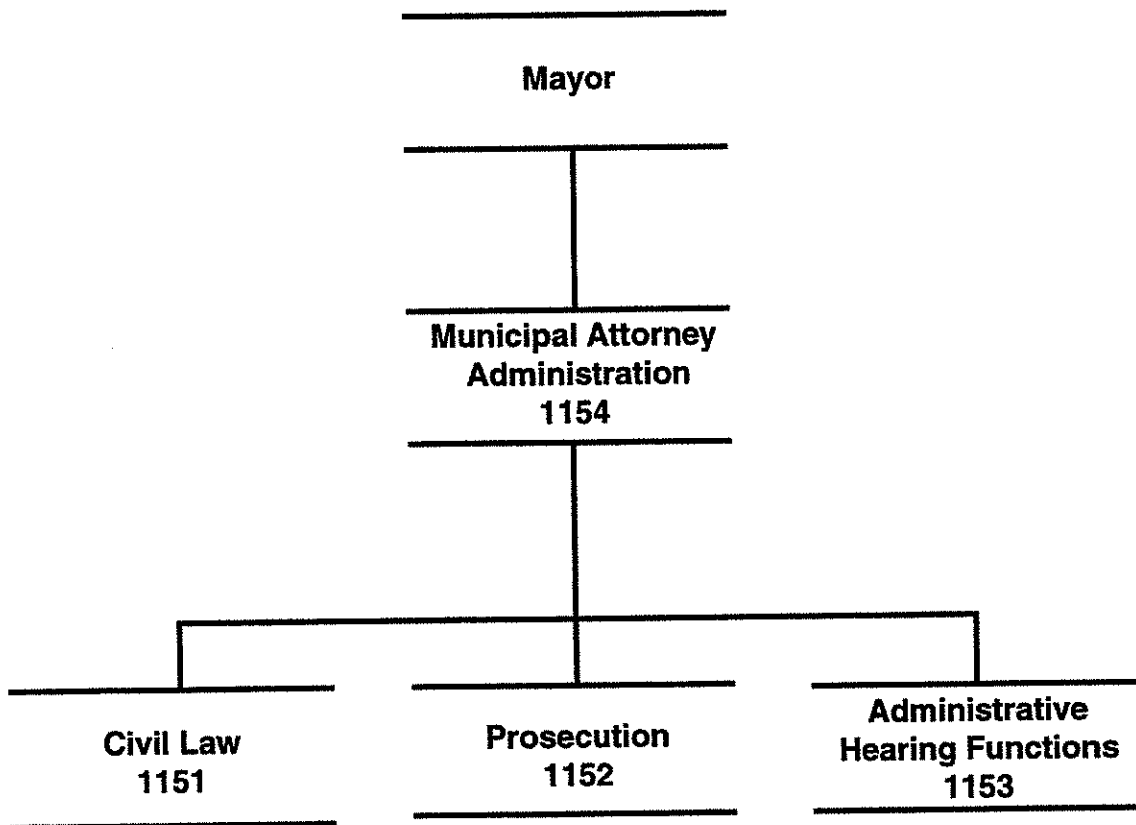


MUNICIPAL ATTORNEY

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; the judicial prosecution of misdemeanor criminal offenses in direct support of enforcement activities carried out by the Anchorage Police Department; and the resolution of certain civil and criminal code violations through the use of an Administrative Hearing Officer.

Major Program Highlights

- Perform mandated executive support functions and serve as principal legal advisor to the Mayor and Municipal Assembly.
- Continue program to aggressively prosecute all DWI offenders and implement cooperative procedures to assist State District's Attorney's office in the prosecution of felony DWI cases.
- Resolve all open lawsuits arising from construction of the Alaska Center for the Performing Arts.
- Perform non-bankruptcy and bankruptcy judicial collection services for the Anchorage Telephone Utility under contract through December 31, 1997.
- Recognize and respond to increased duties and responsibilities arising from establishment of the new Police Service Area.
- Assume additional administrative hearing functions as directed by the Administration; required by new enabling legislation; or in direct response to requests for assistance from enforcement agencies.
- Assist in promulgating 1997 legislative crime package.

RESOURCES

	1996	1997
Direct Costs	\$3,598,150	\$3,888,020
Program Revenues	\$ 413,700	\$ 418,400
Personnel	57FT	61FT 1PT

1997 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY								
	1996 REVISED	1997 BUDGET	1996 REVISED				1997 BUDGET				
			FT	PT	T	TOTAL	FT	PT	T	TOTAL	
CIVIL	1,345,310	1,400,300	19			19		19			19
PROSECUTION	1,791,900	1,961,700	32			32		35			35
HEARING OFFICER	189,520	248,710	3			3		4	1		5
LAW ADMIN	263,580	269,470	3			3		3			3
OPERATING COST	3,590,310	3,880,180	57			57		61	1		62
ADD DEBT SERVICE	7,840	7,840									
DIRECT ORGANIZATION COST	3,598,150	3,888,020									
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,808,810	1,875,900									
TOTAL DEPARTMENT COST	5,406,960	5,763,920									
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	4,744,600	5,096,300									
FUNCTION COST	662,360	667,620									
LESS PROGRAM REVENUES	413,700	418,400									
NET PROGRAM COST	248,660	249,220									

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
CIVIL	1,246,050	14,160	106,670	43,650	1,410,530
PROSECUTION	1,858,750	13,690	72,040	37,220	1,981,700
HEARING OFFICER	211,600	6,300	12,500	18,310	248,710
LAW ADMIN	247,200	400	20,670	1,200	269,470
DEPT. TOTAL WITHOUT DEBT SERVICE	3,563,600	34,550	211,880	100,380	3,910,410
LESS VACANCY FACTOR	30,230				30,230
ADD DEBT SERVICE					7,840
TOTAL DIRECT ORGANIZATION COST	3,533,370	34,550	211,880	100,380	3,888,020

RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET

DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1996 REVISED BUDGET:	\$ 3,598,150	57	0	0
1996 ONE-TIME REQUIREMENTS:				
- Equipment Purchases for New Positions	(25,000)			
- Space Cost for New Positions	(6,250)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:				
- Police Full-Year Additional Costs	97,850			
- Salaries and Benefits Adjustment	111,210			
- Non-Personal Services Inflation Adjustment	8,800			
1996 CONTINUATION LEVEL:	<u>\$ 3,784,760</u>	<u>57</u>	<u>0</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Part-year Prosecution Costs Associated with the New Police Service Area	89,870	3		
- Part-year Hearing Officer Costs Associated with the New Police Service Area	49,290	1	1	
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES)				
- Miscellaneous Personnel Cost Reductions	(25,340)			
- Non-Personal Services Inflation Absorption	(8,800)			
- Other Miscellaneous Reductions	(1,760)			
1997 BUDGET REQUEST:	<u>\$ 3,888,020</u>	<u>61 FT</u>	<u>1 PT</u>	<u>0 T</u>

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Administration

DIVISION: LAW ADMIN

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.

1996 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 the Civil Law Office.
- Administered code update services contract in direct consultation with the Municipal Clerk's Office.
- Co-ordinated functioning of DWI Vehicle Impounds Forfeiture Ordinance (Civil, Prosecution, Administrative Hearing Officer, and APD.)
- Monitored all legal service contracts and assisted client agencies in preparation and processing of Assembly actions and contract documents.
- Designed, tested and installed comprehensive legal management software application as wholesale replacement for existing patchwork of automated and manual case management systems.

1997 PERFORMANCE OBJECTIVES:

- Perform mandated executive support functions and serve as principal legal advisor to the Mayor and Municipal Assembly.
- Provide policy guidance and promote 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 code update services contract in direct consultation with the Municipal Clerk's Office.
- Monitor all legal service contracts and assist client agencies in preparation and processing of Assembly actions and contract documents.
- Complete necessary procedural and program modifications to allow for full utilization of the comprehensive legal management software application initially installed and tested in the fall of 1996.
- Supervise functioning of DWI Vehicle Impound Forfeiture Ordinance (Civil, Prosecution, Administrative Hearing Office, and APD.)

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION: LAW ADMIN

	1995 REVISIED			1996 REVISIED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	240,070		\$	243,800		\$	247,200	
SUPPLIES		600			600			400	
OTHER SERVICES		19,120			18,060			20,670	
CAPITAL OUTLAY		2,480			1,120			1,200	
TOTAL DIRECT COST:	\$	262,270		\$	263,580		\$	269,470	
PROGRAM REVENUES:	\$	14,200		\$	14,200		\$	14,200	
WORK MEASURES:									
- Attorney billings processed		15,500			13,000			13,000	
- Assembly meetings/worksessions attended		50			40			48	
- No. of MOA code subscriptions		130			135			135	
- Client agencies served		96			96			102	
- Contract counsel files maintained		45			54			45	
- Procurement actions processed		1,350			1,400			1,400	
- Active civil litigation & matters files (avg./month.)		30			60			60	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 3

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Prosecution

DIVISION: PROSECUTION

PURPOSE:

Prosecute criminal misdemeanors under the Anchorage Municipal Code. Effective prosecution includes aiding the police investigation; evaluating and filing charges; conducting criminal trials; enforcing conditions of probation; writing motions and appeals; and assisting victims.

1996 PERFORMANCES:

- Provided for the prosecution of all misdemeanor offenses committed within the Anchorage Police Service Area.
- Updated & amended the Anchorage Penal Code to achieve better uniformity with corresponding state and federal statutes.
- 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.
- Continued program to aggressively prosecute all DWI offenders and effectively integrate expanded DWI Impound/Forfeiture case management requirements.
- Continued the aggressive prosecution of domestic violence offenders to include the identification and implementation of a means to verify completion of court ordered programs.
- Provided guidance for 1996 legislative crime package.

1997 PERFORMANCE OBJECTIVES:

- Provide for the prosecution of all misdemeanor offenses committed within the new Police Service Area.
- Review & amend the Anchorage Penal Code, as necessary, to achieve better uniformity with corresponding state and federal statutes.
- 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.
- Continue program to aggressively prosecute all DWI offenders and implement cooperative procedures to assist State District's Attorney's office in the prosecution of felony DWI cases.
- Establish system to provide continued training for all staff, and mechanisms to achieve and maintain desired standards of performance.
- Provide for integration of APD "Tiberon" paperless recordkeeping system.
- Recognize and respond to increased duties and responsibilities arising from establishment of new Anchorage Police Service Area.
- Assist in promulgating 1997 legislative crime package.

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Prosecution
 RESOURCES:

DIVISION: PROSECUTION

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	29	0	0	32	0	0	35	0	0
PERSONAL SERVICES	\$ 1,497,050			\$ 1,672,410			\$ 1,838,750		
SUPPLIES	10,720			12,070			13,690		
OTHER SERVICES	65,580			69,130			72,040		
DEBT SERVICE	7,840			7,840			7,840		
CAPITAL OUTLAY	18,880			38,290			37,220		
TOTAL DIRECT COST:	\$ 1,600,070			\$ 1,799,740			\$ 1,969,540		
PROGRAM REVENUES:	\$ 54,500			\$ 54,500			\$ 54,500		
WORK MEASURES:									
- Counts screened	10,600			10,800			15,650		
- Counts filed	9,400			9,600			14,040		
- Trial appearances	265			350			450		
- Documents prepared/ processed, (incl., motions, appeals, etc.)	10,280			10,350			13,360		
- Followup investigations conducted	270			480			580		
- Pretrial Diversion Program: number of participants	205			210			325		
- Pretrial Diversion Program: hrs. of public work service completed	4,400			4,500			5,560		
- DWI Impound/Forfeiture cases administered	1,100			1,690			2,740		

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 6, 7, 11, 12, 14, 17, 18

1997 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Civil Law

DIVISION: CIVIL

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 defendant or plaintiff.

1996 PERFORMANCES:

- Retained in-house litigation specialists in the areas of risk management, public safety civil liability, construction litigation & employment law.
- Continued aggressive adjudication efforts with regard to enforcement and revision of the DWI Impound/Forfeiture ordinance.
- Revised in-house contract review procedures to assume a greater role in assuring that substantive provisions are sound.
- Performed non-litigation civil law advisory and consultation functions in direct support of all general government and enterprise operations.
- Performed non-bankruptcy and bankruptcy judicial collection services for the Anchorage Telephone Utility under contract through December 31, 1996.
- Achieved negotiated settlement of Anchorage Center for the Performing Arts "roof case," resulting in payments for damages to the Municipality of approximately \$1.0 million.
- Expanded services performed for Parking Authority and Equal Rights Comm.
- Provided input to and supported through testimony the 1996 Legislative Package.

1997 PERFORMANCE OBJECTIVES:

- Retain in-house litigation specialists in the areas of risk management, public safety civil liability, construction litigation & employment law.
- Continue aggressive adjudication efforts with regard to enforcement of the DWI Impound/Forfeiture ordinance.
- 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, 1997.
- Further enhance the department's in-house capabilities relative to managing the litigation and resolution of complex civil complaints in all areas.
- Provide support for 1997 legislative efforts.
- Resolve all open lawsuits arising from construction of the Alaska Center for the Performing Arts.

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION: CIVIL

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	22	0	0	19	0	0	19	0	0
PERSONAL SERVICES	\$ 1,308,940			\$ 1,183,490			\$ 1,235,820		
SUPPLIES		13,800			13,300			14,160	
OTHER SERVICES		109,770			105,700			106,670	
CAPITAL OUTLAY		45,490			42,820			43,650	
TOTAL DIRECT COST:	\$ 1,478,000			\$ 1,345,310			\$ 1,400,300		
PROGRAM REVENUES:	\$ 345,000			\$ 345,000			\$ 349,700		
WORK MEASURES:									
- Total bankruptcy & non-bankruptcy collections		2,080,000			1,800,000			1,800,000	
- Hours of legal services billed		18,720			17,740			17,900	
- Active civil litigation & matters files (avg./month)		1,800			1,850			1,850	
- Contract and Assembly documents processed		975			970			980	
- Docketed attorney assignments		740			880			890	
- DWI Impound/Forfeiture: No. of cases filed		1,540			1,700			2,100	
- DWI Impound/Forfeiture: No. of cars auctioned		0			430			490	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 8, 9, 15, 16

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION: HEARING OFFICER
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.

1996 PERFORMANCES:

- Provided in-house administrative hearing officer for civil adjudication of complaints issued under the DWI Vehicle Impound/Forfeiture ordinance.
- Provided in-house administrative hearing officer for initial adjudication of complaints issued under AMC Title 14 with a continuing emphasis on the resolution of zoning and I/M Vehicle Inspection violations.
- Assumed responsibility for the initial resolution of complaints filed under the newly adopted curfew ordinance.
- Served as in-house Administrative Hearing Officer for the Anchorage Transportation Commission.
- Assisted the Department of Finance in the resolution of tax appeals.
- Assisted the Department of Health and Human Services in the resolution of various matters involving the execution of their code review and enforcement functions.

1997 PERFORMANCE OBJECTIVES:

- Provide in-house administrative hearing officer for civil adjudication of complaints issued under the DWI Vehicle Impound/Forfeiture ordinance.
- Provide in-house administrative hearing officer for initial adjudication of complaints issued under AMC Title 14 with a continuing emphasis on the resolution of zoning and I/M Vehicle Inspection violations.
- Serve as Administrative Hearing Officer for the Anchorage Transportation Commission.
- Continue to assist the Department of Finance in the resolution of tax appeals.
- Provide in-house administrative hearing officer for initial adjudication of citations issued under the curfew ordinance.
- Continue to assist the Department of Health and Human Services in the resolution of various matters involving the execution of their code review and enforcement functions.
- Assume additional administrative hearing functions as directed by the Administration or required by the passage of enabling ordinances.

1997 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION: HEARING OFFICER
 PROGRAM: Administrative Hearing Functions
 RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	3	0	0	4	1	0
PERSONAL SERVICES	\$	121,230		\$	175,550		\$	211,600	
SUPPLIES		3,300			2,800			6,300	
OTHER SERVICES		7,830			8,870			12,500	
CAPITAL OUTLAY		1,450			2,300			18,310	
TOTAL DIRECT COST:	\$	133,810		\$	189,520		\$	248,710	
WORK MEASURES:									
- AMC Title 14 complaints received		300			1,100			1,350	
- DWI Impound/Forfeiture complaints received		1,300			1,300			1,800	
- Active administrative hearing files maintained (avg./mo.)		400			580			630	
- Active DWI Impound/Forfeiture civil files maintained (avg./mo.)		270			290			320	
- Hearings conducted		50			220			230	
- Curfew complaints received		0			1,000			1,250	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 10, 13

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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
1997 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1	1154-LAW ADMIN 0372-Administration	CB	1	Oversee all departmental activities; provide policy guidance; and perform centralized administrative, financial management, procurement, client billing and clerical support functions. Provide direct case management assistance and legal advice pursuant to execution of the department's civil law functions.
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	247,200	400	12,670	0	1,200	261,470

2	1151-CIVIL 0146-Civil Law	CB	1	Provide essential in-house support and consultation services to all Municipal agencies and enterprise functions (excluding the Anchorage Telephone Utility). Ongoing services would include: preparing draft ordinances; reviewing other Assembly actions and documents; issuing legal options; and providing limited direct litigation and administrative hearing advocacy services.
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	
	TAX SUPPORT			
	IGC SUPPORT			
	PROGRAM REVENUES		19,700	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
9	0	0	628,830	10,020	70,850	0	37,250	746,950

3	1154-LAW ADMIN 0372-Administration	CB	2	Fund annual contract update service for Anchorage Municipal Code.
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	
	IGC SUPPORT			
	PROGRAM REVENUES		14,200	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	8,000	0	0	8,000

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MUNICIPALITY OF ANCHORAGE
1997 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4	1152-PROSECUTION	CB	1	Provide minimum staffing necessary to
	0643-Prosecution		OF	effectively prosecute offenders charged
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	with Domestic Violence Assault, Stalking
				and Child Abuse under Title 8 of the
	IGC SUPPORT			Anchorage Municipal Code. This level
				permits continuation of the
				comprehensive, targeted approach to all
				incidents involving the commission of
				acts of family violence formally
				recognized & implemented in CY 1995.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
8	0	0	508,200	2,800	31,990	7,840	3,300	554,130

5	1153-HEARING OFFICER	CB	1	Provide Administrative Hearing Officer
	0705-Administrative Hearing Fu		OF	to adjudicate Municipal Code violations
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	in lieu of filing a formal complaint
				in state court. Areas of current
	IGC SUPPORT			emphasis: zoning complaints; I/M
				violations; and enforcement of the DWI
				Impound/Forfeiture Ordinance as regards
				the resolution of civil complaints.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	129,400	4,990	9,000	0	1,500	144,890

6	1152-PROSECUTION	CB	2	Provides minimum staffing necessary to
	0643-Prosecution		OF	effectively prosecute misdemeanor DWI
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	offenses committed within the
				Municipality. Supervised by the Deputy
	IGC SUPPORT			Municipal Prosecutor, this unit performs
				initial case intake & evaluation; files
				& adjudicates cases; obtains & executes
				search warrants; prepares motions and
				appeals; and enforces conditions of
				probation.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
8	0	0	465,600	1,800	11,570	0	2,400	481,370

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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
 1997 DEPARTMENT RANKING

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

SL SVC
 CODE LVL

7 1152-PROSECUTION CB 3 Provide support staffing needed to
 0643-Prosecution OF administer the criminal component of t
 SOURCE OF FUNDS, THIS SVC LEVEL: 8 revised DWI Impound/Forfeiture Ordinan
 approved in response to recent rulings
 IGC SUPPORT concerning the possible recognition of
 "double jeopardy" status. New
 administrative requirements include
 title searches; daily tracking and
 monitoring of bond and vehicle status;
 daily coordination with civil DWI staf

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	38,880	200	340	0	150	40,070

8 1151-CIVIL CB 3 Provide the additional staffing needed
 0146-Civil Law OF to effectively manage and litigate the
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 civil complaints filed under the DWI
 Vehicle Impound/Forfeiture ordinance.
 IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	172,260	1,000	7,610	0	1,150	182,020

9 1151-CIVIL CB 2 Provide the minimum professional legal
 0146-Civil Law OF staff necessary to maintain a viable
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 in-house bankruptcy and non-bankruptcy
 judicial collections function relative
 IGC SUPPORT to the collection of delinquencies
 PROGRAM REVENUES 330,000 on behalf of all Municipal agencies, a
 enterprise functions, including the
 Anchorage Telephone Utility.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	165,310	1,940	11,150	0	2,250	180,650

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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
1997 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

10	1153-HEARING OFFICER	CB	2	Provide funding for full-time Secretary/
	0705-Administrative Hearing Fu		OF	Receptionist assigned to Administrative
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	Hearing Office relocated from City Hall
				to leased office space in September,
				1994.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	50,860	500	2,420	0	750	54,530

11	1152-PROSECUTION	CB	4	Provide the minimum staffing to
	0643-Prosecution		OF	effectively prosecute offenders charged
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	under AMC Title 8, other than Domestic
				Violence Assaults. Responsibilities
				include: initial case intake and
				evaluation; filing and adjudication;
				enforcing conditions of probation; and
				assuring restitution to victims.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	332,940	1,000	5,090	0	1,460	340,490

12	1152-PROSECUTION	NV	5	Part-year funding for additional staff,
	0643-Prosecution		OF	supplies and equipment required to
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	effectively prosecute the increased case
				load associated with creation of the
				new Police Service Area, effective
				January 1, 1997. Hiring authorization
				is deferred until August 1, 1997,
				concurrent with completion of a new APD
				Academy and subsequent on-the-street
				training.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	54,000	1,500	9,660	0	24,710	89,870

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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
1997 DEPARTMENT RANKING

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

SL SVC
CODE LVL

13 1153-HEARING OFFICER NV 3 Part-year funding for additional staff
0705-Administrative Hearing Fu OF supplies and equipment required to
SOURCE OF FUNDS, THIS SVC LEVEL: 3 effectively adjudicate the increased
IGC SUPPORT case load associated with creation of
the new Police Service Area, effective
January 1, 1997. Hiring authorization
is deferred until August 1, 1997,
concurrent with completion of a new AP
Academy and subsequent on-the-street
training.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	1	0	31,340	810	1,080	0	16,060	49,290

14 1152-PROSECUTION CO 6 Provide minimum staffing necessary to
0643-Prosecution OF support APD enforcement of AMC Title 9
SOURCE OF FUNDS, THIS SVC LEVEL: 8 other than DWI/Refusal, and Title 10
IGC SUPPORT alcohol related offenses.
Responsibilities include: case intake
evaluation; filing and adjudication;
enforcing conditions of probation; and
assuring restitution to victims.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	175,610	1,000	3,450	0	900	180,960

15 1151-CIVIL CO 4 Provide continuation funding for desig
0146-Civil Law OF nated in-house attorney to assist in
SOURCE OF FUNDS, THIS SVC LEVEL: 5 the management and direct litigation o
IGC SUPPORT lawsuits subject to settlement as clai
against the Municipality's General
Liabilty Self-Insurance Fund. Provide
in-house services in lieu of comparabl
contract attorney expenses in excess o
\$300,000.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	134,670	600	6,320	0	1,500	143,090

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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
1997 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

16	1151-CIVIL	CO	5	Provide continuation funding for design-
	0146-Civil Law		OF	nated in-house attorney to serve the
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	ongoing specialized legal needs of the
	IGC SUPPORT			Anchorage Police and Fire Departments.
				Provide in-house services in lieu of
				comparable contract attorney expenses
				in excess of \$250,000.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	134,750	600	10,740	0	1,500	147,590

17	1152-PROSECUTION	CO	7	Full-year funding for additional staff,
	0643-Prosecution		OF	supplies and equipment required to
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	effectively prosecute the increased case
	IGC SUPPORT			load associated with the addition of
				22 newly-funded APD patrol officers
				in CY 1996. Initial hiring authorization
				was deferred until August 1, 1996,
				concurrent with the completion of a
				new APD academy and subsequent on-the-
				street training.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	149,650	3,590	7,600	0	3,400	164,240

18	1152-PROSECUTION	CO	8	Provides minimum staffing necessary to
	0643-Prosecution		OF	prosecute minor property offenses,
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	primarily shoplifting under \$100. This
	IGC SUPPORT			level recognizes the need to provide an
	PROGRAM REVENUES	54,500		alternative resolution system for first
				time offenders by providing a Pretrial
				Diversion Program. Case management
				responsibilities mirror those performed
				for other lesser degree offenses.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	113,870	1,800	1,840	0	900	118,410

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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
 1997 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT BUDGET UNIT/ SL SVC
 RANK PROGRAM CODE LVL

SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL ATTORNEY

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
61	1	0	3,533,370	34,550	211,880	7,840	100,380	3,888,020

----- DEPARTMENT OF MUNICIPAL ATTORNEY FUNDING LINE -----
 3,888,020

TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
61	1	0	3,533,370	34,550	211,880	7,840	100,380	3,888,020