

MUNICIPAL ATTORNEY

MUNICIPAL ATTORNEY

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 support functions and serve as principle legal advisor to the Municipal Assembly.
- Complete the acquisition and installation of Management Information Systems (MIS) facilities identified in Phase II of the current Information Systems plan.
- Continue an aggressive policy with respect to the prosecution of driving while intoxicated, domestic violence assault and child abuse cases where a majority of the cases submitted for potential prosecution are filed for further action.
- Continue to perform a wide range of services in support of the Labor Relations Department, including: advocacy at court proceedings; arbitrations; Equal Rights Board and Equal Rights Commission hearings; and labor negotiations.
- Assist in the development of a comprehensive automated criminal case management systems which takes full advantage of the new installed MIS local Area Network Facility.

RESOURCES

	1991	1992
Direct Costs	\$ 2,252,470	\$ 2,620,310
Program Revenues	\$ 329,000	\$ 329,000
Personnel	40FT	41FT

1992 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY					
	1991 REVISED	1992 BUDGET	1991 REVISED		1992 BUDGET			
			FT	PT	T TOTAL	FT	PT	T TOTAL
MUNICIPAL ATTORNEY	2,252,470	2,620,310	40		40	41		41
OPERATING COST	2,252,470	2,620,310	40		40	41		41
ADD DEBT SERVICE	0	0						
DIRECT ORGANIZATION COST	2,252,470	2,620,310						
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	350,750	379,290						
TOTAL DEPARTMENT COST	2,603,220	2,999,600						
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,166,980	2,452,010						
FUNCTION COST	436,240	547,590						
LESS PROGRAM REVENUES	329,000	329,000						
NET PROGRAM COST	107,240	218,590						

1992 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	2,479,150	16,370	143,670	55,240	2,694,430
DEPT. TOTAL WITHOUT DEBT SERVICE	2,479,150	16,370	143,670	55,240	2,694,430
LESS VACANCY FACTOR	74,120				74,120
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	2,405,030	16,370	143,670	55,240	2,620,310

RECONCILIATION FROM 1991 REVISED TO 1992 BUDGET REQUEST

DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1991 REVISED BUDGET:	\$ 2,252,470	40		
1991 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1992:				
- Salaries and Benefits Adjustment	301,380			
- Non-Personal Services Inflation Adjustment	6,090			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- In House Tort Litigation Capabilities from Finance	81,210	1		
REDUCTIONS IN EXISTING PROGRAMS:				
- Non-Personal Services Inflation Absorption	(6,090)			
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Vacancy Factor Increase	(10,300)			
- Miscellaneous	(4,450)			
1992 BUDGET REQUEST	\$ 2,620,310	41FT	OPT	OT

1992 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Administration

DIVISION:

PURPOSE:

Oversee all departmental activities; provide policy guidance; and perform centralized financial management, procurement, client billing, and clerical support functions. Provide direct case management assistance, consultation, and clerical pursuant to execution of all civil law functions.

1991 PERFORMANCES:

- Performed centralized financial management, client billing, procurement and other administrative support functions.
- Performed mandated executive functions; provided policy guidance; and promoted staff development directed toward improving the prospects for long-term staff and, therein, improved overall performance by all personnel.
- Reviewed all requests for contract legal services and performed ongoing contract monitoring functions.
- Completed the acquisition and installation of MIS "Local Area Network" facilities identified under Phase I of the department's current Information Systems Plan.
- Provided direct case management assistance, consultation, and clerical support pursuant to execution of the department's civil law functions.

1992 OBJECTIVES:

- Perform mandated executive support functions and serve as principle legal advisor to the Municipal Assembly.
- Provide policy guidance and promote staff development efforts directed toward maximizing in-house capabilities and overall job satisfaction.
- Perform centralized financial management, client billing, procurement, and other department-wide administrative support functions.
- Complete the acquisition and installation of MIS facilities identified in Phase II of the current Information Systems Plan.
- Review all requests for contract legal services and perform ongoing contract monitoring functions.
- Modify operating policies and procedures, where appropriate, to maximize the benefits realized from installation of the department's MIS Local Area Network facilities.

1992 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	206,710		\$	210,960		\$	227,280	
SUPPLIES		320			320			400	
OTHER SERVICES		6,520			9,200			11,460	
CAPITAL OUTLAY		1,000			800			800	
TOTAL DIRECT COST:	\$	214,550		\$	221,280		\$	239,940	

PERFORMANCE MEASURES:

- Contract counsel files maintained.		32		32		32
- Client agencies served.		40		40		40
- Attorney billings processed		12,500		14,000		14,000
- Assembly meetings/work sessions attended		40		45		50

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

1

1992 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
PROGRAM: Prosecution

PURPOSE:

Prosecute misdemeanor criminal complaints consistent with applicable Municipal ordinances. Provide the personnel and resources necessary to properly evaluate cases; file charges; conduct criminal trials; enforce probation stipulations; prepare motions and appeals; and assist victims.

1991 PERFORMANCES:

- Provided for the prosecution of all misdemeanor criminal offenses consistent with applicable Municipal ordinances.
- Continued 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 potential prosecution were filed for further action.
- Continued expanded monitoring and follow-up activities directed toward identifying and prosecuting those individuals found in non-compliance of probation.
- Maintained a cost-effective pre-trial diversion program designed to offer a wider range of sentencing alternatives in determining the final disposition of cases involving minor misdemeanor offenses.
- Maintained an on-site Victim/Witness Assistance Program to facilitate the investigation, prosecution, and follow-up of cases involving the commission of serious misdemeanor offenses (e.g. domestic violence assault).

1992 OBJECTIVES:

- Provide for the prosecution of all misdemeanor criminal offenses consistent with applicable Municipal ordinances.
- Continue and aggressive policy with respect to the prosecution of domestic violence assault and child abuse cases where a majority of the cases submitted for potential prosecution are filed for further action.
- Assist in the development of a comprehensive automated criminal case management system which takes full advantage of the newly installed MIS Local Area Network Facility.
- Maintain a cost-effective pre-trial diversion program designed to offer a wider range of sentencing alternatives in determining the disposition of cases involving minor misdemeanor offenses.
- Maintain an on-site Victim/Witness Assistance Program to facilitate the investigation, prosecution, and follow-up of cases involving the commission of serious misdemeanor offenses (e.g. domestic violence assault).

1992 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Prosecution
 RESOURCES:

DIVISION:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	18	0	0	18	0	0	18	0	0
PERSONAL SERVICES	\$	755,490		\$	825,720		\$	981,230	
SUPPLIES		4,740			8,500			7,670	
OTHER SERVICES		27,950			46,250			50,190	
CAPITAL OUTLAY		16,600			13,300			9,700	
TOTAL DIRECT COST:	\$	804,780		\$	893,770		\$	1,048,790	
PROGRAM REVENUES:	\$	14,000		\$	14,000		\$	14,000	
PERFORMANCE MEASURES:									
-Case Intakes		6,852			7,537			8,486	
-Cases Filed		5,737			6,331			7,165	
-Petitions to Revoke Probation Filed		1,393			1,477			1,598	
-Other Motions Filed		927			536			1,346	
-Appeals Filed		25			31			39	
-Trials		93			94			100	
Subpoenas: Traffic and Minor Offense Court		2,311			2,500			2,725	
Applications & Responses; Traffic & Minor Offense Court.		335			364			397	

7 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 7

1992 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
PROGRAM: Civil Law

PURPOSE:

Provide for the delivery of legal services to all municipal agencies, enterprise activities, and the Municipal Assembly; and manage the litigation of all civil actions to which the Municipality of Anchorage is party as either a defendant or plaintiff.

1991 PERFORMANCES:

- Assisted the Employee Relations Department in labor negotiations and all aspects of employment law, including: advocacy at court proceedings; arbitration hearings; ERB hearings; and Equal Rights Commission hearings.
- Implemented new document processing guidelines and procedures designed to improve the delivery of services to client agencies.
- Continued ongoing efforts to reduce the municipality's utilization of contract legal services in all areas.
- Enhanced the department's ability to meet the needs of the Municipal Assembly by designating a single Assistant Municipal Attorney ongoing liaison duties and responsibilities.
- Enhanced the Municipality's ability to more effectively manage and, in so doing, reduce the overall cost of litigating risk management lawsuits.
- Initiated steps to identify and collect "dead file" utility debts where full recovery was not achieved by previous contract counsel.
- Continued policy of screening all requests for assistance to assure only essential non-litigation legal services were performed.

1992 OBJECTIVES:

- Continue to perform a wide range of services in support of the Labor Relations Department, including, advocacy at court proceedings; arbitrations; ERB and Equal Rights Commission hearings; and labor negotiations.
- Enhance the case tracking and statistical reporting capabilities of the existing automated civil litigation management system to better accommodate special area litigation requirements.
- Continue efforts to promote further staff development and expand the availability of in-house litigation specialists through cross-training, joint-counsel defense assignments, and other team building personnel management techniques.
- Continue policy of screening all requests for assistance to assure that only essential non-litigation legal services are performed.
- Identify additional areas where outside contract expenses could be reduced through the greater utilization of in-house personnel.

1992 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	19	0	0	19	0	0	20	0	0
PERSONAL SERVICES	\$	920,500		\$	1,005,320		\$	1,196,520	
SUPPLIES		8,500			9,000			8,300	
OTHER SERVICES		83,080			82,600			82,020	
CAPITAL OUTLAY		31,800			40,500			44,740	
TOTAL DIRECT COST:	\$	1,043,880		\$	1,137,420		\$	1,331,580	
PROGRAM REVENUES:	\$	228,000		\$	315,000		\$	315,000	
PERFORMANCE MEASURES:									
- Hours of legal service billed (Civil Law)		14,500			14,900			16,580	
- Active civil litigation and matters files (avg. /mo.)		1,800			2,350			2,450	
- Contract and Assembly documents processed		760			770			800	
- Legal opinions issued (Civil Law)		110			115			120	

7 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 4, 5, 6