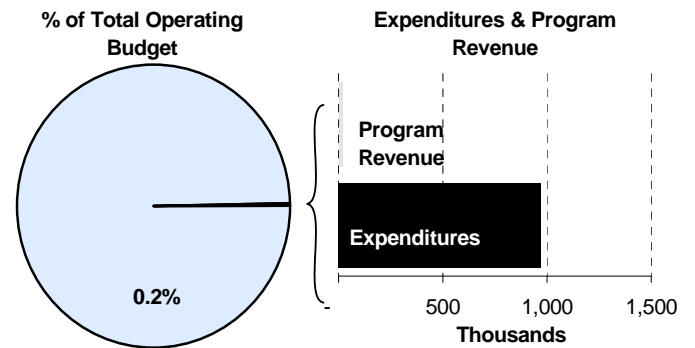
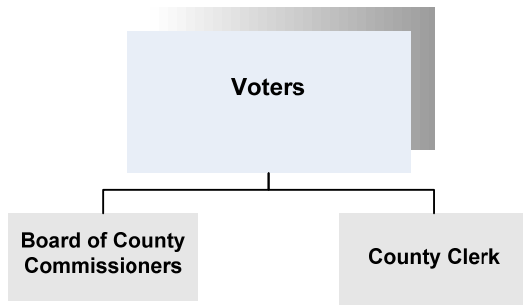




Kelly Arnold
 Sedgwick County Clerk
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Mission:

- 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
- 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 revitalization 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 training opportunities and an organizational culture to employees which 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.

To ensure financial and institutional viability, the Clerk’s Office has implemented technological advances to make work processes more efficient. For instance, the conveyance document driving 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.

The Clerk’s Office is mitigating its impact on the environment by beginning to scan public documents to decrease the necessity for excess copying. Also, budgets

are now filed electronically in the Clerk’s Office, with scanned copies of signature pages.

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 who are part of the property tax process to replace the technology platform in which the tax system currently operates. The new tax system software (Manatron), new Geographic Information Services (GIS) software, and new Computer Assisted Mass Appraisal (CAMA) software implemented in 2009 will provide improved and more efficient business processes. There will also be gains in workflow accuracy, both internally and with other departments.

The County Clerk’s Office continues to strive toward making Sedgwick County government more transparent. One step includes increasing the number of public records being scanned and placed on the internet for public access. Additionally, ownership of real property information has also been made available to the public on the County’s website.

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 members that show potential to move into key leadership positions are sent to leadership and management training.

Budget Adjustments

Changes to the County Clerk’s 2010 budget reflect an increase in benefits costs and a 2.0 percent general pay adjustment for employees earning less than \$75,000. No increases were provided for contractals, commodities, and capital equipment from the 2009 Adopted budget in property tax supported funds.

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
- **Respect -**
Staff strives to accommodate the individual needs of all citizens

Goals & Initiatives

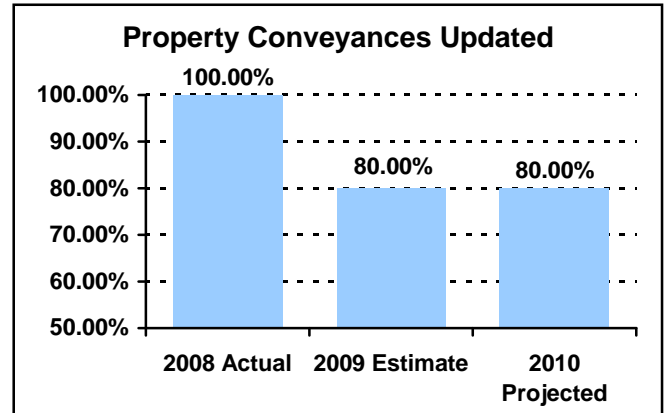
- **Update real property conveyances within five days of receipt**
- **Submit Board of County Commissioner meeting minutes within seven days of the meeting**
- **Accurately complete the tax roll and required abstracts by state mandated deadlines**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) 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	2008 Actual	2009 Est.	2010 Proj.
Goal: Update real property conveyances within five days of receipt			
Percent of property conveyances updated within five days (KPI)	100.00%	80.00%	80.00%
Goal: Submit Board of County Commission meeting minutes within seven days of the meeting			
Percent of BoCC minutes submitted within 7 days	80.00%	75.00%	75.00%
Other Measures:			
Number of abstracts and reports correctly completed on time	27	28	28
Number of real estate records and tax roll changes processed	67,992	68,000	66,000
Number of BoCC meeting minutes produced	49	49	49
Number of state mandated reports and abstracts prepared	27	27	27
Number of local government budgets reviewed	79	80	80
Number of city/county special assessments spread to tax roll	1,559	3,650	1,600
Total dollar of city/county special assessments spread to tax roll	\$16,564,273	\$30,000,000	\$17,000,000
Number of licenses and permits issued	3,487	3,750	3,500
Homestead tax applications and letters of eligibility prepared	1,606	2,400	1,600
Number of valuation adjustments processed	3,343	4,700	3,500

Significant Adjustments From Previous Budget Year

- No significant adjustments for the budget year

Expenditures Revenue FTEs

Total - - -

Budget Summary by Category

Budget Summary by Fund

	2008 Actual	2009 Adopted	2009 Revised	2010 Budget	% Chg. 09-10
Expenditures					
Personnel	879,633	943,520	943,520	936,869	-0.7%
Contractual Services	12,662	12,550	12,550	12,550	0.0%
Debt Service	-	-	-	-	
Commodities	21,494	21,574	21,574	21,574	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	913,788	977,644	977,644	970,993	-0.7%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	4,841	7,763	7,763	6,593	-15.1%
Other Revenue	13,136	15,876	15,876	13,315	-16.1%
Total Revenue	17,977	23,639	23,639	19,908	-15.8%
Full-Time Equivalents (FTEs)	18.50	18.50	18.50	18.50	0.0%

	2009 Revised	2010 Budget
Expenditures		
General Fund-110	977,644	970,993
Total Expenditures	977,644	970,993

Budget Summary by Program

Program	Fund	Expenditures			2010 Budget	% Chg. 09-10
		2008 Actual	2009 Adopted	2009 Revised		
Administration	110	274,408	293,270	293,270	287,627	-1.9%
Tax Administration	110	639,381	684,374	684,374	683,366	-0.1%
Total		913,788	977,644	977,644	970,993	-0.7%

Full-Time Equivalents (FTEs)		
2009 Adopted	2009 Revised	2010 Budget
5.00	5.00	5.00
13.50	13.50	13.50
18.50	18.50	18.50



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2009 Adopted	2009 Revised	2010 Budget	2009 Adopted	2009 Revised	2010 Budget	
KZ6 - Administrative Support	110	EXCEPT	14,003	14,003	14,003	0.50	0.50	0.50	
County Clerk	110	ELECT	73,977	76,566	76,566	1.00	1.00	1.00	
Chief Deputy County Clerk	110	B324	63,293	53,045	53,045	1.00	1.00	1.00	
Land Information Manager	110	B323	57,634	60,224	60,224	1.00	1.00	1.00	
Senior Administrative Officer	110	B323	44,222	48,359	48,359	1.00	1.00	1.00	
Administrative Officer	110	B321	40,541	41,847	41,847	1.00	1.00	1.00	
Administrative Specialist	110	B219	70,017	69,104	69,104	2.00	2.00	2.00	
Problem Resolution Specialist	110	B218	31,379	32,810	32,810	1.00	1.00	1.00	
Administrative Assistant	110	B218	31,679	28,485	28,486	1.00	1.00	1.00	
Fiscal Associate	110	B216	141,766	147,780	147,780	5.00	5.00	5.00	
Office Specialist	110	B115	118,255	122,065	122,065	4.00	4.00	4.00	
Subtotal					694,289		18.50	18.50	18.50
Add:									
Budgeted Personnel Savings (Turnover)					(8,986)				
Compensation Adjustments					12,075				
Overtime/On Call					180				
Benefits					239,311				
Total Personnel Budget					936,869				



• 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

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	250,600	277,170	277,170	271,527	-2.0%
Contractual Services	9,241	6,600	6,600	6,600	0.0%
Debt Service	-	-	-	-	-
Commodities	14,566	9,500	9,500	9,500	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	274,408	293,270	293,270	287,627	-1.9%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	2,743	5,264	5,264	4,580	-13.0%
Other Revenue	13,136	15,876	15,876	13,315	-16.1%
Total Revenue	15,879	21,140	21,140	17,895	-15.4%
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
- 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

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	629,033	666,350	666,350	665,342	-0.2%
Contractual Services	3,420	5,950	5,950	5,950	0.0%
Debt Service	-	-	-	-	-
Commodities	6,928	12,074	12,074	12,074	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	639,381	684,374	684,374	683,366	-0.1%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	2,098	2,499	2,499	2,013	-19.4%
Other Revenue	-	-	-	-	-
Total Revenue	2,098	2,499	2,499	2,013	-19.4%
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

