
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.

	Criminal	Criminal %	Civil	Civil %	Retirement %
2021	2/15	13%	1/14	7%	0%
2022	7/15	47%	4/13	31%	0%
2023					
2024 Q1					
2024 Q2	1/14	7%	1/13	7%	0%
2024 Q3	0/14	0%	1/13	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	2021	2022	2024 2Q	2024 3Q
Total Credits	200	260	218	249	234	198	80	78.75
# of Attorneys	27	28	29	29	27	102	18	10
Average Credits	7.4	9.2	7.5	8.6	8.6	7.8	4.4	7.87
% Greater than 9	82.2%	100%	83.3%	95.4%	103.8%	38.5%	33%	50%

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	2022	2024 2Q	2024 3Q
Total Credits	144	174	168	108	136	78	18	31
# of Attorneys	27	28	29	29	27	102	18	10
Average Credits	5.3	6.2	5.8	3.7	5.0	3.05	1	3.1
% Greater than 6	88.3%	100%	96.7%	99.3%	119.1%	65.4%	16.6%	20%

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

	Lit Only	Appeals	Rem/Rev	w/ NonLit	Appeals	Rem/Rev
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	20/63	31.7%	1.5%	0/67	0%	0%
2022	84/87	97%	0%	0/154	0%	0%
2023						
2024 Q1						
2024 Q2				0/77	0%	0%
2024 Q3						

Administrative Hearing Office Municipal Attorney's Office

Anchorage: Performance. Value. Results.

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

	Hearings	Appeal	Rem/Rev
2017	1/62	1.6%	0%
2018	0/5	0%	0%
2019	0/42	0%	0%
2020	0/17	0%	0%
2021	0/16	0%	0%
2022	0/25	0%	0%
2023			
2024 Q1			
2024 Q2	0/7	0%	0%
2024 Q3			

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	5/32	15%	10/11	100%	5/6	100%
2022	15/20	75%	11/17	65%	4/4	100%
2023						
2024 1Q						
2024 2Q	4/4	100%	2/2	100%	1/1	100%
2024 3Q						

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

Cases with hearing dates schedule between 7/1/2024 And 9/30/2024

10 day period of completion NOT DHHS

<i>Total Scheduled Hearings in date range:</i>	2
<i>Total Cases Stipulated:</i>	0
<i>Cases closed within the 10 day period:</i>	2
<i>Cases closed after the 10 day period:</i>	0
<i>Cases that have a hearing date w/o a date for completed:</i>	0
<i>Percent complete within the 10 day period:</i>	100.00%

45 day period of completion DHHS Cases

<i>Total Scheduled DHHS Hearings in date range:</i>	1
<i>Total Cases Stipulated:</i>	0
<i>Cases closed within the 45 day period:</i>	1
<i>Cases closed after the 45 day period:</i>	0
<i>Cases that have a hearing date w/o a date for completed:</i>	0
<i>Percent complete within the 45 day period:</i>	100.00%

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

			2024 Q1	2024 Q2	2024 Q3	2024 Q4	2024 Annual
PM	7	Open	1201	971	1070		3242
PM	8	Declined	609	563	508		1680
PM	9	Dismissals	418	772	980		2170
PM	10	Closed/Probation	577	556	356		1489
PM	11	Motion					
		Defense Motions Granted	47	15	2		64
		Defense Motions Denied	16	27	13		56
		Motions Open	37	16	8		61
		Withdrawn	2	0	5		7
		Defense Appeals Upheld	2	0	0		2
		Appeals Withdrawn by Defense	2	0	0		2
		Appeals Open	10	10	10		30
PM	12	Trial					
		Total Cases	10	0	3		13
		Outcome of case by count : Not Guilty	6	0	2		8
		Outcome of case by count : Guilty	4	0	1		5
		Outcome of case by count : Hung Jury	0	0			0
PM	13	Probation Violations Filed	41	40	44		125
PM	14	Victim Contact	581	626	652		1859
PM	15	Domestic Violence counts filed	514	446	501		1461
PM	16	Minor Offenses	0	20	38		58
CASES RECEIVED							
			2024 Q1	2024 Q2	2024 Q3	2024 Q4	2024 Annual
General Trial Unit			1,100	1,032	857		2,989
Domestic Violence Unit			425	398	415		1,238
Total cases by Quarter			1,525	1,430	1,272	-	4,227

PM 7 Due to continued staffing shortages, closing cases has stopped while staff
PM 10 attempt to keep vacant positions afloat. Numbers reflected in JustWare are off by
8,000 cases in need of closing.

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.

