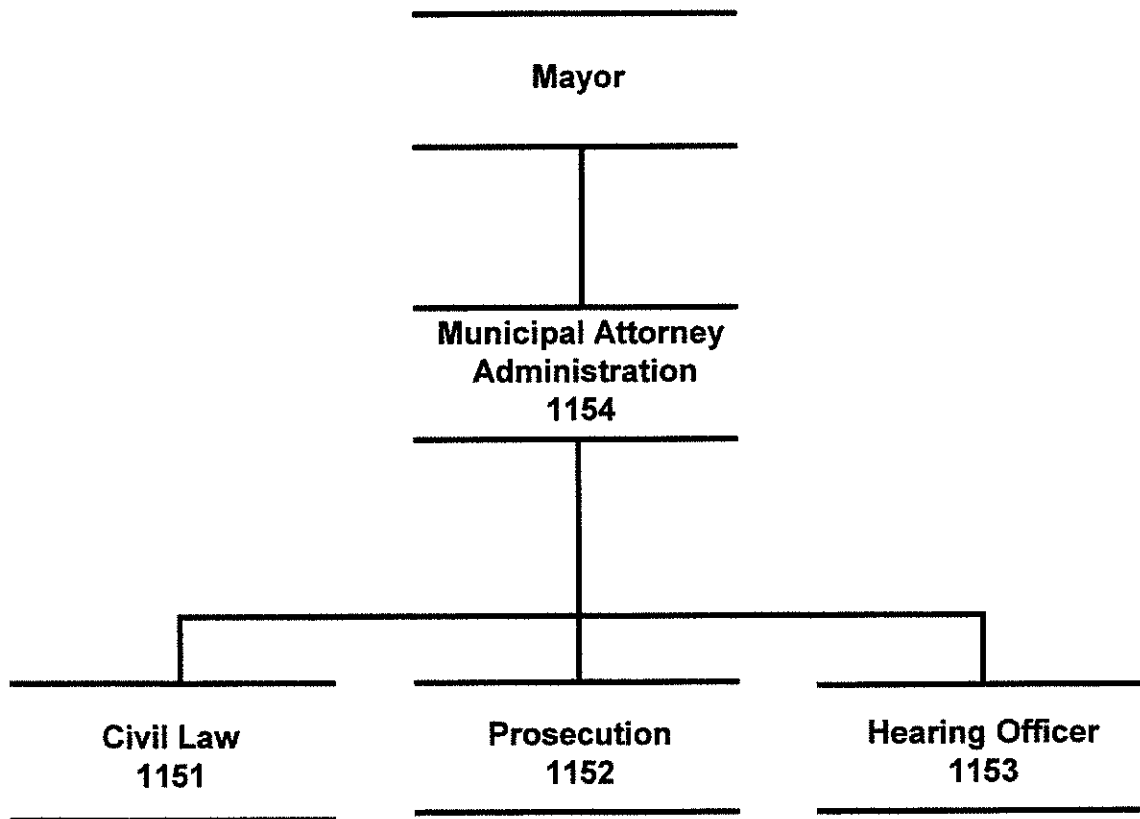


MUNICIPAL ATTORNEY

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 aggressive community outreach program.
- Expand pretrial diversion alternative for Driving While License Suspended cases resulting in placing licenses and insured drivers in the community.
- Improve traffic law enforcement at the prosecution level.
- Continue aggressive policies and procedures relative to the prosecution of DWI and Domestic Violence Assault.
- Assist in formulating the CY 1999 legislative package.
- Provide administrative hearing functions as directed by the Administration.
- Continue representation of Municipality in civil litigation including construction, commercial, employment, real estate and tort matters.
- Continue aggressive adjudication efforts with regard to enforcement of the DWI vehicle impound/forfeiture ordinance.
- Perform a variety of general advisory and consultation services in direct support of all Municipal agencies and utility functions.

RESOURCES

	1998	1999
Direct Costs	\$4,106,530	\$4,244,940
Program Revenues	\$ 406,400	\$ 406,400
Personnel	60FT	61FT

1999 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1998 REVISED	1999 BUDGET	1998 REVISED				1999 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
CIVIL	1,671,710	1,599,940	20			20	20			20
PROSECUTION	1,992,960	2,169,780	35			35	36			36
HEARING OFFICER	140,230	143,930	2			2	2			2
LAW ADMIN	293,790	325,410	3			3	3			3
OPERATING COST	4,098,690	4,239,060	60			60	61			61
ADD DEBT SERVICE	7,840	5,880								
DIRECT ORGANIZATION COST	4,106,530	4,244,940								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	2,026,000	1,688,320								
TOTAL DEPARTMENT COST	6,132,530	5,933,260								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	5,378,490	5,278,160								
FUNCTION COST	754,040	655,100								
LESS PROGRAM REVENUES	406,400	406,400								
NET PROGRAM COST	347,640	248,700								

1999 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
CIVIL	1,316,720	17,900	225,530	48,400	1,608,550
PROSECUTION	2,090,760	14,130	71,140	9,950	2,185,980
HEARING OFFICER	132,880	2,330	7,420	1,300	143,930
LAW ADMIN	280,440	400	43,720	850	325,410
DEPT. TOTAL WITHOUT DEBT SERVICE	3,820,800	34,760	347,810	60,500	4,263,870
LESS VACANCY FACTOR	24,810				24,810
ADD DEBT SERVICE					5,880
TOTAL DIRECT ORGANIZATION COST	3,795,990	34,760	347,810	60,500	4,244,940

RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET

DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1998 REVISED BUDGET:	\$ 4,106,530	60		
1998 ONE-TIME REQUIREMENTS:				
- Business Valuation of ATU	(99,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1999:	-			
- Salaries and Benefits Adjustment	179,150			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- To MISD for New/Increased Communication Service	(3,380)			
- From APD for a Traffic Court Attorney	63,600	1 *		
MISCELLANEOUS INCREASES/(DECREASES):				
- PBX Telephone Switch Loan Repayment Reduction	(1,960)			
1998 CONTINUATION LEVEL:	\$ 4,244,940	61	0	0
<i>FUNDED NEW/EXPANDED SERVICE LEVELS:</i>				
<i>- None</i>				
<i>UNFUNDED CURRENT SERVICE LEVELS:</i>				
<i>- None</i>				
1999 BUDGET:	\$ 4,244,940	61 FT	0 PT	0 T

* Position not transferred from APD --- new position established in Municipal Attorney Office from funds transferred from APD.

1999 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.

1998 PERFORMANCES:

- Performed mandated executive support functions and served as principal legal advisor to the Mayor and Municipal Assembly.
- Continued upgrade of the department's current local area network to achieve Municipal operating standards.
- Administered code update services contract.
- Performed centralized financial management, procurement, client billing, and other department-wide administrative support functions.
- Monitored all legal service contracts.
- Assisted client agencies in preparation and processing of requests for Assembly action.
- Provided support for 1998 legislative efforts and assisted in formulating 1999 legislative package.

1999 PERFORMANCE OBJECTIVES:

- Perform mandated executive support functions and serve as principal legal advisor to the Mayor and Municipal Assembly.
- Continue upgrade of the department's current local area network to achieve Municipal operating standards.
- Administer code update services contract.
- Perform centralized financial management, procurement, client billing, and other department-wide administrative support functions.
- Monitor all legal service contracts.
- Assist client agencies in preparation and processing of requests for Assembly action.
- Provide support for 1999 legislative efforts and assist in formulating 2000 legislative package.

1999 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION: LAW ADMIN

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	248,270		\$	265,140		\$	280,440	
SUPPLIES		400			400			400	
OTHER SERVICES		20,670			26,550			43,720	
CAPITAL OUTLAY		1,200			1,700			850	
TOTAL DIRECT COST:	\$	270,540		\$	293,790		\$	325,410	
PROGRAM REVENUES:	\$	14,200		\$	8,200		\$	8,200	
WORK MEASURES:									
- No. of MOA code subscriptions		135			135			135	
- Client agencies served		104			104			104	
- Contract counsel files maintained		55			50			50	
- Procurement/contract actions processed		1,600			1,600			1,600	
- Client billings processed		580			700			700	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 5

1999 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION: PROSECUTION

PROGRAM: 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.

1998 PERFORMANCES:

- Provided for the prosecution of misdemeanor offenses committed within the Anchorage Metropolitan Police Service Area.
- Continued aggressive community outreach program.
- Improved traffic law enforcement at the prosecution level.
- Expanded pretrial diversion alternative for minor property crimes.
- Promulgated 1999 legislative crime package.
- Continued aggressive policies and procedures relative to the prosecution of DWI and domestic violence assault.
- Identified and initiated the procedural and operating changes necessary to fully realize the operating benefits associated with installation of APD's new "Tiburon" automated recordkeeping facility.

1999 PERFORMANCE OBJECTIVES:

- Provide for the prosecution of misdemeanor offenses committed within the Anchorage Metropolitan Police Service Area.
- Continue aggressive community outreach program.
- Continue aggressive policies and procedures relative to the prosecution of DWI and Domestic Violence Assault.
- Identify, implement and maintain numerical filing system.
- Expand pretrial diversion alternative for Driving While License Suspended cases resulting in placing licenses and insured drivers in the community.

1999 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION: PROSECUTION
 PROGRAM: Prosecution
 RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	35	0	0	35	0	0	36	0	0
PERSONAL SERVICES				\$ 1,780,880			\$ 1,895,400		\$ 2,074,560
SUPPLIES				13,690			14,130		14,130
OTHER SERVICES				72,040			71,080		71,140
DEBT SERVICE				7,840			7,840		5,880
CAPITAL OUTLAY				37,220			12,350		9,950
TOTAL DIRECT COST:				\$ 1,911,670			\$ 2,000,800		\$ 2,175,660
PROGRAM REVENUES:				\$ 54,500			\$ 54,500		\$ 54,500
WORK MEASURES:									
- Counts screened				11,535			13,150		15,123
- Counts filed				10,196			11,620		13,363
- Trial appearances				396			455		524
- Documents prepared/ processed				13,890			15,973		18,371
- Pretrial Diversion Prog. # of participants				228			585		673
- Pretrial Diversion hrs. of public work service performed				4,673			12,064		13,779
- Follow-up investiga- tions conducted				750			788		828

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 6, 9, 11, 13, 15, 17, 18

1999 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Civil Law

DIVISION: CIVIL

PURPOSE:

Provide for the delivery of legal services to all Municipal agencies, utilities, 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.

1998 PERFORMANCES:

- Retained in-house litigation expertise in the areas of risk management, public safety civil liability, construction litigation, employment law, real estate, and business law.
- Continued aggressive adjudication efforts with regard to enforcement of the DWI vehicle impound/forfeiture ordinance.
- Continued to upgrade the division's local area network facility to current Municipal operating standards.
- Performed a variety of general advisory and consultation services in direct support of all Municipal agencies and utility functions.
- Continued ongoing efforts to reduce costs of outside litigation.
- Provided support for 1998 legislative efforts and assisted in formulating 1999 legislative package.

1999 PERFORMANCE OBJECTIVES:

- Retain in-house litigation expertise in the areas of risk management, public safety civil liability, construction litigation, employment law, real estate, and business law.
- Continue aggressive adjudication efforts with regard to enforcement of the DWI vehicle impound/forfeiture ordinance.
- Continue to upgrade the division's local area network facility to current Municipal operating standards.
- Perform a variety of general advisory and consultation services in direct support of all Municipal agencies and utility functions.
- Continue ongoing efforts to reduce costs of outside litigation.
- Provide support for 1999 legislative efforts and assist in formulating 2000 legislative package.

1999 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION: CIVIL

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	22	0	0	20	0	0	20	0	0
PERSONAL SERVICES	\$ 1,259,270			\$ 1,278,830			\$ 1,308,110		
SUPPLIES	14,140			17,900			17,900		
OTHER SERVICES	186,170			324,880			225,530		
CAPITAL OUTLAY	43,650			50,100			48,400		
TOTAL DIRECT COST:	\$ 1,503,230			\$ 1,671,710			\$ 1,599,940		
PROGRAM REVENUES:	\$ 349,700			\$ 343,700			\$ 343,700		
WORK MEASURES:									
- Total bankruptcy & non-bankruptcy collections	1,100,000			950,000			950,000		
- Billable hours posted to clients & areawide	21,000			21,000			21,000		
- Open litigation/matters files (avg./month)	1,890			1,900			1,900		
- Contract and Assembly documents processed	970			980			980		
- Docketed attorney assignments	520			520			520		
- DWI impound/forfeiture: vehicles impounded	1,700			1,700			1,037		
- DWI impound/forfeiture: vehicles auctioned	250			270			214		
- DWI impound/forfeiture: of vehicles towed	1,920			1,950			1,787		

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 8, 10, 12, 14, 16

1999 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 state court proceedings.

1998 PERFORMANCES:

- Provided Administrative Hearing Officer for adjudication of complaints filed under AMC Title 14.
- Provided Administrative Hearing Officer for adjudication of Anchorage Transportation Commission appeals.
- Provided Administrative Hearing Officer to adjudicate Department of Finance appeals.
- Provided Administrative Hearing Officer for adjudication of citations issued under the curfew, possession of tobacco products and other Title 8 violations.
- Provided Administrative Hearing Officer for adjudication of pawnshop disputes.
- Provided Administrative Hearing Officer for adjudication of matters referred by the Municipal Clerk's Office.
- Assisted in drafting code amendments.

1999 PERFORMANCE OBJECTIVES:

- Provide Administrative Hearing Officer for adjudication of complaints filed under AMC Title 14.
- Provide Administrative Hearing Officer for adjudication of Anchorage Transportation Commission appeals.
- Provide Administrative Hearing Officer to adjudicate Department of Finance appeals.
- Provide Administrative Hearing Officer for adjudication of citations issued under the curfew, possession of tobacco products and other Title 8 violations.
- Provide Administrative Hearing Officer for adjudication of pawnshop disputes.
- Provide Administrative Hearing Officer for adjudication of matters referred by the Municipal Clerk's Office.

1999 P R O G R A M P L A N

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

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	283,690		\$	128,330		\$	132,880	
SUPPLIES		6,300			2,030			2,330	
OTHER SERVICES		12,500			8,020			7,420	
CAPITAL OUTLAY		18,310			1,850			1,300	
TOTAL DIRECT COST:	\$	320,800		\$	140,230		\$	143,930	

WORK MEASURES:

- I/M complaints received		100		50		50
- DWI impound/forfeiture complaints received		460		0		0
- Case files maintained (avg./mo.)		500		600		600
- Zoning complaints received		200		250		250
- Hearings conducted		400		250		300
- Curfew and Possession of Tobacco citations received		2,000		1,800		2,000
- Other complaints received		110		200		200

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 7