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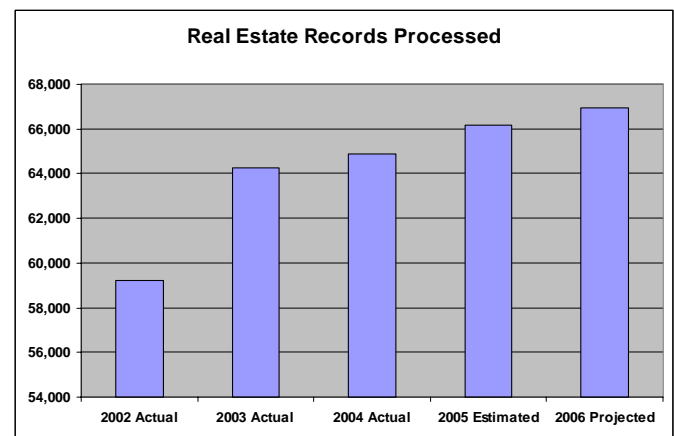
Mission:

- ❑ 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, 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.

During the past year the Clerk's Office has focused on maintaining the quality and production standards to



which stakeholders have grown accustomed. Technology enhancements include the acquisition of a wide format map copier and two multi-functional copier/printers. The wide format copier enables employees to view and print quarter section maps from their workstations, rather than copying from a hard copy of the map. The two multi-function copier/printers have expanded document

Budget Summary by Category

	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	773,528	821,918	821,918	856,033	4.2%
Contractual Services	17,934	30,962	30,962	17,600	-43.2%
Debt Service	-	-	-	-	
Commodities	10,322	10,550	10,550	15,400	46.0%
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	801,783	863,430	863,430	889,033	3.0%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	6,957	6,788	6,788	6,950	2.4%
Charges For Service	5,829	10,869	10,869	858	-92.1%
Other Revenue	61,097	43,909	43,909	53,146	21.0%
Total Revenue	73,883	61,566	61,566	60,954	-1.0%
Full-Time Equivalents (FTEs)	18.00	18.00	18.00	18.00	0.0%

Budget Summary by Fund

	2005 Revised	2006 Budget
Expenditures		
General Fund	863,430	889,033
Total Expenditures	863,430	889,033

Budget Summary by Program

Program	Expenditures					Full-Time Equivalents (FTEs)			
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Clerk's Administration	122,249	145,191	145,191	143,643	-1.1%	2.00	2.00	2.00	0.0%
License & Permit	109,755	113,497	113,497	117,116	3.2%	3.00	3.00	3.00	0.0%
Tax and Real Estate	569,780	604,742	604,742	628,273	3.9%	13.00	13.00	13.00	0.0%
Total	801,783	863,430	863,430	889,033	3.0%	18.00	18.00	18.00	0.0%

imaging and retrieval efforts. Information is now more accessible to employees and internal County customers, providing more efficient and effective customer service.

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 is 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.

Documents in storage on file at the salt mine in Hutchinson were retrieved and reviewed. This resulted in the destruction and alternative storage of these records and the elimination of our annual salt mine storage and retrieval fees.

The following program enhancements are planned for the remainder of 2005 and 2006. Ownership of real property will be added to the available public information on the County's website and the County Clerk anticipates this will reduce the number of phone calls and allow information to be accessible at any time during the day. Staff time made available from the reduction in calls will allow 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	2004 Actual	2005 Est.	2006 Proj.	Goals:
Input: Resources needed to produce a unit of output	Number of permanent FTE's processing real estate data	9.5	9.5	9.5	<ul style="list-style-type: none"> Submit Commissioner meeting minutes for approval within seven business days 90% of the time Update real property transfer records within five days of notification 80% of the time
Output: Amount of product or service provided	Real Estate Records Processed	64,895	66,193	66,957	
	BoCC Minutes produced	48	50	50	
	State reports and abstracts prepared	26	26	26	
Efficiency: Inputs consumed to produce a unit of output	Real Estate Records processed per employee	8,112	8,274	8,370	
Service Quality: Client satisfaction, and timeliness	Percent of property conveyances updated within five business days	20%	40%	80%	
Outcome: Qualitative consequence associated with the service	Percent of BoCC minutes submitted within seven days	83%	85%	90%	
	Percent of abstracts and reports correctly completed on time	86%	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 administration functions of the County Clerk's office. The County Clerk is an elected official serving a four year term.

Fund: General Fund				64001-110	
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	113,699	120,254	120,254	130,643	8.6%
Contractual Services	6,076	19,937	19,937	9,800	-50.8%
Debt Service	-	-	-	-	-
Commodities	2,474	5,000	5,000	3,200	-36.0%
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	122,249	145,191	145,191	143,643	-1.1%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	418	-
Total Revenue	-	-	-	418	-
Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	0.0%

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 in this fund center 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 the records management function fall under this program.

Fund: General Fund				64002-110	
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	105,388	109,822	109,822	115,116	4.8%
Contractual Services	3,160	3,675	3,675	2,000	-45.6%
Debt Service	-	-	-	-	-
Commodities	1,206	-	-	-	-
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	109,755	113,497	113,497	117,116	3.2%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	6,957	6,788	6,788	6,950	2.4%
Charges For Service	785	4,056	4,056	858	-78.8%
Other Revenue	50,103	43,909	43,909	52,728	20.1%
Total Revenue	57,845	54,753	54,753	60,536	10.6%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	0.0%

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 answer over 100,000 requests for real property information annually.

Fund	General Fund				
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	554,440	591,842	591,842	610,273	3.1%
Contractual Services	8,698	7,350	7,350	5,800	-21.1%
Debt Service	-	-	-	-	
Commodities	6,641	5,550	5,550	12,200	119.8%
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	569,780	604,742	604,742	628,273	3.9%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	5,044	6,813	6,813	-	-100.0%
Other Revenue	10,994	-	-	-	
Total Revenue	16,038	6,813	6,813	-	-100.0%
Full-Time Equivalents (FTEs)	13.00	13.00	13.00	13.00	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