

# **MUNICIPAL ATTORNEY**

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**MUNICIPAL ATTORNEY**

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Mayor

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Municipal  
Attorney  
1150

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## 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

- Institute more stringent administrative policies and procedures to assure all contracts for outside legal services are subject to departmental review, approval, and subsequent monitoring requirements.
- Continue targeting for aggressive prosecution all categories of assault, particularly domestic violence; child abuse cases; and traffic offenses involving driving while intoxicated.
- Reduce the Municipality's growing reliance on outside contract attorneys as agents in the resolution of recurring civil litigation matters.

### RESOURCES

	1988	1989
Direct Costs	\$ 1,913,930	\$ 1,893,290
Program Revenues	\$ 30,300	\$ 6,500
Personnel	34FT	34FT

1989 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
MUNICIPAL ATTORNEY	1,913,930	1,893,290	34			34	34			34
OPERATING COST	1,913,930	1,893,290	34			34	34			34
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	1,913,930	1,893,290								
ADD INTRAGOVERNMENTAL CHARGES	338,810	312,610								
CHARGES FROM OTHERS										
TOTAL DEPARTMENT COST	2,252,740	2,205,900								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,905,150	1,980,960								
FUNCTION COST	347,590	224,940								
LESS PROGRAM REVENUES	30,300	6,500								
NET PROGRAM COST	317,290	218,440								

1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	1,772,470	12,250	129,090	37,000	1,950,810
DEPT. TOTAL WITHOUT DEBT SERVICE	1,772,470	12,250	129,090	37,000	1,950,810
LESS VACANCY FACTOR	57,520				57,520
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,714,950	12,250	129,090	37,000	1,893,290

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET
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DEPARTMENT: MUNICIPAL ATTORNEY

	DIRECT COSTS	POSITIONS
		FT PT T
1988 REVISED BUDGET:	\$ 1,913,930	34FT
Amount Required to Continue Existing Programs in 1989:	(7,850)	
REDUCTIONS TO EXISTING PROGRAMS:		
- Delete one civil law attorney	(60,690)	(1FT)
EXPANSIONS IN EXISTING PROGRAMS:		
- Civil Law: additional paralegal support	46,910	1FT
NEW PROGRAMS:		
None		
MISCELLANEOUS INCREASES (DECREASES):		
- Supplies/equipment	(550)	
- Other services	(3,460)	
- Capital outlay	5,000	
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1989 BUDGET	\$ 1,893,290	34FT

# 1989 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY  
PROGRAM: Administration

DIVISION:

## PURPOSE:

Oversee all departmental activities; provide policy guidance; and perform centralized financial management, client billing, and clerical support functions. Assume direct case management responsibilities and/or provide additional clerical support, as needed, to augment the Civil Law function.

## 1988 PERFORMANCES:

- Maximized the utilization of available personnel, in conjunction with selected contract attorneys, to satisfy ongoing requests for legal assistance from all municipal agencies.

## 1989 OBJECTIVES:

- Reduce the municipality's growing reliance on outside contract attorneys as agents in the resolution of recurring civil litigation matters.
- Within the context of anticipated budget constraints, continue efforts to enhance the department's ability to recruit and retain well qualified personnel.
- Work with representatives from Management Information Systems to develop a systems plan for automating the criminal prosecution case management system.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	243,870		\$	237,290		\$	205,270	
SUPPLIES		200			200			250	
OTHER SERVICES		7,670			6,900			6,030	
TOTAL DIRECT COST:	\$	251,740		\$	244,390		\$	211,550	

## PERFORMANCE MEASURES:

- Contracts for outside legal services (Files Maintained). 0 50 35
- Client agencies. 0 40 40
- Attorney billings processed 0 8,840 11,960

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

1

# 1989 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY  
PROGRAM: Civil Law

DIVISION:

## PURPOSE:

Provide for the delivery of legal services to all municipal agencies, enterprise activities, and the Municipal Assembly; manage the litigation of all civil actions to which the Municipality of Anchorage is party as either a defendant or plaintiff.

## 1988 PERFORMANCES:

- Adopted revised policy and procedural guidelines to assure that limited staff resources were not committed to the performance of "non-essential" in-house legal services.
- Provided the staff and/or secured the contract legal services necessary to litigate numerous claims arising from the construction of major capital projects.

## 1989 OBJECTIVES:

- Enhance in-house staff capabilities and expertise in areas where recurring litigation demands are anticipated.
- Continue policy of screening all requests for assistance to assure that only essential non-litigation legal services are performed.
- Institute more stringent administrative policies and procedures to assure all contracts for outside legal services are subject to departmental review, approval, and subsequent monitoring requirements.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	1	0	15	0	0	15	0	0
PERSONAL SERVICES	\$	796,240		\$	763,250		\$	763,180	
SUPPLIES		8,300			8,300			8,500	
OTHER SERVICES		95,170			98,560			98,560	
CAPITAL OUTLAY		36,000			32,000			35,000	
TOTAL DIRECT COST:	\$	935,710		\$	902,110		\$	905,240	
PROGRAM REVENUES:	\$	5,300		\$	30,300		\$	6,500	

## PERFORMANCE MEASURES:

- Hours of legal service billed.	17,100	13,575	18,110
- Active litigation/ matters files( avg/mo. ).	900	725	900
- Contract and Assembly documents reviewed.	800	680	750
- Legal opinions issued.	170	100	120

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

# 1989 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY  
PROGRAM: Prosecution

DIVISION:

## PURPOSE:

Provide for the judicial prosecution of all misdemeanor offenses recognized in the Anchorage Municipal Code, principally under Title 8 (Criminal Code) and Title 9 (Traffic Code), in direct support of enforcement activities carried out by the Anchorage Police Department.

## 1988 PERFORMANCES:

- Maintained an aggressive policy with regard to the prosecution of assault, child abuse, and DWI cases; over 92% of all cases received for possible prosecution filed for further action.
- Realigned reduced personnel resources, as necessary, to insure the continuation of a viable, cost effective pre-trial diversion program.

## 1989 OBJECTIVES:

- Continue targeting for aggressive prosecution all categories of assault, particularly domestic violence; child abuse cases; and traffic offenses involving driving while intoxicated.
- Identify deficiencies and secure appropriate revisions to current Municipal Code provisions which hamper the conduct of efficient and cost effective prosecutions.
- Enhance overall performance and increase productivity through greater staff participation in appropriate training workshops and seminars.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	16	2	0	16	0	0	16	0	0
PERSONAL SERVICES	\$	916,850		\$	736,040		\$	746,500	
SUPPLIES		8,300			4,300			3,500	
OTHER SERVICES		50,660			27,090			24,500	
CAPITAL OUTLAY		0			0			2,000	
TOTAL DIRECT COST:	\$	975,810		\$	767,430		\$	776,500	

## PERFORMANCE MEASURES:

- Criminal case intakes. 10,600 10,400 10,400
- Criminal case filings. 7,000 6,550 6,550

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

4



BPAB010R  
09/21/88  
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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  
1989 DEPARTMENT RANKING

Funding Line at Rank 4

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

1   1150-MUNICIPAL ATTORNEY  
    0372-Administration  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
  
    IGC SUPPORT

1   Under the direction of the Municipal  
OF Attorney: oversee all departmental  
5 activities; provide policy guidance;  
and perform centralized administrative,  
financial management, client billing,  
and clerical support activities. Where  
appropriate, the Municipal Attorney may  
elect to augment the Civil Law function  
by assuming a partial case load and/or  
providing additional clerical support.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	205,270	250	6,030	0	0	211,550

2   1150-MUNICIPAL ATTORNEY  
    0146-Civil Law  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT  
    IGC SUPPORT  
    PROGRAM REVENUES            6,500

2   Provide limited in-house legal services  
OF to all general government agencies, to  
5 include reviewing Assembly actions and  
contract documents; issuing opinions;  
and monitoring legal service contracts.  
Conduct nearly all litigation, both  
recurring and non-recurring, under  
contract. Maintain the current scope  
and level of dedicated legal resources  
available to major enterprise functions.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
12	0	0	591,950	5,500	108,380	0	35,000	740,830

3   1150-MUNICIPAL ATTORNEY  
    0146-Civil Law  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
  
    IGC SUPPORT

3   Provide the additional attorneys and  
OF legal support staff required to maintain  
5 in-house litigation capabilities at  
current levels. In so doing, achieve  
a corresponding reduction in projected  
overall direct costs by reducing the  
municipality's potential reliance on  
contract attorneys for the conduct of  
recurring litigation (e.g., construction  
claims, labor relations, etc.).

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
4	0	0	238,760	3,000	28,560	0	0	270,320

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

SVC  
LVL

4 Provide for the judicial prosecution of  
OF all misdemeanor offenses recognized in  
5 the Anchorage Municipal Code, in direct  
support of law enforcement activities  
carried out by the Anchorage Police  
Department. Responsibilities include:  
initial case intake; subsequent review  
and evaluation; and, where appropriate,  
filing and adjudication.

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
16	0	0	739,660	3,500	24,500	0	2,000	769,660

## SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL ATTORNEY

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
35	0	0	1,775,640	12,250	167,470	0	37,000	1,992,360

----- DEPARTMENT OF MUNICIPAL ATTORNEY	FUNDING LINE	-----
		1,992,360

5 Expand current in-house litigation  
OF capabilities, providing the additional  
5 staff resources and expertise needed  
to further reduce the use of outside  
legal counsel in the management of cases  
involving non-recurring special area  
litigation. Realize corresponding  
direct budget cost savings to the extent  
contract legal services are no longer  
required.

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	147,180	300	4,900	0	5,480	157,860

## TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
38	0	0	1,922,820	12,550	172,370	0	42,480	2,150,220