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## Administration Municipal Attorney's Office

*Anchorage: Performance. Value. Results.*

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### Purpose

Chief legal counsel to the MOA including the Mayor, Assembly, and all executive, departments, agencies, boards and commissions.

Supervise and control all civil and criminal legal services performed by the department and contract counsel for MOA.

### Core Services

- Budgetary management
- Staff supervision
- Program and policy oversight

### Accomplishment Goals

Maintain high quality, efficient production of legal services through low turnover rate of professional staff, and successful completion by attorneys of subject matter training/continuing legal education.

### Performance Measures

Progress in achieving goals will be measured by:

**Measure #1: Turnover rate equal to or less than that in government sector legal offices of similar situation.**

	<u>Criminal</u>	<u>Criminal %</u>	<u>Civil</u>	<u>Civil %</u>	<u>Retirement %</u>
2017	3/15	20%	1/12	10%	0%
2018	2/15	13%	1/13	7%	0%
2019	3/15	20%	1/14	7%	0%
2020 1q	1/15	0%	0/14	0%	0%
2020 2q	0/15	0%	1/14	7%	0%

Turnover Rate: National average is 19.5% of which contributing factors are pay, benefits, and student loans. Retirements are indicated as a separate percentage.

**Measure #2: Percent of professional staff that complete at least 9 Continuing Legal Education credits each year, with a goal of 50%.**

	2017	2018	2019	2020 1Q	2020 2Q
Total Credits	200	260	218	60	87
# of Attorneys	27	28	29	29	29
Average Credits	7.4	9.2	7.5	2.0	3.0
% Greater than 9	82.2%	100%	83.3%	22.2%	32.3%

Continuation Legal Education (9 credits) completion percentage – Goal is 50%

**Measure #3: Percent of professional staff that complete at least 6 Continuing Legal Education credits per year in their core practice areas, not including required ethics training, with a goal of 100%.**

CLE (3 credits) completion percentage – goal is 100%

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020 1Q</b>	<b>2020 2Q</b>
Total Credits	144	174	168	39	45
# of Attorneys	27	28	29	29	29
Average Credits	5.3	6.2	5.8	1.3	1.6%
% Greater than 6	88.3%	100%	96.7%	21.7%	25.8%

CLE – 6 credit average without ethics

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## Civil Division Municipal Attorney's Office

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### Purpose

Provide legal counsel, support, and advice on specific legislation, the Municipal Code, Charter, legislative procedures, and the responsibilities and authority of the Municipality. Represent the Municipality and its officials and employees in civil litigation.

### Direct Services

- Provide opinions and code revisions
- Conduct civil litigation

### Accomplishment Goals

- Low incidence of remand or reversal on appeal

### Performance Measures

Progress in achieving the goal shall be measured by:

<b>Measure #4: Number of matters remanded or reversed on appeal.</b>
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Appeal rate of remand or reversal

	<u>Lit Only</u>	<u>Appeals</u>	<u>Rem/Rev</u>	<u>w/ NonLit</u>	<u>Appeals</u>	<u>Rem/Rev</u>
2017	2/56	3.6%	0%	2/191	1%	0%
2018	3/78	3.8%	0%	3/190	1.6%	0%
2019	5/82	6.1%	0%	5/188	2.7%	0%
2020 1q	1/23	4.3%	0%	1/49	2%	0%
2020 2q	1/25	4%	0%	1/49	2%	0%

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## Administrative Hearing Office Municipal Attorney's Office

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### Purpose

Provide for the adjudication of certain Municipal Code violations and conduct hearings on certain appeals of administrative actions of Municipal Agencies within the scope of its jurisdiction established by the code.

### Direct Services

- Adjudicate matters.
- Conduct hearings, if requested.

### Accomplishment Goals

- Low incidence of remand or reversal on appeal
- Improve timeframe between hearing and decision

### Performance Measures

Progress in achieving goals shall be measured by:

**Measure #5: Percent of matters appealed and remanded or reversed on appeal, as a percentage of total active matters within the fiscal year.**

Appeal rate of remand or reversal

	<u>Hearings</u>	<u>Appeal</u>	<u>Rem/Rev</u>
2017	1/62	1.6%	0%
2018	0/35	0%	0%
2019	0/42	0%	0%
2020 1q	0/7	0%	0%
2020 2q	0/3	0%	0%

**Measure #6: Percent of decisions rendered within code authorized number of days of their hearings (10, 20, 45 days depending on type\*).**

	10 days	% in 10 days	20 days	% in 20 days	45 days	% in 45 days
2017	29/30	97%	31/31	100%	1/1	50%
2018	18/20	90%	15/15	100%	0/0	0%
2019	18/21	86%	21/21	100%	0/0	0%
2020 1q	1/2	50%	5/5	100%	0/0	0%
2020 2q	1/3	33.33%	4/4	100%	0/0	0%

\* 45 days is DHHS; 20 days is Animal Control; 10 days is everything else

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## **Criminal Division Municipal Attorney's Office**

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### **Purpose**

Prosecute misdemeanor and traffic offenses under the Anchorage Municipal Code.

### **Division Direct Services**

- Assist\advise Anchorage Police Department (APD) regarding warrants, DV arrests, and related investigatory matters.
- Prosecute cases initiated by APD or transferred from State.
- Pursue or defend appeals from trial courts.
- Assist victims through witness coordination, notice regarding proceedings, and restitution.

### **Accomplishment Goals**

- Improved conviction rate to deter crime and punish offenders.

### **Performance Measures**

Progress in achieving goals will be measured by:

**Measure #7:** Opened cases

**Measure #8:** Declined cases

**Measure #9:** Dismissed cases

**Measure #10:** Closed/Probation cases

**Measure #11:** Response to defense

**Measure #12:** Trial cases

**Measure #13:** Probation Violations Filed

**Measure #14:** Victim Contact (all cases)

**Measure #15:** Domestic Violence counts

**Measure #16:** Minor Offense (violations) new for 2016

		Performance Measures	2017	2018	2019	2020 1Q	2020 2Q
PM	7	Open	5430	6342	6740	1838	1356
PM	8	Declined	167	2033	2318	356	309
PM	9	Dismissals	1115	1309	1300	18	44
PM	10	Closed/Probation	8115	5231	6123	804	372
PM	11	Response to defense					
		Motions Granted	5	5	6	1	0
		Motions Denied	60	41	30	9	0
		Motions Open	44	24	25	8	0
		Withdrawn	0	0	0	0	0
		Appeals Upheld	8	3	4	0	0
		Appeals Withdrawn by Defense	2	7	17	1	0
		Appeals Open	14	8	18	1	0
PM	12	Trial CASES	30	31	32	6	0
		Outcome by count: Not Guilty	16	4	13	3	0
		Outcome by count: Guilty	20	31	28	7	0
		Outcome by count: Hung Jury	7	2	2	0	0
PM	13	Probation Violations Filed	960	801	504	116	8
PM	14	Victim Contact (all cases)	3189	3269	3389	745	701
PM	15	Domestic Violence counts	2699	3265	3458	758	843
PM	16	Minor Offenses (violations)	82	22	0	1	1

Cases Received	2017	2018	2019	2020 1Q	2020 2Q
<b>Domestic Violence Unit</b>	2101	2548	2353	541	541
<b>General Trial Unit</b>	5017	5456	4643	1343	1343
<b>Minor Offense &amp;Traffic</b>	82	22	0	1	1
Total Cases	7200	8026	6996	1885	1885

### PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

