

County Clerk

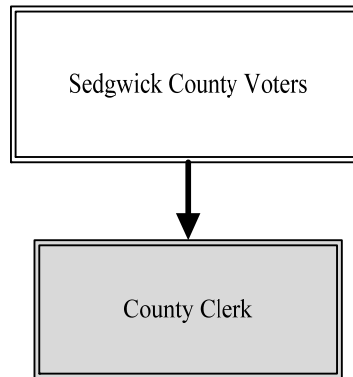
Mission: *The Sedgwick County Clerk’s Office strives to promote public confidence by consistently serving each customer with courtesy, respect, and professionalism.*

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) 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 Division of Information Technology. This mailing was sent to all taxpayers of property, utility, watercraft, and heavy truck taxes. It provides detailed information on upcoming tax bills based on value change and any tax increases.

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

Strategic results for the Clerk’s Office included the following measures in 2022:

- All statutory requirements for updating the tax rolls and assisting the Clerk’s Office were met;
- The Clerk’s Office attended all Regular and Special meetings of the BOCC and produced 1,758 pages of minutes for the public in 2022; and
- The Clerk’s Office assisted 256 taxpayers in filing for their Homestead tax refund in compliance with State statute. This resulted in more than \$345,466 being returned to the citizens of Sedgwick County.

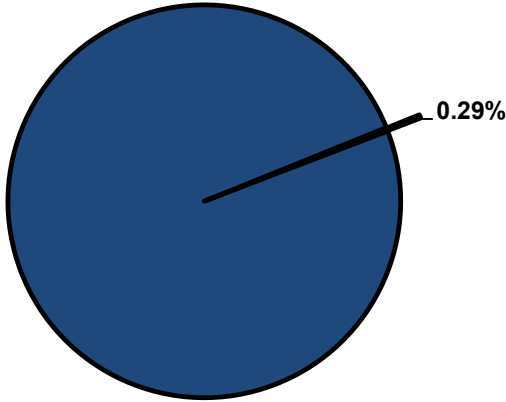


Significant Budget Adjustments

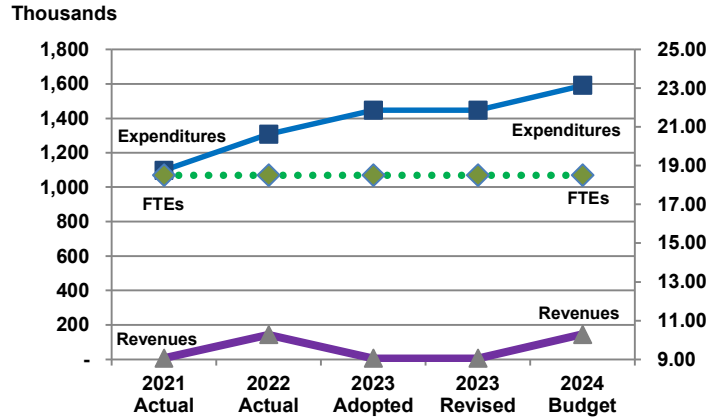
Significant adjustments to the County Clerk’s 2024 budget include an increase in reimbursements due to the Truth in Taxation mailings (\$138,540) .

Departmental Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amount Chg '23 Rev.-'24	% Chg '23 Rev.-'24
Expenditures							
Personnel	1,084,453	1,153,927	1,268,530	1,268,530	1,413,023	144,493	11.39%
Contractual Services	7,036	9,137	166,750	165,365	16,750	(148,615)	-89.87%
Debt Service	-	-	-	-	-	-	-
Commodities	5,224	143,726	10,309	11,694	160,309	148,615	1270.87%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,096,713	1,306,790	1,445,589	1,445,589	1,590,082	144,493	10.00%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	774	509	774	774	474	(300)	-38.82%
All Other Revenue	5,795	142,730	5,642	5,642	145,283	139,640	2474.97%
Total Revenues	6,569	143,239	6,416	6,416	145,756	139,340	2171.72%
Full-Time Equivalents (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	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amount Chg '23 Rev.-'24	% Chg '23 Rev.-'24
General Fund	1,096,713	1,306,790	1,445,589	1,445,589	1,590,082	144,493	10.00%
Total Expenditures	1,096,713	1,306,790	1,445,589	1,445,589	1,590,082	144,493	10.00%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Increase in reimbursements for Truth in Taxation mailings		138,540	
Total	-	138,540	-

Budget Summary by Program

Program	Fund	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	% Chg '23 Rev.-'24	23-'24' FTEs
Administration	110	327,770	347,816	382,182	386,642	446,440	15.47%	5.00
Tax Administration	110	768,943	823,164	913,407	908,947	993,642	9.32%	13.50
Truth in Taxation	110	-	135,810	150,000	150,000	150,000	0.00%	-
Total		1,096,713	1,306,790	1,445,589	1,445,589	1,590,082	10.00%	18.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2023 Adopted	2023 Revised	2024 Budget	2023 Adopted	2023 Revised	2024 Budget
County Clerk	110	ELECT	96,638	101,527	101,527	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE67	-	-	94,669	-	-	1.00
Deputy County Clerk-Office Manager	110	GRADE60	-	-	54,085	-	-	1.00
Land Information Manager	110	GRADE60	-	-	57,087	-	-	1.00
Deputy County Clerk-Real Estate & Proj.	110	GRADE58	-	-	47,945	-	-	1.00
Deputy County Clerk-Specials Admin.	110	GRADE57	-	-	64,028	-	-	1.00
Deputy County Clerk-Tax Admin. Analyst	110	GRADE57	-	-	96,768	-	-	2.00
Deputy County Clerk IV	110	GRADE56	-	-	104,920	-	-	2.00
Deputy County Clerk II	110	GRADE52	-	-	251,606	-	-	6.00
PT Administrative Support	110	GRADE51	-	-	23,980	-	-	0.50
Deputy County Clerk I	110	GRADE50	-	-	41,567	-	-	1.00
Chief Deputy County Clerk	110	GRADE136	85,938	94,669	-	1.00	1.00	-
Deputy County Clerk-Office Manager	110	GRADE127	46,528	51,264	-	1.00	1.00	-
Land Information Manager	110	GRADE127	45,656	50,296	-	1.00	1.00	-
Deputy County Clerk-Real Estate & Proj.	110	GRADE126	40,851	44,995	-	1.00	1.00	-
Deputy County Clerk-Specials Admin.	110	GRADE125	56,150	61,795	-	1.00	1.00	-
Deputy County Clerk-Tax Admin Analyst	110	GRADE125	82,360	90,711	-	2.00	2.00	-
Deputy County Clerk IV	110	GRADE124	93,018	102,455	-	2.00	2.00	-
Deputy County Clerk II	110	GRADE120	192,733	212,892	-	6.00	6.00	-
Deputy County Clerk I	110	GRADE118	30,492	29,598	-	1.00	1.00	-
HELD-Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
PT Administrative Support	110	EXCEPT	22,630	24,939	-	0.50	0.50	-
Subtotal					938,182			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					40,234			
Overtime/On Call/Holiday Pay					-			
Benefits					434,608			
Total Personnel Budget					1,413,023	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	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amnt. Chg. '23 - '24	% Chg. '23 - '24
Personnel	320,322	335,037	369,423	369,423	432,490	63,067	17.1%
Contractual Services	3,390	5,353	6,750	6,750	6,750	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	4,058	7,426	6,009	8,469	7,200	(1,269)	-15.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	327,770	347,816	382,182	384,642	446,440	61,798	16.1%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	763	476	763	763	443	(320)	-41.9%
All Other Revenue	5,795	6,919	5,642	5,642	6,742	1,100	19.5%
Total Revenues	6,558	7,395	6,405	6,405	7,185	780	12.2%
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	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amnt. Chg. '23 - '24	% Chg. '23 - '24
Personnel	764,131	818,890	899,107	899,107	980,533	81,426	9.1%
Contractual Services	3,646	3,784	10,000	8,615	10,000	1,385	16.1%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,166	489	4,300	3,225	3,109	(116)	-3.6%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	768,943	823,164	913,407	910,947	993,642	82,695	9.1%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	12	33	12	12	31	-	168.3%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	12	33	12	12	31	-	168.3%
Full-Time Equivalents (FTEs)	13.50	13.50	13.50	13.50	13.50	-	0.0%

• Truth in Taxation

The Clerk is responsible for the revenue neutral rate (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 revenue neutral rate, 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	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amnt. Chg. '23 - '24	% Chg. '23 - '24
Personnel	-	-	-	-	-	-	0.0%
Contractual Services	-	-	150,000	150,000	-	(150,000)	-100.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	135,810	-	-	150,000	150,000	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	-	135,810	150,000	150,000	150,000	-	0.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	135,810	-	-	138,540	138,540	0.0%
Total Revenues	-	135,810	-	-	138,540	138,540	0.0%
Full-Time Equivalents (FTEs)	-	-	-	-	-	-	0.0%