

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.

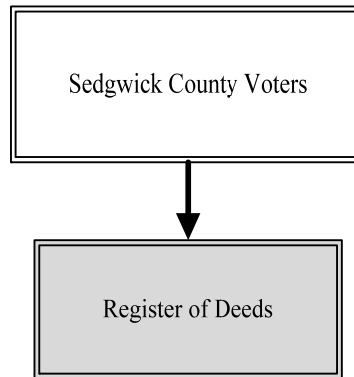
Bill Meek
Sedgwick County Register of Deeds

525 N. Main, Suite 227
Wichita KS 67203
316.660.9400

william.meek@sedgwick.gov

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.

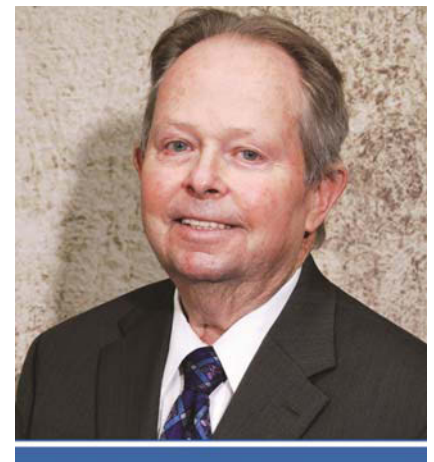


Strategic Goals:

- *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 82,749 documents in 2013, with 16,434 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 6% in the last calendar year.

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.

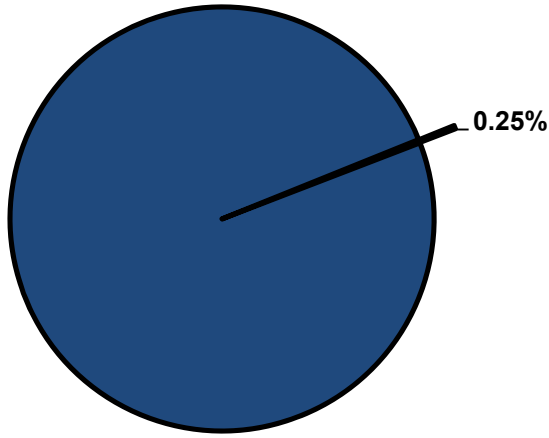


Significant Budget Adjustments

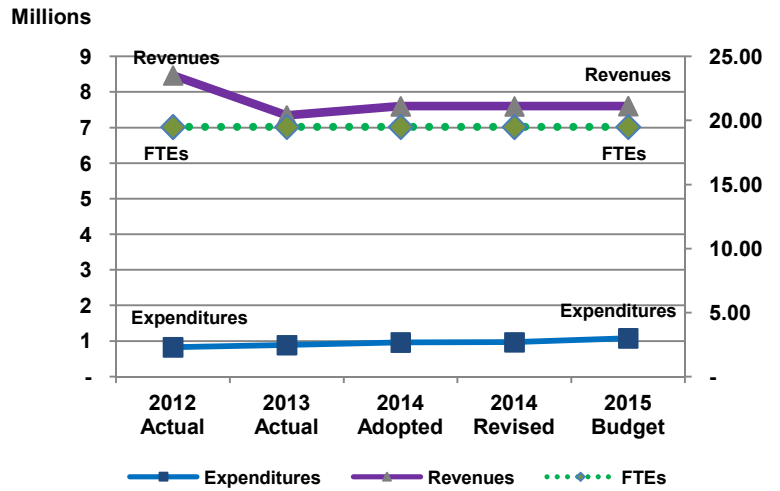
There are no significant adjustments to the Register of Deeds' 2015 budget. However, mortgage registration fee revenue collected through the Register of Deeds' Office is expected to decline in 2015 due to legislative action in 2014 that begins a five-year phase out of the fee in January 2015.

Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amount Chg '14 Rev.-'15	% Chg '14 Rev.-'15
Expenditures							
Personnel	798,406	869,954	915,427	922,396	1,033,936	111,540	12.09%
Contractual Services	5,072	5,151	13,089	13,089	13,089	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	21,161	10,373	30,417	30,417	30,417	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	824,638	885,478	958,933	965,902	1,077,442	111,540	11.55%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	8,468,620	7,343,994	7,600,079	7,600,079	7,603,432	3,353	0.04%
All Other Revenue	-	154	-	-	159	159	-
Total Revenues	8,468,620	7,344,148	7,600,079	7,600,079	7,603,591	3,512	0.05%
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	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amount Chg '14 Rev.-'15	% Chg '14 Rev.-'15
General Fund	824,638	885,478	958,933	965,902	1,077,442	111,540	11.55%
Total Expenditures	824,638	885,478	958,933	965,902	1,077,442	111,540	11.55%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2014 Adopted	2014 Revised	2015 Budget	2014 Adopted	2014 Revised	2015 Budget
Register of Deeds	110	ELECT	78,480	82,500	82,500	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE132	66,470	70,576	70,576	1.00	1.00	1.00
Register of Deeds Administrator	110	GRADE124	167,033	182,604	182,604	4.00	4.00	4.00
Register of Deeds Deputy III	110	GRADE120	28,729	30,650	32,220	1.00	1.00	1.00
Bookkeeper	110	GRADE119	29,769	30,989	30,989	1.00	1.00	1.00
Register of Deeds Deputy II	110	GRADE119	169,621	182,362	199,061	6.00	6.00	6.00
Register of Deeds Deputy IV	110	GRADE119	55,342	60,245	64,635	2.00	2.00	2.00
Fiscal Associate	110	GRADE118	-	26,250	26,250	1.00	1.00	1.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	1.00	1.00	1.00
Register of Deeds Deputy I	110	GRADE117	21,939	25,251	32,220	1.00	1.00	1.00
KZ6 Administrative Support B216	110	EXCEPT	12,632	12,885	12,885	0.50	0.50	0.50
Subtotal					733,940			
Add:								
Budgeted Personnel Savings					(25,313)			
Compensation Adjustments					20,042			
Overtime/On Call/Holiday Pay					14			
Benefits					305,252			
Total Personnel Budget					1,033,936	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	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amnt. Chg. '14 - '15	% Chg. '14 - '15
Personnel	245,162	260,185	271,993	272,805	288,075	15,270	5.6%
Contractual Services	5,072	5,151	13,089	13,089	13,089	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	21,161	10,373	30,417	30,417	30,417	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	271,395	275,709	315,499	316,311	331,581	15,270	4.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	8,468,620	7,343,994	7,600,079	7,600,079	7,603,432	3,353	0.0%
All Other Revenue	-	154	-	-	159	159	0.0%
Total Revenues	8,468,620	7,344,148	7,600,079	7,600,079	7,603,591	3,512	0.0%
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	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amnt. Chg. '14 - '15	% Chg. '14 - '15
Personnel	553,244	609,769	643,434	649,591	745,861	96,270	14.8%
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	553,244	609,769	643,434	649,591	745,861	96,270	14.8%
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%