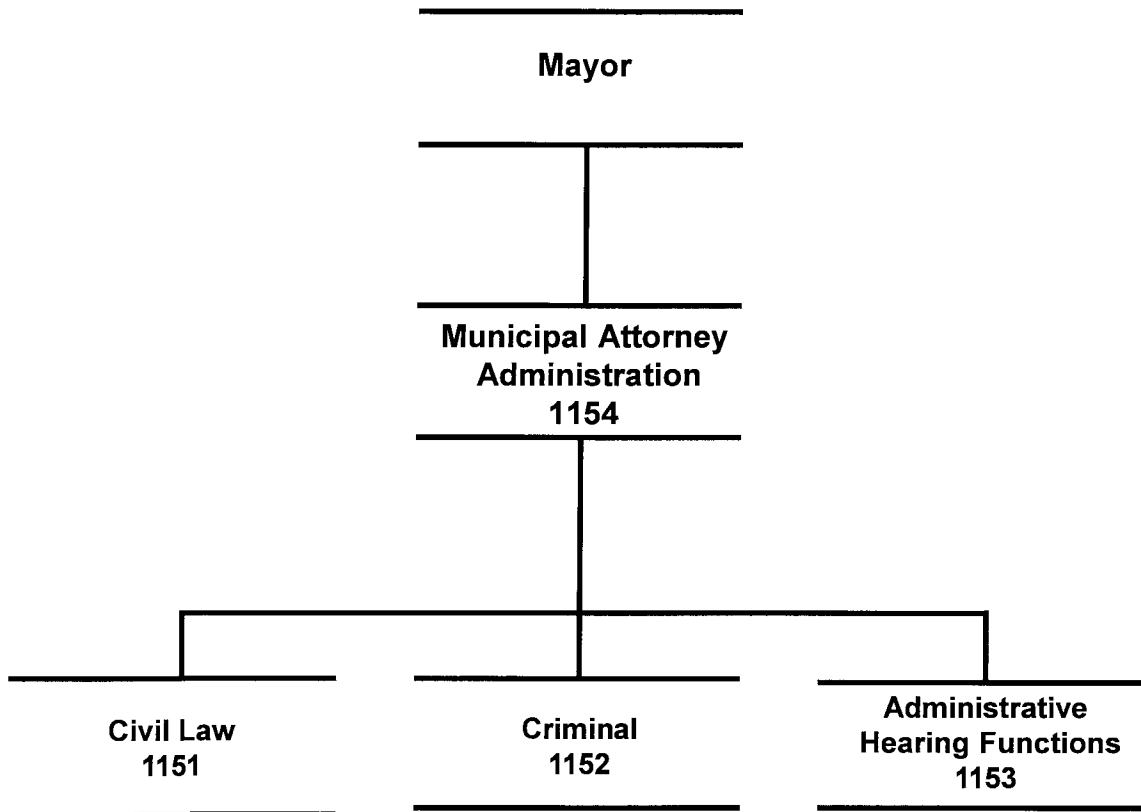
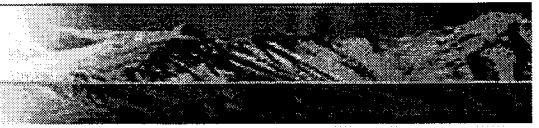


MUNICIPAL ATTORNEY

MUNICIPAL ATTORNEY





Municipal Attorney

Our 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

Core Services

- Litigation counsel
- Non-litigation legal representation and assistance
- Hearing Officer

Direct Services

Direct Services Provided by Divisions

Focus Areas

- Improve attorney staff's 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

We will measure our success by:

- Percent of cases found in favor of the Municipality

-	2001	Q1-2002	Q2-2002	Q3-2002	Q4-2002
Criminal	69.5%	71.8%	73.5%	75.0%	
Civil	95.6%	94.4%	88.9%	94.3%	

- [Ask a Question about Municipal Attorney](#)
- [Make a Comment about Municipal Attorney](#)

Questions and Comments about Municipal Attorney



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**Municipal Attorney
Costs Allocated to Core Services**

Core Services	Administration	Civil	Criminal	Total Service Cost
Litigation	\$159,311	\$755,962	\$2,353,967	\$3,269,240
Non-litigation legal representation and assistance	\$141,109	\$613,428	\$78,043	\$832,580
Hearing Officer	\$145,570	\$0	\$0	\$145,570
Total Division Costs	\$445,990	\$1,369,390	\$2,432,010	\$4,247,390

2003 Resource Plan

Department: Municipal Attorney

Division	Financial Summary		Personnel Summary							
	2002	2003	2002 Revised				2003 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Civil	1,595,090	1,369,390	17			17	15			15
Criminal	1,921,710	2,432,010	31			31	34			34
Hearing Officer Administration	139,970	145,570	2			2	2			2
	284,210	300,420	3			3	3			3
Operating Cost	3,940,980	4,247,390	53	0	0	53	54	0	0	54
Add Debt Service	0	0								
Direct Organization Cost	3,940,980	4,247,390								
Charges From/(To) Others	(3,543,680)	(3,633,290)								
Function Cost	397,300	614,100								
Less Program Revenues	(397,120)	(613,920)								
Net Program Cost	180	180								
Grant Resources	106,600	68,000	2			2	1			1

2003 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Civil	1,274,800	16,330	80,370	5,000	1,376,500
Criminal	2,276,880	14,620	233,050	5,000	2,529,550
Hearing Officer Administration	145,570				145,570
	271,620	2,330	25,170	1,300	300,420
Operating Cost	3,968,870	33,280	338,590	11,300	4,352,040
Less Vacancy Factor	(104,650)				(104,650)
Add Debt Service					0
Total Direct Organization Cost	3,864,220	33,280	338,590	11,300	4,247,390

* Travel budgeted by this department within the Other Services category is \$0

2003 Budget Highlights

- \$100,000 in additional revenues is included for enforcement of the Driving With License Suspended/Revoked state law changes. Revised revenue and expenditure recommendations will be updated in first quarter based on the level of actual enforcement activity during the programs initial months.

RECONCILIATION FROM 2002 REVISED BUDGET TO 2003 APPROVED BUDGET
--

DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T/Seas</u>
2002 REVISED BUDGET:	\$ 3,940,980	53	0	0
2002 ONE-TIME REQUIREMENTS:				
- None	0			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None	0			
DEBT SERVICE CHANGES:	0			
CHANGES IN EXISTING PROGRAMS FOR 2003:				
- Salaries and benefits adjustment	417,940			
CONTINUATION LEVEL FOR 2003:	<u>\$ 4,358,920</u>	<u>53</u>	<u>0</u>	<u>0</u>
2003 PROGRAMMATIC CHANGES:				
- Add funding to provide for Driving Without Insurance Program (DWOI), supported by fees	100,000			
- Miscellaneous reductions in non-labor costs that should not impact department's ability to perform its mission	(196,980)			
- Adjust vacancy underfunding for department to reflect historical staffing levels	(79,550)			
2003 PROPOSED BUDGET:	<u>\$ 4,182,390</u>	<u>53</u>	<u>0</u>	<u>0</u>
2003 AMENDMENTS:				
- Add funding for Wellness Court Coordinator	65,000	1		
2003 APPROVED BUDGET:	<u><u>\$ 4,247,390</u></u>	<u><u>54</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

2003 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Administration

DIVISION: LAW ADMIN

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.

2002 PERFORMANCES:

See Strategic Framework

2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2001 REVISED			2002 REVISED			2003 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	161,190		\$	239,010		\$	271,620	
SUPPLIES		400			400			2,330	
OTHER SERVICES		39,390			43,300			25,170	
CAPITAL OUTLAY		850			1,500			1,300	
TOTAL DIRECT COST:	\$	201,830		\$	284,210		\$	300,420	
PROGRAM REVENUES:	\$	8,200		\$	8,200		\$	0	

WORK MEASURES:

See Strategic Framework 0 0 0

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

1

2003 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Civil Law

DIVISION: CIVIL

PURPOSE:

Provide legal counsel, support, and advice on specific legislation, the Municipal Code, Charter, and legislative procedures, responsibilities and authority of the Municipality and its executive, legislative, education and quasi-judicial functions.

2002 PERFORMANCES:

See Strategic Framework

2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2001 REVISED			2002 REVISED			2003 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	17	0	0	17	0	0	15	0	0
PERSONAL SERVICES				\$ 1,289,570			\$ 1,285,620		
SUPPLIES				17,900			17,900		16,330
OTHER SERVICES				256,300			281,570		80,370
CAPITAL OUTLAY				83,400			10,000		5,000
TOTAL DIRECT COST:				\$ 1,647,170			\$ 1,595,090		\$ 1,369,390
PROGRAM REVENUES:				\$ 343,700			\$ 264,180		\$ 24,520

WORK MEASURES:

See Strategic Framework 0 0 0

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 3

2003 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Criminal

DIVISION: CRIMINAL

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.

2002 PERFORMANCES:

See Strategic Framework

2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2001 REVISED			2002 REVISED			2003 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	30	0	0	31	0	0	34	0	0
PERSONAL SERVICES				\$ 1,621,860			\$ 1,832,510		
SUPPLIES				12,930			12,930		14,620
OTHER SERVICES				55,420			66,270		233,050
CAPITAL OUTLAY				98,480			10,000		5,000
TOTAL DIRECT COST:				\$ 1,788,690			\$ 1,921,710		\$ 2,432,010
PROGRAM REVENUES:				\$ 54,500			\$ 124,740		\$ 589,400

WORK MEASURES:

See Strategic Framework

0

0

0

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

4, 6

2003 P R O G R A M P L A N

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.

2002 PERFORMANCES:

See Strategic Framework

2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2001 REVISED			2002 REVISED			2003 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	123,840		\$	130,510		\$	145,570	
SUPPLIES		2,330			2,330			0	
OTHER SERVICES		6,420			5,830			0	
CAPITAL OUTLAY		1,300			1,300			0	
TOTAL DIRECT COST:	\$	133,890		\$	139,970		\$	145,570	

WORK MEASURES:

See Strategic Framework 0 0 0

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

5

**MUNICIPAL
ATTORNEY
DEPARTMENT**

OPERATING GRANT FUNDED PROGRAMS

GRANT PROGRAM	FY 2002 (Grants beginning in 2001)				FY 2003 (Grants beginning in 2002)				LATEST GRANT PERIOD
	Amount	FT	PT	T	Amount	FT	PT	T	
GRANT FUNDING	\$ 56,600	1	-	-	\$ 68,000	1	0	0	
MUNICIPAL ATTORNEY DEPARTMENT GENERAL GOVERNMENT OPERATING BUDGET	\$ 3,940,980	53	-	-	\$ 4,247,390	54	-	-	
	\$ 3,997,580	54	-	-	\$ 4,315,390	55	-	-	
GRANT FUNDING REPRESENTED	1.4%	OF THE DEPARTMENT'S REVISED 2002 DIRECT COST OPERATING BUDGET.							
GRANT FUNDING WILL REPRESENT	1.6%	OF DEPARTMENT'S DIRECT COST IN THE MAYOR'S 2003 OPERATING BUDGET.							
WELLNESS COURT CASE COORDINATOR GRANT	\$ 56,600	1			\$ 18,000				2/01 - 2/03 grant extended, increased
- Provide an employee to coordinate cases for the Wellness Court.									
DOMESTIC VIOLENCE MONITORING GRANT	\$				\$ 50,000	1			7/1/02 - 6/30/03
- Provide funds for an employee to monitor cases in the Domestic Violence Monitoring Program.									
Total	\$ 56,600	1	-	-	\$ 68,000	1	-	-	

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M U N I C I P A L I T Y O F A N C H O R A G E
 2003 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1 1154-LAW ADMIN
 0372-Administration
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
 PROGRAM REVENUES 0

CB 1 Chief legal counsel to Municipality
 OF including the Mayor, Assembly, School
 1 District and all commissions, boards and
 agencies. Supervise and control all
 civil and criminal legal products and
 services performed by the department and
 contract counsel for the MOA. Supervise
 and administer department's financial
 procurement, billing, contracts and
 personnel budgets.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	271,620	2,330	25,170	0	1,300	300,420

2 1151-CIVIL
 0146-Civil Law
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB 1 Provide legal counsel, support and
 OF advice on specific legislation, the
 2 Municipal Code, Charter, and legislative
 procedures, responsibilities and
 authority of the Municipality and its
 executive, legislative, education and
 quasi-judicial functions. Legal repre-
 sentation in litigation. Draft
 legislation and regulations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	426,080	8,915	78,570	0	5,000	518,565

3 1151-CIVIL
 0146-Civil Law
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 2 Analyze and assess merit of liability
 OF claims against the Municipality and de-
 2 termine available defenses; provide and
 supervise in-house or contract counsel
 for litigation defense; provide legal
 support/advice to Risk Management
 and General Liability Self-Insurance
 Fund; analyze and assess the merits of
 and prosecute liability, counter and
 cross claims of the Municipality.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
10	0	0	841,610	7,415	1,800	0	0	850,825

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M U N I C I P A L I T Y O F A N C H O R A G E
 2003 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

4 1152-CRIMINAL
 0643-Criminal
 SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Prosecute misdemeanor domestic violence
 OF assault, stalking and child abuse under
 2 AMC Title 8 committed within MOA. Handle
 DWI, DWLS, DWLR, DWOI and impounds, pre-
 trial diversion, traffic offenses and
 misdemeanor charges.

IGC SUPPORT
 PROGRAM REVENUES 589,400

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
33	0	0	2,116,630	12,330	233,050	0	5,000	2,367,010

5 1153-HEARING OFFICER
 0889-Administrative Hearing Fu
 SOURCE OF FUNDS, THIS SVC LEVEL:

1 Provide Administrative Hearing Officer
 OF and staff for the adjudication and
 1 resolution of civil violations of the
 Anchorage Municipal Code in lieu of
 State court actions, including
 enforcement of land use, animal, health
 and other Municipal rules, regulations
 and requirements.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	145,570	0	0	0	0	145,570

6 1152-CRIMINAL
 0643-Criminal
 SOURCE OF FUNDS, THIS SVC LEVEL:

N 2 Add funds for Wellness Court Coordinator
 OF position transferred from Police
 2 Department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	62,710	2,290	0	0	0	65,000

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M U N I C I P A L I T Y O F A N C H O R A G E
 2003 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL ATTORNEY

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
54	0	0	3,864,220	33,280	338,590	0	11,300	4,247,390

----- DEPARTMENT OF MUNICIPAL ATTORNEY FUNDING LINE -----
 4,247,390

TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
54	0	0	3,864,220	33,280	338,590	0	11,300	4,247,390

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