

County Clerk

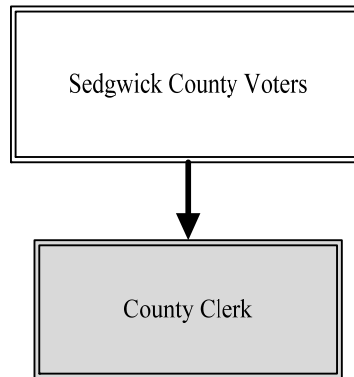
Mission: *To efficiently, accurately and courteously provide property tax, budget, special assessment, mill levy, real estate, contractual, licensing and other information on time; maintain accurate records of real estate transactions; facilitate open and timely access to public information; promote 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 refund.



Strategic Goals:

- *Update real property records within five days of receipt*
- *Submit 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

A new tax system was implemented for use by Sedgwick County in late 2010. From the County Clerk's perspective, a major benefit of this new system is the ability for the Clerk's Office to provide easier, quicker, improved access to real property records with greater detail available at the parcel level. Although many processes have been streamlined and 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. As a demonstration of the Clerk's commitment to transparency in government, Office staff continues to personally answer the telephone and greet every citizen who walks through the door.

More than 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.

Priorities

A highly trained staff is necessary to achieve a high performing department. Staff in the Clerk's Office receive cross-training opportunities to assure that multiple people can perform each critical function. Additionally, staff members who demonstrate potential to move into key leadership positions receive advanced leadership and management training.

Sedgwick County Clerk Kelly Arnold initiated a scanning project to produce a digital image of all land transfer records in Sedgwick County. The images will become the basis for a publicly searchable electronic catalog, further supporting the Clerk's commitment to open and transparent government with ease of citizen accessibility. Funding for this project comes from use of land technology funds rather than mill levy generated tax dollars.

During the economic recession, the Clerk's Office maintained the property tax roll with fewer employees. This was manageable due to fewer ownership transfers in recent years resulting from the economic climate. As the local and national economies begin to improve, the Clerk's Office expects an increase of property sales and transfers which may continue to challenge already strained resources.



Significant Budget Adjustments

The 2014 County Clerk's Office budget includes no significant adjustments.

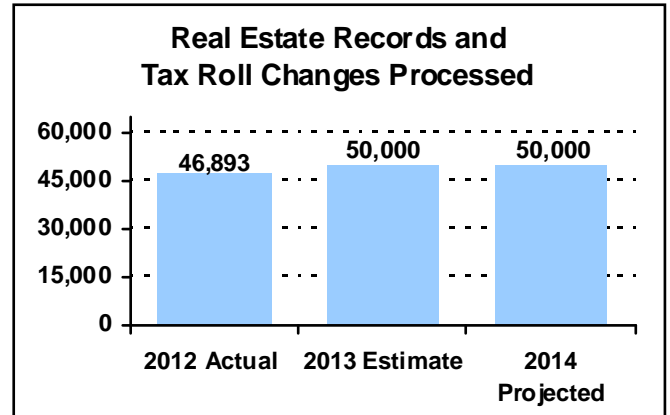


PERFORMANCE MEASURE HIGHLIGHTS

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	2012 Actual	2013 Est.	2014 Proj.
Goal: Update real property conveyances within 10 days of receipt			
Number of real estate records and tax roll changes processed	46,893	50,000	50,000
Goal: Submit Board of County Commission meeting minutes within 10 days of the meeting			
Percent of BoCC minutes submitted within 10 days	60%	60%	85%
Other Measures:			
Number of bond counsel reports	60	60	60
Number of BOCC meeting minutes produced	46	40	40
Number of state mandated abstracts and tax district reports	99	99	99
Number of local government budgets reviewed	78	78	78
Total dollar of City and County special assessments spread to tax roll	\$48,370,219	\$40,000,000	\$35,000,000
Homestead tax applications and letter of eligibility prepared	2,298	2,500	2,000
Property transfer book records indexed	145,000	128,000	150,000
Property transfer book pages (images) scanned (project completed in 2013)	35,000	7,000	n/a

Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget
KZ6 Administrative Support B216	110	EXCEPT	15,600	15,990	15,990	0.50	0.50	0.50
County Clerk	110	ELECT	76,566	78,480	78,480	1.00	1.00	1.00
Chief Deputy County Clerk	110	B324	59,285	61,656	61,656	1.00	1.00	1.00
Senior Administrative Officer	110	B323	50,474	51,974	51,974	1.00	1.00	1.00
Land Information Manager	110	B323	40,896	42,123	42,123	1.00	1.00	1.00
Administrative Officer	110	B321	43,674	44,970	44,970	1.00	1.00	1.00
Administrative Specialist	110	B219	63,981	65,890	65,890	2.00	2.00	2.00
Problem Resolution Specialist	110	B218	33,923	35,768	35,768	1.00	1.00	1.00
Administrative Assistant	110	B218	28,486	29,340	29,340	1.00	1.00	1.00
Fiscal Associate	110	B216	146,000	140,029	140,029	5.00	5.00	5.00
Office Specialist	110	B115	90,192	90,533	90,533	3.00	3.00	3.00
HELD - Office Specialist	110	B115	-	-	-	1.00	1.00	1.00
KZ6 Administrative Support B115	237	EXCEPT	-	75,360	75,360	-	3.00	3.00
KZ6 Administrative Support B218	237	EXCEPT	-	14,392	14,392	-	0.50	0.50
KZ6 Administrative Suppor	237	Except	87,984	-	-	3.50	-	-
Subtotal					746,505	22.00	22.00	22.00
Add:								
Budgeted Personnel Savings (Turnover)					(19,192)			
Compensation Adjustments					16,019			
Overtime/On Call/Holiday Pay					2,291			
Benefits					324,080			
Total Personnel Budget					1,069,703			



● 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): General Fund 110

64001-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
Expenditures					
Personnel	253,172	256,735	262,174	284,255	8.4%
Contractual Services	5,141	5,800	6,585	5,800	-11.9%
Debt Service	-	-	-	-	
Commodities	3,955	8,225	7,440	8,225	10.6%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	262,268	270,760	276,199	298,280	8.0%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	1,210	1,425	1,425	1,309	-8.1%
Other Revenue	12,221	12,434	12,434	12,446	0.1%
Total Revenue	13,431	13,859	13,859	13,755	-0.8%
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 percent of the time
- Provide accurate and professional assistance to Homestead Tax filers
- 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 more than 100,000 requests for real property information annually.

Fund(s): General Fund 110

64003-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
Expenditures					
Personnel	568,517	656,182	669,440	687,697	2.7%
Contractual Services	5,029	5,200	6,000	5,200	-13.3%
Debt Service	-	-	-	-	
Commodities	5,113	9,868	9,068	9,868	8.8%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	578,658	671,250	684,508	702,765	2.7%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	2,106	718	718	2,277	217.1%
Other Revenue	10	21	21	11	-47.6%
Total Revenue	2,116	739	739	2,288	209.6%
Full-Time Equivalents (FTEs)	13.50	13.50	13.50	13.50	0.0%

Goal(s):

- Complete and deliver 100 percent 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 five days of receipt of notification of transfer or change



● 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.

Fund(s): Tech Enhanceme 237

64001-237

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
Expenditures					
Personnel	67,972	95,708	91,108	97,751	7.3%
Contractual Services	70	-	-	-	
Debt Service	-	-	-	-	
Commodities	16,126	-	4,600	2,297	-50.1%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	84,168	95,708	95,708	100,048	4.5%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	-	-	-	-	
Total Revenue	-	-	-	-	
Full-Time Equivalents (FTEs)	3.50	3.50	3.50	3.50	0.0%

