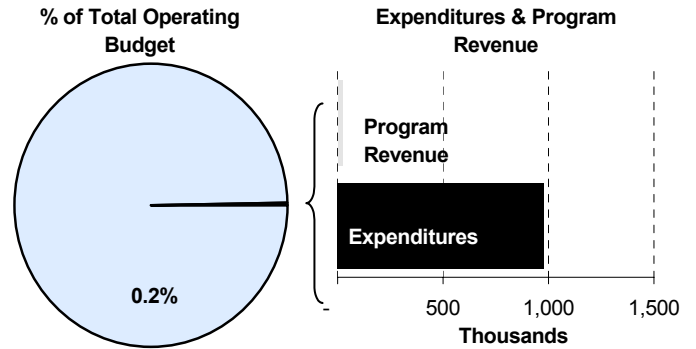
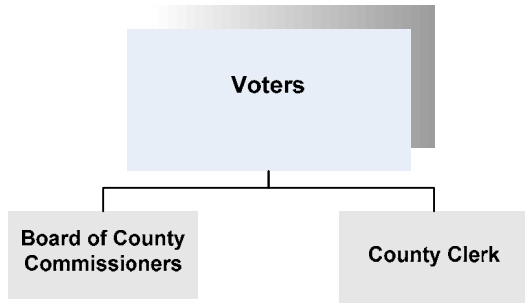




Donald C. Brace
 Sedgwick County Clerk
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Mission:

- 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.



Program Information

Over 700 State 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. These primary duties include:

- serving as the Official Secretary to the Board of County Commissioners (BoCC);
- contract administration and records custodian for County records;
- property tax administration;
- license and permit agent for the State of Kansas; and
- official custodian of real property transfer records and property information.

As the official secretary to the BoCC, the Clerk’s Office is responsible for recording BoCC meeting minutes and producing written minutes of each meeting. Once approved by the BoCC, the meeting minutes are made available to the public on the County website and in the County Clerk’s Office.

Property Tax Administration responsibilities for the County Clerk include recording boundary changes from annexations, tax unit updates, budget preparation and mill levy calculations. All school districts, cities, townships and other taxing authorities must file their budgets with the County Clerk, and once all County property values are filed with the County Clerk, the official mill levies for each taxing district are set, based on this information. As part of the responsibility for property tax administration, the County Clerk also prepares and submits the tax roll to the County Treasurer to levy property tax on taxable real and personal property to fund local governments throughout the County. The taxpayer mailing addresses are also maintained by the County Clerk’s Office.

As a license and permit agent for the State of Kansas, the Clerk’s Office issues various permits and licenses. These include hunting, fishing, and trapping licenses. Moving permits and adult entertainment licenses are also available in the Clerk’s Office.



The County Clerk’s Office also provides assistance to County residents in preparing their Homestead Property Tax Refund Applications. It is then the responsibility of the taxpayer to forward the application to the Kansas Department of Revenue.

Departmental Sustainability Initiatives

The County Clerk’s Office provides services and support which contribute to the economic sustainability in the community. This includes providing administrative support for economic development tools and programs such as neighborhood revitalizations programs and tax increment financing (TIF) districts. In working with these programs, the Clerk’s Office has worked to expedite the process to provide rebates to property owners in qualified redevelopment areas and coordinate payments between taxing jurisdictions.

Delivering fair and equitable service and assistance are important to the County Clerk’s Office. By providing continuous training opportunities and an organizational culture to employees that emphasizes fair, equitable and professional delivery of services, the Clerk’s Office strives to assure equal access to the services provided. An example of equitable service is the aforementioned Homestead tax assistance provided by this Office.

To ensure financial and institutional viability, the Clerk’s Office has implemented technological advances to make work processes more efficient. For instance, the conveyance documents that drive real property updates are viewed as scanned images. By using two computer screens, which is an upgrade from the past, employees have decreased the processing time, as there is now more space to view images while updating data in the system. The upgrades have also decreased the number of input errors.

Department Accomplishments

The Clerk’s Office has continued to focus on maintaining the quality and production standards to which stakeholders have grown accustomed. In recent years, the Clerk’s Office has worked with other departments that are part of the property tax process to replace the technology platform in which the tax system currently operates. The new tax system software, new Geographic Information Services (GIS) software, and new Computer Assisted Mass Appraisal (CAMA) software to be implemented in 2008 and 2009 will provide improved and more efficient business processes. There will also be gains in workflow accuracy, both internally and with other departments.

Another recent accomplishment for the County Clerk’s Office is that ownership of real property was added to the available public information on the County’s website. In turn, there has been a reduction in the number of phone calls and public information is accessible to citizens at all times. The reduction in the number of calls allows more staff time to be focused on real property document processing and document imaging.

Efforts have also been made by the County Clerk’s Office to cross train employees in order to assure functions can be performed by more than one person. Additionally, staff that show potential to move into

key leadership positions are sent to leadership and management training.

Budget Adjustments

Changes to the County Clerk’s 2009 budget reflect increases in benefits costs and a 4.0 percent salary pool for employees. The budget also reflects the 3.0 percent increase in contractuals, commodities, and capital equipment from the 2008 Adopted budget.

Alignment with County Values

- **Equal Opportunity** - Provide access to public information through many sources to assure that all citizens have opportunities to utilize the office’s services
- **Commitment** - Staff provides quality public service through individual efforts and collaboration between each other to assure citizens receive assistance and information as needed

Goals & Initiatives

- **Update real property conveyances within five days of receipt**
- **Submit Board of County Commissioner meeting minutes within seven days of the meeting**
- **Accurately complete the tax roll and required abstracts by state mandated deadlines**

Budget Adjustments From Previous Fiscal Year

Expenditures Revenue FTEs

- No significant overall budgetary adjustments

Total - - -

Budget Summary by Category

Budget Summary by Fund

	2007 Actual	2008 Adopted	2008 Revised	2009 Budget	% Chg. 08-09		2008 Revised	2009 Budget
Expenditures						Expenditures		
Personnel	870,239	907,621	907,621	943,520	4.0%	General Fund	940,751	977,644
Contractual Services	15,602	15,620	15,620	12,550	-19.7%			
Debt Service	-	-	-	-	-			
Commodities	16,942	17,510	17,510	21,574	23.2%			
Capital Improvements	-	-	-	-	-			
Capital Equipment	-	-	-	-	-			
Interfund Transfers	-	-	-	-	-			
Total Expenditures	902,783	940,751	940,751	977,644	3.9%	Total Expenditures	940,751	977,644
Revenue								
Taxes	-	-	-	-	-			
Intergovernmental	58	6,398	6,398	-	-100.0%			
Charges For Service	4,851	8,206	8,206	7,763	-5.4%			
Other Revenue	14,063	14,222	14,222	15,875	11.6%			
Total Revenue	18,972	28,826	28,826	23,638	-18.0%			
Full-Time Equivalents (FTEs)	18.50	18.50	18.50	18.50	0.0%			

Budget Summary by Program

Program	Fund	Expenditures				2009 Budget	% Chg. 08-09	Full-Time Equivalents (FTEs)		
		2007 Actual	2008 Adopted	2008 Revised	2008 Adopted			2008 Revised	2009 Budget	
Clerk's Administration	110	142,864	279,818	279,818	293,270	4.8%	5.00	5.00	5.00	
License & Permit	110	125,214	-	-	-	-	-	-	-	
Tax Administration	110	634,705	660,933	660,933	684,374	3.5%	13.50	13.50	13.50	
Total		902,783	940,751	940,751	977,644	3.9%	18.50	18.50	18.50	

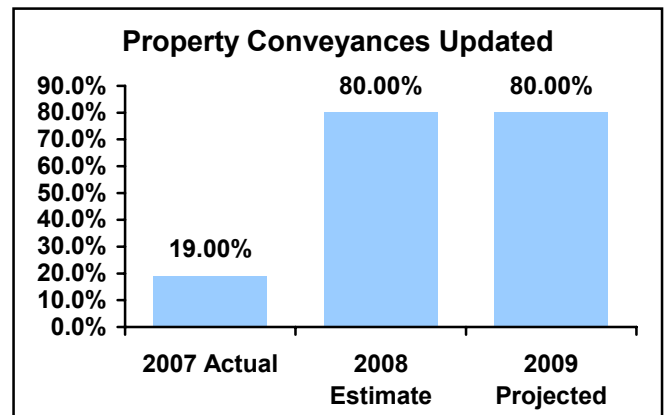


PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates performance measure highlights of the County Clerk’s Office.

Percent of Property Conveyances Updated within Five Days -

- Measure of the percent of real property conveyances or changes that are posted to the tax roll within five days of receipt.



Department Performance Measures

Key Performance Indicator	2007 Actual	2008 Est.	2009 Proj.
% Property conveyances updated within five days	19.00%	80.00%	80.00%
Other Performance Measures			
% of BoCC minutes submitted within seven days	63.00%	75.00%	75.00%
Number of abstracts and reports correctly completed on time	26	28	28
Number of real estate records and tax roll changes processed	67,956	68,186	68,000
Number of BoCC meeting minutes produced	49	49	49
Number of state mandated reports and abstracts prepared	26	27	27
Number of local government budgets reviewed	79	80	80
Number of city and county special assessments spread to tax roll	3,673	3,650	3,650
Total dollar of city and county special assessments spread to tax roll	\$30,717,785	\$30,000,000	\$30,000,000
Number of licenses and permits issued	3,734	3,750	3,750
Homestead tax applications and letter of eligibility prepared	2,169	2,364	2,400
Number of valuation adjustments processed	4,382	4,700	7,700



• Clerk's Administration

This program manages the daily operations of the County Clerk's office. Responsibilities include management and human resources functions, and procurement of equipment and supplies. The Clerk is also 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 public access, research, and historical value, and is accountable for the general administrative functions of the County Clerk's office. The County Clerk is an elected official serving a four-year term.

Fund(s): General Fund 110

64001-110

	2007	2008	2008	2009	% Chg.
	Actual	Adopted	Revised	Budget	08-09
Expenditures					
Personnel	131,066	265,158	265,158	277,170	4.5%
Contractual Services	6,159	9,320	9,320	6,600	-29.2%
Debt Service	-	-	-	-	-
Commodities	5,639	5,340	5,340	9,500	77.9%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	142,864	279,818	279,818	293,270	4.8%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	6,398	6,398	-	-100.0%
Charges For Service	-	5,148	5,148	5,264	2.3%
Other Revenue	-	13,964	13,964	15,875	13.7%
Total Revenue	-	25,510	25,510	21,139	-17.1%
Full-Time Equivalents (FTEs)	5.00	5.00	5.00	5.00	0.0%

Goal(s):

- Provide timely response to all Kansas Open Records Act (KORA) requests
- Submit BOCC minutes for approval within seven days of meeting 80% of the time.
- Provide accurate and professional assistance to Homestead Tax filers

• License & Permit

This program serves as an agent for various state and County agencies for issuance of state and County licenses and permits, such as the Kansas Division of Wildlife and Parks, Kansas Department of Revenue and Sedgwick County Animal Control. Personnel also provides assistance to County residents in preparing Homestead Property Tax Refund Applications.

The Clerk functions as official Secretary to the Board of County Commissioners. This duty includes serving as the recording clerk at BOCC meetings, production of BOCC meeting minutes and contract administration for County contracts. The Clerk is also the custodian for a myriad of County records and documents and consequently, the records management function falls under this program. Beginning in 2008, this fund center was consolidated with the County Clerk Administration fund center.

Fund(s): General Fund 110

64002-110

	2007	2008	2008	2009	% Chg.
	Actual	Adopted	Revised	Budget	08-09
Expenditures					
Personnel	124,025	-	-	-	-
Contractual Services	1,189	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	125,214	-	-	-	-
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	58	-	-	-	-
Charges For Service	2,402	-	-	-	-
Other Revenue	14,063	-	-	-	-
Total Revenue	16,523	-	-	-	-
Full-Time Equivalents (FTEs)	-	-	-	-	-

Goal(s):

- To accurately and timely process all licenses and permits along with all other requested information



• Tax Administration

The Clerk is responsible for setting the tax rates for approximately one hundred 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 over 100,000 requests for real property information annually.

Fund(s): General Fund 110

64003-110

	2007 Actual	2008 Adopted	2008 Revised	2009 Budget	% Chg. 08-09
Expenditures					
Personnel	615,148	642,463	642,463	666,350	3.7%
Contractual Services	8,253	6,300	6,300	5,950	-5.6%
Debt Service	-	-	-	-	
Commodities	11,303	12,170	12,170	12,074	-0.8%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	634,705	660,933	660,933	684,374	3.5%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	2,449	3,058	3,058	2,499	-18.3%
Other Revenue	-	258	258	-	-100.0%
Total Revenue	2,449	3,316	3,316	2,499	-24.7%
Full-Time Equivalents (FTEs)	13.50	13.50	13.50	13.50	0.0%

Goal(s):

- Complete and deliver 100% of mandated accounts and reports on or prior to the due date
- Provide accurate, professional property tax information to tax districts
- Provide hands-on budget preparation assistance to 40 local governments
- Update real property records within 5 days of receipt of notification of transfer or change

