

MUNICIPAL ATTORNEY

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Mayor

Municipal
Attorney
1150

DEPARTMENT SUMMARY

DEPARTMENT

MUNICIPAL ATTORNEY

MISSION

To provide for the delivery of legal services to all phases of Municipal government operations; management of all civil litigation to which the Municipality is a party; and the judicial prosecution of misdemeanor criminal offenses in direct support of enforcement activities carried out by the Anchorage Police Department.

MAJOR PROGRAMMING HIGHLIGHTS

- Perform mandated executive functions, provide policy guidance and promote staff development directed toward enhancing the prospects for long-term retention and, therein, improved overall performance by all personnel.
- Continue ongoing efforts to reduce the municipality's utilization of contract legal services in all areas.
- Continue an aggressive policy with respect to the prosecution of domestic violence assault, child abuse and DWI cases, where a majority of the cases submitted for prosecution are filed for further action.
- Continue expanded monitoring and follow-up activities directed toward identifying and prosecuting those individuals found in noncompliance with conditions of probation.
- Introduce new and/or modified automated data processing applications in conjunction with the planned CY 1990 acquisition and installation of a new fully integrated MIS network facility.
- Introduce an in-house judicial non-bankruptcy debt collection function.

RESOURCES

	1990	1991
Direct Costs	\$ 2,063,210	\$ 2,052,470
Program Revenues	\$ 242,000	\$ 44,000
Personnel	37FT	37FT

1991 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1990 REVISED	1991 BUDGET	1990 REVISED				1991 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
MUNICIPAL ATTORNEY	2,063,210	2,052,470	37			37	37			37
OPERATING COST	2,063,210	2,052,470	37			37	37			37
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	2,063,210	2,052,470								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	313,520	377,230								
TOTAL DEPARTMENT COST	2,376,730	2,429,700								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,915,620	2,166,980								
FUNCTION COST	461,110	262,720								
LESS PROGRAM REVENUES	242,000	44,000								
NET PROGRAM COST	219,110	218,720								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	1,934,220	13,820	122,350	39,600	2,109,990
DEPT. TOTAL WITHOUT DEBT SERVICE	1,934,220	13,820	122,350	39,600	2,109,990
LESS VACANCY FACTOR	57,520				57,520
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,876,700	13,820	122,350	39,600	2,052,470

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET

DEPARTMENT: MUNICIPAL ATTORNEY

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1990 REVISED BUDGET:	\$ 2,063,210	37		
Amount Required to Continue Existing Programs in 1991:	(2,320)			
REDUCTIONS TO EXISTING PROGRAMS:				
- None				
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Allowance for Inflation	(7,220)			
- Medical/Dental Contract Adjustment	(1,200)			
1991 BUDGET	\$ 2,052,470	37		

1991 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
PROGRAM: Administrative Services

PURPOSE:

Under the direction of the Municipal Attorney, perform centralized administrative; financial management; client billing; procurement; budget preparation; and related support functions, and provide direct clerical support to the Municipal Attorney.

1990 PERFORMANCES:

- Continued staff development and training efforts directed toward enhancing the prospects for long-term retention and, therein, improved overall performance by all personnel.
- Reviewed all outside legal services contract requests and preformed subsequent ongoing monitoring functions.
- Installed a fully integrated MIS network facility pursuant to implementation of the department's 1991-1993 Information Systems Plan.
- Revised the current Municipal Policy & Procedure governing the retention of outside legal counsel to more accurately delineate the review, approval and processing responsibilities exercised by the Municipal Attorney.
- Modified the manual procedures currently utilized to compile Civil Law interagency billings to permit the generation of client-specific activity reports for each attorney.
- Performed mandated executive functions, provided policy guidance, and carried out ongoing centralized administrative support responsibilities.

1991 OBJECTIVES:

- Perform centralized financial management, client billing, procurement, and other administrative support functions.
- Review all outside legal service contract requests and perform subsequent ongoing monitoring functions.
- Provide direct clerical support to the Municipal Attorney and augment civil law clerical support staff, as needed, to insure adequate coverage on a continuing basis.
- Introduce new and/or modified automated data processing applications in conjunction with the planned CY 1990 acquisition and installation of a new fully integrated MIS network facility.
- Generate periodic in-house management reports reflecting the distribution of Civil Law interagency client billings by attorney.
- Generate year-end Civil Law attorney-specific billing summaries for distribution to all municipal enterprise fuctions.

1991 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administrative Services
 RESOURCES:

DIVISION:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	2	0	0
PERSONAL SERVICES	\$	202,960		\$	206,710		\$	123,560	
SUPPLIES		250			320			320	
OTHER SERVICES		6,030			6,520			1,870	
CAPITAL OUTLAY		0			1,000			800	
TOTAL DIRECT COST:	\$	209,240		\$	214,550		\$	126,550	

PERFORMANCE MEASURES:

- Contracts for outside legal services (Files Maintained)		35		32		32
- Client agencies		40		40		40
- Attorney billings processed		11,600		11,700		12,100

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

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1991 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
PROGRAM: Civil Litigation & Criminal Prosecution

PURPOSE:

Provide minimal staffing needed to perform mandated civil and criminal advisory and direct litigation support functions, including the management of all civil litigation and criminal prosecutions pursuant to the enforcement of municipal penal and traffic codes, and related ordinances.

1990 PERFORMANCES:

- Fully implemented bankruptcy debt collections capabilities and achieved a higher the expected rate of recovery through the establishment of a dedicated support structure.
- Promoted further staff development and developed greater in-house special area litigation expertise through a significant reduction in staff turnover, cross training, joint-defense assignments, and other team building personnel management techniques.
- Continued expanded monitoring efforts and follow-up activities directed toward identifying and prosecuting those individuals found in non-compliance with conditions of probation.
- Maintained an aggressive policy with respect to the prosecution of domestic violence assault, child abuse, and DWI cases, where a majority of the cases submitted for prosecution were filed for further action.
- Enhanced current prosecution case management capabilities by expanding on-site access to Police Information Management System (PLIMS).
- Provided staff attorney to assist Charter Review Commission.

1991 OBJECTIVES:

- Perform mandated executive functions , provide policy guidance and promote staff development directed toward enhancing the prospects for long-term retention and, therein, improved overall performance by all personnel.
- Complete consolidation of non-bankruptcy and bankruptcy debt collection functions, as necessary, to permit the implementation of joint case management procedures and related cross-training of support personnel.
- Continue an aggressive policy with respect to the prosecution of domestic violence assault, child abuse and DWI cases, where a majority of the cases submitted for prosecution are filed for futher action.
- Continue expanded monitoring and follow-up activities directed toward identifying and prosecuting those individuals found in noncompliance with conditions of probation.
- Continue ongoing efforts to reduce the municipality's utilization of contract legal services in all areas.
- Expand the department's direct role in the management of utility non-bankruptcy debt collection referrals.

1991 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
 PROGRAM: Civil Litigation & Criminal Prosecution
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	34	0	0	34	0	0	35	0	0
PERSONAL SERVICES				\$ 1,585,230			\$ 1,675,990		
SUPPLIES				12,500			11,740		
OTHER SERVICES				124,060			100,530		
CAPITAL OUTLAY				43,500			46,400		
TOTAL DIRECT COST:				\$ 1,765,290			\$ 1,834,660		
PROGRAM REVENUES:				\$ 6,500			\$ 228,000		
PERFORMANCE MEASURES:									
- Hours of legal service billed (Civil Law)				14,900			15,000		
- Active civil litigation and matters files (avg. /mo.)				900			1,160		
- Contract and Assembly documents processed				790			760		
- Legal opinions issued (Civil Law)				90			120		
- Criminal Case Intakes				8,194			7,490		
- Criminal Cases Filed				5,755			6,300		
- Petitions to Revoke Probation				1,200			1,500		
- Criminal Motions Filed				567			772		
- Criminal Appeals				21			26		
- Criminal Trials				52			110		

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 3, 4, 5, 6