
Administration Municipal Attorney's Office

Anchorage: Performance. Value. Results.

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%
2020 3q	0/15	0%	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 1Q	2020 2Q	2020 3q	2020 1Q
Total Credits	200	260	218	60	87	63	39
# of Attorneys	27	28	29	29	29	29	29
Average Credits	7.4	9.2	7.5	2.0	3.0	2.2	1.3
% Greater than 9	82.2%	100%	83.3%	22.2%	32.3%	80.7%	40.4%

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 1Q	2020 2Q	2020 3Q	2020 4Q
Total Credits	144	174	168	39	45	18	6
# of Attorneys	27	28	29	29	29	29	29
Average Credits	5.3	6.2	5.8	1.3	1.6%	6.2	4.8
% Greater than 6	88.3%	100%	96.7%	21.7%	25.8%	117%	53%

CLE – 6 credit average without ethics

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:

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 1q	1/23	4.3%	0%	1/49	2%	0%
2020 2q	1/25	4%	0%	1/49	2%	0%
2020 3q	1/14	7.1%	0%	1/49	2%	0%
2020 4q	0/14	0%	0%	1/49	2%	0%

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%
2020 3q	0/4	0%	0%
2020 4q	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%
2020 3q	4/4	100%	0		0	
2020 4q	2/3	66.67%	4/4	100%	0	

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

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	2020 3Q	2020 4Q
PM	7	Open	5430	6342	6740	1838	1356	1816	1877
PM	8	Declined	167	2033	2318	356	309	286	229
PM	9	Dismissals	1115	1309	1300	18	44	181	120
PM	10	Closed/Probation	8115	5231	6123	804	372	675	291
PM	11	Response to defense							
		Motions Granted	5	5	6	1	0	8	0
		Motions Denied	60	41	30	9	0	16	0
		Motions Open	44	24	25	8	0	27	0
		Withdrawn	0	0	0	0	0	13	0
		Appeals Upheld	8	3	4	0	0	0	0
		Appeals Withdrawn by Defense	2	7	17	1	0	1	0
		Appeals Open	14	8	18	1	0	7	0
PM	12	Trial Cases	30	31	32	6	0	0	0
		Outcome by count: Not Guilty	16	4	13	3	0	0	0
		Outcome by count: Guilty	20	31	28	7	0	0	0
		Outcome by count: Hung Jury	7	2	2	0	0	0	0
PM	13	Probation Violations Filed	960	801	504	116	8	335	46
PM	14	Victim Contact (all cases)	3189	3269	3389	745	701	787	893
PM	15	Domestic Violence counts	2699	3265	3458	758	843	752	679
PM	16	Minor Offenses (violations)	82	22	0	1	1	0	0

Cases Received	2017	2018	2019	2020 1Q	2020 2Q	2020 3Q	2020 4Q
Domestic Violence Unit	2101	2548	2353	541	541	1182	891
General Trial Unit	5017	5456	4643	1343	1343	517	438
Minor Offense &Traffic	82	22	0	1	1	1	0
Total Cases	7200	8026	6996	1885	1885	1700	1419

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.

