



# Law Department

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## Mission Statement

The mission of the 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

<b>Fund/Line of Business</b>	<b>Summit Code</b>	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2002 Endorsed</b>	<b>2002 Proposed</b>	<b>2002 Adopted</b>
<b>General Subfund</b>						
Administration	J1100	1,345,403	1,403,100	1,447,151	1,450,043	1,432,238
Civil Law	J1300	6,229,131	6,532,242	6,750,236	6,377,162	6,222,041
Criminal Law	J1500	5,076,590	5,094,551	5,255,809	5,266,678	4,999,585
<b>Department Total</b>		<b>12,651,124</b>	<b>13,029,893</b>	<b>13,453,196</b>	<b>13,093,883</b>	<b>12,653,864</b>
<b>Positions</b> (In Full Time Equivalents)		<b>167.00</b>	<b>163.00</b>	<b>163.00</b>	<b>160.50</b>	<b>155.40</b>

## Administration

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### 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.

### 2002 Proposed Program Changes

Restore position authority for 1.0 FTE Administrative Specialist I position in 2001, per Ordinance #120338. This position, which provides assistance to attorneys in the preparation of cases, was inadvertently cut during the 2001-2002 budget process.

### 2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, reduce the Administration program budget by \$17,805 and eliminate 1.4 FTE Administrative Specialist I in 2002. The elimination of 1.0 FTE Administrative Specialist I has no net budget impact, as the position was unfunded in the 2002 Endorsed Budget. This impacts administrative assistance with case preparation and also reduces a number of administrative line items from the program budget.

### Resources

<b>Funding Source</b>	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2002 Endorsed</b>	<b>2002 Proposed</b>	<b>2002 Adopted</b>
General Subfund	1,345,403	1,403,100	1,447,151	1,450,043	1,432,238
<b>Program Total</b>	<b>1,345,403</b>	<b>1,403,100</b>	<b>1,447,151</b>	<b>1,450,043</b>	<b>1,432,238</b>
<b>Positions</b> (in Full Time Equivalents)	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>19.50</b>	<b>18.10</b>

## 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%.

### 2002 Proposed Program Changes

Transfer 1.0 FTE Senior Assistant City Attorney in 2001 from the finance division of the Executive Services Department to the Civil Law program, per ordinance #120338. This position continues to provide legal services to the Department of Finance as a tax attorney and continues to be supported by Department of Finance resources.

Add 0.50 FTE Assistant City Attorney in 2001 to the Civil Law program, per ordinance #120412. This position provides legal services to the Parks Department for the 2000 Parks Levy program. As such, it is supported by levy resources and will sunset on or before December 31, 2008.

Transfer 6.0 FTE Claims Management and Claims Adjuster positions as well as associated funding of \$387,571 out of the Civil Law program in 2002 to create a citywide Risk Management function in the Department of Finance. These positions investigate and evaluate claims for damages made against the city. As a result of this transfer, the work of claims managers and adjusters is better coordinated with the work of the rest of the risk management team.

### 2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, reduce the Civil Law program budget by \$155,121 and eliminate 0.5 FTE Assistant City Attorney as well as 0.2 FTE Legal Assistant in 2002. These reductions impact the preparation of cases and decrease funding for a number of administrative line items in the program budget.

### Resources

<b>Funding Source</b>	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2002 Endorsed</b>	<b>2002 Proposed</b>	<b>2002 Adopted</b>
General Subfund	6,229,131	6,532,242	6,750,236	6,377,162	6,222,041
<b>Program Total</b>	<b>6,229,131</b>	<b>6,532,242</b>	<b>6,750,236</b>	<b>6,377,162</b>	<b>6,222,041</b>
<b>Positions</b> (in Full Time Equivalents)	<b>74.50</b>	<b>74.50</b>	<b>74.50</b>	<b>70.00</b>	<b>69.30</b>

## Criminal Law

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### 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

- Meet filing standards in at least 90% of cases reviewed each month, including attorney review of police reports, and make charging decisions within two weeks of receipt.

### 2002 Proposed Program Changes

Restore position authority for 1.0 FTE Administrative Specialist I position in 2001, per Ordinance #120338. This position, which provides assistance to attorneys in the preparation of cases, was inadvertently cut during the 2001-2002 budget process.

### 2002 Adopted Program Changes

Due to the combined impact of the region's economic downturn and the passage of I-747, reduce the Criminal Law program budget by \$267,093 and eliminate 1.0 FTE Assistant City Attorney as well as 2.0 FTE Administrative Specialist I positions in 2002. The Criminal program is able to eliminate these positions due to efficiencies created by the judicial vacancy in the Municipal Court. Additional reductions freeze vacant positions and decrease a number of administrative line items in the program.

### Resources

<b>Funding Source</b>	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2002 Endorsed</b>	<b>2002 Proposed</b>	<b>2002 Adopted</b>
General Subfund	5,076,590	5,094,551	5,255,809	5,266,678	4,999,585
<b>Program Total</b>	<b>5,076,590</b>	<b>5,094,551</b>	<b>5,255,809</b>	<b>5,266,678</b>	<b>4,999,585</b>
<b>Positions</b> (in Full Time Equivalents)	<b>74.00</b>	<b>70.00</b>	<b>70.00</b>	<b>71.00</b>	<b>68.00</b>

## Position Changes

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<b>2002 Proposed FTE Total</b>	<b>160.50</b>
<b>Program/Position Changes</b> (in Full Time Equivalents)	
<u>Administration</u>	
Delete admin spec I	(1.00)
FTE Change admin spec I to 0.6 from 1	(0.40)
<u>Case Preparation, Domestic Violence, and General Prosecution</u>	
Delete City Attorney, Asst	(1.00)
Delete admin spec I	(1.00)
Delete admin spec I	(1.00)
<u>Litigation and Legal Counsel</u>	
Delete City Attorney, Asst	(0.50)
FTE Change Legal Asst to 0.8 from 1	(0.20)
<b>Subtotal 2001 Mid-year and 2002 Changes</b>	<b>(5.10)</b>
<b>2002 Adopted FTE Total</b>	<b>155.40</b>