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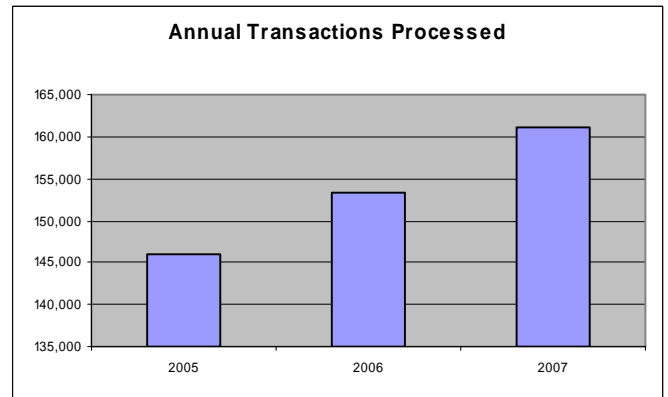
Mission:

- 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.

The Register of Deeds Office is responsible for recording all real estate transactions in Sedgwick County. These transactions include deeds, mortgages, oil and gas leases and platted additions to all cities in the County. The Department also files financial statements and security agreements for personal property under the Uniform Commercial Code which include federal and state tax liens, corporation papers, power of attorney, county school records, and military discharges. In addition to recording transactions, the Register of Deeds is responsible for maintaining, preserving and releasing public records based on statutory requirements. Mortgage registration fees collected by the Register of Deeds are deposited into the County's General Fund.

initiatives will continue to expedite the process of filing with the Register of Deeds and enhance the availability of retrieval in the future. These special initiatives have been funded by the Tech Enhancement Fund, which allows the office to collect an additional \$2 fee per page for recording real estate transactions to enhance technology and equipment.

Recent changes in the Register of Deeds office include the conversion of old microfilm records to digital images, electronic recording and a website allowing immediate access to documents for both internal and external customers at any given time. Special objectives in the future include the completion of electronic imaging, E-recording and the E-signature project. These



Budget Summary by Category

	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
Expenditures					
Personnel	871,605	929,848	945,940	1,136,366	20.1%
Contractual Services	585,073	165,007	1,109,375	904,488	-18.5%
Debt Service	-	-	-	-	-
Commodities	36,422	87,582	59,582	69,000	15.8%
Capital Improvements	-	-	-	-	-
Equipment	104,855	30,000	31,000	231	-99.3%
Interfund Transfers	-	-	-	-	-
Total Expenditures	1,597,956	1,212,437	2,145,897	2,110,085	-1.7%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	11,088,265	9,952,662	9,952,662	10,344,329	3.9%
Other Revenue	6,638	1,932	1,932	1,930	-0.1%
Total Revenue	11,094,902	9,954,594	9,954,594	10,346,259	3.9%
Full-Time Equivalents (FTEs)	24.50	23.25	24.00	24.00	0.0%

Budget Summary by Fund

	2006 Revised	2007 Budget
Expenditures		
General Fund	865,806	885,332
Tech Enhancement	1,280,091	1,224,753
Total Expenditures	2,145,897	2,110,085

Budget Summary by Program

Program	Expenditures					Full-Time Equivalents (FTEs)			
	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
Register of Deeds	212,392	222,952	222,952	219,424	-1.6%	4.50	4.00	4.00	0.0%
Imaging and Archiving	569,533	642,854	642,854	665,908	3.6%	16.50	16.50	16.50	0.0%
Tech Enhancement	816,032	346,631	1,280,091	1,224,753	-4.3%	2.25	3.50	3.50	0.0%
Total	1,597,956	1,212,437	2,145,897	2,110,085	-1.7%	23.25	24.00	24.00	0.0%

Item	2004 Actual	2005 Actual	2006 Revised	2007 Recom.
Personnel	\$61,330	\$103,221	\$93,967	\$254,265
Temp Staff	\$69,699	\$15,760	\$25,000	\$25,000
Software Maintenance	\$35,231	\$35,188	\$37,708	\$37,708
Travel	\$5,171	\$4,162	\$5,000	\$5,000
E-filing Project		\$477,247	\$615,779	\$209,280
Microfilm Restoration Project			\$242,000	
Microfilm Processing	\$5,519	\$9,495	\$9,500	\$9,500
Misc. Contractuals	\$14,934	\$35,290	\$42,137	\$16,000
OCRing Software			\$125,000	
Ingeo Recording Software				\$600,000
Software upgrades	\$8,609		\$13,000	\$10,000
Purchased Software		\$6,604	\$5,000	\$5,000
Operating Supplies	\$15,021	\$23,257	\$36,000	\$51,000
Computer Hardware	\$37,255	\$102,028	\$20,000	\$2,000
Office Equipment	\$30,378	\$3,780	\$10,000	
Total	\$283,147	\$816,032	\$1,280,091	\$1,224,753

Department Performance Measures and Goals

Type of Measure	Performance Measure	2005 Actual	2006 Est.	2007 Proj.
Input: Resources needed to produce a unit of output	Number of FTE's	24.5	24	24
Output: Amount of product or service provided	Annual Transactions	146,044	153,346	161,013
	Annual Walk-in Clients	10,500	11,250	12,500
	Daily phone inquiry average	80	84	98
	Annual website visits	53,079	55,733	58,520
Efficiency: Inputs consumed to produce a unit of output	Average daily transactions per employee	23.84	25.04	26.29
	Percent of staff meeting efficiency standard	95%	100%	100%
Service Quality: Client satisfaction, and timeliness	Customer Survey of Excellent Service		92.44%	96%
	Percentage of employees receiving Customer Service Award Recognition	73%	82%	91%
Outcome: Qualitative consequence associated with the service	Percent of documents archived and returned within four business days	100%	100%	100%

- Goals:**
- Maintain all records in an accurate and accessible manner for internal and external customers
 - Implement an efficient plan for off site data entry by coordinating with other County departments and programs
 - Follow statutory requirements concerning the processing of documents and their retention for public good



• Register of Deeds

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: General Fund				65001-110	
	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
Expenditures					
Personnel	198,852	209,119	209,119	215,193	2.9%
Contractual Services	7,932	5,251	7,251	3,000	-58.6%
Debt Service	-	-	-	-	-
Commodities	3,654	8,582	5,582	1,000	-82.1%
Capital Improvements	-	-	-	-	-
Equipment	1,954	-	1,000	231	-76.9%
Interfund Transfers	-	-	-	-	-
Total Expenditures	212,392	222,952	222,952	219,424	-1.6%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	10,115,653	8,975,130	8,975,130	9,347,246	4.1%
Other Revenue	-	-	-	-	-
Total Revenue	10,115,653	8,975,130	8,975,130	9,347,246	4.1%
Full-Time Equivalents (FTEs)	4.00	4.50	4.00	4.00	0.0%

Goals:

- Maintain records in an accurate and accessible manner for internal and external customers
- Follow statutory requirements concerning the processing of documents
- Build upon the electronic database established in 2004
- Implement an efficient plan for off site data entry

• Recordings

Data responsibilities include inputting document information into the computer system and imaging responsibilities include working the documents prior to being scanned. This area ensures beginning indexing has been completed and the documents are capable of being recorded and prepared for scanning, which allows the images to be distributed to stakeholders in a more efficient and timely manner.

Archiving responsibilities include incorporating all mediums of storage into digital images with 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, and a mainframe computer system for location of documents.

Fund: General Fund					
	2005 Actual	2006 Adopted	2006 Revised	2007 Budget	% Chg. 06-07
Expenditures					
Personnel	569,533	642,854	642,854	665,908	3.6%
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	569,533	642,854	642,854	665,908	3.6%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	17.00	16.50	16.50	16.50	0.0%

Goal:

- Set up satellite stations with cooperation of other departments



• **Tech Enhancement**

In 2002, the Kansas Legislature passed a bill granting the Register of Deeds the authority to charge an additional fee of \$2 per page for recording real estate transactions. These mortgage fees are deposited into Register of Deeds Tech Enhancement Fund. **K.S.A. 28-115(a)** states these funds shall be used by the Register of Deeds to acquire equipment and technological services for the storing, recording, archiving, retrieving, maintaining and handling of data recorded or stored in the office of the Register of Deeds.

Previously the department shared unspent revenue collected with various County departments supporting the recording of land related data such as the County Clerk, County Appraiser and DIO's GIS Department. The Register of Deeds has outlined several projects receiving priority attention and will not be disbursing funds to these departments in 2006 or 2007.

Fund: ROD Technology Enhancement				65001-236	
	2005	2006	2006	2007	% Chg.
	Actual	Adopted	Revised	Budget	06-07
Expenditures					
Personnel	103,221	77,875	93,967	255,265	171.7%
Contractual Services	577,142	159,756	1,102,124	901,488	-18.2%
Debt Service	-	-	-	-	-
Commodities	32,768	79,000	54,000	68,000	25.9%
Capital Improvements	-	-	-	-	-
Equipment	102,901	30,000	30,000	-	-100.0%
Interfund Transfers	-	-	-	-	-
Total Expenditures	816,032	346,631	1,280,091	1,224,753	-4.3%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	972,612	977,532	977,532	997,083	2.0%
Other Revenue	6,638	1,932	1,932	1,930	-0.1%
Total Revenue	979,250	979,464	979,464	999,013	2.0%
Full-Time Equivalent (FTEs)	3.50	2.25	3.50	3.50	0.0%

Goals:

- Maintain records in an accurate and accessible manner for internal and external customers
- Follow statutory requirements concerning the processing of documents
- Build upon the electronic database established in 2004
- Implement an efficient plan for off site data entry

