

DEPARTMENT OF RECORDS AND TAX ADMINISTRATION

OPERATION AND MISSION

- To receive, review, record, retain, and retrieve all real and personal property records and to create and maintain the tax rolls for Johnson County, Kansas as prescribed by Kansas Statutes.
- Prepares the tax roll for the county and furnishes an abstract of taxes to be collected to the County Treasurer.
- Assists cities, townships, and cemetery and fire districts with budget preparation.
- Checks all budgets for legal limits and sets levies.
- Maintains the record of all special assessments, both county and city, including processing and mailing notices on county special assessments.
- Maintains current boundaries on all political divisions.
- Transfers ownership of all real estate for tax assessment roll, accepts new plats, and checks for accuracy.
- Registers temporary notes and bonds.
- Keeps records of all county receipts and expenditures.
- Handles many requests for information and special assessments, payoffs, and general real estate parcel information.
- Accurately fees, records, scans and indexes all real and personal property records
- Maintains GIS parcel level database

INTERACTION AND ADJACENCIES

- County Appraiser
- Treasurer
- Legal Services
- Board of County Commissioners
- Planning and Codes
- Archives and Record Management
- Facilities Management
- Wastewater
- Public works
- ITS
- Election Commissioner
- District Court
- State of Kansas
- All Taxing Authorities
- ORACLE
- AIMS
- Title Companies and Financial Institutions



- Walk-in, call-in, fax-in and e-mail customer support

FACTORS INFLUENCING CHANGE

The County Clerk and Register of Deeds Offices combined into the Department of Records and Tax Administration in January, 2005, as result of the 2000 Charter. The consolidation suggests the need for a substantially changed facilities requirement. Support areas, storage, and accommodation for public access will need to be addressed in order to support this organizational change. Separating wall must be removed to accommodate unified office area.

The department will tend to experience a growth in workload generally equivalent to continuing growth in the County's property development and population. Continuing growth in real estate and personal property records and increasing need for availability of data will be partially offset by expanding use of technology, which may mitigate the need for increased staffing. The profile of staffing in this office may also be affected by initiatives from the BOCC or new legislation.

SPECIAL NEEDS

- Vault – to store and protect original records
- GIS pod area
- Consolidated Technology area
- Public access to County records

CURRENT CONDITIONS

Current space allocation in the County administration building is adequate, with the first floor location facilitating public access. Because of the heavy inter- departmental activity in this department, the co- location in a shared facility has been a positive factor.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Records & Tax Admin

Current Space: Sq. Ft.

Current Space:		Sq. Ft.		2008 Needs			2013 Needs			2018 Needs			2023 Needs			
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
Administration Building																
SPT SPACE																
Reception/waiting area	REC-STND	Reptn Area - 1 pers stand	15	1.35	15	225	304	15	225	304	15	225	304	15	225	304
Counter Area	REC-0006	Reception Area 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Seated Viewing Area	REC-0024	Reception Area 720 SF	720	1.20	1	720	864	1	720	864	1	720	864	1	720	864
Standing Viewing Area (Flat File Unit)	FILFLT-01	Flat File Unit (ea)	36	1.35	36	1,296	1,750	36	1,296	1,750	36	1,296	1,750	36	1,296	1,750
Conference Room	CNF-012	12 Pers Conf Room 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Project Room	CNF-008	8 Pers Conf Room 225 SF	225	1.35	1	225	304	1	225	304	1	225	304	1	225	304
File Storage	FILVRT-032	File Space 384 SF	384	1.00	2	768	768	2	768	768	2	768	768	2	768	768
Imaging Room	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	1	80	108	1	80	108	1	80	108	1	80	108
Copy/Work Area	WKCP00200	Work/Copy/Eq Area 200 SF	200	1.35	2	400	540	2	400	540	2	400	540	2	400	540
Equipment Area (Plot, Scan)	WKCP00160	Work/Copy/Eq Area 160 SF	160	1.35	1	160	216	1	160	216	1	160	216	1	160	216
Microfilm View	PAT-SIT	Pub Access Single Sitting	30	1.35	7	210	284	7	210	284	7	210	284	7	210	284
Layout Area (Work/Copy/Equipment Area)	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Storage Room	STOR00300	Storage Room 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Vault	ST-VLT0100	Storage - Vault Small	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
GIS Pod Area	WKCP00200	Work/Copy/Eq Area 200 SF	200	1.35	2	400	540	2	400	540	2	400	540	2	400	540
Staff Equipment Area	STOR00200	Storage Room 200 SF	200	1.35	1	200	270	1	200	270	1	200	270	1	200	270
Public Access Terminals	PAT-SIT	Pub Access Single Sitting	30	1.35	6	180	243	6	180	243	6	180	243	6	180	243
Public Assistance Area	REC-0010	Reception Area 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Mailbox Area	SQFT	Square Feet	1	1.35	30	30	41	30	30	41	30	30	41	30	30	41
TOTAL:					111	6,194	7,985	111	6,194	7,985	111	6,194	7,985	111	6,194	7,985
STAFF - Administration																
Director	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Chief Deputy- Manager	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Senior Account Clerk	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	2	128	179	3	191	268	3	191	268
Exec. Administrative Assistant	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
TOTAL:					5	491	673	5	491	673	6	555	762	6	555	762
STAFF - Customer Service																
Customer Service Manager	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Customer Service Lead	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Customer Service Technician	WS02	WS Typ. 02 64 SF	64	1.40	5	319	446	5	319	446	6	383	536	6	383	536
TOTAL:					7	473	662	7	473	662	8	536	751	8	536	751
STAFF - Mapping & Technology																
Mapping and Techonology Manager	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
GIS Analyst	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Lead Tech Support Specialist	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Technology and GIS Tech	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89

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	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
Plat & GIS Specialist	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Plat Specialist	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
GIS Technician	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
		TOTAL:			7	499	698	7	499	698	7	499	698	7	499	698
STAFF - Recording Maintenance																
Recording Maintenance Manager	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Recording Maintenance Lead	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Recording Maintenance Technician	WS02	WS Typ. 02 64 SF	64	1.40	6	383	536	7	446	625	8	510	714	9	574	803
		TOTAL:			8	536	751	9	600	840	10	664	929	11	728	1,019
STAFF - Review and Tax Roll																
R & TR Manager	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
R & TR Lead	WS02	WS Typ. 02 64 SF	64	1.40	4	255	357	4	255	357	4	255	357	4	255	357
R & TR Technician	WS02	WS Typ. 02 64 SF	64	1.40	12	765	1,071	13	829	1,160	14	893	1,250	14	893	1,250
Special Assessment Coordinator	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
		TOTAL:			18	1,174	1,643	19	1,238	1,733	20	1,301	1,822	20	1,301	1,822
BUILDING TOTALS:																
Contingency Space Allowance (1% per year)						9,367	12,412		9,494	12,590		9,749	12,947		9,813	13,036
										630			1,295			1,955
TOTAL REQUIRED						9,367	12,412		9,494	13,220		9,749	14,242		9,813	14,992