

Register of Deeds

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.

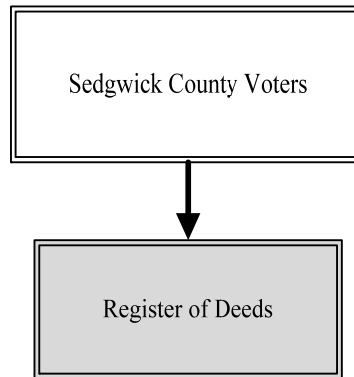
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Overview

The Register of Deeds Office records all real estate transactions in Sedgwick County. Real estate documents are submitted to the Office where they are reviewed for statutory compliance, then scanned and digitally stored in an indexed, searchable database. Private and sensitive information, including social security numbers, are redacted prior to scanning and storage. Recorded documents include deeds, mortgages, oil and gas leases, platted additions to cities in the county, corporation papers, powers of attorney, county school records, and military discharges. The Office also files financial statements and security agreements for personal property under the Uniform Commercial Code, along with Federal and State tax liens.



Strategic Goals:

- *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*

Highlights

- Improving public convenience and access to documents recorded within the Register of Deeds Office from 1969 to current year and promoting transparency by transitioning paper documents into electronic format and making them available on the Internet
- Provide quality public service through individual efforts and collaboration with other County departments and governmental agencies
- Register of Deeds recorded 69,650 documents in 2014, with 16,549 of those filed electronically



Accomplishments and Priorities

Accomplishments

The Register of Deeds office has offered e-recording services since 2009. This technology allows banks, title companies, and other e-recording services to connect directly to multiple counties in Kansas and electronically record documents. E-recording increases productivity, efficiency, reduces paper, reduces costs to both the customer and the counties involved, and has the highest level of security available. E-recordings received by the office have increased 60% as title companies are filing more e-filing more documents.

In 2009 the Register of Deeds Office began scanning and indexing all deeds, miscellaneous, and mortgage records from 1969 to 1971 into its computer system. With the completion of this project, 44 years of Register of Deeds records are now available and readily accessible to the public. These are not only easily retrievable by office staff for in-office requests but are also retrievable via the Register of Deeds website, giving the customer the opportunity to retrieve copies of their documents free of charge.

Priorities

The Office will continue to expand e-recording opportunities and continue to improve website services for customer convenience and to assist in the County’s sustainability goals by reducing paper usage and potential waste.

K.S.A. 19-1204 guides the delivery of services for the Register of Deeds. It states that the Register of Deeds shall have custody of and safely keep and preserve all the books, records, deeds, maps, papers, and microphotographs deposited or kept in the office of the Register of Deeds.

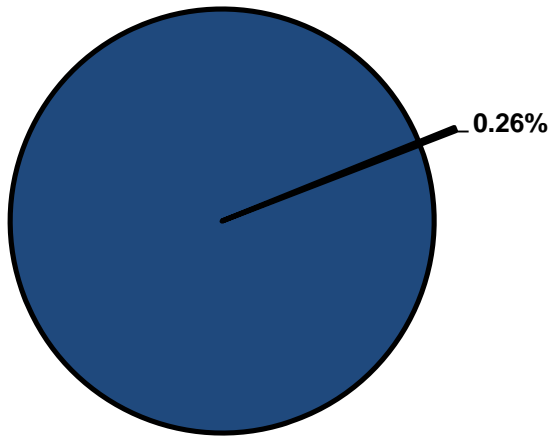


Significant Budget Adjustments

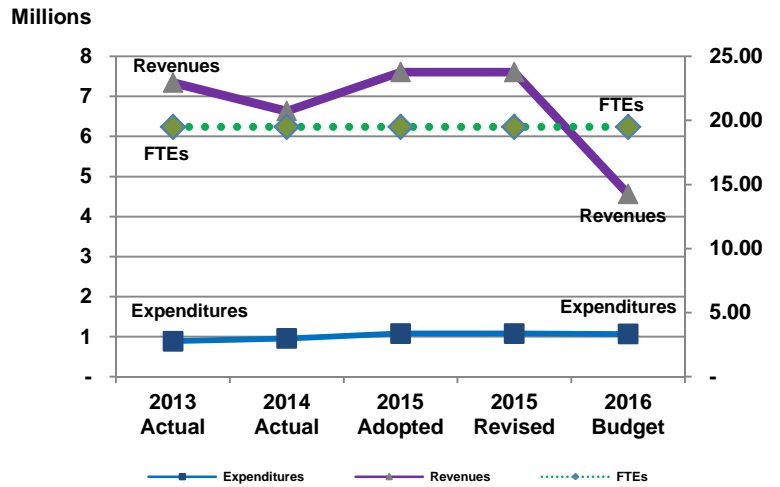
Changes to the Register of Deeds’ 2016 budget include a reduction in mortgage registration fee revenue collected through the Register of Deeds’ Office in 2016 due to the legislative action in 2014 that begins a five-year phase out of the fee starting in January 2015.

Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amount Chg '15 Rev.-'16	% Chg '15 Rev.-'16
Expenditures							
Personnel	869,954	932,786	1,033,936	1,033,936	1,019,624	(14,311)	-1.38%
Contractual Services	5,151	10,188	13,089	13,089	12,429	(660)	-5.04%
Debt Service	-	-	-	-	-	-	-
Commodities	10,373	7,335	30,417	30,417	30,417	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	885,478	950,309	1,077,442	1,077,442	1,062,470	(14,971)	-1.39%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	7,343,994	6,628,549	7,603,432	7,603,432	4,558,278	(3,045,154)	-40.05%
All Other Revenue	154	-	159	159	159	(0)	-0.04%
Total Revenues	7,344,148	6,628,549	7,603,591	7,603,591	4,558,437	(3,045,154)	-40.05%
Full-Time Equivalents (FTEs)							
Property Tax Funded	19.50	19.50	19.50	19.50	19.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	19.50	19.50	19.50	19.50	19.50	-	0.00%

Budget Summary by Fund

Fund	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amount Chg '15 Rev.-'16	% Chg '15 Rev.-'16
General Fund	885,478	950,309	1,077,442	1,077,442	1,062,470	(14,971)	-1.39%
Total Expenditures	885,478	950,309	1,077,442	1,077,442	1,062,470	(14,971)	-1.39%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2015 Adopted	2015 Revised	2016 Budget	2015 Adopted	2015 Revised	2016 Budget
Register of Deeds	110	ELECT	82,500	84,563	84,563	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE132	70,576	72,600	72,600	1.00	1.00	1.00
Register of Deeds Administrator	110	GRADE124	182,604	176,037	176,037	4.00	4.00	4.00
Register of Deeds Deputy IV	110	GRADE122	64,635	67,492	67,492	2.00	2.00	2.00
Administrative Technician	110	GRADE119	30,989	31,878	31,878	1.00	1.00	1.00
Register of Deeds Deputy III	110	GRADE119	198,650	201,158	201,158	6.00	6.00	6.00
HELD - Fiscal Associate	110	GRADE118	26,250	-	-	2.00	2.00	2.00
Register of Deeds Deputy I	110	GRADE117	64,851	64,438	64,438	2.00	2.00	2.00
KZ6 Administrative Support B216	110	EXCEPT	12,885	13,207	13,207	0.50	0.50	0.50
Subtotal					711,372			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					15,226			
Overtime/On Call/Holiday Pay					14			
Benefits					293,012			
Total Personnel Budget					1,019,624	19.50	19.50	19.50

• 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.

Fund(s): County General Fund 110

Expenditures	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	260,185	277,083	288,075	288,075	276,035	(12,039)	-4.2%
Contractual Services	5,151	10,188	13,089	13,089	12,429	(660)	-5.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	10,373	7,335	30,417	30,417	30,417	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	275,709	294,607	331,581	331,581	318,881	(12,699)	-3.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	7,343,994	6,628,549	7,603,432	7,603,432	4,558,278	(3,045,154)	-40.0%
All Other Revenue	154	-	159	159	159	(0)	0.0%
Total Revenues	7,344,148	6,628,549	7,603,591	7,603,591	4,558,437	(3,045,154)	-40.0%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	3.00	-	0.0%

• 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): County General Fund 110

Expenditures	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	609,769	655,702	745,861	745,861	743,589	(2,272)	-0.3%
Contractual Services	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	609,769	655,702	745,861	745,861	743,589	(2,272)	-0.3%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	-	-	-	-	-	-	0.0%
Full-Time Equivalents (FTEs)	16.50	16.50	16.50	16.50	16.50	-	0.0%