

County Clerk

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

Kelly Arnold
Sedgwick County Clerk

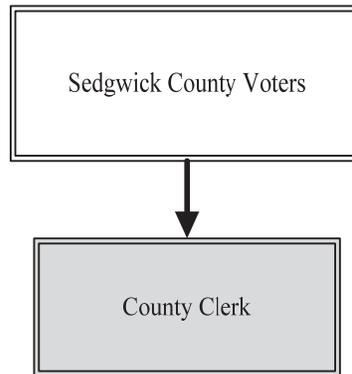
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Overview

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 County Clerk serves as the 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 Sedgwick County; issues and accounts for certain licenses required by Kansas law or Sedgwick County code, including hunting, fishing, and other recreational licenses; 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 and other district officials 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 records. Now fully implemented, the Clerk Records Management System (RMS) program provides a faster and more accurate response to searches for 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.

Strategic Results

	2017	2018	2019
Division Metric:	Actual	Estimated	Projected
Number of real estate records and tax roll changes processed	64,751	68,000	68,000
Number of bond counsel reports	60	70	70
Total dollar of City and County special assessments spread to tax rolls	\$38,664,795	\$40,000,000	\$40,000,000
Property transfer book records indexed	153,934	100,000	150,000

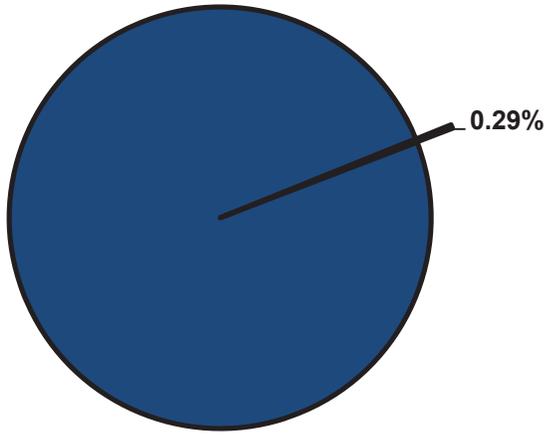


Significant Budget Adjustments

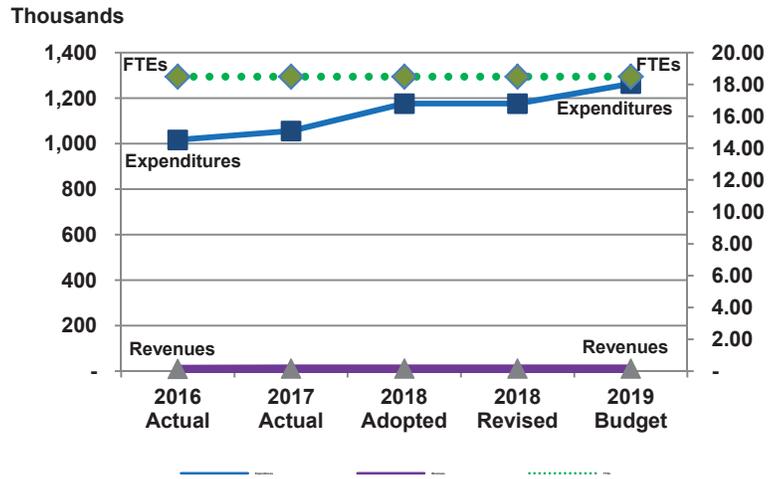
There are no significant adjustments to the County Clerk’s 2019 budget.

Divisional Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amount Chg '18 Rev.-'19	% Chg '18 Rev.-'19
Expenditures							
Personnel	992,955	1,038,473	1,148,854	1,148,854	1,236,174	87,319	7.60%
Contractual Services	12,817	9,420	17,600	17,600	17,600	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	10,944	7,833	9,493	9,493	9,493	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,016,716	1,055,726	1,175,947	1,175,947	1,263,267	87,319	7.43%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	7,385	6,460	8,489	8,489	6,218	(2,272)	-26.76%
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	1,099	3,646	1,119	1,119	3,645	2,526	225.70%
All Other Revenue	-	35	-	-	35	35	-
Total Revenues	8,484	10,141	9,608	9,608	9,898	289	3.01%
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	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amount Chg '18 Rev.-'19	% Chg '18 Rev.-'19
General Fund	1,016,716	1,055,726	1,175,947	1,175,947	1,263,267	87,319	7.43%
Total Expenditures	1,016,716	1,055,726	1,175,947	1,175,947	1,263,267	87,319	7.43%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2018 Adopted	2018 Revised	2019 Budget	2018 Adopted	2018 Revised	2019 Budget
County Clerk	110	ELECT	88,193	90,398	90,398	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE132	75,412	77,297	77,297	1.00	1.00	1.00
Deputy County Clerk - Office Manager	110	GRADE127	45,054	46,181	46,181	1.00	1.00	1.00
Land Information Manager	110	GRADE127	48,802	50,022	50,022	1.00	1.00	1.00
Deputy County Clerk - Real Estate & Proj.	110	GRADE125	40,863	41,884	41,884	1.00	1.00	1.00
Deputy County Clerk - Tax Admin Analyst	110	GRADE125	39,289	40,271	40,271	1.00	1.00	1.00
Deputy County Tax Administrative Analyst	110	GRADE125	38,916	39,889	39,889	1.00	1.00	1.00
Deputy County Clerk - Specials Admin Off.	110	GRADE124	51,253	52,523	52,523	1.00	1.00	1.00
Deputy County Clerk IV	110	GRADE122	41,870	42,910	42,910	1.00	1.00	1.00
Deputy County Clerk III	110	GRADE120	36,810	40,000	40,000	1.00	1.00	1.00
Deputy County Clerk II	110	GRADE119	99,078	99,578	99,578	3.00	3.00	3.00
Deputy County Clerk I	110	GRADE117	137,263	132,771	132,771	4.00	4.00	4.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
PT Administrative Support	110	EXCEPT	19,478	19,965	19,965	0.50	0.50	0.50
Subtotal					773,690			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					41,471			
Overtime/On Call/Holiday Pay					2,383			
Benefits					418,630			
Total Personnel Budget					1,236,174	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	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amnt. Chg. '18 - '19	% Chg. '18 - '19
Personnel	277,225	297,174	329,244	329,244	378,533	49,289	15.0%
Contractual Services	5,576	4,554	7,900	7,900	7,900	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	8,365	6,713	7,800	7,800	7,800	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	291,166	308,441	344,944	344,944	394,233	49,289	14.3%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	93	3,036	93	93	3,035	2,943	3181.1%
All Other Revenue	7,385	6,485	8,489	8,489	6,243	(2,247)	-26.5%
Total Revenues	7,478	9,521	8,582	8,582	9,278	696	8.1%
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	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amnt. Chg. '18 - '19	% Chg. '18 - '19
Personnel	715,729	741,299	819,610	819,610	857,641	38,031	4.6%
Contractual Services	7,241	4,867	9,700	9,700	9,700	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	2,580	1,119	1,693	1,693	1,693	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	725,550	747,285	831,003	831,003	869,034	38,031	4.6%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	1,007	610	1,027	1,027	610	(417)	-40.6%
All Other Revenue	-	10	-	-	10	10	0.0%
Total Revenues	1,007	620	1,027	1,027	620	(406)	-39.6%
Full-Time Equivalents (FTEs)	13.50	13.50	13.50	13.50	13.50	-	0.0%