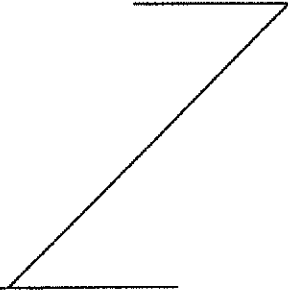


MUNICIPAL ATTORNEY

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 principal legal advisor to the Municipal Assembly.
- Establish a more effective liaison capability with the Assembly regarding the ongoing management of the Municipality's legal affairs.
- Perform a wide range of support services associated with passage of the Americans with Disabilities Act of 1991 (i.e., ADA).
- Continue an aggressive policy with respect to the prosecution of domestic violence assault and child abuse where a majority of the cases submitted for potential prosecution are filed for further action.

RESOURCES

	1992	1993
Direct Costs	\$ 2,821,460	\$ 2,899,840
Program Revenues	\$ 329,000	\$ 369,500
Personnel	44FT	43FT

1993 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1992 REVISED	1993 BUDGET	1992 REVISED		1993 BUDGET	
			FT	PT	T	TOTAL
MUNICIPAL ATTORNEY	2,821,460	2,899,840	44			44
OPERATING COST	2,821,460	2,899,840	44			44
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	2,821,460	2,899,840				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	378,670	478,420				
TOTAL DEPARTMENT COST	3,200,130	3,378,260				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,644,640	2,790,190				
FUNCTION COST	555,490	588,070				
LESS PROGRAM REVENUES	329,000	369,500				
NET PROGRAM COST	226,490	218,570				

1993 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	2,728,150	18,300	160,450	56,070	2,962,970
DEPT. TOTAL WITHOUT DEBT SERVICE	2,728,150	18,300	160,450	56,070	2,962,970
LESS VACANCY FACTOR	63,130				63,130
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	2,665,020	18,300	160,450	56,070	2,899,840

RECONCILIATION FROM 1992 REVISED TO 1993 BUDGET REQUEST

DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1992 REVISED BUDGET:	\$ 2,821,460	44		
1992 ONE-TIME REQUIREMENTS:				
- Office Relocation Costs	(2,000)			
- Management Information Systems/ Communication Equipment Improvements	(27,500)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1993:				
- Salaries and Benefits Adjustment	261,010			
- Non-Personnel Services Inflation Adjustment	9,040			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- None				
1992 CONTINUATION LEVEL:	<u>\$3,062,010</u>			
REDUCTIONS IN COSTS OF EXISTING PROGRAMS:				
- Eliminate Assistant Municipal Attorney Assigned to the Civil Law Office	(88,490)	(1)		
- Personnel Changes	(52,450)			
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Miscellaneous Non-Personnel Reductions	(12,190)			
- Non-Personal Services Inflation Absorption	(9,040)			
1993 BUDGET REQUEST	<u>\$ 2,899,840</u>	<u>43FT</u>	<u>OPT</u>	<u>OT</u>

1993 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.

1992 PERFORMANCES:

- Perform mandated executive support functions and serve as principal 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/installation of Management Information System (MIS) facilities in Phase II of department's 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 (LAN) facilities.
- Complete the testing and evaluation of selected civil and criminal law case management software applications.

1993 OBJECTIVES:

- Perform mandated executive support functions and serve as principal 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.
- Automate selected administrative support functions by acquiring the most suitable and cost-effective legal management LAN software applications.
- 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 Phase II of the department's MIS facilities enhancement project.
- Establish a more effective ongoing liaison capability vis-a-vis soliciting input from the Assembly regarding management of the Municipality's legal affairs.

1993 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES			\$ 210,960			\$ 226,830			\$ 248,160
SUPPLIES			320			400			400
OTHER SERVICES			9,200			11,460			9,100
CAPITAL OUTLAY			800			800			0
TOTAL DIRECT COST:			\$ 221,280			\$ 239,490			\$ 257,660

PERFORMANCE MEASURES:

- Contract counsel files maintained.		32		32		30
- Client agencies served.		79		79		79
- Attorney billings processed		13,500		15,100		16,720
- Assembly meetings/work sessions attended		45		50		50

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

1

1993 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Prosecution

DIVISION:

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.

1992 PERFORMANCES:

- Provide for the prosecution of all misdemeanor criminal offenses consistent with applicable Municipal ordinances.
- Continue an 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.
- Evaluate available "off-the-shelf" criminal case management Local Area Network software applications for possible adoption in lieu of retaining current outmoded manual recordkeeping systems.
- Maintain a cost effective Pretrial Diversion Program designed to offer a wider range of sentencing alternatives in determining the disposition of cases involving minor misdemeanor property offenses.
- Maintain an in-house 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).

1993 OBJECTIVES:

- Continue an 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.
- 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).
- Maintain an on-site Pretrial Diversion Program to facilitate the the prosecution of minor property offenses by providing a cost-effective alternative to incarceration for selected offenders.
- Significantly reduce utilization of manual case management procedures by acquiring and/or developing a comprehensive automated alternative which fully utilizes the capabilities of the existing Local Area Network Management Information Systems facilities.

1993 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Prosecution
 RESOURCES:

DIVISION:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	18	0	0	20	0	0	20	0	0
PERSONAL SERVICES	\$	825,720		\$	1,053,380		\$	1,185,240	
SUPPLIES		8,500			8,570			9,000	
OTHER SERVICES		46,250			67,190			52,790	
CAPITAL OUTLAY		13,300			35,500			6,980	
TOTAL DIRECT COST:	\$	893,770		\$	1,164,640		\$	1,254,010	
PROGRAM REVENUES:	\$	14,000		\$	14,000		\$	54,500	

PERFORMANCE MEASURES:

- Case intakes		8,391		9,524		10,833
- Cases filed		6,346		7,136		7,987
- Motions filed, incl., appeals & petitions to revoke probation		2,189		2,584		2,899
- Trials: criminal		44		48		51
- Subpoenas issued: traffic & minor offenses		1,520		1,611		1,708
- Pretrial Diversion Program: number of participants		309		361		419
- Pretrial Diversion Prog.: hrs. of public work service performed		4,655		5,400		6,264
- Trials: traffic		156		165		170

10 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 6, 10

1993 P R O G R A M P L A N

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; and manage the litigation of all civil actions to which the Municipality of Anchorage is party as either a defendant or plaintiff.

1992 PERFORMANCES:

- Perform a wide range of services in support of the Labor Relations Department, including advocacy at court proceedings, arbitrations, Employee Relations Board, Equal Rights Commission hearings; and advisory services regarding Labor negotiations and implementation of the Americans with Disabilities Act.
- Enhance in-house special area practitioner capabilities in the area of public safety by establishing a designated position to serve the advisory and direct litigation needs of the Police and Fire Departments.
- 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.
- Introduce modified document handling and tracking procedures designed to expedite the delivery of services to all client agencies.
- Continue policies directed toward further reducing the Municipality's utilization of outside contract attorneys in all areas.

1993 OBJECTIVES:

- Perform a wide range of representation/advocacy functions and other advisory activities for the Department of Labor Relations, including a number of support services associated with passage of the Americans with Disabilities Act of 1991 (ADA).
- Perform only essential non-litigation legal advisory and consultation services to insure that limited in-house staff resources are available to carry out direct litigation and administrative hearing representation responsibilities.
- Further modify existing assignment tracking and monitoring procedures to enhance staff productivity and expedite the delivery of services.
- Continue all policies directed toward identifying additional areas where anticipated outside contract attorney expenses could be reduced through the utilization of in-house personnel.
- Perform non-bankruptcy and bankruptcy litigation and collection services for all municipal general government agencies and municipally-managed enterprise functions.

1993 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	20	0	0	21	0	0	20	0	0
PERSONAL SERVICES	\$ 1,005,320			\$ 1,250,020			\$ 1,231,620		
SUPPLIES	9,000			8,900			8,900		
OTHER SERVICES	82,600			103,170			98,560		
CAPITAL OUTLAY	40,500			55,240			49,090		
TOTAL DIRECT COST:	\$ 1,137,420			\$ 1,417,330			\$ 1,388,170		
PROGRAM REVENUES:	\$ 315,000			\$ 315,000			\$ 315,000		
PERFORMANCE MEASURES:									
- Hours of legal service billed (Civil Law)	14,900			15,880			15,750		
- Active civil litigation & matters files (avg./mo.)	1,950			2,060			1,960		
- Contract and Assembly documents processed	730			730			685		
- Legal opinions issued (Civil Law)	185			190			170		
- Docketed attorney assignments	470			600			540		

10 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 4, 5, 7, 8, 9