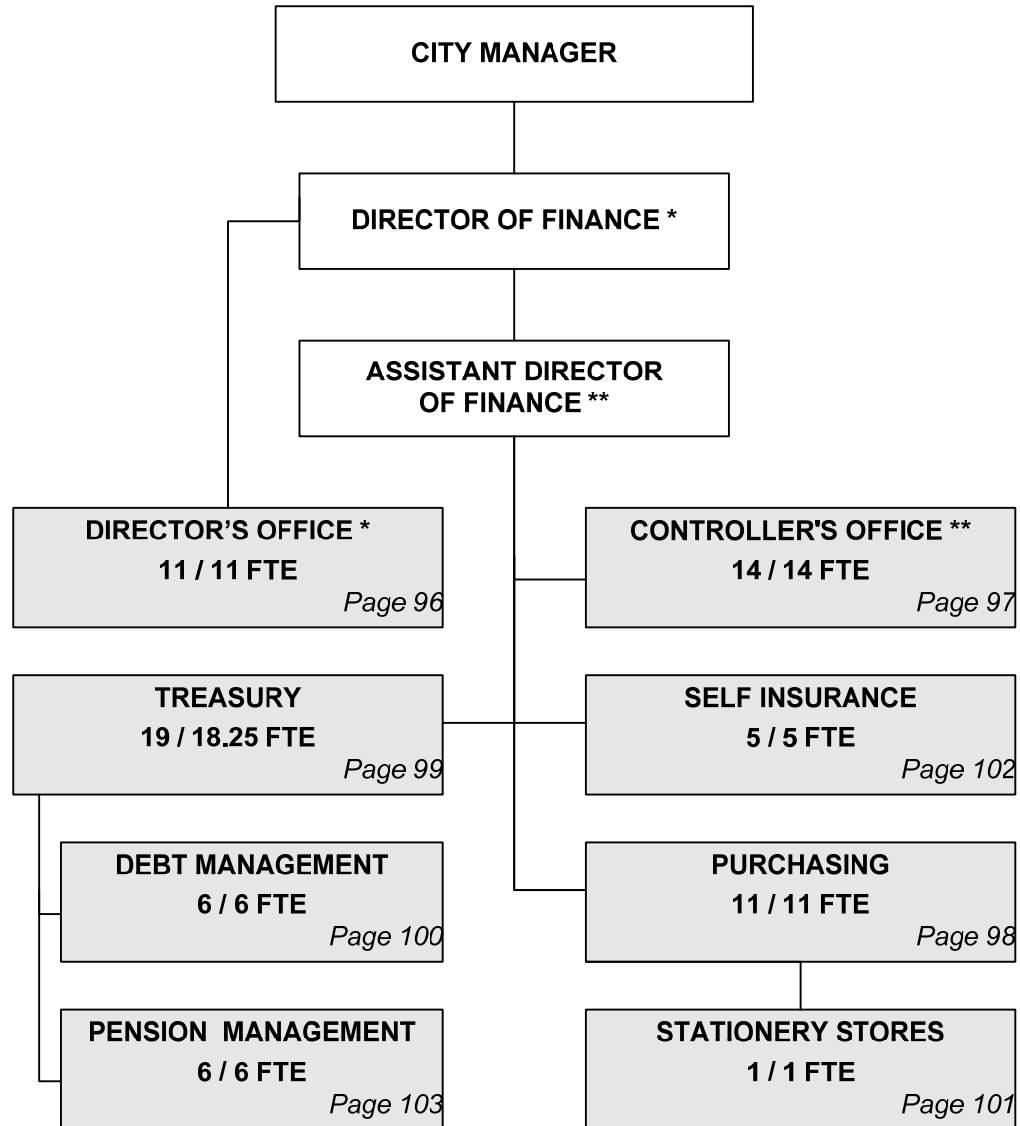




# ORGANIZATION CHART

## DEPARTMENT OF FINANCE



\* Position included with Director's Office

\*\* Position included with Controller's Office

^ Non-locally funded positions

**Total Authorized Positions/ Full-Time Equivalent = 73 / 72.25 FTE**



# AUTHORIZED POSITIONS

## DEPARTMENT OF FINANCE

Authorized Positions	Range	2007	2008	2009
Department Director	E83	1	1	1
Assistant Department Director	D72	1	1	1
City Treasurer	D63	1	1	1
Budget Officer	D62	1	1	1
Controller	D62	1	1	1
Purchasing Manager	D62	1	1	1
Pension Manager	C52	1	1	1
Risk Manager	C52	1	1	1
Principal Budget Analyst	C44	2	2	2
Assistant Pension Manager	C43	1	1	1
Risk Management Specialist	C43	1	1	1
Senior Accountant	C43	4	4	4
Senior Budget Analyst	C43	3	3	3
Senior Buyer	C43	1	1	1
Senior Fiscal Analyst	C43	1	1	1
Senior Safety Coordinator	C43	1	1	1
Budget Analyst	C42	3	3	3
Safety Coordinator	C42	1	1	1
Accountant	C41	3	3	3
Buyer	C41	6	6	6
Fiscal Analyst	C41	1	1	1
Administrative Assistant	928	1	1	1
Administrative Aide III	926	2	2	2
Administrative Aide II	623	1	1	1
Associate Accountant	623	1	1	1
Account Clerk III	621	5	5	5
Administrative Secretary	621	1	1	1
Account Clerk II	619	6	6	6
Secretary	619	3	3	3
Account Clerk I	617	2	2	2
Clerk III	617	4	4	4
Customer Service Clerk I	617	8	8	8
Customer Service Clerk I (.50 FTE)	617	1	1	1
Customer Service Clerk I (.75 FTE)	617	1	1	1
Management Intern	606	1	1	1
<b>TOTAL AUTHORIZED POSITIONS</b>		<b>73</b>	<b>73</b>	<b>73</b>
<b>General Fund</b>		<b>61</b>	<b>61</b>	<b>61</b>
<b>Stationery Stores Fund</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Self-Insurance Fund</b>		<b>5</b>	<b>5</b>	<b>5</b>
<b>Pension Fund</b>		<b>6</b>	<b>6</b>	<b>6</b>

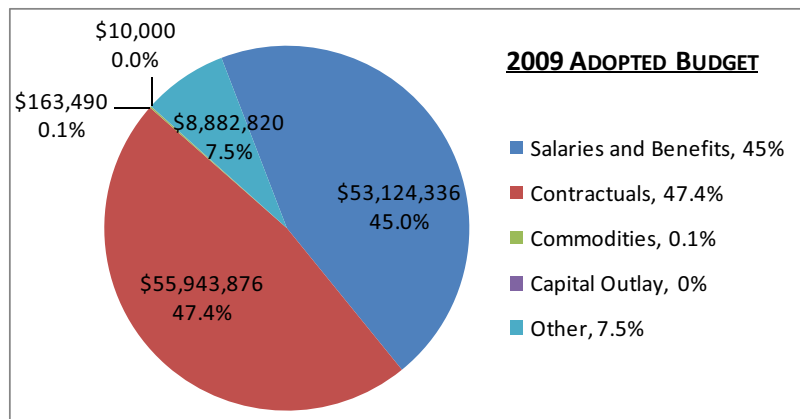


**MISSION**

To provide financial management leadership, oversight, reporting and various internal services for the City organization.

DEPARTMENTAL GOALS		CITY GOAL ALIGNMENT
1	Improve financial position and management of the City.	Internal Perspective
2	Maintain affordable and competitive tax rate.	Internal Perspective
3	Increase Finance department and City productivity.	Internal Perspective

SERVICE EXPENDITURES BY FUND	FUND	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Director's Office	General	750,703	966,920	959,673	877,073	888,398
Controllers Office	General	1,000,583	1,138,760	1,166,280	1,114,134	1,130,338
Purchasing	General	751,690	773,030	803,729	725,535	735,793
Treasury	General	966,899	1,040,590	1,106,802	1,080,926	1,100,903
Debt Management	General	333,492	370,240	344,420	330,818	336,892
Stationery Stores	Stationery Stores	905,418	977,100	995,721	1,296,486	997,305
Self Insurance	Self Insurance	36,483,735	40,296,110	40,183,046	43,367,157	46,550,111
Pension	Pension	62,154,077	62,895,410	71,746,974	70,553,067	75,761,994
TIF (non-environmental)	TIF	1,968,854	5,637,580	4,886,400	3,926,090	4,140,481
SSMID	SSMID	611,561	635,740	635,740	637,487	656,612
<b>Total Program Expenditure</b>		<b>\$105,927,012</b>	<b>\$114,731,480</b>	<b>\$122,828,785</b>	<b>\$123,908,773</b>	<b>\$132,298,827</b>
	<b>2009 Adopted %</b>					
General Fund Expenditures	3.3%	\$3,803,367	\$4,289,540	\$4,380,904	\$4,128,486	\$4,192,324
Other Fund Expenditures	96.7%	\$102,123,645	\$110,441,940	\$118,447,881	\$119,780,287	\$128,106,503



The Finance Department touches every department in the City. Most expenditure increases are attributable to regular salary and benefit changes. A large portion of the salaries and wages are related to pension benefit payments to retired employees and a majority of contractual expenditures are for self insurance purposes like general liability and health insurance payments.

The Finance Department is 100% funded from local sources. The General Fund funds most of the staff in the Finance Department, but internal service and fiduciary funds account for over 97% of expenditures.

**DEPARTMENT PERFORMANCE HIGHLIGHTS - 2009 ADOPTED BUDGET:**

- ◆ Recognition for excellence has been and is anticipated to continue to be received from several divisions within Finance, including: the Director's Office for the annual budget (20 consecutive years), the Controllers' Office for the City-wide Comprehensive Annual Financial Report (CAFR) (34 consecutive years), Pension Management for the Pension CAFR (8 consecutive years), and Purchasing for its overall procurement practices (8 consecutive years).
- ◆ The City's already good bond rating was upgraded to AA+ by Moody's in 2008.
- ◆ The City's pension plans are fully funded, resulting in affordable contribution rates.



**MISSION**

To maintain the fiscal integrity of the City organization through financial services, timely information and analysis, innovation, financial management and appropriate controls.

**SERVICE DESCRIPTION**

The Director's Office is responsible for the overall management of the Finance Department. In addition, the Budget and Research Office (which is a significant component of the Director's Office Division) prepares and administers the annual City budget and the 10-year Capital Improvement Program (CIP). The Director's Office staff advise the City Manager regarding financial and management issues and assist department directors and their staff with research, analysis, and support regarding appropriate and necessary administrative and budgetary procedures.

The Department of Finance exists to aide the entire organization in accomplishing its varied missions. That support involves helping other functions understand, plan, prioritize, control, report, satisfy requirements, and/or wisely use available resources.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Produce budget document that is recognized as excellent by industry standards.	1
B Ensure the City can access capital at the lowest rate possible.	2
C Implement the governing body's priorities while holding the ad valorem tax rate steady.	2

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Achieve GFOA Recognition for Budget Document	A	Yes	Yes	Yes	Yes	Yes	Yes
Maintain or Improve City's Bond Rating	B	AA2/AA	AA2/AA	AA2/AA	AA2/AA	AA2/AA+	AA2/AA+
Percentage Change in Adopted Budget Mill Levy over Prior Year Actual Mill Levy	C	0%	0%	0%	0%	0%	0%

STRATEGIC HIGHLIGHTS	REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
	<ul style="list-style-type: none"> <li>◆ In addition to GFOA's Distinguished Budget Recognition Award, the Budget Office is striving to receive the GFOA's Capital and Performance Measurement Awards.</li> <li>◆ To streamline the archival and retrieval of important documents, the Budget Office continues the migration of documents to a digital format.</li> </ul>	Program Fees/ Charges	0	0	0	0
General Fund Allocation		750,703	966,920	959,673	877,072	888,398
<b>TOTAL PROGRAM REVENUES</b>		<b>\$750,703</b>	<b>\$966,920</b>	<b>\$959,673</b>	<b>\$877,072</b>	<b>\$888,398</b>
Salaries and Benefits		630,714	844,050	828,235	748,719	760,044
Contractuals		115,777	118,300	126,868	123,784	123,784
Commodities		4,212	4,570	4,570	4,570	4,570
Capital Outlay		0	0	0	0	0
Other		0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURES</b>		<b>\$750,703</b>	<b>\$966,920</b>	<b>\$959,673</b>	<b>\$877,072</b>	<b>\$888,398</b>
<b>TOTAL POSITIONS / FTE</b>		<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>



**MISSION**

To ensure the integrity of the financial statements and accuracy of payments made to vendors, and assist in the financial management of the City.

**SERVICE DESCRIPTION**

The Controller's Office is a component of the Financial Management Division that reports to the Assistant Director of Finance. The office is headed by the Controller with professional and clerical support staff. The Assistant Director of Finance position is also authorized within the Controller's Office cost center.

The Controller's Office seeks to sustain the day-to-day accounting processes in conformity with the highest professional and regulatory standards while also pursuing efficiencies that will improve the overall financial management and financial status of the City.

SERVICE OBJECTIVES		DEPT. GOAL ALIGNMENT
A	Minimize cost of financial transactions.	2
B	Produce Comprehensive Annual Financial Report (CAFR) that is recognized as excellent by industry standards.	1
C	Monitor and audit vendor payment process for purchasing goods and services to assure accuracy and timeliness.	3

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Percentage of City Vendors using Automated Clearing House (ACH)	A	8%	8%	25%	12.4%	25%	25%
GFOA Excellence Award for CAFR Achieved	B	Yes	Yes	Yes	Yes	Yes	Yes
Average Days From Invoice to Payment	C	30.0	30.0	29.0	26.5	28.8	28.8

**STRATEGIC HIGHLIGHTS**

- ◆ The Controller's Office will continue to implement Government Accounting Standards Board (GASB) pronouncements in timely and cost effective manner.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Program Fees/Charges	0	0	0	0	0
General Fund Allocation	1,000,583	1,138,760	1,166,280	1,114,134	1,130,338
<b>TOTAL PROGRAM REVENUES</b>	<b>\$1,000,583</b>	<b>\$1,138,760</b>	<b>\$1,166,280</b>	<b>\$1,114,134</b>	<b>\$1,130,338</b>
Salaries and Benefits	802,872	931,270	949,642	897,464	913,668
Contractuals	193,656	203,700	212,848	212,880	212,880
Commodities	4,055	3,790	3,790	3,790	3,790
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$1,000,583</b>	<b>\$1,138,760</b>	<b>\$1,166,280</b>	<b>\$1,114,134</b>	<b>\$1,130,338</b>
<b>TOTAL POSITIONS / FTE</b>	<b>14 / 14</b>	<b>14 / 14</b>	<b>14 / 14</b>	<b>14 / 14</b>	<b>14 / 14</b>



**MISSION**

To obtain the greatest value for each dollar spent by the City of Wichita in the efficient and effective procurement of goods and services while also ensuring fairness and integrity in accordance with applicable laws and regulations.

**SERVICE DESCRIPTION**

Purchasing staff consists of 8 professional and 3 clerical support positions. The office is responsible for overseeing the formal and informal bid process, negotiating blanket purchase orders, managing the overall procurement process, registering vendors, administering the Emerging and Disadvantaged Business Enterprise program (including staffing the Wichita Supplier Diversity Task Team), disposition of surplus vehicles/equipment, and providing an on-line purchasing system. The office manages the Stationery Stores operation, but is not included in this service because it is not funded from the General Fund.

The Purchasing Office mission falls within the Internal Perspective, which includes Business Processes, Financial Management, and Employee Development perspectives. The service plan directly or indirectly influences the organization-wide success of indicators within these perspectives.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Streamline bidding process.	3
B Ensure emerging and disadvantaged businesses have opportunity to bid on City purchases.	2
C Ensure City employees and vendors understand purchasing process.	3

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Average Internal Procurement Process Turn-around Time In Days	A	17	17	17	17	17	17
Number of New Certified Emerging Business Enterprises	B	60	60	60	60	60	60
Number of Workshops Conducted for Vendors/Internal Customers	C	15	15	15	15	15	15

**STRATEGIC HIGHLIGHTS**

- ◆ The Purchasing division will continue to reduce procurement processing time, simplify the procurement process, and strive to obtain industry certification for all purchasers.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Program Fees/Charges	0	0	0	0	0
General Fund Allocation	751,690	773,030	803,729	725,535	735,793
<b>TOTAL PROGRAM REVENUES</b>	<b>\$751,690</b>	<b>\$773,030</b>	<b>\$803,729</b>	<b>\$725,535</b>	<b>\$735,793</b>
Salaries and Benefits	679,238	683,040	708,416	632,822	643,080
Contractuals	70,220	87,100	92,423	89,823	89,823
Commodities	2,233	2,890	2,890	2,890	2,890
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$751,690</b>	<b>\$773,030</b>	<b>\$803,729</b>	<b>\$725,535</b>	<b>\$735,793</b>
<b>TOTAL POSITIONS / FTE</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>



**MISSION**

To ensure the safe and prudent handling and investment of the City of Wichita's cash assets.

**SERVICE DESCRIPTION**

The Treasury Office provides for the safe, efficient, and prudent handling of the City's cash assets through the establishment and monitoring of policies and procedures related to cash handling, investment of idle funds, and revenue collection activities. Responsibilities include:

- ◆ Receiving and accounting for all monies paid to the City of Wichita;
- ◆ Making disbursements for expenditures that have been vouchered for payment by the City Controller's Office;
- ◆ Administering the City's accounts receivable program;
- ◆ Managing the City's banking and investment relationships;
- ◆ Administering the City's business licensing and dog licensing programs.

Treasury staff also manages the investment of the City's pooled investment portfolio, which varies, but typically approximates \$270 million. Projecting cash balances and maintaining adequate cash flow to satisfy expenditure needs, in accordance with established legal and policy guidelines, are also functions performed by this office.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Streamline the financial transaction aspect of the payroll process.	3
B Increase the use of credit cards to streamline procurement process.	3
C Ensure the City's investment policies are recognized as excellent by industry standards.	1

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Percentage of Bi-weekly Payroll Transactions Issued by Direct Deposit	A	79.5%	79.1%	80.5%	81.8%	84.0%	85.0%
Amount of Credit Card Transactions from Prior Year (Thousands)	B	\$3,500	\$3,297	\$4,000	\$2,782	\$3,000	\$3,000
Certification of Excellence for City's Investment Policy	C	Yes	Yes	Yes	Yes	Yes	Yes
Approval from State Pooled Money Investment Board (PMIB)	C	Yes	Yes	Yes	Yes	Yes	Yes

**STRATEGIC HIGHLIGHTS**

- ◆ Treasury staff will constantly review and adjust investment policies to maximize returns and receive the highest industry standard ratings.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Program Fees/Charges	0	0	0	0	0
General Fund Allocation	966,899	1,040,590	1,106,802	1,080,926	1,100,903
<b>TOTAL PROGRAM REVENUES</b>	<b>\$966,899</b>	<b>\$1,040,590</b>	<b>\$1,106,802</b>	<b>\$1,080,926</b>	<b>\$1,100,903</b>
Salaries and Benefits	738,265	802,280	851,617	827,829	847,806
Contractuals	215,948	221,140	238,015	235,927	235,927
Commodities	12,686	17,170	17,170	17,170	17,170
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$966,899</b>	<b>\$1,040,590</b>	<b>\$1,106,802</b>	<b>\$1,080,926</b>	<b>\$1,100,903</b>
<b>TOTAL POSITIONS / FTE</b>	<b>19 / 18.25</b>	<b>19 / 18.25</b>	<b>19 / 18.25</b>	<b>19 / 18.25</b>	<b>19 / 18.25</b>



### MISSION

To coordinate the City of Wichita's debt management activities.

### SERVICE DESCRIPTION

Debt Management oversees all debt issued by the City, which includes general obligation (GO), revenue-backed, and special assessment (SA) debt. Under the City's debt management program, SA financing is utilized to make housing more affordable. The creditworthiness and tax-exempt status of City bonds results in lower interest rates thereby reducing the cost of infrastructure. Special assessment debt also makes financing available to a larger number of developers, increasing competition; the more competitive market favorably impacts housing costs.

A significant administrative burden accompanies the broad use of special assessments – creating and tracking benefit districts, spreading and re-spreading costs, certifying assessments, notifying property owners, managing deferral and pre-payment programs, etc. Staffing of six people fulfill this duty, as well as manage details of standard debt issuance for regular GO and revenue debt issues. Although this function resides and is budgeted within the General Fund structure of the organization, all of the costs are offset as administrative expenses from the bonds that are issued.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Monitor debt related to development to keep it within pre-defined parameters.	1
B Oversee granting of deferrals process to ensure number is minimized and judiciously used.	2
C Ensure special assessments are collected.	1

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Special Assessment Debt (principal only) (millions)	A	\$223,000	\$223,000	\$223,000	\$218,545	\$223,000	\$223,000
Total Current Deferrals	B	N/A	N/A	90	90	85	85
Total Value of Current Deferrals (thousands)	B	N/A	N/A	\$1,926	\$1,926	\$1,725	\$1,725
Percentage of Special Assessment Debt Collected	C	96.0%	95.4%	96.0%	94.7%	96.0%	96.0%

### STRATEGIC HIGHLIGHTS

- ◆ Debt Management will seek to minimize the affect of special assessment debt on the City's overall debt capacity and credit rating.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Program Fees/Charges	281,905	310,000	310,000	310,000	310,000
General Fund Allocation	51,587	60,240	34,420	20,818	26,892
<b>TOTAL PROGRAM REVENUES</b>	<b>\$333,492</b>	<b>\$370,240</b>	<b>\$344,420</b>	<b>\$330,818</b>	<b>\$336,892</b>
Salaries and Benefits	307,674	341,950	290,485	276,236	281,960
Contractuals	25,754	26,800	28,085	28,332	28,332
Commodities	64	1,490	1,490	1,490	1,490
Capital Outlay	0	0	0	0	0
Other	0	0	24,360	24,760	25,110
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$333,492</b>	<b>\$370,240</b>	<b>\$344,420</b>	<b>\$330,818</b>	<b>\$336,892</b>
<b>TOTAL POSITIONS / FTE</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>



**MISSION**

To assist in efficiently procuring office supplies, postage, and other general office support services.

**SERVICE DESCRIPTION**

To insure the most efficient delivery of services, the City of Wichita has centralized mail services, office supply procurement and purchasing credit card management. The services are financed through internal service fund charges. Stationery Stores facilitates the procurement and delivery of office supplies through coordination with a private supplier. The process was contracted to a vendor to eliminate inventory costs for the City and provide faster, more efficient delivery of products at the lowest possible cost.

Outgoing mail from City departments is processed in the mailroom to ensure the lowest possible cost for first and library classes of mail. Purchased in 2007, a Pitney Bowes DM1000 mail machine is used for the shape-based module USPS mail configuration.

Stationery Stores manages over 379 purchasing cards. Yearly transaction on the cards are over 20,000 and the dollar amount is nearly \$6,300,000. This assists with reducing the volume of invoices received and checks issued by the City for processing.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Streamline the procurement of goods and services by administering the credit card purchasing program.	3
B Improve revenue sources through efficient and effective means.	1

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Percentage Increase in Purchases using Purchasing Cards	A	28.5%	28.5%	29.5%	53.0%	15%	15%
Percentage Increase in Revenue from Credit Card Revenue Sharing Program	B	10%	280.4%	10%	49.0%	20%	10%

**STRATEGIC HIGHLIGHTS**

- ◆ Stationery Stores will focus on increasing the percentage of City-wide purchases made using credit cards.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Program Fees/Charges	826,079	940,000	950,000	950,000	950,000
Transfers	35,000	35,000	35,000	35,000	35,000
<b>TOTAL PROGRAM REVENUES</b>	<b>\$861,079</b>	<b>\$975,000</b>	<b>\$985,000</b>	<b>\$985,000</b>	<b>\$985,000</b>
Salaries and Benefits	63,092	63,430	67,114	67,495	67,594
Contractuals	38,063	110,540	25,477	25,011	25,731
Commodities	2,382	3,130	3,130	3,130	3,130
Capital Outlay	37,025	0	0	0	0
Other	764,856	800,000	900,000	1,200,000	900,000
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$905,418</b>	<b>\$977,100</b>	<b>\$995,721</b>	<b>\$1,296,486</b>	<b>\$997,305</b>
<b>TOTAL POSITIONS / FTE</b>	<b>1 / 1</b>	<b>1 / 1</b>	<b>1 / 1</b>	<b>1 / 1</b>	<b>1 / 1</b>



**MISSION**

To utilize risk management practices to minimize the cost of risk and its effects, maximize resources, and improve the allocation of productive resources.

**SERVICE DESCRIPTION**

The Self Insurance Risk Manager and support staff are responsible for identifying risks for City assets and formulating and implementing practices to minimize these risks consistent with the City's policies. Specifically, staff administer programs for the City's life insurance, vision, supplemental life, dental, long term disability, voluntary accidental death and dismemberment, long term care, worker's compensation, health insurance and general liability risk management.

Life insurance is available for full-time City employees. Premiums are financed equally by the employee and the City. High quality health insurance at affordable rates is available to employees and retirees. The City currently finances 80 percent of premium costs for active employees, with the remaining 20 percent funded by the employee for the premium health plan. The City of Wichita provides health insurance annually for over 7,500 individuals, including active and retired employees and their dependents.

Annually Risk Management personnel investigate and process over 500 worker's compensation claims. The staff also review property and liability loss exposure issues to minimize current and future loss. When appropriate, the defense and settlement of tort claims is funded by the Self Insurance Fund. Safety Office staff continuously train City staff on safety procedures, investigate all accidents, and use other mitigation strategies to reduce injuries to employees and financial loss to the City.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Ensure employees and supervisors understand and apply safety concepts.	3
B Hold down health care premium increases for the City and employees.	1
C Ensure calculated risk is adequately covered.	1

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Safety Education Meetings for the City of Wichita	A	25	25	25	43	25	25
Percentage Increase in Health Care Premiums	B	8%	10.9%	6%	9.5%	7%	10%
Confidence Level for Workers Compensation and Automotive Liability General Reserves	C	90%	90%	90%	90%	90%	90%

**STRATEGIC HIGHLIGHTS**

- ◆ Risk Management will continue to minimize employee benefit cost increases. Although the City average annual premium increase from 2005 to 2008 averaged 5.3% over a four year period, increases in the cost of medicines and medical care will have an effect on future health care costs.
- ◆ Safety Office staff will focus on reducing the number of accidents to both employees and property. The focus has shifted from just training employees to holding supervisors more accountable for safety in their work areas.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Transfers In	1,824,120	325,670	325,670	325,670	325,670
Other Revenue	33,694,085	39,348,010	38,518,710	40,859,155	44,607,962
Interest Earnings	1,206,918	550,000	827,540	862,113	897,468
<b>TOTAL PROGRAM REVENUES</b>	<b>\$36,725,123</b>	<b>\$40,223,680</b>	<b>\$39,671,920</b>	<b>\$42,046,938</b>	<b>\$45,831,100</b>
Salaries and Benefits	1,442,876	1,831,080	1,686,883	1,692,925	1,695,898
Contractuals	32,044,107	37,268,970	34,368,846	37,347,652	40,527,523
Commodities	59,616	102,900	103,927	102,900	102,900
Capital Outlay	0	10,000	10,000	10,000	10,000
Other	2,937,136	1,083,160	4,013,390	4,213,680	4,213,790
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$36,483,735</b>	<b>\$40,296,110</b>	<b>\$40,183,046</b>	<b>\$43,367,157</b>	<b>\$46,550,110</b>
<b>TOTAL POSITIONS / FTE</b>	<b>5 / 5</b>	<b>5 / 5</b>	<b>5 / 5</b>	<b>5 / 5</b>	<b>5 / 5</b>



# PENSION MANAGEMENT

## DEPARTMENT OF FINANCE

### MISSION

To administer the activities of the City of Wichita's two distinct pension systems and the City of Wichita's Deferred Compensation Plan.

### SERVICE DESCRIPTION

Pension Management staff administer the activities of the City's two distinct pension systems. The Wichita Police and Fire (WPF) Fund provides for the retirement of police officers and firefighters. The Wichita Employees' Retirement (WER) Fund covers non-commissioned civilian City of Wichita employees. Combined assets of the Funds were approximately \$1 billion at the close of 2007.

Each fund is administered by a board of trustees which includes a combination of members appointed by the City Council, members elected by plan participants, members serving by virtue of their position (i.e., Police Chief, Fire Chief, City Manager), and a City Manager designee/appointee. Pension funds are invested based on an asset allocation plan adopted by the boards. The target asset allocation policy of the Fund Plan is 67% equities, 28% fixed income and 5% real estate commingled.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Ensure pension management activities are recognized as excellent by industry standards.	1
B Streamline financial transactions related to the pension system.	3
C Ensure pension funds are sufficient to meet future demands.	1

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
GFOA Award For Excellence Received	A	Yes	Yes	Yes	Expected	Yes	Yes
Direct Deposit Participation for New Periodic Payments	B	90%	97%	90%	97%	90%	90%
Actuarial Funding Ratio of WER Pension	C	100%	110.2%	100%	110.2%	>100%	>100%
Actuarial Funding Ratio of Police & Fire Pension	C	100%	101.2%	100%	102.7%	>100%	>100%

### STRATEGIC HIGHLIGHTS

- ◆ Pension staff will continue to prudently maximize investment returns.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED
Contributions	21,843,264	23,848,480	22,870,560	23,782,790	24,727,820
Investment Income	118,206,409	121,664,280	92,313,470	99,430,420	107,154,800
Other Revenue	2,102,726	2,427,610	2,964,750	3,104,750	3,234,750
<b>TOTAL PROGRAM REVENUES</b>	<b>\$142,152,399</b>	<b>\$147,940,370</b>	<b>\$118,148,780</b>	<b>\$126,317,960</b>	<b>\$135,117,370</b>
Salaries and Benefits	44,853,069	47,542,260	50,266,920	47,980,847	51,786,754
Contractuals	13,626,083	10,592,740	16,084,014	17,242,130	18,464,760
Commodities	2,276	3,550	4,850	2,550	2,550
Capital Outlay	27,441	8,600	243,920	0	0
Other	3,645,208	4,748,260	5,147,270	5,327,540	5,507,930
<b>TOTAL PROGRAM EXPENDITURE</b>	<b>\$62,154,077</b>	<b>\$62,895,410</b>	<b>\$71,746,974</b>	<b>\$70,553,067</b>	<b>\$75,761,994</b>
<b>TOTAL POSITIONS / FTE</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>



# SELF SUPPORTING MUNICIPAL IMPROVEMENT DISTRICT (SSMID)

## DEPARTMENT OF FINANCE

### MISSION

To strengthen downtown Wichita, carried out by the Wichita Downtown Development Corporation in partnership with the City.

### SERVICE DESCRIPTION

In 2000, the City Council approved the formation of a Self-Supporting Municipal Improvement District (SSMID) in downtown Wichita. The SSMID is a benefit assessment district created to improve and convey special benefits to properties located within the central business district of Wichita. Washington Street, Central Avenue, Kellogg Avenue, and the Arkansas River are the geographic boundaries. The district was endorsed by a majority of downtown property owners with the stated purpose of financing improvements and services in the central business district on a supplemental basis. Activities funded by the SSMID supplement existing downtown promotion and marketing activities.

The SSMID is governed by the City Council. The Kansas SSMID statute allows for the creation of an advisory board to submit operating plans and budgets to the Council, and to provide assistance in policy direction for SSMID-funded activities. Voting members of the SSMID Advisory Board must be property owners and/or lessees of commercial property (or corporate designees) within the District, and must provide payment evidence of SSMID assessments.

The City contracts with the Wichita Downtown Development Corporation (WDDC) to coordinate downtown development projects, such as the Courtyard by Marriott and the Exchange Place condominium building. WDDC also sponsors cultural events such as Final Fridays, an opportunity for Wichitans to visit downtown galleries via trolley.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Promote economic development.	1
B Revitalize Core Area.	2

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Annual Increase in Property Value Assessments in the SSMID	B	3%	0.2%	3.8%	0.0%	3%	3%

STRATEGIC HIGHLIGHTS	REVENUES BY SOURCES / EXPENDITURES BY CATEGORY					
	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED	
<ul style="list-style-type: none"> <li>SSMID stakeholders worked in partnership with the City of Wichita, Sedgwick County and other stakeholders to develop the new Downtown arena.</li> </ul>	Property Taxes	570,037	609,760	591,056	608,563	623,319
	Motor Vehicle Taxes	26,903	25,980	27,845	28,819	29,828
	Other Taxes	0	0	27,666	3,000	3,000
	<b>TOTAL PROGRAM REVENUES</b>	<b>\$596,940</b>	<b>\$635,740</b>	<b>\$646,567</b>	<b>\$640,382</b>	<b>\$656,147</b>
	Salaries and Benefits	0	0	0	0	0
	Contractuals	611,561	635,740	635,740	637,487	656,612
	Commodities	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Other	0	0	0	0	0
	<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$611,561</b>	<b>\$635,740</b>	<b>\$635,740</b>	<b>\$637,487</b>	<b>\$656,612</b>
	<b>TOTAL POSITIONS / FTE</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>



# TAX INCREMENT FINANCING

## DEPARTMENT OF FINANCE

### MISSION

To increase property valuation within TIF districts to pay for City-financed capital improvements, to ensure that core areas remain vital components in the City's overall economic growth.

### SERVICE DESCRIPTION

Kansas State law (K.S.A. 12-1770 et. seq.) provides that costs related to the redevelopment of an area designated as "blighted" or a "conservation area" may be recovered using Tax Increment Financing (TIF). The TIF mechanism dedicates the property tax revenue resulting from redevelopment (and assumed subsequent increased property values) toward repayment of the initial redevelopment cost.

The economic development TIFs comprise four separate redevelopment projects: 1) East Bank, 4) Old Town, 3) 21<sup>st</sup> & Grove, and 4) Old Town Cinema. Each of these projects provides TIF financing to defray the cost of infrastructure redevelopment and/or enhancements within the districts.

Economic development TIF funds are used to pay the debt service costs associated with bonds issued to finance redevelopment costs within the districts. Redevelopment activities include improvements to sidewalks, streets, curbs and gutters, street lighting, other public infrastructure improvements and public amenities. The improvements help ensure that the areas remain vital components of the City's overall economic growth strategy.

The Urban Development Division of the City Manager's Office administers the economic development TIFs. The Division assists in forecasting TIF revenue, as well as establishing the mechanism and schedule for debt repayment. Expenditures are primarily debt service payments on the infrastructure improvements used in the development of the districts. Annual increases in TIF revenues reflect increases in property valuations for the four projects.

SERVICE OBJECTIVES	DEPT. GOAL ALIGNMENT
A Promote economic development.	1
B Revitalize Core Area.	1

PERFORMANCE MEASURES	OBJECTIVE ALIGNMENT	2006		2007		2008	2009
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	TARGET
Annual Increase in Property Value Assessments in the Tax Increment Financing Districts	A	12.6%	12.6%	25.0%	NA	25.0%	30.0%

STRATEGIC HIGHLIGHTS	REVENUES BY SOURCES / EXPENDITURES BY CATEGORY					
	2007 ACTUAL	2008 ADOPTED	2008 REVISED	2009 ADOPTED	2010 APPROVED	
<ul style="list-style-type: none"> <li>\$2.3 million is budgeted from 2008 to 2011 in improve infrastructure in Old Town.</li> <li>The Old Town TIF will be closed in 2012, following the completion of planned projects.</li> </ul>	Property Taxes/Interest Income	2,392,449	3,688,870	2,946,130	3,914,490	4,042,920
	Other Taxes	(423,596)	1,948,710	1,940,270	36,600	(235,700)
	<b>TOTAL PROGRAM REVENUES</b>	<b>\$1,968,853</b>	<b>\$5,637,580</b>	<b>\$4,886,400</b>	<b>\$3,951,090</b>	<b>\$3,807,220</b>
	Salaries and Benefits	0	0	0	0	0
	Contractuals	37,965	25,000	25,000	25,000	25,000
	Commodities	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Other	1,930,888	5,612,580	4,861,400	3,926,090	3,782,220
	<b>TOTAL PROGRAM EXPENDITURES</b>	<b>\$1,968,853</b>	<b>\$5,637,580</b>	<b>\$4,886,400</b>	<b>\$3,951,090</b>	<b>\$3,807,220</b>
	<b>TOTAL POSITIONS / FTE</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>