
Administration Municipal Attorney's Office

Anchorage: Performance. Value. Results.

Mission

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	1/15	7%	1/14	7%	0%
2021 1Q	0/15	0%	0/14	0%	0%
2021 2Q	0/15	0%	1/14	7%	7%
2021 3Q	1/15	7%	0/14	0%	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	2021 1Q	2021 2Q	2021 3Q
Total Credits	200	260	218	249	33	69	69
# of Attorneys	27	28	29	29	29	28	28
Average Credits	7.4	9.2	7.5	8.6	1.1	2.5	2.5
% Greater than 9	82.2%	100%	83.3%	95.4%	87.8%	40.5%	67.8%

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%

	2017	2018	2019	2020	2021 1Q	2021 2Q	2021 3Q
Total Credits	144	174	168	108	24	48	24
# of Attorneys	27	28	29	29	29	28	28
Average Credits	5.3	6.2	5.8	3.7	1.2	1.7	1.1
% Greater than 6	88.3%	100%	96.7%	99.3%	82.7%	58.3%	57.1%

CLE – 6 credit average without ethics

Civil Division Municipal Attorney's Office

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Mission

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 (lit cases).

Accomplishment Goals

- Low incidence of remand or reversal on appeal

Performance Measures

Progress in achieving the goal shall be measured by:

Measure #4: Number of matters remanded or reversed on appeal.
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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	3/76	3.9%	0%	1/49	2%	0%
2021 1Q	4/32	12.5%	0%	0/35	0%	0%
2021 2Q	5/65	7.7%	0%	0/72	0%	0%
2021 3Q	5/65	7.7%	0%	0/52	0%	0%

Administrative Hearing Office Municipal Attorney's Office

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Mission

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	0/17	0%	0%
2021 1q	0/5	0%	0%
2021 2q	0/3	0%	0%
2021 3q	0/4	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	8/12	66.66%	5/5	100%	0/0	0%
2021 1q	3/5	60%	2/2	100%	3/3	100%
2021 2q	3/3	100%	0/0	0%	0/0	0%
2021 3q	2/4	50%	5/5	100%	0/0	0%

* 45 days is AHD; 20 days is Animal Control; 10 days is everything else

Criminal Division Municipal Attorney's Office

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Mission

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	2021 1Q	2021 2Q	2021 3Q
PM	7	Open	5430	6342	6740	6887	2018	2114	1990
PM	8	Declined	1670	2033	2318	1180	264	290	362
PM	9	Dismissals	1115	1309	1300	363	353	291	374
PM	10	Closed/Probation	8115	5231	6123	2142	850	917	1416
PM	11	Response to defense							
		Motions Granted	5	5	6	9	1	0	2
		Motions Denied	60	41	30	25	6	0	8
		Motions Open	44	24	25	35	6	0	11
		Withdrawn	0	0	0	13	0	0	0
		Appeals Upheld	8	3	4	0	0	0	0
		Appeals Withdrawn by Defense	2	7	17	2	0	0	2
		Appeals Open	14	8	18	8	8	0	3
PM	12	Trial Cases	30	31	32	6	0	0	2
		Outcome by count: Not Guilty	16	4	13	3	0	0	0
		Outcome by count: Guilty	20	31	28	7	0	0	3
		Outcome by count: Hung Jury	7	2	2	0	0	0	0
PM	13	Probation Violations Filed	960	801	504	505	63	90	20
PM	14	Victim Contact (all cases)	3189	3269	3389	3126	722	728	785
PM	15	Domestic Violence counts	2699	3265	3458	3033	745	880	826
PM	16	Minor Offenses (violations)	82	22	0	2	0	0	0

Cases Received	2017	2018	2019	2020	2021 1Q	2021 2Q	2021 3Q
Domestic Violence Unit	2101	2548	2353	3115	957	911	1077
General Trial Unit	5017	5456	4643	3641	496	514	515
Minor Offense &Traffic	82	22	0	3	0	0	0
	7200	8026	6996	6889	1453	1425	1592

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.

