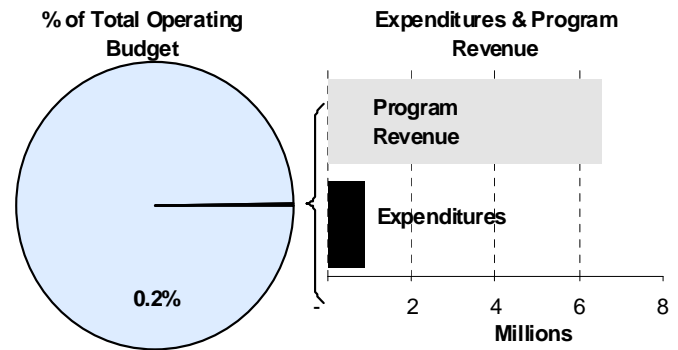
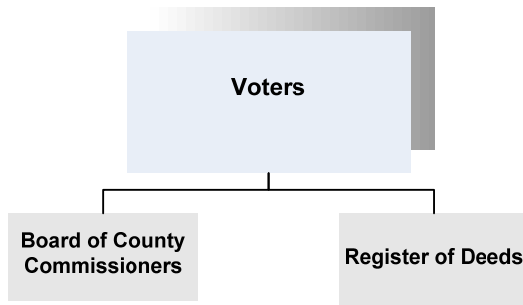




**Bill Meek**  
 Sedgwick County Register of Deeds  
 525 N. Main, Suite 227  
 Wichita, Kansas 67203  
 Phone 316-660-9400 Fax 316-383-8066  
[wmeek@sedgwick.gov](mailto:wmeek@sedgwick.gov)

**Mission:**

- Provide accurate and accessible records and information in a fast and friendly manner to the citizens of Sedgwick County while meeting statutory requirements and preserving documents filed.



**Program Information**

As set out in Kansas Statute 19-1204, the Register of Deeds Office is responsible for recording all real estate transactions in Sedgwick County. These transactions include the following:

- Deeds
- Mortgages
- Oil and gas leases
- Platted additions to all cities in the County
- Corporation papers
- Powers of attorney
- County school records
- Military discharges

The Department also files financial statements and security agreements for personal property under the Uniform Commercial Code which includes federal and state tax liens.

Per Kansas statutes, the Register of Deeds, in addition to recording transactions, shall have custody of and safely keep and preserve all books, records, deeds, maps, papers and microphotographs deposited or kept in the

office of the Register of Deeds. The funds used to record and preserve these documents are acquired through mortgage registration fees and filing fees which are collected by the Register of Deeds and deposited into the County’s General Fund.

Kansas Statute 19-1204 also states that the Register of Deeds has the option of recording deeds and other items in books or other electronically accessed media as provided in Kansas Statute 45-501. By being authorized to record data electronically, the Register of Deeds has been able to convert old microfilm records to digital images and electronic recordings. In turn, these items have been placed on the County’s website allowing immediate access to documents for both internal and external customers at any given time.

The Register of Deeds Office partners with citizens and outside agencies to improve processes and make information more readily available to the public. These outside agencies include title companies, banks, attorneys, and other Kansas counties. This Office also works closely with other Sedgwick County departments concerning records.

**Department Sustainability Initiatives**

To promote the creation of wealth and employment opportunities in our region, the Register of Deeds Office puts all real estate transactions on public notice for the purpose of sale, transfer, investment and ownership for Sedgwick County. These records can be used to do title searches, personal research, investment research, ownership research, and anything that pertains to real estate.

The Register of Deeds Office works to mitigate its impact on the environment by participating in the County’s sustainability program. This includes recycling items such as cans and paper. Additionally, staff coordinates travel whenever possible by carpooling to meetings and trainings.

To ensure that services and assistance are delivered in a fair and equitable manner, the Register of Deeds provides public records in multiple formats. These include books, microfilm, plat maps, computer systems, as well as the County website. Having the documents in multiple formats allows citizens easier access to the desired information. This Office also has staff ready and willing to assist customers in obtaining the desired information.

The Register of Deeds Office constantly seeks to make processes more efficient in an effort to increase its financial and institutional viability. This has primarily been done by transitioning documents into digital format in order to preserve the document, but also to make the document more accessible. By making public information available on the County’s website, there is a reduced need for the public to come to the County Courthouse, therefore reducing fuel costs for citizens. With the ability to accept passport applications and the ability to take passport photos the Register of Deeds office has made it more convenient for the public to apply for their passports.

**Department Accomplishments**

In 2007, the Kansas Electronic Recording Commission passed the Kansas Uniform Real Property Electronic Recording Act, allowing e-Recording in the State of Kansas. In 2009, the first live documents were recorded through the Sedgwick County e-Recording Portal. This technology allows banks, title companies, and other eRecording services to connect directly to multiple counties in Kansas and electronically record documents. e-Recording increases productivity, time efficiency, reduces paper, reduces costs to both the customer and the counties involved, and has the highest level of security available. Electronic recording has been a project the Register of Deeds Office has worked on for years, with many organizations, to make this opportunity a reality.

The Register of Deeds Office is currently working on a film project to ensure that the microfilm backup of all the documents recorded is in adequate condition. This project includes a complete inventory of the film, dated from the 1800’s to 1971, to determine film quality and to account for every record. Over time, technological advances have been made to microfilm and because of this enhanced technology, the current film has been converted to higher quality microfilm to ensure its longevity. The record books located in the Office’s vault have been scanned and converted to microfilm.

**Alignment with County Values**

- **Accountability-**  
The Register of Deeds is accountable to maintaining and preserving Sedgwick County real estate records as prescribed in the Kansas statutes
- **Open Communication -**  
Continuing to make records available to the public on the website

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**Goals & Initiatives**

- **Maintain records in an accurate and accessible manner for internal and external customers**
- **Follow Kansas statutory requirements pertaining to filing and archiving records**
- **Continue to make records available on the Register of Deeds website to all citizens**

**Budget Adjustments**

Changes to the Register of Deeds’ 2012 budget reflect a 15 percent decrease in personnel, contractual, and commodity expenditures based on 2011 revised budget figures. To achieve the budget target, the Office is holding two positions vacant and is shifting two part-time Administrative Support positions to the Land Tech Fund. Revenues are budgeted to decline by 11.9 percent due to the continued decrease in mortgage registration filings.



**Significant Adjustments From Previous Budget Year**

● Shifting two part-time Administrative Support Positions to Land Tech Fund	<u>Expenditures</u>	<u>Revenue</u>	<u>FTEs</u>
● Holding Fiscal Associate Position vacant	(24,894)		(1.00)
● Holding Administrative Specialist Position vacant	(41,266)		
● Reduction in revenue due to decreased mortgage registration filings	(16,043)	(881,692)	
	<b>Total</b>	<b>(82,203)</b>	<b>(881,692)</b>
			<b>(1.00)</b>

**Budget Summary by Category**

**Budget Summary by Fund**

	2010	2011	2011	2012	% Chg.		2011	2012
	Actual	Adopted	Revised	Budget	'11-'12		Expenditures	Revised
<b>Expenditures</b>								
Personnel	873,301	963,699	977,578	820,394	-16.1%	General Fund-110	1,016,817	863,900
Contractual Services	4,085	9,000	9,000	13,089	45.4%			
Debt Service	-	-	-	-	-			
Commodities	22,666	30,239	30,239	30,417	0.6%			
Capital Improvements	-	-	-	-	-			
Capital Equipment	-	-	-	-	-			
Interfund Transfers	-	-	-	-	-			
<b>Total Expenditures</b>	<b>900,052</b>	<b>1,002,938</b>	<b>1,016,817</b>	<b>863,900</b>	<b>-15.0%</b>	<b>Total Expenditures</b>	<b>1,016,817</b>	<b>863,900</b>
<b>Revenue</b>								
Taxes	-	-	-	-	-			
Intergovernmental	-	-	-	-	-			
Charges For Service	6,240,859	7,401,656	7,401,656	6,519,964	-11.9%			
Other Revenue	-	23	23	-	-100.0%			
<b>Total Revenue</b>	<b>6,240,859</b>	<b>7,401,679</b>	<b>7,401,679</b>	<b>6,519,964</b>	<b>-11.9%</b>			
<b>Full-Time Equivalents (FTEs)</b>	<b>20.50</b>	<b>20.50</b>	<b>20.50</b>	<b>19.50</b>	<b>-4.9%</b>			

**Budget Summary by Program**

Program	Fund	Expenditures				2012 % Chg. Budget '11-'12	Full-Time Equivalents (FTEs)		
		2010 Actual	2011 Adopted	2011 Revised	2011 Adopted		2011 Revised	2012 Budget	
Administration	110	263,664	300,856	289,926	289,742	-0.1%	3.50	3.50	3.00
Data	110	636,388	702,082	726,891	574,158	-21.0%	17.00	17.00	16.50
<b>Total</b>		<b>900,052</b>	<b>1,002,938</b>	<b>1,016,817</b>	<b>863,900</b>	<b>-15.0%</b>	<b>20.50</b>	<b>20.50</b>	<b>19.50</b>



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2011 Adopted	2011 Revised	2012 Budget	2011 Adopted	2011 Revised	2012 Budget	
KZ6 Administrative Support B216	110	EXCEPT	39,159	19,197	12,324	1.50	1.50	0.50	
Register of Deeds	110	ELECT	79,511	79,511	76,566	1.00	1.00	1.00	
Chief Deputy Register of Deeds	110	B324	61,771	66,976	64,496	1.00	1.00	1.00	
Administrative Specialist	110	B219	165,091	171,587	149,590	4.00	4.00	4.00	
Bookkeeper	110	B217	29,324	29,996	28,885	1.00	1.00	1.00	
Fiscal Associate	110	B216	230,876	311,880	276,592	8.00	11.00	11.00	
Fiscal Assistant	110	B216	103,408	22,784	21,940	4.00	1.00	1.00	
<b>Subtotal</b>					<b>630,393</b>		<b>20.50</b>	<b>20.50</b>	<b>19.50</b>
Add:									
Budgeted Personnel Savings (Turnover)					(25,521)				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					281				
Benefits					215,241				
<b>Total Personnel Budget*</b>					<b>820,394</b>				

\* The 2011 personnel budget accommodates one additional payroll posting period. The budget is not reflective of an individual employee's annual salary due to the timing variance between the posting of payroll and the employee's receipt of compensation.



**• Administration**

The Register of Deeds is responsible for recording all real estate transactions in Sedgwick County. This includes deeds, mortgages, oil and gas leases, and platted additions to all cities in Sedgwick County. The Register of Deeds also files financing statements and security agreements on personal property under the Uniform Commercial Code, federal and state tax liens, corporation papers, powers of attorney, county school records, and military discharges. In addition to recording transactions, the Register of Deeds is responsible for maintaining and preserving records based on statutory requirements. Pursuant to state law, the Register of Deeds collects general County revenues such as mortgage registration fees.

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

65001-110

	2010 Actual	2011 Adopted	2011 Revised	2012 Budget	% Chg. '11-'12
<b>Expenditures</b>					
Personnel	236,913	261,617	250,687	246,236	-1.8%
Contractual Services	4,085	9,000	9,000	13,089	45.4%
Debt Service	-	-	-	-	
Commodities	22,666	30,239	30,239	30,417	0.6%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>263,664</b>	<b>300,856</b>	<b>289,926</b>	<b>289,742</b>	<b>-0.1%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	6,240,859	7,401,656	7,401,656	6,519,964	-11.9%
Other Revenue	-	23	23	-	-100.0%
<b>Total Revenue</b>	<b>6,240,859</b>	<b>7,401,679</b>	<b>7,401,679</b>	<b>6,519,964</b>	<b>-11.9%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.00</b>	<b>-14.3%</b>

**Goal(s):**

- Maintain records in an accurate and accessible manner for internal and external customers
- Follow statutory requirements concerning the processing of documents

**• Data**

Data responsibilities include inputting document information into the computer system, after the document has been scanned. Employees then verify that every document is entered into the system correctly. The final step is to certify that all documents are accounted for on each business day. This process allows the images to be distributed to the stakeholders in the most efficient and timely manner as possible.

Archiving responsibilities include incorporating all mediums of storage into digital images for records dating back to the 1800's with preservation as a priority so records may be accessible to future generations. Currently there are books, microfilms, plat maps and a computer system for location of documents.

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

65002-110

	2010 Actual	2011 Adopted	2011 Revised	2012 Budget	% Chg. '11-'12
<b>Expenditures</b>					
Personnel	636,388	702,082	726,891	574,158	-21.0%
Contractual Services	-	-	-	-	
Debt Service	-	-	-	-	
Commodities	-	-	-	-	
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>636,388</b>	<b>702,082</b>	<b>726,891</b>	<b>574,158</b>	<b>-21.0%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	-	-	-	-	
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Full-Time Equivalents (FTEs)</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>16.50</b>	<b>-2.9%</b>

**Goal(s):**

- Follow Kansas Statutory requirements pertaining to filing and archiving records
- Continue to offer telecommuting for the data entry department
- Duplicate and store all records at the Salt Mines including microfilm, plats, and historical ledger books

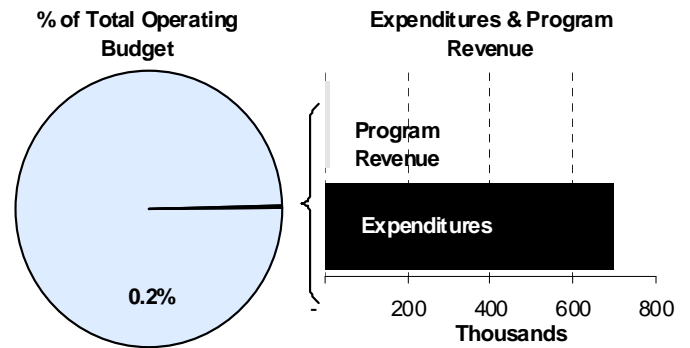
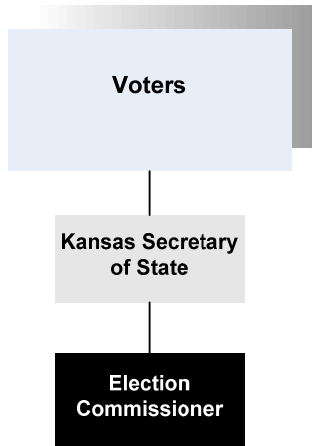




**Tabitha Lehman**  
 Sedgwick County Election Commissioner  
 510 N. Main, Suite 101  
 Wichita, Kansas 67203  
 316-660-7100  
[tlehman@sedgwick.gov](mailto:tlehman@sedgwick.gov)

**Mission:**

- ❑ To provide all eligible Sedgwick County citizens the opportunity to register to vote and participate in an informed manner in simple, accessible and secure elections.



**Program Information**

The Election Commissioner, who is appointed by the Kansas Secretary of State, oversees all voter registration and elections within Sedgwick County. Many State statutes relate to the conduct of elections, but the primary statutes governing Elections are found in Chapter 25 of the Kansas Statutes. Statutes specifically outlining the main duties and responsibilities of the Election Commissioner are in Kansas Statutes 19-3419 through 19-3439. These duties and responsibilities include:

- Establishing, fixing, and proclaiming all of the boundaries of wards and precincts in the County
- Accepting and filing nomination and declaration papers of candidates and declarations of party affiliation
- Providing public notice of elections
- Printing the ballots for all elections
- Performing the duties of the clerk of the court for the trial of contested local elections
- Conducting and controlling all elections within the County

- Verifying petitions
- Maintaining records pertaining to the administration of elections
- Maintaining records pertaining to voter registration

To make the election process flow as smoothly as possible and to accomplish the goals and the mission of the Election Commissioner, the Election Office receives valuable support from the County. This financial, logistical, personnel and technical support is received from the Board of County Commissioners, the County Manager, other County departments and employees who ensure that elections in Sedgwick County run smoothly. The Election Office is also fortunate to have hundreds of “volunteer” election board workers whose hard work makes sure that holding elections is possible. These board workers assist with advance voting and Election Day voting in multiple capacities, often working long hours to ensure that all registered voters have the opportunity to cast their vote in an election.

The Election Office is preparing to implement newly passed election security legislation. A voter photo

identification requirement will take effect in 2012 and proof of citizenship when first registering to vote will take effect in 2013. The office will work hard to make sure these measures are implemented effectively and smoothly.

**Department Sustainability Initiatives**

The Election Office has taken multiple steps to contribute to the County’s sustainability initiative. Economic sustainability is fostered by the Election Office providing more convenient and efficient options for voting. In turn, citizens spend less time and effort casting their vote, causing less disruption in their normal, daily activities. By offering advance voting options, citizens also have the ability to vote on a day when it is convenient for them or can avoid the Election Day crowds.

The Election Office continues to utilize more technology and streamlined processes to allow it to use fewer permanent employees. Employees are trained to coordinate temporary personnel during the busy election season to handle the increased work volumes.

Social equity is an important initiative for the Election Office, as opportunities for voter registration and voting need to be made available to everyone in a fair and equitable manner. In order to provide socially equitable services, voter registration and advance voting applications are available online, as well as at numerous outposts throughout the County, including Quik Trip, Dillon’s and Kwik Shop businesses. Additionally, voting options include advance voting in-person, advance voting by mail, or attending a strategically located polling place on Election Day.

The Election Commissioner continually seeks efficiencies in departmental operations and in the entire election process to enhance the Office’s financial and institutional viability. In recent years, the Election Office greatly reduced discretionary spending and implemented numerous cost and labor-saving measures in order to

maintain and even increase the level of services provided to their customers. One change was to provide more services electronically to decrease the need for customers to drive to the Election Office for information. The Election Office also has partnered with the Sedgwick County Call Center to provide more efficient and effective services to customers.

**Department Accomplishments**

Increased advance voting opportunities in Sedgwick County have been well received and have proven to be very successful. The majority of voters in the 2008 and 2010 November general elections have cast their votes prior to Election Day. The Election Office is preparing for even larger numbers of voters to participate in advance voting for the 2012 Presidential election.

The Election Office also continues to work toward the goal of implementing vote centers. Vote centers allow any registered voter to vote at any voting location on Election Day instead of being assigned to one specific polling location.

**Budget Adjustments**

Changes to the Election Commissioner’s 2012 budget reflect a reduction of 3.0 FTEs in the main office. In 2011, the IRS required the County to treat its poll workers and temporary staff as employees, rather than contractors as had been done previously. This added 9.52 positions to the 2011 revised budget. Revenues for 2012 are reduced due to more county-wide elections. When an election is not county-wide, the local governmental entity holding the election is billed for the costs. These local elections occur primarily in odd-number years.

**Alignment with County Values**

- **Professionalism** - Elections are conducted efficiently and in an environment of continual improvement in order to provide the greatest access to the process
- **Commitment** - Working hard to make the election process available and convenient for all citizens
- **Honesty** - Elections are conducted in an open and transparent manner

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**Goals & Initiatives**

- **Provide voter registration to all eligible citizens within Sedgwick County**
- **Expand the awareness and opportunity for advance voting**
- **Increase accessibility and awareness for voters at all voting locations**







**Significant Adjustments From Previous Budget Year**

	Expenditures	Revenue	FTEs
• Elimination of Fiscal Associate Position	(25,596)		(1.00)
• Elimination of Office Specialist Position	(36,187)		(1.00)
• Elimination of Office Assistant Position	(19,522)		(1.00)
• Reduction in revenue due to more county-wide elections, which are not reimbursed by other governments		(78,415)	
<b>Total</b>	<b>(81,305)</b>	<b>(78,415)</b>	<b>(3.00)</b>

**Budget Summary by Category**

	2010 Actual	2011 Adopted	2011 Revised	2012 Budget	% Chg. '11-'12
<b>Expenditures</b>					
Personnel	454,984	471,460	564,550	485,393	-14.0%
Contractual Services	342,243	202,409	117,409	201,189	71.4%
Debt Service	-	-	-	-	
Commodities	44,398	6,500	6,500	9,000	38.5%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>841,624</b>	<b>680,369</b>	<b>688,459</b>	<b>695,582</b>	<b>1.0%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	11,857	87,313	87,313	8,898	-89.8%
Other Revenue	1,002	377	377	381	1.1%
<b>Total Revenue</b>	<b>12,860</b>	<b>87,690</b>	<b>87,690</b>	<b>9,279</b>	<b>-89.4%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>10.00</b>	<b>9.00</b>	<b>18.52</b>	<b>15.52</b>	<b>-16.2%</b>

**Budget Summary by Fund**

	2011 Revised	2012 Budget
Expenditures		
General Fund-110	688,459	695,582
<b>Total Expenditures</b>	<b>688,459</b>	<b>695,582</b>

**Budget Summary by Program**

Program	Fund	Expenditures				2012 Budget	% Chg. '11-'12	Full-Time Equivalents (FTEs)		
		2010 Actual	2011 Adopted	2011 Revised	2012 Budget			2011 Adopted	2011 Revised	2012 Budget
Administration	110	542,964	505,046	513,133	414,932	-19.1%	8.00	8.00	5.00	
Election Operations	110	298,660	175,323	175,326	280,650	60.1%	1.00	10.52	10.52	
<b>Total</b>		<b>841,624</b>	<b>680,369</b>	<b>688,459</b>	<b>695,582</b>	<b>1.0%</b>	<b>9.00</b>	<b>18.52</b>	<b>15.52</b>	



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2011 Adopted	2011 Revised	2012 Budget	2011 Adopted	2011 Revised	2012 Budget
Poll Workers	110	Election	-	79,880	148,200	-	9.50	9.50
Temp Admin Workers	110	Election	-	3,994	5,000	-	1.00	1.00
Chief Deputy Election Commission	110	B324	65,238	67,052	64,568	1.00	1.00	1.00
Administrative Officer	110	B321	-	38,097	36,686	-	1.00	1.00
Administrative Specialist	110	B219	78,470	76,517	76,979	2.00	2.00	2.00
Fiscal Associate	110	B216	57,612	25,596	-	2.00	1.00	-
Office Specialist	110	B115	36,063	36,187	-	1.00	1.00	-
Office Assistant	110	B112	29,355	19,522	-	1.00	1.00	-
Election Commissioner	110	APPOINT	79,511	81,102	78,098	1.00	1.00	1.00
KZ4 Election	110	0	-	354	1,100	-	0.02	0.02
Temp: Protective Service	110	0	1,038	-	-	1.00	-	-
<b>Subtotal</b>					<b>410,631</b>	<b>9.00</b>	<b>18.52</b>	<b>15.52</b>
Add:								
Budgeted Personnel Savings (Turnover)					(23,012)			
Compensation Adjustments					-			
Overtime/On Call/Holiday Pay					620			
Benefits					97,154			
<b>Total Personnel Budget*</b>					<b>485,393</b>			

\* The 2011 personnel budget accommodates one additional payroll posting period. The budget is not reflective of an individual employee's annual salary due to the timing variance between the posting of payroll and the employee's receipt of compensation.

