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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>
<b>2016</b>	1/15	6.7%	2/10	20%	0%
<b>2017</b>	3/15	20%	1/10	10%	0%
<b>2018</b>	2/15	13%	1/10	7%	0%
<b>2019 3rd q</b>	3/15	20%	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%.**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 3rd q</b>
Total Credits	243	200	260	140
# of Attorneys	27	27	29	29
Average Credits	9.0	7.4	8.9	4.8
% Greater than 9	100%	82%	99%	53%

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>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 3rd q</b>
Total Credits	162	144	174	90
# of Attorneys	27	27	29	29
Average Credits	6.0	5.3	6.0	3.1
% Greater than 6	98%	100%	88%	52%

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>
<b>2016</b>	12/57	21%	0%	12/198	6%	0%
<b>2017</b>	2/56	3.6%	0%	2/191	1%	0%
<b>2018</b>	3/78	3.8%	0%	3/190	1.6%	0%
<b>2019 3 q</b>	5/58	8.6%	0%	5/139	3.6%	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>
<b>2016</b>	5/45	11.1%	2.2%
<b>2017</b>	1/62	1.6%	0%
<b>2018</b>	0/35	0%	0%
<b>2019 3<sup>rd</sup> q</b>	0/32	0%	0%

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

	<b>10 days</b>	<b>% in 10 days</b>	<b>20 days</b>	<b>% in 20 days</b>	<b>45 days</b>	<b>% in 45 days</b>
<b>2016</b>	16/16	100%	27/27	100%	1/2	100%
<b>2017</b>	29/30	97%	31/31	100%	1/1	50%
<b>2018</b>	18/20	90%	15/15	100%	0/0	100%
<b>2019 3<sup>rd</sup> q</b>	14/16	88%	16/16	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	2016	2017	2018	2019 3q
PM	7	Open	6380	5430	6342	5199
PM	8	Declined	1851	1670	2033	1858
PM	9	Dismissals	1344	1115	1309	994
PM	10	Closed/Probation	9403	8115	5231	4897
PM	11	Response to defense				
		Motions Granted	48	5	5	6
		Motions Denied	7	60	41	24
		Motions Open	25	44	24	22

		Withdrawn	3	0	0	0
		Appeals Upheld	5	8	3	0
		Appeals Withdrawn by Defense	0	2	7	16
		Appeals Open	6	14	8	14
PM	12	Trial CASES	18	30	31	24
		Outcome by count: Not Guilty	14	16	4	7
		Outcome by count: Guilty	20	20	31	21
		Outcome by count: Hung Jury	0	7	2	1
PM	13	Probation Violations Filed	1553	960	801	483
PM	14	Victim Contact (all cases)	3128	3189	3269	1958
PM	15	Domestic Violence counts	2639	2699	3265	2659
PM	16	Minor Offenses (violations)	156	82	22	0

Cases Received		2016	2017	2018	2019 3q
<b>Domestic Violence Unit</b>		2047	2101	2548	2022
<b>General Trial Unit</b>		5609	5017	5456	4051
<b>Minor Offense &amp;Traffic</b>		156	82	22	0
Total cases by Quarter		7812	7200	8026	6073

**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.

