

ANNUAL BUDGET



Law

DEPARTMENT

1600 Department of Law

DIVISIONS/SECTIONS	1977		
	PROPOSED	RECOMMENDED	APPROVED
1610 Civil Law	996,280	970,630	957,170
1620 Prosecution	269,830	266,090	264,730
Direct Organizational Cost	1,266,110	1,236,720	1,221,900
Add Intragovernmental Charges	159,720	146,460	147,300
Total Departmental Cost	1,425,830	1,383,180	1,369,200
Less Intragovernmental Charges	1,425,830	1,383,180	1,369,200
Function Cost	-0-	-0-	-0-

COMMENTARY

DEPT: Department of Law	1600	DIV. Civil Law	1610	SEC.
Program		Service		Function

OBJECT CODE	DESCRIPTION	YR 1975	YR 1976	YR 1976	YR 1977		
		ACTUAL	BUDGET	TO DATE	PROPOSED	RECOMMENDED	APPROVED
1000	Personal Services				761,670	736,300	736,300
2000	Supplies				13,000	13,000	13,000
3000	Other Services & Charges				199,620	199,340	185,880
4000	Debt Service				-0-	-0-	-0-
5000	Capital Outlay				21,990	21,990	21,990
	Direct Organizational Cost				996,280	970,630	957,170
6000	Add Intergovernmental Charges				133,780	123,260	124,130
	Total Budget Unit Cost				1,130,060	1,093,890	1,081,300
7000	Less Intergovernmental Charges				1,130,060	1,093,890	1,081,300
	Function Cost				-0-	-0-	-0-

ACC'T NO.	SOURCE						
	Total Revenues				-0-	-0-	-0-
	Local Tax Dollars Required for Function				-0-	-0-	-0-

COMMENTARY

MUNICIPALITY OF ANCHORAGE

DETAIL

DEPT. Department of Law		1600	DIV. Civil Law		1610	SEC.	
Program			Service			Function	
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1975 ACTUAL	1976 BUDGET	1977			
				PROPOSED	RECOMMENDED	APPROVED	
	Personal Services						
1100	Salaries & Wages			647,280	625,600	625,600	
1200	Overtime			4,000	4,000	4,000	
1300	Differential Compensation			-0-	-0-	-0-	
1400	Personnel Benefits			194,190	187,680	187,680	
1500	Allowances			350	350	350	
	Total Personal Services			845,820	817,630	817,630	
	Supplies						
2100	Office Supplies			13,000	13,000	13,000	
2200	Operating Supplies			-0-	-0-	-0-	
2300	Repair & Maintenance Supplies			-0-	-0-	-0-	
	Total Supplies			13,000	13,000	13,000	
	Other Services & Charges						
3100	Professional Services			75,000	75,000	75,000	
3200	Communication			3,100	3,100	3,100	
3300	Transportation			11,110	11,060	11,060	
3400	Insurance			6,990	6,760	6,760	
3500	Public Utility Services			-0-	-0-	-0-	
3600	Repairs & Maintenance			16,420	16,420	7,120	
3700	Rentals			5,400	5,400	5,400	
3800	Miscellaneous			81,600	81,600	77,440	
	Total Other Services & Charges			199,620	199,340	185,880	
	Debt Service						
4100	Debt Service			-0-	-0-	-0-	
	Total Debt Service			-0-	-0-	-0-	
	Capital Outlay						
5300	Improvements Other than Bldgs.			-0-	-0-	-0-	
5400	Machinery & Equipment			12,990	12,990	12,990	
5500	Library Books & Art Objects			9,000	9,000	9,000	
	Total Capital Outlay			21,990	21,990	21,990	
	Total Direct Organizational Cost			1,080,430	1,051,960	1,038,500	
	Less 10% vacancy factor on salaries and personnel benefits			84,150-	81,330-	81,330-	
				996,280	970,630	957,170	

MUNICIPALITY OF ANCHORAGE

PERSONNEL

DEPT. Department of Law	1600	DIV. Civil Law	1610	SEC.
Program		Service		Function

CLASSIFICATION	RANGE & STEP	POSITIONS CURRENT *BUDGET	1977					
			* PROPOSED		* RECOMMENDED		* APPROVED	
Municipal Attorney	E-III	1	1	45,500	1	45,500	1	45,500
Deputy Municipal Attorney	E-II	1	1	40,416	1	40,416	1	40,416
Assistant Municipal Attorney	E-I	10	10	329,512	10	307,831	10	307,831
Administrative Officer	14 C-D	1	1	22,176	1	22,176	1	22,176
Junior Administrative Officer	12 C-E	2	2	39,179	2	39,179	2	39,179
Senior Office Associate	10 B-F	5	5	75,454	5	75,454	5	75,454
Office Associate	9 B-D	3	3	38,469	3	38,469	3	38,469
Senior Office Assistant	8 B-C	1	1	11,664	1	11,664	1	11,664
Public Service Intern (1)	8 B	4 PT	3PT	34,416	3PT	34,416	3PT	34,416
Office Assistant	7 B-C	1	1	10,490	1	10,490	1	10,490
		25+	25+		25+		25+	
		4PT	3PT	647,276	3PT	625,595	3PT	625,595
TOTAL								

* THIS COLUMN USED FOR NUMBER OF POSITIONS IN EACH CLASS.

COMMENTARY

(1) Current position should have been listed in Prosecution Division.

1 CETA position supports this budget unit.

DEPT. Department of Law Program	1600	DIV. Civil Law Service	1610	SEC. Function	
					<i>Department Proposes</i>
					<i>Mayor Recommends</i>
					<i>Assembly Approved</i>
1200 Overtime Standard overtime rate for 380 hours during year.					4,000
1500 Allowances Expense allowance to defray expenses in connection with official meetings.					350
2100 Office Supplies Office supplies of normal variety, i.e. paper, ribbons					13,000
3100 Professional Services Cost of expert witnesses, professional consultants and outside legal counsel in selected cases.					75,000
3200 Communication Cost of long distance telephone calls and periodic relocation of instruments.					3,100
3300 Transportation Departmental travel includes trips to Juneau for legislative matters, joint counsel meetings, Alaska Municipal League, continuing legal education, seminars for 6 attorneys, Intern recruitment program. Anchorage Messenger Service for 14 attorneys. Mileage allowance for use of private vehicles.					11,110
					6,590
					4,200
					320
3400 Insurance .0108 of salaries and wages for self-insured program.					6,990
3600 Repairs and Maintenance Periodic maintenance and repair of IBM, Lanier, Xerox and other office machines. Carpeting for 2/3 of office. Office space divider.					16,420
					6,000
					9,300
					1,120
					6,590
					4,200
					270
					6,760
					16,420
					7,120
					-0-
					1,120

DEPT. Department Of Law Program	1600	DIV. Civil Law Service	1610	SEC. Function			
					<i>Department Proposes</i>	<i>Mayor Recommends</i>	<i>Assembly Approved</i>
3700 Rentals Rental of Xerox copy machine and collator.					5,400	5,400	
3800 Miscellaneous					81,600	81,600	77,440
Dues and Subscriptions		6,000 3,840					
Alaska Bar dues for 12 attorneys, dues to Municipal League, NIMLO, S.W. Legal Foundation. Periodicals such as The Legislative Report, Session Laws and various other publications.							
Printing		1,500 1,500					
Costs of contract printing services.							
Tuition and Registration		2,000 2,000					
Registration for various continuing legal education seminars and University job related courses.							
Litigation		70,000 70,000					
Cost of litigation includes filing fees, costs of transcripts, witness fees, travel of witnesses and other charges accumulated in conduction litigation.							
Contract Hire		2,000 -0-					
The use of contract office help on an as needed basis for overflow work.							
Bonding		100 100					
Periodic bonding of Notaries Public.							
5400 Machinery & Equipment					12,990	12,990	12,990
Annual payment on lease/purchase of office equipment		12,900					
1 Typing table		90					
5500 Library Books and Art Objects					9,000	9,000	9,000
Annual upkeep of law library to procure latest volumes in continuing series and annual supplements.							

DEPT. Department of Law	1600	DIV. Prosecution	1620	SEC.	
Program		Service		Function	

OBJECT CODE	DESCRIPTION	YR 1975	YR 1976	YR 1976	YR 1977		
		ACTUAL	BUDGET	TO DATE	PROPOSED	RECOMMENDED	APPROVED
1000	Personal Services				164,940	161,200	161,200
2000	Supplies				1,500	1,500	1,500
3000	Other Services & Charges				102,890	102,890	101,530
4000	Debt Service				-0-	-0-	-0-
5000	Capital Outlay				500	500	500
	Direct Organizational Cost				269,830	266,090	264,730
6000	Add Intergovernmental Charges				25,940	23,200	23,170
	Total Budget Unit Cost				295,770	289,290	287,900
7000	Less Intergovernmental Charges				295,770	289,290	287,900
	Function Cost				-0-	-0-	-0-

ACCT NO.	SOURCE						
	Total Revenues				-0-	-0-	-0-
	Local Tax Dollars Required for Function				-0-	-0-	-0-

COMMENTARY

MUNICIPALITY OF ANCHORAGE

DETAIL

DEPT. Department of Law Program		1600	DIV. Prosecution Service		1620	SEC. Function	
ACCOUNT NO.	EXPENDITURE CLASSIFICATION	1975 ACTUAL	1976 BUDGET	1977			
				PROPOSED	RECOMMENDED	APPROVED	
	Personal Services						
1100	Salaries & Wages			140,240	136,090	136,090	
1200	Overtime			750	750	750	
1300	Differential Compensation			-0-	-0-	-0-	
1400	Personnel Benefits			42,080	42,080	42,080	
1500	Allowances			100	100	100	
	Total Personal Services			183,170	179,020	179,020	
	Supplies						
2100	Office Supplies			1,500	1,500	1,500	
2200	Operating Supplies			-0-	-0-	-0-	
2300	Repair & Maintenance Supplies			-0-	-0-	-0-	
	Total Supplies			1,500	1,500	1,500	
	Other Services & Charges						
3100	Professional Services			50,000	50,000	50,000	
3200	Communication			1,000	1,000	1,000	
3300	Transportation			790	790	790	
3400	Insurance			1,520	1,520	1,520	
3500	Public Utility Services			-0-	-0-	-0-	
3600	Repairs & Maintenance			1,020	1,020	1,020	
3700	Rentals			16,930	16,930	16,930	
3800	Miscellaneous			31,630	31,630	30,270	
	Total Other Services & Charges			102,890	102,890	101,530	
	Debt Service						
4100	Debt Service			-0-	-0-	-0-	
	Total Debt Service			-0-	-0-	-0-	
	Capital Outlay						
5300	Improvements Other than Bldgs.			-0-	-0-	-0-	
5400	Machinery & Equipment			-0-	-0-	-0-	
5500	Library Books & Art Objects			500	500	500	
	Total Capital Outlay			500	500	500	
	Total Direct Organizational Cost			288,060	283,910	282,550	
	Less 10% vacancy factor on salaries and personnel benefits			18,230-	17,820-	17,820-	
				269,830	266,090	264,730	

MUNICIPALITY OF ANCHORAGE

PERSONNEL

DEPT. Department of Law	1600	DIV. Prosecution	1620	SEC.				
Program		Service		Function				
CLASSIFICATION	RANGE & STEP	POSITIONS CURRENT *BUDGET	1977					
			* PROPOSED		* RECOMMENDED		* APPROVED	
Assistant Municipal Attorney	E-I	2	2	68,689	2	64,536	2	64,536
Senior Office Associate	10 F	1	1	18,624	1	18,624	1	18,624
Office Associate	9 D-E	1	1	14,475	1	14,475	1	14,475
Principal Court Clerk	9 F	1	1	16,909	1	16,909	1	16,909
Public Service Intern (1)	8 B	0	1PT	11,472	1PT	11,472	1PT	11,472
Office Assistant	7 A-B	1	1	10,068	1	10,068	1	10,068
<i>TOTAL</i>		6	6+	140,237	6+	136,084	6+	136,084
* THIS COLUMN USED FOR NUMBER OF POSITIONS IN EACH CLASS.								
COMMENTARY								
(1) Position was listed in Civil Law Division.								

DEPT. Department of Law Program	1600	DIV. Prosecution Service	1620	SEC. Function	
			<i>Department Proposes</i>	<i>Mayor Recommends</i>	<i>Assembly Approved</i>
1200 Overtime Standard overtime rate for 72 hours during year.			750	750	750
1500 Allowances Expense allowance to defray expenses in connection with official meetings.			100	100	100
2100 Office Supplies Office supplies of normal variety, i.e. paper, ribbons, etc.			1,500	1,500	1,500
3100 Professional Services Cost of Public Defender. 35,000 Alaska Pretrial Services to screen indigent defendants 15,000			50,000	50,000	50,000
3200 Communication Cost of long distance telephone calls and repair of instruments.			1,000	1,000	1,000
3300 Transportation Travel of 1 attorney to attend Legal Foundation Prosecutor's School			790	790	790
3400 Insurance .0108 of salaries and wages for self- insured program.			1,520	1,520	1,520
3600 Repairs & Maintenance Periodic maintenance and repair of IBM typewriter, Lanier and other office equipment.			1,020	1,020	1,020
3700 Rentals Xerox copy machine 720 Courthouse office space for Prosecutors and staff 16,210			16,930	16,930	16,930

MUNICIPALITY OF ANCHORAGE

COMMENTARY

DEPT. Department of Law Program	1600	DIV. Prosecution Service	1620	SEC. Function			
					<i>Department Proposes</i>	<i>Mayor Recommends</i>	<i>Assembly Approved</i>
3800	Miscellaneous				31,630	31,630	30,270
	Dues and Subscriptions	1,000					
	Anchorage Bar Dues for 2 attorneys, dues to Municipal League, NIMLO, S.W. Legal Foundation. Periodicals, such as Session Laws, and various other publications.						
	Tuition and Registration	350					
	Registration for various continuing legal education seminars and University job related courses.						
	Litigation	29,260					
	Litigation includes costs of transcripts, appeals court fees, witness fees, cost of AJIS computer time, and other charges accumulated in the prosecution of criminal cases.						
	Contract Hire	1,000					
	Contract office help on an as needed basis for overflow work						
	Bonding						
	Periodic bonding of Notaries Public	20					
5500	Library Books and Art Objects				500	500	500
	Annual upkeep of Law Library to procure latest volumes in continuing series and annual supplements.						