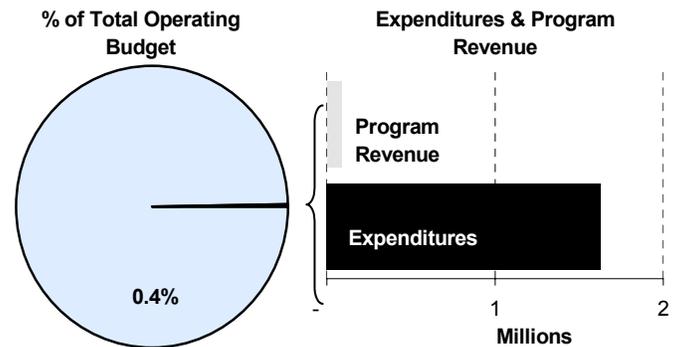
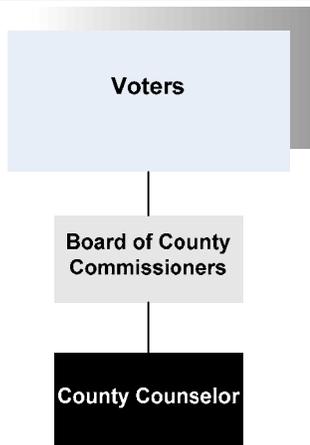




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**Mission:**

- Provide high quality, non-partisan legal services to the County Commissioners, elected and appointed officials, departments and advisory boards.



**Program Information**

As set out in Sedgwick County Charter Resolution Number 46, the County Counselor provides legal advice and representation to the Board of County Commissioners, County elected and appointed officials, County management and advisory boards on civil matters affecting the County and Fire District #1. Their services include drafting and reviewing resolutions, contracts and other legal documents, giving advice and rendering opinions as requested, and prosecuting and defending the County’s interests before State and Federal courts and administrative agencies. The County Counselor provides similar services to the Wichita Area Technical College (WATC) and its governing body.

Another responsibility of the County Counselor is to represent the County in administrative hearings before the Kansas Board of Tax Appeals (BOTA), which is set out in Kansas Administrative Regulation 94-2-10. This Administrative Regulation also states the procedures that must be followed by the County Counselor when representing the County Appraiser and/or the County Treasurer in all ad valorem valuation and tax matters

being heard by BOTA. By defending property cases before BOTA, the County defends not only their own ad valorem values, but all of the taxing jurisdictions within the County. In the past these cases were handled in an informal manner, but the process has become more formalized, requiring additional time and resources from the County Counselor’s Office.

The County Counselor also has the responsibility of prosecuting violations of all County resolutions in County Court, which is prescribed in Kansas Statutes 19-4701 through 19-4739. These violations include code enforcement and nuisance citations, traffic infractions, or misdemeanors committed within unincorporated areas of Sedgwick County.

County Court enforces violations issued by the Juvenile Intake and Assessment Center (JIAC) to parents who failed to pick up their children from JIAC. County Court also handles citations for illegal dumping and trespassing in the “Big Ditch” area. For convenience, fines may be paid online on the County website [www.sedgwickcounty.org](http://www.sedgwickcounty.org) under County Fine Violation Payment Center.



**Departmental Sustainability Initiatives**

The County Counselor’s Office promotes and supports the creation of wealth and employment opportunities in our region by providing legal services to the aforementioned customers. These services come into play in many areas of economic development and grant applications being submitted by the County. In turn, the County Counselor’s Office assists the organization in sustaining and developing resources both internally and externally.

Work is also being undertaken to mitigate the department’s impact on the environment. The County Counselor has one staff member who serves on the County’s Sustainability Task Force. Also, the department actively recycles paper and aluminum cans, and reuses paper and other office supplies when possible. Recycled toner cartridges are purchased and are also recycled. The County Counselor’s Office also carpools when feasible and is working to cut down on mileage by performing business by other means when possible.

The County Counselor’s Office is intricately involved in ensuring that services and assistance are provided in a fair and equitable manner. Specifically, the County Counselor’s Office routinely trains County supervisors on County policies and local and federal laws that support diversity, anti-discriminatory practices and other processes intended to provide access to all citizens.

To ensure the financial and institutional viability of the organization, the County Counselor’s Office uses internal resources for litigation when possible. The Office also performs training to departments in an effort to avoid wrong-doing and potential litigation. For example, training is performed for detention recruits, commissioned deputies, and reserve officers on civil liability and use of force, as well as training commissioned deputies on adult entertainment

regulations on a routine basis. Training is also provided to the appraisers on property tax law and new security officers in writing citations as needed. Overall, these trainings and efficient work methods conserve resources for the County.

**Department Accomplishments**

The County Counselor’s Office recently began serving as General Counsel for the Wichita Area Technical College (WATC). While not a department within the County, WATC has had a longstanding relationship and partnership with Sedgwick County. Providing legal services to the WATC was seen as way to strengthen this partnership and continue to work toward the common goal of providing a quality workforce to sustain the local aviation industry.

Staff members within the County Counselor’s Office received recognition and awards from many organizations including the County Counselors Association of Kansas (CCAK), the Wichita Bar Association (WBA), and the Board of Tax Appeals. The CCAK established an award in memory of Ed Randels, who worked in the County Counselor’s Office. The Benson-Batt award was also posthumously awarded in honor of Ed Randels by the WBA.

**Budget Adjustments**

The County Counselor’s Office received \$45,573 in supplemental funding to create an additional Administrative Assistant position. This position will assist the County Counselor’s Office in addressing the requirements that the Board of Tax Appeals (BOTA) has put in place. These requirements have significantly increased the workload for the office, and have been stretching the resources in this area. The Office is also working to deal with the continually increasing litigation workload and requests for handling litigation in-house. As more cases go to trial, current resources will continue to be stretched to provide these services.

**Alignment with County Values**

- **Commitment -**  
The County Counselor and staff are individually and collectively dedicated to their jobs and the organization in providing quality services to meet client/customer needs
- **Professionalism-**  
The County Counselor’s Office is a professional office and promotes the same through honesty, respect and pride in its work product, adhering to a high standard of ethical conduct and competence

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**Goals & Initiatives**

- **Assist County departments and leadership by prevention and avoidance of legal claims**
- **Render sound legal advice in a prompt and responsive manner**
- **Provide training to County Officers and Managers**

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**Awards & Accreditations**

- The Benson-Batt Award was posthumously awarded in honor of Ed Randels by the Wichita Bar Association

**Budget Adjustments From Previous Fiscal Year**

- Additional Administrative Assistant position	<u>Expenditures</u>	<u>Revenue</u>	<u>FTEs</u>
	45,573		1.00
<b>Total</b>	<u>45,573</u>	<u>-</u>	<u>1.00</u>

**Budget Summary by Category**

**Budget Summary by Fund**

	2007 Actual	2008 Adopted	2008 Revised	2009 Budget	% Chg. 08-09	Expenditures	2008 Revised	2009 Budget
<b>Expenditures</b>						General Fund	1,533,116	1,626,864
Personnel	1,041,901	1,119,198	1,130,798	1,225,476	8.4%			
Contractual Services	239,798	397,068	397,068	391,138	-1.5%			
Debt Service	-	-	-	-	-			
Commodities	4,458	5,250	5,250	10,250	95.2%			
Capital Improvements	-	-	-	-	-			
Capital Equipment	-	-	-	-	-			
Interfund Transfers	21,188	-	-	-	-			
<b>Total Expenditures</b>	<b>1,307,345</b>	<b>1,521,516</b>	<b>1,533,116</b>	<b>1,626,864</b>	<b>6.1%</b>	<b>Total Expenditures</b>	<b>1,533,116</b>	<b>1,626,864</b>
<b>Revenue</b>								
Taxes	-	-	-	-	-			
Intergovernmental	-	-	-	-	-			
Charges For Service	-	-	-	-	-			
Other Revenue	82,697	74,106	74,106	87,614	18.2%			
<b>Total Revenue</b>	<b>82,697</b>	<b>74,106</b>	<b>74,106</b>	<b>87,614</b>	<b>18.2%</b>			
<b>Full-Time Equivalents (FTEs)</b>	14.50	14.50	14.50	15.50	6.9%			

**Budget Summary by Program**

Program	Fund	Expenditures				2009 Budget	% Chg. 08-09	Full-Time Equivalents (FTEs)		
		2007 Actual	2008 Adopted	2008 Revised	2008 Adopted			2008 Revised	2009 Budget	
Counselor's Office	110	110,467	116,631	116,631	120,025	2.9%	2.10	2.10	2.10	
General Legal Services	110	1,076,475	1,300,828	1,282,346	1,381,958	7.8%	10.10	9.60	10.60	
Sedgwick County Court	110	120,402	104,057	134,139	124,882	-6.9%	2.30	2.80	2.80	
<b>Total</b>		<b>1,307,345</b>	<b>1,521,516</b>	<b>1,533,116</b>	<b>1,626,864</b>	<b>6.1%</b>	<b>14.50</b>	<b>14.50</b>	<b>15.50</b>	





**• Counselor's Office**

Administration in the County Counselor's Office is responsible for all aspects of Counselor's operations shared in common, such as management, budgeting, purchasing and reception for the department.

**Fund(s): General Fund 110**

63001-110

	2007	2008	2008	2009	% Chg.
	Actual	Adopted	Revised	Budget	08-09
<b>Expenditures</b>					
Personnel	107,867	112,831	112,831	116,125	2.9%
Contractual Services	2,572	3,700	3,700	3,800	2.7%
Debt Service	-	-	-	-	-
Commodities	28	100	100	100	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>110,467</b>	<b>116,631</b>	<b>116,631</b>	<b>120,025</b>	<b>2.9%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	15	-	-	-	-
<b>Total Revenue</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>0.0%</b>

**Goal(s):**

- Assist County by prevention and avoidance of legal claims
- Render sound legal advice in a prompt and responsive manner

**• General Legal Services**

The County Counselor provides in-house legal services to the Board of County Commissioners, elected and appointed officials, and advisory boards. Services include advising with oral and written legal opinions, representation in legal proceedings and the review and preparation of contracts, resolutions, policies and procedures and mitigation of all cases of liability against the County, including claims originating from the County jail. Mainly supported by County revenues, nearly half of the budget authority funds legal professional services (funding set aside for payment to attorneys hired to handle special situations) and case settlement.

**Fund(s): General Fund 110**

63003-110

	2007	2008	2008	2009	% Chg.
	Actual	Adopted	Revised	Budget	08-09
<b>Expenditures</b>					
Personnel	833,029	909,530	891,048	993,490	11.5%
Contractual Services	218,517	387,148	387,148	379,818	-1.9%
Debt Service	-	-	-	-	-
Commodities	3,742	4,150	4,150	8,650	108.4%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	21,188	-	-	-	-
<b>Total Expenditures</b>	<b>1,076,475</b>	<b>1,300,828</b>	<b>1,282,346</b>	<b>1,381,958</b>	<b>7.8%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	5,105	1,490	1,490	5,312	256.5%
<b>Total Revenue</b>	<b>5,105</b>	<b>1,490</b>	<b>1,490</b>	<b>5,312</b>	<b>256.5%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>9.60</b>	<b>10.10</b>	<b>9.60</b>	<b>10.60</b>	<b>10.4%</b>

**Goal(s):**

- Assist County by prevention and avoidance of legal claims
- Render sound legal advice in a prompt and responsive manner



**• Sedgwick County Court**

County Court is authorized by K.S.A. 19-101(d) and was created to enforce County Codes and resolutions through the criminal prosecution of violators. It was created by BoCC resolution in 1991, when it handled only Animal Control cases. Since its creation, more “enforcing” departments have become aware of its functional authority and have begun to seek prosecution for violations of the County Code. The County Counselor is responsible for prosecution of all cases filed in County Court.

**Fund(s): General Fund 110**

63004-110

	2007	2008	2008	2009	% Chg.
	Actual	Adopted	Revised	Budget	08-09
<b>Expenditures</b>					
Personnel	101,005	96,837	126,919	115,862	-8.7%
Contractual Services	18,709	6,220	6,220	7,520	20.9%
Debt Service	-	-	-	-	
Commodities	687	1,000	1,000	1,500	50.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>120,402</b>	<b>104,057</b>	<b>134,139</b>	<b>124,882</b>	<b>-6.9%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	77,577	72,616	72,616	82,302	13.3%
<b>Total Revenue</b>	<b>77,577</b>	<b>72,616</b>	<b>72,616</b>	<b>82,302</b>	<b>13.3%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.80</b>	<b>2.30</b>	<b>2.80</b>	<b>2.80</b>	<b>0.0%</b>

**Goal(s):**

- Provide and oversee an effective County Court system that prosecutes and adjudicates violations of County codes and resolutions

