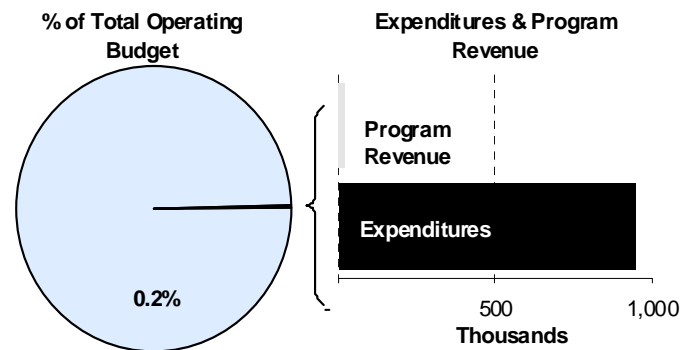
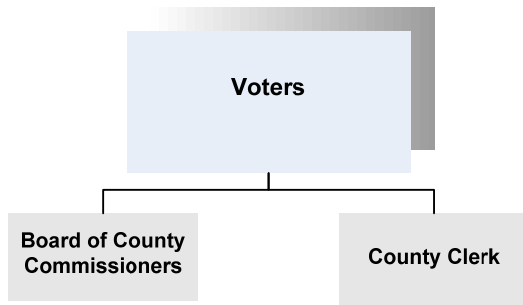




**Kelly Arnold**  
 Sedgwick County Clerk  
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**Mission:**  
 □ To efficiently, accurately and courteously provide property tax, budget, special assessment, mill levy, real estate, contractual, licensing and other information on time; maintain accurate records of real estate transactions; facilitate open and timely access to public information; promote positive communication with the public, other County departments and units of local and state governments.



**Program Information**

The functions of the Clerk’s Office present the opportunity to work with a diverse cross-section of the County’s population. Staff routinely interact with local public officials, business owners, realtors, developers, home owners, citizens and visitors. Services provided include sale and issuance of licenses for recreational activities, assistance with property records research, changes in taxpayer information in the tax system, and assistance through programs designed for those with limited financial resources.

More than 700 State statutes and several County resolutions mandate the responsibilities of the County Clerk, although the primary duties of the Clerk are found in Kansas Statutes 19-301 et seq. These primary duties include:

- Serving as the Official Secretary to the Board of County Commissioners (BoCC)
- Contract administration and records custodian for County records
- Property tax administration

- License and permit agent for the State of Kansas
- Official custodian of real property transfer records and property information

As the official secretary to the BoCC, the Clerk’s Office is responsible for recording BoCC meeting minutes and producing written minutes of each meeting. Once approved by the BoCC, the meeting minutes are made available to the public on the County website and in the County Clerk’s Office.

Property Tax Administration responsibilities for the County Clerk include recording boundary changes from annexations, tax unit updates, budget preparation and mill levy calculations. All school districts, cities, townships and other taxing authorities must file their budgets with the County Clerk, and once all County property values are filed with the County Clerk, the official mill levies for each taxing district are set, based on this information. As part of the responsibility for property tax administration, the County Clerk also prepares and submits the tax roll to the County Treasurer to levy property tax on taxable real and personal property to fund local governments throughout the

County. The taxpayer mailing addresses are also maintained by the County Clerk’s Office.

As a license and permit agent for the State of Kansas, the Clerk’s Office issues various permits and licenses. These include hunting, fishing, and trapping licenses. Moving permits and adult entertainment licenses are also available in the Clerk’s Office.

The County Clerk’s Office also provides assistance to County residents in preparing their Homestead Property Tax Refund Applications.

Budget constraints will effectively drive how services can be offered to constituents, including services defined by State statute such as Homestead Property Tax and Food Sales tax refund applications and customer requests for access to property records.

**Department Sustainability Initiatives**

The County Clerk joined the sustainability challenge with his office’s efforts to reduce paper consumption through initiatives including electronic distribution of County Commissioners’ paperwork, including contracts, meeting minutes, and resolutions; electronic distribution of hearing notices, petitions, mailed notices and other filed documents; and electronic updates of the land transfer record via digital copies of deeds, court cases, etc.

Although many processes have been streamlined and most records are now stored and utilized in electronic format, the County Clerk’s Office still strives to offer the best, most efficient customer service in a convenient, friendly atmosphere. As a demonstration of the Clerk’s commitment to transparency in government, Office staff continues to personally answer the telephone and greet every citizen who walks through the door.

To ensure financial and institutional viability, the Clerk’s Office has implemented technological advances

to make work processes more efficient. A new tax system was implemented for use by Sedgwick County in late 2010. A major benefit of this new system is the ability of the Office to provide easier, quicker, and improved access to real property records, with greater detail available at the parcel level.

**Department Accomplishments**

The Clerk’s Office has continued to focus on maintaining the quality and production standards to which stakeholders have grown accustomed. In recent years, the Clerk’s Office has worked with other departments who are part of the property tax process to replace the technology platform. The new Manatron tax system software was implemented in 2010 and will combine with the Computer Assisted Mass Appraisal (CAMA) software called Orion to provide an efficient business process with improved information. There will also be gains in workflow accuracy, both internally and with other departments.

The Office continues to strive toward making County government more transparent. One step includes increasing the number of public records scanned and placed on the Internet for public access. Ownership of real property information has been placed on the County’s website.

Efforts have been made by the Office to cross train employees in order to assure functions can be performed by more than one person. Additionally, staff members that show potential to move into key leadership positions are sent to leadership and management training.

**Budget Adjustments**

Changes to the County Clerk’s 2012 budget reflect a reduction of 8.4 percent in personnel, contractals and commodities. One Office Specialist position is being held vacant to meet the budget target.

**Alignment with County Values**

- **Equal Opportunity -**  
Provide access to public information through many sources to assure that all citizens have opportunities to utilize the office’s services
- **Commitment -**  
Staff provides quality public service through individual efforts and collaboration between each other to assure citizens receive assistance and information as needed
- **Respect -**  
Staff strives to accommodate the individual needs of all citizens

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**Goals & Initiatives**

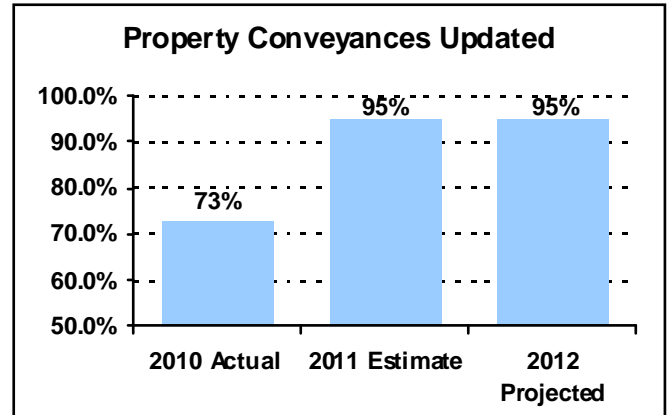
- **Update real property records within five days of receipt**
- **Submit Board of County Commissioner meeting minutes within seven days of the meeting**
- **Accurately complete tax roll and required abstracts by State-mandated deadlines**

**PERFORMANCE MEASURE HIGHLIGHTS**

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

**Percent of Property Conveyances Updated within Five Days -**

- Measure of the percent of real property conveyances or changes that are posted to the tax roll within five days of receipt.



Department Performance Measures	2010 Actual	2011 Est.	2012 Proj.
<b>Goal: Update real property conveyances within five days of receipt</b>			
Percent of property conveyances updated within five days (KPI)	73%	95%	95%
<b>Goal: Submit Board of County Commission meeting minutes within seven days of the meeting</b>			
Percent of BoCC minutes submitted within 7 days	71%	70%	70%
<b>Other Measures:</b>			
Number of bond counsel reports	57	65	65
Number of real estate records and tax roll changes processed	76,321	75,000	75,000
Number of BOCC meeting minutes produced	46	49	49
Number of state mandated abstracts and tax district reports	99	99	99
Number of local government budgets reviewed	78	78	78
Total dollar of City and County special assessments spread to tax roll	\$29,536,530	\$17,000,000	\$30,000,000
Number of licenses and permits issued	2,742	2,500	2,500
Homestead tax applications and letter of eligibility prepared	2,193	2,250	2,250

**Significant Adjustments From Previous Budget Year**

- Held Office Specialist Position and other personnel reductions
- Reduction in contractals
- Reduction in revenue due to fewer fishing and hunting license applications

Expenditures	Revenue	FTEs
(29,669)		
(2,107)	(1,708)	

<b>Total</b>	(31,776)	(1,708)	-
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**Budget Summary by Category**

	2010 Actual	2011 Adopted	2011 Revised	2012 Budget	% Chg. '11-'12
<b>Expenditures</b>					
Personnel	912,678	985,701	1,002,572	919,018	-8.3%
Contractual Services	7,536	11,800	11,800	11,000	-6.8%
Debt Service	-	-	-	-	
Commodities	14,346	20,200	20,200	18,093	-10.4%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>934,560</b>	<b>1,017,701</b>	<b>1,034,572</b>	<b>948,111</b>	<b>-8.4%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	1	-	-	-	
Charges For Service	2,139	3,849	3,849	2,092	-45.6%
Other Revenue	13,960	15,497	15,497	15,481	-0.1%
<b>Total Revenue</b>	<b>16,100</b>	<b>19,346</b>	<b>19,346</b>	<b>17,573</b>	<b>-9.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>0.0%</b>

**Budget Summary by Fund**

Expenditures	2011 Revised	2012 Budget
General Fund-110	1,034,572	948,111
<b>Total Expenditures</b>	<b>1,034,572</b>	<b>948,111</b>

**Budget Summary by Program**

Program	Fund	Expenditures				2012 Budget	% Chg. '11-'12	Full-Time Equivalents (FTEs)		
		2010 Actual	2011 Adopted	2011 Revised	2011 Adopted			2011 Revised	2012 Budget	
Administration	110	276,736	302,861	307,675	273,182	-11.2%	5.00	5.00	5.00	
Tax Administration	110	657,824	714,840	726,897	674,929	-7.1%	13.50	13.50	13.50	
<b>Total</b>		<b>934,560</b>	<b>1,017,701</b>	<b>1,034,572</b>	<b>948,111</b>	<b>-8.4%</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2011 Adopted	2011 Revised	2012 Budget	2011 Adopted	2011 Revised	2012 Budget	
KZ6 Administrative Support B216	110	EXCEPT	15,498	7,749	14,924	0.50	0.50	0.50	
County Clerk	110	ELECT	79,511	79,511	76,566	1.00	1.00	1.00	
Chief Deputy County Clerk	110	B324	59,558	61,565	59,285	1.00	1.00	1.00	
Land Information Manager	110	B323	63,774	65,052	62,643	1.00	1.00	1.00	
Senior Administrative Officer	110	B323	51,214	52,415	50,474	1.00	1.00	1.00	
Administrative Officer	110	B321	44,315	45,353	43,674	1.00	1.00	1.00	
Administrative Specialist	110	B219	73,184	66,442	62,152	2.00	2.00	2.00	
Problem Resolution Specialist	110	B218	34,752	35,227	33,923	1.00	1.00	1.00	
Administrative Assistant	110	B218	30,174	29,581	28,486	1.00	1.00	1.00	
Fiscal Associate	110	B216	156,525	151,964	146,337	5.00	5.00	5.00	
Office Specialist	110	B115	129,288	120,180	90,511	4.00	4.00	4.00	
			-	-	-	-	-	-	
<b>Subtotal</b>					<b>668,975</b>		<b>18.50</b>	<b>18.50</b>	<b>18.50</b>
Add:									
Budgeted Personnel Savings (Turnover)					(30,316)				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					213				
Benefits					280,146				
<b>Total Personnel Budget*</b>					<b>919,018</b>				

\* The 2011 personnel budget accommodates one additional payroll posting period. The budget is not reflective of an individual employee's annual salary due to the timing variance between the posting of payroll and the employee's receipt of compensation.



**• 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): General Fund 110**

64001-110

	2010	2011	2011	2012	% Chg.
	Actual	Adopted	Revised	Budget	'11-'12
<b>Expenditures</b>					
Personnel	265,620	287,761	292,575	259,157	-11.4%
Contractual Services	2,040	6,200	6,200	5,800	-6.5%
Debt Service	-	-	-	-	
Commodities	9,077	8,900	8,900	8,225	-7.6%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>276,736</b>	<b>302,861</b>	<b>307,675</b>	<b>273,182</b>	<b>-11.2%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	1,411	2,372	2,372	1,381	-41.8%
Other Revenue	13,960	15,471	15,471	15,481	0.1%
<b>Total Revenue</b>	<b>15,371</b>	<b>17,843</b>	<b>17,843</b>	<b>16,862</b>	<b>-5.5%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.0%</b>

**Goal(s):**

- Provide timely response to all Kansas Open Records Act (KORA) requests
- Submit BOCC minutes for approval within seven days of meeting 80 percent of the time
- Provide accurate and professional assistance to Homestead Tax filers
- Accurately and timely process all licenses and permits along with all other requested information

**• Tax Administration**

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

**Fund(s): General Fund 110**

64003-110

	2010	2011	2011	2012	% Chg.
	Actual	Adopted	Revised	Budget	'11-'12
<b>Expenditures</b>					
Personnel	647,058	697,940	709,997	659,861	-7.1%
Contractual Services	5,496	5,600	5,600	5,200	-7.1%
Debt Service	-	-	-	-	
Commodities	5,269	11,300	11,300	9,868	-12.7%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>657,824</b>	<b>714,840</b>	<b>726,897</b>	<b>674,929</b>	<b>-7.1%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	1	-	-	-	
Charges For Service	728	1,477	1,477	711	-51.9%
Other Revenue	-	26	26	-	-100.0%
<b>Total Revenue</b>	<b>729</b>	<b>1,503</b>	<b>1,503</b>	<b>711</b>	<b>-52.7%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>12.50</b>	<b>-7.4%</b>

**Goal(s):**

- Complete and deliver 100 percent 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 40 local governments
- Update real property records within five days of receipt of notification of transfer or change

