930 Dues/Memberships/Periodicals	72,463	74,466	82,395	111,700	111,600	97,428
052932 Rent	0	0	0	9,946	20,000	17,500
052950 Misc Services/Charges	0	0	2,175	34,000	0	0
056299 Expense Recovery - M & S	(7,215,200)	(2,822,614)	(3,322,729)	(4,001,792)	(3,998,919)	(3,998,919)
Total 505 Materials & supplies	6,603,008	9,726,179	9,920,924	11,973,342	11,695,501	10,445,457
510 Capital outlay						
053102 Furniture/Furnishings	0	0	0	0	0	0
053108 Equipment	0	880	0	0	0	0
Total 510 Capital outlay	0	880	0	0	0	0
Total Expense	9,783,134	13,039,931	13,944,650	16,520,681	16,636,017	15,577,950





City of Memphis

PSB Five Year Expense Trend Report

Worksheet : FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
440 Licenses & permits						
042122 Beer Application	0	0	(785)	0	0	0
Total 440 Licenses & permits	0	0	(785)	0	0	0
450 Charges for services						
043735 Drug Testing & Retest Fees	0	0	2,077	0	0	0
Total 450 Charges for services	0	0	2,077	0	0	0
475 Other revenues						
043116 Property Insurance Recoveries	748,802	547,958	384,827	18,565	0	0
049100 Miscellaneous Income	0	0	33,750	135	0	0
Total 475 Other revenues	748,802	547,958	418,577	18,700	0	0
Total Revenue	748,802	547,958	419,869	18,700	0	0
Net 24 Division - City Attorney	9,034,332	12,491,973	13,524,781	16,501,981	16,636,017	15,577,950
Net Expenditures	9,034,332	12,491,973	13,524,781	16,501,981	16,636,017	15,577,950





FY2010 Law Major M&S Expenditures

Expenditure Category	Line Item Description	Budget Amount	% of Total Expenditures
<u>M&S</u>			
	Misc Professional Services	4,446,001	42.56%
	Legal Services/Court Cost	3,237,039	30.99%
	Insurance	3,414,359	32.69%
	Lawsuits	1,484,222	14.21%
	Claims	1,318,170	12.62%
	Expense Recovery - M & S	(3,998,919)	-38.28%
	Other	544,585	5.21%
	<i>Total</i>	<i>10,445,457</i>	<i>100.0%</i>





Requested Analysis

Account	Applicable	Non-Applicable
Third Party Collections	X	
Lease Schedules	X	
<i>Misc Professional Services</i>	X	
Outsourcing Costs	X	





Requested Account Analysis

Third Party Collections

Vendor	Description	Budget Amount	% of total Account
Linbarger	Delinquent Tax Collections	\$ 3,445,000	100.0%
			0.0%
			0.0%
			0.0%
Total		\$ 3,445,000	100.0%





Requested Account Analysis

Lease Schedules

Function Support	Location	Square Footage	Annual Cost	Landlord
Claims	2714 Union Extended, Suite 200	8,910 sq ft	\$ 142,509	CP Union
Risk Management	2714 Union Extended, Suite 200			
Permits	2714 Union Extended, Suite 200			
Grants Compliance	2714 Union Extended, Suite 200			
Health & Safety	2714 Union Extended, Suite 200			





Requested Account Analysis

Misc Professional Services

Vendor	Description	Budget Amount	% of total Account
Linbarger	Third Party - Delinquent Tax Collections	\$ 2,400,000	54.0%
Health & Safety	Drug Testing	\$ 1,352,351	30.4%
Special Counsel/Services	Various	\$ 506,110	11.4%
Other	Various	\$ 187,540	4.2%
Total		\$ 4,446,001	100.0%





Requested Account Analysis

Outsourcing Costs

Outsourcing Vendor	Description	Term	Budget Amount
<i>REJ & ASSOCIATES</i>	Special Counsel	1 Year	171,442
<i>RESOLUTE SYSTEMS, II</i>	Mediation	1 Year	127,543
<i>ALAN J WADE, PLLC</i>	Special Counsel	1 Year	104,909
<i>WESTLAW</i>	TCA Research	1 Year	63,665
<i>HARRIS, SHELTON, HAN</i>	Special Counsel	1 Year	36,711
<i>ALTERNATIVE SERVICE</i>	Drug Testing / Lab Diagnostics	1 Year	519,144
<i>ADVANCED TOXICOLOG</i>	Drug Testing / Lab Diagnostics	1 Year	235,192
<i>ASC</i>	Drug Testing / Lab Diagnostics	1 Year	276,000
<i>INTRACORP</i>	Drug Testing / Lab Diagnostics	1 Year	140,000
<i>MID SOUTH DRUG TEST</i>	Drug Testing / Lab Diagnostics	1 Year	57,186
<i>MEDICAL TESTING RES</i>	Drug Testing / Lab Diagnostics	1 Year	56,394
<i>BAPTIST MINOR MEDIC</i>	Drug Testing / Lab Diagnostics	1 Year	23,878





Requested Account Analysis

Outsourcing Costs

COMPLIANCE INFORMA	Drug Testing / Lab Diagnostics	1 Year	18,643
OCCUPATIONAL HEALT	Drug Testing / Lab Diagnostics	1 Year	13,773
TRUE TEST COLLECTIO	Drug Testing / Lab Diagnostics	1 Year	6,207
AMERICAN ESOTERIES	Drug Testing / Lab Diagnostics	1 Year	3,833
CAREMARK, INC.	Drug Testing / Lab Diagnostics	1 Year	2,100
CP UNION	Rent/Lease	Several Years	142,509
OTHER	Various		1,841
Total			2,000,970





Personnel Information





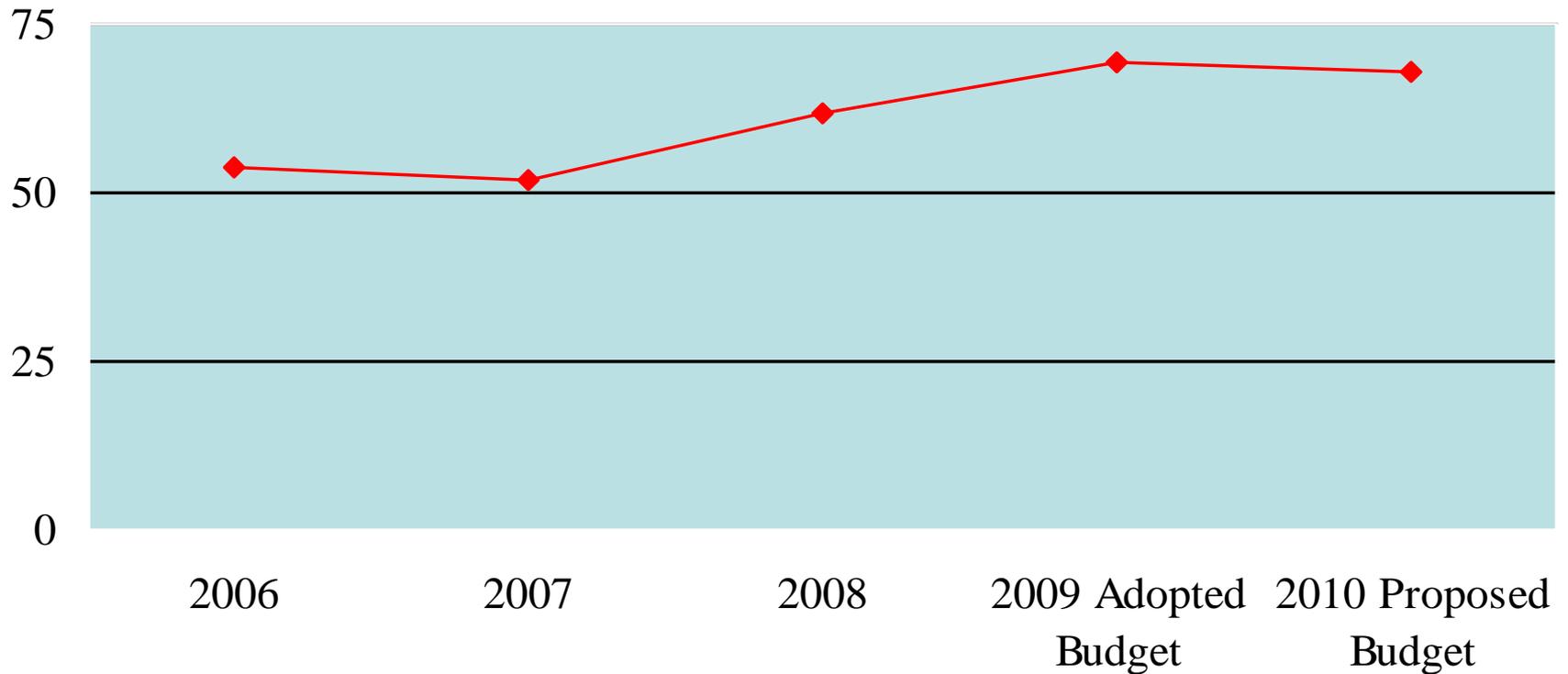
FTE vs Authorized Complement

Year	FTE	AC
2006	54.00	54
2007	52.00	55
2008	61.92	69
2009 Budget	69.25	70
2010 Budget	68.00	68





DIVISION FTE HISTORY

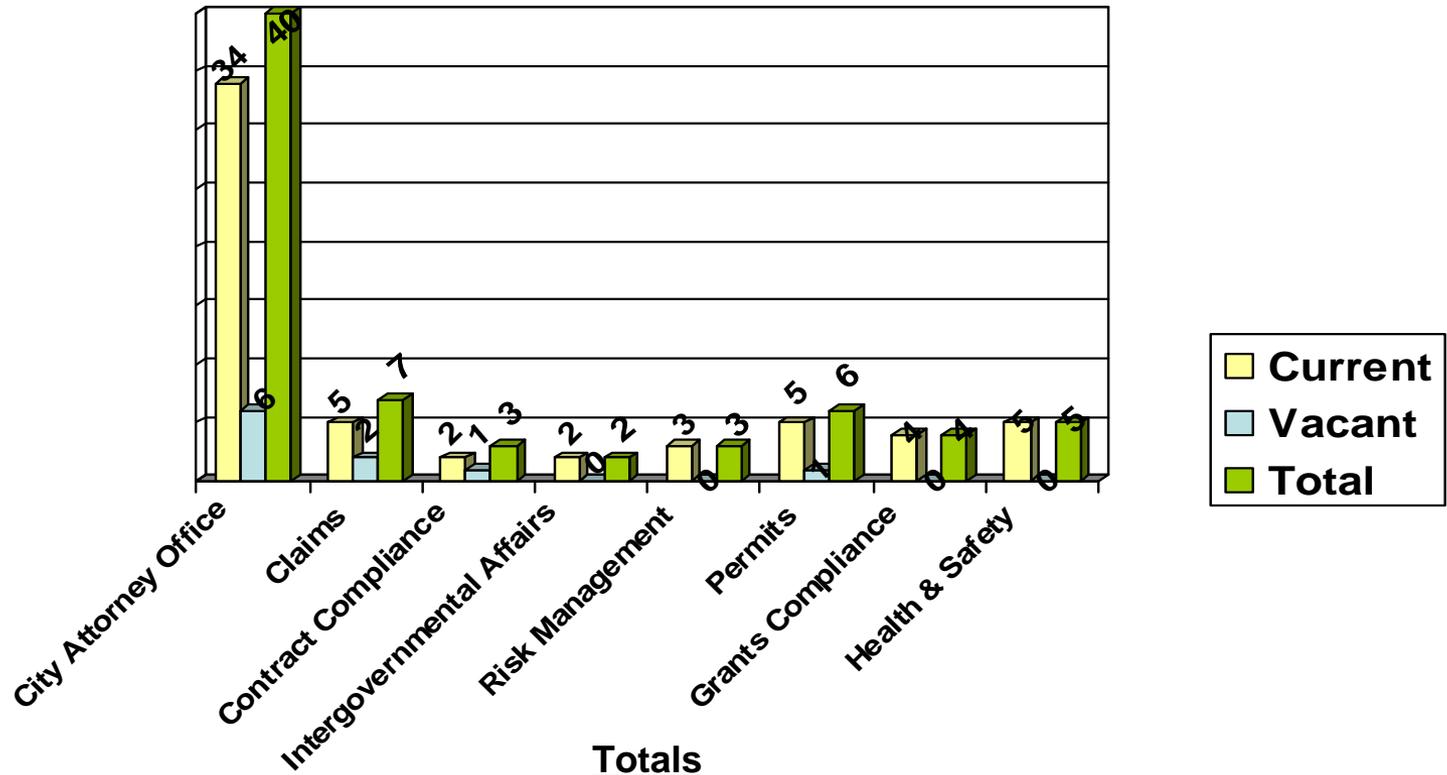




Current Staffing by Legal Level

(Authorized Complement)

As of March 31, 2009



(NOTE: Four (4) positions in process of being filled, six (6) positions given up and four (4) positions added to FY 2010. Grand total for FY2010 is 68 positions.)

Authorized Complement	70
Current	60
Vacant	10





Law Personnel

Full-time/Vacant Positions

FY2010 Position Control Report

(Projected as of March 31, 2009)

Division Name	Service Center Name	Position Name	Job Position	Grade Name	Auth Comp	FTE	Filled FT	Vacancy
City Attorney	240101-LAW, City Attorney's Office	Admr.Contract...240101.00001	F350CR	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Admr.Legal.Sr...240101.00001	F350LA	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Analyst.Claims...240101.00001	F020CL	General.13	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Asst.Administrative...240101.00001	F350AD	Executive.	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Asst.Administrative...240101.00002	F350AD	Executive.	1	1	0	1
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst City.A...240101.00001	F270AT	General.16	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst City.A...240101.00002	F270AT	General.16	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst City.A...240101.00003	F270AT	General.16	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst City.Aa...240101.00001	F006AT	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst City.Aa...240101.00002	F006AT	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst Compliance.Aa...240101.00002	F006AC	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Asst Hcd.Aa...240101.00001	F006HC2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City...240101.00001	F003AT2400	Executive.	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Asst Sr...240101.00001	F005AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Asst Sr...240101.00002	F005AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Asst Sr...240101.00003	F005AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Asst Sr...240101.00004	F005AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Asst Sr...240101.00005	F005AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Asst Sr...240101.00006	F005AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.City.Deputy...240101.00001	F004AT2400	Executive.	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Collections...240101.00001	F006CO	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Prosecutor.Aa...240101.00001	F006PA2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Prosecutor.Aa...240101.00002	F006PA2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Prosecutor.Aa...240101.00003	F006PA2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Prosecutor.Chief...240101.00001	F005PR2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Staff...240101.00001	F274AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Staff...240101.00002	F274AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Staff...240101.00003	F274AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Attorney.Staff.Sr...240101.00001	F273AT2400	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Coord.Legal Admin...240101.00001	F242LC2400	General.14	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Coord.Public Records...240101.00001	F350PB	General.0	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Officer.Ethics...240101.00001	F350EO	General.0	1	1	0	1
City Attorney	240101-LAW, City Attorney's Office	Paralegal...240101.00001	F244PA2400	General.12	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Paralegal...240101.00002	F244PA2400	General.12	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Paralegal...240101.00003	F244PA2400	General.12	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Secretary...A...240101.00001	F211SE2400	General.8	1	1	1	0
City Attorney	240101-LAW, City Attorney's Office	Secretary...A...240101.00002	F211SE2400	General.8	1	1	1	0
	240101-LAW, City Attorney's Office Total				37	37	35	2
City Attorney	240102-Claims	Agent.Claims...240102.00001	F350AG2401	General.0	1	1	1	0
City Attorney	240102-Claims	Analyst.Claims...240102.00001	F020CL	General.13	1	1	1	0
City Attorney	240102-Claims	Analyst.Claims...240102.00002	F020CL	General.13	1	1	1	0





Law Personnel

Full-time/Vacant Positions

FY2010 Position Control Report

(Projected as of March 31, 2009)

Division Name	Service Center Name	Position Name	Job Position	Grade Name	Auth Comp	FTE	Filled FT	Vacancy
City Attorney	240102-Claims	Analyst.Claims...240102.00003	F020CL	General.13	1	1	1	0
City Attorney	240102-Claims	Attorney.Asst City.Aa. 240102.00001	F006AT	General.0	1	1	1	0
City Attorney	240102-Claims	Investigator.Legal...240102.00001	F243LI2401	General.13	1	1	1	0
City Attorney	240102-Claims	Secretary..A. 240102.00001	F211SE2401	General.8	1	1	1	0
	240102-Claims Total				7	7	7	0
City Attorney	240103-Contract Compliance	Analyst.Contract Compliance...240103.00001	F350CP2402	General.0	1	1	1	0
City Attorney	240103-Contract Compliance	Coord.Compliance Stim_Durational...240103.00001	F350	General.0	1	1	0	1
City Attorney	240103-Contract Compliance	Coord.Compliance Stim_Durational...240103.00001	F350	General.0	1	1	0	1
City Attorney	240103-Contract Compliance	Officer.Contract Compliance...240103.00001	F350CO2402	General.0	1	1	1	0
City Attorney	240103-Contract Compliance	Super.Contract Compliance...240103.00001	F350CN	General.0	1	1	1	0
	240103-Contract Compliance Total				5	5	3	2
City Attorney	240104-Intergovernmental Affairs	Admr.Governmental Rel...240104.00001	F350IR2405	General.0	1	1	1	0
City Attorney	240104-Intergovernmental Affairs	Coord.Intergov...240104.00001	F350IG	General.0	1	1	1	0
	240104-Intergovernmental Affairs Total				2	2	2	0
City Attorney	240105-Risk Management	Analyst.Loss Control...240105.00001	F350LC	General.0	1	1	1	0
City Attorney	240105-Risk Management	Analyst.Risk Mgmt...240105.00001	F020RM2406	General.13	1	1	1	0
City Attorney	240105-Risk Management	Super.Risk Mgmt...240105.00001	F350RM2406	General.0	1	1	1	0
	240105-Risk Management Total				3	3	3	0
City Attorney	240108-Permits Office	Admr.Permits_Licenses...240108.00001	F350PE	General.0	1	1	1	0
City Attorney	240108-Permits Office	Analyst.Permits_Licenses.Ld. 240108.00001	F350PT	General.0	1	1	1	0
City Attorney	240108-Permits Office	Clerk.General_App.A. 240108.00001	F171GC	General.7	1	1	1	0
City Attorney	240108-Permits Office	Clerk.General_App.A. 240108.00002	F171GC	General.7	1	1	1	0
City Attorney	240108-Permits Office	Clerk.General_App.A. 240108.00003	F171GC	General.7	1	1	1	0
	240108-Permits Office Total				5	5	5	0
City Attorney	240109 - Grants Compliance	Coord.Grants...240109.00001	F243GC	General.13	1	1	1	0
City Attorney	240109 - Grants Compliance	Coord.Grants...240109.00002	F243GC	General.13	1	1	1	0
City Attorney	240109 - Grants Compliance	Mgr.Grants...240109.00001	F350GR	General.0	1	1	1	0
City Attorney	240109 - Grants Compliance	Super.Grant Compliance...240109.00001	F350GC	General.0	1	1	1	0
	240109 - Grants Compliance Total				4	4	4	0
City Attorney	240110 - Law Health & Safety	Admr.Health_Safety...240110.00001	F350HA	General.0	1	1	1	0
City Attorney	240110 - Law Health & Safety	Coord.DRUG/TESTING...240110.00001	F350OJ	General.0	1	1	1	0
City Attorney	240110 - Law Health & Safety	Coord.DRUG/TESTING...240110.00002	F350OJ	General.0	1	1	1	0
City Attorney	240110 - Law Health & Safety	Coord.Safety...240110.00001	F243SC	General.13	1	1	1	0
City Attorney	240110 - Law Health & Safety	Mgr.Health_Safety Case...240110.00001	F350HE	General.0	1	1	1	0
	240110 - Law Health & Safety Total				5	5	5	0
	Grand Total				68	68	64	4

Positions in transition to be filled by Human Resources
 2010 Added Positions





Current Law Personnel

Temporary/ Part-time Positions

TEMPORARY EMPLOYEES BY SERVICE CENTER (GENERAL FUND)

AS OF 3/30/09

<u>Division</u>	<u>Service Center</u>	<u>Title</u>	<u>Rate*</u>	<u>#</u>
Legal		NONE		

* Pay rate may be Hourly or Per Event.





Current Law Personnel

Contract Positions

PROFESSIONAL EMPLOYEES OF VENDORS (STATIONED ON CITY PREMISES)

Division	Vendor	City of Memphis Business Unit Served	*City of Memphis Business Address	City Contract /P.O.#
24 - Legal	NO VENDOR EMPLOYEES			





Other Relevant Information

PERMITS PROPOSED FEE STRUCTURE

PRESENT FEE STRUCTURE			PROPOSED FEE STRUCTURE			FEE Inc/(Decr)
BEER:	42122		BEER:	42122		
Application		\$ 250.00	Application		\$ 500.00	250.00
Special		\$ 100.00	Special		\$ 250.00	150.00
Special Transfer Permit		\$ 250.00	Special Transfer Permit		\$ 250.00	0.00
	Subtotal:			Subtotal:		
A C FINES:	42224		A C FINES:	42224		
	Subtotal:			Subtotal:		
PRIVILEGE TAX:	43003		PRIVILEGE TAX:	43003		
Renewal		\$ 100.00	Renewal		\$ 100.00	0.00
Jan.		\$ 100.00	Jan.		\$ 100.00	0.00
Feb		\$ 91.67	Feb		\$ 91.67	0.00
Mar		\$ 83.34	Mar		\$ 83.34	0.00
Apr		\$ 75.01	Apr		\$ 75.01	0.00
May		\$ 66.68	May		\$ 66.68	0.00
Jun		\$ 58.35	Jun		\$ 58.35	0.00
Jul		\$ 50.02	Jul		\$ 50.02	0.00
Aug		\$ 41.69	Aug		\$ 41.69	0.00
Sep		\$ 33.36	Sep		\$ 33.36	0.00
Oct		\$ 25.03	Oct		\$ 25.03	0.00
Nov		\$ 16.70	Nov		\$ 16.70	0.00
Dec		\$ 8.37	Dec		\$ 8.37	0.00
	Subtotal:			Subtotal:		
LIQUOR BY OZ:	42111		LIQUOR BY OZ:	42111		
	Subtotal:			Subtotal:		
DANCE:	42113		DANCE:	42113		
Regular		\$ 100.00	Regular		\$ 500.00	400.00
Compensated		\$ 500.00	Compensated		\$ 500.00	0.00
	Subtotal:			Subtotal:		
MISCELLANEOUS:	42116		MISCELLANEOUS:	42116		
Cert/Comp		\$ 10.00	Cert/Comp		\$ 25.00	15.00
Con/Nec. Taxi		\$ 125.00	Con/Nec. Taxi		\$ 150.00	25.00





Other Relevant Information

PERMITS PROPOSED FEE STRUCTURE

PRESENT FEE STRUCTURE			PROPOSED FEE STRUCTURE			FEE Inc/(Decr)
Con/Nec Taxi after July 1		\$ 62.50	Con/Nec Taxi after July 1	\$ 75.00	12.50	
Con/Nec Limo		\$ 125.00	Con/Nec Limo	\$ 150.00	25.00	
Con.Nec. Limo after Oct. 1		\$ 62.50	Con.Nec. Limo after Oct. 1	\$ 75.00	12.50	
VFH Application		\$ 200.00	VFH Application	\$ 500.00	300.00	
Wrecker Application		\$ 500.00	Wrecker Application	\$ 500.00	0.00	
Para Transit		\$ 125.00	Para Transit	\$ 500.00	375.00	
Para Transi after Oct. 1		\$ 62.50	Para Transi after Oct. 1	\$ 250.00	187.50	
Horse Carriage		\$ 75.00	Horse Carriage	\$ 250.00	175.00	
Carriage after Oct. 1		\$ 37.50	Carriage after Oct. 1	\$ 125.00	87.50	
Parades		\$ 25.00	Parades	\$ 125.00	100.00	
Public Assembly		\$ 25.00	Public Assembly	\$ 100.00	75.00	
Street Closures		\$ 50.00	Street Closures	\$ 150.00	100.00	
EXPENSE RECOVERY:	56299		EXPENSE RECOVER	56299		
Affidavits		\$ 10.00	Affidavits	\$ 15.00	5.00	
Beer Sign		\$ 10.00	Beer Sign	\$ 25.00	15.00	
Copies		\$ 1.00	Copies	\$ 1.00	0.00	
Duplication		\$ 10.00	Duplication	\$ 10.00	0.00	
Notary		\$ 3.00	Notary	\$ 5.00	2.00	
No Wants		\$ 10.00	No Wants	\$ 25.00	15.00	
Photos		\$ 5.00	Photos	\$ 25.00	20.00	
Re-Instate Fee		\$ 15.00	Re-Instate Fee	\$ 25.00	10.00	
Return Check		\$ 20.00	Return Check	\$ 25.00	5.00	
Miscellaneous		\$ 2.00	Miscellaneous	\$ 5.00	3.00	
Return Mail		\$ 3.00	Return Mail	\$ 3.00	0.00	
Newspaper Ad			Newspaper Ad	(at cost)		
	Subtotal:			Subtotal:		
WRECKER:	42114		WRECKER:	42114		
Wrecker		\$ 50.00	Wrecker	\$ 100.00	50.00	
After Sept.		\$ 25.00	After Sept.	\$ 50.00	25.00	
	Subtotal:			Subtotal:		
TAXI & LIMO & PARA & CARR	42112		TAXI & LIMO & PARA	42112		
Taxi Permit		\$ 30.00	Taxi Permit	\$ 50.00	20.00	
Taxi Renewal		\$ 30.00	Taxi Renewal	\$ 25.00	(5.00)	





Other Relevant Information

PERMITS PROPOSED FEE STRUCTURE

PRESENT FEE STRUCTURE				PROPOSED FEE STRUCTURE		FEE Inc/(Decr)
Taxi Transfer/Dupl.		\$ 15.00		Taxi Transfer/Dupl.	\$ 20.00	5.00
Limousine /Para Transit Permit		\$ 35.00		Limousine /Para Transit Permit	\$ 50.00	15.00
Limousine/Para Transit Renewal		\$ 17.50		Limousine/Para Transit Renewal	\$ 25.00	7.50
Limousine/Para Transit Transfer		\$ 10.00		Limousine/Para Transit Transfer	\$ 15.00	5.00
Limousine/Para Transit Dupl.		\$ 20.00		Limousine/Para Transit Dupl.	\$ 20.00	0.00
Carriage Permit		\$ 30.00		Carriage Permit	\$ 50.00	20.00
Carriage Permit - Post Training		\$ 15.00		Carriage Permit - Post Training	\$ 25.00	10.00
Carriage Renewal		\$ 25.00		Carriage Renewal	\$ 25.00	0.00
Carriage Transfer		\$ 10.00		Carriage Transfer	\$ 20.00	10.00
Carriage Duplicate		\$ 20.00		Carriage Duplicate	\$ 20.00	0.00
Carriage Training		\$ 15.00		Carriage Training	\$ 25.00	10.00
Special Driver/Courtesy Driver		\$ 25.00		Special Driver/Courtesy Driver	\$ 25.00	0.00

