**Overview**

The County Manager’s Office works to ensure essential services and programs are provided to all citizens in an efficient, effective, and timely manner. The Manager’s Office provides oversight of the approximately 3,000 employees and manages the County budget of more than $457.4 million for 2020. Additional responsibilities of the Office include comprehensive policy review and development, research of issues and opportunities of the County, oversight of major decisions of County government, management of projects requested by the Board of County Commissioners (BOCC), and preparation of County Commission meeting agendas.

**Highlights**

- Created the Technology Review Board (TRB) to examine technology needs across the organization and centralize technology projects
- Refined the Policy Review Committee to establish, update, and archive County policies
- Restructured the organization to align divisions and departments in the organization with best practices
- Launched an organization-wide strategic planning process to engage all employees and the community and provide vision and direction for Sedgwick County

**Strategic Goals:**

- Engage citizens, employees, government entities, and community leaders in a collaborative environment to assist the BOCC in implementing program and policy initiatives
- Assure quality public service to the citizens and nurture an environment that encourages innovation and retains highly qualified workers
- Enhance communications to improve awareness of issues and services
Accomplishments and Strategic Results

Accomplishments

Accomplishments in the County Manager’s Office include:

- partnering legislatively with the Wichita Regional Chamber of Commerce, the City of Wichita, and other local stakeholders for support of the North Junction;
- continuing to focus on public safety space needs in the Main Courthouse Complex;
- transferring the agenda and contract management from one platform to another to reduce redundancies in these processes;
- finalizing an asset inventory process to account for equipment in all divisions and departments;
- conducting a compensation study and job analysis throughout the organization;
- modernizing the organization’s hiring website to be user-friendly and informational; and
- realigning the financial auditors within the organization.

Strategic Results

The County Manager’s Office uses the Strategic Plan to guide the organization’s decisions and actions. In order to be a more open and engaging community partner and employer, the Manager’s Office will achieve the following strategic results:

- County Organizational Management Team will participate in media relations training to help keep the public better informed of County business;
- Sedgwick County will launch a proactive information and operations communications campaign strategy, including social and mainstream media;
- Sedgwick County employees and customers will have the opportunity to provide input through a regularly scheduled survey; and
- Sedgwick County, through its departments and divisions, will continue its outreach and engagement at community events each year.

Significant Budget Adjustments

Significant adjustments to the County Manager’s 2020 budget include an increase of $60,000 for the County Redesign/Rebrand/Refresh and an increase of $15,000 for the 150th anniversary celebration of Sedgwick County.
### Departmental Graphical Summary

#### County Manager

**Percent of Total County Operating Budget**

#### Expenditures, Program Revenue & FTEs

**All Operating Funds**

![Graphical Summary]

#### Budget Summary by Category

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>1,548,277</td>
<td>1,678,833</td>
<td>1,692,237</td>
<td>1,683,745</td>
<td>1,622,219</td>
<td>(61,526)</td>
<td>-3.65%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>151,399</td>
<td>235,169</td>
<td>239,228</td>
<td>285,228</td>
<td>299,225</td>
<td>13,997</td>
<td>4.91%</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Commodities</td>
<td>71,135</td>
<td>22,459</td>
<td>32,249</td>
<td>27,238</td>
<td>45,110</td>
<td>17,872</td>
<td>65.61%</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>1,770,811</td>
<td>1,936,462</td>
<td>1,963,711</td>
<td>1,996,211</td>
<td>1,966,554</td>
<td>(29,657)</td>
<td>-1.49%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Revenues</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Licenses and Permits</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>437</td>
<td>38</td>
<td>454</td>
<td>454</td>
<td>40</td>
<td>(415)</td>
<td>-91.30%</td>
</tr>
<tr>
<td>All Other Revenue</td>
<td>111,743</td>
<td>105,923</td>
<td>145,859</td>
<td>145,859</td>
<td>143,744</td>
<td>(2,115)</td>
<td>-1.45%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>112,180</td>
<td>105,961</td>
<td>146,313</td>
<td>146,313</td>
<td>143,784</td>
<td>(2,530)</td>
<td>-1.73%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full-Time Equivalents (FTEs)</th>
<th>2017</th>
<th>2018</th>
<th>2019 Adopted</th>
<th>2019 Revised</th>
<th>2020 Budget</th>
<th>2019 Rev.-'20</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax Funded</td>
<td>16.00</td>
<td>16.00</td>
<td>14.25</td>
<td>14.25</td>
<td>14.25</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Property Tax Funded</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total FTEs</td>
<td>16.00</td>
<td>16.00</td>
<td>14.25</td>
<td>14.25</td>
<td>14.25</td>
<td>-</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Budget Summary by Fund

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>1,770,811</td>
<td>1,936,462</td>
<td>1,963,711</td>
<td>1,996,211</td>
<td>1,966,554</td>
<td>(29,657)</td>
<td>-1.49%</td>
</tr>
</tbody>
</table>
### Significant Budget Adjustments from Prior Year Revised Budget

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Revenues</th>
<th>FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>60,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Increase in contractuals for the County's Redesign/Rebrand/Refresh
Increase in commodities for the County's 150th anniversary celebration

### Budget Summary by Program

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>County Manager</td>
<td>110</td>
<td>1,120,006</td>
<td>1,382,755</td>
<td>1,258,117</td>
<td>1,213,417</td>
<td>1,185,745</td>
<td>-2.28%</td>
<td>8.25</td>
</tr>
<tr>
<td>Strategic Communications</td>
<td>110</td>
<td>650,805</td>
<td>553,707</td>
<td>705,594</td>
<td>782,794</td>
<td>780,809</td>
<td>-0.25%</td>
<td>6.00</td>
</tr>
</tbody>
</table>

Total 1,770,811 1,936,462 1,963,711 1,996,211 1,966,554 -1.49% 14.25
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>County Manager</td>
<td>110</td>
<td>CONTRACT</td>
<td>189,625</td>
<td>180,000</td>
<td>180,000</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Deputy County Manager</td>
<td>110</td>
<td>GRADE146</td>
<td>158,550</td>
<td>156,683</td>
<td>156,683</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Assistant County Manager Public Safety</td>
<td>110</td>
<td>GRADE145</td>
<td>125,050</td>
<td>133,303</td>
<td>133,303</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Assistant County Manager Admin. Services</td>
<td>110</td>
<td>GRADE145</td>
<td>152,193</td>
<td>130,000</td>
<td>130,000</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Director of Strategic Communications</td>
<td>110</td>
<td>GRADE138</td>
<td>100,000</td>
<td>102,500</td>
<td>102,500</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Internal Performance Auditor</td>
<td>110</td>
<td>GRADE138</td>
<td>18,765</td>
<td>19,234</td>
<td>19,234</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>Art Director</td>
<td>110</td>
<td>GRADE132</td>
<td>67,832</td>
<td>69,527</td>
<td>69,527</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Senior Executive Assistant</td>
<td>110</td>
<td>GRADE132</td>
<td>71,700</td>
<td>73,492</td>
<td>-</td>
<td>1.00</td>
<td>1.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Senior Public Information Officer</td>
<td>110</td>
<td>GRADE131</td>
<td>56,022</td>
<td>57,422</td>
<td>57,422</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Video Production Coordinator</td>
<td>110</td>
<td>GRADE130</td>
<td>70,123</td>
<td>71,876</td>
<td>71,876</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Social Media Coordinator</td>
<td>110</td>
<td>GRADE127</td>
<td>42,361</td>
<td>43,420</td>
<td>43,420</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Management Analyst I</td>
<td>110</td>
<td>GRADE125</td>
<td>33,426</td>
<td>34,262</td>
<td>34,262</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>110</td>
<td>GRADE120</td>
<td>81,000</td>
<td>105,000</td>
<td>105,000</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Management Intern</td>
<td>110</td>
<td>EXCEPT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 1,143,575

Add:
- Budgeted Personnel Savings: -
- Compensation Adjustments: 64,717
- Overtime/On Call/Holiday Pay: 10,400
- Benefits: 403,527

Total Personnel Budget: 1,622,219

2020 Adopted Budget

Page 95
● County Manager

The County Manager serves as the chief administrative officer of Sedgwick County and is responsible for implementing the policy decisions made by the Board of County Commissioners (BOCC). The County Manager's Office works to ensure essential services and programs are provided to citizens in an efficient, effective, and timely manner.

### Fund(s): County General Fund 110

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>1,045,971</td>
<td>1,325,659</td>
<td>1,165,217</td>
<td>1,156,725</td>
<td>1,094,984</td>
<td>(61,741)</td>
<td>-5.3%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>46,180</td>
<td>46,126</td>
<td>80,288</td>
<td>45,350</td>
<td>80,288</td>
<td>34,939</td>
<td>77.0%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Commodities</td>
<td>27,855</td>
<td>10,971</td>
<td>12,612</td>
<td>11,342</td>
<td>10,473</td>
<td>(869)</td>
<td>-7.7%</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>1,120,006</strong></td>
<td><strong>1,382,755</strong></td>
<td><strong>1,258,117</strong></td>
<td><strong>1,213,417</strong></td>
<td><strong>1,185,745</strong></td>
<td><strong>(27,672)</strong></td>
<td><strong>-2.3%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th>2020 Actual</th>
<th>2019 Actual</th>
<th>2020 Budget</th>
<th>Amnt. Chg. '19 - '20</th>
<th>% Chg. '19 - '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Charges For Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(104)</td>
<td>-100.0%</td>
</tr>
<tr>
<td>All Other Revenue</td>
<td>3,747</td>
<td>-</td>
<td>35,692</td>
<td>35,692</td>
<td>-0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>108,333</strong></td>
<td><strong>105,961</strong></td>
<td><strong>110,517</strong></td>
<td><strong>110,517</strong></td>
<td><strong>110,092</strong></td>
</tr>
</tbody>
</table>

| Full-Time Equivalents (FTEs) | 8.00 | 9.00 | 8.25 | 8.25 | 8.25 | - | 0.0% |

### Strategic Communications

Serving as a valuable link between County programs and services and the citizens of the community, the Strategic Communications Office provides information about the current activities and issues of County government and works on major projects and community initiatives. The Office relays public information to citizens and media through publications, internet content, video, and media requests for interviews. The Office also provides services to County divisions and keeps employees informed of internal issues and opportunities.

### Fund(s): County General Fund 110

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>502,306</td>
<td>353,175</td>
<td>527,020</td>
<td>527,020</td>
<td>527,235</td>
<td>215</td>
<td>0.0%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>46,180</td>
<td>46,126</td>
<td>80,288</td>
<td>45,350</td>
<td>80,288</td>
<td>34,939</td>
<td>77.0%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Commodities</td>
<td>27,855</td>
<td>10,971</td>
<td>12,612</td>
<td>11,342</td>
<td>10,473</td>
<td>(869)</td>
<td>-7.7%</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>650,805</strong></td>
<td><strong>553,707</strong></td>
<td><strong>705,594</strong></td>
<td><strong>782,794</strong></td>
<td><strong>780,809</strong></td>
<td><strong>(1,985)</strong></td>
<td><strong>-0.3%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th>2020 Actual</th>
<th>2019 Actual</th>
<th>2020 Budget</th>
<th>Amnt. Chg. '19 - '20</th>
<th>% Chg. '19 - '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Charges For Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(104)</td>
<td>-100.0%</td>
</tr>
<tr>
<td>All Other Revenue</td>
<td>3,747</td>
<td>-</td>
<td>35,692</td>
<td>35,692</td>
<td>-0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>3,847</strong></td>
<td><strong>-</strong></td>
<td><strong>35,796</strong></td>
<td><strong>35,796</strong></td>
<td><strong>35,692</strong></td>
</tr>
</tbody>
</table>

| Full-Time Equivalents (FTEs) | 8.00 | 7.00 | 6.00 | 6.00 | 6.00 | - | 0.0% |