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Mission:

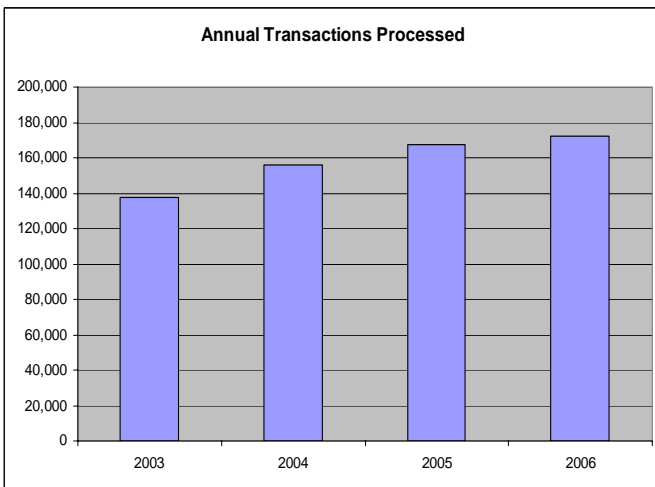
- Provide accurate and accessible records and information in a fast and friendly manner to the citizens of Sedgwick County while meeting statutory requirements and preserving documents filed.

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 Sedgwick County. Documents on record go as far back as the 1800's.

The Register of Deeds also files financial statements and security agreements for personal property under the Uniform Commercial Code. These statements and agreements include 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, 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. Fee revenue for 2006 is anticipated to drop as mortgage refinancing dissipates as a result of higher interest rates. Also contributing to the significant drop in revenue is most homeowners in the position to refinance have already done so to take advantage of the low rates and will not be looking to refinance in the future.

Technology enhancements from the Tech Enhancement Fund are combined with historical standards of tried and true methodology to provide the best possible service.



Budget Summary by Category

	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	757,666	797,135	794,958	851,973	7.2%
Contractual Services	16,922	4,699	4,699	5,251	11.7%
Debt Service	-	-	-	-	-
Commodities	8,673	8,582	8,582	8,582	0.0%
Capital Improvements	-	-	-	-	-
Equipment	-	-	2,177	-	-100.0%
Interfund Transfers	-	-	-	-	-
Total Expenditures	783,260	810,416	810,416	865,806	6.8%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	8,607,398	10,524,139	10,524,139	8,975,130	-14.7%
Other Revenue	377	639	639	-	-100.0%
Total Revenue	8,607,775	10,524,778	10,524,778	8,975,130	-14.7%
Full-Time Equivalents (FTEs)	22.00	22.00	22.50	22.50	0.0%

Budget Summary by Fund

	2005 Revised	2006 Budget
Expenditures		
General Fund	810,416	865,806
Total Expenditures	810,416	865,806

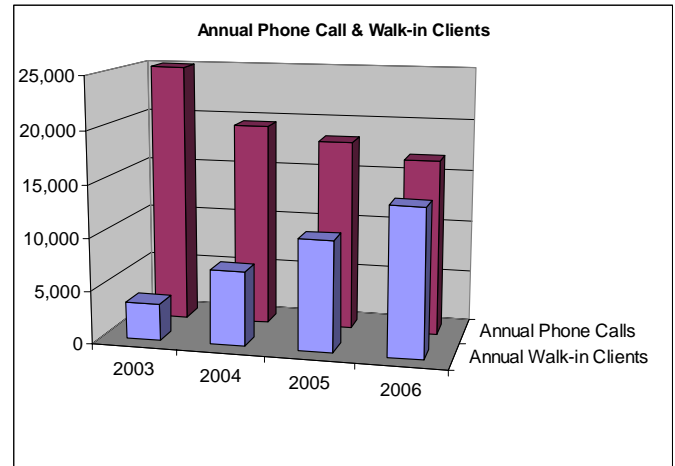


Budget Summary by Program

Program	Expenditures				Full-Time Equivalents (FTEs)				
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Register of Deeds	209,010	211,938	211,938	222,952	5.2%	5.50	5.50	5.50	0.0%
Imaging and Archiving	574,250	598,478	598,478	642,854	7.4%	16.50	17.00	17.00	0.0%
Total	783,260	810,416	810,416	865,806	6.8%	22.00	22.50	22.50	0.0%

Recent changes in the Register of Deeds office include the conversion of old microfilmed records to digital images and electronic recording. The updating of the Web-site allows immediate access to documents for both internal and external customers 24 hours a day, seven days a week.

Special objectives in the future include the completion of all aspects of electronic imaging, the E-recording project and the E-signature project by the end of 2006. These initiatives will continue to expedite the process of filing with the Register of Deeds and enhance the availability of retrieval in the future.



Department Performance Measures and Goals

Type of Measure	Performance Measure	2004 Actual	2005 Est.	2006 Proj.
Input: Resources needed to produce a unit of output	Number of FTE's	22.0	22.5	22.5
Output: Amount of product or service provided	Annual Transactions	156,082	167,777	172,480
	Annual Walk-in Clients	7,100	10,500	14,000
	Daily phone inquiry average	78	73	67
	Annual website visits	34,000	46,716	51,388
Efficiency: Inputs consumed to produce a unit of output	Average daily transactions per employee	29.73	29.83	30.66
	Percent of staff meeting efficiency standard	88%	94%	94%
Service Quality: Client satisfaction, and timeliness	Customer satisfaction (Based on 1-6, 1 being the highest)	NA	2.1	1.6
Outcome: Qualitative consequence associated with the service	Percent of documents archived and returned within four business days	10%	60%	100%

- Goals:**
- Maintain all records in an accurate and accessible manner for internal and external customers
 - Implement an efficient plan for off site data entry by coordinating with other County departments and programs
 - 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	
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	193,738	198,657	196,480	209,119	6.4%
Contractual Services	8,808	4,699	4,699	5,251	11.7%
Debt Service	-	-	-	-	-
Commodities	6,464	8,582	8,582	8,582	0.0%
Capital Improvements	-	-	-	-	-
Equipment	-	-	2,177	-	-100.0%
Interfund Transfers	-	-	-	-	-
Total Expenditures	209,010	211,938	211,938	222,952	5.2%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	8,607,398	10,524,139	10,524,139	8,975,130	-14.7%
Other Revenue	-	639	639	-	-100.0%
Total Revenue	8,607,398	10,524,778	10,524,778	8,975,130	-14.7%
Full-Time Equivalents (FTEs)	5.50	5.50	5.50	5.50	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

• 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					
	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	563,927	598,478	598,478	642,854	7.4%
Contractual Services	8,114	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	2,209	-	-	-	-
Capital Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	574,250	598,478	598,478	642,854	7.4%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	377	-	-	-	-
Total Revenue	377	-	-	-	-
Full-Time Equivalents (FTEs)	16.50	16.50	17.00	17.00	0.0%

Goal:

- Set up satellite stations with cooperation of other departments





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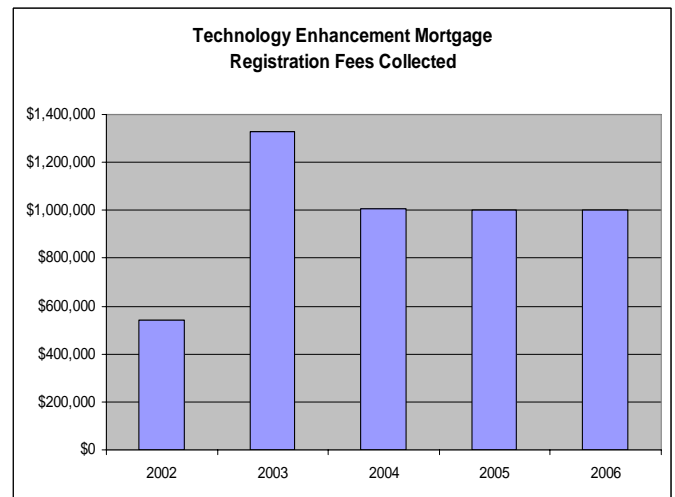
Mission:

- Acquire equipment and technological services for the storing, recording, archiving, retrieving, maintaining and handling of data recorded or stored.

In 2002, the Kansas Legislature passed a bill granting the Register of Deeds (ROD) the authority to charge an additional fee of \$2 per page for recording real estate transactions. These mortgage fees are deposited into a newly established "Register of Deeds Technology Fund". **K.S.A. 28-115(a)** states these funds shall be used by the ROD 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.

This revenue is first used by the Technology Enhancement fund by the ROD. The ROD has the discretion to transfer unspent revenue collected in excess of \$50,000 to the Land Tech Fund. The Land Tech Fund is then used to fund technology enhancements for other County departments interacting with land valuations and transactions. Some departments benefiting from the Land Tech Fund include the County Clerk, Geographical Information Services (GIS), and the County Appraiser and Treasurer. The fees are then reinvested into

enhancing services for clients by purchasing and implementing new technologies.



The employee funded in the Register of Deeds Technology Enhancement Fund is responsible for

Budget Summary by Category

	2004 Actual	2005 Adopted	2005 Revised	2006 Budget	% Chg. 05-06
Expenditures					
Personnel	61,330	61,437	61,437	77,875	26.8%
Contractual Services	130,554	130,288	380,288	159,756	-58.0%
Debt Service	-	-	-	-	-
Commodities	23,629	20,000	20,000	79,000	295.0%
Capital Improvements	-	-	-	-	-
Equipment	60,175	29,000	114,250	30,000	-73.7%
Interfund Transfers	-	-	-	-	-
Total Expenditures	275,687	240,725	575,975	346,631	-39.8%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	1,002,343	1,000,000	1,000,000	977,532	-2.2%
Other Revenue	6,644	506	506	1,932	281.8%
Total Revenue	1,008,987	1,000,506	1,000,506	979,464	-2.1%
Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.25	25.0%

Budget Summary by Fund

	2005 Revised	2006 Budget
Expenditures		
ROD Technology Enh	575,975	346,631
Total Expenditures	575,975	346,631

managing the newly acquired software packages and technology equipment. Beginning in 2006, the Technology Enhancement Fund will begin funding 25 percent of a customer support position to continue managing and controlling the recently acquired equipment for advancing the department's capabilities.

The new equipment and software enhanced by this fund have been instrumental in coping with the influx of recent refinancing and new home ownership mortgages as a result of the low interest rates of the past years without the need of hiring additional staff. Equipment and technology has also been used to archive existing documents into electronic formats during this same time frame.

The E-Filing project in 2005 will continue to use the latest technological advances to expedite archiving of documents. As archiving is completed over the next few years, the elimination of temporary staff will continue to reduce costs.

Unspent mortgage fees are passed on to the Division of Information and Operations Technology Department to facilitate and coordinate other technology enhancement projects benefiting other County departments involved with land transactions, valuations and recordings. The Land Tech Fund focuses on improving the County Clerks Office, Geographical Information Service Department and the County Appraiser and Treasurer.

Register of Deeds Tech Enhancement Expenditures			
Expenditure	2004 Actual	2005 Revised	2006 Budget
Technology Position & PT Asst. (added in 2006)	\$61,330	\$61,437	\$77,875
Temp staff / Outsourced work	\$69,699	\$50,000	\$50,000
OnBase Imaging, CICRSI recording maintenance	\$27,108	\$41,133	\$41,133
Archive Writer & Microfilm machine maintenance	\$8,123	\$8,132	\$9,000
Travel	\$5,171	\$5,326	\$5,486
Back-office archiving (E Filing)		\$41,200	
E filing		\$224,547	
Microfilm processing	\$5,519	\$6,000	\$12,000
Other Misc contractual Services	\$14,934	\$41,200	\$42,137
Software upgrades & Misc.	\$8,609	\$25,000	\$15,000
Purchased Software		\$5,000	\$5,000
Operating Supplies	\$14,946	\$15,000	\$40,000
Misc. Commodities	\$37	\$1,000	\$1,000
Office Supplies	\$38	\$8,000	\$18,000
Misc. Computer hardware/software	\$37,255	\$25,000	\$20,000
Office Equipment	\$30,378	\$18,000	\$10,000
Total Expenditures	\$275,687	\$575,975	\$346,631