

Department of Finance

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

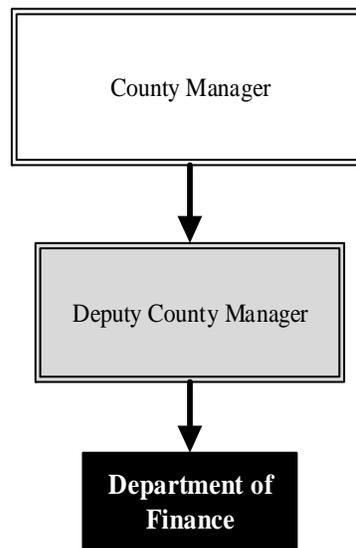
Chris Chronis
Chief Financial Officer

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Overview

The Department 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 divisions comprise the Department. They include Accounting, Budget, Purchasing, and Risk Management.



Strategic Goals:

- 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 Department of Finance

Highlights

- Sedgwick County has AAA bond ratings from Moody's and S&P, and an AA+ bond rating from Fitch. Additionally, S&P has assigned a "strong" assessment, the highest possible, to the County's financial management
- Received Certificate of Achievement in Financial Reporting for the 34th consecutive year
- For the 33rd consecutive year, earned award for Distinguished Budget Presentation
- Achieved Popular Annual Financial Reporting Award for the seventh consecutive year



Accomplishments and Priorities

Accomplishments

Sedgwick County's primary fiscal strategies are intended to assure that essential public services can be delivered in quantities and at levels of quality that are expected by County residents without increasing the share of personal income collected to fund them. This 'price of government' measure - the percentage of County residents' personal income collected through taxes or fees to fund the government - is estimated to be 1.1 cents per dollar in 2016 and is expected to remain the same in 2017; it is 15 percent lower now than it was in 2009.

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

Priorities

The foremost priority of the Department is maintenance of the County's sound financial condition, which is evidenced by the County's bond ratings and efficient delivery of public services, which is manifested in a low price of government.

Sedgwick County's financial forecast is prepared by the Finance Department 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 Department of Finance conducts operational reviews 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.



Significant Budget Adjustments

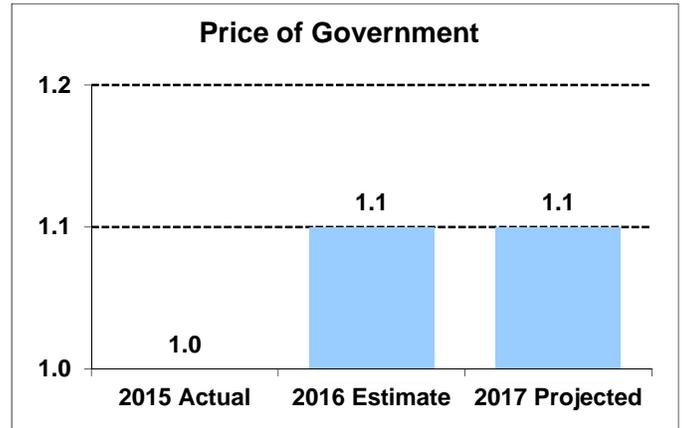
Changes to the Department of Finance's 2017 budget include an increase in budgeted revenues (\$1,019,340) due to a return to typical workers' compensation rates after a deliberate reduction in 2016, the addition of a \$300,000 contingency to support Risk Management operations, and a \$165,000 reduction in merchant service fee budget.

PERFORMANCE MEASURE HIGHLIGHTS

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

Price of Government -

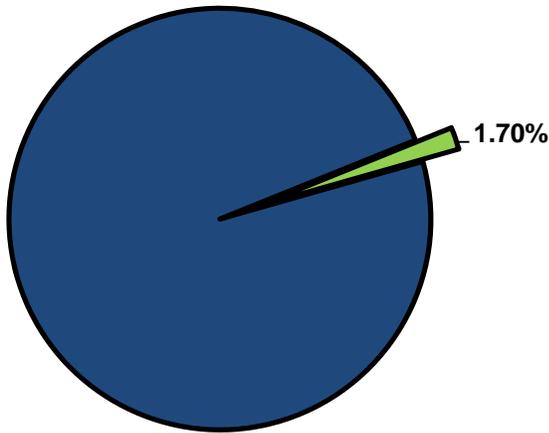
- Measure of the cents per dollar of personal income for county government services.



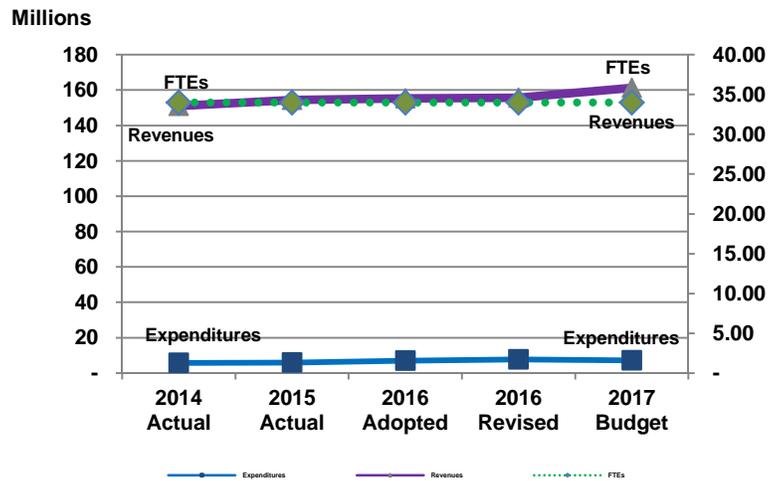
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Deliver financial management services of the highest quality possible within the applicable resources and time constraints			
Price of Government (cents per dollar of personal income) (KPI)	1.0	1.1	1.1
Goal: Provide accurate, timely analysis and data to those who need it to make good decisions			
Pertinent management letter and audit findings	0	0	0
Unrestricted General Fund balance as % of budgeted expenditures (per County policy, minimum acceptable is 20% of budgeted expenditures)	28%	30%	30%
Goal: Continuously improve the timeliness and quality of information and services provided by the Division of Finance			
Standard & Poor's Financial Management Assessment score (an organization can receive a score of Vulnerable, Standard, Good, or Strong)	Strong	Strong	Strong
Number of monthly financial reports published within 15 days of month end	12	12	12
Number of quarterly financial reports published within one month of quarter end	4	4	4

Divisional Graphical Summary

Department of Finance
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	2,635,735	2,659,582	2,967,766	2,967,766	3,018,151	50,385	1.70%
Contractual Services	3,022,116	3,198,645	4,005,499	4,256,699	4,140,399	(116,300)	-2.73%
Debt Service	62,783	-	-	375,101	-	(375,101)	-100.00%
Commodities	36,929	64,823	64,012	103,312	64,101	(39,211)	-37.95%
Capital Improvements	-	(8,558)	-	-	-	-	-
Capital Equipment	-	(170)	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	5,757,564	5,914,322	7,037,277	7,702,878	7,222,651	(480,227)	-6.23%
Revenues							
Tax Revenues	132,864,261	135,494,639	140,370,634	140,370,634	145,224,072	4,853,438	3.46%
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	4,378	4,237	4,203	4,203	3,905	(298)	-7.09%
Charges for Services	2,167,891	2,325,624	1,310,648	1,310,648	2,336,803	1,026,155	78.29%
All Other Revenue	15,915,744	16,589,233	13,547,838	14,047,838	13,749,198	(298,641)	-2.13%
Total Revenues	150,952,274	154,413,733	155,233,322	155,733,322	161,313,977	5,580,655	3.58%
Full-Time Equivalents (FTEs)							
Property Tax Funded	30.00	30.00	30.00	30.00	30.00	-	0.00%
Non-Property Tax Funded	4.00	4.00	4.00	4.00	4.00	-	0.00%
Total FTEs	34.00	34.00	34.00	34.00	34.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	3,034,289	2,801,973	3,726,511	4,101,612	3,606,853	(494,759)	-12.06%
Risk Management Reserve	1,329,669	1,728,068	1,262,754	1,553,254	1,567,006	13,752	0.89%
Workers Comp. Reserve	1,393,605	1,384,282	2,048,012	2,048,012	2,048,792	780	0.04%
Technology Enhancement	-	-	-	-	-	-	0.00%
Total Expenditures	5,757,564	5,914,322	7,037,277	7,702,878	7,222,651	(480,227)	-6.23%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Restore workers' compensation charges to more typical levels		1,019,340	
Increase in expenditures to support Risk Management operations	300,000		
Reduce merchant service fee budget	(165,000)		
Reduction in debt service budget due to one-time cost in 2016	(375,101)		
Total	(240,101)	1,019,340	-

Budget Summary by Program

Program	Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	% Chg '16 Rev.-'17	2017 FTEs
CFO	110	551,029	565,644	630,944	630,944	641,888	1.73%	3.00
Budget Office	110	359,779	383,854	418,519	418,519	436,280	4.24%	5.00
Accounting	110	1,493,686	1,205,120	2,018,152	2,393,253	1,860,680	-22.25%	14.00
Purchasing	110	629,795	647,355	658,896	658,896	668,004	1.38%	8.00
Risk Management	Multi.	2,723,275	3,112,350	3,310,766	3,601,266	3,615,798	0.40%	4.00
Total		5,757,564	5,914,322	7,037,277	7,702,878	7,222,651	-6.23%	34.00

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Chief Financial Officer	110	GRADE144	142,528	146,334	146,334	1.00	1.00	1.00
Assistant Chief Financial Officer	110	GRADE142	94,816	96,893	96,893	1.00	1.00	1.00
Accounting Director	110	GRADE139	84,901	86,761	86,761	1.00	1.00	1.00
Budget Director	110	GRADE139	86,116	88,002	88,002	1.00	1.00	1.00
Purchasing Director	110	GRADE139	85,712	87,589	87,589	1.00	1.00	1.00
Tax System Director	110	GRADE136	79,887	81,630	81,630	1.00	1.00	1.00
Accounts Payable Supervisor	110	GRADE132	53,817	54,694	54,694	1.00	1.00	1.00
Management Analyst III	110	GRADE132	151,481	160,947	160,947	3.00	3.00	3.00
Payroll Manager	110	GRADE132	62,856	63,880	63,880	1.00	1.00	1.00
Principal Accountant	110	GRADE132	122,597	119,026	119,026	2.00	2.00	2.00
Revenue Manager	110	GRADE132	80,130	80,873	80,873	1.00	1.00	1.00
Senior Purchasing Agent	110	GRADE130	48,337	49,125	49,125	1.00	1.00	1.00
Management Analyst II	110	GRADE129	52,499	46,083	46,083	1.00	1.00	1.00
Senior Accountant	110	GRADE129	47,998	46,083	46,083	1.00	1.00	1.00
Payroll Analyst	110	GRADE127	-	44,955	44,955	-	1.00	1.00
Payroll Analyst	110	GRADE126	42,532	-	-	1.00	-	-
Purchasing Agent	110	GRADE126	124,077	124,411	124,411	3.00	3.00	3.00
Senior Revenue Specialist	110	GRADE126	39,166	41,397	41,397	1.00	1.00	1.00
Administrative Specialist	110	GRADE123	91,805	92,803	92,803	2.00	2.00	2.00
Accounting Technician	110	GRADE120	136,280	132,253	132,253	4.00	4.00	4.00
Purchasing Technician	110	GRADE120	74,830	74,252	74,252	2.00	2.00	2.00
Risk Manager	612	GRADE138	49,342	50,147	50,147	0.50	0.50	0.50
Safety Training Coordinator	612	GRADE130	68,260	69,362	69,362	1.00	1.00	1.00
Administrative Specialist	612	GRADE123	38,532	38,944	38,944	1.00	1.00	1.00
Risk Manager	613	GRADE138	49,342	50,147	50,147	0.50	0.50	0.50
Workers Compensation Specialist	613	GRADE126	60,198	60,007	60,007	1.00	1.00	1.00
Subtotal					1,986,596			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					261,246			
Overtime/On Call/Holiday Pay					150			
Benefits					770,158			
Total Personnel Budget					3,018,151	34.00	34.00	34.00

Department of Finance - Chief Financial Officer

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

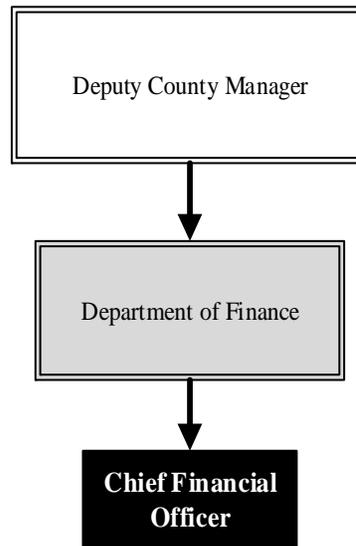
Chris Chronis
Chief Financial Officer

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Overview

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 Divisions; 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.



Strategic Goals:

- Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government
- Safeguard County assets
- Continue to receive the highest bond rating award

Highlights

- Sedgwick County has AAA bond ratings from Moody’s Investor Services and Standard & Poor’s, and an AA+ bond rating from Fitch Ratings. Additionally, Standard & Poor’s has assigned a “strong” assessment, the highest possible, to the County’s financial management
- The County is operating with less tax funding and less total funding than in 2008, and continues to provide services at the quantity and quality expected by County residents



Accomplishments and Priorities

Accomplishments

The CFO continually seeks efficiencies in Department operations and strives for financial sustainability. This has been accomplished through the enhancement of the vendor payment process to provide faster payment to County vendors at lower transaction costs; by maintaining a fair, open, and competitive purchasing process to obtain the best value for money in County procurement of goods and services; and by the implementation of a system enabling electronic filing of workers' compensation records with the State, which eliminated considerable manual effort.

In 2015, the County retained its credit ratings of AAA from Standard and Poor's, Fitch Ratings, and Moody's Investor Services. These high bond ratings are due in part to the 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.

Priorities

The CFO continues to strive for financial and institutional sustainability. The Finance Department has enhanced the transparency of the County's financial activity by providing online access to County budgets, payments, financial reports, contracts, and procurement solicitations. The website, www.SedgwickCounty.org/Finance/reports.asp, offers citizens the ability to explore County financial activities in as much or as little detail as they desire.

The Department 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 Department of Finance, Department of Human Resources, and Information Technology Services. These efforts have allowed operating divisions to reallocate scarce resources from administrative tasks to direct service delivery.



Significant Budget Adjustments

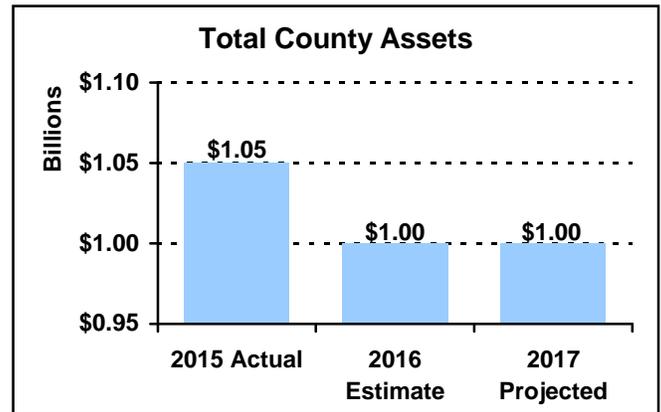
There are no significant adjustments to the Chief Financial Officer's 2017 budget.

PERFORMANCE MEASURE HIGHLIGHTS

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

Total County Assets -

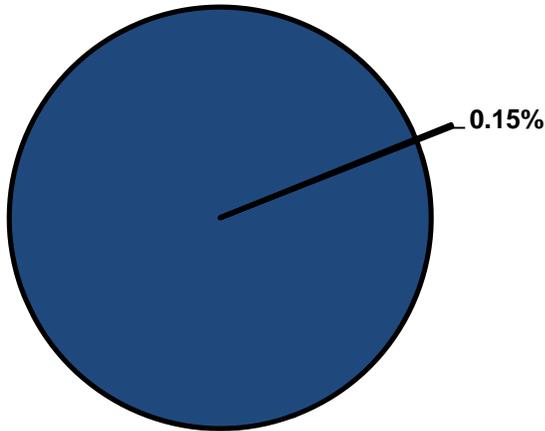
- Measures Sedgwick County’s total assets at the end of each given year. Total assets are calculated on a full accrual basis.



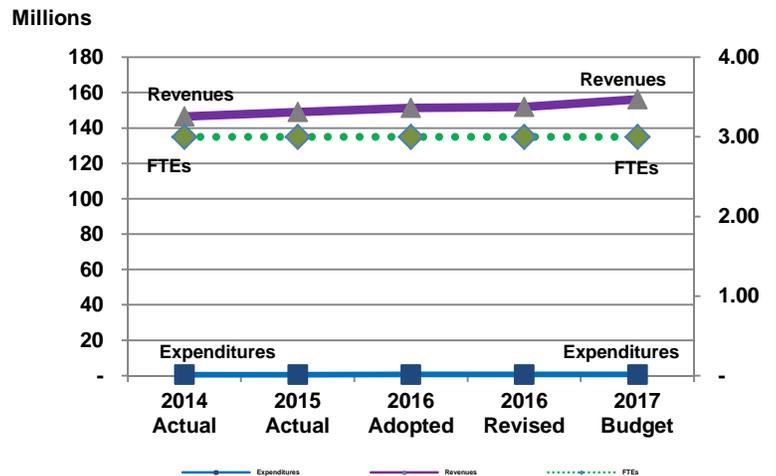
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Safeguard County assets			
Total County assets (KPI)	\$1.05B	\$1.00B	\$1.00B
Investment portfolio size	\$269.5M	\$240.0M	\$230.0M
Goal: Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government			
Price of Government (cents per dollar of personal income)	0.98	0.96	1.0
General Fund unrestricted fund balance at year end	\$55.7M	\$53.7M	\$49.1M
Department of Finance expenditures as a percent of total County revenue net of transfers	1.38%	1.50%	1.50%
County debt per citizen	\$282	\$236	\$221
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	AA+	AA+

Divisional Graphical Summary

Chief Financial Officer
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	390,279	408,759	416,191	416,191	427,135	10,944	2.63%
Contractual Services	156,762	153,209	209,753	209,753	209,653	(100)	-0.05%
Debt Service	-	-	-	-	-	-	-
Commodities	3,989	3,676	5,000	5,000	5,100	100	2.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	551,029	565,644	630,944	630,944	641,888	10,944	1.73%
Revenues							
Tax Revenues	132,864,261	135,494,639	140,370,634	140,370,634	145,224,072	4,853,438	3.46%
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	4,378	4,237	4,203	4,203	3,905	(298)	-7.09%
Charges for Services	15,300	13,600	100,232	100,232	96,274	(3,958)	-3.95%
All Other Revenue	13,612,036	13,461,194	10,945,613	11,445,613	10,846,446	(599,167)	-5.23%
Total Revenues	146,495,975	148,973,670	151,420,681	151,920,681	156,170,697	4,250,016	2.80%
Full-Time Equivalents (FTEs)							
Property Tax Funded	3.00	3.00	3.00	3.00	3.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	3.00	3.00	3.00	3.00	3.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	551,029	565,644	630,944	630,944	641,888	10,944	1.73%
Technology Enhancement	-	-	-	-	-	-	0.00%
Total Expenditures	551,029	565,644	630,944	630,944	641,888	10,944	1.73%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Chief Financial Officer	110	GRADE144	142,528	146,334	146,334	1.00	1.00	1.00
Assistant Chief Financial Officer	110	GRADE142	94,816	96,893	96,893	1.00	1.00	1.00
Tax System Director	110	GRADE136	79,887	81,630	81,630	1.00	1.00	1.00
Subtotal					324,856			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					12,042			
Overtime/On Call/Holiday Pay					-			
Benefits					90,237			
Total Personnel Budget					427,135	3.00	3.00	3.00

• Chief Financial Officer

The Chief Financial Officer provides administrative oversight to the operations of the Finance Department, and is accountable for all strategic and tactical planning for County financial management.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	390,279	408,759	416,191	416,191	427,135	10,944	2.6%
Contractual Services	156,762	153,209	209,753	209,753	209,653	(100)	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	3,989	3,676	5,000	5,000	5,100	100	2.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	551,029	565,644	630,944	630,944	641,888	10,944	1.7%
Revenues							
Taxes	132,864,261	135,494,639	140,370,634	140,370,634	145,224,072	4,853,438	3.5%
Intergovernmental	4,378	4,237	4,203	4,203	3,905	(298)	-7.1%
Charges For Service	15,300	13,600	100,232	100,232	96,274	(3,958)	-3.9%
All Other Revenue	13,612,036	13,461,194	10,945,613	11,445,613	10,846,446	(599,167)	-5.2%
Total Revenues	146,495,975	148,973,670	151,420,681	151,920,681	156,170,697	4,250,016	2.8%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	3.00	-	0.0%

• Register of Deeds Land Technology Fund Transfer

This fund center acts as the receiver for those funds transferred by the Register of Deeds from the Land Technology Fund to the County's Technology Enhancement Fund. By law, these receipts may be used to support land-related technology. Funds are budgeted to be spent within divisions with eligible expenditures through authorization of the Board of County Commissioners.

Fund(s): County General Fund 237

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	-	-	-	-	-	-	0.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	300,000	300,000	-	500,000	-	(500,000)	-100.0%
Total Revenues	300,000	300,000	-	500,000	-	(500,000)	-100.0%
Full-Time Equivalents (FTEs)	-	-	-	-	-	-	0.0%

Department of Finance - Budget

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

Lindsay Poe Rousseau
Budget Director

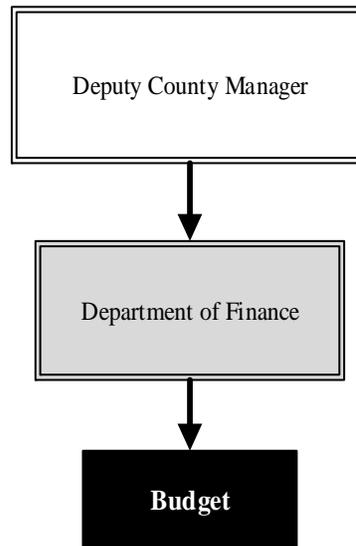
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Overview

The Budget Division assists with the development of the budget, responds to inquiries of elected officials and the public, monitors spending by departments, and ensures statutes and resolutions are adhered to regarding annual spending. The Budget Division also prepares the five-year financial forecast, develops revenue estimates, and assists departments with strategic planning and process improvement initiatives.

The Budget Division 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 Budget Division also produces a variety of financial reports and documents to provide up-to-date financial information to the BOCC, senior management, and the public.



Strategic Goals:

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

Highlights

- For 33 consecutive years, Sedgwick County has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award
- In March 2016, the BOCC adopted a resolution to target a mill levy rate of 29.359 mills for each year through 2022



Accomplishments and Priorities

Accomplishments

Each year, the Budget Division develops more than 20 documents to keep the BOCC, County Manager, County officials, and the public up-to-date on the County's financial condition. These documents include: the Monthly Financial Report to be presented by the Chief Financial Officer to the County Manager and BOCC to report on the County's fiscal status; the Quarterly Financial Report, developed in coordination with the Accounting Division at the end of each quarter, which provides leadership with a regular snapshot on the financial health of the organization, along with updated revenue and spending estimates for the current year; the five-year financial forecast, which provides estimates based on current and projected financial conditions to identify future revenue and expenditure trends; the annual recommended budget, and the annual adopted budget, which is approved by the BOCC and provides the County authority to levy taxes to finance expenditures.

Priorities

The Budget Division ensures that Sedgwick County is adhering to municipal budget law in the Kansas Statutes (K.S.A.), in the development and production of the adopted budget and the operating and capital improvement budget. The main statutes, collectively called the Budget Laws, 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 used by the County Clerk to levy the related taxes (K.S.A. 79-2930). 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 divisions, the Budget Division, the County Manager's Office, and the BOCC. 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 Division strives to meet the needs of multiple customers including the citizens of Sedgwick County, the BOCC, the County Manager, appointed officials, other Sedgwick County elected officials, divisions, the State of Kansas, bond rating agencies, and any person who requests budgetary financial information from the County.



Significant Budget Adjustments

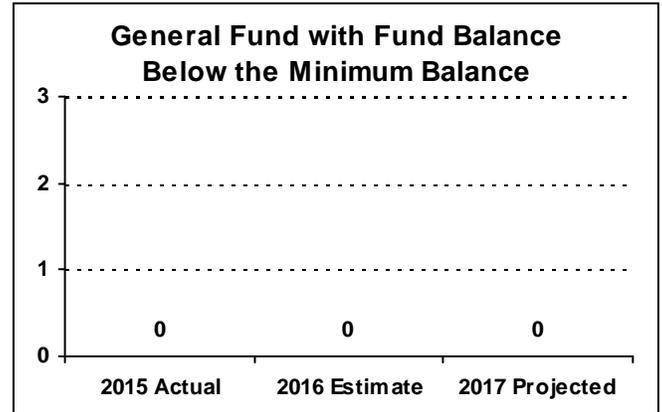
There are no significant adjustments to Budget's 2017 budget.

PERFORMANCE MEASURE HIGHLIGHTS

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

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

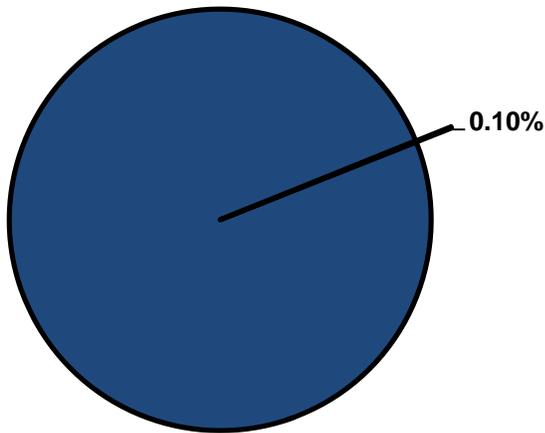
- Measure ensures the General Fund, which must abide to the fund balance policy, is monitored to properly maintain solvency for the purpose of delivery of services as outlined by the fund’s establishment. The balance is calculated at the end of the calendar year to determine if the policy has been followed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



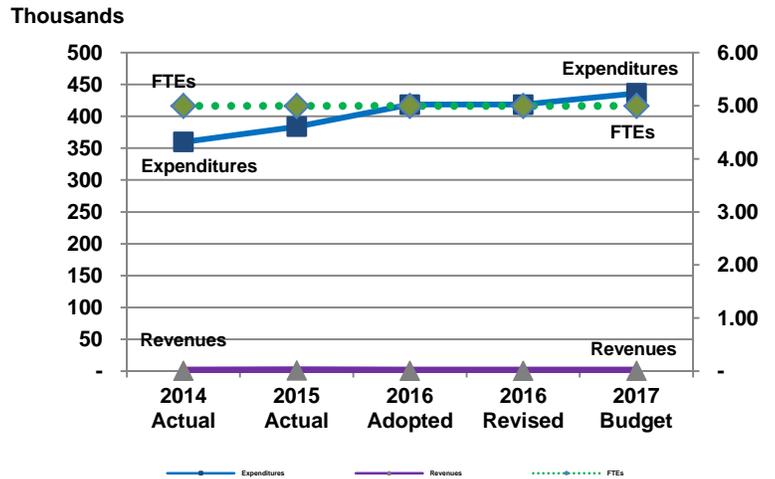
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Maintain unreserved fund balances as directed by the County’s fund balance policy			
General Fund maintains an ending unreserved fund balance above the minimum balance requirement as subject to the fund balance policy (KPI)	0	0	0
Goal: Provide County decision-makers with accurate and timely budget and financial forecast information			
Accuracy of financial plan revenue projections – property tax supported funds (- indicates under estimated, + indicates over estimated)	0.3%	+/-5.0%	+/-5.0%
Accuracy of financial plan expenditure projections – property tax supported funds (- indicates under estimated, + indicates over estimated)	0.8%	+/-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

Divisional Graphical Summary

Budget Office
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	343,713	367,386	397,989	397,989	415,750	17,761	4.46%
Contractual Services	8,188	8,452	11,030	11,030	11,030	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	7,878	8,016	9,500	9,500	9,500	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	359,779	383,854	418,519	418,519	436,280	17,761	4.24%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
All Other Revenue	-	550	-	-	-	-	-
Total Revenues	-	550	-	-	-	-	-
Full-Time Equivalents (FTEs)							
Property Tax Funded	5.00	5.00	5.00	5.00	5.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	5.00	5.00	5.00	5.00	5.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	359,779	383,854	418,519	418,519	436,280	17,761	4.24%
Total Expenditures	359,779	383,854	418,519	418,519	436,280	17,761	4.24%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Budget Director	110	GRADE139	86,116	88,002	88,002	1.00	1.00	1.00
Management Analyst III	110	GRADE132	151,481	160,947	160,947	3.00	3.00	3.00
Management Analyst II	110	GRADE129	52,499	46,083	46,083	1.00	1.00	1.00
Subtotal					295,032			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					7,971			
Overtime/On Call/Holiday Pay					-			
Benefits					112,747			
Total Personnel Budget					415,750	5.00	5.00	5.00

Department of Finance - Accounting

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

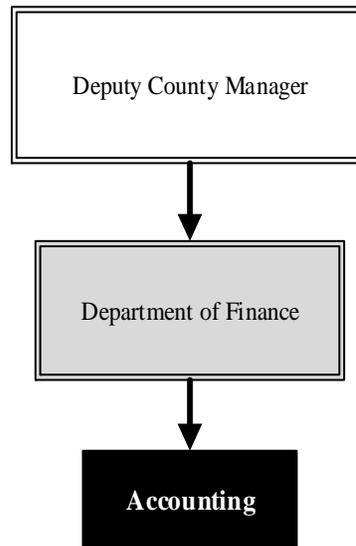
Sara Jantz
Director of Accounting

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Overview

The Accounting Division'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 County. Accounting maintains the County's general ledger to ensure financial transactions are recorded appropriately in accordance with Generally Accepted Accounting Principles (GAAP). Accounting also coordinates external audit activities, produces interim and annual financial reports, and provides an internal control structure to safeguard County assets.

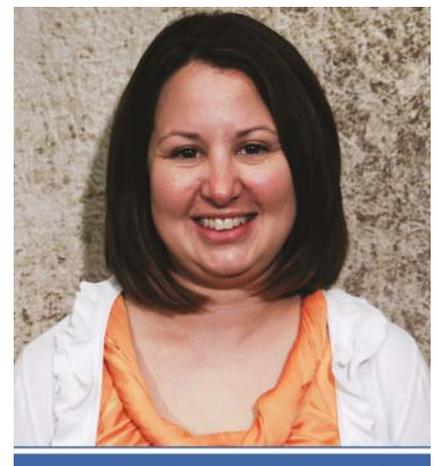


Strategic Goals:

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

Highlights

- Earned GFOA's Popular Annual Financial Reporting Award for 2015
- Earned GFOA's Certificate of Achievement for Excellence in Financial Reporting Award for 2015



Accomplishments and Priorities

Accomplishments

In 2016, the Accounting Division received the Certificate of Achievement for Financial Reporting from the Government Finance Officers Association (GFOA) for the 2015 Comprehensive Annual Financial Report. It is the 35th consecutive year that the County has received the honor. Also in 2016, the County received the GFOA's Popular Annual Financial Reporting (PAFR) Award for 2015. It is the 11th year that the County received the award.

Priorities

Accounting has worked to refine and streamline processes. Accounts Payable continues to explore the technologies and procedures to receive and process electronic invoices. In 2015, Payroll implemented a paperless timekeeping system. This system allows employees to submit their time and manage their schedules electronically. Going forward, Accounting will continue to review processes and procedures for revenue management, assets, and financial reporting.

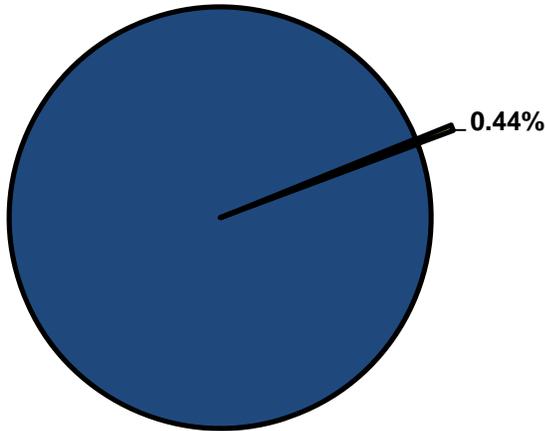


Significant Budget Adjustments

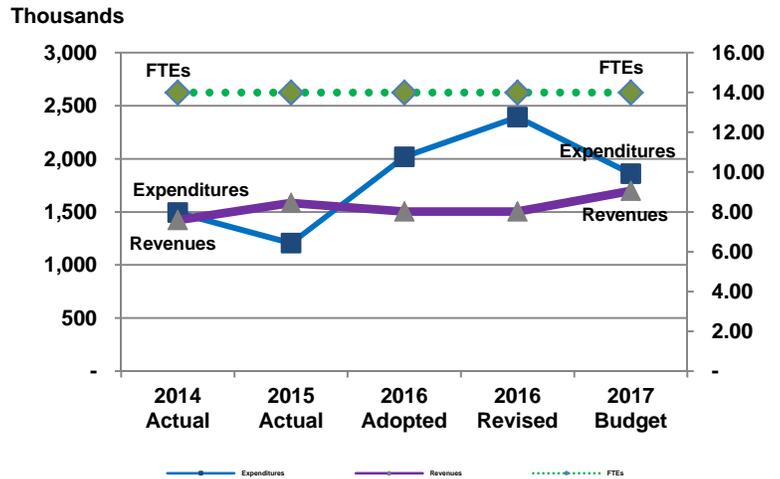
There are no significant adjustments to Accounting's 2017 budget.

Divisional Graphical Summary

Accounting
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	914,957	947,518	1,040,102	1,040,102	1,047,630	7,529	0.72%
Contractual Services	498,724	238,313	947,700	910,700	782,700	(128,000)	-14.06%
Debt Service	62,783	-	-	375,101	-	(375,101)	-100.00%
Commodities	17,222	27,847	30,350	67,350	30,350	(37,000)	-54.94%
Capital Improvements	-	(8,558)	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,493,686	1,205,120	2,018,152	2,393,253	1,860,680	(532,572)	-22.25%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	169,516	188,141	186,891	186,891	197,665	10,774	5.76%
All Other Revenue	1,252,628	1,396,777	1,315,905	1,315,905	1,499,791	183,886	13.97%
Total Revenues	1,422,144	1,584,917	1,502,796	1,502,796	1,697,456	194,660	12.95%
Full-Time Equivalents (FTEs)							
Property Tax Funded	14.00	14.00	14.00	14.00	14.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	14.00	14.00	14.00	14.00	14.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	1,493,686	1,205,120	2,018,152	2,393,253	1,860,680	(532,572)	-22.25%
Total Expenditures	1,493,686	1,205,120	2,018,152	2,393,253	1,860,680	(532,572)	-22.25%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Reduction in merchant service fee budget	(165,000)		
Reduction in debt service budget due to one-time cost in 2016	(375,101)		

Total (540,101) - -

Budget Summary by Program

Program	Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	% Chg '16 Rev.-'17	2017 FTEs
Accounts Payable	110	336,624	318,850	401,228	401,228	416,283	3.75%	6.00
Payroll	110	237,769	161,412	167,167	167,167	171,619	2.66%	2.00
Revenue Management	110	518,314	397,681	1,069,933	1,069,933	908,713	-15.07%	2.00
General Accounting	110	400,979	327,177	379,824	754,925	364,066	-51.77%	4.00
Total		1,493,686	1,205,120	2,018,152	2,393,253	1,860,680	-22.25%	14.00

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Accounting Director	110	GRADE139	84,901	86,761	86,761	1.00	1.00	1.00
Accounts Payable Supervisor	110	GRADE132	53,817	54,694	54,694	1.00	1.00	1.00
Payroll Manager	110	GRADE132	62,856	63,880	63,880	1.00	1.00	1.00
Principal Accountant	110	GRADE132	122,597	119,026	119,026	2.00	2.00	2.00
Revenue Manager	110	GRADE132	80,130	80,873	80,873	1.00	1.00	1.00
Senior Accountant	110	GRADE129	47,998	46,083	46,083	1.00	1.00	1.00
Payroll Analyst	110	GRADE127	-	44,955	44,955	-	1.00	1.00
Payroll Analyst	110	GRADE126	42,532	-	-	1.00	-	-
Senior Revenue Specialist	110	GRADE126	39,166	41,397	41,397	1.00	1.00	1.00
Administrative Specialist	110	GRADE123	43,518	43,740	43,740	1.00	1.00	1.00
Accounting Technician	110	GRADE120	136,280	132,253	132,253	4.00	4.00	4.00
Subtotal					713,662			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					22,228			
Overtime/On Call/Holiday Pay					-			
Benefits					311,740			
Total Personnel Budget					1,047,630	14.00	14.00	14.00

• 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 divisions to improve the workflow process. In 2010, Information Technology Services, 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.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	295,985	324,500	353,078	353,078	368,133	15,055	4.3%
Contractual Services	41,119	(11,065)	30,000	30,000	30,000	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	(480)	5,414	18,150	18,150	18,150	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	336,624	318,850	401,228	401,228	416,283	15,055	3.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	94	13	-	-	-	-	0.0%
Total Revenues	94	13	-	-	-	-	0.0%
Full-Time Equivalents (FTEs)	6.00	6.00	6.00	6.00	6.00	-	0.0%

• 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 divisions and offers recommendations for improvements.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	149,052	156,561	157,667	157,667	162,119	4,452	2.8%
Contractual Services	84,573	1,006	5,500	5,500	5,500	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	4,144	3,845	4,000	4,000	4,000	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	237,769	161,412	167,167	167,167	171,619	4,452	2.7%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	7	211	0	0	-	(0)	-100.0%
Total Revenues	7	211	0	0	-	(0)	-100.0%
Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	2.00	-	0.0%

• Revenue Management

Revenue Management seeks grant funding, prepares grant reports, coordinates Single Audit activities performed by the external auditors, 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): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	151,460	150,140	174,533	174,533	178,313	3,780	2.2%
Contractual Services	356,669	231,350	892,200	855,200	727,200	(128,000)	-15.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	10,186	16,191	3,200	40,200	3,200	(37,000)	-92.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	518,314	397,681	1,069,933	1,069,933	908,713	(161,220)	-15.1%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	169,516	188,141	186,891	186,891	197,665	10,774	5.8%
All Other Revenue	1,252,527	1,396,553	1,315,905	1,315,905	1,499,791	183,886	14.0%
Total Revenues	1,422,043	1,584,694	1,502,796	1,502,796	1,697,456	194,660	13.0%
Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	2.00	-	0.0%

• 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): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	318,461	316,316	354,824	354,824	339,066	(15,757)	-4.4%
Contractual Services	16,363	17,022	20,000	20,000	20,000	-	0.0%
Debt Service	62,783	-	-	375,101	-	(375,101)	-100.0%
Commodities	3,372	2,398	5,000	5,000	5,000	-	0.0%
Capital Improvements	-	(8,558)	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	400,979	327,177	379,824	754,925	364,066	(390,858)	-51.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	-	-	-	-	-	-	0.0%
Full-Time Equivalents (FTEs)	4.00	4.00	4.00	4.00	4.00	-	0.0%

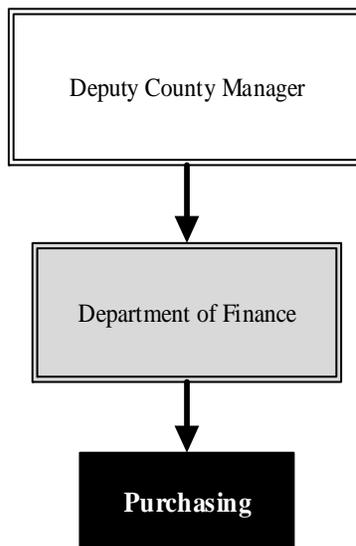
Department of Finance - Purchasing

Mission: To facilitate the procurement of all necessary quality products and services for Sedgwick County by following all applicable rules and laws governing public procurement in order to protect the monetary assets through prudent expenditures of taxpayer funds.

Joe Thomas
Purchasing Director
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joseph.thomas@sedgwick.gov

Overview

The Purchasing Division is responsible for facilitating the procurement of goods and services as requested by the various departments within the County. The Purchasing Division adheres to State statutes and Sedgwick County’s Charter Resolution No. 65, which ensures that competitive purchasing procedures are followed. The Purchasing Division’s responsibilities include working with divisions to determine specifications, develop bids and proposals, negotiate contracts, and maintain good public relations with our suppliers.



Strategic Goals:

- Ensure that the procurement process is open, fair, and provides opportunities for all interested and qualified suppliers
- Create a procurement process that exhibits professionalism, enhances learning opportunities, and continuously improves working relationships with internal customers and suppliers
- Provide quality products and services in a timely manner for the best possible price

Highlights

- Sedgwick County Purchasing staff are members of several professional organizations including the National Institute of Governmental Purchasing (NIGP) and the Institute for Supply Management (ISM). Several staff have served on the Board of Directors for the Wichita Chapter of ISM
- Sedgwick County Purchasing staff collectively represent over 95 years of procurement experience



Accomplishments and Priorities

Accomplishments

In 2013, the Purchasing Division implemented a software module designed to provide better and more efficient contract and procurement management. The module is called Procurement for Public Sector (PPS), created by SAP, the County's enterprise system. This module provides the Division with the capability to track purchases, monitor contract compliance, report spend analysis, streamline the bidding process, assist in evaluating supplier performance, and fully integrate the purchasing process.

Priorities

Several process improvements have been implemented to enhance the efficiency and effectiveness of the Division while cutting costs, including using e-mail to distribute 95 percent of bids. This method reduces paper usage and labor expense incurred in copying and mailing paper-based documents. Also, Purchasing uses the County website to post all bids/proposals 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 the community, the Purchasing Division provides a fair, open, and competitive bidding environment for all goods and services. The Purchasing Division ensures that services and assistance are delivered in a fair and equitable manner by the County's established purchasing policies and training programs for divisions and suppliers.



Significant Budget Adjustments

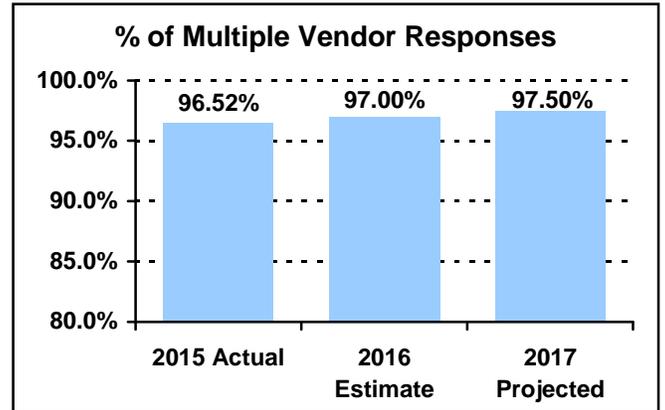
There are no significant adjustments to Purchasing's 2017 budget.

PERFORMANCE MEASURE HIGHLIGHTS

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

Percent of Multiple Vendor Responses -

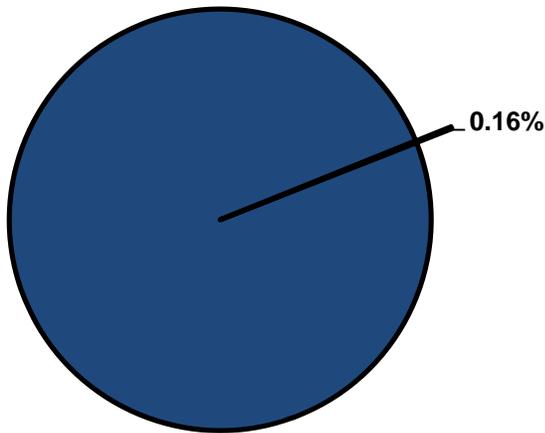
- Measure of the percent of bids that generate more than one response. This measures competition in the bidding process and is measured based on the bids/proposals issued and the number of bid responses received.



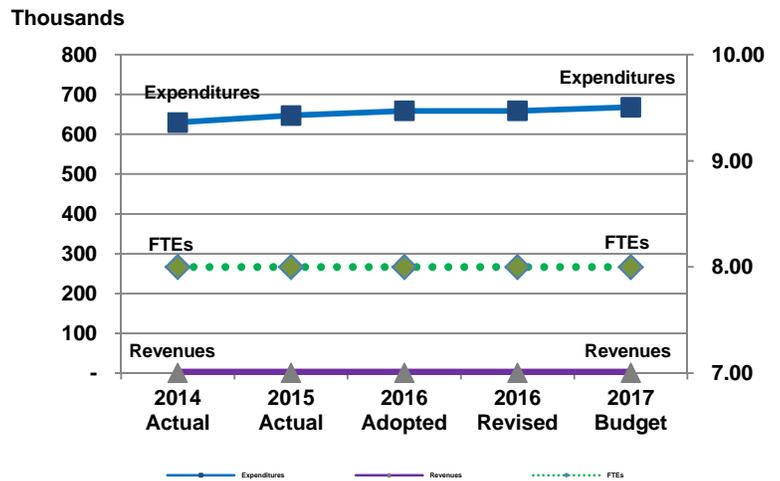
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Ensure that the procurement process is open, fair and provides opportunities for all interested vendors			
Percent of multiple vendor responses (KPI)	96.52%	97.00%	97.50%
Average number of vendors responding per bid	9.09	9.10	9.25
Percent of bid responses from disadvantaged business enterprises	18.96%	15.00%	15.50%
Percent of dollars awarded to disadvantaged business enterprises	4.85%	5.00%	5.20%
Percent of dollars paid to disadvantaged business enterprises	2.51%	2.60%	2.70%
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	25	26	27
Annual number of staff training sessions	30	32	34
Goal: Provide products and services in a timely manner for the best possible price			
Number of monthly bids processed	10.00	10.00	11.00
Average number of days for informal bids	5.47	10.00	10.00
Average number of days for formal bids	27.88	30.00	30.00
Average number of days for proposals	43.26	70.00	70.00

Divisional Graphical Summary

Purchasing
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	521,043	522,248	549,734	549,734	558,853	9,119	1.66%
Contractual Services	107,208	111,275	105,000	105,000	105,000	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	1,545	13,831	4,162	4,162	4,151	(11)	-0.26%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	629,795	647,355	658,896	658,896	668,004	9,108	1.38%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	167	-	177	177	175	(2)	-1.11%
All Other Revenue	130	96	138	138	140	2	1.51%
Total Revenues	297	96	315	315	315	0	0.04%
Full-Time Equivalents (FTEs)							
Property Tax Funded	8.00	8.00	8.00	8.00	8.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	8.00	8.00	8.00	8.00	8.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	629,795	647,355	658,896	658,896	668,004	9,108	1.38%
Total Expenditures	629,795	647,355	658,896	658,896	668,004	9,108	1.38%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Purchasing Director	110	GRADE139	85,712	87,589	87,589	1.00	1.00	1.00
Senior Purchasing Agent	110	GRADE130	48,337	49,125	49,125	1.00	1.00	1.00
Purchasing Agent	110	GRADE126	124,077	124,411	124,411	3.00	3.00	3.00
Administrative Specialist	110	GRADE123	48,287	49,063	49,063	1.00	1.00	1.00
Purchasing Technician	110	GRADE120	74,830	74,252	74,252	2.00	2.00	2.00
Subtotal					384,439			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					11,620			
Overtime/On Call/Holiday Pay					150			
Benefits					162,644			
Total Personnel Budget					558,853	8.00	8.00	8.00

Department of Finance - Risk Management

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 the citizens of Sedgwick County.*

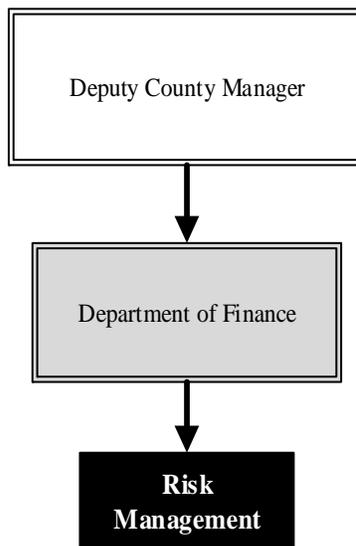
Mick McBride
Risk Manager

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Wichita, KS 67203
316.660.9682

mick.mcbride@sedgwick.gov

Overview

The Risk Management Division is tasked with protecting Sedgwick County assets. This starts with establishing a safe workplace for employees and a safe facility for visitors. It is mandatory that employees receive necessary safety training. Risk Management does 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 adequate funds are available to pay for an adverse incident that might happen.



Strategic Goals:

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

Highlights

- Diana Mansouri, Risk Management Safety Coordinator, is the 2015 - 2016 Past President of the Kansas Public Risk Management Association (PRIMA)
- In 2016, Risk Management implemented an online Defensive Driving Training Program
- Mick McBride, Risk Manager, continued as a member of the Exploration Place Insurance Committee



Accomplishments and Priorities

Accomplishments

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 others, with the end goal of being fair and equitable to all. 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.

Sedgwick County is self-funded for workers' compensation claims. Claims must be filed with the State of Kansas and claims administration is handled internally. Effective January 1, 2014, the State required all claim administrators to submit claims electronically. This change required the acquisition of new software and significant time for staff training and testing to meet the electronic claim filing requirement.

Priorities

Risk Management has established process 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. The Division of Risk Management continues to revise and refine existing procedures to comply with this law and at the same time minimize future costs for the County.

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.



Significant Budget Adjustments

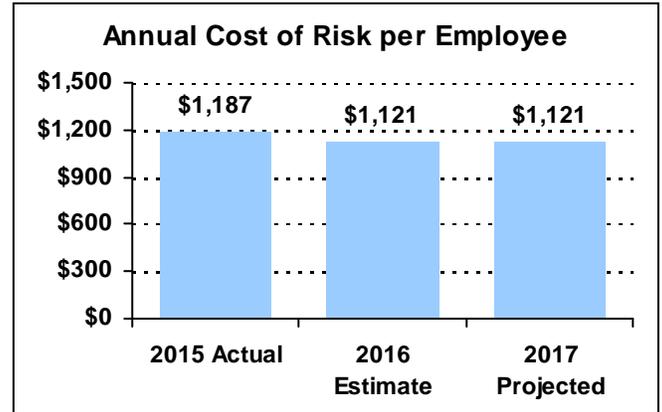
Changes to Risk Management's 2017 budget include an increase in budgeted revenues (\$1,019,340) due to a return to typical workers' compensation rates after a deliberate reduction in 2016, the addition of a \$300,000 contingency to support Risk Management operations, and a budgeted draw down of the Risk Management Fund's fund balance.

PERFORMANCE MEASURE HIGHLIGHTS

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

Annual Cost of Risk per Employee -

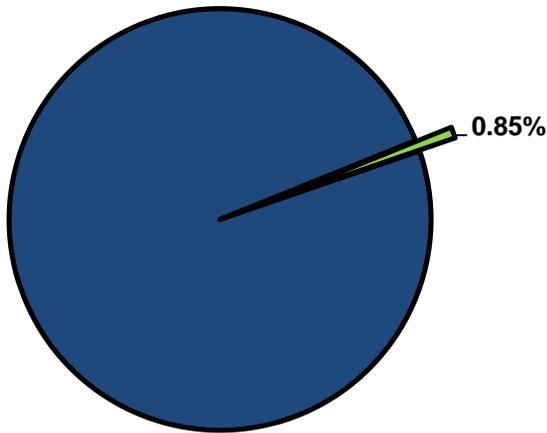
- Measure of all costs associated with Risk Management for a given year, including insurance premiums, payment of claims, and safety programs.



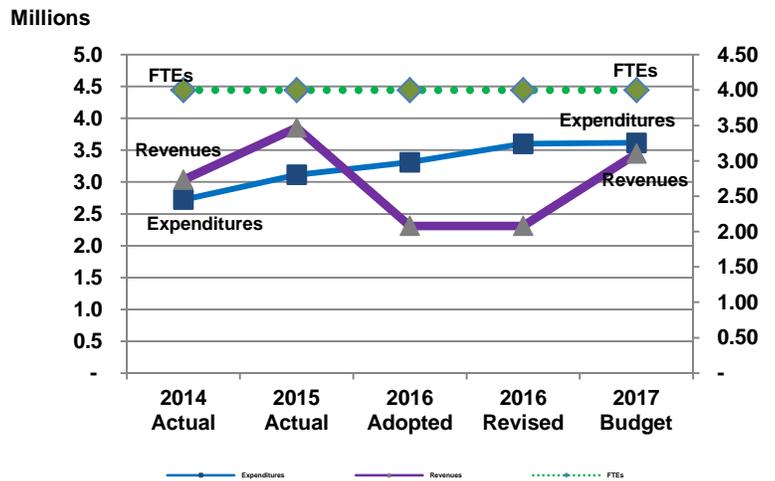
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Maintain the cost of risk at a level less than two percent of the total of all fund expenditures			
Annual cost of risk per employee (KPI)	\$1,187	\$1,121	\$1,121
Cost as a % of county expenditures	0.800%	0.817%	0.817%
Cost of risk per claim	\$7,327	\$7,490	\$7,846
Goal: Perform a safety inspection on at least seven County facilities on an annual basis			
Annual facility safety inspections	44	45	45
Goal: Process and pay claims in a timely manner			
Annual new workers compensation claims	308	300	280
Annual preventable workers compensations claims	121	110	105
Annual non-preventable workers compensation claims	187	190	175
Annual new vehicle claims	110	92	90
Annual preventable vehicle claims	51	25	20
Annual non-preventable vehicle claims	59	67	70
Annual new general claims	55	50	45
Annual preventable general claims	33	20	15
Annual non-preventable general claims	22	30	30

Divisional Graphical Summary

Risk Management
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	465,743	413,671	563,750	563,750	568,782	5,032	0.89%
Contractual Services	2,251,235	2,687,396	2,732,016	3,020,216	3,032,016	11,800	0.39%
Debt Service	-	-	-	-	-	-	-
Commodities	6,297	11,453	15,000	17,300	15,000	(2,300)	-13.29%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	(170)	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	2,723,275	3,112,350	3,310,766	3,601,266	3,615,798	14,532	0.40%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	1,982,908	2,123,883	1,023,348	1,023,348	2,042,688	1,019,340	99.61%
All Other Revenue	1,050,950	1,730,617	1,286,182	1,286,182	1,402,821	116,639	9.07%
Total Revenues	3,033,858	3,854,500	2,309,530	2,309,530	3,445,509	1,135,979	49.19%
Full-Time Equivalents (FTEs)							
Property Tax Funded	-	-	-	-	-	-	-
Non-Property Tax Funded	4.00	4.00	4.00	4.00	4.00	-	0.00%
Total FTEs	4.00	4.00	4.00	4.00	4.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Risk Management	1,329,669	1,728,068	1,262,754	1,553,254	1,567,006	13,752	0.89%
Worker's Compensation	1,393,605	1,384,282	2,048,012	2,048,012	2,048,792	780	0.04%
Total Expenditures	2,723,275	3,112,350	3,310,766	3,601,266	3,615,798	14,532	0.40%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Restore workers' compensation charges to more typical levels		1,019,340	
Addition of the Risk Management contingency	300,000		
Total	300,000	1,019,340	-

Budget Summary by Program

Program	Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	% Chg '16 Rev.-'17	2017 FTEs
Risk Management	612	1,329,669	1,728,068	1,262,754	1,553,254	1,567,006	0.89%	2.50
Worker's Compensation	Multi.	1,393,605	1,384,282	2,048,012	2,048,012	2,048,792	0.04%	1.50
Total		2,723,275	3,112,350	3,310,766	3,601,266	3,615,798	0.40%	4.00

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Risk Manager	612	GRADE138	49,342	50,147	50,147	0.50	0.50	0.50
Safety Training Coordinator	612	GRADE130	68,260	69,362	69,362	1.00	1.00	1.00
Administrative Specialist	612	GRADE123	38,532	38,944	38,944	1.00	1.00	1.00
Risk Manager	613	GRADE138	49,342	50,147	50,147	0.50	0.50	0.50
Workers Compensation Specialist	613	GRADE126	60,198	60,007	60,007	1.00	1.00	1.00
Subtotal					268,607			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					207,385			
Overtime/On Call/Holiday Pay					-			
Benefits					92,791			
Total Personnel Budget					568,782	4.00	4.00	4.00

• 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 Management Reserve 612

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	208,212	213,947	218,364	218,364	222,616	4,252	1.9%
Contractual Services	1,117,803	1,505,197	1,029,390	1,319,890	1,329,390	9,500	0.7%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	3,654	9,094	15,000	15,000	15,000	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	(170)	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	1,329,669	1,728,068	1,262,754	1,553,254	1,567,006	13,752	0.9%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	1,017,593	1,717,791	1,258,579	1,258,579	1,390,174	131,595	10.5%
Total Revenues	1,017,593	1,717,791	1,258,579	1,258,579	1,390,174	131,595	10.5%
Full-Time Equivalents (FTEs)	2.50	2.50	2.50	2.50	2.50	-	0.0%

• Worker's 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 Compensation Reserve 613

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	257,530	199,723	345,386	345,386	346,166	780	0.2%
Contractual Services	1,133,433	1,182,199	1,702,626	1,700,326	1,702,626	2,300	0.1%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	2,642	2,359	-	2,300	-	(2,300)	-100.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	1,393,605	1,384,282	2,048,012	2,048,012	2,048,792	780	0.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	1,982,908	2,123,883	1,023,348	1,023,348	2,042,688	1,019,340	99.6%
All Other Revenue	33,357	12,826	27,603	27,603	12,647	(14,956)	-54.2%
Total Revenues	2,016,266	2,136,709	1,050,951	1,050,951	2,055,335	1,004,384	95.6%
Full-Time Equivalents (FTEs)	1.50	1.50	1.50	1.50	1.50	-	0.0%