

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 PROGRAMMING HIGHLIGHTS

- Complete the installation of an automated case management system designed to facilitate execution of the department's Prosecution function.
- Evaluate performance of bankruptcy litigation responsibilities, in light of anticipated ongoing demands, to determine to what extent the department can assume any remaining contracted case management activities arising from non-bankruptcy debt collections.
- Continue targeting for aggressive prosecution violations under the municipal Criminal and Traffic Codes, with particular emphasis on domestic violence assault, child abuse, traffic offenses involving driving while intoxicated and cases of aggravated circumstances.
- Work with all municipal agencies to identify additional opportunities where in-house staff might be used in lieu of outside legal counsel.

RESOURCES

	1989	1990
Direct Costs	\$ 1,974,530	\$ 2,049,210
Program Revenues	\$ 114,000	\$ 228,000
Personnel	37FT	37FT

1990 RESOURCE PLAN

DEPARTMENT: MUNICIPAL ATTORNEY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1989 REVISED	1990 BUDGET	1989 REVISED				1990 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
MUNICIPAL ATTORNEY	1,974,530	2,049,210	37			37	37			37
OPERATING COST	1,974,530	2,049,210	37			37	37			37
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	1,974,530	2,049,210								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	311,570	312,210								
TOTAL DEPARTMENT COST	2,286,100	2,361,420								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,953,530	1,914,380								
FUNCTION COST	332,570	447,040								
LESS PROGRAM REVENUES	114,000	228,000								
NET PROGRAM COST	218,570	219,040								

1990 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
MUNICIPAL ATTORNEY	1,940,220	12,060	107,050	47,400	2,106,730
DEPT. TOTAL WITHOUT DEBT SERVICE	1,940,220	12,060	107,050	47,400	2,106,730
LESS VACANCY FACTOR	57,520				57,520
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,882,700	12,060	107,050	47,400	2,049,210

RECONCILIATION FROM 1989 REVISED TO 1990 BUDGET

DEPARTMENT: MUNICIPAL ATTORNEY

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1989 REVISED BUDGET:	\$ 1,974,530	37FT		
Amount Required to Continue Existing Programs in 1990:	94,510			
REDUCTIONS TO EXISTING PROGRAMS:				
- None				
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Supplies/equipment	(690)			
- Professional services	(10,000)			
- Other services	(13,040)			
- Capital outley	3,900			
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1990 BUDGET	\$ 2,049,210	37FT		

1990 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
PROGRAM: Administration

DIVISION:

PURPOSE:

Oversee all departmental activities; provide policy guidance; and perform centralized financial management, client billing, and clerical support functions. Assume direct case management responsibilities and/or provide additional clerical support, as needed, to augment the Civil Law function.

1989 PERFORMANCES:

- Recruited and retained a well qualified legal staff following significant staff disruptions and turnover experienced in the first half of CY 1988.
- Reduced the municipality's reliance on the use of contract attorneys in the area of real property litigation and, to a lesser degree, with regard to labor relations matters.
- Completed initial three-year "Information Systems Plan" and undertook first year project recommendations with regard to the design and installation of an automated criminal prosecution case management system.
- Instituted revised Civil Law client billing, recording, and reporting procedures to better monitor the delivery of in-house legal services to all municipal agencies.

1990 OBJECTIVES:

- Continue staff development and training efforts directed toward enhancing the prospects for long-term retention and, therein, improved overall department performance.
- Work with all municipal agencies to identify additional opportunities where in-house staff may be used in lieu of outside legal counsel.
- Complete the installation of an automated case management system designed to facilitate execution of the department's prosecution function.
- Revise the current Municipal Policy and Procedure governing the retention of outside legal counsel to more accurately delineate the review, approval, and processing responsibilities exercised by the Municipal Attorney.

1990 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Administration
 RESOURCES:

DIVISION:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	237,290		\$	202,960		\$	206,710	
SUPPLIES		200			250			320	
OTHER SERVICES		6,900			6,030			6,520	
CAPITAL OUTLAY		0			0			1,000	
TOTAL DIRECT COST:	\$	244,390		\$	209,240		\$	214,550	

PERFORMANCE MEASURES:

- Contracts for outside legal services (Files Maintained)		50		35		32
- Client agencies		40		40		40
- Attorney billings processed		8,840		11,960		13,050

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

1

1990 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; manage the litigation of all civil actions to which the Municipality of Anchorage is party as either a defendant or plaintiff.

1989 PERFORMANCES:

- Enhanced the department's ability to manage recurring civil litigation utilizing in-house legal staff, with the most notable gains achieved in the areas of real property and labor relations.
- In response to further staff reductions, continued policy of screening all requests for assistance to assure only essential non-litigation services were performed.
- Instituted more stringent oversight policies and procedures governing the review, approval, and subsequent monitoring of outside legal service contracts.
- Initiated modified assignment procedures, regarding the litigation of "nuisance" Risk Management claims, to achieve additional contract savings through the use of in-house legal staff.
- Effective July 1, 1989, assumed previously contracted responsibility for management of all bankruptcy litigation associated with the collection of delinquent real and personal property taxes and related debts owed to the Municipality.

1990 OBJECTIVES:

- Evaluate performance of bankruptcy litigation responsibilities, in light of anticipated ongoing demands, to determine to what extent the department can assume the remaining case management activities arising from non-bankruptcy debt collections.
- Promote further staff development and expand the availability of in-house litigation specialists through cross training, joint-counsel defense assignments, and other team building personnel management techniques.
- Modify contract review, approval, and monitoring procedures, as necessary, to implement planned revisions to the existing municipal policy and procedure governing the retention of outside legal counsel.
- Enhance the case tracking and statistical reporting capabilities of the existing automated civil litigation management system in conjunction with the planned MISD assisted application conversion from "TIF" to "AS".
- Continue policy of screening all requests for assistance to assure only essential non-litigation legal services are performed.

1990 P R O G R A M P L A N

DEPARTMENT: MUNICIPAL ATTORNEY
 PROGRAM: Civil Law
 RESOURCES:

DIVISION:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	15	0	0	18	0	0	18	0	0
PERSONAL SERVICES	\$	763,250		\$	851,090		\$	920,500	
SUPPLIES		8,300			9,000			8,500	
OTHER SERVICES		98,560			99,560			83,080	
CAPITAL OUTLAY		32,000			41,500			31,800	
TOTAL DIRECT COST:	\$	902,110		\$	1,001,150		\$	1,043,880	
PROGRAM REVENUES:	\$	30,300		\$	114,000		\$	228,000	
PERFORMANCE MEASURES:									
- Hours of legal service billed		13,575			15,310			15,430	
- Active litigation/matters files (avg/mo.)		850			900			1,170	
- Contract and Assembly documents processed		720			790			760	
- Legal opinions issued		115			90			120	

4 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 4

1990 PROGRAM PLAN

DEPARTMENT: MUNICIPAL ATTORNEY DIVISION:
 PROGRAM: Prosecution

PURPOSE:

Conduct proceedings against persons suspected of committing misdemeanor crimes. These proceedings include: evaluating cases; filing charges, where appropriate; conducting criminal trials; enforcing compliance with probation stipulations; and responding to related motions and appeals.

1989 PERFORMANCES:

- Maintained an aggressive policy with regard to the prosecution of domestic violence assault, child abuse, and DWI cases; a majority of the cases submitted for review were filed for further action.
- Identified and revised deficiencies in the Municipal criminal, traffic, and licensing codes which hampered efficient and cost effective prosecution.
- Implemented a stronger policy of follow-up action against individuals in noncompliance with conditions of probation due to various appellate court decisions.

1990 OBJECTIVES:

- Continue targeting for aggressive prosecution violations under the Municipal Criminal and Traffic Codes, with particular emphasis on domestic violence assault; child abuse; traffic offenses involving driving while intoxicated; and cases of aggravated circumstances.
- Modify operating policies and procedures, as necessary, to maximize the benefits realized from the anticipated installation of a comprehensive automated case tracking and management system.
- Maintain a cost effective pre-trial diversion program, modifying current policies, where appropriate, to coincide with revision of the Municipal criminal, traffic and licensing codes.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	16	0	0	16	0	0	16	0	0
PERSONAL SERVICES	\$	736,040		\$	734,140		\$	755,490	
SUPPLIES		4,300			3,500			3,240	
OTHER SERVICES		27,090			24,500			17,450	
CAPITAL OUTLAY		0			2,000			14,600	
TOTAL DIRECT COST:	\$	767,430		\$	764,140		\$	790,780	

PERFORMANCE MEASURES:

Case Intakes	10,400	10,400	7,190
Cases Filed	6,550	6,550	5,750
Petitions to Revoke	618	1,200	1,440
Motions Filed	62	58	60
Appeals	6	24	15

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

3





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09/19/89
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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
1990 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

EPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

1 1150-MUNICIPAL ATTORNEY
0372-Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 Under the direction of the Municipal
OF Attorney: oversee all departmental
4 activities; provide policy guidance;
and perform centralized administrative,
financial management, client billing,
and clerical support activities. Where
appropriate, the Municipal Attorney may
elect to augment the Civil Law function
by assuming a partial case load and/or
providing additional clerical support.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	206,710	320	6,520	0	1,000	214,550

2 1150-MUNICIPAL ATTORNEY
0146-Civil Law
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT
PROGRAM REVENUES 10,500

2 Provide in-house legal services to all
OF municipal agencies. Ongoing services
4 include preparing draft ordinances;
reviewing other Assembly actions and
agency contract documents; issuing legal
opinions; and monitoring legal service
contracts. This level maintains the
minimum number of professional legal
staff required to manage recurring
general civil litigation demands.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	0	0	747,580	4,500	69,230	0	30,800	852,110

3 1150-MUNICIPAL ATTORNEY
0371-Prosecution
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 Represent the Municipality in the
OF prosecution of all misdemeanor crimes
4 recognized in the Anchorage Municipal
Code in direct support of enforcement
activities. Responsibilities include:
initial case intake and review; filing
and adjudication, where appropriate;
responding to motions and appeals; and
enforcing conditions of probation by
filing " Petitions to Revoke".

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
16	0	0	755,490	3,240	17,450	0	14,600	790,780

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 09/19/89
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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
 1990 DEPARTMENT RANKING

DEPT: 06 -MUNICIPAL ATTORNEY

DEPT BUDGET UNIT/
 RANK PROGRAM

SVC
 LVL

4 1150-MUNICIPAL ATTORNEY
 0146-Civil Law
 SOURCE OF FUNDS, THIS SVC LEVEL:

4 Provide the professional legal staff
 OF necessary to manage all bankruptcy
 4 litigation associated with the
 collection of delinquent real and
 personal property taxes and related
 debts owed to the Municipality.
 Determine to what extent other
 contracted general collection litigation
 functions can be assumed, and undertake
 the appropriate implementation measures.

IGC SUPPORT
 PROGRAM REVENUES 217,500

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	172,920	4,000	13,850	0	1,000	191,770

 SUBTOTAL OF FUNDED SERVICE LEVELS, MUNICIPAL ATTORNEY

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
37	0	0	1,882,700	12,060	107,050	0	47,400	2,049,210

----- DEPARTMENT OF MUNICIPAL ATTORNEY FUNDING LINE -----
 2,049,210

TOTALS FOR DEPARTMENT OF MUNICIPAL ATTORNEY , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
37	0	0	1,882,700	12,060	107,050	0	47,400	2,049,210