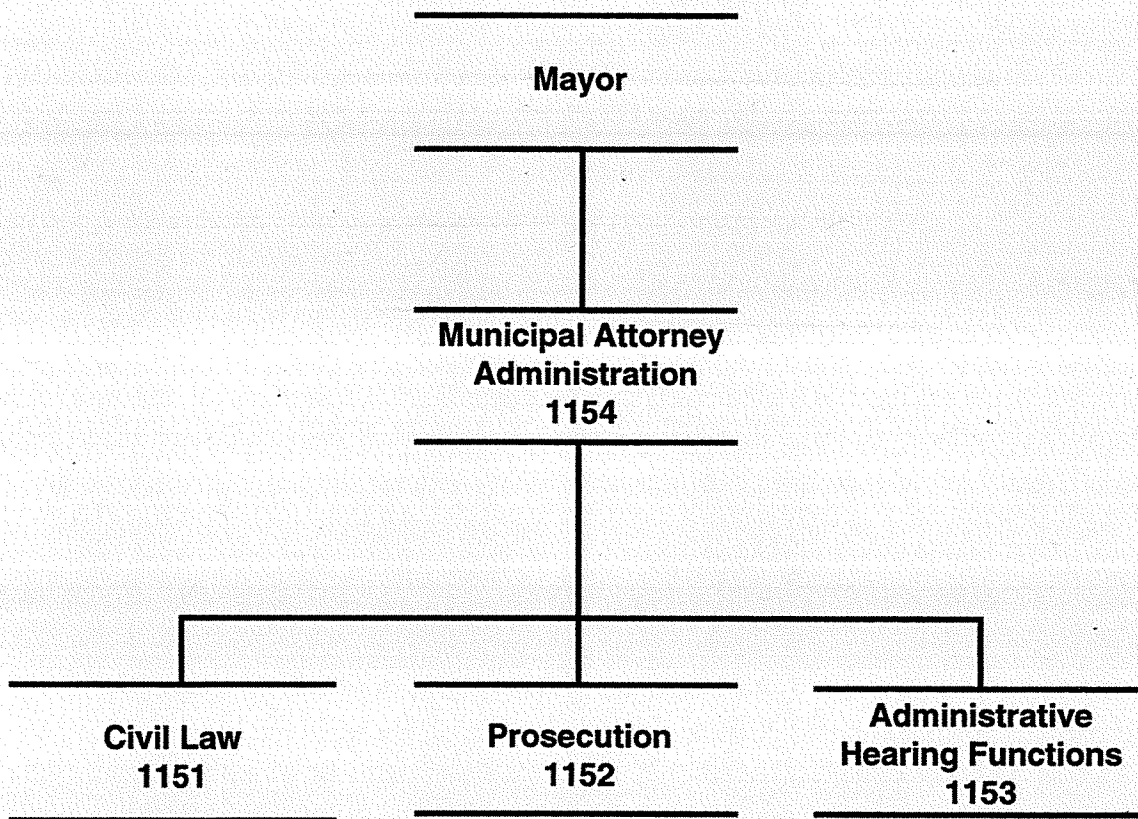


MUNICIPAL ATTORNEY

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 in the conduct of ongoing labor contract negotiations.
- Administer ongoing code update services contract in direct consultation with the Municipal Clerk's Office.
- Continue reliance on in-house staff to oversee the management and resolution of outstanding civil complaints associated with construction of the Alaska Center for the Performing Arts.
- Provide for the prosecution of all misdemeanor offenses committed within the Anchorage Police Service Area.
- Continue the aggressive prosecution of domestic violence offenders to include the identification and implementation of a means to verify their completion of court ordered programs.
- Provide in-house administrative hearing officer for initial adjudication of citations issued under AMC Title 14 with a continuing emphasis on the resolution of zoning complaints and I/M Vehicle Inspection violations.

RESOURCES

	1995	1996
Direct Costs	\$3,474,150	\$3,482,770
Program Revenues	\$ 413,700	\$ 413,700
Personnel	56FT	53FT 1PT

1996 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1995 REVISED	1996 BUDGET	1995 REVISED				1996 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
CIVIL	1,478,000	1,329,190	22			22	18	1		19
PROSECUTION	1,592,230	1,695,420	29			29	29			29
HEARING OFFICER	133,810	190,840	2			2	3			3
LAW ADMIN	262,270	259,480	3			3	3			3
OPERATING COST	3,466,310	3,474,930	56			56	53	1		54
ADD DEBT SERVICE	7,840	7,840								
DIRECT ORGANIZATION COST	3,474,150	3,482,770								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,653,400	1,913,800								
TOTAL DEPARTMENT COST	5,127,550	5,396,570								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	4,465,400	4,734,240								
FUNCTION COST	662,150	662,330								
LESS PROGRAM REVENUES	413,700	413,700								
NET PROGRAM COST	248,450	248,630								

1996 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
CIVIL	1,184,190	13,300	105,700	42,820	1,346,010
PROSECUTION	1,633,400	10,570	57,880	13,290	1,715,140
HEARING OFFICER	179,710	2,800	8,870	2,300	193,680
LAW ADMIN	243,590	600	18,060	1,120	263,370
DEPT. TOTAL WITHOUT DEBT SERVICE	3,240,890	27,270	190,510	59,530	3,518,200
LESS VACANCY FACTOR	43,270				43,270
ADD DEBT SERVICE					7,840
TOTAL DIRECT ORGANIZATION COST	3,197,620	27,270	190,510	59,530	3,482,770

RECONCILIATION FROM 1995 REVISED BUDGET TO 1996 PROPOSED BUDGET
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DEPARTMENT: MUNICIPAL ATTORNEY

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1995 REVISED BUDGET:	\$ 3,474,150	56		
1995 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1996:				
- Police Full-Year Additional Costs (Prosecutor and Secretary)	104,800			
- Salaries and Benefits Adjustment	60,660			
- Non-Personal Services Inflation Adjustment	9,210			
1995 CONTINUATION LEVEL:	<u>\$ 3,648,820</u>	<u>56</u>		
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Supplies & Equipment for Supplemental Prosecution Staffing Related to the Federal Police Grant	\$ 2,990			
UNFUNDED CURRENT SERVICE LEVELS:				
- Eliminate Risk Management Legal Assistant	(55,690)	(1)		
- Eliminate One Secretarial Position in Civil Law	(42,540)	(1)		
- Reduce a Paralegal in Civil Law to Part-Time	(21,630)	(1)	1	
MISCELLANEOUS INCREASES (DECREASES)				
- Position Reclassification & Longevity Cost Reductions -- Prosecution	(12,630)			
- Miscellaneous Personnel Cost Reductions	(9,520)			
- Non-Personal Services Inflation Absorption	(9,210)			
- Miscellaneous Increases/Reductions	(18,840)			
- Advertise for Service of DWI Impound/Forfeiture Cases	1,020			
1996 BUDGET REQUEST:	<u>\$ 3,482,770</u>	<u>53FT</u>	<u>1PT</u>	<u>0T</u>

1996 PROGRAM PLAN

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.

1995 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 ongoing code update services contract in direct consultation with the Municipal Clerk's Office.
- Monitored all legal service contracts and assisted client agencies in the preparation and processing of associated Assembly actions and contract documents.
- Completed the design, installation, and initial on-site testing of a new comprehensive automated legal management system serving the Civil Law, Administrative Hearing, and Administrative Divisions.

1996 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 ongoing code update services contract in direct consultation with the Municipal Clerk's Office.
- Monitor all legal service contracts and assist client agencies in the preparation and processing of associated 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 1995.

1996 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION:

	1994 REVISIED			1995 REVISIED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	243,790		\$	240,070		\$	239,700	
SUPPLIES		1,120			600			600	
OTHER SERVICES		8,850			19,120			18,060	
CAPITAL OUTLAY		1,870			2,480			1,120	
TOTAL DIRECT COST:	\$	255,630		\$	262,270		\$	259,480	
PROGRAM REVENUES:	\$	0		\$	14,200		\$	14,200	
WORK MEASURES:									
- Attorney billings processed		14,000			15,500			15,000	
- Assembly meetings/worksessions attended		45			50			50	
- No. of code subscribers		285			285			285	
- Client agencies served		79			79			79	
- Contract counsel files maintained		30			25			20	
- Procurement actions processed		1,450			1,350			1,350	

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

1996 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Prosecution

DIVISION:

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.

1995 PERFORMANCES:

- Provided for the prosecution of all misdemeanor offenses committed within the Anchorage Police Service Area.
- Completed necessary procedural and program modifications to allow for full utilization of the misdemeanor criminal case management software application first installed and tested in the fall of 1994.
- Instituted an expanded effort to insure victims receive negotiated and/or court ordered restitution.
- Continued program to aggressively prosecute all DWI offenders.
- Secured first conviction under new "Stalking Ordinance."
- Extended community involvement and other assistance activities to include UAA, Counsel on Domestic Violence, and CAPP Crime Committee.
- Assumed additional case oversight and management responsibilities relative to criminal prosecution of owner/drivers under the revised DWI Impound/Forfeiture Ordinance.
- Formally recognized a designated group of staff members as the Domestic Violence Assault Unit.

1996 PERFORMANCE OBJECTIVES:

- Provide for the prosecution of all misdemeanor offenses committed within the Anchorage Police Service Area.
- Update & amend the Anchorage Criminal Code 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 effectively integrate the expanded DWI Impound/Forfeiture case management requirements.
- Continue the aggressive prosecution of domestic violence offenders to include the identification and implementation of a means to verify completion of court ordered programs.
- Implement an appropriate procedural response to the growing danger posed individuals who fail to exercise their right to own personal firearms in a responsible manner.

1996 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Prosecution
 RESOURCES:

DIVISION:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	27	0	0	29	0	0	29	0	0
PERSONAL SERVICES	\$ 1,599,520			\$ 1,497,050			\$ 1,613,680		
SUPPLIES	15,050			10,720			10,570		
OTHER SERVICES	123,400			65,580			57,880		
DEBT SERVICE	0			7,840			7,840		
CAPITAL OUTLAY	51,050			18,880			13,290		
TOTAL DIRECT COST:	\$ 1,789,020			\$ 1,600,070			\$ 1,703,260		
PROGRAM REVENUES:	\$ 54,500			\$ 54,500			\$ 54,500		

WORK MEASURES:

- Counts screened	9,536	11,000	12,660
- Counts filed	8,229	9,580	11,010
- Trial appearances	162	215	245
- Documents prepared/ processed, (incl., motions, appeals, etc.)	7,797	8,180	9,370
- Followup investigations conducted	250	650	750
- Pretrial Diversion Program: number of participants	379	395	395
- Pretrial Diversion Program: hrs. of public work service assigned	9,392	9,760	9,760
- DWI Impound/Forfeiture cases administered	0	1,000	1,420

40 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 6, 7, 11, 12, 15, 16

1996 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Civil Law

DIVISION:

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.

1995 PERFORMANCES:

- Retained in-house litigation specialists in the areas of risk management and public safety civil liability.
- Continued aggressive adjudication efforts with regard to enforcement of the DWI Impound/Forfeiture ordinance.
- Assisted the Department of Employee Relations in the conduct of ongoing labor contract negotiations.
- Performed a wide variety of non-litigation civil law advisory and consultation functions in direct support of all general government operations and enterprise activities.
- Performed non-bankruptcy and bankruptcy judicial collection services for the Anchorage Telephone Utility under contract through December 31, 1995.
- Completed and implemented major rewrite of DWI Impound/Forfeiture ordinance to address concerns raised regarding "double jeopardy" rulings.
- Initiated or undertook the direct management of several civil complaints associated with construction of the Alaska Center for the Performing Arts.

1996 PERFORMANCE OBJECTIVES:

- Retain in-house litigation specialists in the areas of risk management and public safety civil liability.
- Continue aggressive adjudication efforts with regard to enforcement of the DWI Impound/Forfeiture ordinance.
- Assist the Department of Employee Relations 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, 1996.
- Continue reliance on in-house staff to oversee the management and resolution of outstanding civil complaints associated with construction of the Alaska Center for the Performing Arts.

1996 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	21	0	1	22	0	0	18	1	0
PERSONAL SERVICES	\$ 1,264,840			\$ 1,308,940			\$ 1,167,370		
SUPPLIES		14,400			13,800			13,300	
OTHER SERVICES		123,890			109,770			105,700	
CAPITAL OUTLAY		71,690			45,490			42,820	
TOTAL DIRECT COST:	\$ 1,474,820			\$ 1,478,000			\$ 1,329,190		
PROGRAM REVENUES:	\$ 345,000			\$ 345,000			\$ 345,000		
WORK MEASURES:									
- Hours of legal service billed (Civil Law)		16,500			19,100			17,990	
- Active civil litigation & matters files (avg./mo.)		1,900			1,950			2,190	
- Contract and Assembly documents processed		724			930			930	
- Legal opinions issued (Civil Law)		97			100			105	
- Docketed attorney assignments		670			1,350			1,365	
- Total Bankruptcy & Non-Bankruptcy Collections (\$)		1,800,940			1,805,000			1,790,000	
- DWI vehicle impound/forfeiture program fees (\$)		102,500			178,000			178,000	
- DWI vehicle impound/forfeiture cases reviewed		1,417			1,420			1,420	
- DWI vehicle impound/forfeiture cases filed		1,198			1,130			1,150	

40 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 8, 9, 13, 14

1996 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.

1995 PERFORMANCES:

- Provided in-house administrative hearing officer for civil adjudication of citations issued under the DWI Vehicle Impound/ Forfeiture ordinance.
- Provided in-house administrative hearing officer for initial adjudication of citations issued under AMC Title 14 with a continuing emphasis on the resolution of zoning complaints and I/M Vehicle Inspection violations.
- Initiated discussions with other municipal agencies regarding the implementation of new administrative hearing alternatives to existing complaint resolution procedures.

1996 PERFORMANCE OBJECTIVES:

- Provide in-house administrative hearing officer for civil adjudication of citations issued under the DWI Vehicle Impound/ Forfeiture ordinance.
- Provide in-house administrative hearing officer for initial adjudication of citations issued under AMC Title 14 with a continuing emphasis on the resolution of zoning complaints and I/M Vehicle Inspection violations.
- Assume additional administrative hearing functions as directed by the Administration or required by the passage of enabling ordinances.

RESOURCES:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	1	0	2	0	0	3	0	0
PERSONAL SERVICES	\$	195,780		\$	121,230		\$	176,870	
SUPPLIES		9,800			3,300			2,800	
OTHER SERVICES		5,670			7,830			8,870	
CAPITAL OUTLAY		45,610			1,450			2,300	
TOTAL DIRECT COST:	\$	256,860		\$	133,810		\$	190,840	

WORK MEASURES:

- AMC Title 14 complaints received		90		300		350
- DWI Impound/Forfeiture complaints received		1,210		1,170		1,100
- Active administrative hearing files maintained (avg./mo.)		220		300		330
- Active DWI Impound/Forfeiture civil files maintained (avg./mo.)		240		220		210
- Case inquires (avg./day)		0		30		30

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

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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
1996 DEPARTMENT RANKING

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

SL SVC
CODE LVL

1 1154-LAW ADMIN
0372-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB 1 1
OF 2
2
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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
3	0	0	239,700	600	10,060	0	1,120	251,480

2 1151-CIVIL
0146-Civil Law
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT
PROGRAM REVENUES 15,000

CB 1 1
OF 7
7
Provide essential in-house support and consultation services to all Municipal agencies and enterprise functions (excl. the Anchorage Telephone Utility). On-going services would include: preparing draft ordinances; reviewing other Assembly actions and documents; issuing legal opinions; and providing limited direct litigation and administrative hearing advocacy services.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
9	0	0	601,120	9,400	78,270	0	36,325	725,115

3 1154-LAW ADMIN
0372-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 14,200

CB 2 1
OF 2
2
Fund annual contract update service for Anchorage Municipal Code.

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

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09/19/95
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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
1996 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4	1152-PROSECUTION 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	1 OF 7	Provide minimum staffing necessary to effectively prosecute offenders charged with Domestic Violence Assault, Stalking and Child Abuse under Title 8 of the 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.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
8	0	0	496,330	3,280	32,960	7,840	3,375	543,785

5	1153-HEARING OFFICER 0705-Administrative Hearing Fu SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	1 OF 2	Provide Administrative Hearing Officer to adjudicate Municipal Code violations in lieu of filing a formal complaint in State Court. Areas of current emphasis: zoning complaints; I/M violations; and enforcement of the DWI Impound/Forfeiture Ordinance as regards the resolution of civil complaints.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	127,140	2,300	8,420	0	1,450	139,310

6	1152-PROSECUTION 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	2 OF 7	Provides minimum staffing necessary to effectively prosecute misdemeanor DWI offenses committed within the Municipality. Supervised by the Deputy 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.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
8	0	0	463,840	1,800	14,120	0	3,990	483,750

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 09/19/95
 163433

M U N I C I P A L I T Y O F A N C H O R A G E
 1996 DEPARTMENT RANKING

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

SL SVC
 CODE LVL

7 1152-PROSECUTION
 0643-Prosecution
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CB 3 Provide support staffing needed to
 OF administer the criminal component of th
 7 revised DWI Impound/Forfeiture Ordinanc
 approved in response to recent rulings
 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 staff

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	35,270	200	2,070	0	125	37,665

8 1151-CIVIL
 0146-Civil Law
 SOURCE OF FUNDS, THIS SVC LEVEL:
 TAX SUPPORT
 IGC SUPPORT

CB 3 Provide the additional staffing needed
 OF to effectively manage and litigate the
 7 civil complaints filed under the DWI
 Vehicle Impound/Forfeiture ordinance.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	1	0	92,530	1,000	4,320	0	1,075	98,925

9 1151-CIVIL
 0146-Civil Law
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT
 PROGRAM REVENUES 330,000

CB 2 Provide the minimum professional legal
 OF staff necessary to maintain a viable
 7 in-house bankruptcy and non-bankruptcy
 judicial collections function relative
 to the collection of delinquencies
 on behalf of all Municipal agencies, an
 enterprise functions, including the
 Anchorage Telephone Utility.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
4	0	0	210,350	1,700	8,250	0	2,520	222,820

BPAB010R
 09/19/95
 163433

M U N I C I P A L I T Y O F A N C H O R A G E
 1996 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
10	1153-HEARING OFFICER 0705-Administrative Hearing Fu SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	2	Provide funding for full-time Secretary/ OF Receptionist assigned to Administrative 2 Hearing Office relocated from City Hall to new leased office space in September, 1994.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	49,730	500	450	0	850	51,530

11	1152-PROSECUTION 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	4 OF 7	Provide the minimum staffing to effectively prosecute offenders charged 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.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	319,720	1,000	4,960	0	2,250	327,930

12	1152-PROSECUTION 0643-Prosecution SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	5 OF 7	Provide minimum staffing necessary to support ADP enforcement of AMC Title 9, other than DWI/Refusal, and Title 10 alcohol related offenses. Responsibilities include: case intake & evaluation; filing and adjudication; enforcing conditions of probation; and assuring restitution to victims.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
4	0	0	186,700	1,500	2,080	0	800	191,080

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 09/19/95
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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
 1996 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

13	1151-CIVIL	CO	4	Provide continuation funding for design-
	0146-Civil Law		OF	nated in-house attorney to assist in
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	the management and direct litigation of
	IGC SUPPORT			lawsuits subject to settlement as claim
				against the Municipality's General
				Liabilty Self-Insurance Fund. Provide
				in-house services in lieu of comparable
				contract attorney expenses in excess of
				\$300,000.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	134,380	600	6,400	0	1,450	142,830

14	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:		7	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 \$150,000.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	128,990	600	8,460	0	1,450	139,500

15	1152-PROSECUTION	CO	6	Provides minimum staffing necessary to
	0643-Prosecution		OF	prosecute minor property offenses,
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	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		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	111,820	2,000	1,690	0	550	116,060

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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
 1996 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

16	1152-PROSECUTION 0643-Prosecution	NC	7	Purchase of supplies and equipment to outfit additional positions authorized as part of the CY 1995 First Quarter budget revision, concurrent with the authorization of additional federally-funded APD patrol and investigative staff.
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	
	IGC SUPPORT			

PERSONNEL	PERSONAL		OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0 0 0	0	790	0	0	2,200	2,990

 SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL ATTORNEY

PERSONNEL	PERSONAL		OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
53 1 0	3,197,620	27,270	190,510	7,840	59,530	3,482,770

----- DEPARTMENT OF MUNICIPAL ATTORNEY FUNDING LINE -----
 3,482,770

17	1151-CIVIL 0146-Civil Law	CO	6	Provide designated Legal Assistant to perform critical support functions relative to execution of the department's insurance (i.e., Risk Mangement) litigation responsibilities. Principle job duties include: securing, interpreting, and compiling necessary records; conducting investigations; scheduling depositions; and preparing deposition summaries.
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	
	IGC SUPPORT			

PERSONNEL	PERSONAL		OTHER	DEBT	CAPITAL	
FT PT T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1 0 0	48,820	250	5,650	0	970	55,690

18	1151-CIVIL 0146-Civil Law	CO	7	Maintain current support staff at CY95 level to insure the delivery of services to client agencies is not hampered by the lack of clerical assistance and the performance of in-house litigation responsibilities is not slowed by a reduction in available paralegal assistance.
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	
	TAX SUPPORT			

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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
 1996 DEPARTMENT RANKING

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

SL SVC
 CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	1	0	64,170	0	0	0	0	64,170

TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
55	2	0	3,310,610	27,520	196,160	7,840	60,500	3,602,630