

County Clerk

Mission: *The Sedgwick County Clerk's Office strives to promote public confidence by consistently serving each customer with courtesy, respect, and professionalism.*

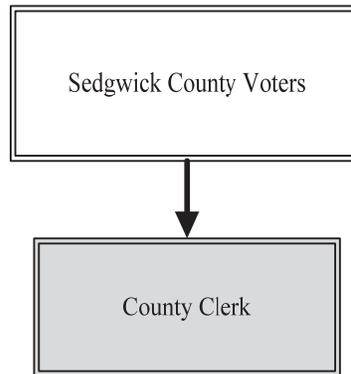
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Sedgwick County Clerk

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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 (BOCC); 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 refunds.



Strategic Goals:

- *Update real property records within five days of receipt*
- *Prepare Board of County Commissioners minutes within ten days of a meeting*
- *Accurately complete tax roll and required abstracts by State-mandated deadlines*

Highlights

- Provide quality public service through individual efforts and collaboration with other County divisions and governmental agencies
- Increase public access to and awareness of the services, licenses, and permits available through the Clerk's office
- Promote transparency by transitioning paper documents into electronic format suitable for online access
- Support and encourage other local government functions by assisting townships with budget preparation services



Accomplishments and Priorities

Accomplishments

The County Clerk has participated in a major project started by the Register of Deeds Office to develop and maintain an in-house software program. This software allows for fulfillment of the Division's statutory requirement to maintain the real estate property ownership transfer record. Now fully implemented, the Clerk Records Management System (RMS) program provides faster and more accurate response to the staff searching property ownership changes against the millions of documents recorded within the Register of Deeds RMS.

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

In an effort to improve accessibility to historical records, the County Clerk initiated the process of converting old paper transfer record books into a searchable database. In this process, an image is created for each page of the transfer record and stored electronically as a PDF. Each page is then transcribed and the information contained therein is logged into the new electronic catalogue. To date, over 825,000 records have been transcribed and are now available to the public in a searchable electronic database. Additionally, over 3,600 images from 180 transfer books have been created and are stored digitally, which protects the information from any potential degradation due to age, wear, and use. These important historical books are now able to be stored in a climate controlled environment and preserved for future generations.



Significant Budget Adjustments

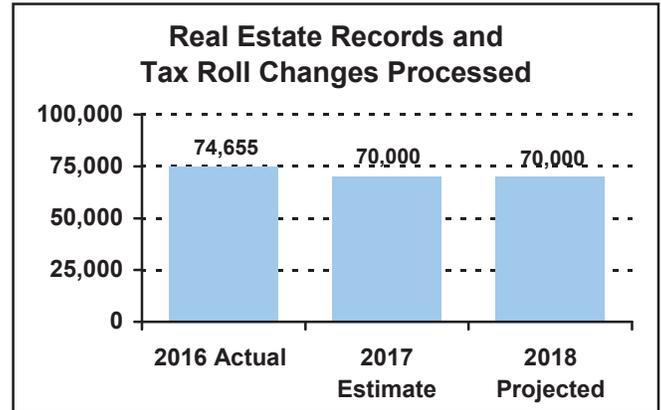
There are no significant adjustments to the County Clerk's 2018 budget.

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 -

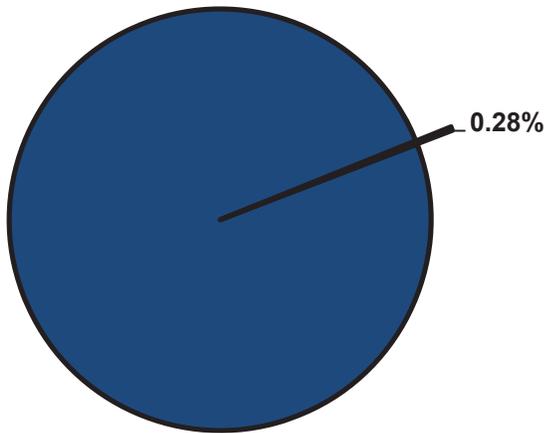
- The annual number of real estate records and tax roll changes that are processed and recorded by the County Clerk’s Office.



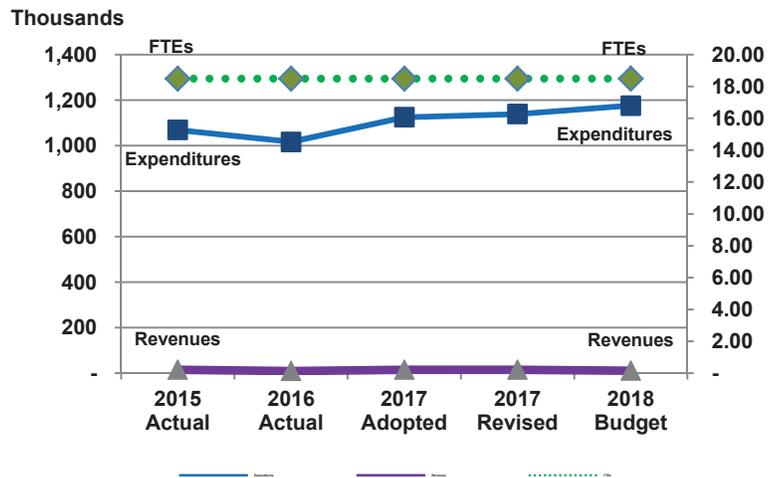
Division Performance Measures	2016 Actual	2017 Est.	2018 Proj.
Goal: Update real property conveyances within 10 days of receipt			
Number of real estate records and tax roll changes processed	74,655	70,000	70,000
Goal: Submit Board of County Commission (BOCC) meeting minutes within 10 days of the meeting			
Percent of BOCC minutes submitted within 10 days	70%	70%	75%
Other Measures:			
Number of bond counsel reports	70	70	70
Number of BOCC meeting minutes produced	64	45	45
Number of State-mandated abstracts and tax district reports	101	101	101
Number of local government budgets reviewed	77	77	77
Total dollar of City and County special assessments spread to tax roll	\$41,612,171	\$45,000,000	\$45,000,000
Property transfer book records indexed	129,614	200,000	200,000

Divisional Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amount Chg '17 Rev.-'18	% Chg '17 Rev.-'18
Expenditures							
Personnel	1,044,228	992,955	1,097,929	1,112,032	1,148,854	36,822	3.31%
Contractual Services	16,798	12,817	17,600	17,600	17,600	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	8,297	10,944	9,493	9,493	9,493	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,069,323	1,016,716	1,125,022	1,139,125	1,175,947	36,822	3.23%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	1,916	1,099	2,165	2,165	1,119	(1,046)	-48.31%
All Other Revenue	11,782	7,385	11,546	11,546	8,489	(3,057)	-26.48%
Total Revenues	13,698	8,484	13,711	13,711	9,608	(4,103)	-29.92%
Full-Time Equivalents (FTEs)							
Property Tax Funded	18.50	18.50	18.50	18.50	18.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	18.50	18.50	18.50	18.50	18.50	-	0.00%

Budget Summary by Fund

Fund	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amount Chg '17 Rev.-'18	% Chg '17 Rev.-'18
General Fund	1,019,798	1,016,716	1,125,022	1,139,125	1,175,947	36,822	3.23%
Technology Enhancement	49,525	-	-	-	-	-	-
Total Expenditures	1,069,323	1,016,716	1,125,022	1,139,125	1,175,947	36,822	3.23%

Significant Budget Adjustments from Prior Year Revised Budget

Expenditures Revenues FTEs

Total - - -

Budget Summary by Program

Program	Fund	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	% Chg '17 Rev.-'18	2018 FTEs
Administration	110	307,311	291,166	339,151	342,886	344,944	0.60%	5.00
Tax Administration	110	712,487	725,550	785,871	796,239	831,003	4.37%	13.50
Scanning Project	237	49,525	-	-	-	-	0.00%	-
Total		1,069,323	1,016,716	1,125,022	1,139,125	1,175,947	3.23%	18.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2017 Adopted	2017 Revised	2018 Budget	2017 Adopted	2017 Revised	2018 Budget
County Clerk	110	ELECT	86,042	88,193	88,193	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE132	71,896	75,412	75,412	1.00	1.00	1.00
Deputy County Clerk - Office Manager	110	GRADE127	42,388	45,054	45,054	1.00	1.00	1.00
Land Information Manager	110	GRADE127	46,044	48,802	48,802	1.00	1.00	1.00
Deputy County Clerk-Real Estate & Proj	110	GRADE125	38,810	40,863	40,863	1.00	1.00	1.00
Deputy County Clerk-Tax Admin Analyst	110	GRADE125	37,315	39,289	39,289	1.00	1.00	1.00
DeputyCountyTaxAdministrativeAnalyst	110	GRADE125	-	38,916	38,916	-	1.00	1.00
Deputy County Clerk - Specials Admin Off	110	GRADE124	48,702	51,253	51,253	1.00	1.00	1.00
Deputy County Tax Administrative Analyst	110	GRADE123	34,010	-	-	1.00	-	-
Deputy County Clerk IV	110	GRADE122	39,932	41,870	41,870	1.00	1.00	1.00
Deputy County Clerk II	110	GRADE118	99,868	102,862	102,862	3.00	3.00	3.00
Deputy County Clerk I	110	GRADE117	167,421	170,288	170,288	5.00	5.00	5.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
KZ6 Administrative Support B216	110	EXCEPT	19,003	19,478	19,478	0.50	0.50	0.50
Subtotal					762,282			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					32,555			
Overtime/On Call/Holiday Pay					2,383			
Benefits					351,634			
Total Personnel Budget					1,148,854	18.50	18.50	18.50

• 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	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	297,000	277,225	323,451	327,186	329,244	2,058	0.6%
Contractual Services	6,154	5,576	7,900	7,900	7,900	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	4,157	8,365	7,800	7,800	7,800	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	307,311	291,166	339,151	342,886	344,944	2,058	0.6%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	159	93	165	165	93	(73)	-43.9%
All Other Revenue	11,772	7,385	11,536	11,536	8,489	(3,047)	-26.4%
Total Revenues	11,931	7,478	11,701	11,701	8,582	(3,119)	-26.7%
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 100 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	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	701,115	715,729	774,478	784,846	819,610	34,764	4.4%
Contractual Services	10,644	7,241	9,700	9,700	9,700	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	728	2,580	1,693	1,693	1,693	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	712,487	725,550	785,871	796,239	831,003	34,764	4.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	1,757	1,007	2,000	2,000	1,027	(973)	-48.7%
All Other Revenue	10	-	10	10	-	(10)	-100.0%
Total Revenues	1,767	1,007	2,010	2,010	1,027	(984)	-48.9%
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. In 2014, due to legislative action the Clerk received a statutorily assigned technology fund, which is exempt from State budget laws, to accomplish the advancement of the scanning project as well as technology upgrades in the Clerk’s Office. This new fund is funded at will by the Clerk.

Fund(s): Technology Enhancement 237

Expenditures	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	46,113	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	3,412	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	49,525	-	-	-	-	-	0.0%
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)	-	-	-	-	-	-	0.0%