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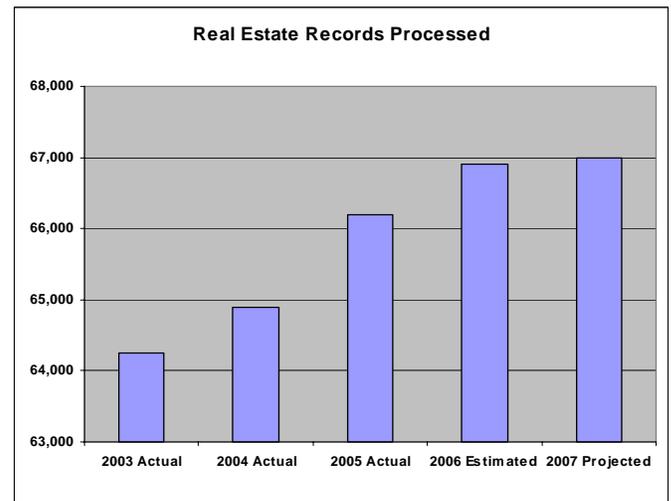
**Mission:**

- 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



which stakeholders have grown accustomed. During 2005 and 2006 the Clerk's office has worked with the 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. By taking advantage of a newer

**Budget Summary by Category**

	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
<b>Expenditures</b>					
Personnel	811,568	856,032	856,032	876,213	2.4%
Contractual Services	21,929	17,600	17,600	20,000	13.6%
Debt Service	-	-	-	-	-
Commodities	7,096	15,400	15,400	12,965	-15.8%
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>840,594</b>	<b>889,032</b>	<b>889,032</b>	<b>909,178</b>	<b>2.3%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	6,442	6,950	6,950	7,147	2.8%
Charges For Service	9,730	858	858	1,307	52.3%
Other Revenue	47,459	53,146	53,146	50,787	-4.4%
<b>Total Revenue</b>	<b>63,631</b>	<b>60,954</b>	<b>60,954</b>	<b>59,241</b>	<b>-2.8%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>0.0%</b>

**Budget Summary by Fund**

	2006 Revised	2007 Budget
<b>Expenditures</b>		
General Fund	889,032	909,178
<b>Total Expenditures</b>	<b>889,032</b>	<b>909,178</b>



**Budget Summary by Program**

Program	Expenditures					Full-Time Equivalents (FTEs)			
	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
Clerk's Administration	142,742	143,643	143,643	144,537	0.6%	2.00	2.00	2.00	0.0%
License & Permit	112,747	117,116	117,116	113,670	-2.9%	3.00	3.00	3.00	0.0%
Tax and Real Estate	585,106	628,273	628,273	650,971	3.6%	13.00	13.00	13.00	0.0%
<b>Total</b>	<b>840,594</b>	<b>889,032</b>	<b>889,032</b>	<b>909,178</b>	<b>2.3%</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>0.0%</b>

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**

Type of Measure	Performance Measure	2005 Actual	2006 Est.	2007 Proj.	Goals:
<b>Input:</b> Resources needed to produce a unit of output	Number of permanent FTE's processing real estate data	9.5	9.5	9.5	
<b>Output:</b> Amount of product or service provided	Real Estate Records Processed	65,208	66,900	67,000	
	BOCC Minutes produced	48	50	50	
	State reports and abstracts prepared	26	26	26	
<b>Efficiency:</b> Inputs consumed to produce a unit of output	Real Estate Records processed per employee	6,864	7,042	8,370	
<b>Service Quality:</b> Client satisfaction, and timeliness	Percent of property conveyances updated within five business days	44%	75%	80%	
	Percent of BOCC minutes submitted within seven days	86%	90%	90%	
<b>Outcome:</b> Qualitative consequence associated with the service	Percent of abstracts and reports correctly completed on time	100%	100%	100%	



• **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	
	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
<b>Expenditures</b>					
Personnel	122,215	130,643	130,643	132,512	1.4%
Contractual Services	17,234	9,800	9,800	8,000	-18.4%
Debt Service	-	-	-	-	
Commodities	3,292	3,200	3,200	4,025	25.8%
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>142,742</b>	<b>143,643</b>	<b>143,643</b>	<b>144,537</b>	<b>0.6%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	100	418	418	431	3.0%
<b>Total Revenue</b>	<b>100</b>	<b>418</b>	<b>418</b>	<b>431</b>	<b>3.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.0%</b>

**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.

Fund: General Fund				64002-110	
	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
<b>Expenditures</b>					
Personnel	111,498	115,116	115,116	112,470	-2.3%
Contractual Services	1,249	2,000	2,000	1,200	-40.0%
Debt Service	-	-	-	-	
Commodities	-	-	-	-	
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>112,747</b>	<b>117,116</b>	<b>117,116</b>	<b>113,670</b>	<b>-2.9%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	6,442	6,950	6,950	7,147	2.8%
Charges For Service	2,031	858	858	825	-3.9%
Other Revenue	47,349	52,728	52,728	50,099	-5.0%
<b>Total Revenue</b>	<b>55,822</b>	<b>60,536</b>	<b>60,536</b>	<b>58,070</b>	<b>-4.1%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.0%</b>

**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

	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
<b>Expenditures</b>					
Personnel	577,856	610,273	610,273	631,231	3.4%
Contractual Services	3,446	5,800	5,800	10,800	86.2%
Debt Service	-	-	-	-	-
Commodities	3,804	12,200	12,200	8,940	-26.7%
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>585,106</b>	<b>628,273</b>	<b>628,273</b>	<b>650,971</b>	<b>3.6%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	7,699	-	-	483	-
Other Revenue	10	-	-	258	-
<b>Total Revenue</b>	<b>7,709</b>	<b>-</b>	<b>-</b>	<b>740</b>	<b>-</b>
<b>Full-Time Equivalent (FTEs)</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.0%</b>

**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

