

LEGAL DEPARTMENT

2013 & 2014 Objectives

- Work with other departments to identify non-archival paper records eligible for destruction after imaging to be included in the Laserfiche Electronic Records Management System.
- Develop and refine prosecution strategies, including standard dispositional recommendations, to approach cases in the municipal court and to enhance prosecution effectiveness.
- Work with City Council committees to implement SMART (Specific, Measurable, Attainable, Relevant and Time-bound) goals.
- Continue working with local and regional service providers to assemble a support network to address needs of victims of domestic violence, including pursuit of the one-stop concept.
- Work with the Mayor, Council and City departments to proactively develop recommended language for updating and amending ordinances and city code sections to assure that the codes are as useful as they can be to meet the needs of the city within the parameters of state law.
- Work with the Mayor, City departments and risk management to develop procedures to enhance effective representation of legal issues on the City's behalf.
- Continue the level of customer service by responding to public record requests within five business days.
- Continue working with attorneys and city clerks from neighboring cities, as well as municipal associations, to address regional and statewide municipal issues.
- Continue work with the Mayor and the City's Intergovernmental Services Coordinator, as well as the regional and state participants to develop strategies for legislative bills to enhance the ability of Auburn and cities in the State to carry out their municipal responsibilities.
- Continue work with court and public defender (and defense bar) to better handle caseload management and streamline court processes to improve public access to the courts and adjudication of cases.
- Continue work with police department and King County court services to develop procedures to enhance effective pursuit of prosecution cases.
- Continuing work with local and regional service providers to address needs of victims of domestic violence.