

# County Clerk

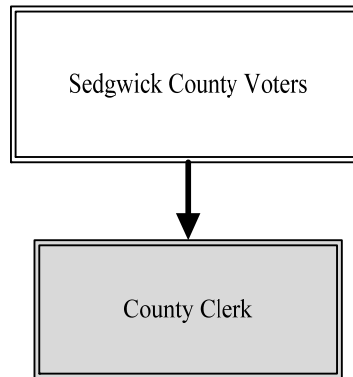
***Mission:*** *The Sedgwick County Clerk’s Office strives to promote public confidence by consistently serving each customer with courtesy, respect, and professionalism.*

**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 and disabled veterans in preparing Homestead Property Tax refunds.



## Strategic Goals:

- *Develop and maintain a strong, qualified staff; promote from within by cross-training*
- *Transition paper documents into electronic format*
- *Accurately complete the tax roll and required abstracts by State-mandated deadlines*
- *Monitor/maintain statutory duties and implement new legislative changes*
- *Forge strong partnerships with internal and external stakeholders*

## 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

In order to facilitate the statutory mailing of the revenue neutral rate (RNR) notice to all property owners in Sedgwick County, the Clerk's Office implemented technology improvements by working closely with the tax software firm, Aumentum, and the County's Division of Information Technology. This mailing was sent to all taxpayers of property (real and personal property), utilities, watercraft, and heavy trucks to provide detailed information on their upcoming tax bill based on any value change and increase of budget for the districts they pay.

Although most records are now stored and utilized in electronic format, the 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

	2023	2024	2025
Department Metric:	Actual	Estimated	Projected
Number of real estate records and tax roll changes processed	70,288	75,000	75,000
Number of pages of BOCC minutes produced	2,086	2,000	2,000
Total dollars of city and county special assessments spread to tax rolls	\$32,000,000	\$32,000,000	\$32,000,000
Number of phone calls answered	13,064	27,000	27,000

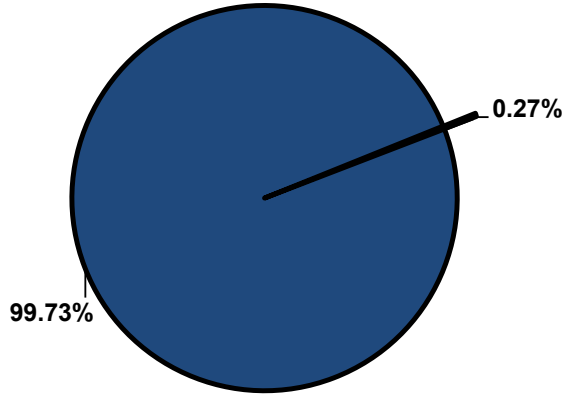


## Significant Budget Adjustments

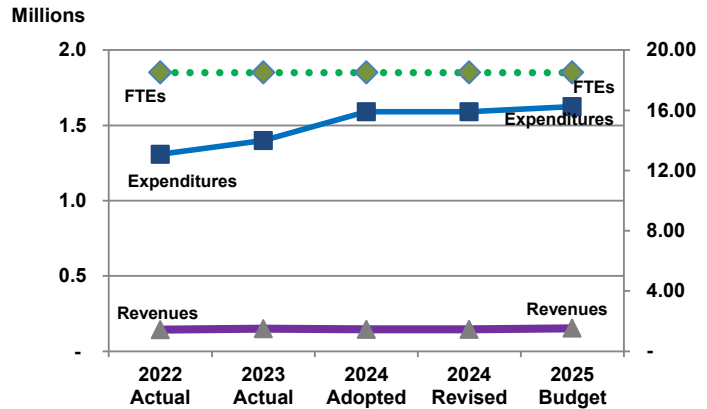
There are no significant adjustments to the County Clerk's 2025 budget.

**Departmental Graphical Summary**

**County Clerk**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2022 Actual	2023 Actual	2024 Adopted	2024 Revised	2025 Budget	Amount Chg '24 Rev.-'25	% Chg '24 Rev.-'25
<b>Expenditures</b>							
Personnel	1,153,927	1,234,820	1,413,023	1,413,023	1,446,815	33,792	2.39%
Contractual Services	9,137	155,588	16,750	16,750	16,750	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	143,726	8,007	160,309	160,309	160,309	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,306,790</b>	<b>1,398,414</b>	<b>1,590,082</b>	<b>1,590,082</b>	<b>1,623,874</b>	<b>33,792</b>	<b>2.13%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	6,735	5,435	6,553	6,553	5,379	(1,173)	-17.91%
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	509	55	474	474	57	(417)	-87.97%
All Other Revenue	135,995	143,829	138,730	138,730	146,731	8,001	5.77%
<b>Total Revenues</b>	<b>143,239</b>	<b>149,319</b>	<b>145,756</b>	<b>145,756</b>	<b>152,168</b>	<b>6,412</b>	<b>4.40%</b>
<b>Full-Time Equivalents (FTEs)</b>							
Property Tax Funded	18.50	18.50	18.50	18.50	18.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
<b>Total FTEs</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>	<b>-</b>	<b>0.00%</b>

**Budget Summary by Fund**

Fund	2022 Actual	2023 Actual	2024 Adopted	2024 Revised	2025 Budget	Amount Chg '24 Rev.-'25	% Chg '24 Rev.-'25
General Fund	1,306,790	1,398,414	1,590,082	1,590,082	1,623,874	33,792	2.13%
<b>Total Expenditures</b>	<b>1,306,790</b>	<b>1,398,414</b>	<b>1,590,082</b>	<b>1,590,082</b>	<b>1,623,874</b>	<b>33,792</b>	<b>2.13%</b>

**Significant Budget Adjustments from Prior Year Revised Budget**

Expenditures      Revenues      FTEs

**Total**      -      -      -

**Budget Summary by Program**

Program	Fund	2022 Actual	2023 Actual	2024 Adopted	2024 Revised	2025 Budget	% Chg '24 Rev.-'25	24-'25' FTEs
Administration	110	347,816	348,701	446,440	446,440	442,351	-0.92%	5.00
Tax Administration	110	823,164	906,448	993,642	993,642	1,031,523	3.81%	13.50
Truth in Taxation	110	135,810	143,266	150,000	150,000	150,000	0.00%	-
<b>Total</b>		<b>1,306,790</b>	<b>1,398,414</b>	<b>1,590,082</b>	<b>1,590,082</b>	<b>1,623,874</b>	<b>2.13%</b>	<b>18.50</b>

**Personnel Summary by Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2024 Adopted	2024 Revised	2025 Budget	2024 Adopted	2024 Revised	2025 Budget
County Clerk	110	ELECT	101,527	104,573	104,573	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE 67	94,669	82,921	82,921	1.00	1.00	1.00
Dep. County Clerk-Spec. Admin.	110	GRADE 57	64,028	66,429	66,429	1.00	1.00	1.00
Land Information Manager	110	GRADE 60	57,087	58,787	58,787	1.00	1.00	1.00
Deputy County Clerk-Office Mgr.	110	GRADE 60	54,085	55,702	55,702	1.00	1.00	1.00
PT Deputy County Clerk IV	110	EXCEPT	23,980	27,465	27,465	0.50	0.50	0.50
Deputy County Clerk IV	110	GRADE 56	104,920	108,376	108,376	2.00	2.00	2.00
Deputy County Tax Admin. Analyst	110	GRADE 57	96,767	100,352	100,352	2.00	2.00	2.00
Deputy County Clerk-Real Estate	110	GRADE 58	47,945	49,383	49,383	1.00	1.00	1.00
Deputy County Clerk-BOCC Sec.	110	GRADE 55	41,430	41,005	41,005	1.00	1.00	1.00
Deputy County Clerk III	110	GRADE 54	85,466	80,105	83,612	2.00	2.00	2.00
Deputy County Clerk II	110	GRADE 52	166,277	144,861	147,342	4.00	4.00	4.00
HELD - Office Specialist	110	GRADE 117	-	-	-	1.00	1.00	1.00
<b>Subtotal</b>					<b>925,948</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					56,211			
Overtime/On Call/Holiday Pay					2,383			
Benefits					462,273			
<b>Total Personnel Budget</b>					<b>1,446,815</b>	<b>18.50</b>	<b>18.50</b>	<b>18.50</b>

• 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 (BOCC), 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	2022 Actual	2023 Actual	2024 Adopted	2024 Revised	2025 Budget	Amnt. Chg. '24 - '25	% Chg. '24 - '25
Personnel	335,037	335,653	432,490	432,490	428,401	(4,089)	-0.9%
Contractual Services	5,353	5,798	6,750	6,750	6,750	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	7,426	7,250	7,200	7,200	7,200	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>347,816</b>	<b>348,701</b>	<b>446,440</b>	<b>446,440</b>	<b>442,351</b>	<b>(4,089)</b>	<b>-0.9%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	476	51	443	443	53	(390)	-88.0%
All Other Revenue	6,919	5,999	6,742	6,742	5,966	(777)	-11.5%
<b>Total Revenues</b>	<b>7,395</b>	<b>6,050</b>	<b>7,185</b>	<b>7,185</b>	<b>6,019</b>	<b>(1,166)</b>	<b>-16.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>	<b>0.0%</b>

• 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	2022 Actual	2023 Actual	2024 Adopted	2024 Revised	2025 Budget	Amnt. Chg. '24 - '25	% Chg. '24 - '25
Personnel	818,890	899,166	980,533	980,533	1,018,414	37,881	3.9%
Contractual Services	3,784	6,525	10,000	10,000	10,000	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	489	757	3,109	3,109	3,109	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>823,164</b>	<b>906,448</b>	<b>993,642</b>	<b>993,642</b>	<b>1,031,523</b>	<b>37,881</b>	<b>3.8%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	33	4	31	31	4	(27)	-87.4%
All Other Revenue	-	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>33</b>	<b>4</b>	<b>31</b>	<b>31</b>	<b>4</b>	<b>(27)</b>	<b>-87.4%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>-</b>	<b>0.0%</b>

• Truth in Taxation

The Clerk is responsible for the revenue neutral rate (RNR), a 2021 legislature change which limits tax districts to the previous year's levy amount, for approximately 100 local governments. Beginning in 2022, if a local government finds it necessary to levy dollars in excess of the RNR, the County Clerk must prepare and mail notices to all affected taxpayers. These notices will provide the date, time, and place of public hearings for any taxing district who is proposing to consider a tax increase. The notices will also be specific to each property with parcel value and computed tax increase. Monies in the Truth in Taxation fund center are used to pay for the costs associated with producing and mailing required notices. Local governments will be responsible for reimbursing these expenses.

Fund(s): County General Fund 110

Expenditures	2022 Actual	2023 Actual	2024 Adopted	2024 Revised	2025 Budget	Amnt. Chg. '24 - '25	% Chg. '24 - '25
Personnel	-	-	-	-	-	-	0.0%
Contractual Services	-	143,266	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	135,810	-	150,000	150,000	150,000	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>135,810</b>	<b>143,266</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>0.0%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	135,810	143,266	138,540	138,540	146,145	7,605	5.5%
<b>Total Revenues</b>	<b>135,810</b>	<b>143,266</b>	<b>138,540</b>	<b>138,540</b>	<b>146,145</b>	<b>7,605</b>	<b>5.5%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>