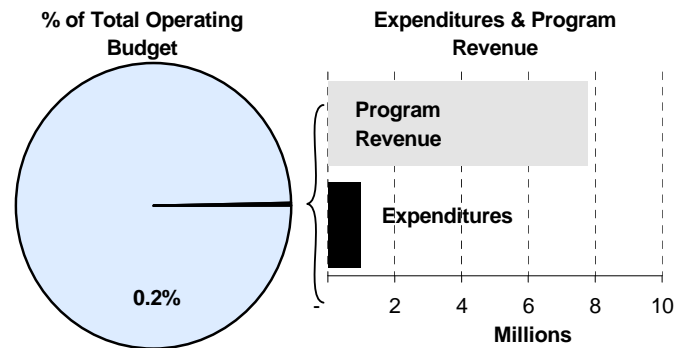
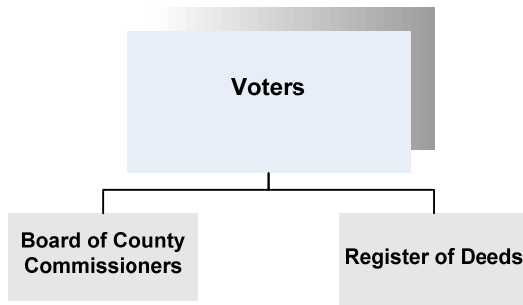




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Mission:

- 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.



Program Information

As set out in Kansas Statute 19-1204, the Register of Deeds Office is responsible for recording all real estate transactions in Sedgwick County. These transactions include the following:

- Deeds
- Mortgages
- Oil and gas leases
- Platted additions to all cities in the County;
- Corporation papers
- Power of attorney
- County school records
- Military discharges

The Department also files financial statements and security agreements for personal property under the Uniform Commercial Code which includes federal and state tax liens.

Per Kansas Statutes the Register of Deeds, in addition to recording transactions, shall have custody of and safely keep and preserve all books, records, deeds, maps,

papers and microphotographs deposited or kept in the Office of the Register of Deeds. The funds used to record and preserve these documents are acquired through mortgage registration fees and filing fees which are collected by the Register of Deeds and deposited into the County’s General Fund.

Kansas Statute 19-1204 also states that the Register of Deeds has the option of recording deeds and other items in books or other electronically accessed media as provided in Kansas Statute 45-501. By being authorized to record data electronically, the Register of Deeds has been able to convert old microfilm records to digital images and electronic recordings. In turn, these items can be placed on the County’s website allowing immediate access to documents for both internal and external customers at any given time.

The Register of Deeds Office partners with citizens and outside agencies to improve processes and make information more readily available to the public. These outside agencies include title companies, banks, attorneys, and other Kansas counties. This Office also

works closely with other Sedgwick County departments concerning records.

Departmental Sustainability Initiatives

In an effort to promote the creation of wealth and employment opportunities in our region, the Register of Deeds Office puts all real estate transactions on public notice for the purpose of sale, transfer, investment and ownership for Sedgwick County. These records can be used to do title searches, personal research, investment research, ownership research, and anything that pertains to real estate.

The Register of Deeds Office works to mitigate its impact on the environment by participating in the County’s waste minimization program, which discovers ways of reducing waste throughout the County. This includes recycling items such as cans and paper. Additionally, staff coordinate travel whenever possible by carpooling to meetings and trainings.

To ensure that services and assistance are delivered in a fair and equitable manner, the Register of Deeds provides public records in multiple formats. These include books, microfilm, plat maps, computer systems, as well as the County website. Having the documents in multiple formats allows citizens easier access to the desired information. This Office also has staff ready and willing to assist customers in obtaining the desired information.

The Register of Deeds Office constantly seeks to make processes more efficient in an effort to increase their financial and institutional viability. This has primarily been done by transitioning documents into digital format in order to preserve the document, but also to make the document more accessible. By making public information available on the County’s website, there is a reduced need for the public to come to the County Courthouse, therefore reducing fuel costs for citizens.

Department Accomplishments

In 2007, the Kansas Electronic Recording Commission passed the Kansas Uniform Real Property Electronic Recording Act, allowing eRecording in the State of Kansas. In 2009, the first live documents were recorded through the Sedgwick County eRecording Portal. This technology allows banks, title companies, and other eRecording services to connect directly to multiple counties in Kansas and electronically record documents. eRecording increases productivity, time efficiency, reduces paper, reduces costs to both the customer and the counties involved, and has the highest level of security available. Electronic recording has been a project the Register of Deeds Office has worked on for years, with many organizations, to make this opportunity a reality.

Also, the Register of Deeds Office is currently working on a film project to ensure that the microfilm backup, of all the documents recorded, is in adequate condition. This project includes a complete inventory of the film, dated from the 1800’s to 1971, to determine film quality and account for every record. Over time, technological advances have been made to microfilm and because of this enhanced technology, the current film will be converted to higher quality microfilm to ensure its longevity for the future. If necessary, the record books located in the Register of Deeds Office vault will be

scanned and converted to microfilm.

Budget Adjustments

Changes to the Register of Deeds’ 2010 budget reflect an increase in benefits costs and a 2.0 percent general pay adjustment for employees earning less than \$75,000. No increases were provided for contractals, commodities, and capital equipment from the 2009 Adopted budget for property tax supported funds. In 2009, a 0.5 FTE was shifted to another fund, leaving personnel of 20.5 FTEs.

Alignment with County Values

- **Accountability-**
The Register of Deeds is accountable to maintaining and preserving Sedgwick County real estate records as prescribed in the Kansas statutes
- **Open Communication -**
Continuing to make records available to the public on the website, which has become very valuable to citizens

Goals & Initiatives

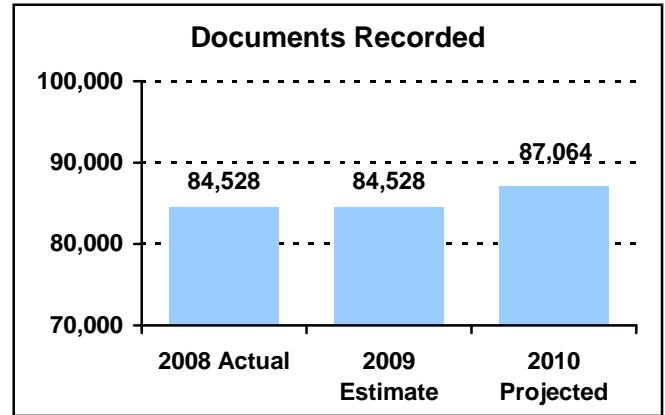
- **Maintain records in an accurate and accessible manner for internal and external customers**
- **Follow Kansas statutory requirements pertaining to filing and archiving records**
- **Continue to make records available on the Register of Deeds website to all citizens**

PERFORMANCE MEASURE HIGHLIGHTS

The following chart illustrates the Key Performance Indicator (KPI) of the Register of Deeds Office.

Documents Recorded -

- Measure of the number of documents recorded by the Register of Deeds Office. The documents are received in the office by mail, delivery from title companies, and at their front counter.



Department Performance Measures	2008 Actual	2009 Est.	2010 Proj.
Documents recorded (KPI)	84,528	84,528	87,064
Annual transactions	109,982	109,982	113,281
Annual website visits	138,300	152,130	167,343
Total annual mortgages	84,578	84,578	87,115
Number of full-time equivalent employees	24	24	24
Customer Survey of Excellent Service	97%	98%	99%

Significant Adjustments From Previous Budget Year

- Shifted a Fiscal Associate position to the Technology Enhancement Fund

Expenditures	Revenue	FTEs
(10,778)		(0.50)

Total	(10,778)	-	(0.50)
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Budget Summary by Category

	2008 Actual	2009 Adopted	2009 Revised	2010 Budget	% Chg. 09-10
Expenditures					
Personnel	839,372	951,186	951,186	922,589	-3.0%
Contractual Services	5,657	20,523	20,523	20,523	0.0%
Debt Service	-	-	-	-	
Commodities	24,562	30,375	30,375	30,375	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
Total Expenditures	869,591	1,002,084	1,002,084	973,487	-2.9%
Revenue					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	8,008,294	8,270,596	8,270,596	7,780,040	-5.9%
Other Revenue	1,208	-	-	1,232	
Total Revenue	8,009,502	8,270,596	8,270,596	7,781,272	-5.9%
Full-Time Equivalents (FTEs)	20.50	21.00	20.50	20.50	0.0%

Budget Summary by Fund

	2009 Revised	2010 Budget
Expenditures		
General Fund-110	1,002,084	973,487
Total Expenditures	1,002,084	973,487

Budget Summary by Program

Program	Fund	Expenditures				2010 Budget	% Chg. 09-10	Full-Time Equivalents (FTEs)		
		2008 Actual	2009 Adopted	2009 Revised	2009 Adopted			2009 Revised	2010 Budget	
Administration	110	254,527	296,984	296,984	298,973	0.7%	4.00	3.50	3.50	
Data	110	615,064	705,100	705,100	674,514	-4.3%	17.00	17.00	17.00	
Total		869,591	1,002,084	1,002,084	973,487	-2.9%	21.00	20.50	20.50	



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2009 Adopted	2009 Revised	2010 Budget	2009 Adopted	2009 Revised	2010 Budget	
KZ6 - Administrative Support	110	EXCEPT	23,820	31,720	31,720	1.50	1.50	1.50	
Register of Deeds	110	ELECT	73,977	76,566	76,566	1.00	1.00	1.00	
Chief Deputy Register of Deeds	110	B324	55,566	58,317	58,317	1.00	1.00	1.00	
Administrative Specialist	110	B219	148,452	151,723	151,723	4.00	4.00	4.00	
Bookkeeper	110	B217	-	30,691	32,515	-	1.00	1.00	
Fiscal Associate	110	B216	252,327	219,445	219,445	9.50	8.00	8.00	
Fiscal Assistant	110	B216	111,493	98,592	98,592	4.00	4.00	4.00	
Subtotal					668,878		21.00	20.50	20.50
Add:									
Budgeted Personnel Savings (Turnover)					(20,071)				
Compensation Adjustments					11,212				
Overtime/On Call					70				
Benefits					262,500				
Total Personnel Budget					922,589				



• 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. Pursuant to state law, the Register of Deeds collects general County revenues such as mortgage registration fees.

Fund(s): General Fund 110

65001-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	224,308	246,086	246,086	248,075	0.8%
Contractual Services	5,657	20,523	20,523	20,523	0.0%
Debt Service	-	-	-	-	-
Commodities	24,562	30,375	30,375	30,375	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	254,527	296,984	296,984	298,973	0.7%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	8,008,294	8,270,596	8,270,596	7,780,040	-5.9%
Other Revenue	1,208	-	-	1,232	-
Total Revenue	8,009,502	8,270,596	8,270,596	7,781,272	-5.9%
Full-Time Equivalents (FTEs)	3.50	4.00	3.50	3.50	0.0%

Goal(s):

- Maintain records in an accurate and accessible manner for internal and external customers
- Follow statutory requirements concerning the processing of documents

• 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 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, plat maps and a computer system for location of documents.

Fund(s): General Fund 110

65002-110

	2008	2009	2009	2010	% Chg.
	Actual	Adopted	Revised	Budget	09-10
Expenditures					
Personnel	615,064	705,100	705,100	674,514	-4.3%
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	615,064	705,100	705,100	674,514	-4.3%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	17.00	17.00	17.00	17.00	0.0%

Goal(s):

- To follow Kansas Statutory requirements pertaining to filing and archiving records
- To continue to offer telecommuting for the data entry department
- Duplicate and store all records at the Salt Mines to include microfilm, plats, and historical ledger books

