

# County Clerk

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

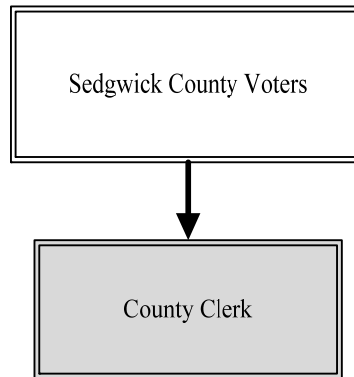
**Kelly Arnold**  
**Sedgwick County Clerk**

525 N. Main, Suite 211  
Wichita, KS 67203  
316.660.9249

[kelly.arnold@sedgwick.gov](mailto:kelly.arnold@sedgwick.gov)

## 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 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 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

The County Clerk 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 Department's statutory requirement to maintain the real estate property ownership transfer records. Now fully implemented, the Clerk Records Management System (RMS) program provides a faster and more accurate response to searches for 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.

## Strategic Results

	2018	2019	2020
<b>Department Metric:</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of real estate records and tax roll changes processed	73,029	72,000	74,000
Number of bond counsel reports	77	75	80
Total dollar of City and County special assessments spread to tax rolls	\$38,466,861	\$38,000,000	\$38,500,000
Property transfer book records indexed	82,973	100,000	150,000

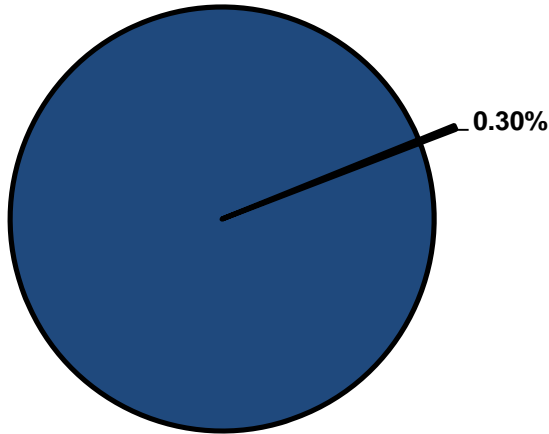


## Significant Budget Adjustments

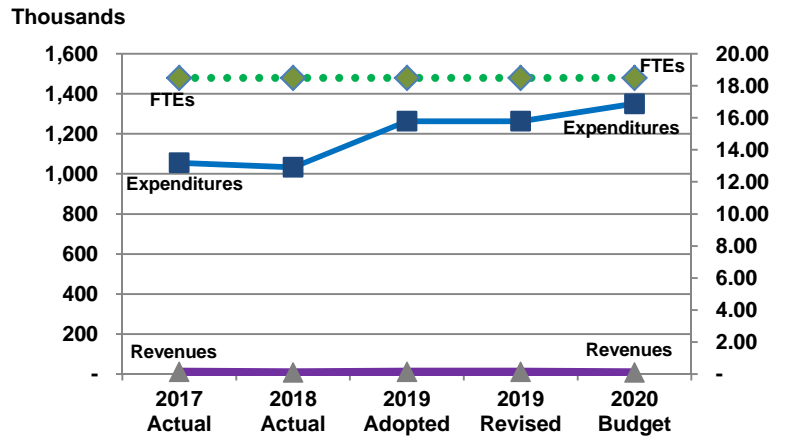
There are no significant adjustments to the County Clerk's 2020 budget.

**Departmental Graphical Summary**

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



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



**Budget Summary by Category**

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
<b>Expenditures</b>							
Personnel	1,038,473	1,020,908	1,236,174	1,236,174	1,323,650	87,476	7.08%
Contractual Services	9,420	7,694	17,600	17,600	17,600	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	7,833	4,675	9,493	9,493	9,460	(33)	-0.35%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,055,726</b>	<b>1,033,276</b>	<b>1,263,267</b>	<b>1,263,267</b>	<b>1,350,710</b>	<b>87,443</b>	<b>6.92%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	6,460	6,880	6,218	6,218	6,734	516	8.30%
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	3,646	446	3,645	3,645	446	(3,199)	-87.76%
All Other Revenue	35	173	35	35	180	145	410.75%
<b>Total Revenues</b>	<b>10,141</b>	<b>7,499</b>	<b>9,898</b>	<b>9,898</b>	<b>7,360</b>	<b>(2,538)</b>	<b>-25.64%</b>
<b>Full-Time Equivalent (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	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
General Fund	1,055,726	1,033,276	1,263,267	1,263,267	1,350,710	87,443	6.92%
<b>Total Expenditures</b>	<b>1,055,726</b>	<b>1,033,276</b>	<b>1,263,267</b>	<b>1,263,267</b>	<b>1,350,710</b>	<b>87,443</b>	<b>6.92%</b>

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

Expenditures      Revenues      FTEs

Total      -      -      -

**Budget Summary by Program**

Program	Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	% Chg '19 Rev.-'20	2020 FTEs
Administration	110	308,441	310,951	394,233	394,233	419,157	6.32%	5.00
Tax Administration	110	747,285	722,325	869,034	869,034	931,553	7.19%	13.50
<b>Total</b>		<b>1,055,726</b>	<b>1,033,276</b>	<b>1,263,267</b>	<b>1,263,267</b>	<b>1,350,710</b>	<b>6.92%</b>	<b>18.50</b>

**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
County Clerk	110	ELECT	90,398	92,658	92,658	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE136	77,297	82,399	82,399	1.00	1.00	1.00
Deputy County Clerk - Office Manager	110	GRADE127	46,181	44,722	44,722	1.00	1.00	1.00
Land Information Manager	110	GRADE127	50,022	42,361	42,361	1.00	1.00	1.00
Deputy County Clerk - Real Estate & Proj.	110	GRADE125	41,884	42,932	42,932	1.00	1.00	1.00
Deputy County Clerk - Tax Admin Analyst	110	GRADE125	40,271	38,440	38,440	1.00	1.00	1.00
Deputy County Tax Administrative Analyst	110	GRADE125	39,889	40,886	40,886	1.00	1.00	1.00
Deputy County Clerk - Specials Admin Off.	110	GRADE124	52,523	53,824	53,824	1.00	1.00	1.00
Deputy County Clerk IV	110	GRADE122	42,910	43,975	43,975	1.00	1.00	1.00
Deputy County Clerk III	110	GRADE120	40,000	43,975	43,975	1.00	1.00	1.00
Deputy County Clerk II	110	GRADE119	132,771	175,901	175,901	4.00	4.00	4.00
Deputy County Clerk I	110	GRADE117	99,578	131,926	131,926	3.00	3.00	3.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
PT Administrative Support	110	EXCEPT	19,965	20,464	20,464	0.50	0.50	0.50
<b>Subtotal</b>					<b>854,463</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					29,333			
Overtime/On Call/Holiday Pay					2,383			
Benefits					437,471			
<b>Total Personnel Budget</b>					<b>1,323,650</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, 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	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	297,174	302,812	378,533	378,533	403,490	24,957	6.6%
Contractual Services	4,554	3,784	7,900	7,900	7,900	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	6,713	4,355	7,800	7,800	7,767	(33)	-0.4%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>308,441</b>	<b>310,951</b>	<b>394,233</b>	<b>394,233</b>	<b>419,157</b>	<b>24,924</b>	<b>6.3%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	3,036	89	3,035	3,035	89	(2,946)	-97.1%
All Other Revenue	6,485	6,880	6,243	6,243	6,734	491	7.9%
<b>Total Revenues</b>	<b>9,521</b>	<b>6,969</b>	<b>9,278</b>	<b>9,278</b>	<b>6,823</b>	<b>(2,455)</b>	<b>-26.5%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>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	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	741,299	718,095	857,641	857,641	920,160	62,519	7.3%
Contractual Services	4,867	3,910	9,700	9,700	9,700	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	1,119	320	1,693	1,693	1,693	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>747,285</b>	<b>722,325</b>	<b>869,034</b>	<b>869,034</b>	<b>931,553</b>	<b>62,519</b>	<b>7.2%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	610	357	610	610	357	(253)	-41.4%
All Other Revenue	10	173	10	10	180	170	1664.6%
<b>Total Revenues</b>	<b>620</b>	<b>530</b>	<b>620</b>	<b>620</b>	<b>537</b>	<b>(83)</b>	<b>-13.4%</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>