County Clerk

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

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Sedgwick County Clerk

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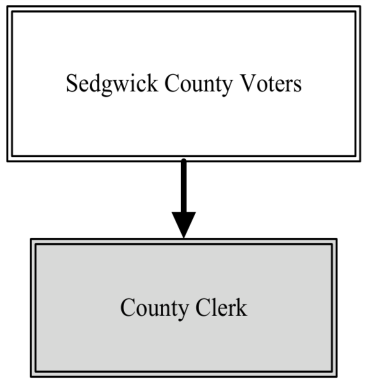
Overview

The Clerk's Office serves a diverse cross-section of the county's population. Staff routinely interact with local public officials, business owners, realtors, developers, homeowners, residents, and visitors. As the official secretary for the Board of County Commissioners (BOCC), the Clerk maintains accurate records of meetings. The Office also manages and updates real property records across the county and prepares and certifies the tax roll to the County Treasurer, ensuring taxes are properly levied on real and personal property to support local governments throughout Sedgwick County. In addition, the Clerk's Office issues and tracks various licenses required by Kansas law or county code, including hunting, fishing, and other recreational licenses. The Office also assists eligible residents—particularly those with limited financial resources and disabled veterans—in applying for 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

- Deliver quality public service by combining individual expertise with strong collaboration across County departments and governmental agencies
- Promote transparency and accessibility by digitizing paper documents for convenient online access
- Enhance public access and awareness of the full range of services, licenses, and permits offered by the Clerk's Office
- Support local government operations by collaborating with township and district officials to develop, review, and manage budget preparation processes

Accomplishments and Strategic Results

Accomplishments

The Clerk's Office successfully implemented KSA 79-2988, establishing taxing transparency by calculating the revenue neutral rate (RNR) for each taxing subdivision and coordinating the annual distribution of RNR notices to over 258,000 real, personal, and state-assessed utility accounts.

The Office also modernized records access by leading efforts to provide online availability of the transfer book database, enhancing transparency and streamlining public access, with implementation scheduled in the near future.

Finally, despite the transition to primarily electronic records, the Clerk's Office remains committed to delivering quality, efficient customer service in a welcoming environment, with staff continuing to provide direct assistance via telephone and in-person interactions.

Strategic Results

The Clerk's Office had the following strategic goals and results for 2025:

The Clerk's Office had the goal of meeting all statutory requirements for updating the tax roll, and in future years the aim to pin documents, within one week of receipt and have the tax roll updated within one week of the document being pinned. In 2025, the Clerk's Office met all statutory requirements for updating the tax roll.

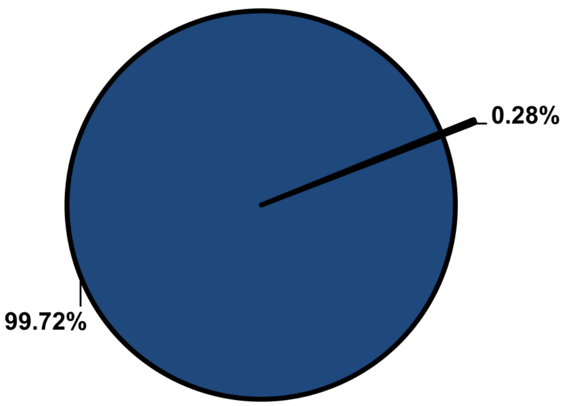
The Clerk's Office also had the goal of meeting their statutory obligation under KSA 79-2988 which requires them to mail RNR notices to all applicable taxpayers at least ten days before each taxing subdivision's public hearing. In 2025, the Clerk's Office met this statutory requirement.

Significant Budget Adjustments

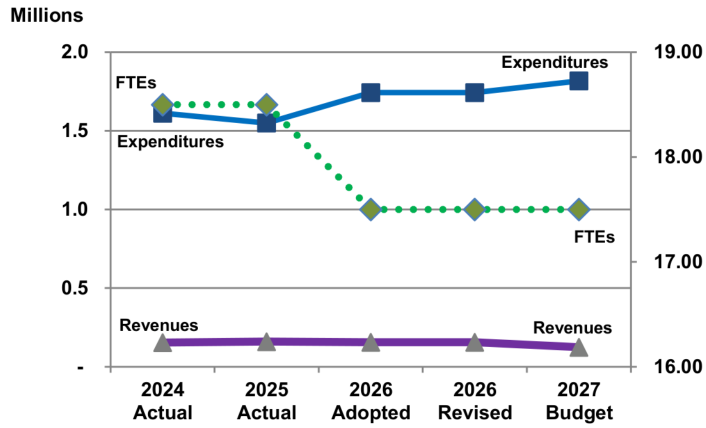
Significant adjustments to the County Clerk's 2027 Recommended Budget include a decrease in all other revenue ($31,741) to bring in-line with anticipated actuals and an increase in commodities ($15,000) due to increased cost for mailing Revenue Neutral Rate (RNR) notices.

Departmental Graphical Summary

County Clerk
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

Expenditures	2024 Actual	2025 Actual	2026 Adopted	2026 Revised	2027 Budget	Amount Chg '26 Rev.-'27	% Chg '26 Rev.-'27
Personnel	1,443,607	1,369,078	1,565,614	1,565,614	1,625,295	59,682	3.81%
Contractual Services	9,695	15,961	16,750	15,150	16,750	1,600	10.56%
Debt Service	-	-	-	-	-	-	
Commodities	158,228	164,610	160,309	161,909	175,309	13,400	8.28%
Capital Improvements	-	-	-	-	-	-	
Capital Equipment	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	
Total Expenditures	**1,611,529**	**1,549,648**	**1,742,673**	**1,742,673**	**1,817,354**	**74,682**	**4.29%**
Revenues							
Tax Revenues	-	-	-	-	-	-	
Licenses and Permits	5,600	5,085	5,518	5,518	5,083	(434)	-7.87%
Intergovernmental	-	-	-	-	-	-	
Charges for Services	178	304	185	185	317	132	71.35%
All Other Revenue	148,030	154,949	151,006	151,006	119,265	(31,741)	-21.02%
Total Revenues	**153,808**	**160,339**	**156,708**	**156,708**	**124,665**	**(32,043)**	**-20.45%**
Full-Time Equivalents (FTEs)							
Property Tax Funded	18.50	18.50	17.50	17.50	17.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	
Total FTEs	**18.50**	**18.50**	**17.50**	**17.50**	**17.50**	**-**	**0.00%**

Budget Summary by Fund

Fund	2024 Actual	2025 Actual	2026 Adopted	2026 Revised	2027 Budget	Amount Chg '26 Rev.-'27	% Chg '26 Rev.-'27
General Fund	1,611,529	1,549,648	1,742,673	1,742,673	1,817,354	74,682	4.29%
Total Expenditures	**1,611,529**	**1,549,648**	**1,742,673**	**1,742,673**	**1,817,354**	**74,682**	**4.29%**

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Decrease in all other revenue to bring in-line with anticipated actuals		(31,741)	
Increase in commodities due to increased costs for mailing RNR notices	15,000		
Total	15,000	(31,741)	-

Budget Summary by Program

Program	Fund	2024 Actual	2025 Actual	2026 Adopted	2026 Revised	2027 Budget	% Chg '26 Rev.-'27	26'-27' FTEs
Administration	110	404,495	408,117	454,255	455,355	490,715	7.77%	5.00
Tax Administration	110	1,059,004	986,655	1,138,418	1,137,318	1,161,639	2.14%	12.50
Truth in Taxation	110	148,030	154,876	150,000	150,000	165,000	10.00%	-
Total		**1,611,529**	**1,549,648**	**1,742,673**	**1,742,673**	**1,817,354**	**4.29%**	**17.50**

Personnel Summary by Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison 2026 Adopted	2026 Revised	2027 Budget	FTE Comparison 2026 Adopted	2026 Revised	2027 Budget
County Clerk	110	ELECT	109,801	113,095	113,095	1.00	1.00	1.00
Chief Deputy County Clerk	110	GRADE 67	93,649	97,395	97,395	1.00	1.00	1.00
Specials Administrative Analyst	110	GRADE 57	69,638	70,346	70,346	1.00	1.00	1.00
Management Analyst III	110	GRADE 64	65,478	68,099	68,099	1.00	1.00	1.00
Land Information Manager	110	GRADE 60	61,714	64,189	64,189	1.00	1.00	1.00
Deputy County Clerk-Office Mgr.	110	GRADE 60	58,490	60,819	60,819	1.00	1.00	1.00
PT Deputy County Clerk IV	110	EXCEPT	28,839	29,994	29,994	0.50	0.50	0.50
Management Analyst II	110	GRADE 61	112,070	118,331	118,331	2.00	2.00	2.00
Administrative Officer	110	GRADE 58	51,854	53,934	53,934	1.00	1.00	1.00
Deputy County Clerk IV	110	GRADE 56	99,722	103,709	103,709	2.00	2.00	2.00
Deputy County Clerk III	110	GRADE 54	43,479	43,930	46,565	1.00	1.00	1.00
Deputy County Clerk II	110	GRADE 52	179,666	151,195	172,388	4.00	4.00	4.00
Deputy County Clerk - BoCC Sec.	110	GRADE 55	43,056	42,245	42,245	1.00	1.00	1.00
Subtotal					**1,041,110**			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					51,231			
Overtime/On Call/Holiday Pay					2,383			
Benefits					530,571			
Total Personnel Budget					**1,625,295**	**17.50**	**17.50**	**17.50**

● 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 (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	2024 Actual	2025 Actual	2026 Adopted	2026 Revised	2027 Budget	Amnt. Chg. '26 - '27	% Chg. '26 - '27
Personnel	394,756	395,372	440,305	440,305	476,765	36,460	8.3%
Contractual Services	4,774	6,903	6,750	6,250	6,750	500	8.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	4,965	5,842	7,200	8,800	7,200	(1,600)	-18.2%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	**404,495**	**408,117**	**454,255**	**455,355**	**490,715**	**35,360**	**7.8%**
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	175	214	182	182	224	41	22.8%
All Other Revenue	5,600	5,158	5,518	5,518	5,160	(358)	-6.5%
Total Revenues	**5,775**	**5,373**	**5,700**	**5,700**	**5,383**	**(316)**	**-5.6%**
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	2024 Actual	2025 Actual	2026 Adopted	2026 Revised	2027 Budget	Amnt. Chg. '26 - '27	% Chg. '26 - '27
Personnel	1,048,851	973,706	1,125,309	1,125,309	1,148,530	23,221	2.1%
Contractual Services	4,921	9,058	10,000	8,900	10,000	1,100	12.4%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	5,233	3,892	3,109	3,109	3,109	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	**1,059,004**	**986,655**	**1,138,418**	**1,137,318**	**1,161,639**	**24,321**	**2.1%**
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	3	90	3	3	94	91	2907.2%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	**3**	**90**	**3**	**3**	**94**	**91**	**2907.2%**
Full-Time Equivalents (FTEs)	**13.50**	**13.50**	**12.50**	**12.50**	**12.50**	**-**	**0.0%**

● 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	2024 Actual	2025 Actual	2026 Adopted	2026 Revised	2027 Budget	Amnt. Chg. '26 - '27	% Chg. '26 - '27
Personnel	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	148,030	154,876	150,000	150,000	165,000	15,000	10.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	**148,030**	**154,876**	**150,000**	**150,000**	**165,000**	**15,000**	**10.0%**
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	148,030	154,876	151,006	151,006	119,188	(31,817)	-21.1%
Total Revenues	**148,030**	**154,876**	**151,006**	**151,006**	**119,188**	**(31,817)**	**-21.1%**
Full-Time Equivalents (FTEs)	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**