

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

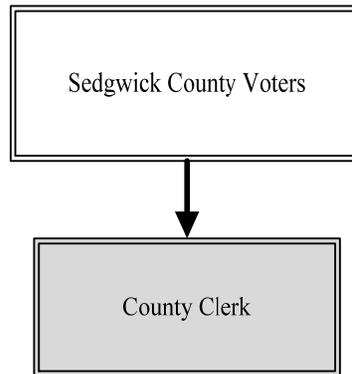
Kelly Arnold
Sedgwick County Clerk

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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

More than 700 Kansas 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. Most recently, K.S.A. 2013 Supp. 79-1613 was amended to allow for a broader range of homeowners to be eligible for a property tax abatement or credit if their property becomes destroyed or substantially destroyed. One of the County Clerk's goals for 2014 has been to streamline this process to allow customers to be able to apply for relief in a quick and straightforward manner. The County Clerk's Office has collaborated with the Sedgwick County Appraiser and the County Treasurer's Office to ensure all processes are done in a timely and efficient manner.

Although 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 and office staff continue to personally answer the telephone and greet every citizen who walks through the door.

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

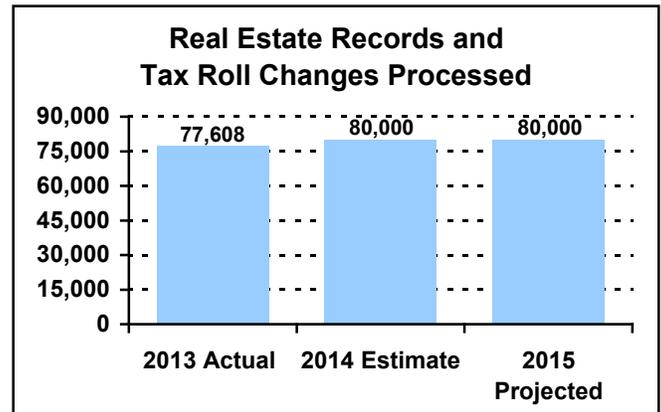
Changes to the County Clerk's 2015 budget include a decrease of \$50,000 for the scanning project due to the changes in State law that provides for a county clerk technology fund starting on January 1, 2015. This new fund is exempt from the annual budget requirements.

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 -

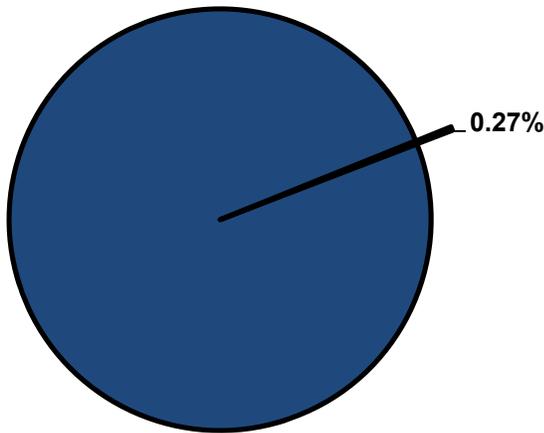
- The annual number of real estate records and tax roll changes that are processed and recorded by the County Clerk’s Office.



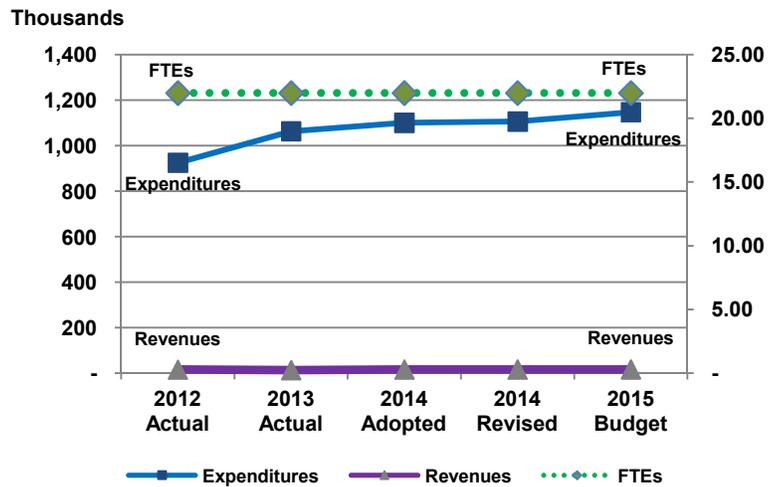
| Department Performance Measures | 2013 Actual | 2014 Est. | 2015 Proj. |
|--|--------------|--------------|--------------|
| Goal: Update real property conveyances within 10 days of receipt | | | |
| Number of real estate records and tax roll changes processed | 77,608 | 80,000 | 80,000 |
| Goal: Submit Board of County Commission meeting minutes within 10 days of the meeting | | | |
| Percent of BoCC minutes submitted within 10 days | 68% | 70% | 70% |
| Other Measures: | | | |
| Number of bond counsel reports | 60 | 60 | 60 |
| Number of BOCC meeting minutes produced | 38 | 38 | 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 | \$46,131,484 | \$50,000,000 | \$50,000,000 |
| Property transfer book records indexed | 228,097 | 237,462 | 232,780 |
| Property transfer book pages (images) scanned (project completed in 2013) | 7,002 | n/a | n/a |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Departmental Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

| | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Revised | 2015 Budget | Amount Chg '14 Rev.-'15 | % Chg '14 Rev.-'15 |
|-------------------------------------|----------------|------------------|------------------|------------------|------------------|-------------------------|--------------------|
| Expenditures | | | | | | | |
| Personnel | 889,661 | 1,022,554 | 1,069,703 | 1,075,305 | 1,118,400 | 43,096 | 4.01% |
| Contractual Services | 10,240 | 13,707 | 11,000 | 12,500 | 11,000 | (1,500) | -12.00% |
| Debt Service | - | - | - | - | - | - | - |
| Commodities | 25,194 | 27,433 | 20,390 | 18,890 | 18,096 | (794) | -4.20% |
| Capital Improvements | - | - | - | - | - | - | - |
| Capital Equipment | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| Total Expenditures | 925,095 | 1,063,693 | 1,101,093 | 1,106,695 | 1,147,496 | 40,802 | 3.69% |
| Revenues | | | | | | | |
| Tax Revenues | - | - | - | - | - | - | - |
| Licenses and Permits | - | - | - | - | - | - | - |
| Intergovernmental | - | - | - | - | - | - | - |
| Charges for Services | 3,316 | 1,395 | 3,586 | 3,586 | 3,622 | 36 | 1.00% |
| All Other Revenue | 12,231 | 11,634 | 12,457 | 12,457 | 12,603 | 146 | 1.17% |
| Total Revenues | 15,547 | 13,029 | 16,043 | 16,043 | 16,225 | 182 | 1.13% |
| Full-Time Equivalents (FTEs) | | | | | | | |
| Property Tax Funded | 18.50 | 18.50 | 18.50 | 18.50 | 18.50 | - | 0.00% |
| Non-Property Tax Funded | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | - | 0.00% |
| Total FTEs | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 | - | 0.00% |

Budget Summary by Fund

| Fund | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Revised | 2015 Budget | Amount Chg '14 Rev.-'15 | % Chg '14 Rev.-'15 |
|---------------------------|----------------|------------------|------------------|------------------|------------------|-------------------------|--------------------|
| General Fund | 840,927 | 970,704 | 1,001,045 | 1,006,647 | 1,097,496 | 90,850 | 9.02% |
| Technology Enhancement | 84,168 | 92,989 | 100,048 | 100,048 | 50,000 | (50,048) | -50.02% |
| Total Expenditures | 925,095 | 1,063,693 | 1,101,093 | 1,106,695 | 1,147,496 | 40,802 | 3.69% |

Significant Budget Adjustments from Prior Year Revised Budget

| | Expenditures | Revenues | FTEs |
|--|--------------|----------|------|
| Reduction of \$50,000 for Scanning Project | (50,000) | | |
| Total | (50,000) | - | - |

Budget Summary by Program

| Program | Fund | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Revised | 2015 Budget | % Chg '14 Rev.-'15 | 2015 FTEs |
|--------------------|------|----------------|------------------|------------------|------------------|------------------|--------------------|--------------|
| Administration | 110 | 262,268 | 293,196 | 298,280 | 299,302 | 334,900 | 11.89% | 5.00 |
| Tax Administration | 110 | 578,658 | 677,507 | 702,765 | 707,344 | 762,596 | 7.81% | 13.50 |
| Scanning Project | 237 | 84,168 | 92,989 | 100,048 | 100,048 | 50,000 | -50.02% | 3.50 |
| Total | | 925,095 | 1,063,693 | 1,101,093 | 1,106,695 | 1,147,496 | 3.69% | 22.00 |

Personnel Summary By Fund

| Position Titles | Fund | Grade | Budgeted Compensation Comparison | | | FTE Comparison | | |
|---|------|----------|----------------------------------|--------------|------------------|----------------|--------------|--------------|
| | | | 2014 Adopted | 2014 Revised | 2015 Budget | 2014 Adopted | 2014 Revised | 2015 Budget |
| County Clerk | 110 | ELECT | 78,480 | 82,500 | 82,500 | 1.00 | 1.00 | 1.00 |
| Chief Deputy County Clerk | 110 | GRADE132 | 61,656 | 67,449 | 67,449 | 1.00 | 1.00 | 1.00 |
| Dep. County Clerk - Tax Admin Off | 110 | GRADE127 | 51,974 | 54,145 | 54,145 | 1.00 | 1.00 | 1.00 |
| Land Information Manager | 110 | GRADE127 | 42,123 | 43,899 | 43,899 | 1.00 | 1.00 | 1.00 |
| Dep. County Clerk - Executive Services | 110 | GRADE125 | 32,793 | 37,597 | 37,597 | 1.00 | 1.00 | 1.00 |
| Dep. County Clerk-Real Estate & Proj. | 110 | GRADE125 | 33,097 | 37,315 | 37,315 | 1.00 | 1.00 | 1.00 |
| Dep. County Clerk - Specials Admin Off. | 110 | GRADE124 | 44,970 | 46,846 | 46,846 | 1.00 | 1.00 | 1.00 |
| Deputy County Clerk IV | 110 | GRADE122 | 65,108 | 70,603 | 70,603 | 2.00 | 2.00 | 2.00 |
| Deputy County Clerk III | 110 | GRADE120 | 25,388 | 29,963 | 32,220 | 1.00 | 1.00 | 1.00 |
| Deputy County Clerk II | 110 | GRADE118 | 89,473 | 95,739 | 100,604 | 3.00 | 3.00 | 3.00 |
| Deputy County Clerk I | 110 | GRADE117 | 115,701 | 122,165 | 134,150 | 4.00 | 4.00 | 4.00 |
| HELD - Office Specialist | 110 | GRADE117 | - | - | - | 1.00 | 1.00 | 1.00 |
| KZ6 Administrative Support B216 | 110 | EXCEPT | 15,990 | 17,994 | 17,994 | 0.50 | 0.50 | 0.50 |
| KZ6 Administrative Support B115 | 237 | EXCEPT | 75,360 | - | 37,596 | 3.00 | 3.00 | 3.00 |
| KZ6 Administrative Support B218 | 237 | EXCEPT | 14,392 | - | 7,182 | 0.50 | 0.50 | 0.50 |
| Subtotal | | | | | 770,100 | | | |
| Add: | | | | | | | | |
| Budgeted Personnel Savings | | | | | (21,276) | | | |
| Compensation Adjustments | | | | | 22,391 | | | |
| Overtime/On Call/Holiday Pay | | | | | 2,291 | | | |
| Benefits | | | | | 344,894 | | | |
| Total Personnel Budget | | | | | 1,118,400 | 22.00 | 22.00 | 22.00 |

• 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): County General Fund 110

| Expenditures | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Revised | 2015 Budget | Amnt. Chg. '14 - '15 | % Chg. '14 - '15 |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|------------------|
| Personnel | 253,172 | 282,882 | 284,255 | 285,277 | 320,875 | 35,598 | 12.5% |
| Contractual Services | 5,141 | 6,711 | 5,800 | 5,800 | 5,800 | - | 0.0% |
| Debt Service | - | - | - | - | - | - | 0.0% |
| Commodities | 3,955 | 3,603 | 8,225 | 8,225 | 8,225 | - | 0.0% |
| Capital Improvements | - | - | - | - | - | - | 0.0% |
| Capital Equipment | - | - | - | - | - | - | 0.0% |
| Interfund Transfers | - | - | - | - | - | - | 0.0% |
| Total Expenditures | 262,268 | 293,196 | 298,280 | 299,302 | 334,900 | 35,598 | 11.9% |
| Revenues | | | | | | | |
| Taxes | - | - | - | - | - | - | 0.0% |
| Intergovernmental | - | - | - | - | - | - | 0.0% |
| Charges For Service | 1,210 | 368 | 1,309 | 1,309 | 1,322 | 13 | 1.0% |
| All Other Revenue | 12,221 | 11,451 | 12,446 | 12,446 | 12,592 | 146 | 1.2% |
| Total Revenues | 13,431 | 11,818 | 13,755 | 13,755 | 13,914 | 159 | 1.2% |
| Full-Time Equivalents (FTEs) | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | - | 0.0% |

• 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): County General Fund 110

| Expenditures | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Revised | 2015 Budget | Amnt. Chg. '14 - '15 | % Chg. '14 - '15 |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|------------------|
| Personnel | 568,517 | 668,910 | 687,697 | 692,276 | 747,528 | 55,252 | 8.0% |
| Contractual Services | 5,029 | 6,996 | 5,200 | 6,700 | 5,200 | (1,500) | -22.4% |
| Debt Service | - | - | - | - | - | - | 0.0% |
| Commodities | 5,113 | 1,602 | 9,868 | 8,368 | 9,868 | 1,500 | 17.9% |
| Capital Improvements | - | - | - | - | - | - | 0.0% |
| Capital Equipment | - | - | - | - | - | - | 0.0% |
| Interfund Transfers | - | - | - | - | - | - | 0.0% |
| Total Expenditures | 578,658 | 677,507 | 702,765 | 707,344 | 762,596 | 55,252 | 7.8% |
| Revenues | | | | | | | |
| Taxes | - | - | - | - | - | - | 0.0% |
| Intergovernmental | - | - | - | - | - | - | 0.0% |
| Charges For Service | 2,106 | 1,028 | 2,277 | 2,277 | 2,300 | 23 | 1.0% |
| All Other Revenue | 10 | 183 | 11 | 11 | 11 | 0 | 3.0% |
| Total Revenues | 2,116 | 1,211 | 2,288 | 2,288 | 2,311 | 23 | 1.0% |
| Full-Time Equivalents (FTEs) | 13.50 | 13.50 | 13.50 | 13.50 | 13.50 | - | 0.0% |

• 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): Technology Enhancement 237

| Expenditures | 2012 Actual | 2013 Actual | 2014 Adopted | 2014 Revised | 2015 Budget | Amnt. Chg. '14 - '15 | % Chg. '14 - '15 |
|-------------------------------------|----------------|----------------|-----------------|-----------------|----------------|-------------------------|---------------------|
| Personnel | 67,972 | 70,762 | 97,751 | 97,751 | 49,997 | (47,754) | -48.9% |
| Contractual Services | 70 | - | - | - | - | - | 0.0% |
| Debt Service | - | - | - | - | - | - | 0.0% |
| Commodities | 16,126 | 22,227 | 2,297 | 2,297 | 3 | (2,294) | -99.9% |
| Capital Improvements | - | - | - | - | - | - | 0.0% |
| Capital Equipment | - | - | - | - | - | - | 0.0% |
| Interfund Transfers | - | - | - | - | - | - | 0.0% |
| Total Expenditures | 84,168 | 92,989 | 100,048 | 100,048 | 50,000 | (50,048) | -50.0% |
| Revenues | | | | | | | |
| Taxes | - | - | - | - | - | - | 0.0% |
| Intergovernmental | - | - | - | - | - | - | 0.0% |
| Charges For Service | - | - | - | - | - | - | 0.0% |
| All Other Revenue | - | - | - | - | - | - | 0.0% |
| Total Revenues | - | - | - | - | - | - | 0.0% |
| Full-Time Equivalents (FTEs) | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | - | 0.0% |