# ANNUAL BUDGET

## DISTRICT COURT



ANCHORAGE MUNICIPAL DIVISION

 CITY	of	ANCHORAGE			
			DEPARTMENT	SUMMARY	PAGE
			1264		C-73

MUNICIPAL	COURT					1264		- ACHIERONICA	C-73
	1966	1967	196	8	1969		1970		
DIVISIONS	ACTUAL	ACTUAL	ACT	JAL	REVISED BUDGET	REQUEST	RECOMMEND.	APPR	OVED
Administrative Service Section	50,667	94,360	125,	066	90,140 48,540	96,300 55,150	88,550 75,020		,450 ,870
TOTAL	50,667	94,360	125,	066	138,680	151,450	163,570	163	,320

DEPARTMENT

		·			
DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	Α	PAGE
MUNICIPAL COURT	ADMINISTRATIVE	1264.1			C-74

	ACCOUNT SUMMARY									
EXPENDITURE	1966	1967	1968	1969		1970				
CLASSIFICATION	ACTUAL	ACTUAL	ACTUAL	REVISED	REQUEST	RECOMMEND				
Personal Services	33,512	62,363	74,081	47,280	55,120	54,080	54,080			
Contractual	14,696	19,551	44,906	34,400	39,080	32,370	32,270			
Supplies	1,549	3,356	2,429	2,600	1,500	1,500	1,500			
Other Costs	920	9,090	3,650	5,410						
Capital Outlay				450_	600	600	600			
Capital Callay	50,677	94,360	125,066	90,140	96,300	88,550	88,450			
Less Interfund Charges	(		<u> </u>	K	<u> </u>	<u>)k                                      </u>	<u> </u>			
TOTAL	50,677	94,360	125,066	90,140	96,300	88,550	88,450			

#### PROGRAM OUTLINE

Program operating smoothly as a direct result of capital improvements (including machinery and equipment) and more efficient procedures implemented in prior years. Nevertheless, the caseload and thus each staff members' workload, is on a constant increase. Requested improvements include replacement automobiles for court service officers, one new typewriter, and one new clerical employee.

#### PROGRAM HIGHLIGHTS

It is contemplated that in the Traffic Court phase of the Municipal Division, District Court's operation that a person who has received a moving violation citation will make only one court appearance, rather than two that are now required (i.e., at the arraignment session, and at a subsequent trial if the person wishes to contest the matter). This will improve service to the taxpayer.

<del>187</del>	DEPARTMENT ACCOUNT	1	ACCOUNT NUM	J-1.	DETAIL		PAGE	
	MUNICIPAL COURT	ADMINIS'	TRATIVE	1264.1				C-75
			1968	1969		1970		
CODE	EXPENDITU	JRE	***************************************	REVISED				
NO.	CLASSIFICA	TION	ACTUAL	BUDGET	REQUEST	RECOMMEND	APP	ROVED
	PERSONAL SERVICES		<b>Spanner</b>			**************************************		
110	Salaries		73,880	46,280	54,120	52 500	5	3,580
120	Overtime		201	1,000	1,000	53,580 500	ر	500
120	Total		74,081	47,280	55,120	54,080	5	4.080
	Total		74,001	7/3200 -		1 24,000		4.000
	CONTRACTUAL							
221	Duplicating			870	800	430		430
222	Contracted Labor and		18,961	20,100	19,900	19,900		9,900
241	Telephone, Telegraph		2,164	1,950	2,000	2,000		2,000
253	Liability & Workmen'	s Compensation	n	450	520	520		520
254	Retirement Plans			2,338	1,780	1,780		1,780
255	Life Insurance		<b>4,895</b>	145	70	70	<u> </u>	70
256	Medical Insurance			20	180	180		180
257	Social Security			227	2,460	2,460		2,460
271	City Owned Vehicles		2,301					
274	Space Rental-City Bu	<del></del>	16,184	7,900	8,690	3,250		3,150
281	Repairs & Maintenance	e .	275	200	380	480		480
291	Travel				2,000	1,000		1,000
292	Dues & Subscriptions	1	126	200	300	300		300
	Total		44,906	34,400	39,080	32,370	3	2,270
	SUPPLIES							
311	Materials		347	1				
313	Office Supplies, Pos	tace	2,082	2,600	1,500	1,500		1,500
ad allead	Total		2,429	2,600	1,500	1,500		1,500
								7, 11
	OTHER CHARGES							
432	Contributions to Gar							
462	Data Processing Deve	lopment		5,410		<del> </del>	ļ	
	Total			5,410				
	CAPITAL							
605	Machinery & Equipmen	nt	3,650	450	600	600		600
	Total Operating Bu	ıdget	125,066	90,140	96,300	88,550	8	8,450

DEPARTMENT	ACCO	UNT TITLE	A	CCOUNT	NUMBER	PE	RSONNEL	.   ∩ C	PAG
MUNICIPAL COURT		NISTRATIVE		126	4.1				
	RANGE AND	SALARY	EMPLOYEES CURRENT			<b>.</b>	1970	·	
CLASSIFICATION	STEP	RATE	*BUDGET	* F	REQUEST	∦ RE	COMMEND	<u> </u>	PPROVED
Departmental Administrative Assistant I	23	80 <b>2-</b> 97 <b>6</b>		1	10,239	7	10,239	1	10,239
In-Court Bailiff	18	659-802	1	1	8,348	1	8,348	1	8,348
Counter Clerk	12	521-633	1	1	7,452	1	7,452	1 ~	7,452
Arraignment Clerk	11	502-609	1	1	6,570	1	6,570	1	6,570
Arraignment Clerk	13	542-659	1.	1	7,596	1.	7,596	1	7,596
Clerk II	10	481-585	1.	1	6,214	1	6,214	1	6,214
Weekend Arraignment Clerk	11	2.90 Hr.	1	1	1,508	1	1,508	1	1,508
			7	7	47,927	7	47,927	7	47,927
New Position				1. 1			·		
Clerk II	11	502-609		1	6,195	1	6,195	1	6,195
Less 1% Salary Savings							(541)		(541)
									:
DTAL			7	8	54,122	8	53,581	8	53,581

<sup>\*</sup> This column used for number of employees in each class.

#### COMMENTARY

With anticipated caseload for 1970 approximating 18 to 19 thousand cases each member of the staff is now working at full capacity and often overtime is necessary to complete the day's work. Another clerical person would help reduce each individual's workload to a more reasonable standard and avoid the necessity for so much overtime.

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D PA
UNICIPAL COURT	ADMINISTRATIVE	3264.1		C
		Departme Request	——————————————————————————————————————	Council Approved
.222 CONTRACTED	LABOR AND EQUIPMENT			
	Judges Salary Xerox Rental	19,000 900 19,900	19,000 900 19,900	19,000 900 19,900
.241 TELEPHONE,	TELEGRAPH AND SWITCHBOARD			
	Telephone and Switchboard Tolls and Telegrams	1,070 930 2,000	1,070 <u>930</u> 2,000	1,070 930 2,000
.281 <u>REPAIRS AN</u>	D MAINTENANCE			
	Share of Re-roofing 7 IBM Typewriters - \$47 Cash Register and Others	330 50 380	100 330 50 480	100 330 50 480
.291 TRAVEL		2,000	1,000	1,000
	<ol> <li>National Conference of T Administration</li> <li>Judicial Conference on C</li> </ol>			
.292 <u>DUES AND :</u>	SUBSCRIPTIONS (TO A)			
	1. Code of Ordinances (R. W Law	ayne Stevens Books) 40	40	40

<u>24</u>  <u>24</u> 

2. Criminal Law Bulletin

5. Alaska Bar Association

4. North American Judges Association

6. Miscellaneous Literature and Publications

3. Alaska Law Journal

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D PA
MUNICIPAL COURT	ADMINISTRATIVE	1264.1		C
		Departs Reque		Council Approved
.605 MACHINERY AND	EQUIPMENT	•		
	Desk	15	0 150	150
	Typewriter	450	0 450	450

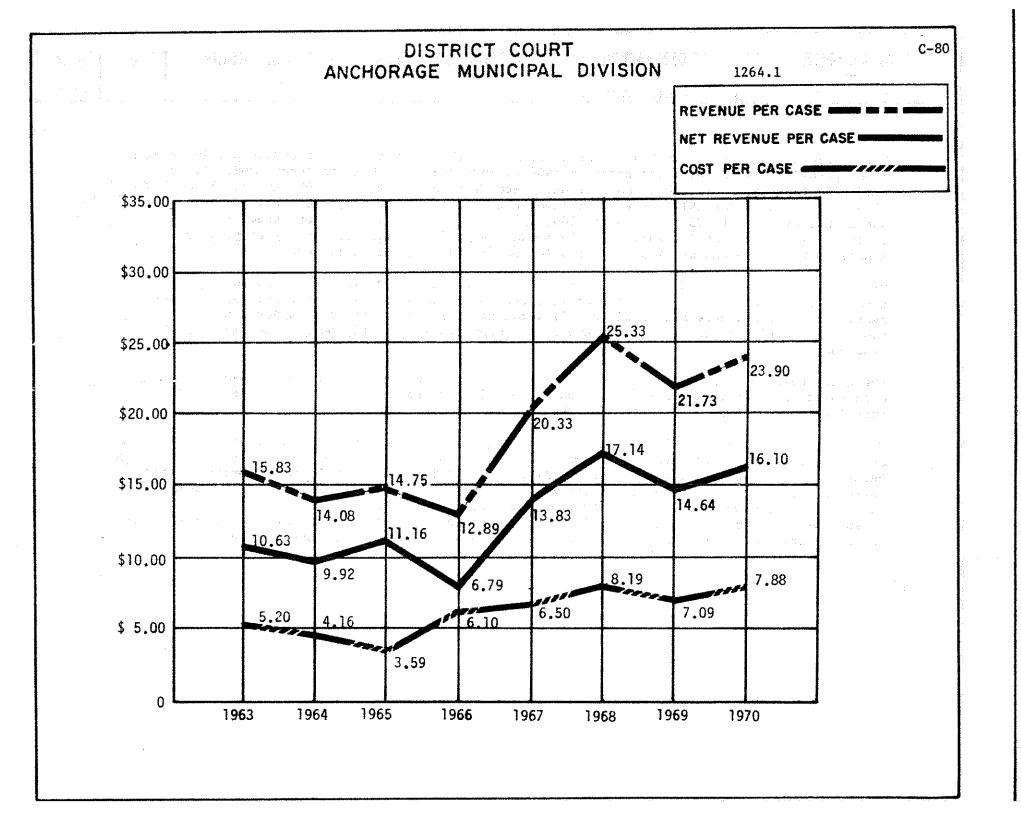
	between the state of the state	OL WINCHOUSE			
DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
MUNICIPAL COURT	ADMINISTRATIVE	1264.1			C-79

The caseload of the District Court, Anchorage Municipal Division has been constantly increasing from approximately 12,000 filed cases in 1966 to more than 15,000 in calendar 1968. It is projected that nearly 17,000 cases will have been filed by the end of 1969 and 18,000 to 19,000 is not unrealistic for 1970. The total revenue generated to the City's General Fund from Court operations amounted to \$345,405.65 in 1968, and it is expected to equal or exceed that figure in 1969. (For additional figures, see Commentary page for Service Section as to gross revenue generated by the operation of collections for non-moving traffic violations).

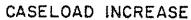
With that kind of caseload projected, it is noted that each staff member is now working at full capacity and often overtime is required in order to finish each day's job. Another clerical person would help reduce each individual's workload to a more reasonable standard and might help avoid the overtime figure that will have to be sought in a quarterly budget revision for the last quarter of 1969.

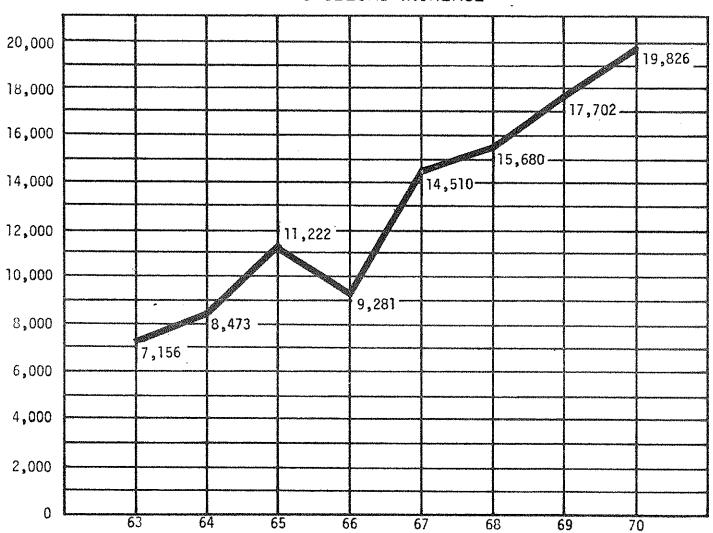
The Court Bailiff is paid at a low rate and must supply his own uniforms which involves custom-made shirts at a cost of about \$18 per shirt and \$30 for trousers. This justifies the \$150 annual uniform allowance requested for the Bailiff.

The sum requested for travel for the District Judge is predicated on the premise that there will be no Traffic Court Conference in Alaska during 1970, the prior such conference held in Anchorage being in 1967. However, the American Bar Associations' Traffic Court Program Committee schedules regional conferences in the other 49 states from time to time. With somewhat more than half the cases filed stemming from traffic situations, it would be of value for the District Judge to attend one such conference during 1970. Also, it would be helpful if he could attend one of the judicial conferences on criminal law (non-traffic matters) to be scheduled in 1970.



1264.1





è

		•			1.
DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
MUNICIPAL COURT	SERVICE SECTION	1264.2			C-82

AC	CO	UN	r s	UM	МΔ	RY
~~	$\sim$	O12 :	_	<b>₩</b> 1771		

	1966	1967	1968	1969		1970	
EXPENDITURE CLASSIFICATION	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED
Personal Services Contractual Supplies Other Costs Capital Outlay	No Section	nal Breakdo pal Court 9	<b>70.</b>	38,920 8,220 1,400	40,110 13,590 1,000	48,290 18,000 3,280 5,000 450	48,290 17,850 3,280 5,000 450
Capital Carley				48,540	55,150	75,020	74,870
Less Interfund Charges	( Angai	<del>(</del> (	( compy /	<u>K</u>	<u> </u>	)( )	
TOTAL	e and diego		ar a	48,540	55,150	75,020	74,870

#### PROGRAM OUTLINE

The program for 1970 is similar to that of 1969, with some changes having occured in 1969, primarily in that the Service Section now serves all court process, including summonses and bench warrants. This frees members of the Anchorage Police Department to devote more time to police work instead of serving court process, as the APD had been doing until March of 1969.

#### PROGRAM HIGHLIGHTS

Continued progress towards faster prosecution of Warrants for non-moving traffic violations, as well as all other court process.

		PANION bila berkele melleri kendira di maniony yang pang pang berhapinan yang bila bilang bilang bilang bilang	CITY O	F ANCHORAGE	encyclastychen geographic between is a cash was enchanteled a sont as potentian over a	en et en		
	DEPARTMENT ACCOUNT  MUNICIPAL COURT SERVICE SE		TITLE	ACCOUNT NUM	BER	DETAIL		PAGE
			CTION	1264.2	,	SC STREET, STATE OF S		C-83
	Athlighted by the belief of the state of the	2000, 2000 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	1968	1969		1970	<del>ya ra kata ak</del> ak kata ak	Company of the State of the Sta
CODE	EXPENDITURE			REVISED				
NO.	CLASSIFICA	TION	ACTUAL	BUDGET	REQUEST	RECOMMEND	APPROVED	
	PERSONAL SERVICES				*	months of		
110	Salaries			38,920	39,110	47 <b>,79</b> 0		,790
120	Overtime				1,000	500	500	
	Total	‡ -		38,920	40,110	48,290	48	,290
	<u> </u>					distribution of the second of	1	
241	CONTRACTUAL Telephone, Telegraph	a. Switchboard		50	1,000	1,000	1	,000
253	Liability & Workmen			380			470	
254	Retirement Plans	•		1,995	3,910	470 4,370	4,370	
255	Life Insurance			120	120	150	150	
256	Medical Insurance			35	270	380	380	
257	Social Security			160	1,480	1,860		,860
271	City Owned Vehicles			2,650	2,450	2,450	2,450	
274	Space Rental-City Bu			2,630	2,890	6,500	6	,350
281	Repairs & Maintenand	ce		200	100	320		320
291	291 Travel				1,000	500		500
	Total		**************************************	8,220	13,590	18,000	17	,850
	SUPPLIES				,			
313	Office Supplies, Pos	stage		1,400	1,000	3,280		,280
Parkman Property	Total		1,400	1,000	3,280	3	,280	
NAME OF THE OWNER, WHEN THE OW	OTHER CHARGE							
432	The state of the s					5,000	5	,000
and the state of t								***************************************
605	CAPITAL STANDARD				450	450		150
000	Machinery & Equipmen				430	450		450
	Total	**************************************		48,540	55,150	75,020	74	,870
501	LESS CHARGES TO OTHERS	<u>S</u>						
Concession of the Concession o	Total Operating Bu	udget		48,540	55,150	75,020	74	,870
E		I		1	i	1	I	,

DEPARTMENT		UNT TITLE	Α		NUMBER	PE	ERSONNEL	C	PAGE
MUNICIPAL COURT	RANGE CALLER		1264.2 EMPLOYEES		1970			C-84	
CLASSIFICATION	AND STEP	SALARY RATE	CURRENT *BUDGET	* 1	REQUEST	∦ RE	COMMEND	* A	PPROVED
Investigator	21	742-902	3	3	31,658	3	31,658	3	31,658
Warrant Clerk	12	521-633	1	1	7,452	1	7,452	1	7,452
Bench - Warrant Service	21	742-902						1	9,165
Officer Temporary						4	39,110	5	48,275
Bench-Warrant Service Officer	21	742-902			,	1	9,165	0	
Less 1% Salary Savings							( 483)		(483
OTAL			4	4	39,110	5	47,792	5	47,792

<sup>\*</sup>This column used for number of employees in each class.

### COMMENTARY 2,499

Total number of F/A warrants served 2,499
Total amount of F/A warrants collected \$21,072

Total number of Bench Warrants served Total amount of Bench Warrants collected \$37,152

DEPARTMENT	ACCOUNT TITLE	ACCOUNT	NUMBER	COMMENTARY	D	P/
MUNICIPAL COURT	SERVICE SECTION	1264.2		PROCESSOR OF THE STATE OF THE S		С
.241 TELEPHONE, TEI	EGRAPH AND SWITCHBOARD		Department Request	Manager Recommended	Council Approved	
Substanti to accele	al increase in communication rated efforts in prosecuting left the Anchorage area.					
	Telephone and Switchboard Tolls and Telegrams		700 300 1,000	700 300 1,000	700 300 1,000	
.271 CITY OWNED VEH	IICLES OR EQUIPMENT					
	3 vehicles @ \$816 per year		2,450	2,450	2,450	
.281 REPAIRS AND MA	INTENANCE					
.291 TRAVEL	Share of Reroofing 1 IBM Typewriter 3 Radios and Receivers	•	50 50 100	220 50 50 320	220 50 50 320	
Per diem	costs for investigators while to violators outside the And Kenai - Soldotna Area 2 investigators, 2 trips ea Hotel 15 @ 20	chorage area.				
	Per Diem 15 @ 20  Palmer Area 2 investigators, 4 trips ea		600	300	300	
	Hotel 15 @ 8 Per Diem 15 @ 16	\$120 <u>240</u>	360	200	200	

200

y 11.11

	CITY OF	ANCHORAG			
DEPARTMENT MUNICIPAL COURT	ACCOUNT TITLE SERVICE SECTION	ACCOUNT NU	MBER	COMMENTARY	D PAGE C-86
MONICIPAL GOOKI	Section of Control Section (Control Section (Control Section Control Section Section Control Section S		Departme Request		Council Approved
			•	we the Age of the	
.313 OFFICE SUPPLIES	<del>*************************************</del>	Adeldon Folia Carlos Alegania Grandon		0 1,000 950 1,330	1,000 950 1,330 3,280
.432 CONTRIBUTION TO	O GARAGE			5,000	
.605 MACHINERY AND	2 Sedans @ \$2,500 each EQUIPMENT			y day	5,000
	Typewriter		45		450