

# County Clerk

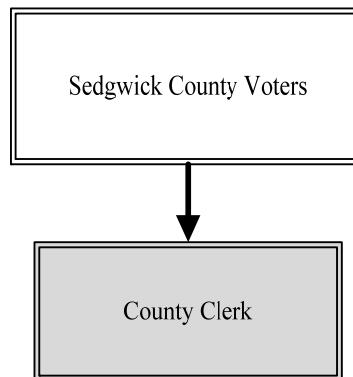
**Mission:** *The Sedgwick County Clerk's Office strives to promote public confidence by consistently serving each customer with courtesy, respect, and professionalism.*

**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

Successfully implemented K.S.A. 79-2988 enacted by the State Legislature. This provides taxing transparency by calculating the revenue neutral rate (RNR) for each taxing subdivision. The RNR letter is sent by the County Clerk's Office for over 258,000 real, personal, and state assessed utility accounts annually.

The County Clerk's Office has also been working on providing online access to the transfer book database, and will be implementing it in the near future.

Although most records are now stored and utilized in electronic format, the Clerk's Office still thrives 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 2024:

- 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 2,458 pages of minutes for the public in 2024; and
- the Clerk's Office assisted 182 taxpayers in filing for their Homestead tax refund in compliance with State statute.

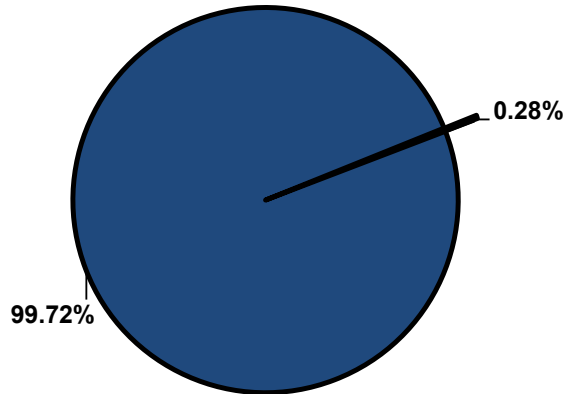


## Significant Budget Adjustments

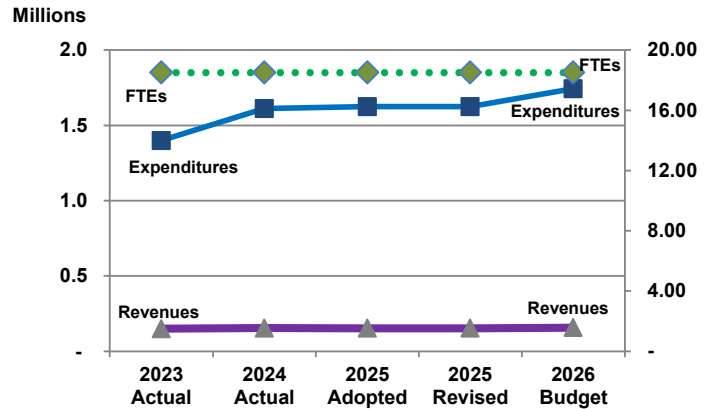
There are no significant adjustments to the County Clerk's 2026 Recommended Budget.

## Departmental Graphical Summary

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



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



## Budget Summary by Category

	2023 Actual	2024 Actual	2025 Adopted	2025 Revised	2026 Budget	Amount Chg '25 Rev.-'26	% Chg '25 Rev.-'26
<b>Expenditures</b>							
Personnel	1,234,820	1,443,607	1,446,815	1,446,815	1,565,614	118,798	8.21%
Contractual Services	155,588	9,695	16,750	16,750	16,750	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	8,007	158,228	160,309	160,309	160,309	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,398,414</b>	<b>1,611,529</b>	<b>1,623,874</b>	<b>1,623,874</b>	<b>1,742,673</b>	<b>118,798</b>	<b>7.32%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	5,435	5,600	5,379	5,379	5,518	138	2.57%
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	55	178	57	57	185	128	225.13%
All Other Revenue	143,829	148,030	146,731	146,731	151,006	4,274	2.91%
<b>Total Revenues</b>	<b>149,319</b>	<b>153,808</b>	<b>152,168</b>	<b>152,168</b>	<b>156,708</b>	<b>4,541</b>	<b>2.98%</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	2023 Actual	2024 Actual	2025 Adopted	2025 Revised	2026 Budget	Amount Chg '25 Rev.-'26	% Chg '25 Rev.-'26
General Fund	1,398,414	1,611,529	1,623,874	1,623,874	1,742,673	118,798	7.32%
<b>Total Expenditures</b>	<b>1,398,414</b>	<b>1,611,529</b>	<b>1,623,874</b>	<b>1,623,874</b>	<b>1,742,673</b>	<b>118,798</b>	<b>7.32%</b>

## Significant Budget Adjustments from Prior Year Revised Budget

Expenditures	Revenues	FTEs
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Total	-	-	-
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## Budget Summary by Program

Program	Fund	2023 Actual	2024 Actual	2025 Adopted	2025 Revised	2026 Budget	% Chg '25 Rev.-'26	25'-26' FTEs
Administration	110	348,701	404,495	442,351	442,351	454,255	2.69%	5.00
Tax Administration	110	906,448	1,059,004	1,031,523	1,031,523	1,138,418	10.36%	13.50
Truth in Taxation	110	143,266	148,030	150,000	150,000	150,000	0.00%	-
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## Personnel Summary by Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2025 Adopted	2025 Revised	2026 Budget	2025 Adopted	2025 Revised	2026 Budget
County Clerk	110	ELECT	104,573	109,801	109,801	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE 67	82,921	93,649	93,649	1.00	1.00	1.00
Specials Administrative Analyst	110	GRADE 57	66,429	69,638	69,638	1.00	1.00	1.00
Management Analyst III	110	GRADE 64	51,461	65,478	65,478	1.00	1.00	1.00
Land Information Manager	110	GRADE 60	58,787	61,714	61,714	1.00	1.00	1.00
Deputy County Clerk-Office Mgr.	110	GRADE 60	55,702	58,490	58,490	1.00	1.00	1.00
PT Deputy County Clerk IV	110	EXCEPT	27,465	28,839	28,839	0.50	0.50	0.50
Deputy County Clerk IV	110	GRADE 56	108,376	113,776	113,776	2.00	2.00	2.00
Management Analyst II	110	GRADE 61	83,291	112,070	112,070	2.00	2.00	2.00
Administrative Officer	110	GRADE 58	49,383	51,854	51,854	1.00	1.00	1.00
Deputy County Clerk III	110	GRADE 54	83,612	84,115	89,162	2.00	2.00	2.00
Deputy County Clerk - BoCC Sec.	110	GRADE 55	41,005	43,056	43,056	1.00	1.00	1.00
Deputy County Clerk II	110	GRADE 52	112,941	111,363	119,929	3.00	3.00	3.00
HELD - Office Specialist	110	GRADE 117	-	-	-	1.00	1.00	1.00
<b>Subtotal</b>					<b>1,017,457</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					60,636			
Overtime/On Call/Holiday Pay					2,383			
Benefits					485,137			
<b>Total Personnel Budget</b>					<b>1,565,614</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	2023 Actual	2024 Actual	2025 Adopted	2025 Revised	2026 Budget	Amnt. Chg. '25 - '26	% Chg. '25 - '26
Personnel	335,653	394,756	428,401	428,401	440,305	11,904	2.8%
Contractual Services	5,798	4,774	6,750	6,750	6,750	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	7,250	4,965	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>348,701</b>	<b>404,495</b>	<b>442,351</b>	<b>442,351</b>	<b>454,255</b>	<b>11,904</b>	<b>2.7%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	51	175	53	53	182	129	243.1%
All Other Revenue	5,999	5,600	5,966	5,966	5,518	(448)	-7.5%
<b>Total Revenues</b>	<b>6,050</b>	<b>5,775</b>	<b>6,019</b>	<b>6,019</b>	<b>5,700</b>	<b>(319)</b>	<b>-5.3%</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	2023 Actual	2024 Actual	2025 Adopted	2025 Revised	2026 Budget	Amnt. Chg. '25 - '26	% Chg. '25 - '26
Personnel	899,166	1,048,851	1,018,414	1,018,414	1,125,309	106,895	10.5%
Contractual Services	6,525	4,921	10,000	10,000	10,000	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	757	5,233	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>906,448</b>	<b>1,059,004</b>	<b>1,031,523</b>	<b>1,031,523</b>	<b>1,138,418</b>	<b>106,895</b>	<b>10.4%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	4	3	4	4	3	(1)	-20.0%
All Other Revenue	-	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>(1)</b>	<b>-20.0%</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	2023 Actual	2024 Actual	2025 Adopted	2025 Revised	2026 Budget	Amnt. Chg. '25 - '26	% Chg. '25 - '26
Personnel	-	-	-	-	-	-	0.0%
Contractual Services	143,266	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	148,030	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>143,266</b>	<b>148,030</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	143,266	148,030	146,145	146,145	151,006	4,860	3.3%
<b>Total Revenues</b>	<b>143,266</b>	<b>148,030</b>	<b>146,145</b>	<b>146,145</b>	<b>151,006</b>	<b>4,860</b>	<b>3.3%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>