

# **MUNICIPAL ATTORNEY**

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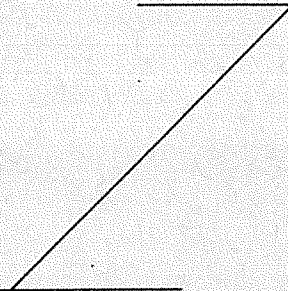
Mayor

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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	\$ 1,992,360
Program Revenues	\$ 30,300	\$ 6,500
Personnel	34FT	35FT

1989 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1988 REVISED	1989 BUDGET	1988 REVISED		1989 BUDGET	
			FT	PT	T	TOTAL
MUNICIPAL ATTORNEY	1,913,930	1,992,360	34			34
OPERATING COST	1,913,930	1,992,360	34			34
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	1,913,930	1,992,360				
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	338,810	316,190				
TOTAL DEPARTMENT COST	2,252,740	2,308,550				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,905,150	1,984,120				
FUNCTION COST	347,590	324,430				
LESS PROGRAM REVENUES	30,300	6,500				
NET PROGRAM COST	317,290	317,930				

1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	1,833,160	12,250	167,470	37,000	2,049,880
DEPT. TOTAL WITHOUT DEBT SERVICE	1,833,160	12,250	167,470	37,000	2,049,880
LESS VACANCY FACTOR	57,520				57,520
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,775,640	12,250	167,470	37,000	1,992,360

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET

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:				
None - CIVIL LAW delete one 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)			
- <del>Professional services</del>	<del>30,000</del>			
- Other services	4,920 (3460)			
- Capital outlay	5,000			
 	<hr/>			
1989 BUDGET	\$ 1,992,360	35FT		
	1,893,290	34FT		

1989 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:  
 PROGRAM: Administration

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). Client agencies.	0	50	35
- 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	16	0	0
PERSONAL SERVICES	\$	796,240		\$	763,250		\$	830,710	
SUPPLIES		8,300			8,300			8,500	
OTHER SERVICES		95,170			98,560			136,940	
CAPITAL OUTLAY		36,000			32,000			35,000	
TOTAL DIRECT COST:	\$	935,710		\$	902,110		\$	1,011,150	
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 P R O G R A M P L A N

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		\$	739,660	
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		\$	769,660	

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: