

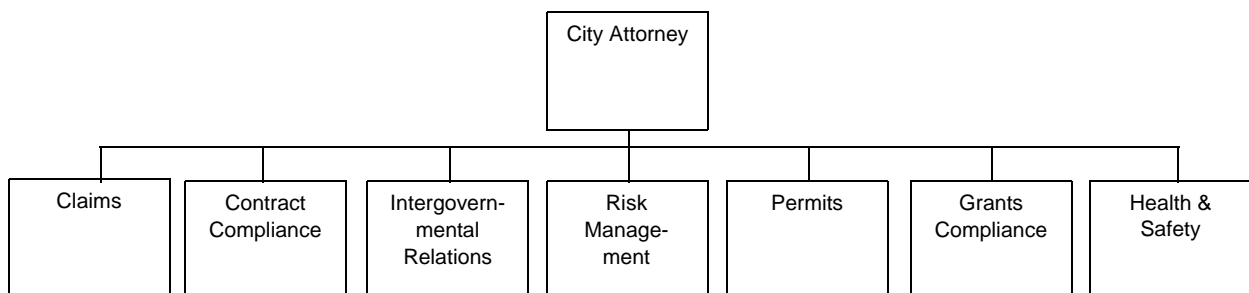
Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	4,023,049	4,940,516	4,547,339	5,132,493
Materials & Supplies	9,920,926	11,695,501	11,973,342	9,815,740
Total Expenditures	13,943,975	16,636,017	16,520,681	14,948,233
Program Revenue	(216,715)	0	(18,700)	0
Net Expenditures	13,727,260	16,636,017	16,501,981	14,948,233
<i>Funded Staffing Level</i>	69.26	69.25	62.42	68.00
Authorized Complement				68

Mission

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.

Structure



Services

The City Attorney's Office defends the City in all litigation filed in State and Federal Courts and before the Civil Service Commission. It provides oversight of municipal processes to assure compliance with the City Charter, State and Federal laws. Legal research, opinions, and advice are provided to all divisions of the City government regarding ordinances, resolutions, agreements, contracts and other legal documents. The Claims Office investigates and processes third-party claims filed against the City of Memphis. The Office of Health and Safety plans and manages City-wide safety programs, drug testing, and on-the-job injury benefits. The Risk Management team is dedicated to minimizing or eliminating the exposure of City assets and resources to accidental and business loss. The Office of Contract Compliance provides

information and assistance to Minority & Women Business Enterprises (M/WBE) to increase their ability to compete effectively for City contracts and monitors M/WBE goals. The office also works to facilitate the Diversity Developer Incubator which stimulates M/WBE participation in real estate development. The Intergovernmental Relations Office serves as a liaison between the City Administration, Federal and State lobbyists and legislators as well as Federal and State administrative personnel. The Office of Grants Compliance provides comprehensive oversight of all City grants to ensure compliance and the proper administration of federal, state and private grant funds, while also identifying grant opportunities and providing assistance to all city divisions with the processing of grant applications. The Permits Department bills, collects and promptly issues permits as mandated by controlling ordinances and serves as the administrative office for the Alcohol Commission.

Issues & Trends

The City Attorney's Office continues to monitor relevant legislative changes including without limitation, changes to the Basic Education Program (BEP) funding, Government Tort Liability Act and Cable Franchise Industry, as well as the changing political climate in State and Federal government. Federal support is aggressively being pursued for major City projects which include, but are not limited to, Riverfront Development, Graceland, landscaping improvements, streetscaping in the medical district, and Operation Safe Community. As the City of Memphis continues to diversify racially, potential studies are being evaluated to expand the M/WBE program. The City Attorney's Office seeks to increase public awareness of large court verdicts which are causing higher claim dollar demands and settlements. Due to the financial market, insurance premiums are likely to increase up to 10%. The Office has dramatically increased its presence and communications within the various divisions concerning issues ranging from the City's On-The-Job-Injury Program, proactive approaches to lessen employee injury, employment litigation, grants compliance and the grant application process. The Office of Grants Compliance will be responsible for monitoring 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"). The volume of these additional grants will require an increase of existing personnel to provide compliance oversight for the duration of each grant.



Strategic Goals

- 30-day resolution on applicable claims
- 30-day response time to all Title VI matters
- 14 day compensability of all OJI Claims
- Increase subrogation recoveries
- Minimize the City's liability claim settlements
- Minimize the number and severity of on-the-job injuries
- Increase the amount of City of Memphis dollars being spent with M/WBE's
- Increase the number of M/WBEs certified to do business with the City of Memphis
- Increase the number of M/WBEs participating in real estate development
- Increase Attorney proactive presence with Divisions
- Increase in-house lawyer specialization to reduce reliance on outside contract counsel
- Review, revise and present seminar on City's Public Procurement Policies and Practices
- Present regional seminar on Municipal Liability and Defense in Section 1983 Civil Rights Cases
- Develop grants compliance manual
- Implement internal controls to ensure grants compliance
- Streamline grants application and funding process
- Increase grant opportunities
- Conduct quarterly grants compliance and application workshops



Budget Highlights

- Mediated settlements for backlog of appeals (due to lawsuit) regarding OJI claims for total of \$566,471
- Reduced liability claims settlements cost by 32%
- Insurance premiums were maintained at the prior FY's cost
- Recovered \$158,236 in subrogation
- Re-negotiated the City's federal lobbying contracts for a savings of more than \$100,000



Demand Measures

Number of lawsuits filed against the City	300
Number of claims filed against the City	1,138
Number of OJI claims filed against the City	1,050
Number of drug tests conducted	1,568
Total monetary subrogation recovery	\$158,236
Total Formal/Informal opinion	14
Contracts Drafted/Reviewed	1,500



Total number of Open Record requests	340
Total number of Compliance Reviews	37
Number of Grants awarded	41
Number of Grants processed	54

FY 2009 Performance Highlights

- Maintained a Litigation Tracking System which allows for comprehensive data analysis, case tracking, claims processing, financial analysis and reporting
- Increased subrogation recovery
- Developed and implemented an insurance requirement manual tailored to the requirements of all contracted jobs
- Developed online insurance and procurement manual for '09 implementation
- Maintained the average time for opinion request/ ordinance drafting to 7-10 days
- Reduced the amount of time to investigate and resolve claims to 28 days
- Increased the number of M/WBEs certified to do business with the City of Memphis to 430 for FY 2010
- Launched the Diversity Developer Incubator which is designed to increase the number of M/WBE participating in real estate development and awarded 3 properties for development of projects with an approximate value of \$15,000,000 to be placed back on the tax rolls once developed
- Managed the City's Renewal Community designation including development of the Tax Incentive Utilization Plan and allocation of \$12 million in Commercial Revitalization Deductions for economic development efforts
- Successfully achieved amendments to the Open Records/Open Meetings legislation that would provide a fair and consistent structure to the public in accessing information and successful in working with TML and the Cable Industry on a compromise bill that protects the cities and counties interests
- Worked to pass legislation to create Tourist Development Zones for the Mid-South Fairgrounds and Graceland
- Secured \$3.2 million in federal funds and \$231,500 from state community grant funds
- Secured state legislative passage of the Neighborhood Preservation Amendment and OPED
- Restructured the OJI program to utilize a panel of expert physicians in occupational medicine to provide treatment and monitor recovery of the City's injured workers
- Implemented an OJI and Pension appeals process which is in compliance with the Uniform Administrative Procedures Act
- Office of Grants Compliance received above satisfactory or satisfactory compliance rating for 100% scheduled site visits by grantor agencies
- Office of Grants Compliance conducted a two-day workshop regarding the grants application and compliance process with all grants division liaisons in attendance
- Office of Grants Compliance attended Regional Training Financial Management workshop conducted by the U.S. Dept. of Justice

■ charges for services

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Beer Application	785	0	0	0
Property Insurance Recoveries	(181,673)	0	(18,565)	0
Drug Testing & Retest Fees	(2,077)	0	0	0
Miscellaneous Income	(33,750)	0	(135)	0
Total Charges for Services	(216,715)	0	(18,700)	0

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.

Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	2,507,487	3,052,663	2,669,411	2,906,494
Materials & Supplies	3,259,174	2,986,158	3,394,973	2,663,048
Net Expenditures	5,766,661	6,038,821	6,064,384	5,569,542
<i>Funded Staffing Level</i>	40.51	40.50	34.08	36.00
Authorized Complement				36

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Improve and enhance professional relationships between City Attorney's Office and each Division of City Government	To submit article from Law Division to City Pride Newsletter detailing various legal matters	Number of articles submitted annually	4	4	4
	To provide quality legal services in a timely manner	Date of annual client survey	Not measured	May 2009	May 2010
	To maintain the average time for opinion request/ ordinance drafting to 7-10 days	Average response rate (days)	7	7	15
	To establish and maintain a well-indexed and organized pleadings bank	Date of completion of index pleading bank and level of maintenance provided	On-going	On-going	On-going
Establish a program to identify legal issues in the City contracting process and to implement improvements	To review and identify the negotiated contract processes used in various divisions of City government	Date report reviewed	On-going	On-going	On-going

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
	To complete re-codification/legal review of City Charter and Code and installation on-line	Percentage of completion of on-line manual	85%	95%	100%
	To complete and maintain a comprehensive contracts template/form in Oracle for use by various Divisions	Percent of completed contracts	100%	100%	100%
	To establish and maintain an Intranet-version of the City's Risk Management Manual	Percentage of completion of on-line manual	Not measured	100%	100%
Develop and monitor annual budget for Law Division	To monitor the division appropriation statements monthly	Percent of approved budget expended	100%	100%	100%
Provide comprehensive oversight and legal counsel for all litigation matters	To reduce the number of lawsuits and legal expenses	Percentage of matters litigated resulting in reduced legal expenses	65%	55%	60%



Description

The Claims Service Center works to provide an efficient and professional level of claims service on behalf of the City of Memphis.

Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	662,646	835,168	385,118	438,942
Materials & Supplies	6,399,291	8,190,986	7,166,398	5,919,742
Total Expenditures	7,061,937	9,026,154	7,551,516	6,358,684
Program Revenue	(2,077)	0	0	0
Net Expenditures	7,059,860	9,026,154	7,551,516	6,358,684
<i>Funded Staffing Level</i>	11.75	11.75	6.17	7.00
Authorized Complement				7

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Minimize the amount of time to investigate and resolve a claim	To maintain the average time for claims investigation and processing to 30 days or less	Number of days processing claims from activity report	30	30	30
Maximize public service efforts	To respond to inquires from the public regarding their claim status within 24 hours	Percent of files reviewed	90%	95%	97%
		Percent increase compared to last year	Benchmark	10%	15%
Minimize the City's liability claim settlements	To reduce the liability claim settlements by 10%	Percent reduction in claim settlements compared to last year	10%	12%	15%



Description

The Office of Contract Compliance serves as the support agency and administrative arm to the Minority and Women Business Enterprise Participation Program. The purpose of the agency is to ensure that the legislative intent of the City's Ordinance 4288 et. Seq., which created the M/WBE program, is carried out in all procurement activities and opportunities. This office will serve as a catalyst through which Minority and Women Business Enterprises can fully participate in the economic expansion of the Memphis business community. This office will facilitate participation of public and private sector business entities in local M/WBE development through direct/indirect procurement opportunities.

Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	160,457	170,444	215,180	375,705
Materials & Supplies	76,702	55,800	52,100	46,108
Total Expenditures	237,159	226,244	267,280	421,813
Program Revenue	(33,750)	0	(135)	0
Net Expenditures	203,409	226,244	267,145	421,813
<i>Funded Staffing Level</i>	2.00	2.00	2.58	5.00
Authorized Complement				5

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Facilitate and encourage more minorities and women in real estate development	To formulate a Diversity Developer Incubator (DDI)	Date incubator plan completed, executed and attendees confirmed and paid	Not Applicable	February 2008	February 2009
	To generate a minimum graduating class of 120 people from the DDI	Number of participants in DDI	Not Applicable	10	15
Facilitate and encourage more public sector utilization of Minority/ Women Business Entity (M/WBE)	To coordinate and disseminate information on minority and women business entities to all City divisions	Date information disseminated to Division Directors	January 2007	January 2008	January 2009
	To increase the amount of public dollars spent with M/WBE	Percent of contracts over \$50K awarded to M/WBE	30%	32%	30%



GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Educate and inform City employees and City residents of Title VI rights & remedies	To educate City of Memphis employees and City residents of Title VI rights and remedies	Number of Town Hall Meetings attended	2	2	2
		Number of City Pride articles published	2	2	2
Sponsor, promote, and participate in seminars designed to assist M/WBEs	To assist M/WBE in economic development by active participation in various seminars and programs	Number of participants in seminars and programs	450	500	500
Increase the number of certified M/WBE available to do business with the City	To work closely with the Uniform Certification Agency (UCA) to increase the number of certified M/WBE	Number of certified M/WBE supplied by UCA	400	420	430
Establish and monitor Memorandums of Understanding (MOU)	To establish and monitor MOUs with advocacy groups including Chamber of Commerce, Minority Business Council, Leadership Memphis, Diversity Institute, Black Business Association and the Small Business Administration	Status of MOUs established	On-going	On-going	On-going

Description

The Office of Intergovernmental Affairs coordinates the City's legislative efforts in Washington and Nashville and identifies Federal and State legislation that impact the City. This office is also responsible for researching and identifying Federal, State and private grant opportunities and assists with the preparation of grant applications from all City divisions.

Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	370,791	491,547	165,122	191,601
Materials & Supplies	126,249	310,643	191,725	165,076
Net Expenditures	497,040	802,190	356,847	356,677
<i>Funded Staffing Level</i>	6.00	6.00	2.00	2.00
Authorized Complement				2

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Coordinate the City's legislative efforts with the Federal Government	To develop a Federal Legislative Agenda for the City of Memphis annually	Date Federal Legislative Agenda completed	February 2008	February 2009	February 2010
	To present and actively promote the Federal Legislative Agenda to members of the U.S. House of Representatives and U.S. Senate	Number of agenda advocate visits	2	1	As needed basis
	To provide regular communications to Division Directors regarding Federal issues/ bills of concern	Frequency of communications to Director Legislative Review Team	Not Applicable	Monthly	Monthly
	To coordinate bi-monthly conference calls with Federal lobbyists during the fiscal year	Number of bi-monthly conference calls coordinated	20	20	26
	To actively assist Riverfront Development Corporation with Federal initiatives as necessary	Number of contacts with Federal agencies or legislators	Benchmark	30	As needed basis



GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Coordinate the City's legislative efforts in the Tennessee General Assembly	To work with each City Division to develop the current year State Legislative Agenda for the City of Memphis	Date agenda completed	January 2008	January 2009	January 2010
	To present and actively promote the State Legislative agenda to members of the Tennessee General Assembly	Date agenda presented	February 2008	February 2009	February 2010
	To provide regular communications to Division Directors concerning issues/bills of interest to the City	Number of communication updates	12	10	12
Advocate issues of concern regarding the City of Memphis	To represent the City of Memphis while appropriately promoting the City's Federal and State Legislative Agenda by working with other municipalities of government agencies	Number of contacts with other municipalities of government agencies (TML, District Meetings, and National Conference)	Not Measured	18	As needed basis

Description

Risk Management minimizes the total cost of risk to the City of Memphis through sound risk management guidance to all operating divisions.

Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	113,077	170,895	176,042	180,664
Materials & Supplies	33,041	69,200	78,466	56,990
Total Expenditures	146,118	240,095	254,508	237,654
Program Revenue	(181,623)	0	(18,565)	0
Net Expenditures	(35,505)	240,095	235,943	237,654
<i>Funded Staffing Level</i>	3.00	3.00	3.00	3.00
Authorized Complement				3

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Minimize the impact of losses incurred by the City of Memphis	To coordinate and track loss control inspections for insured locations	Number of completed loss control inspections	45	60	70
Enhance professional development of Risk Management employees	To have each employee attend professional seminars and training classes	Number of seminars and classes attended	3	4	4
Ensure the City of Memphis is protected on all contracts	To assist all divisions with placing insurance requirements in contracts	Number of contracts that required Risk Management's review.	35	40	40
Ensure the City's insurance is adequately priced and all property is insured	To meet with the Engineering Division and property carrier concerning discrepancies for all divisions insuring newly constructed and renovated properties	Number of drawings/ recommendations reviewed	Benchmark	As needed basis	As needed basis



Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	208,591	219,799	249,895	299,108
Materials & Supplies	26,469	82,714	82,008	84,590
Total Expenditures	235,060	302,513	331,903	383,698
Program Revenue	735	0	0	0
Net Expenditures	235,795	302,513	331,903	383,698
<i>Funded Staffing Level</i>	6.00	6.00	5.58	6.00
Authorized Complement				6

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Ensure proper processes and procedures are enforced by issuance of proper permits and billings as regulated by the City's Alcohol Commission	To bill notices to all beer and liquor-by-the-ounce locations by December of each year	Percent of locations billed	100%	100%	100%
Issue all vehicle-for-hire driver permits and certificates of public convenience and necessity for vehicle-for-hire companies	To continuously track and bill the vehicles permitted under the Certificates of Convenience and Necessity through the new system	Percent of accounts billed	100%	100%	100%
	To ensure that all permitted vehicles undergo a bi-annual safety and meter inspection	Number of permitted vehicles inspected bi-annually	255	255	255
Comply with TN Legislature Scrap Metal Ordinance by implementing and tracking of scrap metal/ auto salvage dealers & their employees	To prepare application forms and develop rules and regulations for the new Scrap Metal Ordinance	Status of proposed Bill in TN Legislature and pending litigation against City Ordinance	Passed June 2008	Application/Permitting in process	Benchmark



GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
	To determine number of Scrap Metal Businesses & Auto Salvage yards to be permitted	Number of Permitted businesses and number of industry employees to undergo warrant checks	Not Applicable	Application/ Permitting in process	Benchmark
	To determine number of additional personnel needed to administer expected new ordinance requirements	Number of new positions created/ needed	Not Applicable	Benchmark	4
Implement Permit process for all Adult Oriented Businesses & employees to meet requirement of the New Adult Oriented Business Ordinance	To prepare application forms and develop Rules and Regulations for New Adult Oriented Business Ordinance	Number of pending litigation against City and County Ordinances	PENDING - awaiting court ruling	Not Measured	Benchmark
	To track the number of Adult Oriented Businesses and employees to be permitted	Number of Permitted businesses and number of industry employees to undergo warrant checks	Not Applicable	Not Measured	Benchmark
Establish a City of Memphis Transportation Commission (MTC) Committee	To hold meeting with City Divisions to form a review committee for wreckers & transportation issues; develop rules and regulations for Memphis Transportation Commission	Date of completion	PENDING - MTC Commission Ordinance Review	Not Measured	Benchmark
Automate Permit's Department functionality by establishing standard operating procedures for all applications	To develop paperless forms and establish indexed, searchable databases of all applications and permits issued	Percentage rate of completion for digitalization of all application forms and documents	Not Applicable	15%	100%
Enhance skill levels, morale and teamwork of the staff	To provide outside training for eight staff members	Number of staff attending training	2	4	8



Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	0	0	283,679	291,743
Materials & Supplies	0	0	118,443	98,476
Net Expenditures	0	0	402,122	390,219
<i>Funded Staffing Level</i>			4.00	4.00
Authorized Complement				4

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Coordinate efforts of the Memphis Renewal Community	To maintain all pertinent reports for the Department of Housing and Urban Development (HUD)	Date/status of completed scheduled HUD Tax Incentive Utilization Plan and Annual Reports	June 2008	June 2009	June 2010
	To maintain a process for allocation of the Commercial Revitalization Deduction (CRD)	Date CRD allocated	December 31, 2007	December 31, 2008	December 31, 2009
	To coordinate meetings of the RC CORA Advisory Board	Number of meetings held on a annual basis	2	2	2
	To promote RC Incentives to businesses and professionals	Number of training sessions held/ completed	24	22	22
Enhance internal compliance with applicable grant policies, rules and regulations	To establish and implement standard compliance tracking measures	Date measures established	January 2008	October 2008	November 2009
	To create standard compliance checklist	Date checklist completed	January 2008	October 2008	November 2009
	To conduct compliance checks and random site visits proactively	Number of compliance checks and random site visits	6	12	18

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
	To create and maintain a comprehensive database for grant tracking	Date comprehensive database completed	January 2008	October 2008	November 2009
	To make recommendations for remedial measures, process improvements, and internal controls	Number of recommendations	4	4	4
Provide comprehensive oversight of all City grants and ensure the proper administration of all City grants	To develop a comprehensive procedure for submission and approval of grant applications	Date comprehensive procedure completed	January 2008	October 2008	November 2009
	To assist in the pursuit of grant opportunities and partners	Number of grant opportunities identified	54	64	75
	To monitor and review the grant application process	Number of applications reviewed	54	64	75
	To provide training and support to grant liaisons where appropriate	Percent of training and support provided	100%	100%	100%
	To provide technical assistance in completing necessary certifications and forms	Number of grant liaisons requiring technical assistance	2	2	2



Operating Budget

Category	FY 2008 Actual	FY 2009 Adopted	FY 2009 Forecast	FY 2010 Adopted
Personnel Services	0	0	402,892	448,236
Materials & Supplies	0	0	889,229	781,710
Net Expenditures	0	0	1,292,121	1,229,946
<i>Funded Staffing Level</i>			5.00	5.00
Authorized Complement				5

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Goal	Objective	Performance Measure	Actual FY 2008	Estimated FY 2009	Adopted FY 2010
Identify and reduce repetitive OJI and 3rd Party Claims	To review quarterly claims and OJI reports and identify areas for corrective actions for reducing accidents	Number of reports distributed	4	4	4
Provide quality medical services to injured employees at minimal cost	To establish a medical panel of physicians to provide services and contain costs for work-related injuries	Date of implementation of panel	Not Applicable	January 2009	Not Applicable
	To monitor and provide consolidated reports on OJI usage and expenses	Number of Quarterly reports completed and distributed	Not Applicable	4	4
Maintain a Drug Free workplace for all City employees	Establish on-site collection services for Police Division	Date of complete implementation of on-site collections services	Not Applicable	Aug-08	Not Applicable
	To maintain random drug testing rate of 10% for Police, 25% for Fire, and 50% for DOT	Percent rate of random testing for Police	10%	10%	10%
		Percent rate of random testing for Fire	10%	25%	25%
		Percent rate of random testing for DOT	50%	50%	50%

CITY ATTORNEY

AUTHORIZED COMPLEMENT

Service Center/Position Title	Authorized Positions	Service Center/Position Title	Authorized Positions
<u>City Attorney's Office</u>		<u>Intergovernmental Relations</u>	
ADMR CONTRACT	1	ADMR GOVERNMENTAL REL	1
ADMR LEGAL SR	1	COORD INTERGOV	1
ANALYST CLAIMS	1	Total Intergovernmental Relations	2
ASST ADMINISTRATIVE	2	<u>Risk Management</u>	
ATTORNEY ASST CITY A	3	ANALYST LOSS CONTROL	1
ATTORNEY ASST CITY AA	2	ANALYST RISK MGMT	1
ATTORNEY ASST COMPLIANCE AA	1	SUPER RISK MGMT	1
ATTORNEY ASST HCD AA	1	Total Risk Management	3
ATTORNEY CITY	1	<u>Permits</u>	
ATTORNEY CITY ASST SR	5	ADMR PERMITS LICENSES	1
ATTORNEY CITY DEPUTY	1	ANALYST PERMITS LICENSES LD	1
ATTORNEY COLLECTIONS	1	CLERK GENERAL APP A	3
ATTORNEY PROSECUTOR AA	3	PARALEGAL	1
ATTORNEY PROSECUTOR CHIEF	1	Total Permits	6
ATTORNEY STAFF	3	<u>Grants Compliance</u>	
ATTORNEY STAFF SR	1	COORD GRANTS	2
COORD LEGAL ADMIN	1	MGR GRANTS	1
COORD PUBLIC RECORDS	1	SUPER GRANT COMPLIANCE	1
OFFICER ETHICS	1	Total Grants Compliance	4
PARALEGAL	3	<u>Health & Safety</u>	
SECRETARY A	2	ADMR HEALTH SAFETY	1
Total City Attorney's Office	36	COORD DRUG/TESTING	2
<u>Claims</u>		COORD SAFETY	1
AGENT CLAIMS	1	MGR HEALTH SAFETY CASE	1
ANALYST CLAIMS	3	Total Health & Safety	5
ATTORNEY ASST CITY AA	1	<u>TOTAL CITY ATTORNEY</u>	
INVESTIGATOR LEGAL	1	<u>68</u>	
SECRETARY A	1		
Total Claims	7		
<u>Contract Compliance</u>			
ANALYST CONTRACT COMPLIANCE	1		
COORD COMPLIANCE STIM DURATIONAL	2		
OFFICER CONTRACT COMPLIANCE	1		
SUPER CONTRACT COMPLIANCE	1		
Total Contract Compliance	5		



