

SEATTLE CITY ATTORNEY'S OFFICE

ANNUAL REPORT - 2018

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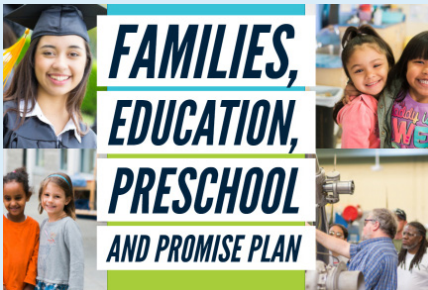
CIVIL DIVISION

The Seattle City Attorney's Office Civil Division is the City's law firm. Daily, the 60-plus lawyers in the Division provide legal advice and representation on a wide range of issues, from constitutional law to affordable housing, from police reform to environmental cleanups, from collective bargaining rights to bond financing. As the City's in-house law firm, the Civil Division provides high quality legal advice and litigation services without the high price tag of a private law firm. Civil Division attorneys also recover money for the City in taxes, damages, and enforcement penalties.

The Civil Division is divided into seven sections, each dedicated to a key area of legal responsibility for the City. The sections are: Contracts and Utilities, Employment, Environmental Protection, Government Affairs, Land Use, Regulatory Enforcement and Economic Justice, and Torts. A representative sampling of the cases and projects handled by each section in 2018 follows.

GOVERNMENT AFFAIRS

When the Mayor or City Council develop new legislation, the Government Affairs Section provides legal guidance and review. When the City's laws face legal challenges, Government Affairs litigates cases concerning a wide range of issues.



FAMILIES AND EDUCATION LEVY

Government Affairs attorneys drafted the ordinance, ballot measure, and voters pamphlet for the Seattle Families, Education, Preschool, and Promise Plan. The levy passed in November 2018 by a large margin. It provides \$619.6 million in funding over seven years to fund a variety of education programs benefitting Seattle students in pre-K, K-12 school, and through college scholarships.



LYFT V. CITY OF SEATTLE

Section attorneys prevailed in the State Supreme Court in a case involving a public records request for transportation network companies' (Uber and Lyft) data submitted to the City. The Court found that the TNCs could not assert trade secret protections and obtain an injunction to prevent release of data unless they met the rigorous injunction standard in the Washington Public Records Act. After the decision, plaintiffs did not pursue an injunction and the data has been disseminated.



DEMOCRACY VOUCHERS

Government Affairs attorneys successfully defended the City's Democracy Voucher program from a constitutional challenge. In doing so, it permitted the first-of-its-kind public campaign funding program to continue to thrive. The case has been accepted for review by the Washington State Supreme Court.

TORTS

The Torts Section pursues large claims on behalf of the City for damages due to the negligence of others. The section also defends the City against lawsuits brought by plaintiffs who allege the City or its employees caused personal injury or property damage and seek money damages. The Torts Section advises City departments on liability issues and provides training to departments on risk management techniques, meant to reduce lawsuits and liability exposure, not just in terms of settlements or judgments but in overall litigation costs.



GRAY V. CITY OF SEATTLE

In a case involving an allegation that the location and height of a City fire hydrant were partly to blame for a New Year's Eve single car crash, the Torts team prevailed on summary judgment. The summary judgment ruling was later affirmed on appeal.



OBTAINING INSURANCE COVERAGE

In 2018, as in other years, the Torts section was successful in obtaining insurance coverage for the City in a number of cases involving City permits and additional insurance agreements. These efforts saved City funds as insurance companies provided legal defenses to the City and paid for any necessary settlements.

EMPLOYMENT

The Employment Section helps navigate employment laws, collective bargaining agreements, civil service regulations and City policies that apply to over 13,000 City employees. Section attorneys also defend the City (and sometimes its employees), advise departments, and litigate when necessary.



WORKERS' COMPENSATION

Employment attorneys continued to manage Workers' Compensation cases to ensure that employees get the benefits to which they are entitled.



EMPLOYMENT ADVICE

Attorneys strive to provide solid, pragmatic legal advice that allows City operations to proceed efficiently and fairly. Section attorneys call upon their expertise on such topics as the Americans with Disabilities Act, the Washington Law Against Discrimination, wage and hour laws, collective bargaining acts, personnel rules, and more.

CONTRACTS & UTILITIES

When a City Department pursues capital projects, property transactions, or purchasing agreements, the Contracts & Utilities Section steps in to draft agreements and legislation, provide legal advice, and handle any resulting litigation.



NEW ARENA AT SEATTLE CENTER

In 2018, section attorneys were part of the team that negotiated and finalized a deal to transform the City's historic arena at Seattle Center into a world-class sports and entertainment venue. Section attorneys participated in drafting the complex documents that require the estimated \$800 million arena project to be completed at private cost.



APPEAL OF FCC 5G ORDER PREEMPTING LOCAL AUTHORITY

The FCC released an Order that significantly impedes local authority over the deployment of small wireless infrastructure and "gifts" public property to a small, favored group of private business. Seattle, along with other jurisdictions, filed a petition for review appealing the Order, challenging the FCC's authority to issue it and its interpretations of federal law.



WSDOT LITIGATION

In 2018, section attorneys resolved litigation against WSDOT and its contractor arising out of work on the SR 99 Tunnel Project that caused widespread settlement of SPU watermain in Pioneer Square. CAO attorneys succeeded in obtaining partial summary judgment on liability in August 2018, which led to a settlement in which the defendants and their insurers paid the City \$26 million in repair costs for the damaged watermain.

LAND USE

The Land Use Section provides legal advice and litigates on issues including growth and development, land use permits, zoning, building codes, historic preservation, and low-income housing.



ADVANCING THE MANDATORY HOUSING AFFORDABILITY

Mandatory Housing Affordability (MHA) involves rezoning areas of the City to provide more housing capacity, while requiring new commercial and multifamily buildings to include affordable housing or pay to help fund affordable housing elsewhere. Land Use Section attorneys have been defending the environmental impact statement prepared for the MHA, assisting in developing rezone ordinances, and working with the City Council as they craft MHA requirements.



COMPLETING THE MISSING LINK

The Burke-Gilman Trail regional gem, runs from Golden Gardens Park in Seattle to the Sammamish River Trail in Bothell. The trail is complete except for a 1.4-mile segment through the Ballard neighborhood known as the "Missing Link." A Land Use Section attorney has been defending the environmental impact statement prepared for the Missing Link to finish the trail.



SUPPORTING KEY ARENA REDEVELOPMENT

The Oak View Group is redeveloping the KeyArena to create a 17,400-seat hockey and a 18,600-seat basketball venue for an NHL team and the WNBA Seattle Storm. Land Use Section attorneys advised City departments, the Mayor's Office, and the City Council on preparing the environmental impact statement and issuing land use and street use permits for the project.

REGULATORY ENFORCEMENT AND ECONOMIC JUSTICE

The Regulatory Enforcement and Economic Justice ("REEJ") section was created in 2015 to centralize civil enforcement of all City regulations and to collaborate with other City Departments on overlapping public safety issues. REEJ enforces City regulations, provides legal advice, reviews and drafts enforcement ordinances, and collaborates with other City departments on overlapping public safety issues.



LAND USE CODE COMPLIANCE

The Department of Construction & Inspections cases handled by REEJ involve work performed without proper permits, vacant buildings open to entry, buildings that are unfit for human habitation, illegal tree cutting and maintenance of nuisance properties. REEJ attorneys are currently litigating 51 SDCI cases and in 2018 obtained judgments in the amount of \$2,730,874.63.



ENFORCING WORKER PROTECTION LAWS

REEJ attorneys enforce the Office of Labor Standards Ordinances including the Minimum Wage, Paid Sick and Safe Time, Wage Theft and Scheduling ordinances, and provide advice regarding proposed rules and related ordinances. In 2018, REEJ litigated 5 labor standard cases and obtained judgments and/or settlements that totaled \$107,567.60.



CIVIL RIGHTS ENFORCEMENT

REEJ attorneys provide advice to the Office of Civil Rights and enforces the City's discrimination ordinances, including the Housing, Employment and Public Accommodation ordinances. In 2018, REEJ handled 5 discrimination cases and resolved 4. Resolution included payment of damages to the injured parties, penalties and anti-discrimination training.

EXAMPLE CASE:

The case involved two charging parties, a woman who had survived advanced cancer and her husband. The tenants made a reasonable accommodation request as to the timing of some plumbing repairs that the landlord needed to make because the woman needed running water at a certain time of day for one of her homeopathic treatments. The communications between the couple and the landlord quickly broke down into acrimony and included a threat by the landlord to raise the rent. They were then subjected to a rent increase that even the landlord acknowledged was "catastrophic" while other tenants did not receive the same increase.

The Seattle Office for Civil Rights (SOCR) investigation found that the landlord had committed acts of retaliation in two separate instances.

At the hearing, the City prevailed and obtained damages for the couple in the amount of \$13,293.67 and a payment of a \$2,500.00 fine to SOCR. The Respondents were required to attend training and post fair housing notices at the property.

ENVIRONMENTAL PROTECTION

The Environmental Protection Section helps steward a clean Seattle by working with City departments to enforce our laws, negotiating environmental provisions in contracts and regulations, training staff on environmental regulations, and stepping in to litigate when necessary.

In our urban environment, contamination from past use of pesticides, former dry-cleaners, gas stations and the like, is often present on property the City wants to acquire. Section attorneys help City staff evaluate environmental information and develop options to clean up such property, such as contract provisions that allow the costs to be deducted from the purchase price. Attorneys also advise on the applicable laws and how to comply with them.



Seattle's rain carries fertilizers, oil and other pollutants into the City's stormwater and sewer systems and ultimately to our lakes, rivers and Puget Sound. Section attorneys help draft City ordinances that require measures to reduce pollutants, such as keeping wash water on site, covering hazardous materials that are outdoors, and preventing spills. Attorneys work with City inspectors who discover that a business is not employing such measures to enforce City code requirements.

The City is often involved with sites being cleaned up under state or federal laws, due to having owned the property or having a City facility there. Section attorneys help protect the City from paying more than its fair share of cleanup costs, by identifying parties that caused some of the contamination and negotiating or bringing a lawsuit to get them to contribute to the cleanup.

CRIMINAL DIVISION

The Criminal Division handles misdemeanors, gross misdemeanors and traffic infractions in Seattle Municipal Court. The work of the Criminal Division staff extends beyond the traditional role of prosecuting criminals, encompassing a broad range of activities designed to reduce or prevent crime, solve problems, and empower neighborhoods.

REVIEW & FILING UNIT

The Review & Filing Unit (RFU) makes filing decisions on all non-domestic violence cases. RFU has an eye towards the quick and efficient (i.e., early) resolution of as many cases as possible, thereby reducing the number of cases needed for trial.

REVIEW & FILING REORG

In 2018 the “Early Plea Unit” reorganized and changed it’s name to Review and Filing Unit to shift resources where more urgently needed in the Criminal Division and focus more on the unit’s core function of the making filing decisions on the 14,207 police reports that came to the City Attorney’s Office Criminal Division in 2018. RFU has 7 attorneys reviewing all reports, whether Drinking and Driving, Assault, Harassment, Theft, Trespass, Vehicle Prowls, or any other report submitted by the Seattle Police Department. RFU determines whether to charge, what charges are appropriate, and the City’s initial sentencing recommendation. RFU also handles all jail and drinking & driving case arraignments and bail arguments.



2018 - BY THE NUMBERS

In 2018 the Criminal Division received 14,207 reports from SPD for consideration of criminal charges. Of those reports, 8,201 cases were filed in Seattle Municipal Court (SMC).

Breaking down those numbers, the division received 3,124 domestic violence (DV) reports and filed DV charges on 1,287 cases, and received 1,033 DUI reports and filed charges on 996 cases. (Note: Some reports may have been received in 2017 but not filed until 2018).

Rationale for Cases Declined:

- 27%** - Insufficient Proof
- 24%** - Lack of Victim Participation
- 18%** - Unlikely to Prevail at Trial
- 6%** - DWLS3 (“Driving While Poor”)

Other Decline rationales include:

Sent to Diversion Program or LEAD, Sent case to County Prosecutor to charge as a felony; Erroneous Report; Used in plea bargain

2017 Reports Received	14600
2018 Reports Received	14207
% Change	-3%
2017 Cases Filed	7827
2018 Cases Filed	8201
% Change	5%
2017 % Reports Received were Declined	43%
2018 % Reports Received were Declined	52%
2017 Avg. # Days From Date Rec'd to Disposition	233
2018 Avg. # Days From Date Rec'd to Disposition	344
2017 Jury Trial Settings	1071
2018 Jury Trial Settings	1100
% Change	3%
2017 Jury Trials with Finding	128
2018 Jury Trials with Finding	93
% Change	-27%

TRIAL TEAM UNIT

The Trial Team is made up of prosecutors who handle all the trials set in Seattle Municipal Court not assigned to the Domestic Violence Unit. The team prosecutes criminal traffic cases, persons crimes, property crimes, and other offenses. TTU prosecutors also negotiate cases at pre-trial hearings, respond to defense motions and probation violation matters, and address defense appeals from criminal convictions. Working in one of the busiest jurisdictions in the state, members of the trial team work diligently to balance the need for accountability with the desire to promote rehabilitation.

CASE OF INTEREST: NEW DUI TECHNOLOGY

In late 2017, the Washington State Patrol began to implement a new instrument to measure the breath alcohol levels of suspected impaired drivers throughout the City's five police precincts. The new instrument, the Draeger Alcotest 9510 (the "Draeger"), replaces the decades-old BAC Datamaster, and adds many features to make breath alcohol testing in Seattle even more accurate and reliable. While the Draeger still uses infrared spectroscopy to measure alcohol molecules in a person's breath, the Draeger also adds a second Electro Chemical analysis that measures the electrical energy generated when an alcohol molecule is broken down. Both of these tests are run for each sample of breath given by a suspected impaired driver to provide added confidence in the accuracy and reliability of the level of impairment.



2018 brought a case that was the first jury trial in Seattle Municipal Court where the results of the new Draeger instrument were admitted in trial. In this case, the Defendant was first observed by a Seattle Police Officer when the car she was driving almost struck a patrol car that was pulled over to the side of the road for a separate traffic stop. The officer was able to follow the Defendant car as it continued to drive erratically before eventually making a traffic stop. Upon contact, the Defendant showed multiple signs of impairment and was transported to the North Precinct for the breath test. The defendant, using the Draeger breath testing instrument, provided breath samples that measured .22, well over twice the .08 limit.

At trial, Assistant City Prosecutor Kerry Werner sought to introduce the evidence of the breath test. To do so, she called as a witness Trooper Keith Lentz of the Washington State Patrol who testified about the rigorous quality assurance protocols that the State Patrol uses to ensure the instruments are working properly, the compressed gas that is used to provide an external standard for the instrument to measure in each case, and the overall accuracy and reliability of the breath test. Seattle Police Officer Thomas Heller also testified about how the test was administered at the precinct. Over multiple objections from the defense, Ms. Werner was able to have the results of the Draeger instrument admitted into evidence and the jury found the Defendant guilty of Driving while Under the Influence.



APPELLATE UNIT

The Appellate Unit argued 45 appeals and writs in 2018, and another 12 appeals and writs were withdrawn or dismissed by the defendant. The number of appeals and writs filed, 72, was down 11% from 2017. A total of eight attorneys argued appeals and writs in addition to the Unit supervisor.

DOMESTIC VIOLENCE UNIT

MISDEMEANOR DOMESTIC VIOLENCE PROSECUTION

The unit managed 1,287 filed domestic violence cases which includes 509 domestic violence protection order violations, 53 assaults with sexual motivation, 25 stalking cases and 34 cyberstalking cases in 2018. The unit continues to implement a risk-based approach prioritizing resources for the highest risk cases such as violent assaults, assaults with sexual motivation, stalking, and cyberstalking. Due to the dedication and hard work of the domestic violence prosecutors there has been a dramatic increase in evidence-based prosecutions, meaning cases where the victim does not appear for trial or recants their statement to police. For the third year in a row there was a reduction in cases dismissed for a lack of victim or witness participation, which shows greater investment in providing resources and support for victims, as well as maintaining close contact. But the most significant impact of the risk-based model is a dramatic increase in guilty verdicts over the last three years: from a 39% to 71% success rate, and a reduced dismissal rate. The DV Unit Prosecutors and Advocates have worked tirelessly this year to improve our practice, to triage resources toward those who post the most harm, and to keep victims of domestic violence safe by holding offenders accountable and providing advocacy and services.



VICTIM ADVOCATES

The nine Victim Advocates in the domestic violence unit worked closely with prosecutors to respond to almost 3,200 reports of intimate partner violence, family and child violence, stalking (regardless of relationship) and sexual assault (regardless of relationship). Prior to filing criminal charges, the Seattle Advocates make multiple attempts to contact the victim to get his or her input. Victim Advocates contact victims to do safety planning and gather a victim's input regarding the impact prosecution would have on his or her situation.

It is the prosecutor's decision whether to prosecute based on public and victim safety and the Assistant City Prosecutors take that responsibility very seriously. If charges are not filed, Advocates offer support and referral to community and legal services. If charges are filed, Advocates will work with the victim throughout the pendency of the case, which can be anywhere from 2 months to 2 years. Prosecutors and Advocates work together closely to ensure that the goals of victim safety and offender accountability are balanced throughout the process.



DOMESTIC VIOLENCE INTERVENTION PROGRAM

The Domestic Violence Intervention Project ("DVIP") is an intervention model designed to focus on an offender's individualized needs instead of the traditional one-size-fits-all batterers treatment. DVIP involves three steps: 1) a detailed risk-needs assessment that will address the offenders' individual needs; 2) the creation of a multi-disciplinary team to follow the offender's progress and hold all parties accountable; and 3) placing the offender in one of four levels of intervention to give them the tools they need to have healthy relationships. Defendants' compliance will be closely monitored, following the therapeutic models of Mental Health and Drug Courts.

DVIP will create an individualized intervention team to address each perpetrator's needs. Second, it will include community and system-based victim advocates, so victims may have a voice and their concerns can be addressed.

FIREARMS ENFORCEMENT UNIT

The Regional Domestic Violence Firearms Enforcement Unit is dedicated to enforcing Court Orders to surrender firearms issued out of domestic violence protection orders, extreme risk protection orders and criminal no-contact orders. The goal is to ensure immediate surrender of firearms, concealed pistol licenses and other deadly weapons through swift and certain enforcement of firearms laws.

In 2015, thousands of firearm surrender orders were issued, with only 52 firearms recovered. In 2018 alone, the firearms unit recovered more firearms than were recovered since the law requiring abusers to surrender firearms passed in 2014. The total number of firearms recovered in 2018: 592—a 400% increase from 2016.

The Unit is responsible for proactively assisting with the service of court orders, immediate removal of firearms based on those orders to reduce risk, and for criminally charging those who fail to comply or who otherwise possess firearms unlawfully. Partnering with the King County Prosecuting Attorney's Office, Seattle Police Department, and the King County Sheriff's Office, harm reduction is the foundation of the Unit's work.

SPECIALTY COURT UNIT (SCU)



PRE-FILING DIVERSION

The Seattle City Attorney's Office strives to be a leader in criminal justice reform and achieve better public safety outcomes. The development and growth of our Pre-Filing Diversion Program provides opportunities for people accused of lower level offenses to be connected to resources and community support rather than face criminal charges.

Last year in a continuation of our partnership with Choose 180, a Seattle area non-profit, 157 young adults were diverted on 161 cases that would have resulted in criminal charges. Instead of being saddled with the collateral consequences of having been criminally charged, these young people took part in Choose 180's Young Adult Workshop where they heard from people with shared backgrounds and experiences and were encouraged to identify the behaviors that had led them to their circumstances and envision the path to make change. The program helps young adults identify support services needed and connects them directly to services in partnership with the Court Resource Center. Participants were supported with case management for housing, employment support, domestic violence resources and referrals for mental health and chemical dependency.



LEAD

The Seattle City Attorney's Office maintains a strong commitment to its partnership with the Law Enforcement Assisted Diversion (LEAD) Program. LEAD provides an opportunity for police officers to divert individuals engaging in low-level criminal activity that stems from unmet behavioral health needs or poverty to a trauma-informed intensive case management program, instead of jail and prosecution. Once enrolled in the program, CAO and other community partners work closely with case managers to ensure all contact with LEAD participants going forward, including new offenses, are coordinated to maximize the opportunity for the participant to achieve behavioral change.

In 2018, CAO's dedicated prosecutorial liaison position was tasked with tracking and managing all non-diverted LEAD charges/cases. All filing decisions, negotiations, and hearings for LEAD participants are handled by the CAO liaison. Having a dedicated CAO liaison to track and manage LEAD offenses has increased the effectiveness of this program in Seattle Municipal Court and resulted in better outcomes for engaged participants.

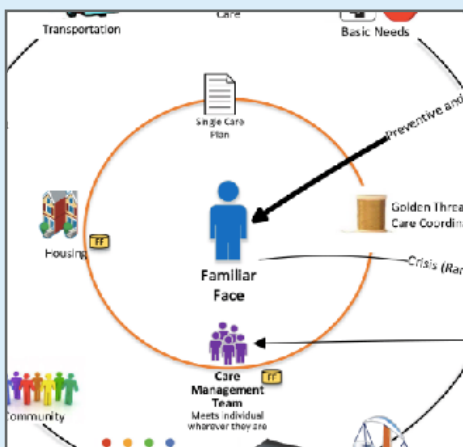
OTHER SPECIALTY COURT UNIT MATTERS

Familiar Faces Initiative – Intensive Case Management Team (Vital)

The CAO LEAD prosecutorial liaison similarly coordinates criminal justice involvement for Vital clients. Vital provides comprehensive and integrated services to adults identified by their high utilization of the King County Jail who are experiencing behavioral health challenges, need an intensive level of community-based support, and may be experiencing homelessness.

Legal Intervention and Network of Care (LINC)

In July, 2018 a dedicated CAO prosecutorial liaison position was created in partnership with King County Behavioral Health Community and Human Services to coordinate expanding access to LINC and improving services provided to individuals who have a history of or at risk of cycling through legal competency services. The LINC program provides short term intensive case management to adults with behavioral health conditions who have been booked into jail and have a history of legal competency being raised.



SPECIALTY COURT UNIT (SCU)



MENTAL HEALTH COURT

Seattle Mental Health Court (MHC) works to improve public safety, reduce jail use and interaction with the criminal justice system for persons with mental illness, and connect participating defendants to mental health services. MHC can be an effective tool in assisting mentally ill defendants to stay on medications and stay engaged with community mental health services. MHC is a voluntary program in which defendants must be willing and competent to comply with conditions set out by the Court.

MHC also continues to resolve all competency issues. When a defendant is found incompetent to stand trial because of mental disease or defect, the city cannot proceed with the criminal charges. Some cases qualify for the defendants to be transferred to Western State Hospital for inpatient treatment. In most cases, however, the charges are dismissed. To ensure the safety of both the community and defendant, defendants are referred to mental health professionals to determine whether civil commitment is appropriate prior to release.



VETERANS TREATMENT COURT

Seattle Veterans Treatment Court (VTC) was created to serve the needs of veterans negatively impacted by their military service. It is a voluntary court-monitored therapeutic treatment program that balances the mental health and/or substance abuse needs of the veteran defendants with the need for public safety.

VTC operates differently than traditional courts. Following the mental health court model, veteran defendants must attend treatment, maintain abstinence from alcohol and non-prescribed drugs, and attend frequent court reviews. Graduated sanctions are employed to encourage compliance, with termination from the program as the last resort. The most significant difference from a traditional court is the cohort effect achieved by having veterans assemble as a group for the hearing. Rather than leaving court when their hearings are finished, veterans must stay for the entire calendar, so they observe the struggles and accomplishments of their fellow veteran defendants.

ADMINISTRATION DIVISION

The Administration Division provides executive leadership, communications and operational support for the 200-employee department. The division is comprised of the City Attorney, his immediate staff and the Accounting/Finance, Human Resources and Information Technology sections, and a Business Process Coordinator.



BUDGET & FINANCE

The Administration Division was instrumental in helping the office achieve its budget goals in 2018, adding multiple new positions to address a variety of needs:

The Administration Division was instrumental in helping the office achieve its budget goals for 2018

- Paralegal support for the LEAD Program;
- A Police Action Assistant City Attorney to reduce reliance on outside counsel;
- A Manager position for the implementation of a multijurisdictional, multi-disciplinary regional Firearm Surrender Unit to enforce the surrender of firearms from prohibited possessors.

Facilities and Front Desk

- The City Attorney's Office front desk stays busy by answering, addressing or routing phone calls; assisting walk-in visitors; sorting mail and packages for operational sections; logging and routing invoices; ordering office supplies; and completing other administrative tasks as required. In 2018, the front desk received or made over 15,000 phone calls to or from external non-City line numbers.

The four-person accounting team dedicated countless hours to implementing the new PeopleSoft 9.2 system on January 2, 2018. This update to the City's accounting and payroll systems required intensive planning and administrative work to prepare employees and vendors for stabilization efforts which continued throughout the year. This team maintained a keen eye on discrepancies in the system to enable the Administrator to accurately forecast year-end spending expectations.



INFORMATION TECHNOLOGY

Daily, the department's IT staff supports 210 desktop computers, 20 laptops and four department-specific servers for staff, as well as the 13 servers that support our document management system. In addition, the IT team works collaboratively with the senior planning and management staff in the Seattle Information Technology Department (ITD) to implement improvements to City-wide data systems and security.

2018 Accomplishments include:

- **Client Discovery Request Process Improvement:** The IT Team worked with Civil Division paralegals and Citywide IT to obtain discovery from other City departments, including the forensic imaging of computers and iPhones, as well as obtaining text messages and other types of electronic files. This standardized how we make requests for information and created efficiencies that support case discovery.
- **Improved Litigation Hold Procedures:** This team was instrumental creating new tools to maintain city-wide email account information that allow staff to more accurately find and put City email accounts on litigation hold.
- **Automated Victim Advocate Notifications:** Implementation of a new Advocate Notification feature in our case management system now added an automatic email feature that sends an email to an assigned Victim Advocate when a case is filed or re-filed. This has improved communication within our Criminal Division and service timing from our advocates to victims.
- **Equipment Replacement:** This team replaced all Civil computers as well as upgraded servers, key department software, copier and printer equipment to improve efficient and minimize risk of equipment failure.

HUMAN RESOURCES

The Human Resource section of Administration consists of a single in-house Human Resources Business Partner supported by the Administrator as required. This small but effective team facilitated 26 hiring processes. This position also oversees the management of annual performance evaluations, personnel leave benefits, and the hundreds of transactional entries for human resource information management.