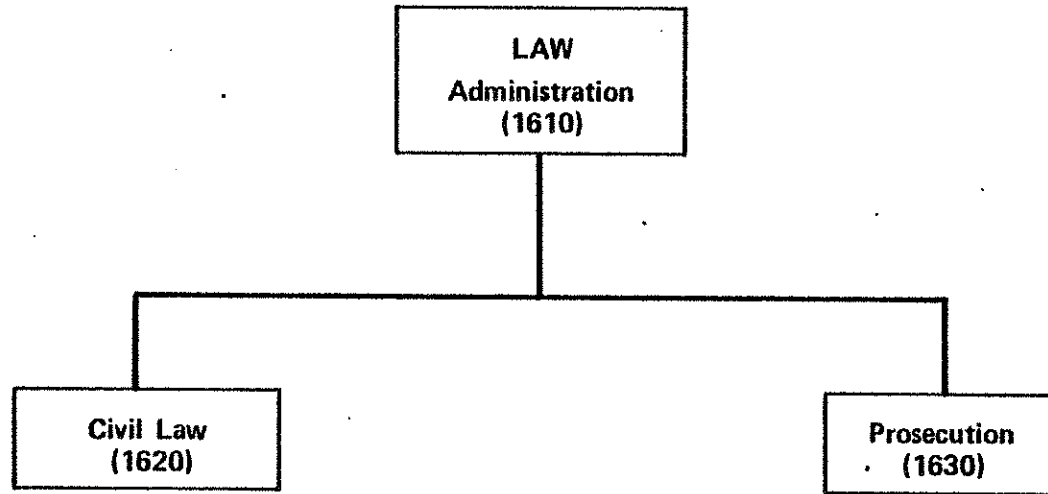


ORGANIZATION CHART

Department of Law



| DEPT. Law | | MAJOR OBJECTIVES FOR 1977 | MAJOR OBJECTIVES FOR 1978 | MAJOR PROGRAM CHANGES FOR 1978 |
|--------------|----------------|---|--|---|
| CODE | BUDGET UNIT | | | |
| 1610 | Administration | (no budget unit in 1977) | 100% electronic storage of litigation case inventory. | Changes from manual log entries for creation of useful management tools resulting in dollar savings. |
| 1620 | Civil Law | Process 75% of all contracts within 5 working days Obtain an 85% return on all utility and tax bad debt collection matters. Provide 16,000 hours of attorney service. | Process 85% of all contracts within 5 working days. Obtain an 85% return on all utility and tax bad debt collection matters. Provide 15,000 hours of attorney service. | Use of team attorney concept to obtain relief from overloads on individual attorneys resulting in faster completion of reviews. No change in program. Reduction of 2 attorney spaces without decreasing substantially the level of service. |
| 1630 | Prosecution | Reduce Police court overtime costs. | Reduce Police court overtime costs. | Obtain a reduction of 3% in the 2 and 2.5 rate of overtime for Police witnesses. |

| DEPT. Law | Unit No. 1600 | DIV. Administration | Unit No. 1610 | SEC. | Unit No. | | | | |
|---|------------------|------------------------|------------------|------|-----------|------------|---------------|------|------|
| PERFORMANCE INDICATORS | | | | | | | | | |
| OBJECTIVES | | DESCRIPTION | | | Work-load | Efficiency | Effectiveness | 1977 | 1978 |
| | | | | | | | | | |
| Provide 100% electronic storage of litigation case inventory | | # of open cases | | | X | | | 200 | 200 |
| | | # of cases stored | | | | X | | | 200 |
| | | % of completion | | | | | X | | 100% |
| EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE: | | | | | | | | | |
| <p>Management has no easily accessible view of the total current litigation case load assigned each attorney. New cases are assigned without benefit of exact information on existing workloads. Audit reports must be assembled manually which wastes time. The tabulation of cost to be furnished the courts is not readily accessible and manual computations may contain error.</p> | | | | | | | | | |
| CHANGES FROM CURRENT OPERATIONS: | | | | | | | | | |
| <p>Information will be stored electronically and retrieved in a format which will be useful to management, auditors and the court system. Costly manual information retrieval will be eliminated.</p> | | | | | | | | | |
| SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES: | | | | | | | | | |
| <p>Upon installation of the IBM Information Processor all data required for all users will be extracted from the litigation case files and stored on magnetic disks. Data so stored will be up-dated on a daily basis and retrieved in a readable ready-to-use format.</p> | | | | | | | | | |

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | | | |
|---|--------------------------------|-----------|----------|---------|----------|---------|----------|----------|
| Law | 1600 | Civil Law | 1620 | | | | | |
| PERFORMANCE INDICATORS | | | | | | | | |
| OBJECTIVES | DESCRIPTION | Work load | Effi. | clarity | Effic. | iveness | 1977 | 1978 |
| | | | | | | | | |
| 1. Process 85% of all contracts within 5 working days. | # of contracts to review | X | | | | | 500 | 500 |
| | # reviewed under 5 days | | X | | | | 375 | 425 |
| | % of reviews under 5 days | | | | X | | 75% | 85% |
| 2. Obtain a 90% return on all utility and tax collection matters. | \$ paid out plus court costs | X | | | | | \$70,000 | \$70,000 |
| | \$ amount of return | | X | | | | \$59,500 | \$63,000 |
| | % of return to amount paid out | | | | X | | 85% | 90% |
| 3. Provide 15,000 hours of attorney service. | # of projected billable hours | X | | | | | 16,000 | 15,000 |
| | # of hours billed | | X | | | | 16,000 | 15,000 |
| | % of projected service | | | | X | | 100% | 100% |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE: In a demonstrably very litigious environment, the Municipality has a duty to protect the interest of the taxpayer from the high cost burden of nefarious suits, other citizens who do not pay their fair share of the tax burden or their utility bills, and from cancellation or delay of governmental programs by court action which may be brought by a displeased few to the detriment of the many. A proper preventive law program will result in a savings to the tax paying citizens of the community. (Suits involving general civil matters arising from contracts, personal injury or property damage, or from debts, or other interactions with the government totalled 2,256 in the Anchorage Superior Court in 1976).

CHANGES FROM CURRENT OPERATIONS: The major changes from current operations is the reduction in attorney strength of this Division by 2 attorneys; which is 18.2% of the current strength.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES: Assure that the maximum amount of attorney time is expended on purely legal matters, that all actions on behalf of the Municipality are taken in a timely manner, that the Departments of the Municipality are provided with timely legal review of their proposed actions in order to minimize the possibility of costly suits and long delays in conducting the business of the government, and that all municipal clients are made aware of the proper use of available attorney time.

| DEPT. Law | Unit No. 1600 | DIV. Prosecution | Unit No. 1630 | SEC. | Unit No. | |
|------------------------|------------------|---------------------|------------------|--------------------|------------------------------------|---|
| PERFORMANCE INDICATORS | | | | | | |
| OBJECTIVES | DESCRIPTION | Work load | Effi- ciency | Effic. tiveness | 1977 | 1978 |
| | | | | | Reduce Police court overtime costs | # of call-ins # of call-ins at 2 or 2.5 rate % of call-ins at 2 or 2.5 rate to # of call-ins |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

The high cost of police wages requires every effort to be made to avoid paying double time rate or double and one half rate to a police witness unless it is impossible to do otherwise.

CHANGES FROM CURRENT OPERATIONS:

Accomplishment of this objective requires greater effort but no change from current operations.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

The Principal Court Clerk will assure that those cases involving night or swing police officers are given priority on particular days. Police Officers will be promptly notified of postponements to avoid having the officer report to court when not required, thus eliminating the cost of paying overtime for an unnecessary trip.