



Focus
Mission
Goal
Programs
Outcomes

FOCUS AREAS

KEEPING WICHITA SAFE	GROWING WICHITA'S ECONOMY	BUILDING DEPENDABLE INFRASTRUCTURE	LIVING WELL
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WICHITA: A WELL-RUN CITY

MISSION

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.

GOALS

- 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.

PROGRAMS

GOAL ALIGNMENT

1. Prosecution.....	A, B, D
2. Civil Legal Services.....	B, C

KEY OUTCOME MEASURES	Benchmark	2018 Actual	2019 Actual	2020 Actual	2021 Target	2022 Target
Turnaround Time for Legal Service—Percent Completed within Timeframe	95%	90%	94%	93%	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%	89%	100%	100%	90%	90%
Percent of Domestic Violence Victims and Witnesses who Appear in Court	37%	35%	37%	47%	50%	35%

DEPARTMENT DESCRIPTION: The Law Department staff supports both the Civil and Prosecution programs of the department with a total of 28 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. An Administrative Aide is added in 2021 Revised Budget to the Prosecutor's Office to assist with the diversion program.

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	2022 Proposed	Page Reference
1. Prosecution	\$1,233,726	191
2. Civil Legal Services	2,105,612	192
TOTAL EXPENDITURES	\$3,339,338	

REVENUES AND EXPENDITURES POSITIONS / FTE	2020 Actual	2021 Adopted	2021 Revised	2022 Proposed	2023 Projected
Grant Funds	\$109,022	\$162,879	\$151,989	\$153,135	\$155,147
General Fund	\$2,857,495	\$3,032,440	\$3,189,946	\$3,186,203	\$3,215,319
REVENUES	\$2,966,517	\$3,195,319	\$3,341,935	\$3,339,338	\$3,370,466
Personal Services	\$2,743,392	\$2,913,247	\$3,046,079	\$3,048,640	\$3,073,569
Contractuals	178,256	232,625	235,460	246,452	252,651
Commodities	17,842	22,420	32,170	16,020	16,020
Capital Outlay	0	0	0	0	0
Other	27,027	27,027	28,226	28,226	28,226
EXPENDITURES	\$2,966,517	\$3,195,319	\$3,341,935	\$3,339,338	\$3,370,466
POSITIONS / FTE	27 / 26.50	27 / 26.50	* 28 / 27.50	28 / 27.50	28 / 27.50




* One Administrative Aide I is added to the 2021 Revised Budget.

DEPARTMENT HIGHLIGHTS: Because the 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	2018 Actual	2019 Actual	2020 Actual	2021 Target	2022 Target	GOAL Alignment
Cases Prosecuted	 72,000	57,171	97,166	53,699	65,000	100,000	A
Diversion and Deferred Judgment Applications Processed	 2,989	4,332	3,750	3,780	3,900	4,500	A
Notification Letters Mailed to Crime Victims and Witnesses	 14,000	13,082	14,583	13,404	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	2020 Actual	2021 Adopted	2021 Revised	2022 Proposed	2023 Projected
Grant Funds	\$109,022	\$162,879	\$151,989	\$153,135	\$155,147
General Fund	\$771,894	\$997,306	\$1,092,996	\$1,080,591	\$1,091,824
REVENUES	\$880,916	\$1,160,185	\$1,244,985	\$1,233,726	\$1,246,971
Salaries and Benefits	\$800,252	\$1,031,752	\$1,102,358	\$1,106,017	\$1,117,764
Contractuals	47,444	85,586	88,831	90,063	91,561
Commodities	6,193	15,820	25,570	9,420	9,420
Capital Outlay	0	0	0	0	0
Other	27,027	27,027	28,226	28,226	28,226
EXPENDITURES	\$880,916	\$1,160,185	\$1,244,985	\$1,233,726	\$1,246,971
POSITIONS / FTE	14 / 13.50	14 / 13.50	* 15 / 14.50	15 / 14.50	15 / 14.50

* One Administrative Aide I is added to the 2021 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.

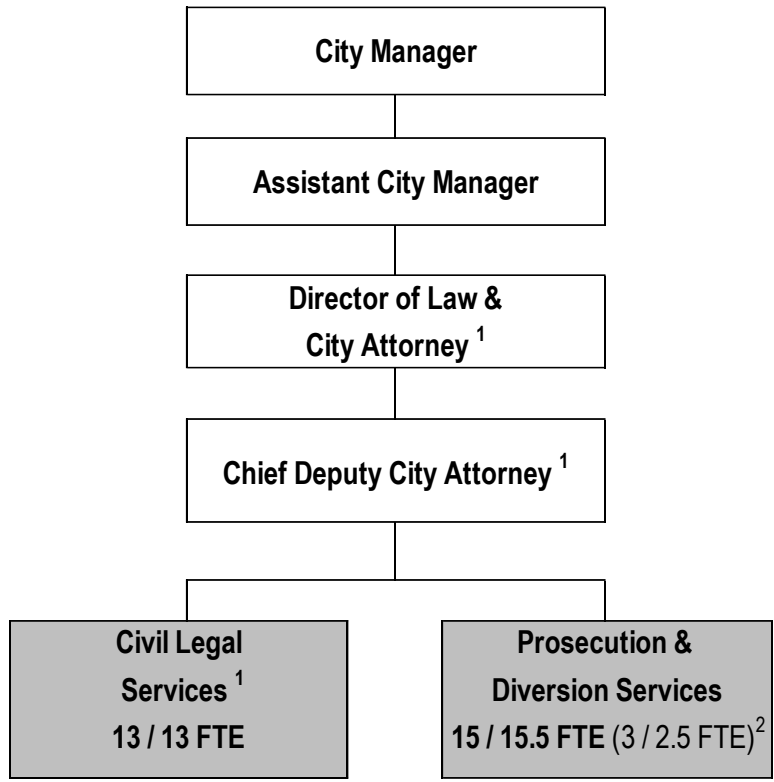
FOCUS	GOAL	ACTIVITIES
Wichita: A Well-Run City	B. Provide High Quality Legal Advice	5. Code and Law Compliance 6. Contracts 7. Municipal Finance Law 8. Law Department Administration 9. Land Use and Economic Development Law 10. Human Resources Law 11. Legal Training
Wichita: A Well-Run City	C. Cost-effective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

PERFORMANCE MEASURES	Benchmark	2018 Actual	2019 Actual	2020 Actual	2021 Target	2022 Target	GOAL Alignment
KORA Requests Reviewed	 400	1,114	1,899	1,933	2,000	2,000	B
Training Hours Conducted by Attorneys	 200	94	381	83	150	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 the City.

REVENUES AND EXPENDITURES POSITIONS / FTE	2020 Actual	2021 Adopted	2021 Revised	2022 Proposed	2023 Projected
General Fund	\$2,085,601	\$2,035,135	\$2,096,950	\$2,105,612	\$2,123,495
REVENUES	\$2,085,601	\$2,035,135	\$2,096,950	\$2,105,612	\$2,123,495
Salaries and Benefits	\$1,943,140	\$1,881,496	\$1,943,721	\$1,942,623	\$1,955,805
Contractuals	130,812	147,039	146,629	156,389	161,090
Commodities	11,649	6,600	6,600	6,600	6,600
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
EXPENDITURES	\$2,085,601	\$2,035,135	\$2,096,950	\$2,105,612	\$2,123,495
POSITIONS / FTE	13 / 13.00	13 / 13.00	13 / 13.00	13 / 13.00	13 / 13.00



¹ Positions included with Civil / Legal Litigation Services

² Non-locally funded position

Total Authorized Positions/Full-Time Equivalentents = 28 / 27.50 FTE (2.5 FTE) ²

Authorized Positions	Range	2020	2021	2022
Department Director	E83	1	1	1
Chief Deputy City Attorney	1D72	1	1	1
Deputy City Attorney	1D71	3	3	3
Labor Relations Attorney	1D71	1	1	1
Assistant City Attorney III	1C45	3	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 ^{1,2}	1620	2	3	3
Secretary	1619	2	2	2
Legal Secretary	1620	2	2	2
Customer Clerk I (PT - 50%) ¹	8412	1	1	1
TOTAL AUTHORIZED POSITIONS		27	28	28
General Fund		24	25	25
Federal/State Grant Fund ¹		3	3	3

¹ Administrative Aide I and Customer Service Clerk (PT - 50%) positions are funded by the Federal Victim of Crime Act (VOCA) grant

² One Administrative Aide I is added in the 2021 Revised Budget