

OFFICE OF THE CITY ATTORNEY



FY2018-2019 Budget Hearing
Sharon D. Gipson, City Attorney

MISSION STATEMENT

The Office of the City Attorney zealously serves the Capital City of the State of Mississippi with Honor, Dignity, Courage, Pride and Respect through adherence to the following guiding principles:

- **Dedication and Quality Service** - Achieving high customer satisfaction as judged by our clients;

- **Teamwork and Commitment** - Working cooperative internally and with our clients to achieve the City's goals;

- **Integrity and Honesty** - Acting with a commitment to honesty and ethical behavior;

- **Dignity and Diversity** - Demonstrating esteem for the worth of each individual;

- **Creativity and Progressive** - Seeking novel and imaginative approaches to achieving the City's objectives.

OUR TEAM

ATTORNEY SHARON D. GIPSON
ATTORNEY WENDY WILSON WHITE
ATTORNEY CARRIE JOHNSON
ATTORNEY CHANDRA GAYTEN
ATTORNEY SHANDA LEWIS
ATTORNEY TERRY WILLIAMSON
ATTORNEY NAKESHA WATKINS
ATTORNEY RICHARD DAVIS
ATTORNEY LASHUNDRRA JACKSON WINTERS
ATTORNEY BARBARA BLUNTSON
ATTORNEY GREG BURNETT
ATTORNEY KRISTEN BLANCHARD LOVE
ATTORNEY BRIDGETTE MORGAN
ATTORNEY KAI CHUNG TSAO
MR. MACDARRELL POUILLARD
MRS. DOT THOMAS
MS. MABLE COLEMAN
MRS. YOLANDA MANOGIN
MRS. LAQUINTA THOMAS HALL
MRS. TERESA PITTMAN BROWN
MRS. VALERIE COLEMAN
MS. DORNICE WILLIAMS
MS. JOCELYN SCOTT
MRS. MARGARET GRIFFIN
MS. LATOYA JOHNSON
MRS. LINDA WILLIAMS
MR. DAN STILL
MR. TERRY GREEN

OFFICE OF THE CITY ATTORNEY

TRANSACTIONAL DIVISION

The Transactional Division provides legal advice and representation to the Mayor, Chief Administrative Officer, City Council, and City Departments, as well as other agencies, boards and commissions. The attorneys handle a variety of legal matters, including, but not limited to:

Real Property

Open Meetings

Open Records

Housing, Bond and Finance

Ordinances

Elections

Federally-Funded Programs

Construction

Environmental Law

Minority and Women-Owned Business Contracting

Conflicts of Interest and Ethics Matters

Matters relating to Economic Development and Neighborhood Revitalization

This division is responsible for drafting all of the City's contracts and legal documents including tax abatement and economic development agreements; construction, architectural, and engineering services contracts; interlocal cooperation agreements; and real estate documents.

2018

Agenda Items & Contracts Processed

ADMINISTRATION	14
	28
FIRE	7
	1
LEGAL	12
	2
HUMAN & CULTURAL	16
	9
PARKS & REC.	33
	29
MAYOR'S OFFICE	11
	3



INTERLOCALS	84
-------------	----

Agenda Items-466 Contracts-323

66	PLANNING
44	
207	POLICE
35	
79	PUBLIC WORKS
58	
11	GOVERNMENT
3	
6	RISK MGMT.
112	
4	PERSONNEL
4	

LITIGATION DIVISION

The Litigation Division handles all lawsuits in which the City of Jackson or any of its employees, elected officials, and agents are named as defendants and that have not been assigned to outside counsel. This includes all tort litigation and constitutional claims filed in federal or state court. One of the Division's primary responsibilities is to defend the City of Jackson and its employees in personal injury lawsuits. The Division also handles significant litigation other than personal injury cases, such as:

Provides representation to employees subpoenaed to testify by deposition in cases in which the City is not a party.

Provides advice to risk management in the handling of complex claims; investigates and makes recommendations on death claims made against the City.

Water main ruptures and sewage spill incidents.

Provides advice, assistance, and files suit, if necessary, to collect money owed to the City for property damage and workers' compensation benefits paid to City employees.

LITIGATION DIVISION



CASES RESOLVED : 38

CASES DISMISSED : 29

SETTLED : 9

NOTICE OF CLAIMS: 42

SUBPOENAS: 10

SUMMONS : 46

MONEY SAVED : \$203,000.00

**GLENNIS REGAN PROJECTED
\$20,000 ACTUAL \$3,500**

**ALVIN HAYNES PROJECTED
\$249,000 ACTUAL \$62,500**

RISK MANAGEMENT

The Risk Management Division coordinates the safety and risk management functions for the City of Jackson. These functions include:

Employee safety and loss control programs

Contractual risk transfer provisions

Procurement of insurance to protect the City's assets

Claims adjusting in the areas of property, Liability and workers' compensation.

OFFICE OF THE CITY ATTORNEY



RISK MANAGEMENT

NUMBER OF SAFETY CLASSES: 21
NUMBER OF WORKERS' COMP CLASSES: 9

RISK MANAGEMENT IN-HOUSE WORKERS' COMP SAVINGS: \$673,276.89

YORK WORKERS' COMP SAVINGS: \$415,466.14

NUMBER OF CLAIMS OPENED: 816
NUMBER OF CLAIMS CLOSED: 720
NUMBER OF CLAIMS DENIED: 510
CLAIMS PAID: 210
AMOUNT REQUESTED: \$128,095.08
AMOUNT PAID IN CLAIMS: \$64,070.83
AMOUNT SAVED: \$64,024.25*

AMOUNTS RECEIVED FROM SUBROGATION: \$48,192.29

***AMOUNT SAVED LISTED ABOVE DOES NOT INCLUDE AMOUNT SAVE FROM DENIED CLAIMS.**

CITY PROSECUTOR DIVISION

The Criminal Prosecution Division is responsible for prosecuting all misdemeanor offenses that occur within the City of Jackson. Misdemeanor offenses range from traffic violations and DUI to domestic violence and simple assault. In addition to criminal violations of state law, the Criminal Prosecution Division also prosecutes violations of the City's ordinances (i.e. public nudity, noise control, junked vehicles, etc.).

All misdemeanor trials take place at the City of Jackson Municipal Court. Cases that are appealed from the Jackson Municipal Court are further prosecuted at the Hinds County Court and Hinds Circuit Court levels. The Criminal Prosecution Division also handles drug forfeiture cases in the Hinds County Court where property has been confiscated through arrests made by the Jackson Police Department.

OFFICE OF THE CITY ATTORNEY

CITY PROSECUTOR



NUMBER OF TRIALS 13,232

**NUMBER OF DEFENDANTS/GUILTY
6,241**

**NUMBER OF CASES
REMANDED/DISMISSED 4,578**

NUMBER OF CASES CONTINUED 1,052

NUMBER WARRANTS ISSUED 1,363

ACHIEVEMENTS

- INCREASED CONTINUING LEGAL EDUCATION & TRAINING
- RESOLVED OLD ISSUES LIKE SETTLED:
 - RETRO METRO CASE
 - LEE B. LEWIS
 - BEN ALLEN
 - ALVIN HAYNES
 - MARY JAMES
 - KIMBERLY BRACEY
 - WAIVE GRAHAM
 - LUCINDA ROBINSON
- DECREASED WORKERS COMPENSATION CLAIMS
- CREATED TEMPLATES FOR CERTAIN PLANNING HUD CONTRACTS
- MAJOR CITY PROJECTS RESEARCH AND REVIEW:
 - ZOO RFP
 - JATRAN RFP
 - PARKS & RECREATION CONCERTS
 - WAGE & HOUR ISSUES
 - INTERLOCAL AGREEMENTS PROCEDURES
- DRAFTED AND RESEARCHED VARIOUS ORDINANCES, RESOLUTIONS, ORDERS, EXECUTIVE ORDERS, RESPOND TO EMAILS, TELEPHONE CALLS, LETTERS, MEETINGS
- PROSECUTOR CUSTOMER SERVICE & EXPEDITED EXPUNGEMENTS

OFFICE OF THE CITY ATTORNEY

GOALS

- TO INCREASE STAFF MEMBERS- ATTORNEYS, LEGAL SECRETARIES AND INVESTIGATOR
- IMPROVE THE TIME TO REVIEW CONTRACTS AND AGENDA ITEMS BY DEVELOPING TEMPLATES, STANDARD PROCEDURES, AND UTILIZING INNOVATION AND TECHNOLOGY
- PROVIDE ADDITIONAL TRAINING TO DEPARTMENTS IN VARIOUS AREAS INCLUDING OPEN RECORDS, SUBPOENAS, AND SUBJECT RELATED AREAS TO DEVELOP CONSISTENT PROCEDURES AND CROSS TRAINING
- RESEARCHED SETTLEMENT IN 2013 HAIL STORM
- PROVIDE TRAINING TO CITY COUNCIL, DEPARTMENT OF ADMINISTRATION
- RESOLVE ISSUES WITH WAGES AND HOURS
- ASSIST WITH DEVELOP AND MEMORIALIZATION OF PROCEDURES FOR ALL DEPARTMENT
- ASSIST POLICE DEPARTMENT WITH TRAINING, GENERAL ORDERS REVISIONS, AND ESTABLISH COMMUNITY POLICE SUBSTATION
- ASSIST PUBLIC WORKS, PLANNING AND POLICE WITH CONSENT DECREE COMPLIANCE

OFFICE OF THE CITY ATTORNEY

EXPERIENCE, QUALIFIED READY TO SERVE

INSTITUTIONS

**TOUGALOO COLLEGE; SYRACUSE UNIVERSITY; UNIVERSITY OF MISSISSIPPI
SCHOOL OF LAW; MISSISSIPPI COLLEGE SCHOOL OF LAW; SOUTHERN
UNIVERSITY LAW CENTER; HOWARD UNIVERSITY; THURGOOD MARSHALL
SCHOOL OF LAW; HINDS COMMUNITY COLLEGE; SPELLMAN COLLEGE; UTICA JR.
COLLEGE; JACKSON STATE UNIVERSITY; DILLARD UNIVERSITY; CLARK
ATLANTA UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION; MILLSAPS
COLLEGE; UNIVERSITY OF TEXAS AT ARLINGTON; MISSISSIPPI UNIVERSITY FOR
WOMEN; WALLACE COMMUNITY COLLEGE; ASHWORTH COLLEGE; HOLMES
COMMUNITY COLLEGE; UNIVERSITY OF MISSISSIPPI CAMBRIDGE SUMMER
STUDIES PROGRAM; BELHAVEN COLLEGE GRADUATE PROGRAM**

OFFICE OF THE CITY ATTORNEY

EXPERIENCE, QUALIFIED READY TO SERVE DEGREES

JURIS DOCTORATE; BIOLOGY; MASTERS OF BUSINESS ADMINISTRATION; MASTER OF PUBLIC POLICY AND ADMINISTRATION; BACHELOR OF ARTS IN POLITICAL SCIENCE WITH AN EMPHASIS IN INTERNATIONAL RELATIONS; MASTER OF PUBLIC ADMINISTRATION; ASSOICATES DEGREE IN BUSINESS TECHNOLOGY; ASSOCIATES DEGREE IN MEDIA TECHNOLOGY; B.A. ENGLISH EDUCATION; BACHELOR OF SCIENCE IN BUSINESS; MISSISSIPPI STATE UNIVERSITY; UNIVERSITY OF SOUTHERN MISSISSIPPI; B.A. ECONOMICS/ACCOUNTING; BACHELOR OF ARTS CRIMINOLOGY; B.S. BUSINESS ADMINISTRATION; A.A.S. PARALEGAL STUDIES; A.A.S. COMUTER SCIENCE; DIPLOMA IN PARALEGAL STUDIES; BACHELOR OF SCIENCE IN BUSINESS; B.S. SOCIOLOGY; B.S. RADIO, TELEVISION & FILM/COMMUNICATIONS; B.A. POLITICAL SCIENCE; MASTERS POLITICAL SCIENCE; B.A. ENGLISH LITERATURE; BACHELOR OF BUSINESS ADMINISTRATION; BACHELOR OF ACCOUNTANCY; B.A. IN ECONOMICS; B.A. PARALEGAL STUDIES; B.S. CRIMINAL JUSTICE; MASTERS PUBLIC ADMINISTRATION; B.S. ENGLISH

OFFICE OF THE CITY ATTORNEY

EXPERIENCE, QUALIFIED READY TO SERVE

CERTIFICATION

**ANNUAL MS WORKER'S COMPENSATION CONFERENCE; US ARMY
COMMISSIONED OFFICER 2ND LIEUTENANT (LEADERSHIP &
MANAGEMENT); US ARMY COMMISSIONED OFFICER 1ST LIEUTENANT;
NATIONAL CRIMINAL DEFENSE COLLEGE; MASI CONFERENCE;
LEADERSHIP GREATER JACKSON; CERTIFIED ENGLISH TEACHER;
MEDIATOR; PROFESSIONAL HUMAN RESOURCES CERTIFICATION (PHR);
EXCEL I & II; GIDEONS PROMISE; COMMUNITY PROGRESS LEADERSHIP
INSTITUTE (HARVARD)**

OFFICE OF THE CITY ATTORNEY

**EXPERIENCE, QUALIFIED READY TO SERVE
THE CAPITOL CITY OF THE STATE OF MISSISSIPPI**



OFFICE OF THE CITY ATTORNEY