



Law Department

Mark Sidran, City Attorney

Mission Statement

The mission of the Seattle Law Department is to deliver outstanding legal services to the City of Seattle by providing sound legal advice to help City officials achieve their goals; represent the City in litigation; and protect public health, safety, and welfare by effectively prosecuting violations of criminal and civil ordinances.

Goals

- Deliver comprehensive, affordable, high-quality legal advice to Law Department clients.
- Provide clients with zealous, effective, and affordable representation in litigation.
- Skillfully and efficiently prosecute violations of criminal and civil ordinances.

Appropriations

Fund/Line of Business (in thousands of dollars)	Summit Code	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund					
Administration	J11	1,155	1,334	1,403	1,447
Civil Law	J13	6,266	6,175	6,532	6,750
Criminal Law	J15	5,001	5,032	5,095	5,256
Department Total		12,421	12,541	13,030	13,453
Positions (in Full Time Equivalents)		168.50	167.00	163.00	163.00

Administration

Purpose Statement

The purpose of the Administration Line of Business and Program is to collectively recruit, train, evaluate, and retain qualified personnel who reflect the community and can effectively complete their assigned tasks; operate and maintain computer systems that enable department personnel to effectively use work-enhancing technology; and ensure the financial integrity of the department.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	1,155	1,334	1,403	1,447
Program Total	1,155	1,334	1,403	1,447
Positions (in Full Time Equivalents)	18.50	18.50	18.50	18.50

Civil Law

Purpose Statement

The purpose of the Civil Law Line of Business and Program is to provide technically solid and creative legal advice to the City's policy makers, thus making them aware of the range of legal alternatives to pursue their objectives in a manner that can be effective and withstand legal challenge.

Key Performance Targets

- The percent of clients who give a favorable rating, through the biennial survey on knowledge, professionalism skills, responsiveness, and courtesy of legal staff, will exceed 90%.

Program Highlights

Respond to approximately 600 new lawsuits and 1,900 claims in 2001.

Continue to assess the knowledge, professionalism, responsiveness, skill, and courtesy of the Civil Division lawyers and staff through a biennial survey of clients.

Continue to develop the Community Prosecution/Neighborhood Liaison Program by providing legal and problem-solving advice to police, attending community meetings, and working to solve community problems with precincts and Neighborhood Action Teams. Grant funds and re-programmed salary funds finance this program.

As part of a larger reduction, additional salary savings are assumed in the Litigation and Legal Counsel Line of Business and the budget is reduced by \$63,000 in 2001 and \$64,000 in 2002.

Due to the passage of Initiative 722, the budget for miscellaneous items in Litigation and Legal Counsel has been reduced by \$28,000 in 2001 and 2002.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	6,266	6,175	6,532	6,750
Program Total	6,266	6,175	6,532	6,750
Positions (in Full Time Equivalents)	73.50	74.50	74.50	74.50

Criminal Law

Purpose Statement

The purpose of the Criminal Law Line of Business and Program is to prosecute ordinance violations and misdemeanor crimes in Municipal Court to protect the public's health, safety, and welfare. This includes maintaining case information and preparing effective case files for the court appearances of prosecuting attorneys and assisting and advocating for victims of domestic violence throughout the court process.

Key Performance Targets

- Filing standards will be met in at least 90% of cases reviewed each month, including attorney review of police reports, and charging decisions will be made within two weeks of receipt.

Program Highlights

Increase the efficiency and effectiveness of prosecution efforts among public safety agencies through the planning and implementation of Seattle's Criminal Justice Information System (SeaJIS). The Law, Safety, and Justice Systems Replacement Capital Improvement Project managed by the Executive Services Department has appropriation authority for \$1.12 million for SeaJIS, contingent on the City receiving its full share of the requested reimbursement from the federal government for the World Trade Organization ministerial.

Collaborate with Civil Division attorneys to manage and expand the Community Prosecution/Precinct Liaison Program, which uses the community-based problem solving strategies employed in community policing to improve public safety and livability.

Eliminate 2.0 FTE Administrative Specialist I positions in the Case Preparation Unit due to case load reduction. This reduction is primarily attributable to implementation of the Driving with License Suspended (DWLS) impound program and efficiencies derived from the upgrade of DAMION, the Division's misdemeanor case management software.

As part of a larger reduction, the Case Preparation, Domestic Violence, and General Prosecution Line of Business is reduced by \$54,000 in 2001 and \$55,000 in 2002 by assuming additional salary savings and reducing miscellaneous line items.

Due to the passage of Initiative 722, the budget for Case Preparation, Domestic Violence, and General Prosecution Program has been reduced by \$80,000 in 2001 and \$82,000 in 2002. Two additional FTE Administrative Specialist 1 positions in the Case Preparation Unit are eliminated.

Due to the passage of Initiative 722, the budget for miscellaneous items for Case Preparation, Domestic Violence, and General Prosecution Program has been reduced by \$18,000 in 2001 and 2002.

Resources

Funding Source (in thousands of dollars)	1999 Actual	2000 Adopted	2001 Adopted	2002 Endorsed
General Subfund	5,001	5,032	5,095	5,256
Program Total	5,001	5,032	5,095	5,256
Positions (in Full Time Equivalents)	76.50	74.00	70.00	70.00

Law

Position Changes

Program/Position Change (in Full Time Equivalents)	2001 Adopted	2002 Endorsed
Prior Year FTE Total	167.00	163.00
<u>Case Preparation, Domestic Violence, and General Prosecution</u>		
Delete Administrative Specialist I	-1.00	
Delete Administrative Specialist I	-1.00	
Delete Administrative Specialist I	-1.00	
Delete Administrative Specialist I	-1.00	
New FTE Subtotal	-4.00	0.00
FTE Total	163.00	163.00