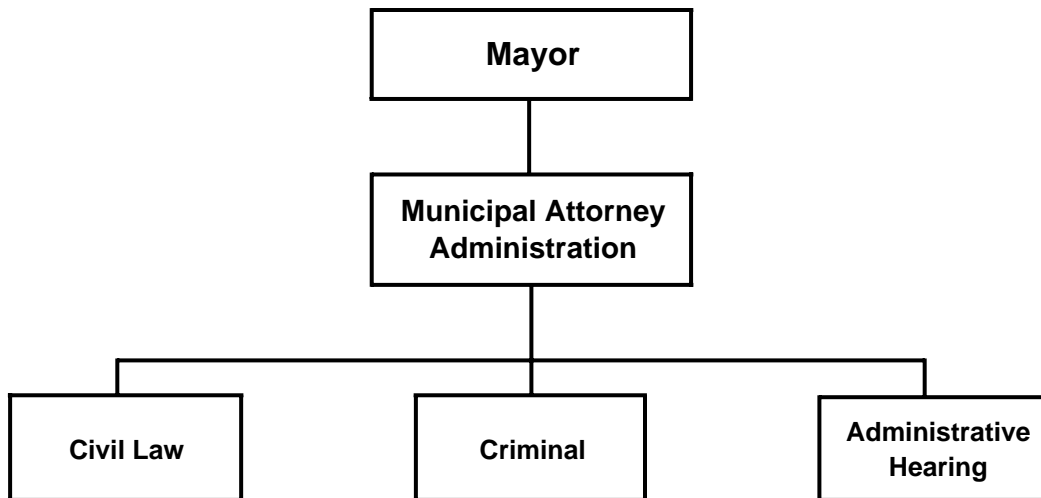


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# ***Municipal Attorney***

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## 2006/2007 Proposed General Government Operating Budget

### ***Municipal Attorney***

Fred H. Boness, Municipal Attorney

343-4545

#### **Description**

The Municipal Attorney is responsible for providing legal services to Municipal government, managing all civil litigation to which the Municipality is a party and providing judicial prosecution of misdemeanor criminal offenses in direct support of enforcement activities.

This department consists of four divisions:

- **Administration** – chief legal counsel to the Municipality
- **Civil Law** – provides legal counsel for civil Municipal matters
- **Criminal Law** – prosecutes misdemeanor and traffic offenses
- **Administrative Hearing Functions** – adjudicates Municipal Code violations

#### **2005 Highlights**

- Added an attorney position to deal with Municipal Code enforcement issues.
- Opened fewer cases/matters during the same period of 2005 YTD vs. 2004, while closing more cases/matters during the same time period.
- The resolution of cases/matters as a percentage of cases handled increased dramatically for 2005 YTD, moving up to 124% vs. an 84% rate for 2004.
- The department, now fully staffed, plus the addition of an attorney position in 2005, reversed prior-year trends. For 2005 YTD, the department reduced its total case load 14% rather than ending the year with more cases.

#### **2006-2007 Operational Goals**

- Continue to improve efficiencies in case load management.
- Reduce annual amount spent on outside attorney contracts.
- Further increase efficiency in prosecution by purchasing a new case management system to reduce existing costs of third-party system applications; reduce employee computer input time; and provide an online interface with both the Anchorage Police Department and the court house.
- Spend additional time actively pursuing the pre-trial diversion program with defendants, contributing to a further reduction in total prosecution case load and increased revenues.

**2006/2007 Proposed General Government Operating Budget**

***Municipal Attorney***

**Resource Plan**

Description	2005 Revised	2006 Proposed	2007 Proposed
<b><i>Financial Summary</i></b>			
Administration	\$ 242,970	\$ 253,630	\$ 265,710
Civil Law	1,270,080	1,451,270	1,533,520
Criminal Law	3,086,210	3,261,950	3,471,810
Administrative Hearing Functions	153,010	170,200	181,940
<b>Operating Cost</b>	<b>4,752,270</b>	<b>5,137,050</b>	<b>5,452,980</b>
Add Debt Service	-	-	-
<b>Direct Organization Cost</b>	<b>4,752,270</b>	<b>5,137,050</b>	<b>5,452,980</b>
Charges From/(To) Others	(3,941,040)	(4,326,980)	(4,334,930)
<b>Function Cost</b>	<b>811,230</b>	<b>810,070</b>	<b>1,118,050</b>
Less Program Revenues	810,000	810,000	810,000
<b>Net Program Cost</b>	<b>\$ 1,230</b>	<b>\$ 70</b>	<b>\$ 308,050</b>
<b><i>Personnel Summary</i></b>			
Full-Time Employees	55	56	56
Part-Time Employees	-	-	-
Temporary Employees	-	-	-
<b>Total Employees</b>	<b>55</b>	<b>56</b>	<b>56</b>
<b><i>Resource Costs by Category</i></b>			
Personal Services	\$ 4,376,070	\$ 4,773,040	5,100,150
Supplies	29,650	27,970	27,970
Other Services *	469,420	472,970	461,790
Depreciation & Amortization	-	-	-
Capital Outlay	-	-	-
<b>Total Direct Cost</b>	<b>4,875,140</b>	<b>5,273,980</b>	<b>5,589,910</b>
Less Vacancy Factor	(122,870)	(136,930)	(136,930)
Add Debt Service	-	-	-
<b>Total Direct Organization Cost</b>	<b>\$ 4,752,270</b>	<b>\$ 5,137,050</b>	<b>\$ 5,452,980</b>
* Travel for this department included in the Other Services category	\$ 5,000	\$ 5,000	\$ 5,000

**2006/2007 Proposed General Government Operating Plan**

***Municipal Attorney***

**Reconciliation From 2005 Revised Budget to 2006/2007 Proposed Budget**

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
<b>2005 Revised Budget</b>	\$ 4,752,270	55		
<b>2005 One-Time Requirements</b>				
- None				
<b>Transfers (To)/From Other Agencies</b>				
- None				
<b>Debt Service Changes - Not Applicable</b>				
<b>Changes in Existing Programs for 2006</b>				
- Salary and benefits adjustments	287,210			
- Mid-year addition to Civil Division	111,630	1		
<b>Continuation Level for 2006</b>	\$ 5,151,110	56	-	-
<b>Transfers (To)/ From Other Agencies</b>				
- None				
<b>2006 Program/Funding Changes</b>				
- Vacancy factor adjustment	(14,060)			
<b>2006 Proposed Budget</b>	\$ 5,137,050	56	-	-
<b>Changes in Existing Programs for 2007</b>				
- Salary and benefits adjustments	327,110			
- Procurement savings	(11,180)			
<b>2007 Proposed Budget</b>	<u>\$ 5,452,980</u>	<u>56</u>	<u>-</u>	<u>-</u>

**2006/2007 Proposed General Government Operating Budget**

***Municipal Attorney -- Administration Division***

The Municipal Attorney is chief legal counsel to the MOA including the Mayor, the Assembly, and all executive, legislative, departments, agencies, boards, and commissions. This division supervises and controls all civil and criminal legal services performed by department and contract counsel for MOA.

<b>Cost Categories</b>	<b>2005 Revised</b>	<b>2006 Proposed</b>	<b>2007 Proposed</b>
Personal Services	\$ 216,690	\$ 227,350	\$ 240,060
Supplies	2,230	1,580	1,580
Other Services	24,050	24,700	24,070
Capital Outlay	-	-	-
<b>Total Direct Cost</b>	<b>\$ 242,970</b>	<b>\$ 253,630</b>	<b>\$ 265,710</b>

<b>Personnel Summary</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>
Administration	2	-	-	2	-	-	2	-	-
<b>Division Total</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>

**2006/2007 Proposed General Government Operating Budget**

***Municipal Attorney -- Civil Law Division***

The Civil Law Division provides legal counsel, support, and advice on specific legislation, the Municipal Code, Charter, and legislative procedures, responsibilities and authority of the Municipality and its executive, legislative, education and quasi-judicial functions.

<b>Cost Categories</b>	<b>2005 Revised</b>	<b>2006 Proposed</b>	<b>2007 Proposed</b>
Personal Services	\$ 1,175,470	\$ 1,356,660	\$ 1,443,280
Supplies	13,830	10,930	10,930
Other Services	80,780	83,680	79,310
Capital Outlay	-	-	-
<b>Total Direct Cost</b>	<b>\$ 1,270,080</b>	<b>\$ 1,451,270</b>	<b>\$ 1,533,520</b>

<b>Personnel Summary</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>
Civil Law	13	-	-	14	-	-	14	-	-
<b>Division Total</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>14</b>	<b>-</b>	<b>-</b>

**2006/2007 Proposed General Government Operating Budget**

***Municipal Attorney -- Criminal Law Division***

The Criminal Law Division prosecutes misdemeanor and traffic offenses under the Anchorage Municipal Code, providing effective prosecution by aiding the police investigations, evaluating and filing charges, conducting criminal trials, enforcing conditions of probation, writing motions and appeals, and assisting victims.

<b>Cost Categories</b>	<b>2005 Revised</b>	<b>2006 Proposed</b>	<b>2007 Proposed</b>
Personal Services	\$ 2,708,030	\$ 2,881,900	\$ 3,097,940
Supplies	13,590	15,460	15,460
Other Services	364,590	364,590	358,410
Capital Outlay	-	-	-
<b>Total Direct Cost</b>	<b>\$ 3,086,210</b>	<b>\$ 3,261,950</b>	<b>\$ 3,471,810</b>

<b>Personnel Summary</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>
Criminal Law	38	-	-	38	-	-	38	-	-
<b>Division Total</b>	<b>38</b>	<b>-</b>	<b>-</b>	<b>38</b>	<b>-</b>	<b>-</b>	<b>38</b>	<b>-</b>	<b>-</b>

**2006/2007 Proposed General Government Operating Budget**

***Municipal Attorney --  
Administrative Hearing Functions Division***

Administrative Hearing Functions provides for the initial adjudication of Municipal Code violations utilizing an administrative hearing officer in lieu of securing redress through State court proceedings.

<b>Cost Categories</b>	<b>2005 Revised</b>	<b>2006 Proposed</b>	<b>2007 Proposed</b>
Personal Services	\$ 153,010	\$ 170,200	\$ 181,940
Supplies	-	-	-
Other Services	-	-	-
Capital Outlay	-	-	-
<b>Total Direct Cost</b>	<b>\$ 153,010</b>	<b>\$ 170,200</b>	<b>\$ 181,940</b>

<b>Personnel Summary</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>	<b>FT</b>	<b>PT</b>	<b>T</b>
Administrative Hearing Function	2	-	-	2	-	-	2	-	-
<b>Division Total</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>