

County Treasurer

Mission: To provide honest, friendly service and to be accountable to the citizens of Sedgwick County through the timely collection and distribution of public funds, thus financing public services provided by Kansas schools, cities, townships, and other public agencies in accordance with legislative mandates.

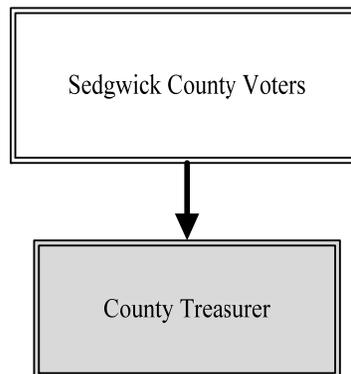
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Sedgwick County Treasurer

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Overview

The Sedgwick County Treasurer's primary responsibility is to collect real estate, personal property and motor vehicle taxes, commercial vehicle fees, special assessments, and other miscellaneous taxes for Sedgwick County cities, townships, school districts, and other taxing jurisdictions. After collecting this revenue, the Treasurer apportions and distributes such revenue. In addition, the Treasurer's Office acts as a bank, accepting deposits from revenue-generating County divisions and entering them into the accounting system before forwarding the money to the County's bank accounts.



The Treasurer also supervises four self-supporting Tag Offices, which collect motor vehicle taxes, sales taxes and license fees, park permit fees, and commercial truck registration fees on behalf of the State of Kansas and distributes license tags and yearly validation stickers.

Highlights

- In March 2016, went live with virtual waiting line system, QLess, to provide customers the opportunity of "getting in line" at the tag office from any texting cell phone, personal computer, or actual tag office and will receive a text notifying them of their place in line and estimated wait time
- In 2016, the Main Tag Office relocated to a bigger building at 2525 W. Douglas. The building is centrally located with access from Kellogg, and there is ample parking for customers

Strategic Goals:

- *Continue to improve customer service, utilizing technology to streamline information dissemination and payment collection*
- *Enhance partnerships with other County and Kansas State Departments to enhance delivery of services to citizens*
- *Accurately account for funds collected and distributed*



Accomplishments and Priorities

Accomplishments

The tag offices now offer local title and registration services for commercial trucking customers who previously had to drive to Topeka or to one of the eight International Registration Permit (IRP) counties scattered around Kansas to register their trucks and trailers.

In early 2015, the Treasurer was notified by the Kansas Highway Patrol (KHP) that its vehicle inspection operations and staff would be relocated to a new facility located in the area of K-254 and Rock Road. The Treasurer recognized the inconvenience this would be to customers so the Treasurer worked with the KHP and other policy makers within the State government to keep inspection staff at the Main Tag Office.

Priorities

The Kansas County Treasurer's Association (KCTA) is working with the KHP to incorporate its vehicle inspection forms and processes within the State's Motor Vehicle Registration System (MOVRS). Though programming the system will take time, this will allow customers who require a vehicle inspection before titling to have their vehicle inspected and the results of the inspection be transmitted electronically to the tag clerk. The inspection fees will be added to registration fees. This will alleviate the need to pay KHP for the inspection and then the Treasurer's Office for registration.

Additionally, the Treasurer is involved with researching the prospect of bringing license tag kiosks to Sedgwick County. This technology, once proved effective, would allow customers to use a kiosk to renew a license plate and walk away with a printed registration and decal. These machines, strategically located, could alleviate having to go into a tag office altogether for renewals. Title work will still require an in-person visit to the tag office to complete the work.



Significant Budget Adjustments

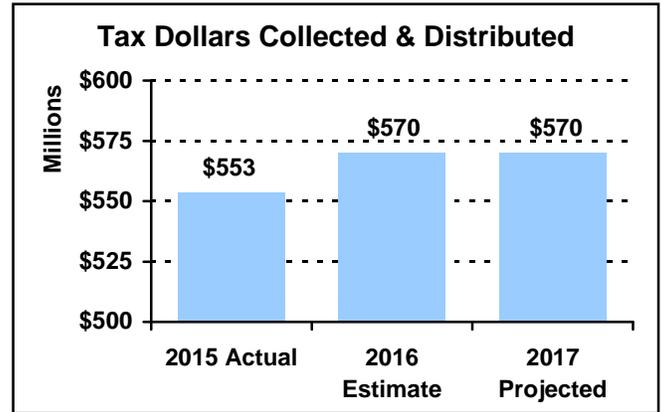
There are no significant adjustments to the Treasurer's 2017 budget.

PERFORMANCE MEASURE HIGHLIGHTS

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

Tax Dollars Collected and Distributed (calendar year) by the Tax Office -

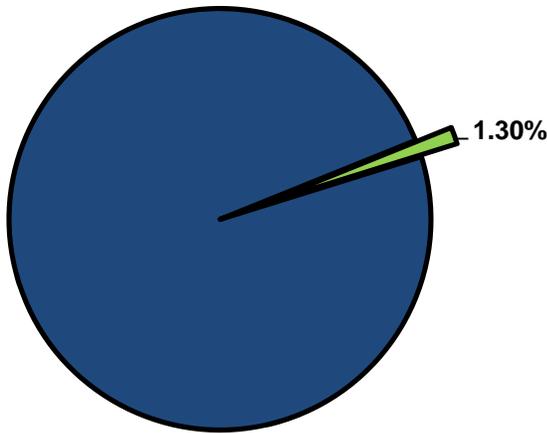
- Measure of the tax dollars collected and distributed by the Tax Office in a calendar year.



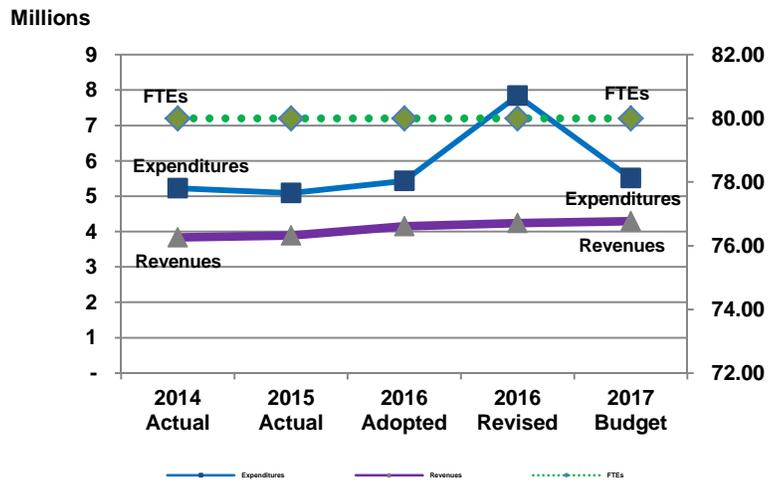
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Accurately account for funds collected and distributed			
Tax dollars collected and distributed (calendar year) – Tax Office (KPI)	\$553,485,281	\$570,000,000	\$570,000,000
Total vehicle tax revenue collected – Tag Office	\$59,024,815	\$61,000,000	\$61,000,000
Commercial Motor Vehicle Fees – Tag Office	\$2,543,867	\$2,550,000	\$2,550,000
Number of current tax statements mailed or electronically submitted (calendar year)	355,582	357,000	357,000
Number of vehicle transactions	610,700	610,700	610,700
Titles approved for printing	114,942	115,000	115,000
Collection of royalty fees	\$216,550 / 5,309	\$230,870 / 5,400	\$230,870 / 5,400
Collection of park permit fees	\$150,930 / 10,062	\$151,500 / 10,100	\$151,500 / 10,100
Full-time equivalent employees – Tax Office	17.5	17.5	17.5
Full-time equivalent employees – Tag Office	62.5	62.50	62.5

Divisional Graphical Summary

County Treasurer
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	3,894,757	3,963,071	4,285,203	4,285,203	4,217,679	(67,524)	-1.58%
Contractual Services	1,001,194	1,004,292	1,014,303	987,343	1,161,792	174,449	17.67%
Debt Service	-	-	-	-	-	-	-
Commodities	121,203	80,674	134,862	253,012	134,942	(118,070)	-46.67%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	208,320	43,671	1,190	2,318,000	-	(2,318,000)	-100.00%
Total Expenditures	5,225,475	5,091,707	5,435,558	7,843,558	5,514,413	(2,329,145)	-29.70%
Revenues							
Tax Revenues	-	(3)	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	24,850	32,725	25,000	25,000	25,000	-	0.00%
Charges for Services	3,820,492	3,883,042	4,124,705	4,214,705	4,265,958	51,252	1.22%
All Other Revenue	(7,731)	(25,464)	3,986	3,986	2,557	(1,429)	-35.85%
Total Revenues	3,837,611	3,890,300	4,153,691	4,243,691	4,293,515	49,823	1.17%
Full-Time Equivalents (FTEs)							
Property Tax Funded	17.50	17.50	17.50	17.50	17.50	-	0.00%
Non-Property Tax Funded	62.50	62.50	62.50	62.50	62.50	-	0.00%
Total FTEs	80.00	80.00	80.00	80.00	80.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	1,211,758	1,202,119	1,300,381	3,618,381	1,269,829	(2,348,552)	-64.91%
Auto License	4,013,718	3,889,588	4,135,177	4,225,177	4,244,584	19,407	0.46%
Total Expenditures	5,225,475	5,091,707	5,435,558	7,843,558	5,514,413	(2,329,145)	-29.70%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
2016 budget included one-time funds for Downtown Tag Office CIP project	(2,318,000)		
Total	(2,318,000)	-	-

Budget Summary by Program

Program	Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	% Chg '16 Rev.-'17	2017 FTEs
Treasurer Administration	110	295,262	304,574	323,480	2,641,480	330,458	-87.49%	3.50
Tax Collections	110	604,808	588,788	641,830	641,830	617,783	-3.75%	9.00
Treasurer Accounting	110	311,688	308,757	335,071	335,071	321,587	-4.02%	5.00
Tag Administration	213	1,578,741	1,447,754	1,376,043	1,445,257	1,474,507	2.02%	11.50
Main Tag Office	213	1,252,002	1,234,776	1,597,602	1,606,201	1,456,201	-9.34%	30.00
Brittany Tag Office	213	368,379	390,235	338,920	388,935	427,768	9.98%	7.00
Chadsworth Tag Office	213	424,591	429,501	398,658	358,830	471,866	31.50%	7.00
Derby Tag Office	213	390,004	387,321	423,954	425,954	414,242	-2.75%	7.00
Total		5,225,475	5,091,707	5,435,558	7,843,558	5,514,413	-29.70%	80.00

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
County Treasurer	110	ELECT	84,563	86,042	86,042	1.00	1.00	1.00
Chief Deputy Treasurer	110	GRADE132	36,964	38,025	38,025	0.50	0.50	0.50
Departmental Controller	110	GRADE129	56,179	59,278	59,278	1.00	1.00	1.00
Senior Accountant	110	GRADE129	55,864	45,571	45,571	1.00	1.00	1.00
Accountant	110	GRADE125	163,802	159,833	159,833	4.00	4.00	4.00
Administrative Technician	110	GRADE124	54,538	36,265	36,265	1.00	1.00	1.00
Administrative Specialist	110	GRADE123	89,579	90,963	90,963	2.00	2.00	2.00
DTU Specialist	110	GRADE123	36,708	38,528	38,528	1.00	1.00	1.00
Administrative Assistant	110	GRADE120	44,458	29,831	29,831	1.00	1.00	1.00
Bookkeeper	110	GRADE119	28,966	28,409	28,409	1.00	1.00	1.00
Fiscal Associate	110	GRADE118	134,451	127,722	127,722	4.00	4.00	4.00
Operations Administrator	213	GRADE135	63,203	64,518	64,518	1.00	1.00	1.00
Chief Deputy Treasurer	213	GRADE132	36,964	38,025	38,025	0.50	0.50	0.50
Auto License Manager	213	GRADE131	62,504	64,298	64,298	1.00	1.00	1.00
Assistant Auto License Manager	213	GRADE129	45,344	46,287	46,287	1.00	1.00	1.00
Senior Accountant	213	GRADE129	47,158	48,511	48,511	1.00	1.00	1.00
Auto License Training & Mailroom Manager	213	GRADE127	42,355	42,902	42,902	1.00	1.00	1.00
Department Application Specialist	213	GRADE124	46,126	47,449	47,449	1.00	1.00	1.00
Auto License Substation Manager	213	GRADE121	210,429	205,304	205,304	6.00	6.00	6.00
Auto License Substation Supervisor	213	GRADE121	33,835	31,096	31,096	1.00	1.00	1.00
Assistant Auto License Substation Manage	213	GRADE120	95,495	95,468	95,468	3.00	3.00	3.00
Bookkeeper	213	GRADE119	160,703	165,054	165,054	5.00	5.00	5.00
Fiscal Associate	213	GRADE118	1,140,314	1,124,311	1,124,311	39.00	39.00	39.00
KZ6 Administrative Support B216	213	EXCEPT	14,813	15,072	15,072	0.50	0.50	0.50
PT Adminsitrative Support	213	EXCEPT	28,629	28,564	28,564	1.00	1.00	1.00
PT Fiscal Associate	213	EXCEPT	13,326	13,558	13,558	0.50	0.50	0.50
Subtotal					2,770,883			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					90,096			
Overtime/On Call/Holiday Pay					24,296			
Benefits					1,332,404			
Total Personnel Budget					4,217,679	80.00	80.00	80.00

• Treasurer Administration

Treasurer’s Administration manages overall operations to ensure proper billing, collection, and distribution of tax monies. The Department provides employees with the tools necessary to achieve quality public service by emphasizing employee training and development, process improvements and efficiencies, and effective resource allocation. Administration in the Treasurer’s Office works with other County divisions and taxing authorities to develop partnerships and improve communications.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	289,310	298,200	309,930	309,930	318,158	8,228	2.7%
Contractual Services	4,673	4,772	10,100	10,100	8,000	(2,100)	-20.8%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,279	1,602	3,450	3,450	4,300	850	24.6%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	2,318,000	-	(2,318,000)	-100.0%
Total Expenditures	295,262	304,574	323,480	2,641,480	330,458	(2,311,022)	-87.5%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	40	510	-	-	520	520	0.0%
Total Revenues	40	510	-	-	520	520	0.0%
Full-Time Equivalents (FTEs)	3.50	3.50	3.50	3.50	3.50	-	0.0%

• Tax Collections

Tax Collections receives, records, and processes real and personal property tax payments in person, by mail, and via the Internet, and have assigned a staff member for the collection of prior years' taxes. Tax Collections works closely with mortgage lenders and financial institutions to ensure accurate payment and posting of taxes. Tax Collections also serves as the repository for all other County divisions.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	468,851	498,574	499,738	499,738	474,441	(25,297)	-5.1%
Contractual Services	53,786	42,345	41,230	41,230	60,700	19,470	47.2%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	82,171	47,868	100,862	100,862	82,642	(18,220)	-18.1%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	604,808	588,788	641,830	641,830	617,783	(24,047)	-3.7%
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)	9.00	9.00	9.00	9.00	9.00	-	0.0%

• Treasurer Accounting

Treasurer Accounting accurately accounts for all monies received from taxpayers, and properly distributes these funds to cities, townships, school districts, and other tax units. The Treasurer Accounting fund center also accepts deposits on behalf of other Sedgwick County divisions.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	311,688	308,757	335,071	335,071	321,587	(13,484)	-4.0%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	311,688	308,757	335,071	335,071	321,587	(13,484)	-4.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	13	-	-	14	14	0.0%
All Other Revenue	129	188	137	137	154	17	12.2%
Total Revenues	129	201	137	137	167	30	22.2%
Full-Time Equivalents (FTEs)	5.00	5.00	5.00	5.00	5.00	-	0.0%

• Tag Administration

Tag Administration Services directs operations at the four Tag Office locations. Additionally, Tag Administration accounts for monies received from all tag office locations and the distribution of these funds to the proper authorities. Tag Administration also provides support to all auto license personnel with regard to tax collection and refunds. Other responsibilities include computer support and management of inventory and supply logistics.

Fund(s): Auto License 213

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	699,242	715,429	696,629	696,629	707,359	10,730	1.5%
Contractual Services	663,056	678,658	672,774	628,678	750,198	121,520	19.3%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	8,122	9,996	5,450	119,950	16,950	(103,000)	-85.9%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	208,320	43,671	1,190	-	-	-	0.0%
Total Expenditures	1,578,741	1,447,754	1,376,043	1,445,257	1,474,507	29,250	2.0%
Revenues							
Taxes	-	(3)	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	6,600	6,600	-	90,000	-	(90,000)	-100.0%
All Other Revenue	2,686	2,409	2,849	2,849	1,558	(1,291)	-45.3%
Total Revenues	9,286	9,006	2,849	92,849	1,558	(91,291)	-98.3%
Full-Time Equivalents (FTEs)	11.50	11.50	11.50	11.50	11.50	-	0.0%

• Main Tag Office

The Main Tag Office provides vehicle tag renewal and title services. Kansas Highway Patrol vehicle inspections are available at this location Monday through Friday from 7:30 a.m. to 3:15 p.m. This Office also provides services for fleets and dealers, and distributes personalized/specialty tags. This Office is located at 2525 West Douglas, at the intersection of Douglas and Meridian in downtown Wichita.

Fund(s): Auto License 213

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	1,181,747	1,175,728	1,529,753	1,522,066	1,353,437	(168,629)	-11.1%
Contractual Services	44,354	41,916	45,149	61,435	78,264	16,829	27.4%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	25,901	17,131	22,700	22,700	24,500	1,800	7.9%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	1,252,002	1,234,776	1,597,602	1,606,201	1,456,201	(150,000)	-9.3%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	24,850	32,725	25,000	25,000	25,000	-	0.0%
Charges For Service	2,169,498	2,186,306	2,426,930	2,426,930	2,482,824	55,894	2.3%
All Other Revenue	(12,086)	2,940	1,000	1,000	326	(674)	-67.4%
Total Revenues	2,182,263	2,221,971	2,452,930	2,452,930	2,508,150	55,220	2.3%
Full-Time Equivalents (FTEs)	30.00	28.00	32.00	30.00	30.00	-	0.0%

• Brittany Tag Office

The Brittany Tag Office provides vehicle tag renewal and title services. This Office is located on the east side of the Brittany Shopping Center, at 2120 North Woodlawn, near the intersection of Woodlawn and 21st Street North in east Wichita.

Fund(s): Auto License 213

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	303,154	322,323	268,945	318,460	355,033	36,574	11.5%
Contractual Services	64,019	66,548	69,175	68,175	71,085	2,910	4.3%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,206	1,365	800	2,300	1,650	(650)	-28.3%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	368,379	390,235	338,920	388,935	427,768	38,834	10.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	523,478	535,257	543,675	543,675	571,857	28,182	5.2%
All Other Revenue	2,211	(26,265)	-	-	-	-	0.0%
Total Revenues	525,690	508,992	543,675	543,675	571,857	28,182	5.2%
Full-Time Equivalents (FTEs)	7.00	7.00	6.00	7.00	7.00	-	0.0%

• Chadsworth Tag Office

The Chadsworth Tag Office provides vehicle tag renewal and title services. This Office is located at 2330 North Maize Road, near the intersection of 21st Street North and Maize Road in west Wichita.

Fund(s): Auto License 213

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	330,847	335,776	303,233	261,405	363,256	101,850	39.0%
Contractual Services	92,344	92,075	94,625	95,625	106,060	10,435	10.9%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,400	1,651	800	1,800	2,550	750	41.7%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	424,591	429,501	398,658	358,830	471,866	113,035	31.5%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	561,550	573,300	581,300	581,300	613,935	32,635	5.6%
All Other Revenue	2,849	(2,383)	-	-	-	-	0.0%
Total Revenues	564,399	570,917	581,300	581,300	613,935	32,635	5.6%
Full-Time Equivalents (FTEs)	7.00	8.00	6.00	7.00	7.00	-	0.0%

• Derby Tag Office

The Derby Tag Office provides vehicle tag renewal and title services. This Office is located at 212 Greenway in Derby Towne Center, near the intersection of K-15 and 71st Street South in Derby, Kansas.

Fund(s): Auto License 213

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	309,919	308,284	341,904	341,904	324,407	(17,496)	-5.1%
Contractual Services	78,962	77,977	81,250	82,100	87,485	5,385	6.6%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,124	1,060	800	1,950	2,350	400	20.5%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	390,004	387,321	423,954	425,954	414,242	(11,711)	-2.7%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	559,364	581,567	572,800	572,800	597,328	24,528	4.3%
All Other Revenue	(3,560)	(2,863)	-	-	-	-	0.0%
Total Revenues	555,804	578,704	572,800	572,800	597,328	24,528	4.3%
Full-Time Equivalents (FTEs)	7.00	8.00	7.00	7.00	7.00	-	0.0%