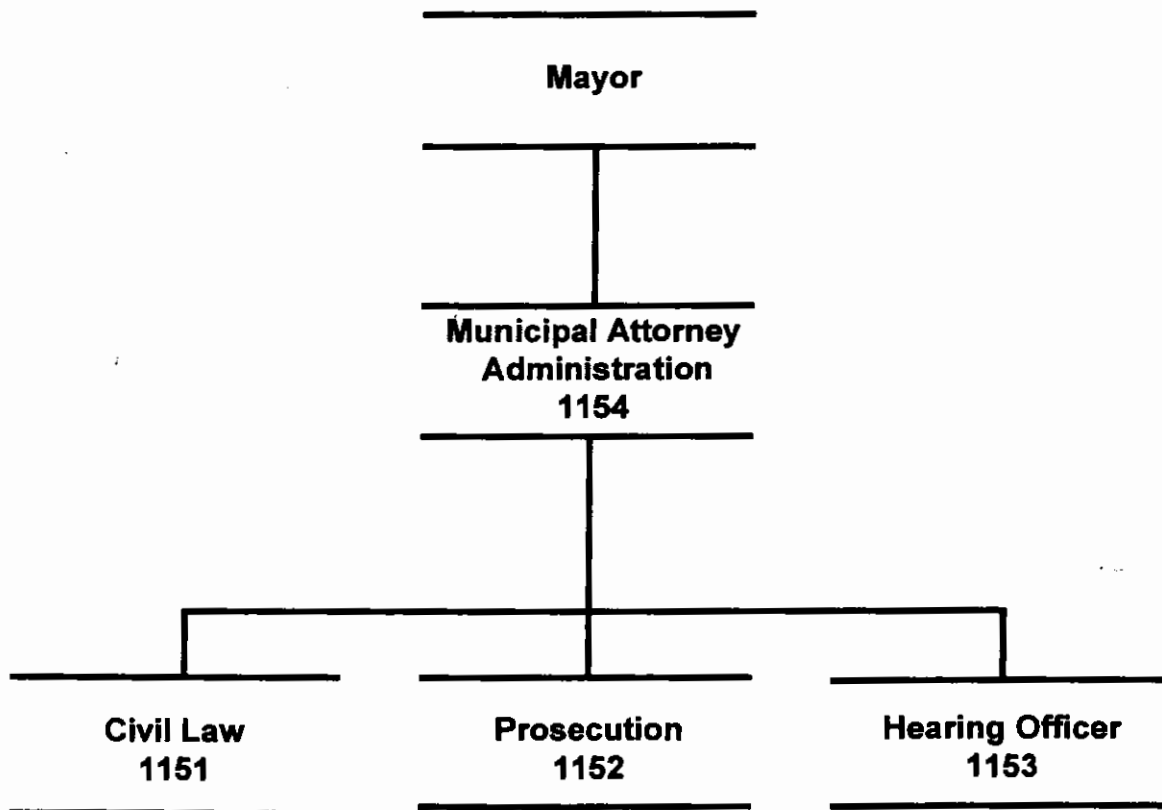


MUNICIPAL ATTORNEY

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 licensed 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.
- Coordinate the 2000 legislative program.
- 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

	1999	2000
Direct Costs	\$4,456,840	\$4,060,360
Program Revenues	\$ 406,400	\$ 406,400
Personnel	61FT 3PT	57FT 2PT

2000 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1999 REVISED	2000 BUDGET	1999 REVISED				2000 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
CIVIL	1,707,900	1,546,090	20			20	19			19
PROSECUTION	2,169,780	2,008,380	35	2		37	32	2		34
HEARING OFFICER	195,830	143,270	3	1		4	2			2
LAW ADMIN	377,450	362,620	3			3	4			4
OPERATING COST	4,450,960	4,060,360	61	3		64	57	2		59
ADD DEBT SERVICE	5,880	0								
DIRECT ORGANIZATION COST	4,456,840	4,060,360								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,659,410	1,524,110								
TOTAL DEPARTMENT COST	6,116,250	5,584,470								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	5,249,150	4,929,420								
FUNCTION COST	867,100	655,050								
LESS PROGRAM REVENUES	406,400	406,400								
NET PROGRAM COST	460,700	248,650								

2000 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
CIVIL	1,287,100	17,900	201,300	48,400	1,554,700
PROSECUTION	1,938,940	14,130	61,830	9,680	2,024,580
HEARING OFFICER	133,220	2,330	6,420	1,300	143,270
LAW ADMIN	316,980	400	44,390	850	362,620
DEPT. TOTAL WITHOUT DEBT SERVICE	3,676,240	34,760	313,940	60,230	4,085,170
LESS VACANCY FACTOR	24,810				24,810
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	3,651,430	34,760	313,940	60,230	4,060,360

RECONCILIATION FROM 1999 REVISED BUDGET TO 2000 BUDGET

DEPARTMENT: MUNICIPAL ATTORNEY

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1999 REVISED BUDGET:	\$ 4,456,840	61	3	
1999 ONE-TIME REQUIREMENTS:				
- Contractual professional legal services related to the sale of ATU	(160,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 2000:				
- Salaries and benefits adjustment	71,320			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- None				
MISCELLANEOUS INCREASES/(DECREASES):				
- Other long term debt reduction	(5,880)			
1999 CONTINUATION LEVEL:	\$ 4,362,280	61	3	0
<i>BUDGET REDUCTIONS:</i>				
<i>- Savings from restructuring of the department</i>	(301,920)	(4)	(1)	
<i>NEW/EXPANDED SERVICE LEVELS:</i>				
<i>- None</i>	0	0		
2000 BUDGET:	\$ 4,060,360	57 FT	2 PT	0 T

2000 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.

1999 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 1999 legislative efforts and assisted in formulating 2000 legislative package.

2000 PERFORMANCE OBJECTIVES:

- Finalize departmental restructuring for efficiency and effective representation.
- Perform mandated executive support functions and serve as principal legal advisor to the Mayor and Municipal Assembly.
- Administer code update services contract.
- Perform centralized financial management, procurement, client billing, and other department-wide administrative support functions.
- Provide MIS coordination and function as control point for information technology problems and planning for the department.
- Monitor all legal service contracts.
- Assist client agencies in preparation and processing of requests for Assembly action.
- Provide support for 2000 legislative efforts and assist in formulating 2001 legislative package.

2000 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION: LAW ADMIN

	1998 REVISED			1999 REVISED			2000 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	4	0	0
PERSONAL SERVICES	\$	265,140		\$	332,480		\$	316,980	
SUPPLIES		400			400			400	
OTHER SERVICES		26,550			43,720			44,390	
CAPITAL OUTLAY		1,700			850			850	
TOTAL DIRECT COST:	\$	293,790		\$	377,450		\$	362,620	
PROGRAM REVENUES:	\$	8,200		\$	8,200		\$	8,200	
WORK MEASURES:									
- No. of MOA code subscriptions		135			135			135	
- Client agencies served		104			104			104	
- Contract counsel files maintained		50			50			50	
- Procurement/contract actions processed		1,600			1,600			1,600	
- Client billings processed		700			700			700	

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

2000 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Prosecution

DIVISION: PROSECUTION

PURPOSE:

Prosecute misdemeanor and traffic offenses 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.

1999 PERFORMANCES:

- Provided for the prosecution of misdemeanor and traffic offenses committed within the Anchorage Metropolitan Police Service Area.
- Continued aggressive community outreach program.
- Continued aggressive policies and procedures relative to the prosecution of DWI and Domestic Violence.
- Identified, implemented and maintained numerical filing system.
- Expanded pretrial diversion alternative for Driving While License Suspended cases resulting in placing licensed and insured drivers in the community.

2000 PERFORMANCE OBJECTIVES:

- Provide for the prosecution of misdemeanor and traffic 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.
- Continue to maximize pretrial diversion alternative for Driving While License Suspended cases resulting in placing licensed and insured drivers in the community.
- Implement comprehensive in-house trial training for newly hired Assistant Prosecutors.
- Implement restorative justice project seeking to address victim and community concerns regarding criminal behavior.

2000 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Prosecution
 RESOURCES:

DIVISION: PROSECUTION

	1998 REVISED			1999 REVISED			2000 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	35	0	0	35	2	0	32	2	0
PERSONAL SERVICES	\$ 1,895,400			\$ 2,074,560			\$ 1,922,740		
SUPPLIES	14,130			14,130			14,130		
OTHER SERVICES	71,080			71,140			61,830		
DEBT SERVICE	7,840			5,880			0		
CAPITAL OUTLAY	12,350			9,950			9,680		
TOTAL DIRECT COST:	\$ 2,000,800			\$ 2,175,660			\$ 2,008,380		
PROGRAM REVENUES:	\$ 54,500			\$ 54,500			\$ 54,500		
WORK MEASURES:									
- Counts screened	13,150			15,123			15,123		
- Counts filed	11,620			13,363			13,363		
- Trial appearances	455			524			524		
- Documents prepared/ processed	15,973			18,371			18,371		
- Pretrial Diversion Prog. # of participants	585			673			673		
- Pretrial Diversion hrs. of public work service performed	12,064			13,779			13,779		
- Follow-up investiga- tions conducted	788			828			828		

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

2000 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION: CIVIL
PROGRAM: Civil Law

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.

1999 PERFORMANCES:

- Retained in-house litigation expertise in the areas of risk management, public safety civil liability, 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 1999 legislative efforts and assisted in formulating 2000 legislative package.

2000 PERFORMANCE OBJECTIVES:

- Retain in-house litigation expertise in the areas of risk management, land use, constitutional law, public safety civil liability, employment and labor law, public utility law, real estate, and business law.
- 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.
- Continue ongoing efforts to reduce costs of outside litigation.
- Provide support for 2000 legislative efforts and assist in formulating 2001 legislative package.

2000 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION: CIVIL

	1998 REVISED			1999 REVISED			2000 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	20	0	0	20	0	0	19	0	0
PERSONAL SERVICES			\$ 1,278,830			\$ 1,256,070			\$ 1,278,490
SUPPLIES			17,900			17,900			17,900
OTHER SERVICES			324,880			385,530			201,300
CAPITAL OUTLAY			50,100			48,400			48,400
TOTAL DIRECT COST:			\$ 1,671,710			\$ 1,707,900			\$ 1,546,090
PROGRAM REVENUES:			\$ 343,700			\$ 343,700			\$ 343,700
WORK MEASURES:									
- Total bankruptcy & non-bankruptcy collections			950,000			950,000			950,000
- Billable hours posted to clients & areawide			21,000			21,000			21,000
- Open litigation/matters files (avg./month)			1,900			1,900			1,900
- Contract and Assembly documents processed			980			980			980
- Docketed attorney assignments			520			520			520
- DWI impound/forfeiture: vehicles impounded			1,700			1,037			1,037
- DWI impound/forfeiture: vehicles auctioned			270			214			214
- DWI impound/forfeiture: of vehicles towed			1,950			1,787			1,787

19 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 8, 10, 12, 14, 16, 19

2000 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.

1999 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.

2000 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.
- Provide Administrative Hearing Officer for adjudication of citations and administrative decisions issued by Animal Control.

2000 P R O G R A M P L A N

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

	1998 REVISED			1999 REVISED			2000 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	3	1	0	2	0	0
PERSONAL SERVICES	\$	128,330		\$	182,940		\$	133,220	
SUPPLIES		2,030			4,000			2,330	
OTHER SERVICES		8,020			7,590			6,420	
CAPITAL OUTLAY		1,850			1,300			1,300	
TOTAL DIRECT COST:	\$	140,230		\$	195,830		\$	143,270	
WORK MEASURES:									
- I/M complaints received			50			50			50
- DWI impound/forfeiture complaints received			0			0			0
- Case files maintained (avg./mo.)			600			600			600
- Zoning complaints received			250			250			250
- Hearings conducted			250			300			300
- Curfew and Possession of Tobacco citations received			1,800			2,000			2,000
- Other complaints received			200			200			200

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