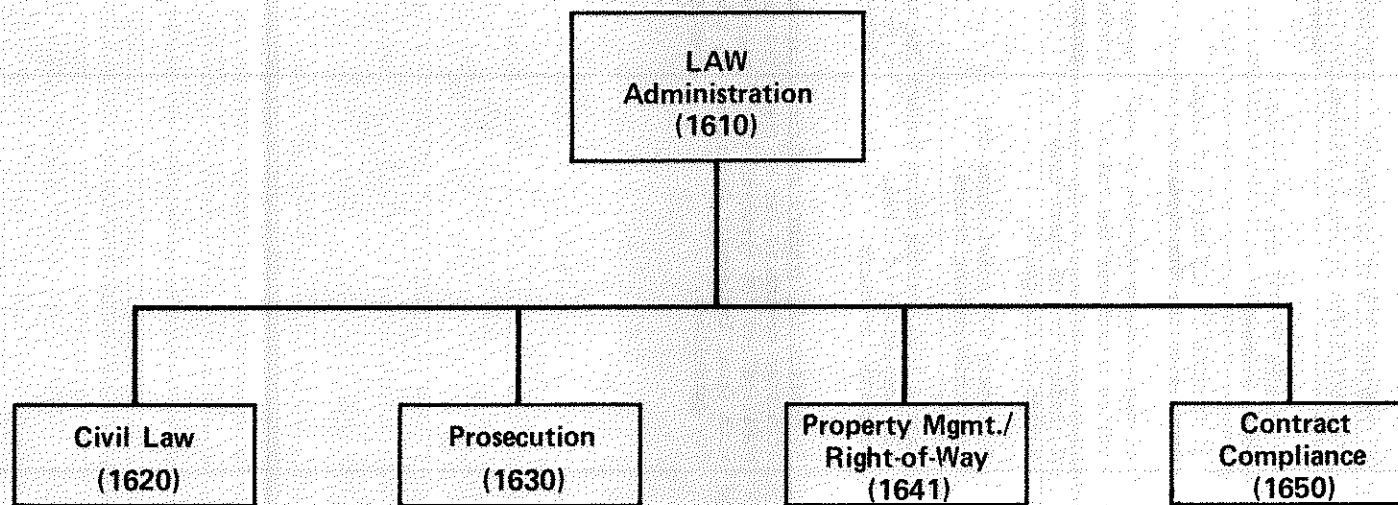


## ORGANIZATION CHART

Department of Law



DEPT. Law - 1600		MAJOR OBJECTIVES FOR 1978	MAJOR OBJECTIVES FOR 1979	MAJOR PROGRAM CHANGES FOR 1979
CODE	BUDGET UNIT			
1610	Administration	Provide 100% electronic storage of litigation case inventory.	Consolidate 88% of administrative and budgetary functions of Department into Administration Division.	Emphasis on cost reduction and productivity.
1620	Civil Law	1. Process 85% of contracts within 5 working days. 2. Obtain 90% return on all utility and tax collection matters. 3. Provide 15,000 hours of attorney service.	1. Process 85% of contracts and agreements within 5 working days. 2. Reduce by 20% use of out-of-house counsel. 3. Provide 17,415 hours of legal service to the Municipality.	Emphasis on increased productivity and administrative management.
1630	Prosecution	Reduce Police court overtime costs.	1. Reduce by 5% certain of the police court overtime costs. 2. Reduce by 10% cases dismissed by the court. 3. Obtain 90% convictions on major misdemeanor crimes.	Emphasis on monitoring court system actions and case screening.
1641	Property Management	Prepare and administer a program to inventory and classify Municipal owned lands.	Expend 1000 working hours toward the completion of a real property inventory.	The assignment of this task as a principle duty of one individual.
1650	Contract Compliance	To establish a separate contract compliance office for the Municipality of Anchorage and to promulgate standards and regulations.	To monitor all vendors and construction contracts let by the Municipality for compliance with Equal Employment Opportunity guidelines.	Increased monitoring of contracts and the assignment of this section to the Department of Law for more effective compliance.



DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.			
Law	1600	Law - Administration	1610	-	-			
OBJECTIVES			PERFORMANCE INDICATORS					
			DESCRIPTION	Work-load	Efficiency	Effectiveness	1978	1979
Consolidate 88% of administrative and budgetary functions into the Administration Division.			# Administrative functions	X			Not Available	9
			# Functions consolidated		X		Not Available	8
			% of functions consolidated			X	Not Available	88%

**EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:**

The increased volume of legal and technical services required to be rendered by the Department of Law requires an increase in the productivity of the attorneys and technicians in purely legal and technical matters to avoid the requirement to seek additional positions. The current staff must be relieved of those duties not requiring their technical expertise in order that they may accomplish this increase in productivity.

**CHANGES FROM CURRENT OPERATIONS:**

78% of budgetary and administrative functions are partially fragmented down to division level requiring the use of attorneys and technicians in at least supervisory activities in these functions. Consolidation will eliminate the majority of these responsibilities thus freeing their time to perform those legal and technical functions required of them.

**SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:**

To accomplish this objective all activities being performed by attorneys and technicians will be reviewed to determine if they can be performed more economically by the Administration Division. The review will be continued on a formal and informal basis.

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.
Law	1600	Civil Law	1620	-	-

OBJECTIVES	DESCRIPTION	PERFORMANCE INDICATORS			1978	1979
		Work load	Efficiency	Effectiveness		
1. Process 85% of contracts and agreements within 5 working days.	# Contracts and agreements received	X			Not Available	500
	# Reviewed under 5 days		X		"	425
	% Reviewed under 5 days			X	"	85%
2. Reduce by 20% use of out-of-house counsel.	\$ Expended last budget year	X			"	Not Available
	\$ Expended this budget year		X		"	"
	% of reduction			X	"	"
3. Provide 17,415 hours of legal service.	# of hours projected	X			15,000	17,415
	# of hours service		X		Not Available	17,415
	% of projection			X	"	100%

**EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:**

- The delay of a contract or agreement has a ripple effect throughout the government by delaying the orderly process of administration in departments concerned, thus wasting time and money on revised scheduling of work.
- The increased cost of out-of-house counsel as compared to the more stable cost of an in-house legal department will continue to escalate at a rate that will be unconscionable to the tax payer.
- Requests for service continue to outstrip the amount of available attorney time as reflected by the great volume of overtime worked by the staff.

**CHANGES FROM CURRENT OPERATIONS:**

- Initiation of tighter control procedures at the working level.
- Policy of requiring consultation with the Municipal Attorney prior to contacting or contracting out-of-house counsel.
- Minimize nonproductive time through other objectives.

**SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:**

- Establish control procedures at working level.
  - Require closer coordination on work with client department.
- Obtain sufficient in-house expertise to provide all service required.
  - Continuing education of clients on the use of attorneys.
- Reduce to the maximum the nonproductive time of attorneys by eliminating physical distractions as well as non-legal tasks.
  - Monitor performance and reasons for low productivity should that situation arise.



DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.		
Law	1600	Prosecution	1630				
OBJECTIVES		PERFORMANCE INDICATORS					
		DESCRIPTION	Work-load	Efficiency	Effectiveness	1978	1979
1. Reduce by 5% certain of the police court overtime costs.		# of call-ins	X			Not Available	Not Available
		# of call-ins at 2 or 2.5 rate		X		"	"
		% of call-ins at 2 or 2.5 rate to # of call-ins.			X	"	"
2. Reduce by 10% cases dismissed by the court.		# of cases docketed for trial	X			"	"
		# dismissed by court		X		"	"
		% dismissed by court			X	"	"
3. Obtain <u>90%</u> convictions on major misdemeanors crimes.		# cases docketed for trial	X			"	"
		# convictions obtained		X		"	"
		% of convictions			X	"	"

## EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Increase of wages paid police officers requires savings wherever they can be made.
2. Cases dismissed by the court result in a total loss of all funds expended to process the case to that point. There are no benefits derived by the citizens such as deterrence of crime, restitution or funds received from fines.
3. Convictions deter crime.

## CHANGES FROM CURRENT OPERATIONS:

1. Closely monitor the operations of the State Court System.
2. Initiate an extensive screening process during the initial stages of the case.
3. Case screening and providing education in evidence to investigative personnel.

## SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

1. Closely monitor court calendaring operations. Force changes where necessary.
2. Develop case screening process. Enlarge the program of education in evidence matters for investigative personnel.
3. Develop a misdemeanor index and case screening method.

## MUNICIPALITY OF ANCHORAGE

## Work Program Statement For 1979

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DEPT. Law	Unit No. 1600	DIV. Property Mangement	Unit No. 1640	SEC. Property Management Right-of-Way	Unit No. 1641
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OBJECTIVES	DESCRIPTION	PERFORMANCE INDICATORS			1978	1979
		Work load	Efficiency	Effectiveness		
Expend 1000 working hours toward the completion of a real property inventory.	# hours dedicated	X			Not Applicable	1000
	# hours worked on project		X		"	1000
	% of completed hours			X	"	100%

**EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:**

The inability to know exactly what land parcels belong in the municipal inventory precludes the dedication or disposal of these lands. Lands that are not needed remain off of the tax rolls to the detriment of the community.

**CHANGES FROM CURRENT OPERATIONS:**

The assignment of this task as a principle duty of one individual.

**SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:**

1. Select the individual who will have primary responsibility.
2. Assure that all non-related tasks which may be assigned are weighed against the importance of accomplishing this objective.
3. Reclassify one employee to provide the resource for accomplishing this objective.



DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.					
Law	1600	Contract Compliance	1650	-	-					
OBJECTIVES			PERFORMANCE INDICATORS							
			DESCRIPTION	Work-load	Efficiency	Effectiveness	1978	1979		
1. Review and monitor 100% of contracts let by the Municipality for compliance with laws and regulations concerning equal employment opportunities.			# Number of contractors concerned	X	-		126	271		
			# Contractors monitored		X		126	271		
			% of contractors monitored			X	100%	100%		
			2. Investigate and resolve 100% of complaints against contractors for violations of equal employment laws and regulations.			# Number of complaints	X		8	14
						# Complaints resolved		X	8	14
						% of complaints resolved		X	100%	100%

**EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:**

Municipal Ordinance AO 78-82, Federal Executive Order 11246, the Civil Rights Act of 1964, Title 41 Code of Federal Regulations and the laws of the state of Alaska require compliance with the Equal Opportunity standards by contractors doing business with governmental units.

**CHANGES FROM CURRENT OPERATIONS:**

In the past the Division has monitored only those contractors who win bids by formal bid procedures. Starting in 1979 all contractors receiving Municipal jobs through formal or informal procedures will be monitored. This will include professional, social, recreational, health and other contracts or agreements.

**SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:**

1. Monitor all contracts and agreements let.
2. Conduct compliance review of all contractors concerned.
3. Maintain monitoring files on all contractors.
4. Encourage compliance.
5. Initiate action against contractors not in compliance.
6. Investigate all complaints of EEO violations against contractors.
7. Hold formal hearing when necessary.