

MUNICIPAL ATTORNEY

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Mayor

Municipal
Attorney
1150

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

- Perform mandated executive functions, provide policy guidance and promote staff development directed toward enhancing the prospects for long-term retention and, therein, improved overall performance by all personnel.
- Continue ongoing efforts to reduce the municipality's utilization of contract legal services in all areas.
- Continue an aggressive policy with respect to the prosecution of domestic violence assault, child abuse and DWI cases, where a majority of the cases submitted for prosecution are filed for further action.
- Continue expanded monitoring and follow-up activities directed toward identifying and prosecuting those individuals found in noncompliance with conditions of probation.
- Introduce new and/or modified automated data processing applications in conjunction with the planned CY 1990 acquisition and installation of a new fully integrated MIS network facility.
- Introduce an in-house judicial non-bankruptcy debt collection function.

RESOURCES

	1990	1991
Direct Costs	\$ 2,063,210	\$ 2,235,860
Program Revenues	\$ 242,000	\$ 329,000
Personnel	37FT	40FT

1991 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1990 REVISED	1991 BUDGET	1990 REVISED		1991 BUDGET	
			FT	PT	T	TOTAL
MUNICIPAL ATTORNEY	2,063,210	2,235,860	37			37
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OPERATING COST	2,063,210	2,235,860	37			37
ADD DEBT SERVICE	0	0				
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DIRECT ORGANIZATION COST	2,063,210	2,235,860				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	313,520	354,300				
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TOTAL DEPARTMENT COST	2,376,730	2,590,160				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,915,620	2,042,430				
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FUNCTION COST	461,110	547,730				
LESS PROGRAM REVENUES	242,000	329,000				
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NET PROGRAM COST	219,110	218,730				
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1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	2,071,590	16,320	141,570	63,900	2,293,380
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DEPT. TOTAL WITHOUT DEBT SERVICE	2,071,590	16,320	141,570	63,900	2,293,380
LESS VACANCY FACTOR	57,520				57,520
ADD DEBT SERVICE					
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TOTAL DIRECT ORGANIZATION COST	2,014,070	16,320	141,570	63,900	2,235,860

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET
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DEPARTMENT: MUNICIPAL ATTORNEY

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1990 REVISED BUDGET:	\$ 2,063,210	37FT		
Amount Required to Continue Existing Programs in 1991:	42,070			
REDUCTIONS TO EXISTING PROGRAMS:				
- None				
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- Establish an in-house judicial non-bankruptcy debt collection function	190,190	3FT		
MISCELLANEOUS INCREASES (DECREASES):				
- Allowance for Inflation	(7,220)			
- Projected 2% Contract Reduction	(820)			
- Projected Benefit Reduction	(51,350)			
- Projected Wage Adjustment	(220)			
1991 BUDGET	\$ 2,235,860	40FT		

1991 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
PROGRAM: Administrative Services

PURPOSE:

Under the direction of the Municipal Attorney, perform centralized administrative; financial management; client billing; procurement; budget preparation; and related support functions, and provide direct clerical support to the Municipal Attorney.

1990 PERFORMANCES:

- Continued staff development and training efforts directed toward enhancing the prospects for long-term retention and, therein, improved overall performance by all personnel.
- Reviewed all outside legal services contract requests and preformed subsequent ongoing monitoring functions.
- Installed a fully integrated MIS network facility pursuant to implementation of the department's 1991-1993 Information Systems Plan.
- Revised the current Municipal Policy & Procedure governing the retention of outside legal counsel to more accurately delineate the review, approval and processing responsibilities exercised by the Municipal Attorney.
- Modified the manual procedures currently utilized to compile Civil Law interagency billings to permit the generation of client-specific activity reports for each attorney.
- Performed mandated executive functions, provided policy guidance, and carried out ongoing centralized administrative support responsibilities.

1991 OBJECTIVES:

- Perform centralized financial management, client billing, procurement, and other administrative support functions.
- Review all outside legal service contract requests and perform subsequent ongoing monitoring functions.
- Provide direct clerical support to the Municipal Attorney and augment civil law clerical support staff, as needed, to insure adequate coverage on a continuing basis.
- Introduce new and/or modified automated data processing applications in conjunction with the planned CY 1990 acquisition and installation of a new fully integrated MIS network facility.
- Generate periodic in-house management reports reflecting the distribution of Civil Law interagency client billings by attorney.
- Generate year-end Civil Law attorney-specific billing summaries for distribution to all municipal enterprise functions.

1991 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administrative Services
 RESOURCES:

DIVISION:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	2	0	0
PERSONAL SERVICES			\$ 202,960			\$ 206,710			\$ 122,670
SUPPLIES			250			320			320
OTHER SERVICES			6,030			6,520			1,860
CAPITAL OUTLAY			0			1,000			800
TOTAL DIRECT COST:			\$ 209,240			\$ 214,550			\$ 125,650

PERFORMANCE MEASURES:

- Contracts for outside legal services (Files Maintained)			35			32			32
- Client agencies			40			40			40
- Attorney billings processed			11,600			11,700			12,100

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

2

1991 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
PROGRAM: Civil Litigation & Criminal Prosecution

PURPOSE:

Provide minimal staffing needed to perform mandated civil and criminal advisory and direct litigation support functions, including the management of all civil litigation and criminal prosecutions pursuant to the enforcement of municipal penal and traffic codes, and related ordinances.

1990 PERFORMANCES:

- Fully implemented bankruptcy debt collections capabilities and achieved a higher the expected rate of recovery through the establishment of a dedicated support structure.
- Promoted further staff development and developed greater in-house special area litigation expertise through a significant reduction in staff turnover, cross training, joint-defense assignments, and other team building personnel management techniques.
- Continued expanded monitoring efforts and follow-up activities directed toward identifying and prosecuting those individuals found in non-compliance with conditions of probation.
- Maintained an aggressive policy with respect to the prosecution of domestic violence assault, child abuse, and DWI cases, where a majority of the cases submitted for prosecution were filed for further action.
- Enhanced current prosecution case management capabilities by expanding on-site access to Police Information Management System (PLIMS).
- Provided staff attorney to assist Charter Review Commission.

1991 OBJECTIVES:

- Perform mandated executive functions , provide policy guidance and promote staff development directed toward enhancing the prospects for long-term retention and, therein, improved overall performance by all personnel.
- Complete consolidation of non-bankruptcy and bankruptcy debt collection functions, as necessary, to permit the implementation of joint case management procedures and related cross-training of support personnel.
- Continue an aggressive policy with respect to the prosecution of domestic violence assault, child abuse and DWI cases, where a majority of the cases submitted for prosecution are filed for futher action.
- Continue expanded monitoring and follow-up activities directed toward identifying and prosecuting those individuals found in noncompliance with conditions of probation.
- Continue ongoing efforts to reduce the municipality's utilization of contract legal services in all areas.
- Expand the department's direct role in the management of utility non-bankruptcy debt collection referrals.

1991 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
 PROGRAM: Civil Litigation & Criminal Prosecution
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	18 34	0	0	18 34	0	0	38	0	0
PERSONAL SERVICES	\$	1,585,230		\$	1,675,990		\$	1,891,400	
SUPPLIES		12,500			11,740			16,000	
OTHER SERVICES		124,060			100,530			139,710	
CAPITAL OUTLAY		43,500			46,400			63,100	
TOTAL DIRECT COST:	\$	1,001,150 1,765,290		\$	1,043,880 1,834,660		\$	2,110,210	
PROGRAM REVENUES:	\$	6,500		\$	228,000		\$	329,000	

PERFORMANCE MEASURES:

- Hours of legal service billed (Civil Law)	14,900	15,000	16,690
- Active civil litigation and matters files (avg. /mo.)	900	1,160	1,440
- Contract and Assembly documents processed	790	760	800
- Legal opinions issued (Civil Law)	90	120	145
- Criminal Case Intakes	8,194	7,490	7,780
- Criminal Cases Filed	5,755	6,300	6,550
- Petitions to Revoke Probation	1,200	1,500	1,500
- Criminal Motions Filed	567	772	850
- Criminal Appeals	21	26	27
- Criminal Trials	52	110	130

8 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 3, 4, 5, 6, 7, 8

1991 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
 PROGRAM: Civil Litigation & Criminal Prosecution
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	18	0	0	18	0	0	38	0	0
PERSONAL SERVICES	\$	1,585,230		\$	1,675,990		\$	1,891,400	
SUPPLIES		12,500			11,740			16,000	
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8 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 3, 4, 5, 6, 7, 8

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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
1991 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

1 1150-MUNICIPAL ATTORNEY
0146-Civil Litigation & Crimin
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT
PROGRAM REVENUES 44,000

1 Provide minimal staffing needed to
OF perform mandated civil and criminal
9 advisory and direct litigation support
functions. Includes funding for positc
of Municipal Attorney but no additional
administrative support staff.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
29	0	0	1,496,170	10,000	108,890	0	35,600	1,650,660

2 1150-MUNICIPAL ATTORNEY
0372-Administrative Services
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

2 Perform centralized administrative;
OF financial management; client billing;
9 procurement; budget preparation; and
related support functions, and provide
direct clerical support to the Municipa
Attorney.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	122,670	320	1,860	0	800	125,650

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

3 Provide sufficient professional clerica
OF staff to effectively execute the
9 department's general civil litigation/
advisory functions, and misdemeanor
criminal prosecution responsibilities.
This service level provides continuatio
funding for two legal secretaries.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	85,140	1,350	1,970	0	1,100	89,560

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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
 1991 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY
 DEPT BUDGET UNIT/
 RANK PROGRAM

SVC
 LVL

4 1150-MUNICIPAL ATTORNEY
 0146-Civil Litigation & Crimin
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
 PROGRAM REVENUES 0

4 Provide the minimal professional legal
 OF staff necessary to maintain a viable
 9 in-house bankruptcy litigation function
 relative to the collection of delinquent
 real and personal property taxes, and
 related debts. Net revenue collections
 proficiency will be reduced by approx-
 10% over that achieved for CY 1990.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	98,610	1,500	7,830	0	1,300	109,240

5 1150-MUNICIPAL ATTORNEY
 0146-Civil Litigation & Crimin
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
 PROGRAM REVENUES 0

5 Provide continuation funding for
 OF dedicated legal secretary position.
 9 In so doing, maintain the department's
 ability to effectively pursue the
 collection of all real and personal
 property tax delinquencies subject
 to recovery through bankruptcy
 court proceedings.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,800	500	490	0	800	41,590

6 1150-MUNICIPAL ATTORNEY
 0146-Civil Litigation & Crimin
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

6 Provide continuation funding for legal
 OF intern position currently assigned to
 9 Civil Law Office. Incumbent conducts
 legal research, reviews complaints,
 drafts various documents, and performs
 related para-legal support functions.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	32,600	150	0	0	0	32,750

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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
1991 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

7 1150-MUNICIPAL ATTORNEY
0146-Civil Litigation & Crimin
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 90,000

7 Provide an additional Assist. Municipal
OF Attorney to enhance the department's
9 direct civil litigation capabilities
in the following areas: tort liability
insurance claims; non-bankruptcy
judicial debt collections; and, through
a concurrent realignment of existing
general litigation responsibilities,
zoning/code enforcement.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,560	500	4,500	0	1,300	62,860

8 1150-MUNICIPAL ATTORNEY
0146-Civil Litigation & Crimin
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 195,000

8 Provide the professional legal support
OF staff needed to effectively operate
9 a dedicated in-house judicial non-
bankruptcy debt collections function
capable of assuming all general
government referrals and, initially,
municipal utility referrals in excess
of \$5,000.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	82,520	2,000	16,030	0	23,000	123,550

SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL ATTORNEY

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
40	0	0	2,014,070	16,320	141,570	0	63,900	2,235,860

----- DEPARTMENT OF MUNICIPAL ATTORNEY FUNDING LINE -----
 2,235,860

9 1150-MUNICIPAL ATTORNEY
0146-Civil Litigation & Crimin
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

9 Provide an additional Assistant
OF Municipal Prosecutor to partially offse
9 the anticipated impacts associated with
increased APD "on-the-street" patrol
capabilities and revised state criminal
statutes which impose mandatory jail
sentences for repeat DWI offenders and

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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
 1991 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

allow local law enforcement officials
 greater latitude in pursuing the prose-
 cution of domestic violence assaults.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	52,700	500	3,200	0	1,300	57,700

TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
41	0	0	2,066,770	16,820	144,770	0	65,200	2,293,560