

City Manager's Office, Clerk, Communications, Human Resources and Development

2026 Budget



Major Responsibilities

Divisions & Staffing

- City Commission
 - Five Commissioners
- City Manager
 - One Full-Time Employee and 70% FTE
- City Clerk
 - Two Full-Time Employees
- Human Resources
 - Three Full-Time Employees

- Communications
 - Two Full-Time Employees
- Community Development
 - One Full-time Employee 100% funded from the Economic Dev fund and 30% FTE
- Historic Preservation & Revitalization/Main Street
 - 30% FTE and 50% FTE

City Commission

Setting policy for:

- Taxation
- Appropriations
- Ordinances
- Growth, development and land use
- Utility cost and delivery

Authorizing contracts for:

- Recreation Commission- Parks Dept budget
- Harvey County Economic Development-Eco Dev Fund
- Caring Hands Humane Society- Police Dept budget
- Newton Area Chamber of Commerce- Eco Dev Fund

Awarding funding to external agencies:

• Health Ministries- Eco Dev Fund



City Manager

- Carrying out Commission policies and goals
- Directing day-to-day operations of the City
- Hiring and firing personnel
- Ensuring effective and efficient delivery of City services
- Assisting Finance staff with preparation & monitoring annual budget
- Recommending policies/programs to the City Commission
- Serving as the City representative in various arenas



City Clerk

- Record keeper of all Commission proceedings, actions & City records
- Freedom of Information Officer (open records, etc.)
- Providing for agenda packets and meeting materials
- Maintaining and updating the City Code
- Recording and certifying special assessments
- Licensing and permitting
- Cemetery records



Human Resources

- Recruiting qualified job applicants for position openings
- Ensuring City-wide consistent personnel policies
- Monitoring regulations compliance
- Maintaining employee records
- Ensuring all employees are paid correctly
- Providing for affordable and quality benefits for employees
- Promotion of servant leadership culture
- Compensation and classification of employees
- Career and organizational development



Communications

- Manages public information, communications, marketing and engagement activities
- Serves as City spokesperson, responds to media requests and issues news releases
- Performs PIO functions as a part of emergency response
- Oversees content for City website
- Administers City social media activities
- Coordinates and promotes special City events such as forums and community events
- Oversees design of all marketing materials and manages City's visual identity



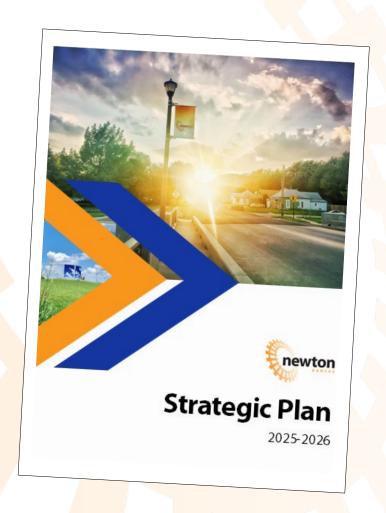
Community Development

- Provide technical assistance to applicants, citizens, and developers on development matters such as regulatory standards; tax credits, land use, zoning and subdivision regs, City codes etc.
- Oversight and execution of strategic development plans for housing, downtown redevelopment; comprehensive plan
- Recruitment and development of industrial areas
- Recruitment and development of various housing products and multiple price points
- Staff and implement goals of the CDC
- Staff and implement goals of Land Bank
- Staff Newton Main Street



2024 Major Accomplishments

- GMIS President's Award Brenda Ternes
- Wichita Business Journal Women Who Lead in Technology – Brenda Ternes
- Certified Public Manager Erin McDaniel and Zach McHatton
- Wichita Business Journal 40 Under 40
 - Daniela Rivas
- CCMFOA City Clerk of the Year –
 Denise Duerksen
- Adoption of new strategic plan
- Development of City mission & vision statements



2025-26 Goals & Objectives

- Implement City outreach and engagement program – City Desk
- Implement TV advertising campaign
- Launch new websites
- Begin in-house PCM training
- Continue joint work sessions with other governing entities
- Increase recruiting efforts for commercial and residential developers

- Continue support of rehabilitation and revitalization programs
- Implement Classification and Benefit Study
- Create continuity of operations plans
- Expand online pay options for residents
- Review and update Municipal Code

ADMINISTRATION

DEPARTMENT EXPENDITURES	ACTUAL 2023		ACTUAL 2024		ADOPTED 2025		PROPOSED 2026	
DEFAITIVILITY EXPERIENCES	20			LULT		2023		2020
PERSONAL SERVICES	\$ 43	88,925	\$	634,563	\$	735,659	\$	790,003
CONTRACTUAL SERVICES	28	31,789		317,841		429,188		420,000
COMMODITIES & SUPPLIES	1	.4,427		31,719		49,100		25,200
VEHICLE OPERATING		-		-		-		-
CAPITAL OUTLAY		-		7,013		25,000		25,000
TRANSFERS	2,86	8,298		2,541,081		2,150,000		2,350,000
	\$ 3,60	3,439	\$	3,532,217	\$	3,388,947	\$	3,610,203