

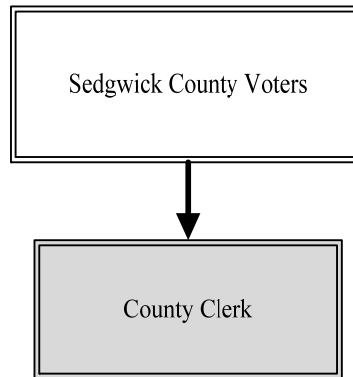
# County Clerk

**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 in preparing Homestead Property Tax refunds.



## Strategic Goals:

- *Update real property records within five days of receipt*
- *Prepare BOCC minutes within ten days of a meeting*
- *Accurately complete the 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 Office’s statutory requirement to maintain 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

	2020	2021	2022
<b>Department Metric:</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of real estate records and tax roll changes processed	79,318	80,000	80,000
Number of bond counsel reports	71	80	80
Total dollar of City and County special assessments spread to tax rolls	\$33,540,938	\$35,000,000	\$35,000,000
Property transfer book records indexed	69,012	95,000	95,000

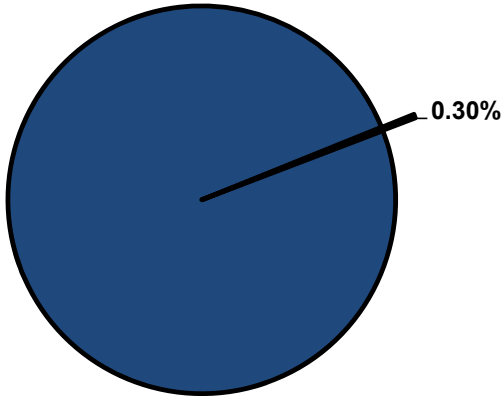


## Significant Budget Adjustments

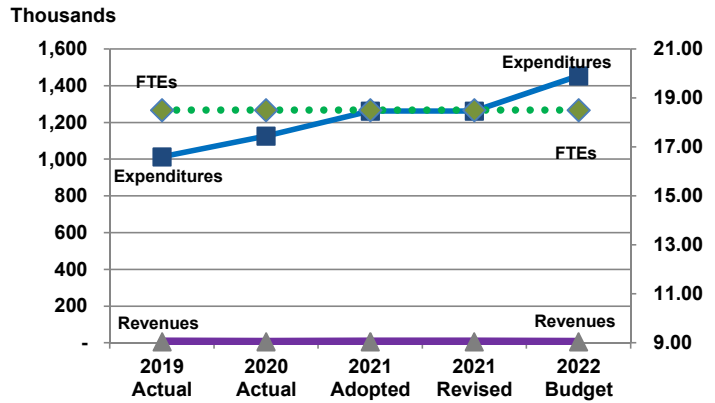
Significant adjustments to the County Clerk’s 2022 Recommended Budget include an increase of \$150,000 to implement the Truth in Taxation program providing citizens with notices regarding changes in taxes.

**Departmental Graphical Summary**

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



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



**Budget Summary by Category**

	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amount Chg '21 Rev.-'22	% Chg '21 Rev.-'22
<b>Expenditures</b>							
Personnel	996,233	1,090,985	1,234,767	1,234,767	1,275,930	41,163	3.33%
Contractual Services	8,885	9,364	17,600	17,600	167,599	149,999	852.27%
Debt Service	-	-	-	-	-	-	-
Commodities	7,251	25,165	9,460	9,460	9,460	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,012,368</b>	<b>1,125,515</b>	<b>1,261,827</b>	<b>1,261,827</b>	<b>1,452,989</b>	<b>191,162</b>	<b>15.15%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	6,335	6,045	6,287	6,287	6,077	(210)	-3.34%
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	469	329	469	469	470	1	0.16%
All Other Revenue	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>6,804</b>	<b>6,374</b>	<b>6,756</b>	<b>6,756</b>	<b>6,547</b>	<b>(209)</b>	<b>-3.10%</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	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amount Chg '21 Rev.-'22	% Chg '21 Rev.-'22
General Fund	1,012,368	1,125,515	1,261,827	1,261,827	1,452,989	191,162	15.15%
<b>Total Expenditures</b>	<b>1,012,368</b>	<b>1,125,515</b>	<b>1,261,827</b>	<b>1,261,827</b>	<b>1,452,989</b>	<b>191,162</b>	<b>15.15%</b>

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

	Expenditures	Revenues	FTEs
Increase to implement the Truth in Taxation program	150,000		
<b>Total</b>	<b>150,000</b>	<b>-</b>	<b>-</b>

**Budget Summary by Program**

Program	Fund	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	% Chg '21 Rev.-'22	21-'22' FTEs
Administration	110	320,973	333,476	380,797	380,797	401,035	5.31%	5.00
Tax Administration	110	691,395	792,038	881,030	881,030	901,954	2.37%	13.50
Truth in Taxation	110	-	-	-	-	150,000	0.00%	-
<b>Total</b>		<b>1,012,368</b>	<b>1,125,515</b>	<b>1,261,827</b>	<b>1,261,827</b>	<b>1,452,989</b>	<b>15.15%</b>	<b>18.50</b>

**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2021 Adopted	2021 Revised	2022 Budget	2021 Adopted	2021 Revised	2022 Budget
County Clerk	110	ELECT	94,743	94,743	94,743	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE136	84,253	84,253	85,938	1.00	1.00	1.00
Deputy County Clerk - Office Manager	110	GRADE127	45,727	56,680	57,814	1.00	1.00	1.00
Land Information Manager	110	GRADE127	45,608	45,614	46,527	1.00	1.00	1.00
Deputy County Clerk - Real Estate & Proj.	110	GRADE126	-	-	45,665	-	-	1.00
Deputy County Clerk - Real Estate & Proj.	110	GRADE125	43,894	43,909	-	1.00	1.00	-
Deputy County Clerk - Specials Admin. Off.	110	GRADE125	55,024	55,058	55,650	1.00	1.00	1.00
Deputy County Clerk -Tax Admin. Analyst	110	GRADE125	39,306	38,938	39,716	1.00	1.00	1.00
Deputy County Clerk -Tax Admin. Analyst	110	GRADE125	41,804	41,808	42,644	1.00	1.00	1.00
Deputy County Clerk IV	110	GRADE124	-	-	92,738	-	-	2.00
Deputy County Clerk IV	110	GRADE122	90,343	90,376	-	2.00	2.00	-
Deputy County Clerk III	110	GRADE122	-	-	69,922	-	-	2.00
Deputy County Clerk III	110	GRADE120	67,244	66,394	-	2.00	2.00	-
Deputy County Clerk II	110	GRADE120	-	-	105,558	-	-	3.00
Deputy County Clerk II	110	GRADE119	100,811	87,984	-	3.00	3.00	-
Deputy County Clerk I	110	GRADE118	67,208	52,707	69,844	2.00	2.00	2.00
HELD - Office Specialist	110	GRADE117	-	-	-	1.00	1.00	1.00
PT Administrative Support II	110	EXCEPT	33,604	21,767	21,767	0.50	0.50	0.50
<b>Subtotal</b>					<b>828,525</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					43,373			
Overtime/On Call/Holiday Pay					2,383			
Benefits					401,648			
<b>Total Personnel Budget</b>					<b>1,275,930</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	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amnt. Chg. '21 - '22	% Chg. '21 - '22
Personnel	310,437	306,785	365,130	365,130	385,369	20,239	5.5%
Contractual Services	4,227	3,676	7,900	7,900	7,899	(1)	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	6,309	23,015	7,767	7,767	7,767	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>320,973</b>	<b>333,476</b>	<b>380,797</b>	<b>380,797</b>	<b>401,035</b>	<b>20,238</b>	<b>5.3%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	362	313	362	362	362	1	0.1%
All Other Revenue	6,335	6,045	6,287	6,287	6,077	(210)	-3.3%
<b>Total Revenues</b>	<b>6,697</b>	<b>6,358</b>	<b>6,649</b>	<b>6,649</b>	<b>6,439</b>	<b>(210)</b>	<b>-3.2%</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	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amnt. Chg. '21 - '22	% Chg. '21 - '22
Personnel	685,796	784,200	869,637	869,637	890,561	20,924	2.4%
Contractual Services	4,657	5,688	9,700	9,700	9,700	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	942	2,150	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>691,395</b>	<b>792,038</b>	<b>881,030</b>	<b>881,030</b>	<b>901,954</b>	<b>20,924</b>	<b>2.4%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	108	16	108	108	108	-	0.2%
All Other Revenue	-	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>108</b>	<b>16</b>	<b>108</b>	<b>108</b>	<b>108</b>	<b>-</b>	<b>0.2%</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 (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\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 the producing and mailing required notices. Local governments will be responsible for reimbursing these expenses.

**Fund(s): County General Fund 110**

<b>Expenditures</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Adopted</b>	<b>2021 Revised</b>	<b>2022 Budget</b>	<b>Amnt. Chg. '21 - '22</b>	<b>% Chg. '21 - '22</b>
Personnel	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	150,000	150,000	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	-	-	-	-	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	-	-	-	-	-	0.0%
<b>Total Revenues</b>	-	-	-	-	-	-	<b>0.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	-	-	-	-	-	-	<b>0.0%</b>