

BUDGET SUMMARY

Law Department

	<u>Actual Cost 1960</u>	<u>Actual Cost 1961</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved 1963</u>
Personal Service	\$45,542	\$59,312	\$71,810	\$76,510	\$81,204	\$81,204	
Contractual	7,639	10,744	9,900	6,400	10,050	10,050	
Supplies	783	2,394	1,100	1,400	1,400	1,400	
Unclassified		689	3,500	5,300	3,000	3,000	
Capital	<u>1,316</u>	<u>650</u>	<u>500</u>	<u>500</u>	<u>2,500</u>	<u>2,500</u>	
TOTAL COST	\$55,280	\$73,789	\$86,810	\$90,110	\$98,154	\$98,154	
Less Charges to Other Departments and Funds	<u>(29,635)</u>	<u>(44,287)</u>	<u>(49,540)</u>	<u>(49,540)</u>	<u>(56,928)</u>	<u>(56,928)</u>	
GENERAL FUND NET	\$25,645	\$29,502	\$37,270	\$40,570	\$41,226	\$41,226	

Law Department

APPROPRIATION DETAIL

Account #1209

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>			\$66,690			
.11	City Attorney	\$17,600		\$18,000	\$18,000	
	Assistant City Attorney II	12,000		12,644	12,644	
	Assistant City Attorney I	10,248		10,668	10,668	
	Property Management Officer	10,000		10,388	10,388	
	Assistant Right of Way Agent II	8,000		8,368	8,368	
	Assistant Right of Way Agent II*			6,060	6,060	
	3 Legal Stenographers II	17,994		18,329	18,329	
	Legal Stenographer I	5,472		5,445	5,445	
	Clerk Stenographer II			5,256	5,256	
	Less Salaries Charged to Other General Fund A/C**	(18,000)		(22,330)	(22,330)	
	Less Charges to Leave Reserve	<u>(1,624)</u>		<u>(3,040)</u>	<u>(3,040)</u>	
	TOTAL SALARIES	\$61,690	\$66,690	\$69,788	\$69,788	
.12	Overtime	\$ 250	\$ 250	\$ 250	\$ 250	
.13	Accrued Leave	<u>9,870</u>	<u>9,570</u>	<u>11,166</u>	<u>11,166</u>	
	TOTAL PERSONAL SERVICES	\$71,810	\$76,510	\$81,204	\$81,204	
	PERSONNEL AUTHORIZED	9	9	11	11	

* 9 months - 1/1/63 - 9/30/63 incl.

** Only 10% of R/W salaries charged to this department.

Law Department

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<u>Contractual</u>						
.22	Contracted Labor & Equipment Additional City Code Supplements	\$ 6,000	\$ 2,000	\$ 6,000	\$ 6,000	
.26	Other Rentals		200	200	200	
.27	Repairs	250	250	250	250	
.28	Telephone, Telegraph, & Tolls	1,850	1,650	1,600	1,600	
.29	Travel, Dues, & Publications	<u>1,800</u>	<u>2,300</u>	<u>2,000</u>	<u>2,000</u>	
	TOTAL CONTRACTUAL	\$ 9,900	\$ 6,400	\$10,050	\$10,050	
<u>Supplies</u>						
.36	Office Supplies	\$ 600	\$ 900	\$ 800	\$ 800	
.37	Postage	250	250	350	350	
.38	Printed Forms	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	
	TOTAL SUPPLIES	\$ 1,100	\$ 1,400	\$ 1,400	\$ 1,400	
<u>Unclassified</u>						
.40	Cost of Litigation	<u>\$ 3,500</u>	<u>\$ 5,300</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	
	TOTAL UNCLASSIFIED	\$ 3,500	\$ 5,300	\$ 3,000	\$ 3,000	

Law Department

APPROPRIATION DETAIL

Account #1209

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<u>Capital</u>						
.84	Machinery & Equipment	\$ 500	\$ 500			
	Desk, Chair, & Typewriter for new Clerk Stenographer			\$ 700	\$ 700	
	Equipment for R/W Office in Annex:			1,500	1,500	
	Desk & Chair for City Prosecutor (Pub. Safety Bldg.)			200	200	
	Chairs for Reception Room			100	100	
	TOTAL CAPITAL	\$ 500	\$ 500	\$ 2,500	\$ 2,500	
	TOTAL COST	\$86,810	\$90,110	\$98,154	\$98,154	
	Less Charges to Utilities					
	Telephone 20%	(17,130)	(17,130)	(19,630)	(19,630)	
	Electric 22%	(18,840)	(18,840)	(21,594)	(21,594)	
	Water 10%	(8,570)	(8,570)	(9,815)	(9,815)	
	Port 6%	(5,000)	(5,000)	(5,889)	(5,889)	
	GENERAL FUND NET	\$37,270	\$40,570	\$41,226	\$41,226	

The City Attorney's office is responsible in representing the City's interest in all courts; furnishing legal advice and counsel to the City Council and City department heads; preparation of ordinances, resolutions and all other legal documents; filing and processing law suits for the collection of delinquent personal property taxes and delinquent utility accounts; investigation, adjustment, settlement or litigation of all claims for damage against or on behalf of the City; preparation of necessary forms, reports and statements in connection with accidents involving City vehicles; editing all new ordinances as revisions to the Code of Ordinances of the City and supervising publication and distribution to persons holding Code books.

The Property Management Division of the Law Department charges its salaries against each project in proportion to the amount of work done on the project. Generally, the work program for this division consists of obtaining easements and rights of way for improvement projects and includes as well, land acquisition for the City departments. The Division also concerns itself with the property management for all City property. Ten percent of the salaries of the Property Management Division is paid from this account to provide for the property management function, while the remaining ninety percent is charged to projects.

There remains considerable revision required in the Code of Ordinances of the City to bring it in conformity with the home rule charter. Possible amendments to the charter may have to be studied and drafted as well as appearances before the Legislature for legislation to implement the charter and general municipal powers. Parts of the charter may have to be litigated, to determine their validity, or for judicial interpretation. The program of condemning deteriorated and dangerous structures will be continued by agreement with the property owner wherever such agreement can be amicably arranged, otherwise by hearing before the Council as a Board of Adjustment. The City Magistrate Court has been abolished under the State court system and there has been substituted a District Magistrate Court. Prosecutions, even for City ordinance violations, are in the name of the State. The Chief Justice and the Administrative Officer of the State Supreme Court have requested that the City continue the practice of furnishing the prosecuting attorney for ordinance violations. The professional staff of the City Attorney's office will be deputized under the Attorney General's office for this purpose. The number of ordinance violations have been increasing for the past few years at the rate of 30% per year. Because of a provision in the magistrate's act permitting the retention of fines and forfeitures by municipalities, it is anticipated that the City, by agreement with the state, will continue to furnish the court with clerical services and will merely reimburse the state out of the fines and forfeitures for the cost of furnishing a part-time judge. The rate of collection of such fines and forfeitures should permit allocation of part of the cost of furnishing the prosecuting attorney to this service.

The increase in the cost of personal services in the Law Department is attributable to the following:

The addition of a Clerk Stenographer II is recommended. Justification for this new position lies not only in the steadily increasing volume of work in the City Attorney's office, but also to provide an employee of lower classification than a legal secretary to perform the duties of meeting the many visitors we have to the City Attorney's office, answering routine inquiries, and handling some of the collections which come through the office. It is felt that this will allow greater efficiency for the personnel performing the more difficult legal secretarial duties.

The department recommends that the classification of the Assistant City Attorney I be increased from Grade 25 to Grade 27, however, the salary is budgeted with no change pending the proposed overall classification and salary structure study.

13 B

Account .26 results from an administrative decision to charge rentals of federal land to the Property Management Division for such rentals which cannot be logically charged to a particular department.

Account .29 shows a slight increase to provide for the cost of additional supplements for our enlarged library.

Account .40 represents the cost of litigation such as the taking of depositions and the preparation of exhibits and other evidence. Also included in this account is the cost of preparation of Superior and Supreme Court briefs. As a matter of interest, the City Attorney's Office now has pending about 15 cases in the Supreme Court of Alaska as well as one before the U. S. Supreme Court, and one before the U. S. District Court. All of these require formal preparation.

The City Attorney seeks a substantial increase in Capital Budget for 1962. This will be needed because the prosecutor now must have a desk in the Public Safety Building, as he spends a large portion of his time there, and since additional equipment will be needed resulting from the removal of Right of Way to the Central School Annex. The office there vacated will probably be used by the City Attorney and new equipment will be needed either to furnish the offices for the Right of Way in the City Hall Annex or in the office here which will now be used by the City Attorney. A typewriter and a desk will also be required for the clerk stenographer who is requested in the Budget. Within limits, the City Attorney would also like to replace some of the existing chairs in the office. The City Attorney's Office has a constant flow of visitors and the condition of the office reflects on a visitor's impression of the City as a whole, and some of the chairs used by the visitors are not only unsightly but actually hazardous and in danger of collapse.

The sum of \$2,500 requested may not allow all the needed changes but will provide at least the bare essentials necessary brought about by the need for additional personnel and the transfer of the Property Management Division to the City Hall Annex.