

County Clerk

Mission: To efficiently, accurately, and courteously provide property tax, budget, special assessment, mill levy, real estate, contractual, licensing, and other information on time; maintain accurate records of real estate transactions; facilitate open and timely access to public information; promote positive communication with the public, other County departments, and units of local and state governments

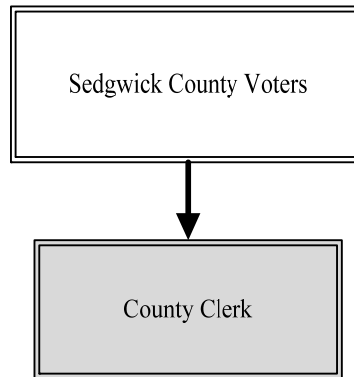
**Kelly Arnold
Sedgwick County Clerk**

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Overview

The Clerk’s Office works with a diverse cross-section of the County’s population. Staff routinely interacts with local public officials, business owners, realtors, developers, home owners, citizens, and visitors. The Office serves as official secretary for Board of County Commissioners; maintains and updates real property records throughout the County; prepares and certifies the tax roll to the County Treasurer to levy taxes on taxable real and personal property to fund local governments throughout the County; issues and accounts for certain State and County licenses including recreations facilities; and provides assistance to citizens with limited financial resources in preparing Homestead Property Tax refunds.



Strategic Goals:

- Update real property records within five days of receipt
- Prepare Board of County Commissioners minutes within ten days of a meeting
- Accurately complete tax roll and required abstracts by State-mandated deadlines

Highlights

- Providing quality public service through individual efforts and collaboration with other County departments and governmental agencies
- Increasing public access to and awareness of the services, licenses and permits available through the Clerk’s office
- Promoting transparency by transitioning paper documents into electronic format suitable for online access
- Supporting and encourage other local government functions by assisting townships with budget preparation services



Accomplishments and Priorities

Accomplishments

More than 700 Kansas statutes and several County resolutions mandate the responsibilities of the County Clerk, although the primary duties of the Clerk are found in Kansas Statutes 19-301 et seq. Most recently, K.S.A. 2013 Supp. 79-1613 was amended to allow for a broader range of homeowners to be eligible for a property tax abatement or credit if their property becomes destroyed or substantially destroyed. One of the County Clerk's goals for 2014 was to streamline this process to allow customers to be able to apply for relief in a quick and straightforward manner. The County Clerk's Office has collaborated with the Sedgwick County Appraiser and the County Treasurer's Office to ensure all processes are done in a timely and efficient manner.

Although most records are now stored and utilized in electronic format, the County Clerk's Office still strives to offer quality, efficient customer service in a convenient, friendly atmosphere and office staff continue to personally answer the telephone and greet every citizen who walks through the door.

Priorities

The County Clerk has shared in a major project that was started by the Sedgwick County Register of Deeds to develop and maintain an in-house software program. This software allows for fulfillment of the statutory requirement to maintain the real estate property ownership transfer records. Now fully implemented, the Clerk Records Management System (RMS) program provides faster and more accurate response to the staff searching property ownership changes against the millions of documents recorded within the Register of Deed's RMS.



Significant Budget Adjustments

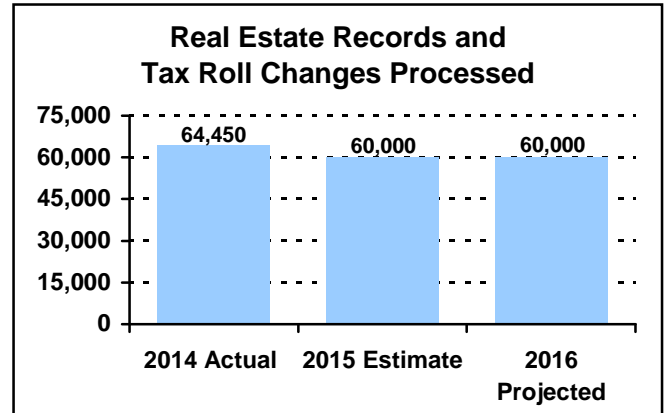
There are no significant changes to the County Clerk's 2016 budget.

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the County Clerk’s Office.

Number of real estate records and tax roll changes processed -

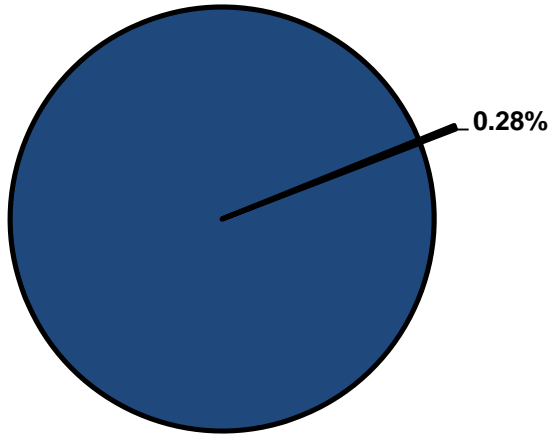
- The annual number of real estate records and tax roll changes that are processed and recorded by the County Clerk’s Office.



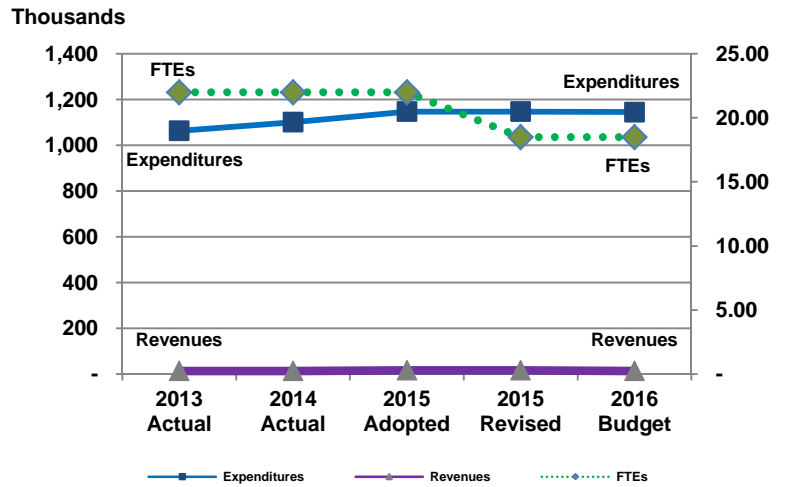
Department Performance Measures	2014 Actual	2015 Est.	2016 Proj.
Goal: Update real property conveyances within 10 days of receipt			
Number of real estate records and tax roll changes processed	64,450	60,000	60,000
Goal: Submit Board of County Commission meeting minutes within 10 days of the meeting			
Percent of BoCC minutes submitted within 10 days	82%	70%	75%
Other Measures:			
Number of bond counsel reports	157	60	100
Number of BOCC meeting minutes produced	51	40	45
Number of state mandated abstracts and tax district reports	100	99	99
Number of local government budgets reviewed	74	78	78
Total dollar of City and County special assessments spread to tax roll	\$43,327,485	\$50,000,000	\$50,000,000
Property transfer book records indexed	220,864	237,780	237,462

Departmental Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amount Chg '15 Rev.-'16	% Chg '15 Rev.-'16
Expenditures							
Personnel	1,022,554	1,082,737	1,118,400	1,115,867	1,115,982	115	0.01%
Contractual Services	13,707	12,171	11,000	13,500	12,000	(1,500)	-11.11%
Debt Service	-	-	-	-	-	-	-
Commodities	27,433	6,381	18,096	18,129	17,093	(1,036)	-5.71%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,063,693	1,101,290	1,147,496	1,147,496	1,145,075	(2,421)	-0.21%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	1,395	1,697	3,622	3,622	1,960	(1,662)	-45.89%
All Other Revenue	11,634	10,957	12,603	12,603	11,608	(995)	-7.89%
Total Revenues	13,029	12,654	16,225	16,225	13,568	(2,657)	-16.38%
Full-Time Equivalents (FTEs)							
Property Tax Funded	18.50	18.50	18.50	18.50	18.50	-	0.00%
Non-Property Tax Funded	3.50	3.50	3.50	-	-	-	-
Total FTEs	22.00	22.00	22.00	18.50	18.50	-	0.00%

Budget Summary by Fund

Fund	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amount Chg '15 Rev.-'16	% Chg '15 Rev.-'16
General Fund	970,704	1,024,799	1,097,496	1,097,496	1,145,075	47,579	4.34%
Technology Enhancement	92,989	76,491	50,000	50,000	-	(50,000)	-100.00%
Total Expenditures	1,063,693	1,101,290	1,147,496	1,147,496	1,145,075	(2,421)	-0.21%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Shift scanning project to new Clerk Technology Fund	(50,000)		
Total	(50,000)	-	-

Budget Summary by Program

Program	Fund	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	% Chg '15 Rev.-'16	2016 FTEs
Administration	110	293,196	319,523	334,900	334,900	356,229	6.37%	5.00
Tax Administration	110	677,507	705,276	762,596	762,596	788,846	3.44%	13.50
Scanning Project	237	92,989	76,491	50,000	50,000	-	-100.00%	-
Total		1,063,693	1,101,290	1,147,496	1,147,496	1,145,075	-0.21%	18.50



Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2015 Adopted	2015 Revised	2016 Budget	2015 Adopted	2015 Revised	2016 Budget
County Clerk	110	ELECT	82,500	84,563	84,563	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE132	67,449	69,748	69,748	1.00	1.00	1.00
Deputy County Clerk - Tax Admin Off	110	GRADE127	54,145	55,974	55,974	1.00	1.00	1.00
Land Information Manager	110	GRADE127	43,899	45,044	45,044	1.00	1.00	1.00
Deputy County Clerk - Executive Services	110	GRADE125	37,597	38,878	38,878	1.00	1.00	1.00
Deputy County Clerk-Real Estate & Proj	110	GRADE125	37,315	38,289	38,289	1.00	1.00	1.00
Deputy County Clerk - Specials Admin Off	110	GRADE124	46,846	48,055	48,055	1.00	1.00	1.00
Deputy County Clerk IV	110	GRADE122	70,603	72,130	72,130	2.00	2.00	2.00
Deputy County Clerk III	110	GRADE120	32,220	32,219	32,219	1.00	1.00	1.00
Deputy County Clerk II	110	GRADE118	98,773	99,392	99,392	3.00	3.00	3.00
Deputy County Clerk I	110	GRADE117	135,981	134,850	134,850	4.00	4.00	4.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
KZ6 Administrative Support B216	110	EXCEPT	17,994	18,676	18,676	0.50	0.50	0.50
KZ6 Administrative Support B115	237	EXCEPT	37,596	-	-	3.00	-	-
KZ6 Administrative Support B218	237	EXCEPT	7,182	-	-	0.50	-	-
Subtotal					737,819			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					16,491			
Overtime/On Call/Holiday Pay					2,291			
Benefits					359,381			
Total Personnel Budget					1,115,982	22.00	18.50	18.50

• Administration

This program manages the daily operations of the County Clerk’s office. Responsibilities include management and human resource functions, as well as the procurement of equipment and supplies. The Clerk is responsible for swearing in elected and appointed County officials, members of boards and committees appointed by the County Commissioners, and Sheriff’s deputies. This fund center maintains and assures the preservation of all County records for internal and public access, serves as the official Secretary to the Board of County Commissioners, produces official meeting minutes, and administers contracts for the County. The Clerk’s office serves State and County agencies by assisting residents in preparation of Homestead Property Tax refund applications, and issues hunting and fishing licenses, State park permits, and temporary boat registrations. The County Clerk is an elected official serving a four-year term.

Fund(s): County General Fund 110

Expenditures	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	282,882	308,607	320,875	320,875	342,204	21,329	6.6%
Contractual Services	6,711	5,807	5,800	6,300	6,800	500	7.9%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	3,603	5,109	8,225	7,725	7,225	(500)	-6.5%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	293,196	319,523	334,900	334,900	356,229	21,329	6.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	368	143	1,322	1,322	165	(1,157)	-87.5%
All Other Revenue	11,451	10,945	12,592	12,592	11,649	(943)	-7.5%
Total Revenues	11,818	11,088	13,914	13,914	11,814	(2,100)	-15.1%
Full-Time Equivalents (FTEs)	5.00	5.00	5.00	5.00	5.00	-	0.0%

• Tax Administration

The Clerk is responsible for setting the tax rates for approximately 100 local governments whose budgets are filed with the Clerk’s Office annually. Special assessments to pay for infrastructure improvements made by cities and the County may also be levied against real property benefiting from such improvements, as well as adjustments to the tax roll resulting from valuation and or administrative changes. The Clerk maintains all land records of the County and each transfer of real estate is properly recorded in the transfer record for taxation purposes. Taxpayer names and mailing addresses are also maintained. Boundary changes that result from municipal annexations are updated and tax units are created or changed as required. Real estate parcel changes and new plats are incorporated into the 4,032-quarter section maps that the office maintains. Staff in this program answers more than 100,000 requests for real property information annually.

Fund(s): County General Fund 110

Expenditures	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	668,910	698,395	747,528	747,528	773,778	26,249	3.5%
Contractual Services	6,996	6,364	5,200	7,200	5,200	(2,000)	-27.8%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,602	517	9,868	7,868	9,868	2,000	25.4%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	677,507	705,276	762,596	762,596	788,846	26,249	3.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	1,028	1,554	2,300	2,300	1,795	(505)	-22.0%
All Other Revenue	183	12	11	11	(40)	(52)	-455.8%
Total Revenues	1,211	1,566	2,311	2,311	1,754	(557)	-24.1%
Full-Time Equivalents (FTEs)	13.50	13.50	13.50	13.50	13.50	-	0.0%

• Scanning Project

To preserve documents statutorily entrusted to the County Clerk, and in support of the Clerk’s continuing commitment to open and transparent government and providing the citizens with ease of accessibility, the County Clerk developed a plan to scan existing land transfer books, enter each individual transfer into a database, and create a publicly searchable electronic catalog. To facilitate the completion of this project, the Board of County Commissioners authorized an addition to the Clerk’s staffing table in 2011 to be funded with transfers from the Land Technology Fund. In 2014, due to legislative action the Clerk received a statutorily assigned new technology fund which is exempt from state budget laws. This new fund is funded at will by the Clerk.

Fund(s): Technology Enhancement 237

Expenditures	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	70,762	75,735	49,997	47,464	-	(47,464)	-100.0%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	22,227	756	3	2,536	-	(2,536)	-100.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	92,989	76,491	50,000	50,000	-	(50,000)	-100.0%
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)	3.50	3.50	3.50	-	-	-	0.0%