



Donald C. Brace
 Sedgwick County Clerk
 525 N Main, Suite 211
 Wichita, Kansas 67203
 316-660-9222
dbrace@sedgwick.gov

Mission:

- To accurately record, protect and file documentation, while simultaneously facilitating open and timely access to public information in the most efficient and courteous manner to all citizens and government agencies.

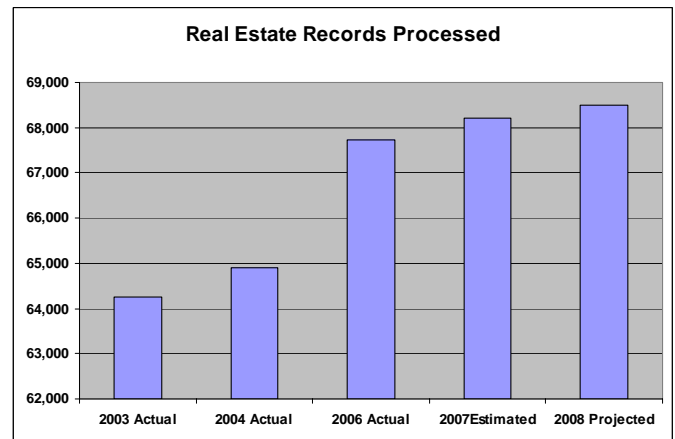
The County Clerk is responsible for several functions. Primary duties include Official Secretary to the Board of County Commissioners (BOCC), contract administration and records custodian for county records, license and permit agent for the State of Kansas, official custodian of real property transfer records and property information. The County Clerk is also responsible for property tax administration which includes boundary changes from annexations, tax unit updates, budget preparation and mill levy calculations. Over seven hundred state statutes and several County resolutions mandate the responsibilities of the County Clerk.

As the official secretary to the BOCC, the Clerk's Office is responsible for scheduling, attending and entering the results of the Hearing Officers' Panels (HOPS) for the second round of valuation appeals. These appeals must be completed by June 30, so the tax rolls are updated and sent to the tax districts within the County on July 1.

The Clerk's Office has continued to focus on maintaining the quality and production standards to

Budget Adjustments:

Item:	Amount:
• No Adjustments	
Total	\$0



Budget Summary by Category

	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	840,227	876,213	876,213	907,620	3.6%
Contractual Services	18,091	20,000	23,900	15,620	-34.6%
Debt Service	-	-	-	-	-
Commodities	13,986	12,965	9,065	17,510	93.2%
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	872,304	909,178	909,178	940,750	3.5%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	5,778	7,147	7,147	6,398	-10.5%
Charges For Service	7,474	1,308	1,308	8,206	527.3%
Other Revenue	49,273	50,788	50,788	14,222	-72.0%
Total Revenue	62,525	59,243	59,243	28,826	-51.3%
Full-Time Equivalents (FTEs)	18.50	18.50	18.50	18.50	0.0%

Budget Summary by Fund

	2007 Revised	2008 Budget
Expenditures		
General Fund	909,178	940,750
Total Expenditures	909,178	940,750



Budget Summary by Program

Program	Expenditures					Full-Time Equivalents (FTEs)			
	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Clerk's Administration	139,256	144,537	144,537	279,818	93.6%	2.00	2.00	5.00	150.0%
License & Permit	107,006	113,670	113,670	-	-100.0%	3.00	3.00	-	-100.0%
Tax and Real Estate	626,042	650,971	650,971	660,933	1.5%	13.50	13.50	13.50	0.0%
Total	872,304	909,178	909,178	940,750	3.5%	18.50	18.50	18.50	0.0%

which stakeholders have grown accustomed. During 2006 and 2007 the Clerk's office has worked with other departments that are part of the property tax administration process to replace the technology platform in which the tax system currently operates. Replacing this system will be the major emphasis for the office during 2007 and 2008. By taking advantage of a newer operating system, the office expects improvements in business processes and continued gains in workflow efficiency and accuracy, both internally and with other departments.

The County Clerk's Office has improved workflow by working with external stakeholders during the initial phase of many County area projects. Neighborhood revitalization programs now operate more efficiently due to city and County staff being part of the team during the programs' development phase. Real estate developers' understanding of governmental plat filing requirements has improved due to dialogue between developers, the City of Wichita, Sedgwick County and the Wichita Area Builders Association. This has allowed for more efficient, accurate and effective processes to facilitate real property development activities and expedite rebates

to property owners in qualified redeveloped areas and coordinate the payments between taxing jurisdictions.

Ownership of real property was added to the available public information on the County's website, thus reducing the number of phone calls and guaranteeing accessibility to public information at any time. Staff time made available from the reduction in calls allows more time to be focused on real property document processing and document imaging. The new multifunction copier/printers are being configured to serve as scanners to record contracts, resolutions, administrative, real property and tax records to provide faster and easier access to information.

Department Performance Measures and Goals

Key Performance Indicator	2006 Actual	2007 Est.	2008 Proj.
% Property conveyances updated within five days	40	70	60
Secondary Indicators			
% of BoCC minutes submitted within seven days	67	75	75
Number of abstracts & reports correctly completed on time	26	26	26
Number of real estate records & tax roll changes processed	67,726	68,200	68,500
Number of BoCC meeting minutes produced	49	47	47
Number of state mandated reports and abstract prepared	26	26	26
Number of local government budgets reviewed	86	86	86
Number of city & county special assessments spread to tax roll	3,217	3,250	3,300
Tertiary Indicators			
Total dollar of city & county special assessments to tax roll	23,199,212	23,000,000	23,500,000
Number of licenses & permits issued	5,481	3,100	3,200

Goals:

- Submit Commissioner meeting minutes for approval within seven business days
- Update real property transfer records within five days of notification 80% of the time



• **County Clerk 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: General Fund				64001-110	
	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	126,236	132,512	132,512	265,158	100.1%
Contractual Services	10,546	8,000	9,000	9,320	3.6%
Debt Service	-	-	-	-	-
Commodities	2,473	4,025	3,025	5,340	76.5%
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	139,256	144,537	144,537	279,818	93.6%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	6,398	-
Charges For Service	-	-	-	5,148	-
Other Revenue	(5)	431	431	13,964	3140.0%
Total Revenue	(5)	431	431	25,510	5818.9%
Full-Time Equivalents (FTEs)	2.00	2.00	2.00	5.00	150.0%

Goal:

- Provide timely response to all Kansas Open Records Act (KORA) requests

• **Licenses and Permits**

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 provide 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 will be consolidated with the County Clerk Administration fund center.

Fund: General Fund				64002-110	
	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	105,043	112,470	112,470	-	-100.0%
Contractual Services	1,963	1,200	1,200	-	-100.0%
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	107,006	113,670	113,670	-	-100.0%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	5,778	7,147	7,147	-	-100.0%
Charges For Service	4,749	825	825	-	-100.0%
Other Revenue	49,088	50,099	50,099	-	-100.0%
Total Revenue	59,614	58,071	58,071	-	-100.0%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	-	-100.0%

Goal:

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



• **Tax Administration and Real Estate**

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 General Fund

	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	608,948	631,231	631,231	642,463	1.8%
Contractual Services	5,581	10,800	13,700	6,300	-54.0%
Debt Service	-	-	-	-	
Commodities	11,513	8,940	6,040	12,170	101.5%
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	626,042	650,971	650,971	660,933	1.5%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	2,726	483	483	3,058	533.1%
Other Revenue	190	258	258	258	-0.2%
Total Revenue	2,916	741	741	3,315	347.4%
Full-Time Equivalent (FTEs)	13.50	13.50	13.50	13.50	0.0%

Goals:

- 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 30 local governments

