

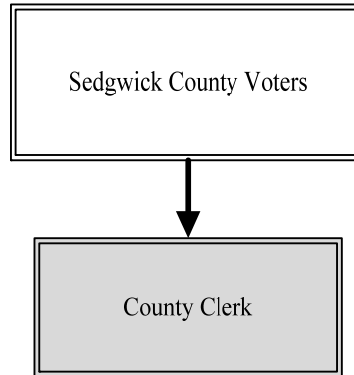
County Clerk

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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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 BOCC minutes within ten days of a meeting*
- *Accurately complete the tax roll and required abstracts by State-mandated deadlines*

Highlights

- Provide quality public service through individual efforts and collaboration with other County departments 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 Strategic Results

Accomplishments

The County Clerk 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 Department’s statutory requirement to maintain 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

	2019	2020	2021
Department Metric:	Actual	Estimated	Projected
Number of real estate records and tax roll changes processed	76,048	74,000	75,000
Number of bond counsel reports	76	80	80
Total dollar of City and County special assessments spread to tax rolls	\$35,967,756	\$38,000,000	\$36,500,000
Property transfer book records indexed	101,040	100,000	100,000

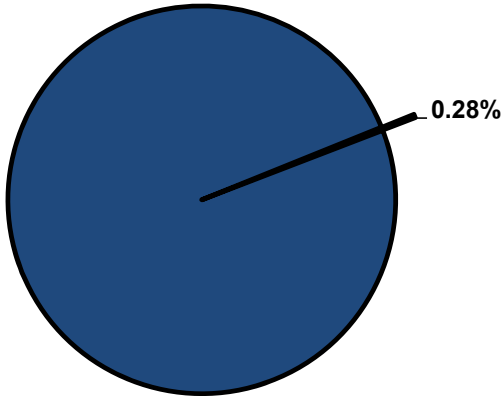


Significant Budget Adjustments

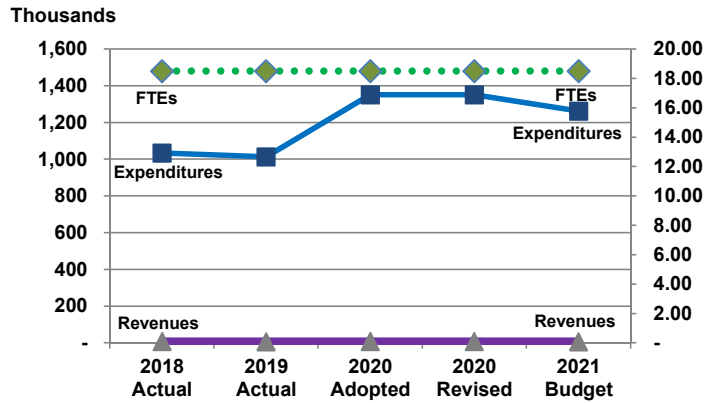
There are no significant adjustments to the County Clerk’s 2021 Recommended Budget.

Departmental Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amount Chg '20 Rev.-'21	% Chg '20 Rev.-'21
Expenditures							
Personnel	1,020,908	996,233	1,323,650	1,323,650	1,234,767	(88,882)	-6.71%
Contractual Services	7,694	8,885	17,600	17,600	17,600	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	4,675	7,251	9,460	9,460	9,460	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,033,276	1,012,368	1,350,710	1,350,710	1,261,827	(88,882)	-6.58%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	6,880	6,335	6,734	6,734	6,287	(447)	-6.63%
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	446	469	446	446	469	23	5.15%
All Other Revenue	173	-	180	180	-	(180)	-100.00%
Total Revenues	7,499	6,804	7,360	7,360	6,756	(604)	-8.20%
Full-Time Equivalentents (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	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amount Chg '20 Rev.-'21	% Chg '20 Rev.-'21
General Fund	1,033,276	1,012,368	1,350,710	1,350,710	1,261,827	(88,882)	-6.58%
Total Expenditures	1,033,276	1,012,368	1,350,710	1,350,710	1,261,827	(88,882)	-6.58%

Significant Budget Adjustments from Prior Year Revised Budget

Expenditures Revenues FTEs

Total - - -

Budget Summary by Program

Program	Fund	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	% Chg '20 Rev.-'21	2021 FTEs
Administration	110	310,951	320,973	419,157	419,157	380,797	-9.15%	5.00
Tax Administration	110	722,325	691,395	931,553	931,553	881,030	-5.42%	13.50
Total		1,033,276	1,012,368	1,350,710	1,350,710	1,261,827	-6.58%	18.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2020 Adopted	2020 Revised	2021 Budget	2020 Adopted	2020 Revised	2021 Budget
County Clerk	110	ELECT	92,658	94,743	94,743	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE136	82,399	84,253	84,253	1.00	1.00	1.00
Deputy County Clerk - Office Manager	110	GRADE127	44,722	45,727	45,727	1.00	1.00	1.00
Land Information Manager	110	GRADE127	42,361	45,608	45,608	1.00	1.00	1.00
Deputy County Clerk - Real Estate & Proj.	110	GRADE125	42,932	43,894	43,894	1.00	1.00	1.00
Deputy County Clerk - Specials Admin Off.	110	GRADE125	-	55,024	55,024	-	1.00	1.00
Deputy County Clerk - Tax Admin Analyst	110	GRADE125	79,326	81,110	81,110	2.00	2.00	2.00
Deputy County Clerk - Specials Admin Off.	110	GRADE124	53,824	-	-	1.00	-	-
Deputy County Clerk IV	110	GRADE122	87,951	90,343	90,343	2.00	2.00	2.00
Deputy County Clerk III	110	GRADE120	87,951	66,371	67,244	2.00	2.00	2.00
Deputy County Clerk II	110	GRADE119	175,901	116,975	134,415	4.00	4.00	4.00
Deputy County Clerk I	110	GRADE119	43,975	27,649	33,604	1.00	1.00	1.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
PT Administrative Support	110	EXCEPT	20,464	21,762	33,604	0.50	0.50	0.50
Subtotal					809,568			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					9,827			
Overtime/On Call/Holiday Pay					2,383			
Benefits					412,989			
Total Personnel Budget					1,234,767	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	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	302,812	310,437	403,490	403,490	365,130	(38,360)	-9.5%
Contractual Services	3,784	4,227	7,900	7,900	7,900	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	4,355	6,309	7,767	7,767	7,767	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	310,951	320,973	419,157	419,157	380,797	(38,360)	-9.2%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	89	362	89	89	362	273	306.2%
All Other Revenue	6,880	6,335	6,734	6,734	6,287	(447)	-6.6%
Total Revenues	6,969	6,697	6,823	6,823	6,649	(174)	-2.6%
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	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	718,095	685,796	920,160	920,160	869,637	(50,523)	-5.5%
Contractual Services	3,910	4,657	9,700	9,700	9,700	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	320	942	1,693	1,693	1,693	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	722,325	691,395	931,553	931,553	881,030	(50,523)	-5.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	357	108	357	357	108	(250)	-69.8%
All Other Revenue	173	-	180	180	-	(180)	-100.0%
Total Revenues	530	108	537	537	108	(429)	-79.9%
Full-Time Equivalents (FTEs)	13.50	13.50	13.50	13.50	13.50	-	0.0%