

Register of Deeds

Mission: To preserve the accuracy, integrity, and continuity of the public land records of Sedgwick County so that the public and businesses who work with these records can obtain accurate and timely information as efficiently as possible; thus securing property ownership involving real estate with confidence now and in the future.

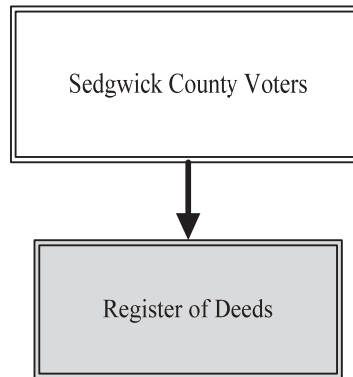
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Overview

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*
- *Provide service and support for the Office's online database to ensure fast and convenient access to land records for the citizens of Sedgwick County*

Highlights

- Provide better access to records by continuing to transition paper documents into electronic format, making documents from 1969 to the present searchable on the online database
- Consistently offer exceptional public service by focusing on inter-departmental collaboration to assist guests with a wide variety of needs



Accomplishments and Priorities

Accomplishments

The Register of Deeds Office e-recording technology allows banks, title companies, and other e-recording services to electronically record documents. E-recording increases productivity, efficiency, reduces paper, and reduces costs to both the customer and the counties involved. The Office has continued to improve the e-record receipting software in order to increase efficiency and accuracy in recording processes - creating a better overall e-recording experience for customers. E-recordings received by the Office continue to increase as title companies and attorneys are realizing the benefits and simplicity of the e-recording process. The Register of Deeds Office now offers Property Activity Alert, a free service designed to notify homeowners of any activity occurring on their property.

The Register of Deeds Office is continuing its project to scan and index all records from 1969 and before into its computer system. As it stands now, 48 years of Register of Deeds records are 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.

Strategic Results

	2017	2018	2019
Division Metric:	Actual	Estimated	Projected
Total documents recorded	75,505	69,684	69,684
Total annual mortgages	17,819	17,088	17,088
Number of e-recordings	31,909	51,000	51,000

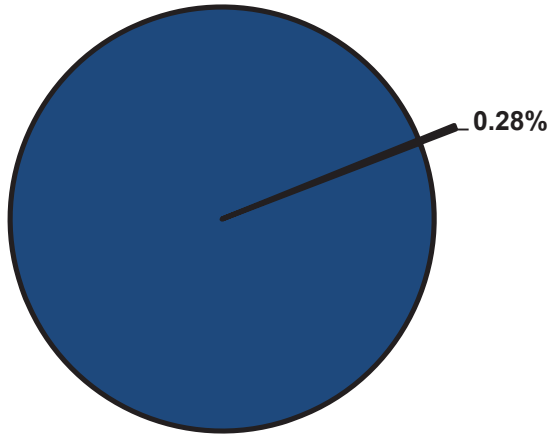


Significant Budget Adjustments

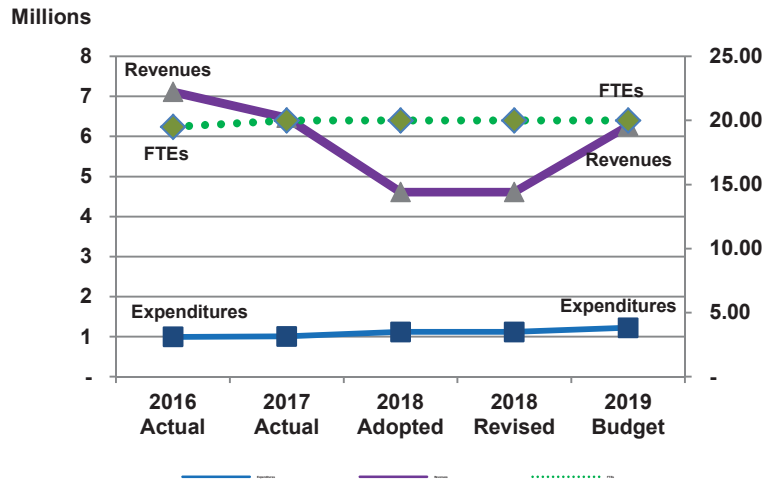
There are no significant adjustments to the Register of Deeds' 2019 budget.

Divisional Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amount Chg '18 Rev.-'19	% Chg '18 Rev.-'19
Expenditures							
Personnel	975,770	987,012	1,073,039	1,073,039	1,176,013	102,975	9.60%
Contractual Services	7,958	5,622	17,530	17,530	17,530	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	9,075	12,371	24,760	24,760	24,760	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	992,803	1,005,004	1,115,329	1,115,329	1,218,304	102,975	9.23%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	7,107,059	6,459,630	4,606,226	4,606,226	6,264,615	1,658,389	36.00%
All Other Revenue	35	-	36	36	-	(36)	-100.00%
Total Revenues	7,107,094	6,459,630	4,606,262	4,606,262	6,264,615	1,658,353	36.00%
Full-Time Equivalents (FTEs)							
Property Tax Funded	19.50	20.00	20.00	20.00	20.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	19.50	20.00	20.00	20.00	20.00	-	0.00%

Budget Summary by Fund

Fund	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amount Chg '18 Rev.-'19	% Chg '18 Rev.-'19
General Fund	992,803	1,005,004	1,115,329	1,115,329	1,218,304	102,975	9.23%
Total Expenditures	992,803	1,005,004	1,115,329	1,115,329	1,218,304	102,975	9.23%

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2018 Adopted	2018 Revised	2019 Budget	2018 Adopted	2018 Revised	2019 Budget
Register of Deeds	110	ELECT	88,193	90,398	90,398	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE132	57,189	60,963	60,963	1.00	1.00	1.00
Administrative Technician	110	GRADE124	38,289	40,818	40,818	1.00	1.00	1.00
Register of Deeds Administrator	110	GRADE124	173,258	179,192	179,192	4.00	4.00	4.00
Register of Deeds Deputy IV	110	GRADE122	101,993	104,545	104,545	3.00	3.00	3.00
Register of Deeds Deputy III	110	GRADE120	74,647	81,097	81,097	2.00	2.00	2.00
Register of Deeds Deputy II	110	GRADE119	103,376	99,578	99,578	3.00	3.00	3.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
Register of Deeds Deputy I	110	GRADE117	101,772	99,578	99,578	3.00	3.00	3.00
Subtotal					756,170			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					39,747			
Overtime/On Call/Holiday Pay					315			
Benefits					379,782			
Total Personnel Budget					1,176,013	20.00	20.00	20.00

• 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	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amnt. Chg. '18 - '19	% Chg. '18 - '19
Personnel	245,147	250,316	261,848	231,145	297,357	66,212	28.6%
Contractual Services	7,958	5,622	17,530	17,530	17,530	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	9,075	12,371	24,760	24,760	24,760	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	262,180	268,308	304,138	273,435	339,647	66,212	24.2%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	7,107,059	6,459,630	4,606,226	4,606,226	6,264,615	1,658,389	36.0%
All Other Revenue	35	-	36	36	-	(36)	-100.0%
Total Revenues	7,107,094	6,459,630	4,606,262	4,606,262	6,264,615	1,658,353	36.0%
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	2016 Actual	2017 Actual	2018 Adopted	2018 Revised	2019 Budget	Amnt. Chg. '18 - '19	% Chg. '18 - '19
Personnel	730,623	736,696	811,191	841,894	878,657	36,763	4.4%
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	730,623	736,696	811,191	841,894	878,657	36,763	4.4%
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	17.00	17.00	17.00	17.00	-	0.0%