

# ANNUAL BUDGET

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CITY ATTORNEY

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CITY OF ANCHORAGE

DEPARTMENT CITY ATTORNEY			DEPARTMENT SUMMARY 1263				PAGE C57
DIVISIONS	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND.	APPROVED
City Attorney	117,430	110,482	137,443	162,324	195,930	163,530	196,780
Property Management	64,204	59,568	64,961	82,747	78,070	76,960	80,420
Total	181,634	170,050	202,404	245,071	274,000	240,490	277,200
Less Charges to Others	( 94,243)	( 62,327)	( 73,747)	(101,962)	(106,740)	(114,240)	(114,240)
<b>TOTAL</b>	87,391	107,723	128,657	143,109	167,260	126,250	162,960

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
LEGAL	CITY ATTORNEY	1263.1			C58

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	70,550	73,118	88,429	106,494	112,210	104,530	114,080
Contractual	24,290	33,536	34,780	38,930	64,520	42,500	64,500
Supplies	280	861	1,446	1,500	1,500	1,500	1,500
Other Costs	22,060	2,967	8,083	10,000	10,000	10,000	10,000
Capital Outlay	250		4,107	5,400	7,700	5,000	6,700
	117,430	110,482	136,845	162,324	195,930	163,530	196,780
Less Interfund Charges	( 47,850 )	( 30,518 )	( 43,002 )	( 50,506 )	( 60,740 )	( 60,740 )	( 60,740 )
<b>Total</b>	<b>69,580</b>	<b>79,964</b>	<b>93,843</b>	<b>111,818</b>	<b>135,190</b>	<b>102,790</b>	<b>136,040</b>

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
LEGAL		CITY ATTORNEY		1263.1					C59
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
	<u>PERSONAL SERVICES</u>								
.110	Salaries	81,687	95,044	100,490	93,210	100,890			
.120	Overtime	197	200						
.140	Liability & Workmen's Comp. Ins.	748	880	1,350	1,310	1,420			
.141	Retirement Plans	2,951	7,100	6,300	6,300	6,560			
.142	Life Insurance	95	220	100	100	110			
.143	Medical Insurance Programs	196	550	560	560	2,020			
.144	Social Security (FICA)	2,555	2,500	3,410	3,050	3,080			
	Total	88,429	106,494	112,210	104,530	114,080			
	<u>CONTRACTUAL</u>								
.221	Duplicating	1,998	1,170	1,500	1,500	1,500			
.222	Miscellaneous Charges	23,496	26,000	50,000	28,000	50,000			
.241	Telephone, Switchboard	2,984	3,300	3,500	3,500	3,500			
.274	Space Rental - City Bldgs.	4,273	4,740	5,210	5,190	5,190			
.281	Repairs & Maint. - City Forces	394	1,140	2,210	2,210	2,210			
.291	Travel	1,684	2,200	1,500	1,500	1,500			
.292	Dues & Subscriptions	549	380	600	600	600			
	Total	35,378	38,930	64,520	42,500	64,500			
	<u>SUPPLIES</u>								
.313	Office Supplies & Postage	1,446	1,500	1,500	1,500	1,500			
	Total	1,446	1,500	1,500	1,500	1,500			
	<u>OTHER CHARGES</u>								
.442	Cost of Litigation	8,083	10,000	10,000	10,000	10,000			
	Total	8,083	10,000	10,000	10,000	10,000			
	<u>CAPITAL</u>								
.602	Buildings			700	-0-	700			
.604	Library Books	2,934	3,500	5,000	4,000	5,000			
.605	Machinery & Equipment	1,173	1,900	2,000	1,000	1,000			
	Total	4,107	5,400	7,700	5,000	6,700			
	Total	137,443	162,324	195,930	163,530	196,780			
.501	<u>LESS CHARGES TO OTHERS</u>	( 43,002)	( 50,506)	( 60,740)	( 60,740)	( 60,740)			
	Total Operating Budget	94,441	111,818	135,190	102,790	136,040			

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
LEGAL		CITY ATTORNEY		1263.1					C60
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
City Attorney		30,000	1	1	25,000	1	25,000	1	30,000
Assistant City Attorney	36	1471-1790	1	1	20,144	1	20,144	1	20,950
Assistant City Attorney	32	1258-1530	1	1	14,802	1	14,802	1	15,390
Legal Secretary III	18	725-884	1	1	10,200	1	10,200	1	10,610
Legal Secretary II	16	671-817	1	1	9,444	1	9,444	1	9,822
Clerk II	10	532-646	1	1	6,854	1	6,854	1	7,128
Clerk IV	15	646-787	1	1	7,700	1	7,700	1	8,008
Subtotal			7	7	94,144	7	94,144	7	101,908
<u>New Position:</u>									
Clerk Steno II	11	552-671	0	1	6,348	0		0	
Less 1% Salary Savings							( 940)		( 1,020)
TOTAL			7	8	100,492	7	93,204	7	100,888

*\$9000 in contingencies for raise of Asst City Attorney if desired.*

\* This column used for number of employees in each class.

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	CITY ATTORNEY	1263.1			C61

		Department Request	Manager Recommends	Council Approved
.110	<u>SALARIES</u>			
	A Clerk Steno II has been added to the City Attorney's budget for 1971. This position is being requested to supplement the present staff in the prosecutor's office in view of the recent Supreme Court ruling re jury trials. Presently there is a Clerk IV and a part-time clerk position established in that office. The anticipated work-load attendant upon jury trials will more than justify establishment of an additional position.	6,348	-0-	-0-
.222	<u>CONTRACTED SERVICES</u>			
	In view of the ruling to right to jury trials, this account has been increased by the sum of \$24,000. Since the Prosecutor's office has no established precedent for the number of people who will demand trial by jury and since at the present time such requests are running nearly 100%, an estimated figure only can be used. It could very well be that this figure will have to be revised upwards during the course of 1971.	50,000	28,000	50,000
.241	<u>TELEPHONE AND SWITCHBOARD</u>			
	This account has been increased to cover charges for the installation of newer equipment in the City Attorney's office which carries a monthly charge.	3,500	3,500	3,500
.281	<u>REPAIRS &amp; MAINTENANCE</u>			
	Moving and Installing shelving	1,540	1,540	1,540
	Compliance with Fire Marshal Report	150	150	150
	Install gas generator	140	140	140
	Replace Electro-strip	150	150	150
	Minor Projects under \$100	230	230	230
		<u>2,210</u>	<u>2,210</u>	<u>2,210</u>

## CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE	
LEGAL	CITY ATTORNEY	1263.1			C62	
				<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.291	<u>TRAVEL</u>					
	Travel to the annual conference of the National Institute of Municipal Law Officers and several trips to Juneau during the Legislative Session.			1,500	1,500	1,500
.292	<u>DUES AND SUBSCRIPTIONS</u>					
	An increase has been effected in the cost of the Legislative Reporting Service, and in many of the subscriptions regularly purchased by the City Attorney's office.			600	600	600
.442	<u>COST OF LITIGATION</u>					
	The figure of \$10,000 has been used for some years and has usually been adequate.			10,000	10,000	10,000
.602	<u>BUILDINGS</u>					
	Install window in East wall - P.W. Structures			700	-0-	700
.604	<u>LAW BOOKS</u>					
	Cost of keeping the Law Library current through revised volumes has increased			5,000	4,000	5,000



CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	CITY ATTORNEY	1263.1			C63

<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
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.605 MACHINERY AND EQUIPMENT

The new requirements regarding right to jury trial will be in effect in 1971, and it will be necessary to add additional clerical professional staff in the Prosecutor's office to handle the anticipated load.

2 Desks	350	170	170
2 Chairs	200	100	100
2 Typewriters	800	400	400
2 File Cabinets	250	130	130
Dictating Equipment	400	200	200
	<u>2,000</u>	<u>1,000</u>	<u>1,000</u>

.510 CHARGES TO OTHERS

<u>Utility</u>	<u>Retainer</u>	<u>Estimated Hrs. at \$35/Hr.</u>	<u>Cost</u>	<u>Total</u>			
Telephone	7,800	560	19,600	27,400	27,400	27,400	27,400
ML&P	5,400	408	14,280	19,680	19,680	19,680	19,680
Port	2,500	152	5,320	7,820	7,820	7,820	7,820
Water	1,500	126	4,340	5,840	5,840	5,840	5,840
				<u>60,740</u>	<u>60,740</u>	<u>60,740</u>	<u>60,740</u>

**CITY OF ANCHORAGE**

<b>DEPARTMENT</b>	<b>ACCOUNT TITLE</b>	<b>ACCOUNT NUMBER</b>	<b>SUMMARY</b>	<b>A</b>	<b>PAGE</b>
LEGAL	PROPERTY MANAGEMENT	1263.2			C64

**ACCOUNT SUMMARY**

EXPENDITURE CLASSIFICATION	1967 ACTUAL	1968 ACTUAL	1969 ACTUAL	1970 REVISED BUDGET	1971		
					REQUEST	RECOMMEND	APPROVED
Personal Services	57,031	48,133	56,497	58,817	62,230	61,690	65,150
Contractural	5,235	10,745	8,062	18,790	13,640	13,670	13,670
Supplies	783	688	402	400	600	600	600
Other Costs				2,700			
Capital Outlay	1,155			2,040	1,600	1,000	1,000
	64,204	59,566	64,961	82,747	78,070	76,960	80,420
Less Interfund Charges	(46,393)	(31,809)	(30,745)	(51,456)	(46,000)	(53,500)	(53,500)
<b>Total</b>	<b>17,811</b>	<b>27,757</b>	<b>34,216</b>	<b>31,291</b>	<b>32,070</b>	<b>23,460</b>	<b>26,920</b>

PROGRAM OUTLINE

- (1) Procure Right of Way for all City departments as required.
- (2) Circulation and collation of improvement district petitions.
- (3) Processing and management of lease agreements.

LEVEL OF SERVICE

Provide service to all City departments as required.  
 Act as liaison between City and other agencies or persons.  
 Number of easements, permits, petitions, signatures, leases, etc.

Requested in 1970	1,333
Estimated in 1971	<u>2,106</u>
<b>Increase</b>	<u><u>773</u></u>

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
LEGAL		PROPERTY MANAGEMENT		1263.2					C65
CODE NO.	EXPENDITURE CLASSIFICATION	1969	1970	1971					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
<u>PERSONAL SERVICES</u>									
.110	Salaries	51,380	51,357	54,600	54,060	56,220			
.120	Overtime	411	1,000	500	500	500			
.140	Liability & Workmen's Comp. Ins.	515	470	740	740	800			
.141	Retirement Plans	2,096	4,000	3,830	3,830	3,930			
.142	Life Insurance	126	150	170	170	180			
.143	Medical Insurance Programs	264	340	520	520	1,650			
.144	Social Security (FICA)	1,705	1,500	1,870	1,870	1,870			
	Total	56,497	58,817	62,230	61,690	65,150			
<u>CONTRACTUAL</u>									
.120	Advertising	351	500	500	500	500			
.221	Duplicating	1,206	600	1,000	1,000	1,000			
.222	Miscellaneous Charges	959	9,000	2,500	2,500	2,500			
.241	Telephone, Switchboard	1,451	2,000	2,000	2,000	2,000			
.258	Tuition Refunds	90	200	350	350	350			
.271	City Owned Vehicles or Equip.	438	1,780	1,800	1,860	1,860			
.274	Space Rental - City Bldgs.	2,842	3,130	3,390	3,360	3,360			
.281	Repairs & Maint. - City Forces	240	530	450	450	450			
.291	Travel	260	800	1,400	1,400	1,400			
.292	Dues & Subscriptions	225	250	250	250	250			
	Total	8,062	18,790	13,640	13,670	13,670			
<u>SUPPLIES</u>									
.313	Office Supplies & Postage	402	400	600	600	600			
	Total	402	400	600	600	600			
<u>OTHER CHARGES</u>									
.432	Contributions to Garage Fund		2,700						
	Total		2,700						
<u>CAPITAL</u>									
.605	Machinery & Equipment		2,040	1,600	1,000	1,000			
	TOTAL	64,961	82,747	78,070	76,960	80,420			
.501	<u>LESS CHARGES TO OTHERS</u>	(30,745)	(51,456)	(46,000)	(53,500)	(53,500)			
	Total Operating Budget	34,216	31,291	32,070	23,460	26,920			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	PERSONNEL	C	PAGE
LEGAL	PROPERTY MANAGEMENT	1263.2			C66

CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1971					
				* REQUEST	* RECOMMEND	* APPROVED			
Property Management Off.	30	1164-1415	1	1	17,140	1	17,140	1	17,826
Chief Right of Way Agent	26	994-1209	1	1	14,664	1	14,664	1	15,250
Right of Way Agent	25	956-1164	1	1	13,176	1	13,176	1	13,703
Legal Steno II	16	671-817	1	1	9,620	1	9,620	1	10,005
Subtotal			4	4	54,600	4	54,600	4	56,784
Less 1% Salary Savings							(540)		(568)
<b>TOTAL</b>			4	4	54,600	4	54,060	4	56,216

\* This column used for number of employees in each class.

COMMENTARY

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	PROPERTY MANAGEMENT	1263.2			C67

		<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
.120	<u>OVERTIME</u>			
	Negotiations require contacting property owners in off-hour periods. Maintenance of minimum staff requires overtime in rush periods to clear high priority items in Capital Improvement Programs.	500	500	500
.222	<u>MISCELLANEOUS CHARGES</u>			
	Recording fees, plats, replats, survey and engineering service, misc. title research, litigation reports, etc.	500	500	500
	Misc. appraisals of City-owned properties, costs of tax foreclosure sales, etc.	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
		2,500	2,500	2,500
.258	<u>TUITION REFUNDS</u>			
	Community College, AMU and AR/WA course in law, R/W negotiations and appraisal	350	350	350
.281	<u>REPAIRS &amp; MAINTENANCE - CITY FORCES</u>			
	Fire Marshal's Report	100	100	100
	Other Misc. Repairs under \$100	350	350	350
.291	<u>TRAVEL</u>			
	Cost of Annual National and Regional American Right of Way Assn. - participation, plus incidental travel	1,400	1,400	1,400

CITY OF ANCHORAGE

DEPARTMENT LEGAL	ACCOUNT TITLE PROPERTY MANAGEMENT	ACCOUNT NUMBER 1263.2	COMMENTARY	D	PAGE C68
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	<u>Department Request</u>	<u>Manager Recommends</u>	<u>Council Approved</u>
<b>.605 <u>MACHINERY AND EQUIPMENT</u></b>			
Map rack (36" hanging file). Rack required to store basic 100-scale maps (250 to 300 sheets) which presently occupy a table work space area.	400	400	400
Office Calculator - present machine in use is approximately 15 years old and is no longer accurate. Only complete renovation could make the machine more usable. Therefore we request a new machine.	<u>1,200</u>	<u>600</u>	<u>600</u>
	1,600	1,000	1,000
<b>.501 <u>LESS CHARGES TO OTHERS</u></b>			
City Manager		3,500	3,500
Public Works	22,000	24,300	24,300
ML&P	4,000	4,500	4,500
Telephone	15,000	16,200	16,200
Parks and Recreation	1,000	1,000	1,000
Port	1,000	1,000	1,000
Traffic	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	46,000	53,500	53,500