



Focus Mission Goal Programs Outcomes	<b>FOCUS AREAS</b>			
	<b>KEEPING WICHITA SAFE</b>	<b>GROWING WICHITA'S ECONOMY</b>	<b>BUILDING DEPENDABLE INFRASTRUCTURE</b>	<b>LIVING WELL</b>
	<b>WICHITA: A WELL-RUN CITY</b>			
	<b>MISSION</b>			
	Provide high quality legal services to the City of Wichita and prosecute criminal and traffic misdemeanor violations of the City Code to promote a safe and secure city.			
<b>GOALS</b>				
A. Effectively prosecute violations of City Code. B. Provide high quality preventative legal advice to City departments and City Council. C. Provide legal representation in a cost-effective manner. D. Exceed customer service expectations of City officials and employees by striving to be accessible and responsive to our clients' needs in a timely and professional manner.				
<b>PROGRAMS</b>		<b>GOAL ALIGNMENT</b>		
1. Prosecution.....		A, B, D		
2. Civil Legal Services.....		B, C		

KEY OUTCOME MEASURES	Benchmark	2017 Actual	2018 Actual	2019 Actual	2020 Target	2021 Target
Turnaround Time for Legal Service—Percent Completed within Timeframe	95%	97%	90%	94%	95%	95%
Department Director Annual Survey—Percent Rating Services as Good or Excellent	90%	100%	100%	100%	90%	90%
Municipal Court Judges Annual Survey—Percent Rating Services as Good or Excellent	90%	86%	89%	100%	90%	90%
Percent of Domestic Violence Victims and Witnesses who Appear in Court	37%	37%	35%	37%	35%	35%

**DEPARTMENT DESCRIPTION:** The Law Department staff supports both the Civil and Prosecution programs of the department with a total of 26 full-time employees consisting of 17 attorneys, two legal assistants, two victim/witness advocates and five support staff. In addition, a grant funded part-time clerk (0.5 FTE) serves as an assistant to the Domestic Violence Advocate.

The Law Department is guided by the values of ethics, professionalism, and service. The legal profession is governed by Rules of Professional Conduct, which include the lawyer's obligation to zealously protect and pursue a client's legitimate interests, within the bounds of the law, while maintaining a professional, courteous, and civil attitude toward all persons involved in the legal system. The Law Department upholds its duty to perform work professionally in a manner that reflects the best legal traditions with civility, courtesy, and consideration. The Law Department is an internal services provider that exists to provide legal services and prosecution functions to the organization.



EXPENDITURES BY PROGRAM	2021 Adopted	Page Reference
1. Prosecution	\$1,159,404	189
2. Civil Legal Services	2,035,135	190
<b>TOTAL EXPENDITURES</b>	<b>\$3,194,539</b>	

REVENUES AND EXPENDITURES POSITIONS / FTE	2019 Actual	2020 Adopted	2020 Revised	2021 Adopted	2022 Approved
Grant Funds	\$116,374	\$146,790	\$159,030	\$162,099	\$164,960
General Fund	\$2,861,025	\$3,009,201	\$2,969,888	\$3,032,440	\$2,989,195
<b>REVENUES</b>	<b>\$2,977,399</b>	<b>\$3,155,991</b>	<b>\$3,128,918</b>	<b>\$3,194,539</b>	<b>\$3,154,155</b>
Personal Services	\$2,747,250	\$2,840,207	\$2,885,157	\$2,912,467	\$2,868,739
Contractuals	194,007	267,186	194,314	232,625	245,969
Commodities	6,276	19,820	19,820	19,820	9,820
Capital Outlay	2,839	1,750	2,600	2,600	2,600
Other	27,027	27,027	27,027	27,027	27,027
<b>EXPENDITURES</b>	<b>\$2,977,399</b>	<b>\$3,155,991</b>	<b>\$3,128,918</b>	<b>\$3,194,539</b>	<b>\$3,154,155</b>
<b>POSITIONS / FTE</b>	<b>26 / 26.00</b>	<b>26 / 26.00</b>	<b>* 27 / 26.50</b>	<b>27 / 26.50</b>	<b>27 / 26.50</b>




\* One part—time Customer Clerk is added to the 2020 Revised budget.

**DEPARTMENT HIGHLIGHTS:** Because the Law Department is an internal service provider, outcomes associated with department process improvements have an impact on operating departments. For example, a more proactive approach to collections has resulted in increased reimbursements for damages to street and water infrastructure. Providing legal advice with reference to franchise agreements results in improved contracts with providers and additional revenue. Utilizing more in-house representation lowers costs for personal injury and employment cases. The Victim Services activity results in a greater percentage of crime victims and witnesses appearing in court, which results in better court outcomes in order to lower the incidence of domestic violence crimes in the community.

## VISION

To work in partnership with the law enforcement community and the residents of Wichita to establish a safe and secure environment.

FOCUS	GOAL	ACTIVITIES
Keeping Wichita Safe	A. Prosecute Violations of City Code	1. Prosecution
Keeping Wichita Safe	B. Provide High Quality Legal Advice	2. Municipal Court Advice 3. Victim Services

PERFORMANCE MEASURES	Benchmark	2017 Actual	2018 Actual	2019 Actual	2020 Target	2021 Target	GOAL Alignment
Cases Prosecuted	 72,000	99,421	57,171	97,166	100,000	100,000	A
Diversion and Deferred Judgment Applications Processed	 2,989	3,889	4,332	3,750	4,000	4,300	A
Notification Letters Mailed to Crime Victims and Witnesses	 14,000	12,877	13,082	14,583	15,000	15,000	B

**PROGRAM DESCRIPTION:** Prosecution is responsible for prosecuting criminal and traffic offenses in Municipal Court, providing victim services, and providing information to residents and City employees regarding court process and other legal inquiries.

**ACTIVITY DESCRIPTIONS:** **Prosecution** includes the review, charging and prosecution of traffic, criminal and environmental offenses. If a case is appealed to District Court, the Law Department prosecutes the case. Specialty Courts, Diversion and Deferred Judgment programs are provided as an alternative to traditional prosecution. Information about court processes, citations, and charges are provided to residents, defendants, witnesses, and victims. Defendants may speak to a prosecutor about a citation or case without setting the matter or a trial or appearance, or review body worn camera videos without filing a formal motion or setting the matter for a court hearing.

**Municipal Court Advice** includes legal assistance for the court to operate efficiently including bondsman litigation, jail fees review and payment, and advice regarding required reporting to federal and state agencies. **Victim Services** ensures that victims and witness are notified of court proceedings, are educated about support services, and are able to seek restitution for damages. The Law Department participates in coalitions and task forces related to domestic violence.



REVENUES AND EXPENDITURES POSITIONS / FTE	2019 Actual	2020 Adopted	2020 Revised	2021 Adopted	2022 Approved
Grant Funds	\$116,374	\$146,790	\$159,030	\$162,099	\$164,960
General Fund	\$894,778	\$1,001,200	\$961,357	\$997,305	\$1,003,531
<b>REVENUES</b>	<b>\$1,011,152</b>	<b>\$1,147,990</b>	<b>\$1,120,387</b>	<b>\$1,159,404</b>	<b>\$1,168,491</b>
Salaries and Benefits	\$920,226	\$1,035,962	\$1,019,367	\$1,030,972	\$1,045,266
Contractuals	58,185	69,180	58,173	85,586	90,378
Commodities	2,875	15,820	15,820	15,820	5,820
Capital Outlay	2,839	0	0	0	0
Other	27,027	27,027	27,027	27,027	27,027
<b>EXPENDITURES</b>	<b>\$1,011,152</b>	<b>\$1,147,990</b>	<b>\$1,120,387</b>	<b>\$1,159,404</b>	<b>\$1,168,491</b>
<b>POSITIONS / FTE</b>	<b>13 / 13.00</b>	<b>13 / 13.00</b>	<b>* 14 / 13.50</b>	<b>14 / 13.50</b>	<b>14 / 13.50</b>

\* One part—time Customer Clerk is added to the 2020 Revised Budget.

## VISION

To exceed expectations by working with clients to achieve their business needs by providing preventative legal advice and training so that claims and litigation against the City are substantially reduced.

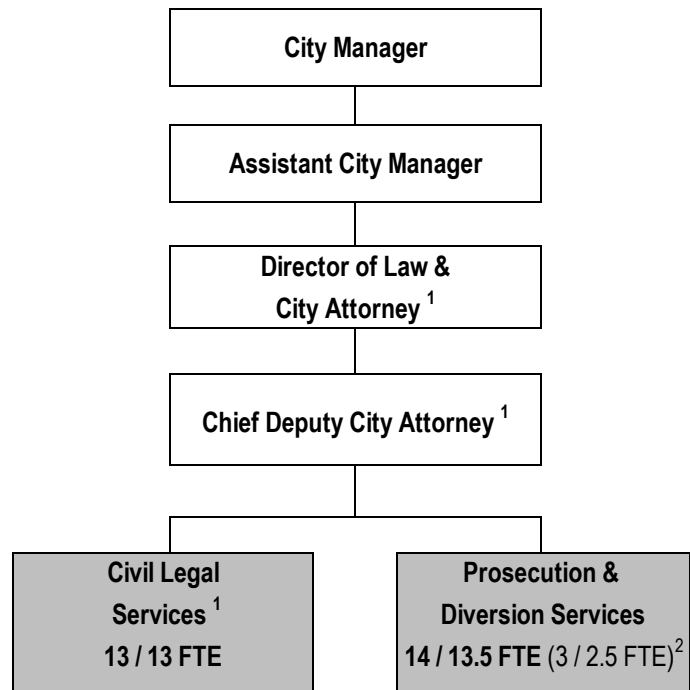
FOCUS	GOAL	ACTIVITIES
Wichita: A Well-Run City	B. Provide High Quality Legal Advice	5. Code and Law Compliance 6. Contracts 7. Municipal Finance Law 8. Law Department Administration 9. Land Use and Economic Development Law 10. Human Resources Law 11. Legal Training
Wichita: A Well-Run City	C. Cost-effective legal representation	12. Litigation and Claims

PERFORMANCE MEASURES	Benchmark	2017 Actual	2018 Actual	2019 Actual	2020 Target	2021 Target	GOAL Alignment
KORA Requests Reviewed	 400	892	1,114	1,899	2,000	2,000	B
Training Hours Conducted by Attorneys	 200	130	94	381	200	200	B

**PROGRAM DESCRIPTION:** The Law Department’s Civil Legal Services program is responsible for representing the City in all legal actions brought against or initiated by the City. Legal research and advice is given to the City Council, City Manager, and the departments, boards, and agencies of the City.

**ACTIVITY DESCRIPTIONS:** **Code and Law Compliance** includes serving as a resource for drafting ordinances, providing legal opinions, coordinating legislation, and ensuring adherence to Federal regulations and State Statutes. **Contracts** are reviewed by the Law Department to ensure that State and Federal requirements are met and the City’s interests are protected. **Municipal Finance Law** advice is provided in regards to bonds franchise agreements, pensions, and risk management. **Law Department Administration** oversees department operations. **Land Use and Economic Development Law** involves annexation and land use issues, assisting with dangerous and unsafe building proceedings, and preparing documents for real estate and economic development agreements. **Human Resources Law** includes advice regarding negotiation of union contracts, employment, termination, and unemployment appeals claims. **Legal Training** is provided to staff about emerging legal issues and best practices. **Litigation and Claims** is the Law Department’s role of providing court representation to

REVENUES AND EXPENDITURES POSITIONS / FTE	2019 Actual	2020 Adopted	2020 Revised	2021 Adopted	2022 Approved
General Fund	\$1,966,247	\$2,008,001	\$2,008,531	\$2,035,135	\$1,985,665
<b>REVENUES</b>	<b>\$1,966,247</b>	<b>\$2,008,001</b>	<b>\$2,008,531</b>	<b>\$2,035,135</b>	<b>\$1,985,665</b>
Salaries and Benefits	\$1,827,024	\$1,804,245	\$1,865,790	\$1,881,496	\$1,823,474
Contractuals	135,822	198,006	136,141	147,039	155,591
Commodities	3,401	4,000	4,000	4,000	4,000
Capital Outlay	0	1,750	2,600	2,600	2,600
Other	0	0	0	0	0
<b>EXPENDITURES</b>	<b>\$1,966,247</b>	<b>\$2,008,001</b>	<b>\$2,008,531</b>	<b>\$2,035,135</b>	<b>\$1,985,665</b>
<b>POSITIONS / FTE</b>	<b>13 / 13.00</b>	<b>13 / 13.00</b>	<b>13 / 13.00</b>	<b>13 / 13.00</b>	<b>13 / 13.00</b>



<sup>1</sup> Positions included with Civil / Legal Litigation Services

<sup>2</sup> Non-locally funded position

**Total Authorized Positions/Full-Time Equivalentents = 27 / 26.50 FTE (2.5 FTE) <sup>2</sup>**

Authorized Positions	Range	2019	2020	2021
Department Director	E83	1	1	1
Chief Deputy City Attorney	1D72	1	1	1
Deputy City Attorney	1D71	3	3	3
Deputy City Attorney (Labor Relations) <sup>1</sup>	1D71	0	1	1
Assistant City Attorney III <sup>1</sup>	1C45	4	3	3
Assistant City Attorney II	1C44	2	2	2
Assistant City Attorney I	1C43	6	6	6
Legal Assistant	1623	2	2	2
Administrative Secretary	1621	1	1	1
Administrative Aide I <sup>2</sup>	1620	2	2	2
Secretary	1619	2	2	2
Legal Secretary	1620	2	2	2
Customer Clerk I (PT - 50%) <sup>2,3</sup>	8412	0	1	1
<b>TOTAL AUTHORIZED POSITIONS</b>		<b>26</b>	<b>27</b>	<b>27</b>
<b>General Fund</b>		<b>24</b>	<b>24</b>	<b>24</b>
<b>Federal/State Grant Fund <sup>2</sup></b>		<b>2</b>	<b>3</b>	<b>3</b>

<sup>1</sup> One Assistant City Attorney III is reclassified as a Deputy City Attorney (Labor Relations) in the 2020 Revised Budget

<sup>2</sup> Administrative Aide I and Customer Service Clerk (PT - 50%) are funded by the Federal Victim of Crime Act (VOCA) grant

<sup>3</sup> One Customer Clerk (PT - 50%) is added to the 2020 Revised Budget to support crime victim advocate services.