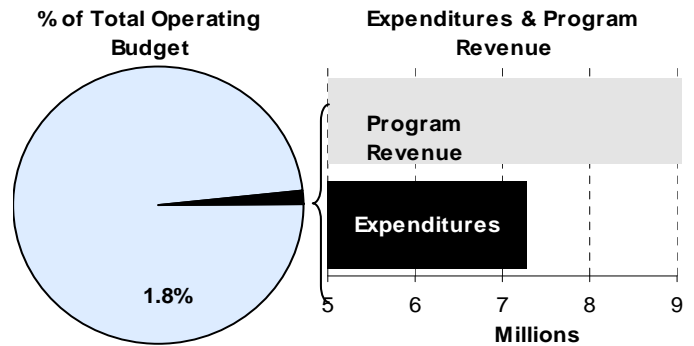
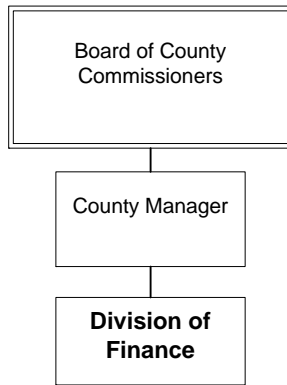




Chris Chronis
 Chief Financial Officer
 525 N. Main, Suite 823
 Wichita, Kansas 67203
 316-660-7591
cchronis@sedgwick.gov

Mission:

- To assure informed financial decision making and the proper use of public resources by Sedgwick County government



Description of Major Services

The Division of Finance is responsible for all aspects of the County’s financial management with the exception of property tax administration which is done by several elected and appointed officials. To assure the County’s financial resources are properly utilized in an efficient and effective manner, four departments comprise the Division. They include Accounting, Budget, Purchasing, and Risk Management.

Sedgwick County’s financial forecast is prepared by the Finance Division as a tool for County Commissioners and management. The financial forecast enables decision makers to evaluate potential projects and operating budget initiatives in the context of the County’s ability to pay for them and with recognition of potential future impacts on taxes and fund balances. In turn, this long-term planning ensures informed financial decisions.

The Division of Finance conducts internal control audits to assure conformance with established procedures and payroll audits on all County departments to ensure compliance with the Fair Labor Standards Act (FLSA)

and County time-reporting policies. This effort involves surveys, audits of payroll records and interviews of County employees.

The Division of Finance is extensively involved in the County’s Enterprise Resource Planning (ERP) project. The ERP project continues to improve the delivery of services to the County’s citizenry. This provides improved access to data by warehousing information from multiple County systems to one database to provide the ability to cross reference non-financial data with financial data to enhance the quality of information available for decision-making.

Revenues displayed in the Division of Finance include all tax revenue deposited into the General Fund. These revenues support all General Fund departments in the County. Due to the way this revenue is recorded, no other departments in the General Fund display tax revenue on their individual department pages. However, the funding source of the expenditures will be indicated on the pages under “Budget Summary by Fund.”

Sedgwick County received an unqualified audit opinion for the calendar year ending December 31, 2011. An unqualified opinion is the highest opinion an entity can receive. In non-accounting terms, the auditors concluded the answer was 'yes' to each of three principal questions:

- Are the financial statements fairly stated in accordance with generally accepted accounting principles and can the governing body rely on the financial statements?
- Are there adequate internal controls in place over the financial affairs of the County and do they function as intended?
- Did Sedgwick County comply with all relevant Federal, State, and local laws?

Programs and Functions

The departments within the Division of Finance have taken steps to contribute to the economic sustainability of the community. Sound financial practices by Sedgwick County reflect positively on the whole community. Also, the Division of Finance provides professional, accurate, and transparent financial documents and data when needed.

Regarding social equity, the Division of Finance has taken steps to ensure that services are provided in a fair and equitable manner. One way this is done is by providing financial documents to the public in multiple formats including on CD, on the County's website, and in hard copy. The Purchasing Department also provides training to all departments and vendors who wish to learn more about the purchasing process.

The Division of Finance continually seeks efficiencies in Division operations and strives for financial sustainability. This has been done through the enhancement of the vendor payment process to make it more efficient; analyzing programs and processes for County departments; and maintaining a fair, open and competitive purchasing process.

Current and Emerging Issues

The Division has led efforts to streamline administrative business processes, standardize the use of those processes throughout the County organization, and concentrate administrative support activities in the divisions of Finance, Human Resources and Information Services. These efforts have allowed operating departments to reallocate scarce resources from administrative tasks to direct service delivery.

Accomplishments in 2012 included retention of the County's outstanding credit ratings of AAA from Standard and Poor's, Moody's, and FitchRatings; earning the Certificate of Achievement in Financial Reporting for the 31st consecutive year, the award for Distinguished Budget Presentation for the 28th consecutive year, and the Popular Annual Financial Reporting Award for the third consecutive year.

Budget Adjustments

Changes to the Division of Finance's 2013 budget include staff reductions, increased revenue collection estimates, and a reduction in contractals associated with tornado recovery.

After 2012 budget adoption, 2.0 FTE Accounts Payable Analyst positions were eliminated. For 2013, the budget includes the elimination of 1.0 FTE Purchasing Agent. It also includes a shift of 1.0 FTE Management Analyst III position from the Budget Office to the Information Services Department, where a 1.0 FTE Call and Data Center Manager is eliminated.

Additionally, the Division's 2013 budget includes increased revenue collections from property tax, local sales tax, and motor vehicle taxes. It also includes an increase in gaming revenues from the new Kansas Star Casino and \$1.2 million in new credit card convenience fee charges.

Alignment with County Values

- **Accountability -**
Employees of the Division of Finance are accountable for all aspects of the County's financial management with the exception of property tax administration
- **Open Communication -**
The Division of Finance provides transparent financial documents to citizens and other customers

Goals & Initiatives

- **Provide accurate, timely analysis and data to those who need it to make good decisions**
- **Deliver financial management services of the highest quality possible within the applicable resource and time constraints**
- **Continuously improve the timeliness and quality of information and services provided by the Division of Finance**

Significant Adjustments From Previous Budget Year

	Expenditures	Revenue	FTEs
• Eliminate Accounts Payable Analyst positions after 2012 budget adoption	(98,990)		(2.00)
• Shift Management Analyst III position from Budget to Enterprise Resource Planning in Info. Services Dept.	(80,287)		(1.00)
• Eliminate Purchasing Agent position	(61,217)		(1.00)
• Reduce contractals due to one-time budget authority in 2012 related to tornado recovery in Oaklawn	(122,353)		
• Increase in charges for service revenues due to \$1.2 million in credit card convenience fees		1,200,000	
Total	(362,847)	1,200,000	(4.00)

Budget Summary by Category

Budget Summary by Fund

Expenditures	2011	2012	2012	2013	% Chg.	Expenditures	2012	2013
	Actual	Adopted	Revised				Budget	Revised
Personnel	3,127,108	3,031,866	2,947,866	2,922,473	-0.9%	General Fund-110	4,131,526	3,938,556
Contractual Services	3,896,113	4,228,627	4,322,081	4,228,627	-2.2%	Risk Mgmt. Res.-612	1,297,059	1,299,432
Debt Service	-	-	-	-	-	Workers' Comp.-613	2,003,626	2,046,477
Commodities	55,069	90,160	97,660	90,160	-7.7%			
Capital Improvements	-	-	-	-	-	Total Expenditures	7,432,211	7,284,465
Capital Equipment	76,303	43,205	64,604	43,205	-33.1%			
Interfund Transfers	620,000	-	-	-	-			
Total Expenditures	7,774,593	7,393,858	7,432,211	7,284,465	-2.0%			
Revenue								
Taxes	128,738,904	126,255,601	126,255,601	130,568,225	3.4%			
Intergovernmental	4,097	5,039	5,039	4,263	-15.4%			
Charges For Service	2,152,991	1,818,800	1,818,800	3,229,264	77.5%			
Other Revenue	14,652,547	11,517,117	11,517,117	13,434,249	16.6%			
Total Revenue	145,548,539	139,596,557	139,596,557	147,236,001	5.5%			
Full-Time Equivalents (FTEs)	43.00	38.00	36.00	34.00	-5.6%			

Budget Summary by Program

Program	Expenditures					Full-Time Equivalents (FTEs)		
	2011	2012	2012	2013	% Chg.	2012	2012	2013
	Actual	Adopted	Revised	Budget	'12-'13	Adopted	Revised	Budget
CFO	1,132,646	620,628	742,981	624,571	-15.9%	3.00	3.00	3.00
Budget	518,245	546,222	546,222	453,495	-17.0%	6.00	6.00	5.00
Accounting	2,365,467	2,271,564	2,187,564	2,226,765	1.8%	16.00	14.00	14.00
Purchasing	696,447	654,759	654,759	633,725	-3.2%	9.00	9.00	8.00
Risk Management	3,061,789	3,300,685	3,300,685	3,345,909	1.4%	4.00	4.00	4.00
Total	7,774,593	7,393,858	7,432,211	7,284,465	-2.0%	38.00	36.00	34.00



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget
Chief Financial Officer	110	B534	129,355	129,355	129,355	1.00	1.00	1.00
Assistant Chief Financial Office	110	B533	106,470	106,470	106,470	1.00	1.00	1.00
Purchasing Director	110	B431	92,136	92,136	92,136	1.00	1.00	1.00
Budget Director	110	B431	92,134	92,134	92,134	1.00	1.00	1.00
Accounting Director	110	B431	73,659	73,659	73,659	1.00	1.00	1.00
Tax System Director	110	B429	72,657	72,657	72,657	1.00	1.00	1.00
Principal Management Analyst	110	B327	73,237	73,237	73,237	1.00	1.00	1.00
Management Analyst III	110	B326	167,318	167,318	105,345	3.00	3.00	2.00
Revenue Manager	110	B326	77,100	77,100	77,100	1.00	1.00	1.00
Accounting Manager	110	B326	73,091	73,091	73,091	1.00	1.00	1.00
Payroll Manager	110	B326	56,785	56,785	56,785	1.00	1.00	1.00
Principal Accountant	110	B326	50,801	50,801	50,801	1.00	1.00	1.00
Senior Purchasing Agent	110	B325	106,787	106,787	106,787	2.00	2.00	2.00
Accounts Payable Supervisor	110	B324	-	46,595	46,595	-	1.00	1.00
Senior Accountant	110	B324	92,754	45,554	45,554	2.00	1.00	1.00
Management Analyst II	110	B324	44,974	43,958	43,958	1.00	1.00	1.00
Purchasing Agent	110	B322	129,664	129,664	89,786	3.00	3.00	2.00
Senior Revenue Specialist	110	B322	56,205	56,205	56,205	1.00	1.00	1.00
Payroll Analyst	110	B322	38,424	38,424	38,424	1.00	1.00	1.00
Administrative Specialist	110	B219	124,113	124,113	124,113	3.00	3.00	3.00
Accounting Technician	110	B218	148,718	90,426	90,426	5.00	3.00	3.00
Purchasing Technician	110	B218	70,606	70,606	70,606	2.00	2.00	2.00
Risk Manager	612	B430	45,379	45,379	45,379	0.50	0.50	0.50
Safety Training Coordinator	612	B325	63,798	63,798	63,798	1.00	1.00	1.00
Claim Adjuster	612	B322	43,253	43,253	43,253	1.00	1.00	1.00
Risk Manager	613	B430	45,379	45,379	45,379	0.50	0.50	0.50
Work Comp Specialist	613	B322	54,810	54,810	54,810	1.00	1.00	1.00
Subtotal					1,967,843	38.00	36.00	34.00
Add:								
Budgeted Personnel Savings (Turnover)					-			
Compensation Adjustments					-			
Overtime/On Call/Holiday Pay					182			
Benefits					954,448			
Total Personnel Budget					2,922,473			

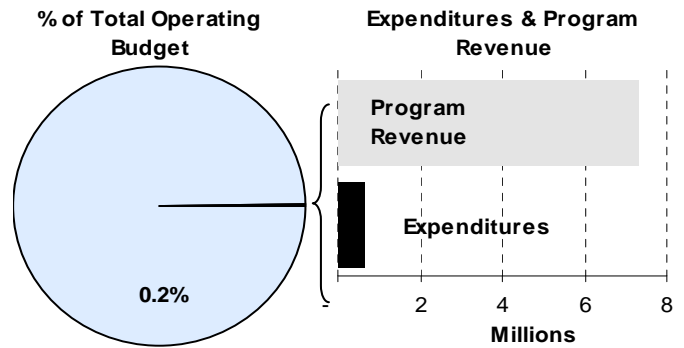
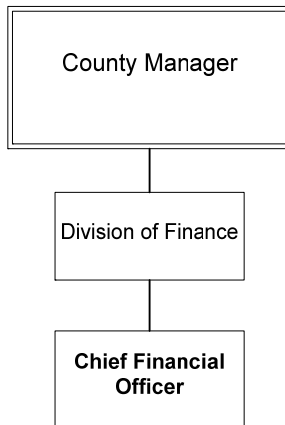




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 Chief Financial Officer
 525 N Main, Suite 823
 Wichita, Kansas 67203
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Mission:

- ❑ To assure informed financial decision making and the proper use of public resources by Sedgwick County government.



Description of Major Services

The Chief Financial Officer (CFO) is accountable for the financial management of Sedgwick County. Responsibilities of the CFO include serving as a financial advisor to the County Manager and the Board of County Commissioners, supervising the Accounting, Budget, Purchasing, and Risk Management departments, and conducting special studies on financial projects.

The CFO is also responsible for strategic financial planning and debt issuance, as well as assuring compliance with law and regulations governing county financial activities. Established procedures, policies, and financial controls are the tools used to monitor compliance. Sedgwick County’s financial forecast is a tool for the County Commission and management. It enables decision makers to evaluate potential capital projects and operating budget initiatives in the context of the County’s ability to pay for them and their impacts on future County tax rates and fund balances.

This long-term planning ensures informed financial decisions. This contributes to Sedgwick County’s sound financial management continually being recognized with excellent credit ratings from the three major bond rating services. High credit ratings are important as they reduce the interest rate the County pays on future bond issues, and can save taxpayers a considerable amount of money. High credit ratings also are a reflection on the quality of financial management.

In 2011, the County retained its credit ratings of AAA from Standard and Poor’s, FitchRatings, and Moody’s Investor Services. These high bond ratings are also due in part to Sedgwick County’s debt management policy. Sedgwick County issues bonds to finance projects like roads, bridges, and certain types of building improvements. The debt management policy prescribes when and how the County may borrow money through the issuance of bonds and temporary notes, and sets limits on the amount of debt the County may issue.

Programs and Functions

Sedgwick County’s investment policy delegates to the Chief Financial Officer the power to invest "idle funds" not immediately needed to pay the County’s bills, and directs the CFO to pursue the objectives of safety, liquidity, and yield.

Another function of the CFO is the oversight of the Division of Finance’s role in the County’s special assessment policy. Sedgwick County assists developers by constructing infrastructure such as roads and sewers in new subdivisions, and assessing the cost of these improvements to benefited property owners. These charges, called special assessments, may be paid in full at the conclusion of the project but more typically are paid in equal annual or bi-annual installments over a 15-year period. The County’s special assessment policy addresses the procedures for establishing and administering special assessments.

The Chief Financial Officer seeks efficiencies in County operations and continues to strive for financial and institutional sustainability.

Current and Emerging Issues

The Finance Division has enhanced the transparency of County financial management. Access to the County’s on-line checkbook has been provided to any citizen on the Internet. Found at the County’s website www.SedgwickCounty.org the checkbook allows viewers to see every expenditure and receipt recorded by the County since 2002, and to sort the information by transaction, by vendor receiving county payments, by type of expenditure or revenue, by organization unit or function of government, and by year. Additionally, citizens have been provided access to every contract executed by Sedgwick County with a companion link on the website. Individual contracts can be identified and viewed, and summaries of contracts by purpose, vendor, or responsible County department can be created.

The Division has led efforts to streamline administrative business processes, standardize the use of those processes throughout the County organization, and concentrate administrative support activities in the divisions of finance, human resources and information technology. These efforts have allowed operating departments to reallocate scarce resources from administrative tasks to direct service delivery.

Budget Adjustments

Changes to the Chief Financial Officer’s 2013 budget include increased revenue collections from property tax, local sales tax, and motor vehicle taxes. It also includes an increase in gaming revenues from the new Kansas Star Casino.

The budget also includes a reduction of one-time, special contractual funding in 2012 related to disaster recovery after a tornado struck the Oaklawn community on April 14, 2012, causing significant damage.

Alignment with County Values

- **Open Communication -**
Make financial documents available to anyone who requests them
- **Accountability -**
Safeguarding County assets through a systematic review process
- **Honesty -**
Preparing and providing transparent and accurate financial documents to ensure informed financial decisions

Goals & Initiatives

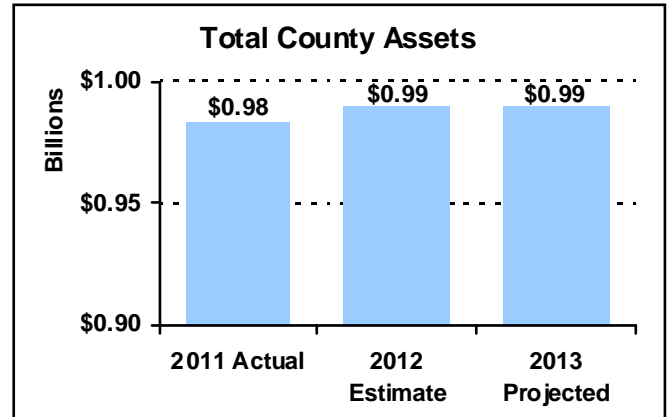
- **Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government**
- **Safeguard County assets**
- **Support the Division of Finance departments in achieving their individual goals**
- **Continue to receive the highest bond rating awarded**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Chief Financial Officer.

Total County Assets -

- Measures Sedgwick County’s total assets at the end of each given year. Total assets are calculated on a full accrual basis.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Goal: Safeguard County assets			
Total County assets (KPI)	\$983.7M	\$990.0M	\$990.0M
Investment portfolio size	\$488.5M	\$475.0M	\$470.0M
Goal: Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government			
Price of Government (cents per dollar of personal income)	1.2	1.1	1.1
General Fund unreserved fund balance at year end	\$44.3M	\$40.0M	\$40.0M
Division of Finance expenditures as a percent of County operating fund expenditures	2.3%	2.0%	2.0%
County debt per citizen	\$344	\$322	\$301
Goal: Continue to receive the highest bond rating awarded			
Standard & Poor’s bond rating	AAA	AAA	AAA
Moody’s bond rating	Aaa	Aaa	Aaa
Fitch bond rating	AAA	AAA	AAA

Significant Adjustments From Previous Budget Year

- Increase in other revenues due predominantly to \$1.7 million in gaming revenues not budgeted in 2012
- Reduce contractals due to one-time budget authority in 2012 related to tornado recovery in Oaklawn

Expenditures	Revenue	FTEs
(122,353)	2,171,810	

Total	(122,353)	2,171,810	-
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Budget Summary by Category

	2011 Actual	2012 Adopted	2012 Revised	2013 Budget	% Chg. '12-'13
Expenditures					
Personnel	310,663	404,697	404,697	408,640	1.0%
Contractual Services	198,530	200,931	315,784	200,931	-36.4%
Debt Service	-	-	-	-	
Commodities	3,453	15,000	22,500	15,000	-33.3%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	620,000	-	-	-	
Total Expenditures	1,132,646	620,628	742,981	624,571	-15.9%
Revenue					
Taxes	128,738,904	126,255,601	126,255,601	130,568,225	3.4%
Intergovernmental	4,097	5,039	5,039	4,263	-15.4%
Charges For Service	93,670	18,800	18,800	23,406	24.5%
Other Revenue	11,707,844	8,736,049	8,736,049	10,907,859	24.9%
Total Revenue	140,544,515	135,015,489	135,015,489	141,503,753	4.8%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	0.0%

Budget Summary by Fund

Expenditures	2012 Revised	2013 Budget
General Fund-110	742,981	624,571
Total Expenditures	742,981	624,571

Budget Summary by Program

Program	Fund	Expenditures				2013 Budget	% Chg. '12-'13	Full-Time Equivalents (FTEs)		
		2011 Actual	2012 Adopted	2012 Revised	2013 Budget			2012 Adopted	2012 Revised	2013 Budget
Chief Financial Officer	110	1,132,646	620,628	620,628	624,571	0.6%	3.00	3.00	3.00	
FEMA Disaster	110	-	-	122,353	-	-100.0%	-	-	-	
Total		1,132,646	620,628	742,981	624,571	-15.9%	3.00	3.00	3.00	



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget	
Chief Financial Officer	110	B534	129,355	129,355	129,355	1.00	1.00	1.00	
Assistant Chief Financial Office	110	B533	106,470	106,470	106,470	1.00	1.00	1.00	
Tax System Director	110	B429	72,657	72,657	72,657	1.00	1.00	1.00	
Subtotal					308,482		3.00	3.00	3.00
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					-				
Benefits					100,158				
Total Personnel Budget					408,640				



• Chief Financial Officer

The Chief Financial Officer provides administrative oversight to the operations of the Finance Division, and is accountable for all strategic and tactical planning for County financial management. For 2013, revenues are expected to increase due mainly to increased collections from property, motor vehicle, and sales taxes. Additionally, gaming revenues from the new Kansas Star Casino are budgeted for the first time in 2013.

Fund(s): General Fund 110

70001-110

	2011 Actual	2012 Adopted	2012 Revised	2013 Budget	% Chg. '12-'13
Expenditures					
Personnel	310,663	404,697	404,697	408,640	1.0%
Contractual Services	198,530	200,931	200,931	200,931	0.0%
Debt Service	-	-	-	-	-
Commodities	3,453	15,000	15,000	15,000	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	620,000	-	-	-	-
Total Expenditures	1,132,646	620,628	620,628	624,571	0.6%
Revenue					
Taxes	128,738,904	126,255,601	126,255,601	130,568,225	3.4%
Intergovernmental	4,097	5,039	5,039	4,263	-15.4%
Charges For Service	93,670	18,800	18,800	23,406	24.5%
Other Revenue	11,707,844	8,736,049	8,736,049	10,907,859	24.9%
Total Revenue	140,544,515	135,015,489	135,015,489	141,503,753	4.8%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	0.0%

Goal(s):

- Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government
- Safeguard County assets
- Support the Division of Finance departments in achieving their individual goals
- Continue to receive the highest bond rating possible

• FEMA Disaster

The purpose of the FEMA Disaster fund center is to consolidate all extraordinary costs of recovery from major storms or other disasters that are expected to qualify for federal disaster assistance funding. The program is not funded in the original adopted annual budget; it is authorized and funded by transfer from contingency only when needed.

Fund(s): General Fund 110

70010-110

	2011 Actual	2012 Adopted	2012 Revised	2013 Budget	% Chg. '12-'13
Expenditures					
Personnel	-	-	-	-	-
Contractual Services	-	-	114,853	-	-100.0%
Debt Service	-	-	-	-	-
Commodities	-	-	7,500	-	-100.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	-	-	122,353	-	-100.0%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	-	-	-	-	-

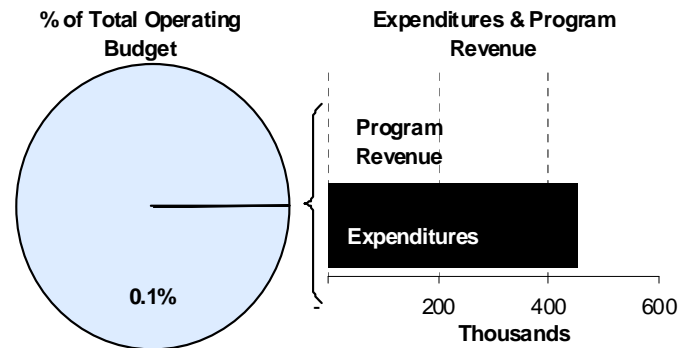
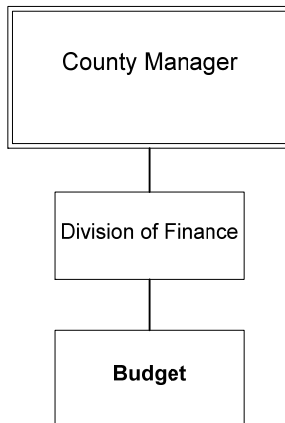




David Miller
 Budget Director
 525 N Main, Suite 1150
 Wichita, Kansas 67203
 316-660-7145
drmiller@sedgwick.gov

Mission:

- ❑ To allocate resources for basic and essential services while maintaining long-term financial health for Sedgwick County.



Description of Major Services

Adhering to municipal budget law in the Kansas Statutes (K.S.A.), the Budget Office manages the development and production of Sedgwick County’s adopted budget, implements the operating and capital improvement budget, and provides special analysis of budget and financial issues. The main statutes, collectively called the budget law, are contained in K.S.A. 79-2925 to 79-2937. The annual budget provides the County authority to levy taxes to finance expenditures. Additionally, the annual budget is utilized by the County Clerk to levy the related taxes (K.S.A. 79-2930).

All money belonging to the County must be included in the annual budget and a separate itemized statement must be included in the budget for each fund, and must show receipts and expenditures for the prior year, current year and the proposed budget year. K.S.A. 79-2934 states budgeted transfers from one fund to another fund must be authorized by statute and the Budget Office monitors this throughout the entire year. Budget also

prepares the certified budget to submit to the State of Kansas that must be received by the County Clerk no later than August 25 (K.S.A. 79-1801).

Development of the adopted budget is a joint effort between individual departments, the Budget Office, the County Manager’s Office, and the Board of County Commissioners. The budget is prepared in phases to ensure statutory deadlines are met and development of the budget occurs in a manner that provides all parties an opportunity to participate in the process and provide their valuable input.

The Budget Office strives to meet the needs of multiple customers including the citizens of Sedgwick County, the Board of County Commissioners, the County Manager, appointed officials, other Sedgwick County elected officials, departments, the State of Kansas, bond rating agencies, and any person who requests budgetary financial information from the County.

Programs and Functions

Essential responsibilities of the Budget Office are assisting the County Manager in the development of his recommended budget, responding to inquiries of elected officials and the public, monitoring spending by departments, analyzing and recommending County programs and initiatives, and ensuring statutes and resolutions are adhered to regarding annual spending. The Budget Office also prepares the five-year financial plan, develops revenue estimates, produces the Quarterly Financial Report, and assists departments with strategic planning and process improvement initiatives.

The Budget Office analyzes potential programs, grants and agenda items for the leadership of Sedgwick County to provide them with the necessary details for making informed decisions regarding the financial impact on the organization. The Quarterly Financial Report is developed in coordination with the Accounting Department and provides leadership with the benefit of receiving a regular snapshot on the financial health of the organization in a timely manner rather than waiting for annual information provided in the budget.

The Budget Office contributes to the economic sustainability in the community by producing and providing professional and transparent financial documents. Potential investors and businesses looking to do business in Sedgwick County can make more informed decisions about our community if thorough and accurate financial documents are available.

Budget produces public documents in multiple formats. Documents are available on the County website, in print, and on CD. They are then sent to local libraries and small municipalities to ensure the public is provided the necessary information for participating in the budget process.

Current and Emerging Issues

For 28 consecutive years Sedgwick County has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. The Budget Awards Program is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision-makers and citizens.

One initiative of the Budget Office is to work closely with Enterprise Resource Planning to incorporate the Key Performance Indicator results for departments into all budget documents and the Quarterly Financial Report. This will provide citizens, leadership and departments with direct results of operations and will assist in determining future program funding levels.

Budget Adjustments

Changes to the Budget Office’s 2013 budget include a shift of 1.0 FTE Management Analyst III position from Budget to Enterprise Resource Planning in the Information Services Department, where a 1.0 FTE Call and Data Center Manager is eliminated.

Alignment with County Values

- **Accountability -**
Budget’s monitoring of unreserved fund balances and reporting findings in published reports hold Budget accountable to the fund balance policy
- **Honesty and Open Communication -**
Increasing citizen participation ensures open communication occurs during budget development by providing an easy to read document that fully discloses the necessary information for making informed decisions

Goals & Initiatives

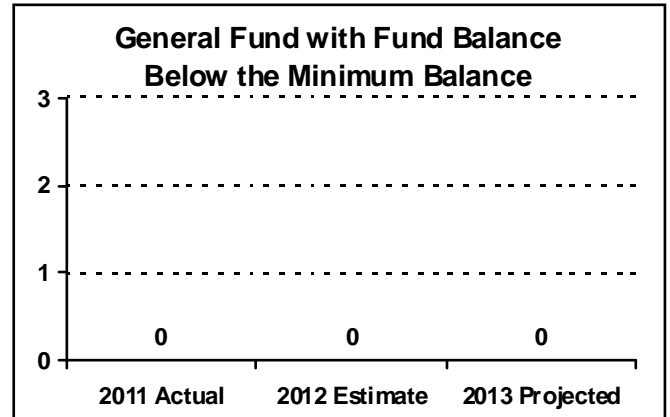
- **Maintain unreserved fund balances as directed by the fund balance policy**
- **Provide County decision-makers with accurate and timely budget and financial planning information**
- **Ensure that pertinent and accurate budget information is accessible to the public**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Budget Office.

General Fund with Ending Fund Balance Below the Minimum Balance Requirement Per the Fund Balance Policy -

- Measure ensures the General Fund, which must abide to the fund balance policy, is monitored to properly maintain solvency for the purpose of delivery of services as outlined by the fund’s establishment. The balance is calculated at the end of the calendar year to determine if the policy has been followed as outlined.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Goal: Maintain unreserved fund balances as directed by the County’s fund balance policy			
General Fund maintains an ending unreserved fund balance below the minimum balance requirement as subject to the fund balance policy (KPI)	0	0	0
Goal: Provide County decision-makers with accurate and timely budget and financial planning information			
Accuracy of financial plan revenue projections – property tax supported funds (- indicates under estimated, + indicates over estimated)	+0.4%	+/-5.0%	+/-5.0%
Accuracy of financial plan expenditure projections – property tax supported funds (- indicates under estimated, + indicates over estimated)	-0.3%	+/-5.0%	+/-5.0%
Goal: Ensure that pertinent and accurate budget information is accessible to the public			
Received GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes

Significant Adjustments From Previous Budget Year

• Shift Management Analyst III position from Budget to Enterprise Resource Planning in Info. Services Dept.	<u>Expenditures</u>	<u>Revenue</u>	<u>FTEs</u>
	(80,287)		(1.00)

Total (80,287) - (1.00)

Budget Summary by Category

Budget Summary by Fund

Expenditures	2011	2012	2012	2013	% Chg.	Expenditures	2012	2013
	Actual	Adopted	Revised				Budget	Revised
Personnel	503,460	525,692	525,692	432,965	-17.6%	General Fund-110	546,222	453,495
Contractual Services	8,912	9,120	9,120	9,120	0.0%			
Debt Service	-	-	-	-				
Commodities	5,873	11,410	11,410	11,410	0.0%			
Capital Improvements	-	-	-	-				
Capital Equipment	-	-	-	-				
Interfund Transfers	-	-	-	-				
Total Expenditures	518,245	546,222	546,222	453,495	-17.0%	Total Expenditures	546,222	453,495
Revenue								
Taxes	-	-	-	-				
Intergovernmental	-	-	-	-				
Charges For Service	-	-	-	-				
Other Revenue	12	-	-	-				
Total Revenue	12	-	-	-				
Full-Time Equivalents (FTEs)	6.00	6.00	6.00	5.00	-16.7%			

Budget Summary by Program

Program	Fund	Expenditures				2013	% Chg.	Full-Time Equivalents (FTEs)		
		2011	2012	2012	2013			2012	2012	2013
		Actual	Adopted	Revised	Budget	'12-'13	Adopted	Revised	Budget	
Budget Office	110	518,245	546,222	546,222	453,495	-17.0%	6.00	6.00	5.00	
Total		518,245	546,222	546,222	453,495	-17.0%	6.00	6.00	5.00	



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget	
Budget Director	110	B431	92,134	92,134	92,134	1.00	1.00	1.00	
Principal Management Analyst	110	B327	73,237	73,237	73,237	1.00	1.00	1.00	
Management Analyst III	110	B326	167,318	167,318	105,345	3.00	3.00	2.00	
Management Analyst II	110	B324	44,974	43,958	43,958	1.00	1.00	1.00	
Subtotal					314,674		6.00	6.00	5.00
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					-				
Benefits					118,291				
Total Personnel Budget					432,965				

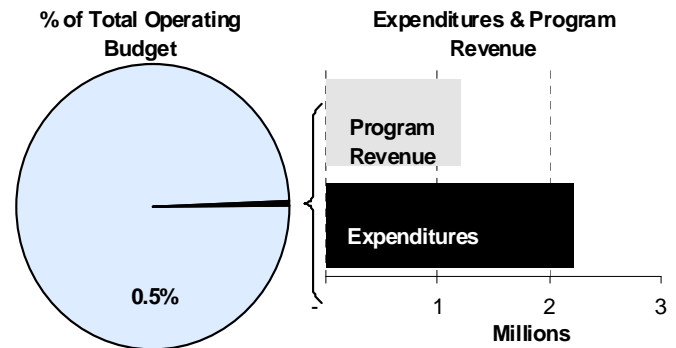
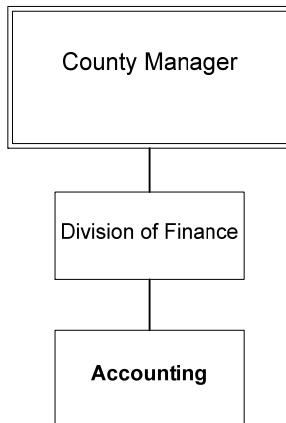




Sara Jantz
 Director of Accounting
 525 N Main, Suite 823
 Wichita, Kansas 67203
 316-660-7136
sjantz@sedgwick.gov

Mission:

- To coordinate human and financial resources necessary to provide quality financial support services to internal and external customers.



Description of Major Services

Broadly defined, the Accounting Department’s responsibilities include providing accurate financial information for financial reporting and effective decision-making, as well as transparent reporting to enable citizens to evaluate the public services that are provided across the entire County. More specifically, the Accounting Department maintains the County’s general ledger to ensure financial transactions are recorded appropriately in accordance with Generally Accepted Accounting Principles (GAAP). The Accounting Department also coordinates external audit activities, produces interim and annual financial reports and serves to provide an adequate internal control structure to safeguard County assets.

There are multiple State statutes guiding the Accounting Department’s activities. These statutes stipulate business processes, investments, vendor payments, accounting records, records retention, fund restrictions, unclaimed property, and other activities. Accounting is also governed by state and federal compliance rules for many areas, like wage and vendor tax compliance. In turn, the

Accounting Department works to prudently manage County financial resources, assure compliance with applicable laws and policies governing financial transactions, and provide timely and accurate information about Sedgwick County’s financial position to those who need such information.

Major functions performed by the Accounting Department include:

- Cash management and investment activities
- Debt management
- Grants management
- Accounts payable
- Payroll
- Revenue management
- Surplus property disposition

Investing “idle funds” in secure investments until money is needed to pay for expenses is one of the primary roles of the Accounting Department. This is particularly important for Sedgwick County since Accounting issues checks to pay bills weekly and payroll bi-weekly.

Programs and Functions

The Accounting Department’s role is to provide accurate financial information when needed. This information helps County management demonstrate why Sedgwick County is a great place to live, work, and develop new businesses. Good financial information is also important to the accuracy of projections and estimates which are made by various departments to reach their service goals and enhance their missions.

The Accounting Department is proud to produce the Popular Annual Financial Report (PAFR) for citizens. For four years, the PAFR has been published to concisely present the actual financial results of the County for the previous year in an easy-to-read document. The report provides community highlights and key County service indicators which enable citizens to gain a quick view of the County’s business.

Citizens are also directed to the Sedgwick County website for more detailed financial information in the Comprehensive Annual Financial Report (CAFR) and budget documents. The end goal is a more financially transparent Sedgwick County.

In 2012, the Government Finance Officers Association (GFOA) presented Accounting with the Certificate of Achievement for Financial Reporting for its 2011 CAFR for the 31st year in a row and the Popular Annual Financial Reporting Award for its 2011 PAFR.

Current and Emerging Issues

In 2011, the Accounting Department began work to streamline its Accounts Payable process. The Department is working closely with the Division of Information and Operations to use current technologies to make the accounts payable process paperless.

Accounting strives to ensure that employees are cross trained for the various tasks performed by the Department. This allows processes to be continuous and to ensure the timeliness of information. Employees are encouraged to participate in professional development, including the Government Finance Officers Association (GFOA) and organizational and leadership training provided by the County.

Budget Adjustments

Changes to the Accounting Department’s 2013 budget include an increase in revenue of \$1.2 million from a new credit card convenience fee charge.

Following adoption of the 2012 budget, 2.0 FTE Accounts Payable Analyst positions were eliminated.

Alignment with County Values

- **Accountability -**
Provide accurate information on time
- **Honesty -**
Providing financial information in an understandable format promotes trust
- **Open Communication -**
Engaging the public and encouraging them to utilize financial information as they evaluate the services provided by Sedgwick County

Goals & Initiatives

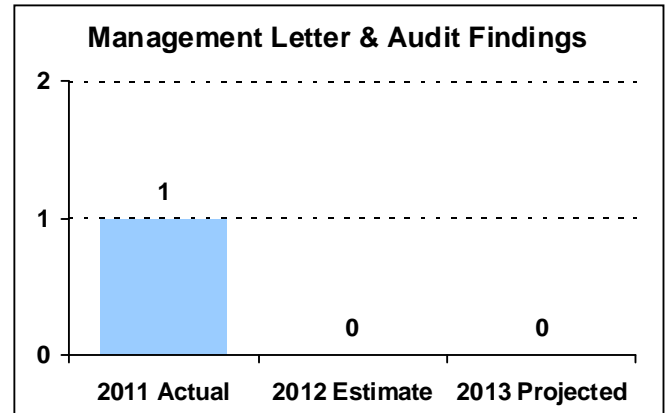
- **Provide accurate and timely financial information to decision-makers**
- **Prudently manage County financial resources**
- **Provide adequate internal control structure to safeguard County assets**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Accounting Department.

Pertinent Management Letter and Audit Findings -

- Measure of the number of pertinent management letter and audit findings. All governments will routinely receive comments, observations and recommendations for improvement, but findings are defined as more critical and material in scope and imply a significant problem.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Goal: Provide adequate internal control structure to safeguard County assets			
Pertinent management letter and audit findings (KPI)	1	0	0
Goal: Prudently manage County financial resources			
Maintain a minimum debt rating of AA+ (S&P)	AAA	AAA	AAA
Process vendor payments within average 7 days of document entry	3.96	4.00	3.50
Average number of off-cycle payroll payments per period	1.60	2.00	2.00
Investment return compared to benchmark	+	+	+
Comments received from GFOA financial reporting	2	3	3

Significant Adjustments From Previous Budget Year

- Eliminate Accounts Payable Analyst positions after 2012 budget adoption
- Increase in charges for service revenues due to \$1.2 million in credit card convenience fees

Expenditures	Revenue	FTEs
(98,990)	1,200,000	(2.00)

Total	(98,990)	1,200,000	(2.00)
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Budget Summary by Category

Expenditures	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised		
Personnel	1,153,540	1,009,164	925,164	964,365	4.2%
Contractual Services	1,182,345	1,215,500	1,215,500	1,215,500	0.0%
Debt Service	-	-	-	-	-
Commodities	29,582	46,900	46,900	46,900	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	2,365,467	2,271,564	2,187,564	2,226,765	1.8%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	1,200,000	-
Other Revenue	1,567,417	1,437,644	1,437,644	1,182,687	-17.7%
Total Revenue	1,567,417	1,437,644	1,437,644	2,382,687	65.7%
Full-Time Equivalents (FTEs)	21.00	16.00	14.00	14.00	0.0%

Budget Summary by Fund

Expenditures	2012	2013
	Revised	Budget
General Fund-110	2,187,564	2,226,765
Total Expenditures	2,187,564	2,226,765

Budget Summary by Program

Program	Fund	Expenditures				2013	% Chg.	Full-Time Equivalents (FTEs)		
		2011	2012	2012	2013			2012	2012	2013
		Actual	Adopted	Revised	Budget	'12-'13	Adopted	Revised	Budget	
Accounts Payable	110	652,799	527,003	443,003	461,908	4.3%	9.00	7.00	7.00	
Payroll	110	133,682	137,740	137,740	154,015	11.8%	2.00	2.00	2.00	
Revenue Management	110	1,328,456	1,308,471	1,308,471	1,310,374	0.1%	2.00	2.00	2.00	
General Accounting	110	250,529	298,350	298,350	300,468	0.7%	3.00	3.00	3.00	
Total		2,365,467	2,271,564	2,187,564	2,226,765	1.8%	16.00	14.00	14.00	



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget	
Accounting Director	110	B431	73,659	73,659	73,659	1.00	1.00	1.00	
Revenue Manager	110	B326	77,100	77,100	77,100	1.00	1.00	1.00	
Accounting Manager	110	B326	73,091	73,091	73,091	1.00	1.00	1.00	
Payroll Manager	110	B326	56,785	56,785	56,785	1.00	1.00	1.00	
Principal Accountant	110	B326	50,801	50,801	50,801	1.00	1.00	1.00	
Accounts Payable Supervisor	110	B324	-	46,595	46,595	-	1.00	1.00	
Senior Accountant	110	B324	92,754	45,554	45,554	2.00	1.00	1.00	
Senior Revenue Specialist	110	B322	56,205	56,205	56,205	1.00	1.00	1.00	
Payroll Analyst	110	B322	38,424	38,424	38,424	1.00	1.00	1.00	
Administrative Specialist	110	B219	77,615	77,615	77,615	2.00	2.00	2.00	
Accounting Technician	110	B218	148,718	90,426	90,426	5.00	3.00	3.00	
Subtotal					686,255		16.00	14.00	14.00
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					-				
Benefits					278,110				
Total Personnel Budget					964,365				



• Accounts Payable

Accounts Payable processes invoices to pay County vendors accurately and timely while ensuring compliance with internal controls established to safeguard assets. Accounts Payable personnel work consistently with all internal departments to improve the workflow process. In 2010, the Division of Information and Operations, Enterprise Resource Planning and Accounting worked to implement an electronic workflow process for accounts payable documents. This process cuts down on hard copy paper flow and hard copies made and filed, and improves the availability of document information to SAP financial system users. Accounts Payable continues to work on centralized process efficiencies through a County-wide centralized administration initiative. In 2012, Finance Support Services, a sub-department of the Division, was eliminated, and the Division Support Technician positions were moved to Accounts Payable.

Fund(s): General Fund

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	618,240	477,003	393,003	411,908	4.8%
Contractual Services	11,552	18,000	18,000	18,000	0.0%
Debt Service	-	-	-	-	-
Commodities	23,007	32,000	32,000	32,000	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	652,799	527,003	443,003	461,908	4.3%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	(1,454)	-	-	-	-
Total Revenue	(1,454)	-	-	-	-
Full-Time Equivalents (FTEs)	13.00	9.00	7.00	7.00	0.0%

Goal(s):

- Ensure compliance with filing requirements of external agencies
- Enhance vendor relationships
- Provide prompt payment for properly authorized invoices

• Payroll

Payroll coordinates all time entry to ensure accurate, on-time payments to Sedgwick County employees on a biweekly basis. Payroll is also responsible for processing payments for certain third party and tax withholding liabilities, as well as filing necessary quarterly and annual tax filing reports, including the distribution of W-2 statements at year-end.

The payroll team conducts internal audits of payroll system compliance in all County departments and offers recommendations for improvements.

Fund(s): General Fund 110

72002-110

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	128,793	126,240	126,240	142,515	12.9%
Contractual Services	3,182	7,500	7,500	7,500	0.0%
Debt Service	-	-	-	-	-
Commodities	1,707	4,000	4,000	4,000	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	133,682	137,740	137,740	154,015	11.8%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	190	-	-	-	-
Total Revenue	190	-	-	-	-
Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	0.0%

Goal(s):

- Provide convenient and quality payroll services to all Sedgwick County employees
- Ensure accurate and timely payment of payroll-related liabilities and compliance with filing requirements of external agencies
- Perform payroll compliance audits and work with department personnel when enhancements are needed



• Revenue Management

Revenue Management seeks grant funding, prepares grant reports, coordinates Single Audit activities performed by the external auditors, monitors outside billing for Emergency Medical Services, and ensures compliance throughout County operations with cash handling policies and procedures. Earnings related to investment activities are recorded under Revenue Management.

Also included within Revenue Management are merchant services fees for tax and fee payments. As more citizens use electronic payment options (debit and credit cards), Revenue Management incurs an increase in these fees.

Fund(s): General Fund 110

72003-110

	2011 Actual	2012 Adopted	2012 Revised	2013 Budget	% Chg. '12-'13
Expenditures					
Personnel	181,200	177,271	177,271	179,174	1.1%
Contractual Services	1,145,118	1,128,000	1,128,000	1,128,000	0.0%
Debt Service	-	-	-	-	-
Commodities	2,137	3,200	3,200	3,200	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	1,328,456	1,308,471	1,308,471	1,310,374	0.1%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	1,200,000	-
Other Revenue	1,568,681	1,437,644	1,437,644	1,182,687	-17.7%
Total Revenue	1,568,681	1,437,644	1,437,644	2,382,687	65.7%
Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	0.0%

Goal(s):

- Enhance and protect the revenue capacity of Sedgwick County government
- Provide internal control structure to safeguard departmental petty cash and change funds
- Assist departments with grant-seeking and compliance reporting requirements

• General Accounting

General Accounting ensures financial transactions are properly recorded in compliance with applicable laws and regulations to provide accurate and timely information regarding the financial position of the County, in accordance with generally accepted accounting principles. Services provided include coordination of the County's external audit activities, financial analysis, preparation of financial reports for use by internal and external parties, evaluation of internal controls ensuring compliance with appropriate regulations, and the adequate safeguarding of assets while maintaining their efficient and economical use. Additionally, cash and debt management activities of the County are coordinated by General Accounting.

Fund(s): General Fund 110

72004-110

	2011 Actual	2012 Adopted	2012 Revised	2013 Budget	% Chg. '12-'13
Expenditures					
Personnel	225,306	228,650	228,650	230,768	0.9%
Contractual Services	22,493	62,000	62,000	62,000	0.0%
Debt Service	-	-	-	-	-
Commodities	2,730	7,700	7,700	7,700	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	250,529	298,350	298,350	300,468	0.7%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	4.00	3.00	3.00	3.00	0.0%

Goal(s):

- Produce accurate and timely financial reports to enhance the management decision-making process
- Invest idle funds to preserve capital and minimize risk while maximizing return on investment
- Provide financial analysis support to all departments

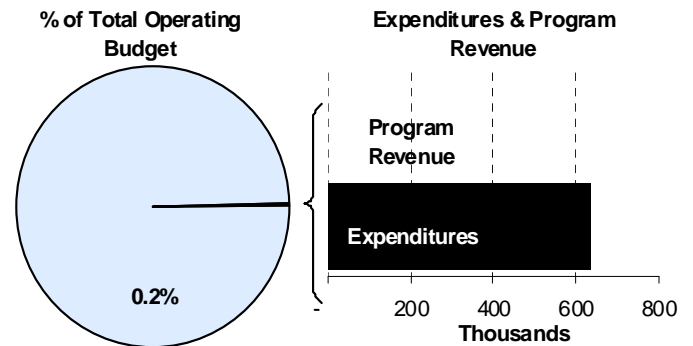
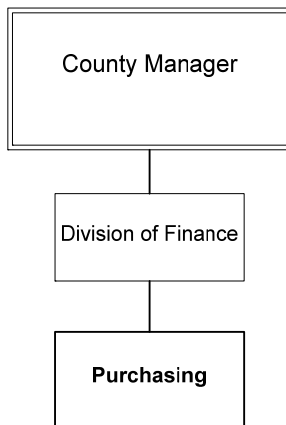




Iris Baker
 Purchasing Director
 525 N Main, Suite 823
 Wichita, Kansas 67203
 316-660-7260
ibaker@sedgwick.gov

Mission:

- To facilitate the procurement of all necessary quality products and services for Sedgwick County by following all applicable rules and laws governing government procurement in order to protect the monetary assets through prudent expenditures of taxpayers’ monies.



Description of Major Services

The Purchasing Department is responsible for facilitating other County departments in procuring the goods and services they need, in compliance with state statutes and Sedgwick County Charter Resolution No. 65. Responsibilities include working with departments to create specifications, negotiating contracts, maintaining relations with vendors, and publicizing requests for bids/proposals.

Adopted on February 27, 2012, Charter 65 ensures purchases are conducted in a manner that provides efficiency, equality, fairness, and accountability.

Charter 65 states, “Whenever a purchase must be offered to responsible vendors, the Purchasing Director shall determine the procedure for compliance. Purchases of \$10,000 to \$25,000 shall be offered by informal bid/proposal. Purchases of more than \$25,000 shall be offered by sealed bid/proposal. All requests for bids/proposals shall be advertised at the discretion of the Purchasing Director. Competitive sealed bids/proposals shall be opened at a time and place specified pursuant to

said public notice. The Purchasing Director shall make the determination as to whether purchases subject to this Resolution shall be made by request for bids or requests for proposals.”

Charter 65 also establishes a Sedgwick County Board of Bids and Contracts, which is responsible for recommending the purchase of materials, supplies, equipment and services in excess of \$50,000 and for recommending or reviewing such other purchases as may be requested by the Purchasing Director or County Manager from time to time.

The Board of Bids and Contracts is composed of five members. The chairperson is the Director of Accounting, and the Director of the Division of Public Works is vice-chairperson. In addition, there is a representative from the Sedgwick County elected officials other than a County Commissioner appointed by the County Manager, one representative from the Eighteenth Judicial District to be determined by the Chief Judge, and one member to be appointed by the County Manager from a roster listing all division and department directors. Members appointed by the County Manager

shall serve at the pleasure of the Manager. Duties of a member of the Board of Bids and Contracts may not be delegated. The County Counselor, or an assistant designated by the County Counselor, shall serve in an advisory capacity to the board.

Programs and Functions

The Purchasing Department facilitates purchases of goods and services exceeding \$10,000 per transaction. The County Manager approves purchases between \$25,000 and \$50,000 with the lowest and best bid or best proposal being accepted. Purchases in excess of \$50,000 require recommendation of the Board of Bids and Contracts and approval from the Board of County Commissioners. Operating departments’ personnel are authorized to make purchases of less than \$10,000 using County purchasing cards or County procurement system.

Processes which have been implemented to improve the efficiency and effectiveness of the Department while cutting costs include using e-mail to distribute 95 percent of bids. This method reduces paper usage and labor expense to copy and mail the documents. Also, Purchasing uses the County website to post all bids and awards, which reduces the number of open records requests. By using the website to provide information to citizens, redundant correspondence is eliminated.

To promote, support and facilitate the creation of wealth and employment operations in our community, the Purchasing Department provides a fair, open, and competitive bidding environment for all goods and services. The Purchasing Department ensures that services and assistance are delivered in a fair and equitable manner by purchasing policies and providing training for departments and vendors.

Current and Emerging Issues

As mentioned above, a new charter was adopted in 2012, setting new policies for Purchasing. Additionally, Purchasing staff has opportunities for training and personal development. Staff attend training to enhance responsibilities, skills and knowledge and improve accountability and customer services. Organization leadership and management training are goals for senior purchasing agents.

Budget Adjustments

Changes to the Purchasing Department’s 2013 budget include the elimination of 1.0 FTE Purchasing Agent position.

Alignment with County Values

- **Equal Opportunity -**
Providing equitable and open processes for vendors and departments
- **Accountability -**
Providing services that abide by all applicable laws while being prudent with taxpayer dollars
- **Open Communication -**
Sharing information and ideas with departments and vendors through transparency and processes

Goals & Initiatives

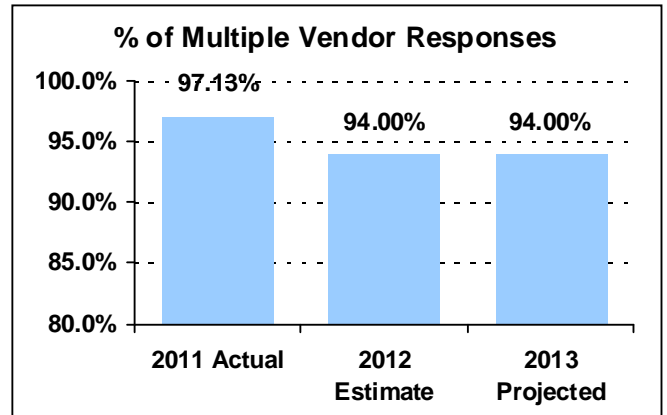
- **Create a procurement process that exhibits professionalism and enhances learning opportunities and improved working relationships for internal and external customers**
- **Ensure that the procurement process is open, fair and provides opportunities for all interested vendors**
- **Products and services are provided in a timely manner for the best possible price**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Purchasing Department.

Percent of Multiple Vendor Responses -

- Measure of the percent of bids that generate more than one response. This measures competition in the bidding process and is measured based on the bids/proposals issued and the number of bid responses received.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Goal: Ensure that the procurement process is open, fair and provides opportunities for all interested vendors			
Percent of multiple vendor responses (KPI)	97.13%	94.00%	94.00%
Average number of vendors responding per bid	6.53	4.50	4.50
Percent of bid responses from disadvantaged business enterprises	11.17%	12.00%	12.00%
Percent of dollars awarded to disadvantaged business enterprises	8.10%	4.50%	4.50%
Percent of dollars paid to disadvantaged business enterprises	3.41%	4.50%	4.50%
Goal: Create a procurement process that exhibits professionalism and enhances learning opportunities and improved working relationships for internal and external customers			
Annual number of vendor training sessions	21	12	12
Annual number of staff training sessions	22	18	18
Goal: Provide products and services in a timely manner for the best possible price			
Number of monthly bids processed	26.16	27.00	27.00
Average number of days from requisition to purchase order	1.20	8.00	8.00
Average number of days for informal bids	2.68	5.00	5.00
Average number of days for formal bids	25.53	30.00	30.00
Average number of days for proposals	48.04	70.00	70.00

Significant Adjustments From Previous Budget Year

- Eliminate Purchasing Agent position

Expenditures	Revenue	FTEs
(61,217)		(1.00)

Total	(61,217)	-	(1.00)
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Budget Summary by Category

	2011 Actual	2012 Adopted	2012 Revised	2013 Budget	% Chg. '12-'13
Expenditures					
Personnel	610,117	588,597	588,597	567,563	-3.6%
Contractual Services	83,265	62,162	62,162	62,162	0.0%
Debt Service	-	-	-	-	
Commodities	3,065	4,000	4,000	4,000	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	696,447	654,759	654,759	633,725	-3.2%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	373	-	-	-	
Other Revenue	393	119	119	121	1.7%
Total Revenue	766	119	119	121	1.7%
Full-Time Equivalents (FTEs)	9.00	9.00	9.00	8.00	-11.1%

Budget Summary by Fund

Expenditures	2012 Revised	2013 Budget
General Fund-110	654,759	633,725
Total Expenditures	654,759	633,725

Budget Summary by Program

Program	Fund	Expenditures				2013 Budget	% Chg. '12-'13	Full-Time Equivalents (FTEs)		
		2011 Actual	2012 Adopted	2012 Revised	2012 Adopted			2012 Revised	2013 Budget	
Purchasing	110	696,447	654,759	654,759	633,725	-3.2%	9.00	9.00	8.00	
Total		696,447	654,759	654,759	633,725	-3.2%	9.00	9.00	8.00	



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget	
Purchasing Director	110	B431	92,136	92,136	92,136	1.00	1.00	1.00	
Senior Purchasing Agent	110	B325	106,787	106,787	106,787	2.00	2.00	2.00	
Purchasing Agent	110	B322	129,664	129,664	90,785	3.00	3.00	2.00	
Administrative Specialist	110	B219	46,498	46,498	46,498	1.00	1.00	1.00	
Purchasing Technician	110	B218	70,606	70,606	70,606	2.00	2.00	2.00	
Subtotal					406,812		9.00	9.00	8.00
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					182				
Benefits					160,569				
Total Personnel Budget					567,563				

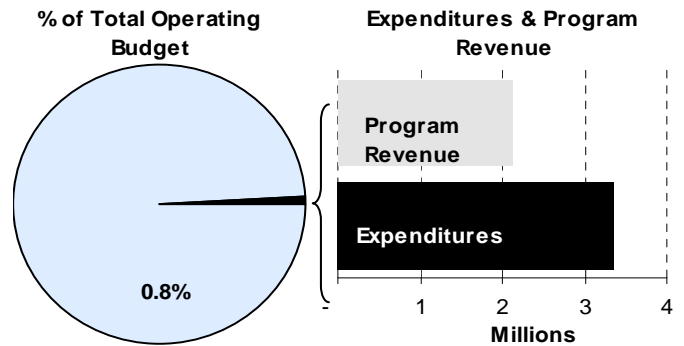
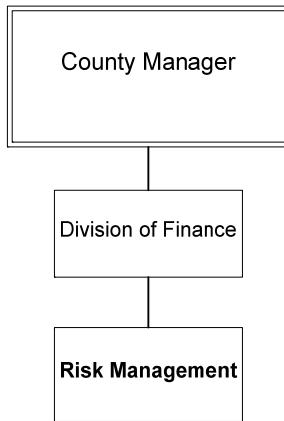




Mick McBride
 Risk Manager
 525 N Main, Suite 1150
 Wichita, Kansas 67203
 316-660-9682
mmcbride@sedgwick.gov

Mission:

- To protect Sedgwick County assets and provide a safe work environment for employees, thus ensuring their ability to provide uninterrupted delivery of quality services to citizens of Sedgwick County.



Description of Major Services

The Risk Management office is tasked with protecting Sedgwick County assets. This starts with establishing a safe work place for employees and a safe facility for visitors. It is mandatory that employees receive necessary safety training. Risk Management does follow-up safety inspections to verify that prevention programs are adequate. Sometimes it is appropriate to contractually shift the risk and cost of an incident to a third party. This is accomplished with appropriate hold-harmless and indemnification clauses in contracts or through the purchase of insurance. A risk plan must include an appropriate amount of self retention and an appropriate amount of risk transfer to ensure that there is adequate funding to pay for an adverse incident that might happen.

Risk Management also works with a contracted insurance agent or directly with insurance companies to

procure appropriate insurance coverage, administers a self-insurance fund for the State mandated workers compensation benefit, and a self-insurance fund for liability, automobile, and property claims not otherwise insured. In addition, the Department processes claims, reviews contracts that require assumption or transfer of risk, conducts training sessions for employees, and assists with promotion of employee wellness and ergonomic work environments for employees.

Risk Management has established an affiliation with the Public Risk Management Association (PRIMA), the National Safety Council, and the Kansas Self Insurers Association and works closely with the Kansas Department of Labor to conduct safety inspections of County facilities. Risk Management does work closely with all County departments to accomplish its assigned tasks.

Programs and Functions

Risk Management adjusts and pays claims in accordance with the Uniform procedure for Payment of Claims, K.S.A. 12-105z, the Kansas Tort Claims Act, K.S.A. 7505101 and the Workers Compensation Statute K.S.A. 44-501. The Board of County Commissioners has enacted two resolutions, one to establish the Risk Management Reserve Fund (Resolution 136-1986) pursuant to K.S.A. 12-2615 and one to establish a Workers Compensation Reserve Fund (Resolution 12-1994) pursuant to K.S.A. 44-505b. There are various Sedgwick County Policies that also control operations within the Risk Management Department.

To ensure services and assistance are provided in a fair and equitable manner, Risk Management evaluates claims properly submitted to Sedgwick County. Claims without merit are denied. Risk Management works to protect Sedgwick County’s interest in claims against other, with the end goal of being fair and equitable to all.

To enhance the financial and institutional viability of Sedgwick County, Risk Management works actively to establish and maintain a safe environment for citizens and employees of the County. The expectation is that Risk Management will do whatever possible to prevent an accident from occurring and will continue to establish plans and programs to mitigate the adverse effect if something does happen.

Additionally, Risk Management strives to achieve the lowest cost of risk with proper allocation of resources for loss avoidance, loss prevention, loss assumption, self-insurance plans, or the purchase of insurance. Risk Management actively subrogates claims against liable third parties to minimize risk costs.

Current and Emerging Issues

Risk Management has implemented a procedure that ensures that employees are cross trained for the various tasks performed by the Department. Staff is encouraged to participate in the Associate of Risk Management program.

Risk Management is in process of implementing procedures to comply with Federal legislation, Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (42 U.S.C 1395y(b)(7) & (8)). This legislation requires that claim information be reported to the Federal government to ensure that there is proper coordination of claim payments to determine a primary payer and a secondary payer. The long term effect will be an increase of workers compensation costs for Sedgwick County.

Budget Adjustments

There are no significant adjustments to Risk Management’s 2013 budget.

Alignment with County Values

- **Honesty -**
Claims will be fairly accepted and adjusted
- **Open Communication --**
Decisions will be made based on facts of the incident without regard to personal feelings or beliefs
- **Respect –**
Claim decisions will be made based on facts of the incident without regard to personal feelings or beliefs
- **Accountability/Commitment -**
Risk Management will help each department understand and reduce their cost of risk.
- **Equal Opportunity –**
Safety information and training will be available to each Department.

Goals & Initiatives

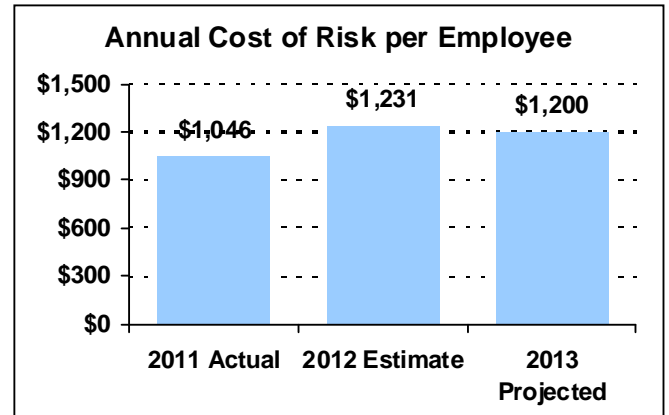
- **Maintain the cost of risk at a level less than 2.0 percent of the total of all fund expenditures**
- **Perform a safety inspection on at least seven County facilities on an annual basis**
- **Process and pay claims in a timely manner**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Risk Management Department.

Annual Cost of Risk per Employee -

- Measure of all costs associated with Risk Management for a given year, including insurance premiums, payment of claims, and safety programs.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Goal: Maintain the cost of risk at a level less than two percent of the total of all fund expenditures			
Cost of risk per employee (KPI)	\$1,046	\$1,231	\$1,200
Goal: Perform a safety inspection on at least seven County facilities on an annual basis			
Annual facility safety inspections	42	45	45
Goal: Process and pay claims in a timely manner			
Annual new workers compensation claims	331	320	315
Annual preventable workers compensations claims	156	120	115
Annual non-preventable workers compensation claims	175	200	200
Annual new vehicle claims	146	140	135
Annual preventable vehicle claims	65	40	35
Annual non-preventable vehicle claims	81	100	100
Annual new general claims	91	68	60
Annual preventable general claims	22	13	10
Annual non-preventable general claims	69	55	50

Significant Adjustments From Previous Budget Year

• No significant adjustments for budget year

Expenditures Revenue FTEs

Total - - -

Budget Summary by Category

Budget Summary by Fund

Expenditures	2011	2012	2012	2013	% Chg.	Expenditures	2012	2013
	Actual	Adopted	Revised	Budget	'12-'13		Revised	Budget
Personnel	549,328	503,716	503,716	548,940	9.0%	Risk Mgmt. Res.-612	1,297,059	1,299,432
Contractual Services	2,423,062	2,740,914	2,719,515	2,740,914	0.8%	Workers' Comp.-613	2,003,626	2,046,477
Debt Service	-	-	-	-	-			
Commodities	13,097	12,850	12,850	12,850	0.0%			
Capital Improvements	-	-	-	-	-			
Capital Equipment	76,303	43,205	64,604	43,205	-33.1%			
Interfund Transfers	-	-	-	-	-			
Total Expenditures	3,061,789	3,300,685	3,300,685	3,345,909	1.4%	Total Expenditures	3,300,685	3,345,909
Revenue								
Taxes	-	-	-	-	-			
Intergovernmental	-	-	-	-	-			
Charges For Service	2,058,948	1,800,000	1,800,000	2,005,858	11.4%			
Other Revenue	1,176,881	1,343,305	1,343,305	1,343,582	0.0%			
Total Revenue	3,235,829	3,143,305	3,143,305	3,349,440	6.6%			
Full-Time Equivalents (FTEs)	4.00	4.00	4.00	4.00	0.0%			

Budget Summary by Program

Program	Fund	Expenditures				2013 Budget	% Chg. '12-'13	Full-Time Equivalents (FTEs)		
		2011 Actual	2012 Adopted	2012 Revised	2012 Adopted			2012 Revised	2013 Budget	
Risk Management	612	1,260,252	1,297,059	1,297,059	1,299,432	0.2%	2.50	2.50	2.50	
Workers' Compensation	613	1,801,537	2,003,626	2,003,626	2,046,477	2.1%	1.50	1.50	1.50	
Total		3,061,789	3,300,685	3,300,685	3,345,909	1.4%	4.00	4.00	4.00	



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget	
Risk Manager	612	B430	45,379	45,379	45,379	0.50	0.50	0.50	
Safety Training Coordinator	612	B325	63,798	63,798	63,798	1.00	1.00	1.00	
Claim Adjuster	612	B322	43,253	43,253	43,253	1.00	1.00	1.00	
Risk Manager	613	B430	45,379	45,379	45,379	0.50	0.50	0.50	
Work Comp Specialist	613	B322	54,810	54,810	54,810	1.00	1.00	1.00	
Subtotal					252,619		4.00	4.00	4.00
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					-				
Benefits					296,321				
Total Personnel Budget					548,940				



• Risk Management

The Risk Management program encompasses the Risk Management Reserve Fund, which was established by Resolution to allow for claim retentions and deductibles in connection with self-funded insurance. This fund pays for insurance premiums, loss deductibles and other claims not covered by an insurance policy.

Fund(s): Risk Mgmt. Res. 612

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	208,423	205,888	205,888	208,261	1.2%
Contractual Services	962,430	1,035,866	1,014,467	1,035,866	2.1%
Debt Service	-	-	-	-	-
Commodities	13,097	12,100	12,100	12,100	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	76,303	43,205	64,604	43,205	-33.1%
Interfund Transfers	-	-	-	-	-
Total Expenditures	1,260,252	1,297,059	1,297,059	1,299,432	0.2%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	1,141,733	1,298,032	1,298,032	1,301,344	0.3%
Total Revenue	1,141,733	1,298,032	1,298,032	1,301,344	0.3%
Full-Time Equivalents (FTEs)	2.50	2.50	2.50	2.50	0.0%

Goal(s):

- Maintain general claim payments at or below 0.75 percent of the total expenditures for all funds
- Inspect at least seven major County Facilities on an annual basis
- Decrease the number of preventable accidents each year

• Workers' Compensation

The Workers' Compensation program is responsible for administering a self insured, State mandated, workers' compensation program. The Program must make application annually to the State of Kansas for an operation permit. The Program is responsible for payment of claims and related expenses associated with operation of the Program, including assessment fees to the State of Kansas.

Fund(s): Workers' Comp. 613

74001-613

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	340,905	297,828	297,828	340,679	14.4%
Contractual Services	1,460,632	1,705,048	1,705,048	1,705,048	0.0%
Debt Service	-	-	-	-	-
Commodities	-	750	750	750	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	1,801,537	2,003,626	2,003,626	2,046,477	2.1%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	2,058,948	1,800,000	1,800,000	2,005,858	11.4%
Other Revenue	35,148	45,273	45,273	42,238	-6.7%
Total Revenue	2,094,096	1,845,273	1,845,273	2,048,096	11.0%
Full-Time Equivalents (FTEs)	1.50	1.50	1.50	1.50	0.0%

Goal(s):

- Maintain cost of Workers' Compensation below 2.0 percent of annual payroll
- Maintain an average cost per employee for Workers' Compensation claims and administration expenditures at least 32.0 percent lower than the national average of \$755
- Reduce claims filed per 100 employees by 0.5 percent annually

