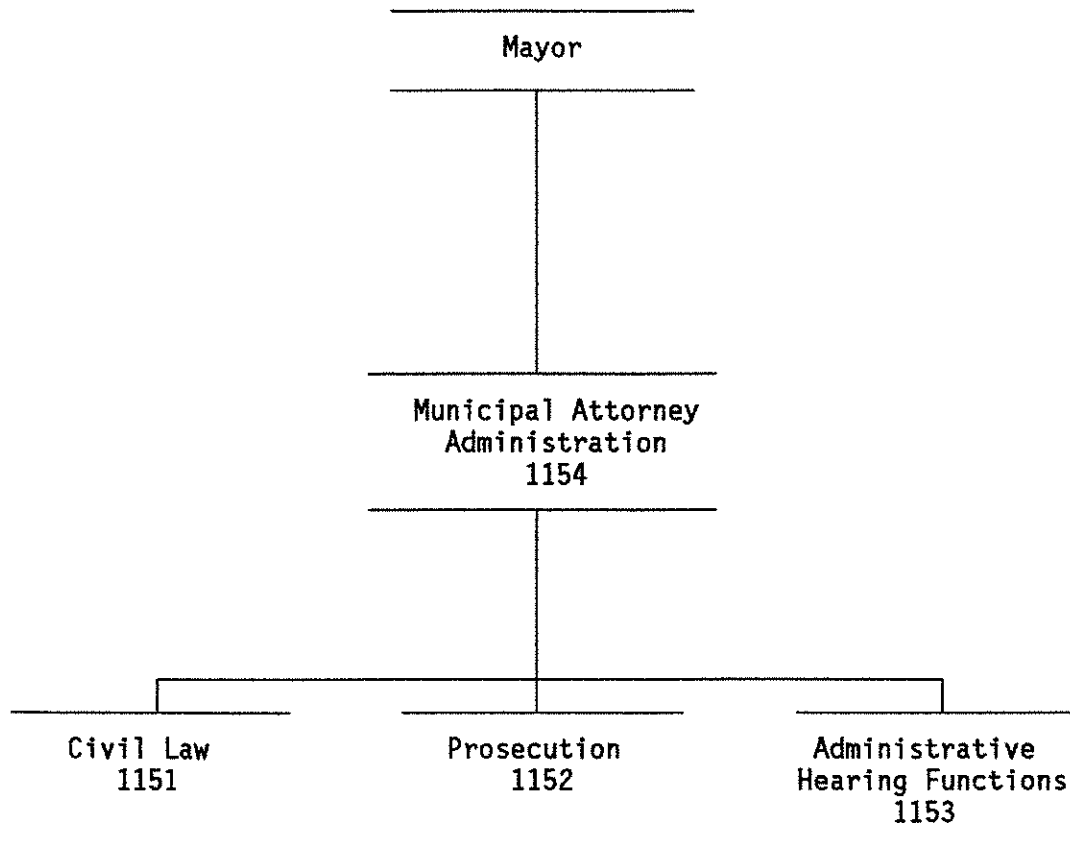


MUNICIPAL ATTORNEY

MUNICIPAL ATTORNEY



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 Program Highlights

- Perform mandated executive support functions and serve as principal legal advisor to the Mayor and Municipal Assembly.
- Assist the Department of Employee Relations, as directed, in the conduct of ongoing labor contract negotiations.
- Provide in-house administrative hearing officer for the initial adjudication of citations issued under the DWI Vehicle Impound/Forfeiture Ordinance and AMC Title 14.
- Administer ongoing code update services contract in direct consultation with the Municipal Clerk's Office.
- Update and amend the Anchorage Criminal Code to achieve better uniformity with corresponding State and Federal statutes.

Resources

	1994	1995
Direct Costs	\$3,776,330	\$3,449,420
Program Revenues	\$ 399,500	\$ 413,700
Personnel	54FT 1PT 1T	52FT 1PT

1995 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1994 REVISED	1995 BUDGET	1994 REVISED				1995 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
CIVIL	1,474,820	1,477,130	21		1	22	21	1		22
PROSECUTION	1,789,020	1,588,710	27			27	26			26
HEARING OFFICER	256,860	135,090	3	1		4	2			2
LAW ADMIN	255,630	248,490	3			3	3			3
OPERATING COST	3,776,330	3,449,420	54	1	1	56	52	1		53
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	3,776,330	3,449,420								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	694,060	1,664,820								
TOTAL DEPARTMENT COST	4,470,390	5,114,240								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	3,719,030	4,418,210								
FUNCTION COST	751,360	696,030								
LESS PROGRAM REVENUES	399,500	413,700								
NET PROGRAM COST	351,860	282,330								

1995 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
CIVIL	1,332,790	13,800	109,770	45,490	1,501,850
PROSECUTION	1,516,370	10,120	64,680	22,210	1,613,380
HEARING OFFICER	123,170	3,300	7,830	1,450	135,750
LAW ADMIN	229,300	600	19,120	2,480	251,500
DEPT. TOTAL WITHOUT DEBT SERVICE	3,201,630	27,820	201,400	71,630	3,502,480
LESS VACANCY FACTOR	53,060				53,060
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	3,148,570	27,820	201,400	71,630	3,449,420

RECONCILIATION FROM 1994 REVISED BUDGET TO 1995 PROPOSED BUDGET
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DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1994 REVISED BUDGET:	\$ 3,776,330	54	1	1
1994 ONE-TIME REQUIREMENTS:				
- Furniture and Fixtures	(93,010)			
- Computer Automation	(12,500)			
1994 BUDGET REDUCTIONS (1995 IMPACT):	(100,000)	(1)		
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1995:				
- Salaries and Benefits Adjustment	8,340			
- Non-Personal Services Inflation Adjustment	9,070			
1994 CONTINUATION LEVEL:	<u>\$ 3,588,230</u>	<u>53</u>	<u>1</u>	<u>1</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Annual Contract Update Service for the Anchorage Municipal Code (Program Revenue Funded)	9,500			
UNFUNDED CURRENT SERVICE LEVELS:				
- Eliminate One Civil Law Attorney	(80,900)	(1)		
MISCELLANEOUS INCREASES (DECREASES):				
- Benefit Savings from Director	(25,050)			
- Miscellaneous Supply, Professional Services and Court Costs	(42,360)			(1)
1995 BUDGET REQUEST:	<u>\$ 3,449,420</u>	<u>52FT</u>	<u>1PT</u>	<u>0T</u>

1995 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, procurement, client billing, and clerical support functions. Provide direct case management assistance, consultation and clerical support pursuant to execution of all civil law functions.

1994 PERFORMANCES:

- Performed mandated executive support functions and served as principal legal advisor to the Mayor and Municipal Assembly.
- Provided policy guidance and promoted staff development activities directed toward maximizing the utilization of in-house resources.
- Performed centralized financial management, procurement, client billing, and other department-wide administrative support functions.
- Provided direct clerical support to Civil Law Office.
- Monitored all legal service contracts and assisted client agencies in the preparation and processing of associated Assembly actions and contract documents.
- Executed the procurement actions necessary to secure a comprehensive, fully-integrated Civil Law case management software application.
- Completed contract oversight responsibilities which culminated with the publication of a recodified/reformatted edition of the Anchorage Municipal Code in the fall of 1994.

1995 PERFORMANCE OBJECTIVES:

- Perform mandated executive support functions and served as principal legal advisor to the Mayor and Municipal Assembly.
- Provide policy guidance and promoted staff development activities directed toward maximizing the utilization of in-house resources.
- Perform centralized financial management, procurement, client billing, and other department-wide administrative support functions.
- Provide direct clerical support to the Civil Law Office.
- Administer ongoing code update services contract in direct consultation with the Municipal Clerk's Office.
- Monitor all legal service contracts and assisted client agencies in the preparation and processing of associated Assembly actions and contract documents.

1995 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	248,160		\$	243,790		\$	226,290	
SUPPLIES		400			1,120			600	
OTHER SERVICES		9,100			8,850			19,120	
CAPITAL OUTLAY		0			1,870			2,480	
TOTAL DIRECT COST:	\$	257,660		\$	255,630		\$	248,490	
PROGRAM REVENUES:	\$	0		\$	0		\$	14,200	

WORK MEASURES:

- Contract counsel files maintained		30		30		25
- Client agencies billed.		79		79		79
- Attorney billings processed		13,200		14,000		14,000
- Assembly meetings/work sessions attended		60		60		75
- Procurement actions processed		1,250		1,450		1,450

16 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 11

1995 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.

1994 PERFORMANCES:

- Provided for the prosecution of all misdemeanor offenses committed in the Anchorage Police Service Area, including the voter-approved incorporation of Southeast Midtown.
- Completed initial program modifications, testing, and installation of the prosecution case management application acquired in CY 1993.
- Relocated Municipal Prosecutor's Office to 420 L. Street, Suite 100.
- Consolidated within a designated working unit experienced trial attorneys and associated support staff to handle the prosecution of matters involving all areas of family violence.
- Redirected available staff resources, as necessary, in response to handle crackdown on prostitution.
- Administered a Pretrial Diversion Program to facilitate prosecution of minor property crimes (primarily shoplifting) by providing a cost-effective alternative to incarceration for selected offenders.
- Provided for the aggressive prosecution of all DWI cases, including enforcement of the new DWI Vehicle Impound/Forfeiture ordinance.

1995 PERFORMANCE OBJECTIVES:

- Provide for the prosecution of all misdemeanor offenses committed within the Anchorage Police Service Area.
- Complete procedural modifications and needed program modifications to attain full utilization of the Prosecution Case Management main-frame software application.
- Update and amend the Anchorage Criminal Code to achieve better uniformity with corresponding State and Federal statutes.
- Continue the aggressive prosecution of all DWI offenders.
- Administer a Pretrial Diversion Program to facilitate prosecution of minor property crimes (primarily shoplifting) by providing a cost-effective alternative to incarceration for selected offenders.

1995 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Prosecution
 RESOURCES:

DIVISION:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	20	0	0	27	0	0	26	0	0
PERSONAL SERVICES	\$ 1,185,240			\$ 1,599,520			\$ 1,491,700		
SUPPLIES	9,000			15,050			10,120		
OTHER SERVICES	52,790			123,400			64,680		
CAPITAL OUTLAY	6,980			51,050			22,210		
TOTAL DIRECT COST:	\$ 1,254,010			\$ 1,789,020			\$ 1,588,710		
PROGRAM REVENUES:	\$ 54,500			\$ 54,500			\$ 54,500		

WORK MEASURES:

- Counts screened	9,167	9,200	9,210
- Counts filed	7,478	7,540	7,550
- Trial appearances	238	175	180
- Motions filed, incl. appeals & petitions to revoke probation	2,527	2,650	2,870
- Pretrial Diversion Program: number of participants	362	360	360
- Pretrial Diversion Prog.: hrs. of public work service performed	7,420	8,000	8,700
- Followup investigations	0	250	600
- Enhanced witness/ evidence case files prepared	0	250	900

16 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 4, 6, 12

1995 P R O G R A M P L A N

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.

1994 PERFORMANCES:

- Retained designated in-house litigation specialists in the areas of risk management, labor, and public safety.
- Performed a wide variety of non-litigation civil law advisory and consultation functions in direct support of all general government operations and enterprise activities.
- Committed substantial resources to support the aggressive enforcement of the DWI Vehicle Impound/Forfeiture Ordinance.
- Completed an in-depth review and revision of the DWI Vehicle Impound/Forfeiture Ordinance to correct defects and promote effective and efficient adjudication and enforcement efforts.
- Performed non-bankruptcy and bankruptcy judicial collection services for the Anchorage Telephone Utility under contract through December 31, 1994.
- Completed the design, installation, and testing of a comprehensive, fully-integrated Civil Law case management software application.

1995 PERFORMANCE OBJECTIVES:

- Retain in-house litigation specialists in the areas of risk management, labor, and public safety civil liability.
- Continue aggressive adjudication efforts with regard to enforcement of the DWI Vehicle Impound/Forfeiture Ordinance.
- Modify existing assignment and case management procedures to accommodate full implementation of the newly installed, automated civil law case management system.
- Assist the Department of Employee Relations, as directed, in the conduct of ongoing labor contract negotiations.
- Perform a wide variety of non-litigation civil law advisory and consultation functions in direct support of all general government operations and enterprise activities.
- Perform non-bankruptcy and bankruptcy judicial collection services for the Anchorage Telephone Utility under contract through December 31, 1995.

1995 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	20	0	0	21	0	1	21	1	0
PERSONAL SERVICES	\$ 1,268,050			\$ 1,264,840			\$ 1,308,070		
SUPPLIES	8,900			14,400			13,800		
OTHER SERVICES	333,020			123,890			109,770		
CAPITAL OUTLAY	49,090			71,690			45,490		
TOTAL DIRECT COST:	\$ 1,659,060			\$ 1,474,820			\$ 1,477,130		
PROGRAM REVENUES:	\$ 315,000			\$ 345,000			\$ 345,000		
WORK MEASURES:									
- Hours of legal service billed (Civil Law)	13,620			15,140			13,620		
- Active civil litigation & matters files (avg./mo.)	1,800			1,900			1,855		
- Contract and Assembly documents processed	676			675			695		
- Legal opinions issued (Civil Law)	120			136			117		
- Docketed attorney assignments	596			690			770		
- Total Bankruptcy & Non-Bankruptcy Collections (\$)	2,097,100			1,700,000			1,725,000		
- Administrative costs/ attorney fees recovered (\$)	0			62,700			65,000		
- DWI vehicle impound/ forfeiture cases reviewed	0			1,500			1,700		
- DWI vehicle impound/ forfeiture cases filed	0			1,200			1,360		

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

1995 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
 PROGRAM: Administrative Hearing Functions

PURPOSE:

Provide for the initial adjudication of municipal code violations utilizing an administrative hearing officer in lieu of securing redress through formal State court proceedings.

1994 PERFORMANCES:

- Implemented in-house Administrative Hearing Officer Program as provided for under AMC Title 14, Administrative Enforcement.
- Assisted in the preparation of procedural guidelines and conduct of training sessions to assist code enforcement personnel relative to execution of their responsibilities under AMC Title 14.
- Principle areas of activity under Title 14: administrative enforcement of zoning and vehicle I/M code provisions.
- Served as Administrative Hearing Officer for cases brought under the DWI Vehicle Impound/Forfeiture ordinance.
- Relocated Administrative Hearing Office to leased space in close proximity to the New City Hall.

1995 PERFORMANCE OBJECTIVES:

- Continue to provide in-house administrative hearing officer for initial adjudication of citations issued under the DWI Vehicle Impound/Forfeiture ordinance.

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	3	1	0	2	0	0
PERSONAL SERVICES			\$ 0			\$ 195,780			\$ 122,510
SUPPLIES			0			9,800			3,300
OTHER SERVICES			0			5,670			7,830
CAPITAL OUTLAY			0			45,610			1,450
TOTAL DIRECT COST:			\$ 0			\$ 256,860			\$ 135,090

WORK MEASURES:

- Zoning citations received	0	15	50
- Vehicle inspection citations received	0	250	500
- Hearings conducted	0	350	600
- DWI forfeiture citations received	0	1,200	1,200
- Administrative costs/ attorney fees recovered (\$)	0	47,300	125,000

16 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 10, 13