

ANNUAL BUDGET

CITY ATTORNEY



CITY OF ANCHORAGE

CITY OF ANCHORAGE							
DEPARTMENT CITY ATTORNEY				DEPARTMENT SUMMARY 1263			PAGE C-59
DIVISIONS	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND.	APPROVED
City Attorney	95,782	117,430	110,482	131,970	162,260	151,880	156,820
Property Management	64,204	85,273	59,568	73,500	80,590	79,910	79,840
Less Charges to Others	159,986 (94,284)	202,703 (110,202)	170,050 (62,327)	205,470 (92,360)	242,850 (93,890)	231,790 (93,890)	236,660 (98,890)
TOTAL	65,702	92,501	107,723	113,110	148,960	137,900	137,770

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
LEGAL	CITY ATTORNEY	1263.1			C-60

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	67,056	70,550	67,990	82,450	108,390	91,740	91,740
Contractual	13,496	24,290	38,664	40,650	44,870	44,240	49,180
Supplies	783	280	861	1,500	1,500	1,500	1,500
Other Costs	11,346	22,060	2,967	5,000	5,000	10,000	10,000
Capital Outlay	3,101	250		2,370	2,500	4,400	4,400
	95,782	117,430	110,482	131,970	162,260	151,880	156,820
Less Interfund Charges	(47,891)	(47,850)	(30,518)	(43,100)	(43,800)	(43,800)	(48,800)
TOTAL	47,891	69,580	79,964	88,870	118,460	108,080	108,020

PROGRAM OUTLINE

To provide legal services to the City Council and the City Administration.

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
LEGAL		CITY ATTORNEY		1263.1				C-61
CODE NO.	EXPENDITURE CLASSIFICATION	1968 ACTUAL	1969 REVISED BUDGET	1970				
				REQUEST	RECOMMEND	APPROVED		
	<u>PERSONAL SERVICES</u>							
110	Salaries	67,990	82,450	108,390	91,740	91,740		
		67,990	82,450	108,390	91,740	91,740		
	<u>CONTRACTUAL</u>							
212	Job Recruitment	23,403	3,000					
221	Duplicating		2,400	1,600	1,170	1,170		
222	Contracted Labor and Equipment		20,000	21,000	21,000	26,000		
241	Telephone, Telegraph, Switchboard	2,049	2,200	2,500	2,500	2,500		
253	Liability & Workmen's Compensation		790	1,030	880	880		
254	Retirement Plans		3,190	7,100	7,100	7,100		
255	Life Insurance	5,128	80	220	220	220		
256	Medical Insurance		170	660	550	550		
257	Social Security		2,520	2,880	2,500	2,500		
274	Space Rental-City Building		4,270	4,700	4,800	4,740		
281	Repairs & Maintenance	3,800	400	800	1,140	1,140		
291	Travel	1,139	1,450	2,200	2,200	2,200		
292	Dues & Subscriptions	3,145	180	180	180	180		
	Total	38,664	40,650	44,870	44,240	49,180		
	<u>SUPPLIES</u>							
313	Office Supplies, Postage	861	1,500	1,500	1,500	1,500		
	Total	861	1,500	1,500	1,500	1,500		
	<u>OTHER CHARGES</u>							
442	Cost of Litigation	2,967	5,000	5,000	10,000	10,000		
	Total	2,967	5,000	5,000	10,000	10,000		
	<u>CAPITAL</u>							
604	Library Books		2,220	2,500	2,500	2,500		
605	Machinery & Equipment		150		1,900	1,900		
	Total		2,370	2,500	4,400	4,400		
	Total	110,482	131,970	162,260	151,880	156,820		
501	<u>LESS CHARGES TO OTHERS</u>	(30,518)	(43,100)	(43,800)	(43,800)	(48,800)		
	Total Operating Budget	79,964	88,870	118,460	108,080	108,020		

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
LEGAL		CITY ATTORNEY		1263.1					C-62
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST		* RECOMMEND		* APPROVED	
City Attorney		25,000	1	1	25,000	1	25,000	1	25,000
Assist. City Attorney	39	1502-1829	1	1	20,336	1	20,336	1	20,336
Assist. City Attorney II	35	1285-1563	1	1	15,720	1	15,720	1	15,720
Legal Steno III	18	659-802	1	1	9,624	1	9,624	1	9,624
Legal Steno II	16	609-742	1	1	8,904	1	8,904	1	8,904
Clerk Steno II	11	502-609	1	1	6,357	1	6,357	1	6,357
Clerk II	10	481-585	1	1	6,725	1	6,725	1	6,725
			7	7	92,665	7	92,665	7	92,665
<u>New Position</u>									
Assist. City Attorney II	35	1285-1563		1	15,720	-0-	-0-		
Less 1% Salary Savings							(927)		(927)
TOTAL			7	8	108,385	7	91,738	7	91,738

* 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			C-63

.110 SALARIES - New Position

Assistant Attorney II: A new attorney position has been recommended for work with the City Court and the Police Department. At the present time the City Prosecutor is hired only to prosecute cases during the morning court session and one prosecutor on a part-time basis cannot cope with the growing court business which is annually increasing at the rate of 14%. On some mornings the court is scheduling over 20 cases for trial. If the City Prosecutor were not successful in obtaining change of pleas, there would be an impossible backlog of cases. However, a reasonable prognosis would be that the state will have to furnish the services of more than one judge in the next one to two years because of the backlog. The work in the court is becoming more sophisticated, especially in view of the rapidly changing Supreme Court decisions. The City recently hired a law clerk who spent almost three months exclusively in answering motions that had been filed in various criminal cases.

The Police Department has rightfully been complaining about their inability to obtain the necessary day-to-day advice, as well as being kept up-to-date with the most rapidly changing area of law which today is the criminal law field. The Supreme Court has recently changed the entire law of search and seizure, for example, and this change must be bewildering to the Police Department.

A new attorney would undoubtedly have to be someone green in view of salary limitations and would probably have to be hired on at least a two-year commitment basis. Part of this time would have to be spent in training by the prosecutor. This attorney would be able to handle arraignments, lengthy court trials, prepare cases and be available to the Police Department for advice.

It appears that in the future the City Attorney's office will need some reorganization along more practical lines. It appears that the utilities, particularly the telephone utility, have need for attorneys with a specialized knowledge of the utility and the law applicable to that utility. It is unfair and uneconomic to have inexperienced attorneys attempt to advise the utilities as to their problems, and some continuity over a long period of time would be beneficial. The Telephone Utility undoubtedly will have problems with RCA and regulatory problems even without PSC jurisdiction, for a number of years. If PSC jurisdiction is extended to municipal utilities, all utilities will have increased problems and needs for continuity of advice. Regulatory problems are time consuming, and one person cannot adequately handle the problems of the various utilities.

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	CITY ATTORNEY	1263.1			C-64

.222 CONTRACTED LABOR AND EQUIPMENT

This item consists of services by the City Prosecutor and code of ordinances supplements. The present contract City Prosecutor is also finding that he must spend more time outside of his regular scheduled court time on court business. The requirement that he attend arraignments in the afternoon, some trials which occupy more than the morning session, afternoon telephone calls and work with the secretary to subpoena the necessary witnesses, etc., have made serious inroads into his private practice. The prosecutor is willing to spend more time with a proper increase in contract pay. The total sum of \$23,000 is recommended for this contract, especially in view of the excellent results which the contract prosecutor has obtained in the past.

.281 REPAIRS & MAINTENANCE

	Department Request	Manager Recommended	Council Approved
Share of restrooms and entrance repairs.		340	340
Miscellaneous Repairs.	800	800	800
		1,140	1,140

.291 TRAVEL

A total of eight trips have been scheduled for 1970. Three trips have been budgeted for travel to Juneau for legislative matters. Three trips have been scheduled for Alaska Municipal League matters of the league's legislative committee. The League legislative committee generally meets once a year during the legislative session concerning the league legislative program and has in the past scheduled a joint meeting with the house and senate Local Government Committees for this vital purpose. In addition, the Legislative Committee generally meets during the summer to prepare a new program, and meets at the start of the league convention to make up the final league proposal. One trip has been scheduled for the joint city council meetings in Fairbanks. In addition, the sum of \$800 has been budgeted for the 1970 National Institute of Municipal Law Officers conference, which conference is the National city attorney's conference consisting of seminars and panels on many aspects of the development of municipal law.

.292 DUES AND SUBSCRIPTIONS

The sum of \$180 has been budgeted for membership of the City in the National Institute of Municipal Law Officers which furnishes many valuable books, pamphlets and legal materials to the City.

.442 COST OF LITIGATION

The sum of \$5,000 has been established as a customary sum for the normal and incidental expenses incurred in the preparation, filing and defense of litigation for the City. There is no way to anticipate the annual cost involved. The figure does not include the Terminal No. 2 legal costs which should be approximately \$5,000 for a total of \$10,000.

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	CITY ATTORNEY	1263.1			C-65

.501 INTERFUND CHARGES

<u>Utility</u>	<u>Retainer</u>	<u>Estimated Hours at \$35/hr.</u>	<u>Cost</u>	<u>Total</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
Telephone	7,800	350	12,250	20,050	20,050	22,550
ML&P	5,400	220	7,700	13,100	13,100	15,600
Port	2,500	100	3,500	6,000	6,000	6,000
Water	1,500	90	3,150	4,650	4,650	4,650
				43,800	43,800	48,800

.605 MACHINERY & EQUIPMENT

Carpet Floors

1,900

1,900

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
LEGAL	PROPERTY MANAGEMENT	1263.2			C-66

ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1966 ACTUAL	1967 ACTUAL	1968 ACTUAL	1969 REVISED BUDGET	1970		
					REQUEST	RECOMMEND	APPROVED
Personal Services	57,031	72,133	45,177	48,780	50,940	48,450	48,450
Contractual	5,235	11,713	13,703	24,320	26,410	26,320	26,250
Supplies	783	647	688	400	400	400	400
Other Costs					2,700	2,700	2,700
Capital Outlay	1,155	780			140	2,040	2,040
	64,204	85,273	59,568	73,500	80,590	79,910	79,840
Less Interfund Charges	(46,393)	(62,352)	(31,809)	(49,260)	(50,090)	(50,090)	(50,090)
TOTAL	17,811	22,921	27,759	24,240	30,500	29,820	29,750

PROGRAM OUTLINE

1. Procure rights of way for all City departments as required.
2. Continue program of City owned land evaluations.
3. Circulation and collation of paving petitions.
4. Processing lease agreements (Merrill Field, Spenard Lake Tracts, Port area and other City properties).

PROGRAM HIGHLIGHTS

Provide service to all City departments, organizations, and persons as required.

Number of easements, permits, petitions signatures, leases, etc.

Requested in 1969	990
Requested in 1970	<u>1,333</u>
Increase	343

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
LEGAL		PROPERTY MANAGEMENT		1263.2				C-67
CODE NO.	EXPENDITURE CLASSIFICATION	1968 ACTUAL	1969 REVISED BUDGET	1970				
				REQUEST	RECOMMEND	APPROVED		
	<u>PERSONAL SERVICES</u>							
110	Salaries	44,795	46,780	48,940	48,450	48,450		
120	Overtime	382	2,000	2,000				
	Total	45,177	48,780	50,940	48,450	48,450		
	<u>CONTRACTUAL</u>							
210	Advertising	408		500	500	500		
213	Bid		500					
221	Duplicating		800	1,000	600	600		
222	Contracted Labor and Equipment	5,510	10,500	10,000	10,000	10,000		
241	Telephone, Telegraph, Switchboard	1,325	2,000	2,000	2,000	2,000		
253	Liability & Workmen's Compensation		470	470	470	470		
254	Retirement Plans		2,007	4,000	4,000	4,000		
255	Life Insurance	2,956	105	150	150	150		
256	Medical Insurance		340	340	340	340		
257	Social Security		1,498	1,500	1,500	1,500		
258	Tuition Refunds		200	200	200	200		
271	City Owned Vehicles or Equipment	313	1,910	1,780	1,780	1,780		
274	Space Rental-City Building	3,006	2,840	3,120	3,200	3,130		
281	Repairs & Maintenance	116	300	300	530	530		
291	Travel		600	800	800	800		
292	Dues & Subscriptions	69	250	250	250	250		
	Total	13,703	24,320	26,410	26,320	26,250		
	<u>SUPPLIES</u>							
313	Office Supplies, Postage	688	400	400	400	400		
	Total	688	400	400	400	400		
	<u>OTHER CHARGES</u>							
432	Contributions to Garage Fund			2,700	2,700	2,700		
	Total			2,700	2,700	2,700		

CITY OF ANCHORAGE

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL	B	PAGE
LEGAL		PROPERTY MANAGEMENT		1263.2				C-68
CODE NO.	EXPENDITURE CLASSIFICATION	1968	1969	1970				
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED		
605	<u>CAPITAL</u>							
	Machinery & Equipment			140	2,040	2,040		
	Total	59,568	73,500	80,590	79,910	79,840		
501	<u>LESS CHARGES TO OTHERS</u>	(31,809)	(49,260)	(50,090)	(50,090)	(50,090)		
	Total Operating Budget	27,759	24,240	30,500	29,820	29,750		

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		PERSONNEL		C	PAGE
LEGAL		PROPERTY MANAGEMENT		1263.2					C-69
CLASSIFICATION	RANGE AND STEP	SALARY RATE	EMPLOYEES CURRENT *BUDGET	1970					
				* REQUEST	* RECOMMEND		* APPROVED		
Property Management Officer	28	976-1187	1	1	14,763	1	14,763	1	14,763
Chief Right of Way Agent	25	867-1056	1	1	13,163	1	13,163	1	13,163
Right of Way Agent	24	834-1016	1	1	12,112	1	12,112	1	12,112
Legal Steno I	16	609-742	1	1	8,904	1	8,904	1	8,904
<u>Temporary</u> Right of Way Agent	24	834-1016	1	0		0			
Less 1% Salary Savings							(489)		(489)
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CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	PROPERTY MANAGEMENT	1263.2			C-70
			<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>
.110 SALARIES					
We request that the Legal Steno position in the Property Management Division be up-graded from a 16 to a Grade 17. Due to a tremendously increased work load in the PM office, the Secretary has taken on additional duties and responsibilities. The position requires the preparation of leases and sales documents in addition to right of way documents. Billings for leasing of City properties are prepared and sent out as required. She prepares condemnation documents for City Attorney's office; compiles yearly budget material; disseminates information to persons calling about right of way matters; composes and sends out reply letters.					
.120 OVERTIME					
Negotiations with property owners often require contact in off-hour periods. Maintenance of a minimum working staff will require overtime in rush periods to clear high priority items in the capital improvement programs for the various City departments.					
			2,000	-0-	-0-
.222 CONTRACTED LABOR AND EQUIPMENT					
Recording deeds, plats, replats, survey and engineering service, misc. title research, etc.					
			500	500	500
Appraisals of City owned property (especially restricted patent property) to determine correct valuations for financial records. Misc. appraisals for leasing.					
			<u>9,500</u>	<u>9,500</u>	<u>9,500</u>
			10,000	10,000	10,000

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	PROPERTY MANAGEMENT	1263.2			C-71
		<u>Department Request</u>	<u>Manager Recommended</u>	<u>Council Approved</u>	
.241	<u>TELEPHONE, TELEGRAPH, SWITCHBOARD</u>				
	Telephone & Tolls	1,630	1,630	1,630	
	Switchboard	370	370	370	
		<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	
.258	<u>TUITION REFUNDS</u>				
	American Right of Way Association Seminar plus various Community College courses	200	200	200	
.271	<u>CITY OWNED VEHICLES OR EQUIPMENT</u>				
	Two automobiles, one at \$60 per month and one at \$88 per month. This includes request for one additional auto.	1,780	1,780	1,780	
.281	<u>REPAIRS & MAINTENANCE</u>				
	Share of Restrooms and Entrance Repairs		230	230	
	Miscellaneous Repairs	300	300	300	
			<u>530</u>	<u>530</u>	
.291	<u>TRAVEL</u>				
	Annual Seminar - American Right of Way Association, El Paso, Texas, for Property Management Officer, plus incidental travel.	800	800	800	
.292	<u>DUES AND SUBSCRIPTIONS</u>				
	American Institute of Real Estate Appraisers	8	8	8	
	1 Year Subscription to Appraisal Journal				
	Polk Directory	60	60	60	
	Chapter dues and subscriptions to ROW Magazine for PMO and 2 ROW Agents @ \$20 each.	60	60	60	
	State Real Estate Directory from Dept. of Commerce	2	2	2	
	Miscellaneous Publications	120	120	120	
		<u>250</u>	<u>250</u>	<u>250</u>	

CITY OF ANCHORAGE

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
LEGAL	PROPERTY MANAGEMENT	1263.2			C-72

Department Request	Manager Recommended	Council Approved
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.432 CONTRIBUTION TO GARAGE FUND

Automobile (Fleet Model)	2,700	2,700	2,700
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For a number of years the Property Management Division operated with a minimum of two city vehicles. In the spring of 1969 one vehicle was taken from the division on the premise that the vehicle miles logged did not justify use of two vehicles. The work of this division is conducted mainly by appointment with private citizens and is dependent upon the availability of transportation.

Frankly, we cannot operate efficiently without two available vehicles. The use of private vehicles has been discussed, however, the present personnel of the division does not have adequate private vehicles to use in this manner. In addition, the use of private vehicles under the existing reimbursement practice is not economically feasible.

.605 MACHINERY AND EQUIPMENT

Filing Cabinet (legal)	140	140	140
Carpet Floors		1,900	1,900
Existing filing drawer space is full to overflowing.		2,040	2,040

.501 CHARGES TO OTHERS

Public Works	25,000	25,000	25,000
M.L.&P.	5,150	5,150	5,150
Telephone	15,440	15,440	15,440
Parks and Recreation	1,000	1,000	1,000
Port	3,000	3,000	3,000
Traffic	500	500	500
	50,090	50,090	50,090