

Administration

2025 Budget



Major Responsibilities

Divisions & Staffing

- **City Commission**
 - Five Commissioners
- **City Manager**
 - One Full-Time Employee and 70% of an FTE
- **City Clerk**
 - Two Full-Time Employees
- **Human Resources**
 - Three Full-Time Employees
- **Communications**
 - One Full-Time Employee and 50% of an FTE
- **Community Development**
 - One Full-time Employee- 100% funded from the Economic Dev fund
- **Historic Preservation & Revitalization/Main Street**
 - 30% of an FTE
- **Management Analyst**
 - One Full-Time employee- 30% funded from Economic Dev fund

City Commission



- Setting policy for:
 - Taxation
 - Appropriations
 - Ordinances
 - Growth, development and land use
 - Utility cost and delivery
- Authorizing contracts for:
 - Recreation Commission- Parks Dept budget
 - Harvey County Economic Development-Moved to Eco Dev Fund
 - Caring Hands Humane Society- Police Dept budget
 - Newton Area Chamber of Commerce- Moved to Eco Dev Fund
- Awarding funding to external agencies:
 - Health Ministries- Moved to Eco Dev Fund

City Manager

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

City Clerk

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

Human Resources



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

Communications

- Manages public information, communications, marketing and community engagement activities for the City
- Serves as City spokesperson, responds to media requests and issues news releases
- Performs Public Information Officer functions as a part of local and regional emergency and incident management teams
- Oversees content for the City's website
- Administers the City's social media activities
- Coordinates and promotes special City events such as forums, open houses and community events
- Oversees the design of all marketing materials and manages the City's visual identity

Development –Community wide

- Provide technical assistance to applicants, citizens, and developers on development matters such as HP local/state/fed standards; tax credits, land use, zoning and subdivision regs, City codes etc.
- Oversight and execution of strategic development plans for housing, downtown redevelopment; comprehensive plan
- Staffing and implementing the goals and objectives of the CDC
- Staff and implement goals of the Newton Land Bank
- Staffing and implementing Main Street Newton
 - Community Survey- Main Street businesses
 - Annual Impact Report
 - Unified Work Plan

Development- Residential

- Recruitment and development of various housing products and multiple price points
 - Single family
 - Multi-family
 - Senior living
- Incentives:
 - Moderate Income Housing Grants
 - RHID- New construction
 - Low Income Housing Tax Credit
- Revitalization:
 - Neighborhood Revitalization Program (NRP)
 - sidewalk partnership
 - CDBG/weatherization
 - RHID- Downtown Upper Story

Development- Commercial

- Recruitment and development of various businesses
 - Identifying needs in the community
 - Attracting a mix of projects that forward community growth
 - Apply and manage various grants as available (ex. CDBG)
 - Recruitment of hotels
- Revitalization:
 - Neighborhood Revitalization Program (NRP)
 - Sidewalk partnership
 - Main Street Program – C3 District

Development- Industrial

- Recruitment and development of industrial areas:
 - Newton Industrial Park
 - Kansas Logistics Park
 - Airport/ Airport adjacent properties
 - Liaise with developer, agents as needed
 - Facilitate site visits, engineering requests
 - Assist in applying for various grants and seeking other funding

Proposed Budget

- Brings back Community Development, Revitalization and Preservation efforts back into Administration budget
- Maintains current staffing
 - Compensation line reflects the absorption of the Community Development items and the pass through for the funding from Economic Development funds.
- Allows for reasonable increases in commodity costs
 - Notably increases in insurance premiums
- Removal of funding for Golf Course Debt Service as the fund can fulfill the final obligations

ADMINISTRATION

DEPARTMENT EXPENDITURES	ACTUAL 2022	ACTUAL 2023	ADOPTED 2024	PROPOSED 2025
PERSONAL SERVICES	\$ 412,538	\$ 438,925	\$ 692,026	\$ 735,659
CONTRACTUAL SERVICES	373,460	281,789	431,972	439,188
COMMODITIES & SUPPLIES	16,724	14,427	24,650	25,200
VEHICLE OPERATING	-	-	-	-
CAPITAL OUTLAY	-	-	10,000	25,000
TRANSFERS	2,560,044	2,868,298	2,375,000	2,150,000
	\$ 3,362,766	\$ 3,603,439	\$ 3,533,648	\$ 3,375,047