

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.

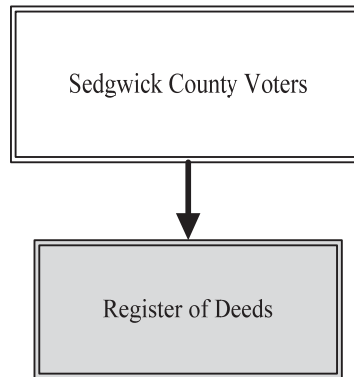
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Overview

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
- Recorded 77,642 documents in 2016, with 29,058 of those filed electronically
- 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 over-all 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 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 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

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.

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.

In 2015, the Office began accepting credit and debit cards when collecting fees. This increases the ease and convenience of service for citizens.



Significant Budget Adjustments

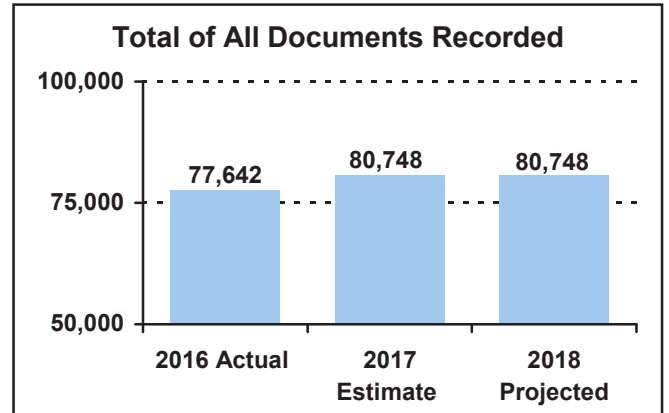
There are no significant adjustments to the Register of Deeds' 2018 budget.

PERFORMANCE MEASURE HIGHLIGHTS

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

Documents Recorded -

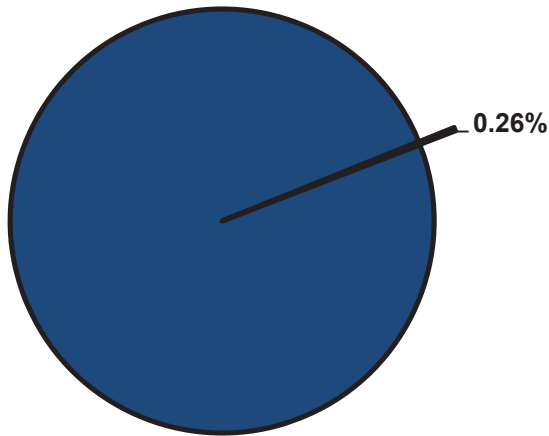
- Measure of the number of documents recorded by the Register of Deeds Office. The documents are received in the office by mail, delivery from title companies, e-recordings, and walk-in customers.



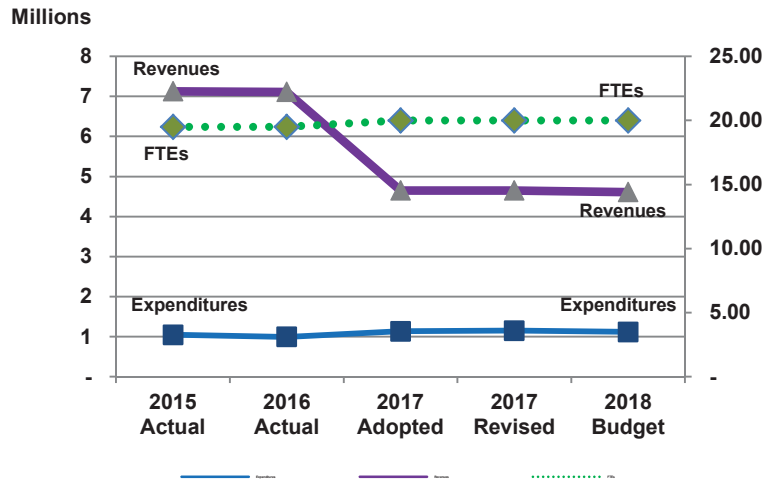
Division Performance Measures	2016 Actual	2017 Est.	2018 Proj.
Goal: Continue to file documents in a fast and friendly manner and preserve all land records for future generations			
Total Documents recorded (KPI)	77,642	80,748	80,748
Total annual mortgages	18,637	19,010	19,010
Number of e-recordings	29,058	31,964	31,964

Divisional Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amount Chg '17 Rev.-'18	% Chg '17 Rev.-'18
Expenditures							
Personnel	1,033,822	975,770	1,089,302	1,104,491	1,073,039	(31,452)	-2.85%
Contractual Services	2,798	7,958	12,429	12,429	17,530	5,101	41.04%
Debt Service	-	-	-	-	-	-	-
Commodities	8,221	9,075	30,417	30,417	24,760	(5,657)	-18.60%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,044,841	992,803	1,132,148	1,147,337	1,115,329	(32,008)	-2.79%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	7,124,738	7,107,059	4,648,543	4,648,543	4,606,226	(42,317)	-0.91%
All Other Revenue	298	35	305	305	36	(269)	-88.29%
Total Revenues	7,125,035	7,107,094	4,648,848	4,648,848	4,606,262	(42,586)	-0.92%
Full-Time Equivalents (FTEs)							
Property Tax Funded	19.50	19.50	20.00	20.00	20.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	19.50	19.50	20.00	20.00	20.00	-	0.00%

Budget Summary by Fund

Fund	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amount Chg '17 Rev.-'18	% Chg '17 Rev.-'18
General Fund	1,044,841	992,803	1,132,148	1,147,337	1,115,329	(32,008)	-2.79%
Total Expenditures	1,044,841	992,803	1,132,148	1,147,337	1,115,329	(32,008)	-2.79%

Significant Budget Adjustments from Prior Year Revised Budget

Expenditures Revenues FTEs

Total - - -

Budget Summary by Program

Program	Fund	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	% Chg '17 Rev.-'18	2018 FTEs
Administration	110	290,108	262,180	311,291	313,541	304,138	-3.00%	3.00
Data	110	754,734	730,623	820,857	833,796	811,191	-2.71%	17.00
Total		1,044,841	992,803	1,132,148	1,147,337	1,115,329	-2.79%	20.00

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2017 Adopted	2017 Revised	2018 Budget	2017 Adopted	2017 Revised	2018 Budget
Register of Deeds	110	ELECT	86,042	88,193	88,193	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE132	54,073	57,189	57,189	1.00	1.00	1.00
Administrative Technician	110	GRADE124	36,202	38,289	38,289	1.00	1.00	1.00
Register of Deeds Administrator	110	GRADE124	184,001	173,258	173,258	4.00	4.00	4.00
Register of Deeds Deputy IV	110	GRADE122	194,870	208,062	208,062	4.00	6.00	6.00
Register of Deeds Deputy III	110	GRADE120	72,940	74,647	74,647	2.00	2.00	2.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
Register of Deeds Deputy I	110	GRADE117	96,657	99,078	99,078	3.00	3.00	3.00
Subtotal					738,716			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					30,708			
Overtime/On Call/Holiday Pay					315			
Benefits					303,300			
Total Personnel Budget					1,073,039	18.00	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, 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	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	279,089	245,147	268,445	270,695	261,848	(8,847)	-3.3%
Contractual Services	2,798	7,958	12,429	12,429	17,530	5,101	41.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	8,221	9,075	30,417	30,417	24,760	(5,657)	-18.6%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	290,108	262,180	311,291	313,541	304,138	(9,403)	-3.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	7,124,738	7,107,059	4,648,543	4,648,543	4,606,226	(42,317)	-0.9%
All Other Revenue	298	35	305	305	36	(269)	-88.3%
Total Revenues	7,125,035	7,107,094	4,648,848	4,648,848	4,606,262	(42,586)	-0.9%
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	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	754,734	730,623	820,857	833,796	811,191	(22,605)	-2.7%
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	754,734	730,623	820,857	833,796	811,191	(22,605)	-2.7%
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	17.00	17.00	17.00	-	0.0%