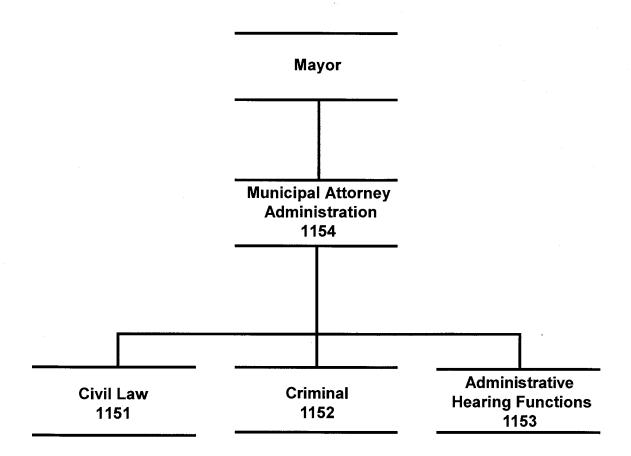
MUNICIPAL ATTORNEY

MUNICIPAL ATTORNEY



MUNICIPAL ATTORNEY

Strategic Framework

Customers Served: Municipality of Anchorage through its client constituents --the

Assembly, Mayor, Municipal Departments and Agencies, Boards and Commissions, the Municipal School District and Municipal officials and employees in their governmental capacities and functions.

Mission:

To provide effective, quality legal services to the Municipality of Anchorage in a time-sensitive manner necessary to support and guide legally effective operating, administrative, and public safety functions of the Municipality.

Goal:

Provide quality legal services in a time effective manner.

Objectives:

- Improve attorney staff' focus on specific legal issues raised, the legal risks to be evaluated and the legal services actually needed by the constituent.
- ☐ At the Division head and above level, improve client constituents' knowledge and understanding of legal fundamentals of Municipal government, Municipal government functions and the effective use of attorneys.

Performance Measures:

No paragraph provided

Measures:

Objective 1. Efficiency: Cost per hour of instruction.

> Number of educational sessions Effectiveness: offered; attendance per session; and decrease in average turnaround time.

Objective 2. Efficiency: Cost per hour of instruction.

> Effectiveness: Number of educational sessions offered; attendance per session; and decline in Requests for Legal Services.

Services Provided:

Core Services:

- 1. Litigation counsel.
- 2. Non-litigation legal representation.
- 3. Legislative legal assistance and representation.
- 4. Hearing Officer.

Direct Services:

Civil Division:

- 1. Litigation defense and prosecution of civil claims and appeals.
- 2. Legal transaction documentation and approval.
- 3. Legislative drafting and Code maintenance.
- 4. Formal and informal legal advice and consultation.
- 5. Supervision and oversight of outside, contract counsel.
- 6. Operate and supervise DUI vehicle impound/forfeiture program.

Criminal Division:

- 1. Prosecution of criminal misdemeanor offenses.
- 2. Defense and prosecution of criminal appeals.
- 3. Maintain statistical information on criminal matters.

Administrative Hearing Division:

- 1. Hold administrative hearings for administrative decisions and appeals.
- 2. Maintain statistical records of administrative hearings and decisions.

2002 Resource Plan

Department: Municipal Attorney

	Financial .	Summary	Personnel Summary								
	2001	2002		2001	Revise	ed	2002 Proposed				
Division	Revised	Proposed	FT	PT	Temp	Total	FT	PT	Temp	Total	
Civil	1,647,170	1,560,310	18			18	17			17	
Criminal	1,838,690	2,076,970	31			31	30			30	
Hearing Officer	133,890	139,970	2			2	2			2	
Administration	201,830	284,210	2			2	3			3	
Operating Cost	3,821,580	4,061,460	53		0	0 53	52	,	0 (52	
Add Debt Service	0	0									
Direct Organization Cost	3,821,580	4,061,460									
Charges From/(To) Others	(3,191,670)	(3,718,690)									
Function Cost	629,910	342,770									
Less Program Revenues	(406,400)	(342,600)									
Net Program Cost	223,510	170									
Grant Resources	0	56,600				0	. 1	, ý,		1	

2002 Resource Costs by Category

Division	Personal Services	Supplies	Other Services	Capital Outlay	Total Direct Cost
Civil	1,289,450	17,900	251,570	10,000	1,568,920
Criminal	1,829,250	12,930	241,270	10,000	2,093,450
Hearing Officer	130,510	2,330	5,830	1,300	139,970
Administration	239,010	400	43,300	1,500	284,210
Operating Cost	3,488,220	33,560	541,970	22,800	4,086,550
Less Vacancy Factor Add Debt Service	(25,090)				(25,090) 0
Total Direct Organization Cost	3,463,130	33,560	541,970	22,800	4,061,460

RECONCILIATION FROM 2001 REVISED BUDGET TO 2002 PROPOSED BUDGET

DEPARTMENT: MUNICIPAL ATTORNEY

	DIRE	CT COSTS	POSITIONS		
			FT	PT	Т
2001 REVISED BUDGET:	\$	3,821,580	53		
2001 ONE-TIME REQUIREMENTS: - None					
CHANGES FOR CONTINUATION OF EXISTING PROGRAMS IN 2002:					
 Salaries and benefits adjustment for continuing employees 		252,030			
- Non-rep wage increase		68,440			
TRANSFERS (TO)/FROM OTHER AGENCIES: - None					
MISCELLANEOUS INCREASES (DECREASES): - None					
2002 PROGRAMMATIC BUDGET CHANGES:					
- Relocation of Criminal Division		175,000			
- Reduce funding for contracts and legal services		(245,590)			
- Reduce funding for library books		(10,000)	/4\		
 Delete one vacant position and use salary savings for salary adjustments 			(1)		
2002 PROPOSED BUDGET:	\$	4,061,460	52	0	0

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION: LAW ADMIN

PROGRAM: Administration

PURPOSE:

Chief legal counsel to the MOA including the Mayor, the Assembly, ASD and all executive, legislative, departments, agencies, boards and commissions. Supervise & control all civil & criminal legal services performed by the dept & contract counsel for MOA.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED		2001	2001 REVISED			2002 BUDGET			
	FΤ	PΤ	Τ	FT	PΤ	Τ	FT	PT	Τ	
PERSONNEL:	4	0	0	2	0	0	3	0	0	
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	268, 44,	050 400 390 850	\$	161, 39,	190 400 390 850	\$	43,	400	
TOTAL DIRECT COST:	\$	313,	690	\$	201,	830	\$	284,	210	
PROGRAM REVENUES:	\$	8,	200	\$	8,	200	\$	8,	200	
WORK MEASURES: See Strategic Framework			0			0			0	

¹⁵ SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION: CIVIL

PROGRAM: Civil Law

PURPOSE:

Chief legal counsel to the MOA including the Mayor, the Assembly, ASD and all executive, legislative, departments, agencies, boards and commissions. Supervise and control all civil and criminal legal services performed by the department and contract counsel for MOA.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 KEVISED	2001 KEVISED	2002 BUDGET			
	FT PT T	FT PT T	FT PT T			
PERSONNEL:	19 0 0	17 0 0	17 0 0			
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$ 1,199,350 17,900 201,300 48,400	\$ 1,289,570 17,900 256,300 83,400	\$ 1,280,840 17,900 251,570 10,000			
TOTAL DIRECT COST:	\$ 1,466,950	\$ 1,647,170	\$ 1,560,310			
PROGRAM REVENUES:	\$ 343,700	\$ 343,700	\$ 229,400			
WORK MEASURES: See Strategic Framework	0	0	0			

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 2, 3, 4, 5, 6, 7, 14

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION: CRIMINAL

PROGRAM: Prosecution

PURPOSE:

Prosecute misdemeanor and traffic offenses under the Anchorage Municipal Code. Effective prosecution includes aiding the police investigation; evaluating and filing charges; conducting criminal trials; enforcing conditions of probation; writing motions and appeals; and assisting victims.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED	2001 REVISED	2002 BUDGET			
•	FT PT T	FT PT T	FT PT T			
PERSONNEL:	32 2 0	30 0 0	30 0 0			
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$ 1,922,740 14,130 61,830 9,680	\$ 1,621,860 12,930 55,420 98,480	\$ 1,812,770 12,930 241,270 10,000			
TOTAL DIRECT COST:	\$ 2,008,380	\$ 1,788,690	\$ 2,076,970			
PROGRAM REVENUES:	\$ 54,500	\$ 54,500	\$ 105,000			
WORK MEASURES: See Strategic Framework	0	0	0			

15 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 8, 9, 10, 11, 12, 15

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION: HEARING OFFICER

PROGRAM: Administrative Hearing Functions

PURPOSE:

Provide for the initial adjudication of Municipal code violations utilizing an administrative hearing officer in lieu of securing redress through State court proceedings.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 FT	REVI PT	SED T	2001 FT	REVI PT	SED T	2002 FT	BUDGET PT T
PERSONNEL:	2	0	0	2	0	0	2	0 0
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	2; 6;	220 330 420 300	\$	2 6	,840 ,330 ,420 ,300	\$	130,510 2,330 5,830 1,300
TOTAL DIRECT COST:	\$	143,	270	\$	133	,890	\$	139,970
WORK MEASURES: See Strategic Framework			0			0		0

¹⁵ SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 13

MUNICIPAL ATTORNEY DEPARTMENT

OPERATING GRANT FUNDED PROGRAMS

		FY 2 (Grants begin		in 20	00)	FY (Grants begi	2002 nning	LATEST GRANT		
GRANT PROGRAM		Amount	FT	PΤ	<u> </u>	Amount	FT	PT	<u>T</u>	PERIOD
GRANT FUNDING	\$	-	0	0	0 \$	56,600	. 1	0	0	
MUNICIPAL ATTORNEY DEPARTMENT GENERAL GOVERNMENT										
OPERATING BUDGET	\$_	3,821,580	53	0	0 \$	4,061,460	52	0	0	
	\$	3,821,580	53	0	0 \$	4,118,060	53	0	0	
GRANT FUNDING REPRESENTED 0.0%	O	F THE DEPART	MEN	T'S F	REVISE	ED 2001 DIREC	т со	ST OF	PERA	TING BUDGET.
GRANT FUNDING WILL REPRESENT 1.4%	O	F DEPARTMEN	T'S [OIREC	T COS	T IN THE MAY	OR'S	2002	OPEF	RATING BUDGET.
WELLNESS COURT CASE COORDINATOR GRANT	\$				\$	56,600	1	0	0	02/01- 01/02
- To provide an employee to coordinate cases for the Wellness Court.										
Total	\$	-	0	0	0 \$	56,600	1	0	0	

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MUNICIPALITY OF ANCHORAGE 2002 DEPARTMENT RANKING

191413				
DEPT: 06 -MUNICIPAL ATTORNE DEPT BUDGET UNIT/ RANK PROGRAM	EY	SL CODE	SVC LVL	
1 1154-LAW ADMIN 0372-Administration SOURCE OF FUNDS, THIS S IGC SUPPORT PROGRAM REVENUES	SVC LEVEL: 8,200	CB	0F	Chief legal counsel to Municipality including the Mayor, Assembly, School Dist & all executive, legislative, school dist depts, commissions, boards & agencies. Supervise & control all civil & criminal legal products & services performed by the dept & contract counsel for the Municipality. Supervise & administer dept's financial procurement, billing, ontracts & personnel budgets.
PERSONNEL PERSONAL FT PT T SERVICE 3 0 0 239,010	SUPPLIES 400	OTHER SERVICES 43,300	6	DEBT CAPITAL SERVICE OUTLAY TOTAL 0 1,500 284,210
2 1151-CIVIL 0146-Civil Law SOURCE OF FUNDS, THIS S IGC SUPPORT	SVC LEVEL:	СВ	0F	Provide legal counsel, support & advice to the Assembly on specific legislation, the Municipal Code, Charter and legislative procedures, responsibilites and authority of the Municipality and its executive, legislative, education and quasi-judicial functions. Legal representation of the Assembly in litigation. Draft legislation & regulations.
PERSONNEL PERSONAL FT PT T SERVICE 1 0 0 94,260	SUPPLIES O	OTHER SERVICES 21,000		DEBT CAPITAL SERVICE OUTLAY TOTAL 0 0 115,260
3 1151-CIVIL 0146-Civil Law SOURCE OF FUNDS, THIS S IGC SUPPORT	SVC LEVEL:	CO	2 0F 8	Analyze & assess merit of liability claims against the Municipality & determine available defenses; provide and supervise in-house or contract counsel for litigation defense; provide legal support/advice to the Risk Mgmt Office & General Liability Self-Insurance Fund; Analyze & assess the merits of & prosecute liability, counter & cross-claims of the Municipality.
PERSONNEL PERSONAL FT PT T SERVICE 2 0 0 149,790	SUPPLIES 650	OTHER SERVICES 22,600		DEBT CAPITAL SERVICE OUTLAY TOTAL 0 0 173,040

M U N I C I P A L I T Y O F A N C H O R A G E 2002 DEPARTMENT RANKING

DEPT: 06 -M	JNICIPAL	ATTORNEY
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DEPT BUDGET UNIT/ SL SVC RANK PROGRAM CODE LVL

n

4 1151-CIVIL 0146-Civil Law

PROGRAM REVENUES

SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 Perform bankruptcy and non-bankruptcy OF judicial collections warranting legal

8 counsel on behalf of all Municipal agencies, and enterprise functions.

PE	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	Pͳ	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	129,490	2,000	20,040	0	5,000	156,530

CO

5 1151-CIVIL CI 0146-Civil Law SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES

CB 4 Prov.

4 Provide non-enterprise dept/agency legal OF advice & litigation support on a wide

8 range of legal subjects & issues, including municipal law, contracts, real estate, finance and taxation, public works, land use regulation, education, transactional and environmental issues. Ordinance and document preparation and litigation and regulatory representation and support.

PERSONNEL		EL	PERSONAL		OTHER	DEBT	CAPITAL		
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL	
7	0	0	537,740	11,000	168,400	0	5,000	722,140	

CO

6 1151-CIVIL 0146-Civil Law SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

5 Police/fire/emergency management &

OF health functions. Specialized legal ser-

8 vices dictated by the unique needs of those functions including employe relations & operating procedures. Provide dept/agency legal advice & litigation support on a wide range of subjects, incl municipal law, finance, taxation, Code & criminal law enforcement.

Ordinance & document preparation.

PERSONNEL		EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PΤ	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	180,680	650	3,190	. 0	0	184,520

M U N I C I P A L I T Y O F A N C H O R A G E 2002 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT BUDGET UNIT/ SL SVC RANK PROGRAM CODE LVL

7 1151-CIVIL 0146-Civil Law

SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

- 6 Provide legal support and staff for OF implementation and operation of the DWI
- 8 Vehicle Impound/Forfeiture program and the adjudication of all DWI Vehicle Impound/Forfeiture cases in State District Court.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	188,880	3,600	16,340	0	. 0	208,820

CB

CB

8 1152-CRIMINAL 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

- 1 Prosecute misdemeanor DWI offenses under
- OF AMC Title 9 committed within the Munici-7 pality, including initial case intake, evaluation, and preparation and prosecution to trial and through sentencing and enforcement of conditions of probation and deferred prosecution.

PERSONNEL		EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PΤ	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	393,940	3,400	27,640	0	10,000	434,980

CB

9 1152-CRIMINAL 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Prosecute misdemeanor Domestic Violence OF Assault, Stalking and Child Abuse under

7 AMC Title 8 committed within MOA. This service continues the comprehensive targeted approach to all incidents involving the commission of acts of family violence incl initial case intake, eval, prep, prosecution at trial & through sentencing & enforcement of conditions of probation & deferred prosecution.

PERSONNEL		EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	367,440	3,630	24,980	0	0	396,050

M U N I C I P A L I T Y O F A N C H O R A G E 2002 DEPARTMENT RANKING

DEPT:	06	-MUNICIPAL	ATTORNEY

DEPT BUDGET UNIT/ SL SVC RANK PROGRAM CODE LVL

10 1152-CRIMINAL

0643-Prosecution

SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

PROGRAM REVENUES 105,000

CB

3 Prosecute criminal misdemeanor viola-OF tions of AMC Title 8 (other than DWI &

7 Domestic Violence) committed within the MOA including initial case intake, evaluation & preparation and prosecution to trial and through sentencing and enforcement of conditions of probation and deferred prosecution.

PERSONNEL		EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
15	0	0	844,790	5,900	13,250	0	0	863,940

11 1152-CRIMINAL 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO

4 Provide probation supervision and OF enforcement of court imposed probation

7 terms and conditions. Provide alternative resolution of violations committed by first time offenders when alterntives to trial and sentencing are warranted to effectuate rehabilitation and prevent repeat offenses.

PERSONNEL		ΞL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PΤ	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	115,710	0	400	0	0	116,110

12 1152-CRIMINAL
0643-Prosecution
SDURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 5 Prosecute traffic violations and OF infractions of AMC Title 9 committed

7 within the MOA including initial case intake, evaluation and preparation and prosecution to trial and through sentencing and enforcement of conditions of probation and deferred prosecution.

PERSONNEL **PERSONAL** OTHER DEBT CAPITAL PT SUPPLIES т SERVICE **SERVICES** SERVICE OUTLAY TOTAL 0 0 90,890 0 0 0 O 90,890

BPAB0 09/26 19141	/01			MUNIC	I P A L I T Y O F A N C H O R A G E 2002 DEPARTMENT RANKING					
DEPT: DEPT RANK	BU		CIPAL ATTORN Unit/ M	IEY	SL CODE	SVC LVL				
13 1153-HEARING OFFICER 0705-Administrative Hearing Fu SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT				-	СВ	0F	Provide Administrative Hearing Officer and staff for the adjudication and resolution of civil violations of the Anchorage Municipal Code in lieu of State court actions, inlcuding enforcement of land use, animal, health and other Municipal rules, regulations and requirements.			
PEI FT 2	RSONNE PT 0	T	PERSONAL SERVICE 130,510	SUPPLIES 2,330	5,83	S	DEBT SERVICE 0	CAPITAL OUTLAY 1,300	TOTAL 139,970	
14		·Civi	•				Revenues for DWI cas		d fines/fees	
	PROG	RAM F	REVENUES :	114,400						
FT	RSONNE Pt 0	Т	PERSONAL SERVICE 0	SUPPLIES 0	OTHER SERVICE		DEBT SERVICE 0	CAPITAL OUTLAY O	TOTAL O	
15		Pros	INAL ecution FUNDS, THIS	SVC LEVEL:			Funds the Division.	relocation	of Criminal	
	IGO	SUPI	PORT							
PE	RSONNI	EL	PERSONAL		OTHER	2	DEBT	CAPITAL		
FT O	PT O		SERVICE 0	SUPPLIES 0	SERVICE 175,00			OUTLAY O		
SUBT	OTAL (DF FUI	NDED SERVICE	LEVELS, MUN	IICIPAL A	TTORN	IEY			
PF	RSONNI	FI.	PERSONAL.		OTHER	?	DEBT	CAPITAL		
FT		T	SERVICE	SUPPLIES	SERVICE		SERVICE	OUTLAY	TOTAL	
52	0	-					0		4,061,460	
				UNICIPAL ATTO					4,061,460	

16 1151-CIVIL

7 Provides additional funding for expert OF legal services, Westlaw computer

0146-Civil Law SOURCE OF FUNDS, THIS SVC LEVEL:

8 assisted legal research and Municipal Code changes.

IGC SUPPORT

MUNICIPALITY OF ANCHORAGE 2002 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT BUDGET UNIT/

SL SVC

RANK	PROGRA	AM		CODE LV	L.				
PE FT 0	RSONNEL PT T 0 0	PERSONAL SERVICE 0	SUPPLIES 0	OTHER SERVICES 190,000	DEBT SERVICE O	CAPITAL OUTLAY 0	TOTAL 190,000		
17	1152-CRIM 0643-Prose SOURCE OF IGC SUPI	ecution FUNDS, THIS	SVC LEVEL:	0		itional libra riminal Divis	nry book purchase ion.	s	
PE FT 0		PERSONAL SERVICE 0	SUPPLIES 0	OTHER SERVICES O	DEBT SERVICE O	CAPITAL OUTLAY 10,000	TOTAL 10,000		
18	18 1153-HEARING OFFICER 0705-Administrative Hearing Fu SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT			0	F assisted :	Additional funding for Westlaw computer assisted legal research.			
PE FT 0		PERSONAL SERVICE O	SUPPLIES 0		DEBT SERVICE O	CAPITAL OUTLAY O	TOTAL 590		
19		nistration FUNDS, THIS	SVC LEVEL:	0		l funding for	` legal services.		
PE FT 0	RSONNEL PT T 0 0	PERSONAL SERVICE O	SUPPLIES 0	OTHER SERVICES 55,000	DEBT SERVICE O	CAPITAL OUTLAY O	TOTAL 55,000		

M U N I C I P A L I T Y O F A N C H O R A G E 2002 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT BUDGET UNIT/ RANK PROGRAM SL SVC CODE LVL

TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY

, FUNDED AND UNFUNDED

PERSONNEL **PERSONAL** OTHER DEBT CAPITAL FT PT T SERVICE SUPPLIES **TOTAL** SERVICES SERVICE OUTLAY 52 0 0 3,463,130 33,560 787,560 0 32,800 4,317,050