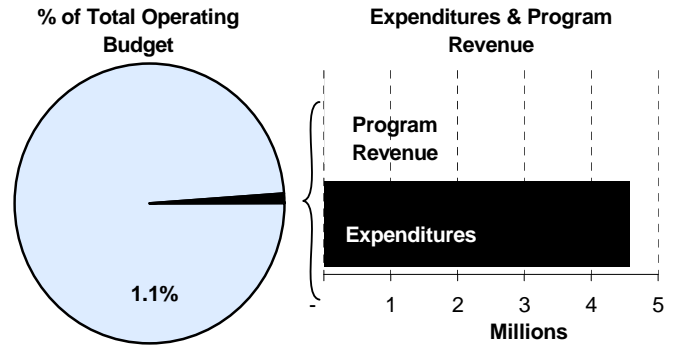
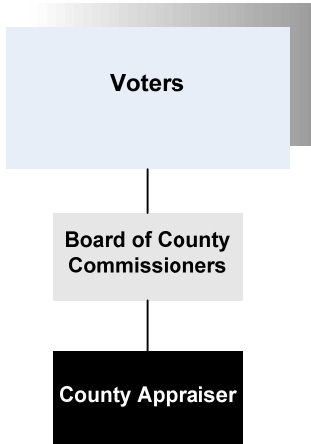




Michael S. Borchard, CAE
 Sedgwick County Appraiser
 4035 E. Harry Street
 Wichita, Kansas 67218
 316-660-9110
mborchard@sedgwick.gov

Mission:

- To fairly and accurately discover, list and value all tangible taxable property within Sedgwick County; meet all statutory requirements; maintain in-house training; attain current information to ensure accuracy; provide information to all who come in contact with our office in a courteous, professional manner and educate the public and private sectors relative to the appraisal process.



Program Information

Over 30 Kansas Statutes govern the duties and processes of the Sedgwick County Appraiser’s Office. These Statutes, which cover general, education, real property, and personal property appraisal duties, provide the legal basis for the work that the Appraiser’s Office undertakes in serving its customers and providing services that the citizens have come to expect.

The Appraiser’s Office is required by law to annually appraise all tangible taxable property by January 1st. In Sedgwick County this means the Appraiser’s Office determines value for 218,650 individual parcels, including residential, agricultural, multi-family, commercial, industrial, as well as 41,492 personal property accounts.

In addition to appraising property, the Appraiser’s Office must apply classification rates and determine the eligibility of certain religious, charitable, educational and municipal property tax exemptions. The Appraiser’s Office maintains an extensive property information system as the basis for appraised valuations and property

ownership tracking. The Office continues to advance in computer and other technologies to ensure better service and fair equal appraisals of property in the County.

The Sedgwick County Appraiser values property based on market transactions. In turn, the County Appraiser has the responsibility to study those transactions and appraise property accordingly. Market value is determined through the use of generally accepted appraisal methods. This process ensures that each property owner pays no more or less than a fair share of the cost of providing government services.

The Appraiser’s Office has formed multiple partnerships with various entities to assist in accomplishing their mission and goals. Partners include the International Association of Assessing Officers (IAAO); the Kansas County Appraiser’s Association (KCAA), of which 13 staff members hold active membership; the Property Valuation Department (PVD), which is assigned as the County Appraiser’s oversight agency; and Dr. Stanley D. Longhofer with Wichita State University’s Center for Real Estate, for data sharing and review of various forecasts and analyses.

Departmental Sustainability Initiatives

The Sedgwick County Appraiser’s Office works with cities and the County through the application process for various economic development tools: Industrial Revenue Bonds (IRB) and Economic Development Exemptions (EDX), Neighborhood Revitalization Programs (NRP) and Tax Increment Financing (TIF). These economic development tools are used by cities to promote, support and facilitate the creation of wealth and employment opportunities in the region. The Appraiser’s Office has varying responsibilities depending on the tool being used, but one constant is that the Office must participate, cooperate, and collaborate with the diverse array of involved stakeholders. The County Appraiser also responds to requests from other units of government, as well as Sedgwick County offices, wanting impact statements or estimated valuations for constructing certain structures or from developers inquiring about building structures in specific areas in Sedgwick County.

The Appraiser’s Office works to mitigate its impact on the environment in numerous ways. In 2006, the Appraiser’s Office implemented the use of a Data Verification Van which reduced the number of field appraisers driving in their personal vehicles producing harmful gas emissions. This process is successful and offers the same amount of productivity by incorporating multiple appraisers within the same vehicle. Additionally, the Appraiser’s Office has Customer Convenience Centers located in Derby (212 W. Greenway) and at the Sedgwick County Courthouse (525 N. Main), to provide citizens several options to cut down on driving distance.

By providing customer service training skills and ensuring that County Values are considered in every aspect of their daily work, the Appraiser’s Office ensures the delivery of services in a fair and equitable manner. Additionally, the Appraiser’s Office makes every possible attempt to improve technology. The

improvements in technology allow for more effectiveness and accuracy in the service provided to the taxpayers of Sedgwick County.

Department Accomplishments

Sedgwick County is now utilizing new technology with the Kansas Computer Assisted Mass Appraisal (CAMA) system. Sedgwick County began this process when it was selected to be a BETA test site for 2005 and went live with the new CAMA (Orion) system in the 3rd quarter of 2008.

The Appraiser’s Office has also been involved in the County’s transition to the new tax system, which will go live in the fourth-quarter of 2009. The Appraiser’s Office has fully participated in writing the specifications for the Manatron Government Revenue Management (GRM) software, with strong emphasis on personal property, corrections of error, records, GIS, and the interfaces with other systems such as Orion. Five years of personal property data will be converted into GRM. Personal property will be listed and valued (appraised and assessed) in GRM except for manufactured homes and oil and gas, while Real property will be listed and valued (appraised and assessed) in Orion and those values will be exported to GRM through an interface.

Alignment with County Values

- **Commitment -**
The Appraiser’s Office is committed to provide quality customer service to property owners by providing its employees with the best tools and educational opportunities necessary to make fair and equitable appraisals
- **Accountability -**
The Appraiser’s Office accepts responsibility for their job performance by adhering to the requirements of the Kansas Property Valuation Department which ensures property owners are receiving fair and equitable appraisals

Goals & Initiatives

- **To develop and maintain positive, cohesive relationships that promote a positive image**
- **To provide government services to citizens at convenient locations outside the Main Courthouse**
- **To be a model of appraisal excellence with a reputation for delivering equitable, accurate and understandable appraisals that meet statutory requirements**

Budget Adjustments

Changes to the Appraiser’s 2010 budget reflect an increase in benefits costs and a 2.0 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 for property tax supported funds, with the exception of an increase of \$138,672 for additional costs related to the lease of space at the Wichita Mall, located at 4035 E. Harry. In June 2009, the Appraiser’s Office moved from the Courthouse and another leased facility into a new location.

Significant Adjustments From Previous Budget Year

- Adjustment for the lease of space at the Wichita Mall (4035 E. Harry) - relocation plan

Expenditures	Revenue	FTEs
138,672		

Total	138,672	-	-
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Budget Summary by Category

Expenditures	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised		
Personnel	3,544,599	3,827,225	3,827,225	3,905,175	2.0%
Contractual Services	365,844	435,621	489,121	525,726	7.5%
Debt Service	-	-	-	-	-
Commodities	106,429	94,110	90,610	140,636	55.2%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	2,009	2,009	-	-100.0%
Interfund Transfers	-	-	-	-	-
Total Expenditures	4,016,872	4,358,965	4,408,965	4,571,537	3.7%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	7,736	9,091	9,091	7,891	-13.2%
Total Revenue	7,736	9,091	9,091	7,891	-13.2%
Full-Time Equivalents (FTEs)	73.00	73.00	73.00	73.00	0.0%

Budget Summary by Fund

Expenditures	2009	2010
	Revised	Budget
General Fund-110	4,408,965	4,571,537
Total Expenditures	4,408,965	4,571,537

Budget Summary by Program

Program	Fund	Expenditures				2010	% Chg.	Full-Time Equivalents (FTEs)		
		2008	2009	2009	2010			2009	2009	2010
		Actual	Adopted	Revised	Budget	09-10	Adopted	Revised	Budget	
Administration	110	1,195,598	1,298,557	1,356,557	1,463,765	7.9%	16.00	16.00	16.00	
Commerical	110	657,025	689,747	681,747	717,588	5.3%	11.00	12.00	12.00	
Residential & Agricultural	110	900,265	984,226	984,226	1,004,745	2.1%	18.00	18.00	18.00	
Personal Property	110	537,875	604,618	604,618	568,153	-6.0%	11.00	10.00	10.00	
Support Staff	110	726,109	781,817	781,817	817,286	4.5%	17.00	17.00	17.00	
Total		4,016,872	4,358,965	4,408,965	4,571,537	3.7%	73.00	73.00	73.00	



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
County Appraiser	110	B531	98,792	102,233	102,233	1.00	1.00	1.00
Chief Deputy Appraiser	110	B428	71,558	74,947	74,947	1.00	1.00	1.00
Senior Administrative Project Ma	110	B327	62,868	65,859	65,859	1.00	1.00	1.00
Administrative Manager	110	B326	112,382	118,163	118,163	2.00	2.00	2.00
Assistant Chief Deputy Appraiser	110	B326	56,785	59,468	59,468	1.00	1.00	1.00
Senior Administrative Officer	110	B323	223,312	236,606	236,606	5.00	5.00	5.00
Staff Economist II	110	B323	51,542	53,476	53,476	1.00	1.00	1.00
Communication Coordinator	110	B322	50,887	53,669	53,669	1.00	1.00	1.00
Modeler II	110	B322	40,674	42,618	42,618	1.00	1.00	1.00
Mass Appraisal Modeler II	110	B322	44,967	47,116	38,042	1.00	1.00	1.00
Real Property Appraiser III	110	B321	170,460	177,240	177,240	4.00	4.00	4.00
Administrative Officer	110	B321	108,960	125,032	125,032	3.00	3.00	3.00
Personal Property Appraiser III	110	B321	51,612	52,627	52,627	1.00	1.00	1.00
Personal Property Appraiser I	110	B219	41,577	43,133	43,133	1.00	1.00	1.00
Problem Resolution Specialist	110	B218	300,199	306,133	306,133	8.00	8.00	8.00
Real Property Appraiser II	110	B217	553,915	570,275	594,181	18.00	18.00	18.00
Real Property Appraiser I	110	B217	129,444	118,017	118,017	4.00	4.00	4.00
Personal Property Appraiser II	110	B217	25,975	26,695	26,695	1.00	1.00	1.00
Customer Service Representative	110	B217	31,150	26,494	26,495	1.00	1.00	1.00
Fiscal Associate	110	B216	386,854	396,127	397,974	14.00	14.00	14.00
Fiscal Assistant	110	B114	67,963	66,312	66,312	3.00	3.00	3.00
Subtotal					2,778,920	73.00	73.00	73.00
Add:								
Budgeted Personnel Savings (Turnover)					(44,771)			
Compensation Adjustments					53,535			
Overtime/On Call					11,684			
Benefits					1,105,807			
Total Personnel Budget					3,905,175			



• Administration

Administration provides general management services to all divisions within the Appraiser’s Office including: human resource management, inventory, budget development and oversight, technology planning, office communication, public relations as well as education and professional development. Administration also serves as liaison to other county departments, professional organizations and different levels of state government.

Fund(s): General Fund 110

75002-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	870,192	932,846	932,846	951,046	2.0%
Contractual Services	235,268	291,702	353,202	388,294	9.9%
Debt Service	-	-	-	-	-
Commodities	90,138	72,000	68,500	124,425	81.6%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	2,009	2,009	-	-100.0%
Interfund Transfers	-	-	-	-	-
Total Expenditures	1,195,598	1,298,557	1,356,557	1,463,765	7.9%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	7,491	9,091	9,091	7,641	-15.9%
Total Revenue	7,491	9,091	9,091	7,641	-15.9%
Full-Time Equivalents (FTEs)	16.00	16.00	16.00	16.00	0.0%

Goal(s):

- To develop and maintain positive, cohesive relationships that promote a positive image
- To communicate timely and accurate reports to employees, departments, citizens, legislators and professional state and national organizations
- To provide educational opportunities to employees, other departments, appraisal offices and citizens

• Commercial

Commercial Real Estate is responsible for discovery, listing and valuation of all commercial real property parcels in Sedgwick County. This is accomplished through the use of properly applied mass appraisal techniques for commercial properties in accordance with the State of Kansas Statutes and the Kansas Department of Revenue Property Valuation Division directives and guidelines. This division is also responsible for the review and defense of values through the appeal processes.

Fund(s): General Fund 110

75004-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	628,579	644,165	644,165	679,502	5.5%
Contractual Services	24,834	39,855	31,855	34,461	8.2%
Debt Service	-	-	-	-	-
Commodities	3,612	5,727	5,727	3,625	-36.7%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	657,025	689,747	681,747	717,588	5.3%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	12.00	11.00	12.00	12.00	0.0%

Goal(s):

- To be a model of appraisal excellence with a reputation for delivering equitable, accurate and understandable appraisals that meet statutory requirements
- To provide prompt, courteous and professional assistance to the citizens served by Sedgwick County and to fellow employees
- To create a work environment that will attract and retain quality workers dedicated to establishing cost-effective mass appraisal values



• Residential & Agricultural

Residential and Agricultural Real Estate is responsible for discovery, listing and valuation of all residential/agricultural real property parcels in Sedgwick County. This is accomplished through the use of properly applied mass appraisal techniques for residential and agricultural properties in accordance with the State of Kansas Statutes and the Kansas Department of Revenue Property Valuation Division directives and guidelines. This division is also responsible for the review and defense of values through the appeal processes.

Fund(s): General Fund 110

75005-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	829,966	911,843	911,843	929,949	2.0%
Contractual Services	67,033	66,424	66,424	71,530	7.7%
Debt Service	-	-	-	-	-
Commodities	3,266	5,959	5,959	3,266	-45.2%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	900,265	984,226	984,226	1,004,745	2.1%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	18.00	18.00	18.00	18.00	0.0%

Goal(s):

- To accurately discover, list and value all residential and agricultural real estate
- To promote professionalism by educating staff in appraisal standards, techniques and the use of technology
- To facilitate open and honest communication with internal and external customers to build positive relationships and provide high quality service

• Personal Property

Personal Property Appraisal is responsible for discovery, listing and valuation of all business and individual personal property in Sedgwick County in accordance with the State of Kansas Statutes and the Kansas Department of Revenue Property Valuation Division directives and guidelines. This division is also responsible for the review and defense of values through the appeal processes.

Fund(s): General Fund 110

75006-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	504,732	573,261	573,261	543,605	-5.2%
Contractual Services	27,282	26,570	26,570	18,754	-29.4%
Debt Service	-	-	-	-	-
Commodities	5,861	4,787	4,787	5,794	21.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	537,875	604,618	604,618	568,153	-6.0%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	10.00	11.00	10.00	10.00	0.0%

Goal(s):

- To accurately appraise all reported property in a timely and efficient manner
- To educate each member of the division in the techniques and concepts of valuing personal property
- To raise awareness of personal property appraisal by communicating time frames and taxpayer responsibilities



● Support Staff

Appraisal Support is responsible for providing support to the Commercial, Residential and Agricultural Real Property Divisions as well as the Personal Property Division. Support includes record imaging, record maintenance, map maintenance, logging and tracking of field processes, quality control of appraisal data, and fulfillment of data requests from external customers.

Fund(s): General Fund 110

75007-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	711,131	765,110	765,110	801,073	4.7%
Contractual Services	11,427	11,070	11,070	12,687	14.6%
Debt Service	-	-	-	-	
Commodities	3,552	5,637	5,637	3,526	-37.4%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	726,109	781,817	781,817	817,286	4.5%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	245	-	-	250	
Total Revenue	245	-	-	250	
Full-Time Equivalents (FTEs)	17.00	17.00	17.00	17.00	0.0%

Goal(s):

- To provide accurate information and resources necessary to facilitate the appraisers in the completion of appraisal processes
- To achieve performance targets through communication and teamwork
- To provide assistance with a courteous and friendly attitude
- To optimize our knowledge through education and training opportunities

