

# **Administration**

**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
PERSONAL SERVICES	\$ 438,925	\$ 634,563	\$ 735,659	\$ 790,003
CONTRACTUAL SERVICES	281,789	317,841	429,188	420,000
COMMODITIES & SUPPLIES	14,427	31,719	49,100	25,200
VEHICLE OPERATING	-	-	-	-
CAPITAL OUTLAY	-	7,013	25,000	25,000
TRANSFERS	2,868,298	2,541,081	2,150,000	2,350,000
	<u>\$ 3,603,439</u>	<u>\$ 3,532,217</u>	<u>\$ 3,388,947</u>	<u>\$ 3,610,203</u>