

County Clerk

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

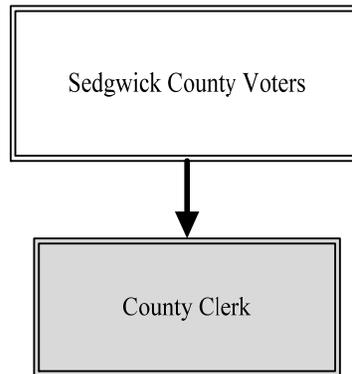
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Sedgwick County Clerk

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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

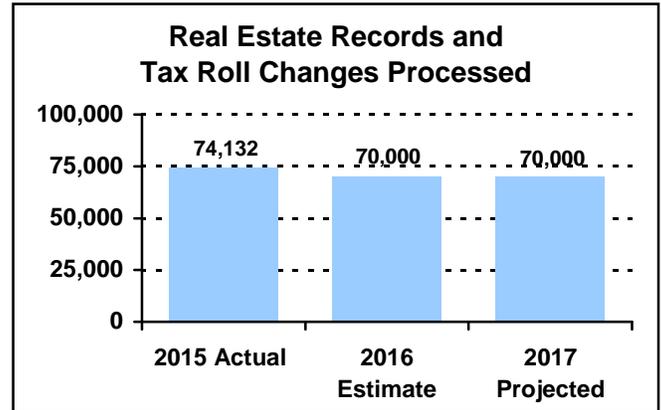
There are no significant changes to the County Clerk's 2017 budget.

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 -

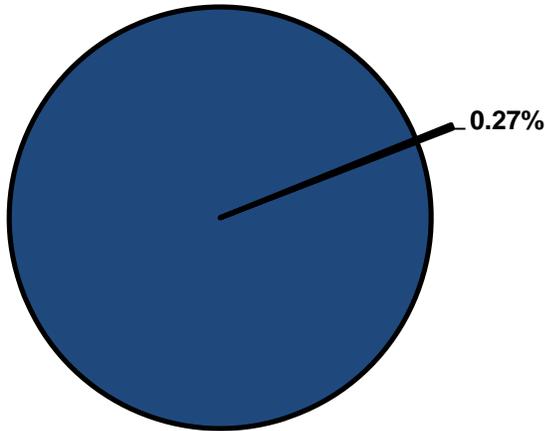
- The annual number of real estate records and tax roll changes that are processed and recorded by the County Clerk’s Office.



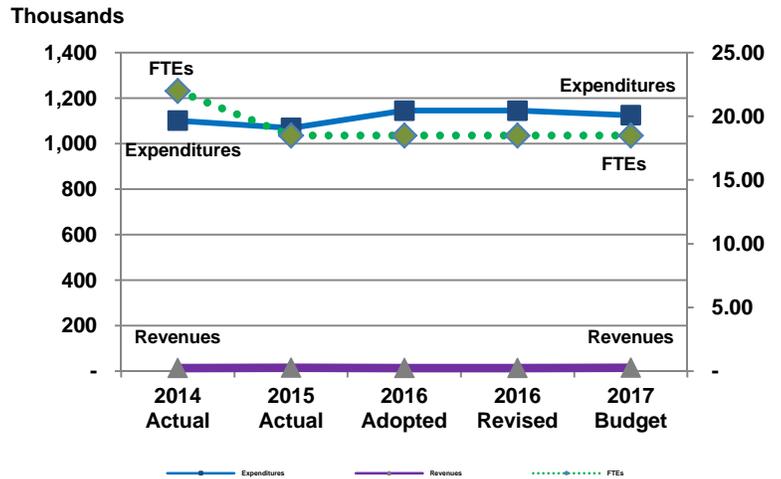
Division Performance Measures	2015 Actual	2016 Est.	2017 Proj.
Goal: Update real property conveyances within 10 days of receipt			
Number of real estate records and tax roll changes processed	74,132	70,000	70,000
Goal: Submit Board of County Commission meeting minutes within 10 days of the meeting			
Percent of BoCC minutes submitted within 10 days	65%	70%	75%
Other Measures:			
Number of bond counsel reports	85	60	60
Number of BOCC meeting minutes produced	63	45	45
Number of State-mandated abstracts and tax district reports	101	100	100
Number of local government budgets reviewed	74	78	78
Total dollar of City and County special assessments spread to tax roll	\$43,327,485	\$50,000,000	\$50,000,000
Property transfer book records indexed	202,703	237,462	239,211

Divisional Graphical Summary

County Clerk
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	1,082,737	1,044,228	1,115,982	1,115,982	1,097,929	(18,053)	-1.62%
Contractual Services	12,171	16,798	12,000	13,766	17,600	3,834	27.85%
Debt Service	-	-	-	-	-	-	-
Commodities	6,381	8,297	17,093	15,327	9,493	(5,834)	-38.06%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,101,290	1,069,323	1,145,075	1,145,075	1,125,022	(20,053)	-1.75%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	1,697	1,916	1,888	1,888	2,165	277	14.70%
All Other Revenue	10,957	11,782	11,680	11,680	11,546	(134)	-1.15%
Total Revenues	12,654	13,698	13,568	13,568	13,711	143	1.06%
Full-Time Equivalents (FTEs)							
Property Tax Funded	18.50	18.50	18.50	18.50	18.50	-	0.00%
Non-Property Tax Funded	3.50	-	-	-	-	-	-
Total FTEs	22.00	18.50	18.50	18.50	18.50	-	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	1,024,799	1,019,798	1,145,075	1,145,075	1,125,022	(20,053)	-1.75%
Technology Enhancement	76,491	49,525	-	-	-	-	-
Total Expenditures	1,101,290	1,069,323	1,145,075	1,145,075	1,125,022	(20,053)	-1.75%

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 Clerk	110	ELECT	84,563	86,042	86,042	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE132	69,748	71,896	71,896	1.00	1.00	1.00
Deputy County Clerk - Office Manager	110	GRADE127	55,974	42,388	42,388	1.00	1.00	1.00
Land Information Manager	110	GRADE127	45,044	46,044	46,044	1.00	1.00	1.00
Deputy County Clerk-Real Estate & Proj	110	GRADE125	38,289	38,810	38,810	1.00	1.00	1.00
Deputy County Clerk - Tax Admin Analyst	110	GRADE125	38,878	37,315	37,315	1.00	1.00	1.00
Deputy County Clerk - Specials Admin Off	110	GRADE124	48,055	48,702	48,702	1.00	1.00	1.00
Deputy County Tax Administrative Analyst	110	GRADE123	-	34,010	34,010	-	1.00	1.00
Deputy County Clerk IV	110	GRADE122	39,071	39,932	39,932	1.00	1.00	1.00
Deputy County Tax Administrative Analyst	110	GRADE120	32,219	-	-	1.00	-	-
Deputy County Clerk II	110	GRADE118	131,611	132,088	132,088	4.00	4.00	4.00
Deputy County Clerk I	110	GRADE117	135,691	135,202	135,202	4.00	4.00	4.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
KZ6 Administrative Support B216	110	EXCEPT	18,676	19,003	19,003	0.50	0.50	0.50
Subtotal					731,433			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					28,497			
Overtime/On Call/Holiday Pay					2,291			
Benefits					335,708			
Total Personnel Budget					1,097,929	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	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	308,607	297,000	342,204	342,204	323,451	(18,753)	-5.5%
Contractual Services	5,807	6,154	6,800	6,800	7,900	1,100	16.2%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	5,109	4,157	7,225	7,225	7,800	575	8.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	319,523	307,311	356,229	356,229	339,151	(17,078)	-4.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	143	159	165	165	165	(0)	-0.1%
All Other Revenue	10,945	11,772	11,649	11,649	11,536	(113)	-1.0%
Total Revenues	11,088	11,931	11,814	11,814	11,701	(113)	-1.0%
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	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	698,395	701,115	773,778	773,778	774,478	701	0.1%
Contractual Services	6,364	10,644	5,200	6,966	9,700	2,734	39.3%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	517	728	9,868	8,102	1,693	(6,409)	-79.1%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	705,276	712,487	788,846	788,846	785,871	(2,974)	-0.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	1,554	1,757	1,722	1,722	2,000	278	16.1%
All Other Revenue	12	10	32	32	10	(22)	-68.0%
Total Revenues	1,566	1,767	1,754	1,754	2,010	256	14.6%
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	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	75,735	46,113	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	756	3,412	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	76,491	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)	3.50	-	-	-	-	-	0.0%