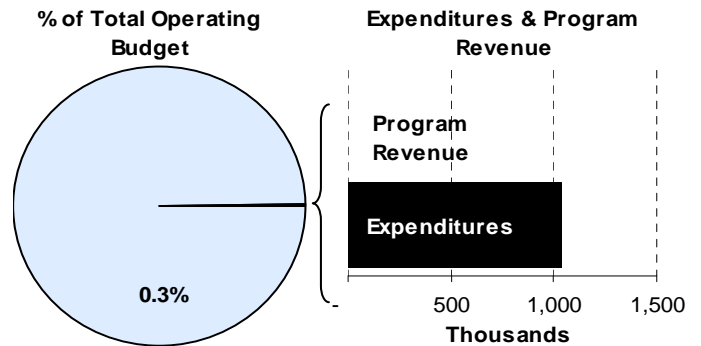
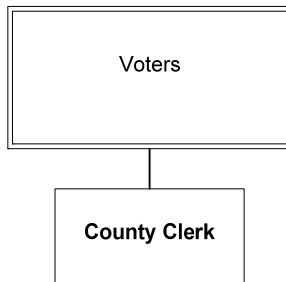




Kelly Arnold
 Sedgwick County Clerk
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 Wichita, Kansas 67203
 316-660-9249
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Mission:

- 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.



Description of Major Services

The functions of the Clerk’s Office present the opportunity to work with a diverse cross-section of the County’s population. The staff routinely interacts with local public officials, business owners, realtors, developers, home owners, citizens and visitors. Services provided include sale and issuance of licenses for recreational activities, assistance with property records research, changes in taxpayer information in the tax system, and assistance through programs designed for those with limited financial resources. In addition, the Clerk’s Office also serves Sedgwick County in the following roles:

- Official Secretary to the Board of County Commissioners (BoCC)
- Maintain and update the real property records throughout the County
- Prepare and certify tax roll to County Treasurer to levy tax on taxable real and personal property to fund local governments throughout the County

- Issue and account for certain State and County licenses
- Provide assistance to citizens in preparing Homestead Property Tax and Food Sales Tax filings

The Sedgwick County Clerk’s Office has long served as an agent of the State of Kansas in various capacities. In recent years this office has greatly increased partnership and cooperation with the Kansas Department of Revenue (KDOR) for the purpose of providing accurate and useful assistance to citizens in the preparation of Kansas Food Sales Tax and Homestead Property Tax filings. This partnership has been beneficial as KDOR has expanded its technology capabilities and requested the majority of tax filings be completed online. Cooperation with KDOR results in fewer delays and improved quality of service to citizens requesting assistance in tax filing preparation.

Programs and Functions

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 the best, most 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.

Current and Emerging Issues

Efforts have been made by the 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.

Sedgwick County Clerk Kelly Arnold has initiated a scanning project to produce a digital scan of all land transfer records in Sedgwick County. These 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. The funding for this project comes from use of land technology funds rather than mill levy generated tax dollars.

Budget constraints will effectively drive how services can be offered to constituents. Maintaining the property tax roll with fewer employees has only been possible due to a reduction in the number of ownership transfers that has occurred in recent years. Since this reduction is attributable to the current economic climate, as the local and national economies begin to show signs of improvement, the Clerk’s Office expects an increase of property sales and transfers which may continue to challenge already strained resources.

Budget Adjustments

There are no significant adjustments to the County Clerk’s 2013 budget.

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 records within five days of receipt**
- **Submit Board of County Commissioner meeting minutes within ten days of the meeting**
- **Accurately complete tax roll and required abstracts by State-mandated deadlines**

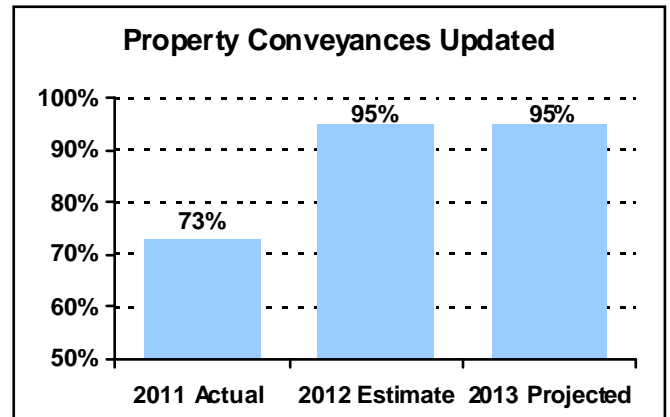


PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the County Clerk’s Office.

Percent of Property Conveyances Updated within 10 Days -

- Measure of the percent of real property conveyances or changes that are posted to the tax roll within 10 days of receipt.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Goal: Update real property conveyances within 10 days of receipt			
Percent of property conveyances updated within 10 days (KPI)	73%	95%	95%
Goal: Submit Board of County Commission meeting minutes within 10 days of the meeting			
Percent of BoCC minutes submitted within 10 days	71%	70%	70%
Other Measures:			
Number of bond counsel reports	54	60	60
Number of real estate records and tax roll changes processed	52,529	60,000	65,000
Number of BOCC meeting minutes produced	48	46	46
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	\$29,536,530	\$17,000,000	\$30,000,000
Number of licenses and permits issued	1,166	1,200	1,200
Homestead tax applications and letter of eligibility prepared	2,430	2,500	2,500

Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget
KZ6 Administrative Support B216	110	EXCEPT	14,924	15,600	15,600	0.50	0.50	0.50
County Clerk	110	ELECT	76,566	76,566	76,566	1.00	1.00	1.00
Chief Deputy County Clerk	110	B324	59,285	59,285	59,285	1.00	1.00	1.00
Senior Administrative Officer	110	B323	50,474	50,474	50,474	1.00	1.00	1.00
Land Information Manager	110	B323	62,643	40,896	40,896	1.00	1.00	1.00
Administrative Officer	110	B321	43,674	43,674	43,674	1.00	1.00	1.00
Administrative Specialist	110	B219	62,152	63,981	63,981	2.00	2.00	2.00
Problem Resolution Specialist	110	B218	33,923	33,923	33,923	1.00	1.00	1.00
Administrative Assistant	110	B218	28,486	28,486	28,486	1.00	1.00	1.00
Fiscal Associate	110	B216	146,337	146,000	146,000	5.00	5.00	5.00
Office Specialist	110	B115	90,511	90,192	90,192	4.00	3.00	3.00
HELD - Office Specialist	110	B115	-	-	-	-	1.00	1.00
KZ6 Administrative Suppor	237	Except	-	87,984	87,984	-	3.50	3.50
Subtotal					737,061	18.50	22.00	22.00
Add:								
Budgeted Personnel Savings (Turnover)					(18,934)			
Compensation Adjustments					-			
Overtime/On Call/Holiday Pay					2,291			
Benefits					288,207			
Total Personnel Budget					1,008,625			



• 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

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	242,220	259,157	259,157	256,735	-0.9%
Contractual Services	5,700	5,800	5,800	5,800	0.0%
Debt Service	-	-	-	-	
Commodities	6,803	8,225	8,225	8,225	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	254,723	273,182	273,182	270,760	-0.9%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	1	-	-	-	
Charges For Service	1,157	1,381	1,381	1,425	3.2%
Other Revenue	12,250	15,481	15,481	12,434	-19.7%
Total Revenue	13,408	16,862	16,862	13,859	-17.8%
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

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	705,219	659,861	659,861	656,182	-0.6%
Contractual Services	11,199	5,200	5,200	5,200	0.0%
Debt Service	-	-	-	-	
Commodities	1,784	9,868	9,868	9,868	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	718,202	674,929	674,929	671,250	-0.5%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	1,408	711	711	718	1.0%
Other Revenue	20	-	-	21	
Total Revenue	1,428	711	711	739	3.9%
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

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
Expenditures					
Personnel	907	-	93,181	95,708	2.7%
Contractual Services	-	-	70	-	-100.0%
Debt Service	-	-	-	-	
Commodities	662	-	5,180	-	-100.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	1,568	-	98,432	95,708	-2.8%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	-	-	-	-	
Total Revenue	-	-	-	-	
Full-Time Equivalents (FTEs)	3.50	-	3.50	3.50	0.0%

