

Register of Deeds

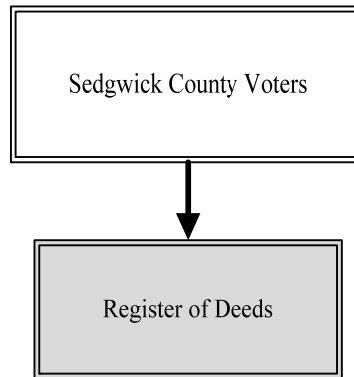
Mission: To record, index, maintain, and provide access to all real estate documents, uniform commercial code fixture filings, federal tax liens, and other instruments while making the most efficient and effective use of public resources.

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Sedgwick County Register of Deeds

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Overview

The Register of Deeds (ROD) works with the public, several departments within the County, attorneys, and title companies searching for real estate records. The Office’s in-house software program provides a single location in which all transactions pertaining to real estate are recorded. The Property Activity Alert notifies homeowners when a document is recorded in the office for their property. This service continues to be an effective service for citizens.



The Veteran & Military Discount Program was established to encourage veterans to file their military discharge papers, and as an incentive, they receive a free military discount County issued photo identification card.

The Office is a Certified Passport Acceptance Facility and can now accept new applications, take official passport photos, and have additional forms available if applicable.

Highlights

- The ROD now offers up-front scanning to all walk-in customers. They can walk out with recorded documents within minutes of being scanned into the system
- Frequent updates are made on the Office’s website and social media platforms to increase public awareness of ROD services
- The ROD is continuing to digitalize all paper and microfilm based records. The end result will be a more efficient retrieval process

Strategic Goals:

- Ensure legal requirements and industry best practices on all recorded documents
- Safeguard historical documents according to industry standards
- Ensure reliability and integrity of information
- Continue to cross-train within the department to enhance the fluidity of the workforce and avoid disruption of services



Accomplishments and Strategic Results

Accomplishments

The Register of Deeds Office is currently looking to improve software in order to increase efficiency and accuracy in the recording processes to create a better overall experience for customers.

The Veteran & Military Discount Program was created to bring awareness to the public about this free service. Most recently the Register of Deeds staff was on-site during the Veterans Awareness Expo filing DD214's and issuing discount cards. Since implementing this program, 530 sets of military discharge papers were filed and 1,157 discount cards were created

The Register of Deeds Office temporarily ceased operations in 2022 in anticipation of the move to the Ruffin Building. After the move, the Register of Deeds Office processed 398 applications which provided \$17,250 in revenue.

Strategic Results

Department Metrics:	2022 Actual	2023 Estimated	2024 Projected
Total documents recorded	77,680	50,000	60,000
Total annual mortgages	19,801	10,800	11,000
Number of e-recordings	62,674	40,000	50,000

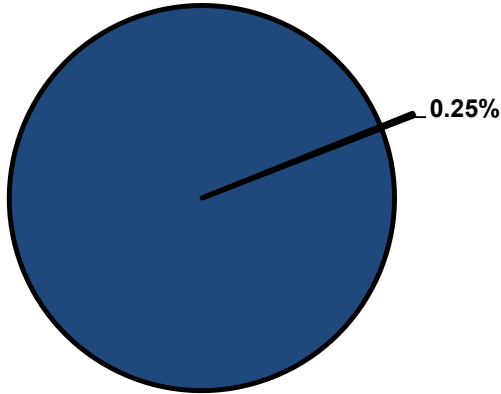


Significant Budget Adjustments

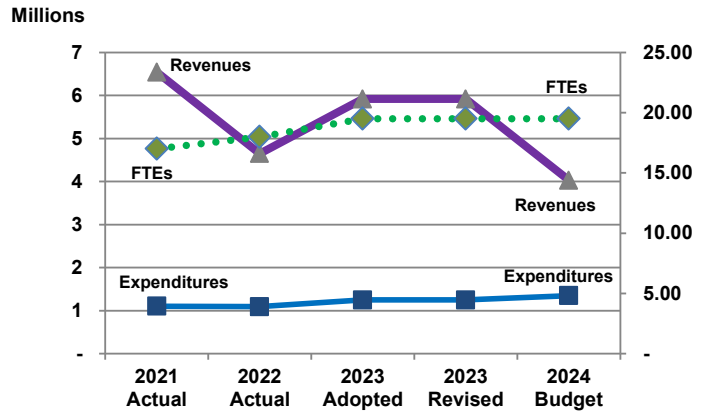
Significant adjustments to the Register of Deed's 2024 budget include a decrease in Officers Fees to bring in-line with actuals (\$1,889,937).

Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amount Chg '23 Rev.-'24	% Chg '23 Rev.-'24
Expenditures							
Personnel	1,086,862	1,078,821	1,206,822	1,206,822	1,306,655	99,833	8.27%
Contractual Services	5,616	6,166	17,674	17,674	17,674	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	11,402	6,179	26,000	26,000	26,000	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,103,880	1,091,167	1,250,496	1,250,496	1,350,329	99,833	7.98%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	6,540,631	4,652,975	5,919,422	5,919,422	4,029,486	(1,889,937)	-31.93%
All Other Revenue	-	450	-	-	468	468	-
Total Revenues	6,540,631	4,653,425	5,919,422	5,919,422	4,029,954	(1,889,469)	-31.92%
Full-Time Equivalentents (FTEs)							
Property Tax Funded	17.00	18.00	19.50	19.50	19.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	17.00	18.00	19.50	19.50	19.50	-	0.00%

Budget Summary by Fund

Fund	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amount Chg '23 Rev.-'24	% Chg '23 Rev.-'24
General Fund	1,103,880	1,091,167	1,250,496	1,250,496	1,350,329	99,833	7.98%
Total Expenditures	1,103,880	1,091,167	1,250,496	1,250,496	1,350,329	99,833	7.98%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Decrease in Officers Fees to bring in-line with anticipated actuals		(1,889,937)	
Total	-	(1,889,937)	-

Budget Summary by Program

Program	Fund	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	% Chg '23 Rev.-'24	23-'24' FTEs
Administration	110	336,961	387,828	445,865	445,865	459,196	2.99%	4.00
Data	110	766,919	703,339	804,632	804,632	891,133	10.75%	15.50
Total		1,103,880	1,091,167	1,250,496	1,250,496	1,350,329	7.98%	19.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2023 Adopted	2023 Revised	2024 Budget	2023 Adopted	2023 Revised	2024 Budget
Register of Deeds	110	ELECT	96,638	101,527	101,527	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE67	-	-	86,592	-	-	1.00
Register of Deeds Land Records Manager	110	GRADE61	-	-	57,608	-	-	1.00
Administrative Supervisor I	110	GRADE56	-	-	43,582	-	-	1.00
Administrative Support V	110	GRADE56	-	-	89,601	-	-	2.00
Administrative Support III	110	GRADE53	-	-	42,451	-	-	1.00
Register of Deeds Deputy IV	110	GRADE53	-	-	397,005	-	-	10.00
PT Administrative Support	110	GRADE51	-	-	17,460	-	-	0.50
Chief Deputy Register of Deeds	110	GRADE136	75,582	86,592	-	1.00	1.00	-
Register of Deeds Land Records Manager	110	GRADE128	45,053	51,601	-	1.00	1.00	-
Administrative Supervisor I	110	GRADE124	37,806	41,648	-	1.00	1.00	-
Administrative Support V	110	GRADE124	76,400	84,171	-	2.00	2.00	-
Administrative Support III	110	GRADE122	37,340	41,132	-	1.00	1.00	-
Register of Deeds Deputy IV	110	GRADE122	345,829	385,817	-	10.00	10.00	-
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
PT Administrative Support	110	EXCEPT	2,500	18,158	-	0.50	0.50	-
Subtotal					835,827			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					33,758			
Overtime/On Call/Holiday Pay					-			
Benefits					437,070			
Total Personnel Budget					1,306,655	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, powers of attorney, 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	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amnt. Chg. '23 - '24	% Chg. '23 - '24
Personnel	320,066	375,482	402,191	402,191	415,522	13,332	3.3%
Contractual Services	5,493	6,166	17,674	17,674	17,674	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	11,402	6,179	26,000	26,000	26,000	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	336,961	387,828	445,865	445,865	459,196	13,332	3.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	6,540,360	4,652,975	5,919,135	5,919,135	4,029,486	(1,889,649)	-31.9%
All Other Revenue	-	450	-	-	468	468	0.0%
Total Revenues	6,540,360	4,653,425	5,919,135	5,919,135	4,029,954	(1,889,181)	-31.9%
Full-Time Equivalents (FTEs)	3.00	5.00	4.00	4.00	4.00	-	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	2021 Actual	2022 Actual	2023 Adopted	2023 Revised	2024 Budget	Amnt. Chg. '23 - '24	% Chg. '23 - '24
Personnel	766,796	703,339	804,632	804,632	891,133	86,501	10.8%
Contractual Services	124	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	766,919	703,339	804,632	804,632	891,133	86,501	10.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	271	-	288	288	-	(288)	-100.0%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	271	-	288	288	-	(288)	-100.0%
Full-Time Equivalents (FTEs)	14.00	13.00	15.50	15.50	15.50	-	0.0%