



Department Information

The City of Newton Administration service includes the City Commission, City Clerk, City Manager's Office, Finance Department, Human Resources and Information Technology.

City Commission

The City of Newton is governed by a 5-member City Commission. Each year, the City Commission selects one Commissioner to serve as Mayor for a period of one year. As the governing body, the City Commission is responsible for setting policies for the entire organization and the appropriation of resources to accomplish adopted policies. The City Manager is then directed to carry out and execute those policies. The City Commissioners are vested by Kansas Statute with both legislative and administrative powers and duties for governing the City of Newton.

City Manager

The City Manager ensures that the policy direction set by the City Commission is implemented and that the City's delivery of public services is provided in an efficient and cost-effective manner. Among the manager's duties:

- Carrying out Commission policies and goals
- Ensuring effective and efficient delivery of City services
- Preparing and monitoring the annual budget
- Directing day-to-day operations of the City
- Attending City Commission meetings
- Recommending policies/programs to the City Commission
- Hiring and firing personnel
- Keeping the City Commission fully advised of the financial and other conditions of the City
- Supplying the City Commission with information to aid decision-making
- Serving as the City representative in various arenas

City Clerk

The City Clerk's office is responsible for many basic governmental functions. As part of the official duties, the Clerk serves as the record keeper of all City Commission proceedings and actions, as well as City records (ordinances, resolutions, deeds, contracts, agreements, easements, vacations).

The City Clerk is designated as the Freedom of Information Officer and coordinates requests for records. Access to public records or copies of records may be obtained through filling out a records request form and submitting it to the City Clerk's office. The Clerk's office is also responsible for providing the Governing Body with agenda packets and materials, maintaining and updating the City Code, recording and certifying special assessments, licensing for cereal malt beverage (corporate, individual, partnership) drinking establishments, food, peddlers, handbills, taxi cab licenses, street closures and fireworks stand permits. Applications for these licenses may be downloaded from the City website or obtained in the utility billing office.

The upkeep of Greenwood Cemetery and Restlawn Cemetery records also falls under the duties of the City Clerk. Recently, new cemetery software was installed, which will help to better assist family members in locating loved ones and requesting genealogy information.

Finance Department

The Finance Department is responsible for the control, recording and reporting of financial matters, budget preparation, accounts receivable, accounts payable, payroll, long-term debt management, investments and utility billing & customer service.

Finance coordinates the annual audit performed by an independent certified public accountant (CPA). Kansas Statute 75-1122 requires an annual audit of the City's books be performed by an independent auditor that has been approved by the City Commission.

Human Resources

Human Resources/Administrative Services is responsible for providing programs that deliver a foundation for excellence and provides equal opportunity for City employees and the public. These programs include the full spectrum of activities from staffing services, compensation/classification, and employee relations, benefit management, career and organizational development.

Information Technology

The Information Technology Department is responsible for administration of the City Network, Servers, all user workstations, electronic hardware and software applications utilized by City personnel. IT also handles all help desk user requests for troubleshooting, researching or replacing equipment or software. The IT Department is responsible for all City Offices including City Hall, Police, Fire, Airport, Cemetery, Parks, Service Center, Wastewater Treatment, Freshwater Treatment, Sand Creek Station and Meridian Center. The IT Department continually researches more efficient and cost effective solutions for City Personnel to perform required tasks to support Newton Citizens.

2010 Accomplishments

- Launched new City website
- Produced the annual budget book
- Began work on the records retention policy and organizing all City records.
- Continue inputting past cemetery records.

- Update financial policies
- Received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

2011 Objectives

- Enhance Channel 7 government access
- Implement online payment system
- Codify the City Code book and make it available on the City's website.
- Convert to paperless packets for the agendas. This would include getting iPads for all Commissioners and executive staff to use at meetings.
- Receive the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.

2012 Objectives

- Continue development work at the Kansas Logistics Park
- Enhanced financial reporting for City Commissioners
- Continue work on community engagement and following through the ReNewton Comprehensive Plan

DEPARTMENT EXPENDITURES	ACTUAL			ADOPTED	
	2008	2009	2010	2011	2012
PERSONAL SERVICES	\$ 263,904.00	\$ 280,718.00	\$ 314,111.00	\$ 450,021.00	\$ 348,074.00
CONTRACTUAL SERVICES	\$ 590,074	\$ 640,649	\$ 685,545	\$ 715,870	\$ 687,323
COMMODITIES & SUPPLIES	\$ 44,163	\$ 36,777	\$ 51,333	\$ 44,500	\$ 40,900
VEHICLE OPERATING	\$ 2,020	\$ 2,167	\$ 1,383	\$ 4,400	\$ 2,400
CAPITAL OUTLAY			\$ 4,174		
TRANSFERS	\$ 2,948,636	\$ 2,113,590	\$ 2,180,885	\$ 1,491,635	\$ 2,100,000
	\$ 3,848,797	\$ 3,073,901	\$ 3,237,431	\$ 2,706,426	\$ 3,178,697

ADMINISTRATION STAFFING TABLE					
Position	F/P	STAFFING LEVELS			
		2009	2010	2011	2012
Mayor	P	1	1	1	1
Vice Mayor	P	1	1	1	1
Commissioner	P	3	3	3	3
City Manager	F	1	1	1	1
Assistant City Manager	F	1	2	2	2
Finance Director	F	1	0	0	0
City Clerk	F	1	1	1	1
Public Information Officer	F	1	1	1	1
Community Advancement Coordinator	F	0	1	1	1
Director of Administrative Services	F	1	1	1	1
Assistant Finance Director	F	1	1	1	1
Assistant Personnel Manager	F	0	0	1	1
Accounting Manager	F	1	0	0	0
Billing Supervisor	F	0	1	1	1
Controller	F	1	1	1	1
Risk Manager	F	1	1	1	1
IT Manager	F	1	1	1	1
Account Clerk I	F	2	2	2	2
Account Clerk III	F	2	2	2	2
Administrative Secretary	F	1	1	1	1
Personnel Clerk	F	1	1	1	1
Total Part Time		5	5	5	5
Total Full Time		17	18	19	19

Performance Indicators	2010	2011	2012
	Actual	Projected	Estimated
Accuracy of City Commission minutes	100%	98%	98%
Accuracy of financial plan revenue projections (property tax supported funds)	+2.5%	+/-5%	+/-5%
Receive 2 GFOA Distinguished Awards	1	2	2
G.O. Bond Rating from Moody's	A1	A1	A1
Percent increase in "friends" on City's Facebook site	N/A	20%	20%
Community engagement and outreach meetings			
Citywide server uptime	N/A	98%	98%

Division Alignment with City Beliefs

We support **growth** by assisting with the development of the community and playing a leadership role in local and regional issues.

We preserve the **quality of life** through engagement of the community in a detailed comprehensive plan and ensuring that the ideas of ReNewton become a reality.

We enhance the **health and safety** by continuously updating our municipal codes to meet current standards.

We show **respect for the environment** through education and the City's Effective, Efficient, Economical publication highlighting and educating the city's initiatives for a sustainable environment.

We support and encourage **civic engagement** through citizen participation on approximately 13 citizen boards, drawing from the expertise and experience of each individual. We respond to many media inquiries and make presentations to various civic groups year round.

We strive to be **fiscally responsible by** providing timely and accurate financial information, encouraging the public to utilize financial information as they evaluate the services provided by the City, using the City's website to publish city's financial information and preparing a number of print publications regarding the City's financial affairs. Annually the City conducts an independent and external financial audit and also hold annual open public hearings prior to budget adoption.

We are applying **progressive and innovative solutions** by seeking sustainable designs of capital projects. We are also reducing hard copy records to digital form and providing access to data forms and procedures via the City of Newton website.