



Bill Meek
 Sedgwick County Register of Deeds
 525 N Main, Suite 415
 Wichita, Kansas 67203
 Phone 316-660-9400 Fax 316-383-8066
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.

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.

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

Budget Adjustments:	
Item:	Amount:
• No Adjustments	
Total	\$0

imaging, E-recording and the E-signature project as well as the restoration of the film and books located in the Register of Deeds. These 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.

Register of Deeds accomplishments for 2006 included completing plans for offsite data entry by initiating telecommuting, performing back data conversion, and the implementation of pay for performance pilot I.

Budget Summary by Category

	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	870,153	1,136,366	1,136,366	1,075,546	-5.4%
Contractual Services	159,134	904,488	728,320	743,232	2.0%
Debt Service	-	-	-	-	-
Commodities	48,253	69,231	288,231	126,936	-56.0%
Capital Improvements	-	-	-	-	-
Equipment	184	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	1,077,724	2,110,085	2,152,917	1,945,714	-9.6%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	9,894,261	10,344,329	10,344,329	9,735,349	-5.9%
Other Revenue	23,719	1,930	1,930	21,060	991.2%
Total Revenue	9,917,980	10,346,259	10,346,259	9,756,409	-5.7%
Full-Time Equivalents (FTEs)	24.00	24.00	24.50	24.50	0.0%

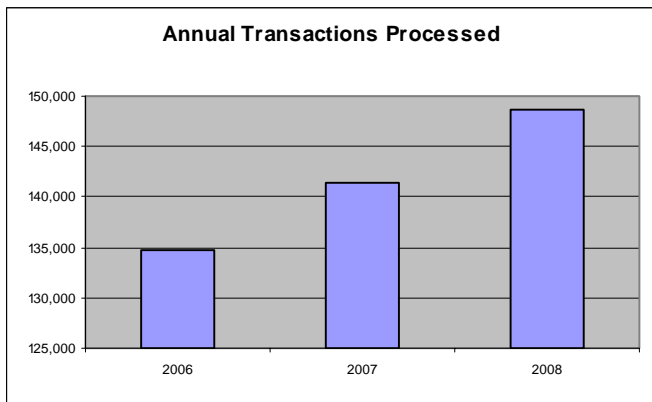
Budget Summary by Fund

	2007 Revised	2008 Budget
Expenditures		
General Fund	928,164	938,473
Tech Enhancement	1,224,753	1,007,241
Total Expenditures	2,152,917	1,945,714



Budget Summary by Program

Program	Expenditures					Full-Time Equivalents (FTEs)			
	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Register of Deeds	205,023	219,424	262,256	278,791	6.3%	4.00	4.00	4.00	0.0%
Imaging and Archiving	587,039	665,908	665,908	659,681	-0.9%	16.50	17.00	17.00	0.0%
Tech Enhancement	285,662	1,224,753	1,224,753	1,007,241	-17.8%	3.50	3.50	3.50	0.0%
Total	1,077,724	2,110,085	2,152,917	1,945,714	-9.6%	24.00	24.50	24.50	0.0%



Department Performance Measures and Goals

Type of Measure	Performance Measure	2006 Actual	2007 Est.	2008 Proj.
Input: Resources needed to produce a unit of output	Number of FTE's	24	24	24.5
Output: Amount of product or service provided	Annual Transactions	134,769	141,507	148,582
	Annual website visits	70,628	74,159	77,866
Efficiency: Inputs consumed to produce a unit of output	Average daily transactions per employee	22	24.61	25.84
	Percent of staff meeting efficiency standard	97%	100%	100%
Service Quality: Client satisfaction, and timeliness	Customer Survey of Excellent Service	95%	96%	98%
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
 - Build upon the electronic database established in 2004
 - 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	
	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	194,575	215,193	215,193	229,375	6.6%
Contractual Services	6,510	3,000	26,832	19,980	-25.5%
Debt Service	-	-	-	-	
Commodities	3,938	1,231	20,231	29,436	45.5%
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	205,023	219,424	262,256	278,791	6.3%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	8,970,657	9,347,246	9,347,246	8,919,346	-4.6%
Other Revenue	-	-	-	-	
Total Revenue	8,970,657	9,347,246	9,347,246	8,919,346	-4.6%
Full-Time Equivalents (FTEs)	4.00	4.00	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					
	2006 Actual	2007 Adopted	2007 Revised	2008 Budget	% Chg. 07-08
Expenditures					
Personnel	587,039	665,908	665,908	659,681	-0.9%
Contractual Services	-	-	-	-	
Debt Service	-	-	-	-	
Commodities	-	-	-	-	
Capital Improvements	-	-	-	-	
Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	587,039	665,908	665,908	659,681	-0.9%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	-	-	-	-	
Total Revenue	-	-	-	-	
Full-Time Equivalents (FTEs)	16.50	16.50	17.00	17.00	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 the 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 has not disbursed funds to these departments since 2005.

	2006	2007	2007	2008	% Chg.
	Actual	Adopted	Revised	Budget	07-08
Expenditures					
Personnel	88,539	255,265	255,265	186,489	-26.9%
Contractual Services	152,623	901,488	701,488	723,252	3.1%
Debt Service	-	-	-	-	-
Commodities	44,316	68,000	268,000	97,500	-63.6%
Capital Improvements	-	-	-	-	-
Equipment	184	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	285,662	1,224,753	1,224,753	1,007,241	-17.8%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	923,604	997,083	997,083	816,003	-18.2%
Other Revenue	23,719	1,930	1,930	21,060	991.2%
Total Revenue	947,323	999,013	999,013	837,063	-16.2%
Full-Time Equivalent (FTEs)	3.50	3.50	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

