

October 8, 2004



Please find enclosed sample documents from the "City of Wichita-City Manager Transition Book." With the resignation of a city manager who served the community for 18 years, this information was compiled by City of Wichita government staff to assist me in becoming familiar with this 3,000 employee organization. These materials were distributed to me several weeks prior to my employment so that I could familiarize myself with city operations in a more efficient and timely manner. This information will continue to be updated for future staff use.

Located in South Central Kansas, approximately 345,000 people call Wichita home. Wichita is the largest city in Kansas and is a regional center for the processing of agricultural products and the distribution of farm equipment base, drawing numerous services, distributive enterprises and metalworking industries. From the earliest days of the aircraft industry, Wichita has also been a leading producer of general aviation and commercial aircraft. In 1918, Wichita became one of the first municipalities in the United States to adopt the Commission-Manager form of government with a seven member governing body, including a mayor. The City Council and Mayor conduct legislative functions of the city, which are executed by the City Manager.

The information contained in this document includes examples of:

- Department/division head biographies
- Department goals and initiatives
- Current critical issues faced by departments
- Organization chart
- Recent projects completed
- Legal issues, procedures and codes
- City Council advisory board information

It is our hope that by sharing such information with others, learning and education will continue to be fostered in municipal government activity, allowing the public to be better served and informed.

Sincerely,

A handwritten signature in black ink, appearing to read 'George R. Kolb', is written over the typed name and title.

George R. Kolb  
City Manager

**City Manager's Office**

Enclosures

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