

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>
2015	1/16	6.3%	2/11	9.1%	0%
2016	1/15	6.7%	2/10	20%	0%
2017	3/15	20%	1/10	10%	0%
2018 3 qtr	0/15	0%	1/12	8.3%	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%.

	2015	2016	2017	2018 3 qtr
Total Credits	240	243	200	160
# of Attorneys	27	27	27	27
Average Credits	8.9	9.0	7.4	5.9
% Greater than 9	99%	100%	82%	66%

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%

	2015	2016	2017	2018 3 qtr
Total Credits	159	162	144	105
# of Attorneys	27	27	27	27
Average Credits	5.9	6.0	5.3	3.9
% Greater than 6	98%	100%	88%	65%

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.

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>
2015	0/83	0%	0%	0/230	0%	0%
2016	12/57	21%	0%	12/198	6%	0%
2017	2/56	3.6%	0%	2/191	1%	0%
2018 3rd	4/69	5.8%	0%	4/154	2.6%	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>
2015	1/60	0%	1.6%
2016	5/45	11.1%	2.2%
2017	1/62	1.6%	0%
2018 3 qtr	26/26	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
2015	30/30	100%	28/28	100%	2/2	100%
2016	16/16	100%	27/27	100%	1/2	50%
2017	29/30	97%	31/31	100%	1/1	100%
2018 3 qtr	12/12	100%	14/14	100%	0/0	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	2015	2016	2017	2018 3rd
PM	7	Open	5363	6380	5430	4249
PM	8	Declined	1651	1851	1670	1528
PM	9	Dismissals	1292	1344	1115	1063
PM	10	Closed/Probation	4122	9403	8115	4046
PM	11	Response to defense				19
		Motions Granted	31	48	5	4
		Motions Denied	5	7	60	35
		Motions Open	21	25	44	20

		Withdrawn	4	3	0	0
		Appeals Upheld	6	5	8	3
		Appeals Withdrawn by Defense	3	0	2	3
		Appeals Open	13	6	14	8
PM	12	Trial CASES	14	18	30	22
		Outcome by count: Not Guilty	16	14	16	2
		Outcome by count: Guilty	44	20	20	23
		Outcome by count: Hung Jury	3	0	7	2
PM	13	Probation Violations Filed	1034	1553	960	617
PM	14	Victim Contact (all cases)	3127	3128	3189	2431
PM	15	Domestic Violence counts	2832	2639	2699	2427
PM	16	Minor Offenses (violations)		156	82	22

Cases Received		2015	2016	2017	2018 3rd
Domestic Violence Unit		2,063	2047	2101	1865
General Trial Unit		7,121	5609	5017	4027
Minor Offense & Traffic		37	156	82	22
Total cases by Quarter		9,221	7,812	7,200	5,914

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.

