

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.

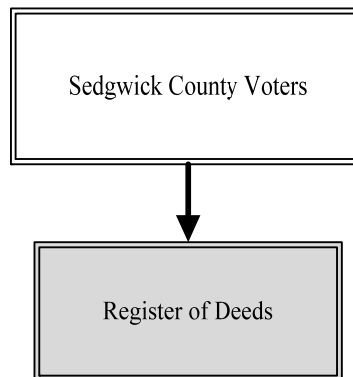
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Overview

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. Recorded documents include deeds, mortgages, oil and gas leases, platted additions to cities in the county, powers of attorney, 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 Strategic Results

Accomplishments

The Register of Deeds Office e-recording technology allows banks and title companies to electronically record documents. E-recording increases productivity, efficiency, reduces paper, and reduces overall costs to the County. 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.

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, 50 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

	2018	2019	2020
Division Metric:	Actual	Estimated	Projected
Total documents recorded	71,249	66,624	69,684
Total annual mortgages	16,491	15,305	17,088
Number of e-recordings	47,869	68,924	51,000



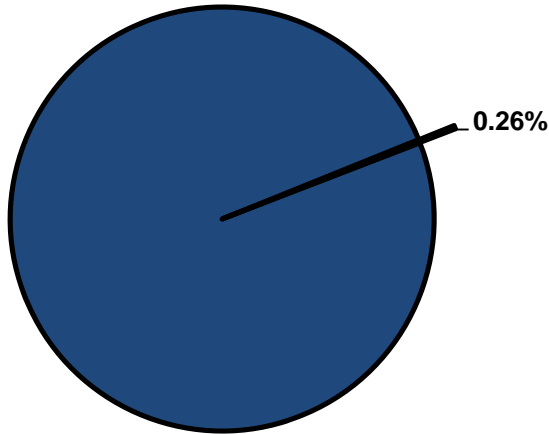
Significant Budget Adjustments

There are no significant adjustments to the Register of Deeds' 2020 Recommended Budget.

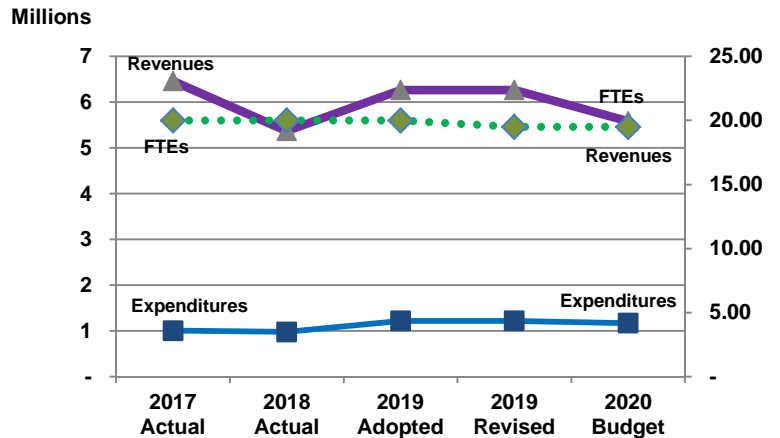


Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
Expenditures							
Personnel	987,012	957,699	1,176,013	1,176,013	1,127,405	(48,608)	-4.13%
Contractual Services	5,622	6,375	17,530	17,530	17,530	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	12,371	13,284	24,760	24,760	24,735	-	-0.10%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,005,004	977,358	1,218,304	1,218,304	1,169,670	(48,633)	-3.99%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	6,459,630	5,370,223	6,264,615	6,264,615	5,577,507	(687,108)	-10.97%
All Other Revenue	-	59	-	-	60	60	-
Total Revenues	6,459,630	5,370,282	6,264,615	6,264,615	5,577,566	(687,049)	-10.97%
Full-Time Equivalents (FTEs)							
Property Tax Funded	20.00	20.00	20.00	19.50	19.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	20.00	20.00	20.00	19.50	19.50	-	0.00%

Budget Summary by Fund

Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
General Fund	1,005,004	977,358	1,218,304	1,218,304	1,169,670	(48,633)	-3.99%
Total Expenditures	1,005,004	977,358	1,218,304	1,218,304	1,169,670	(48,633)	-3.99%



Significant Budget Adjustments from Prior Year Revised Budget

	<u>Expenditures</u>	<u>Revenues</u>	<u>FTEs</u>
Decreased revenue due to change in fees		(687,108)	
Total	-	(687,108)	-

Budget Summary by Program

Program	Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	% Chg '19 Rev.-'20	2020 FTEs
Administration	110	268,308	262,781	339,647	339,647	309,083	-9.00%	3.00
Data	110	736,696	714,577	878,657	878,657	860,587	-2.06%	16.50
Total		1,005,004	977,358	1,218,304	1,218,304	1,169,670	-3.99%	19.50



Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
Register of Deeds	110	ELECT	90,398	92,658	92,658	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE136	60,963	65,738	65,738	1.00	1.00	1.00
Administrative Technician	110	GRADE124	40,818	41,839	41,839	1.00	1.00	1.00
Register of Deeds Administrator	110	GRADE124	179,192	158,061	158,061	4.00	4.00	4.00
Register of Deeds Deputy IV	110	GRADE122	102,810	104,549	104,549	3.00	3.00	3.00
Register of Deeds Deputy II	110	GRADE119	66,385	66,381	66,381	2.00	2.00	2.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
Register of Deeds Deputy I	110	GRADE117	215,602	165,953	165,953	6.00	5.00	5.00
Register of Deeds Deputy I	110	EXCEPT	-	13,395	13,395	-	0.50	0.50
Subtotal					708,575			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					25,287			
Overtime/On Call/Holiday Pay					315			
Benefits					393,229			
Total Personnel Budget					1,127,405	20.00	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, 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	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	250,316	243,122	297,357	297,357	266,818	(30,538)	-10.3%
Contractual Services	5,622	6,375	17,530	17,530	17,530	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	12,371	13,284	24,760	24,760	24,735	-	-0.1%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	268,308	262,781	339,647	339,647	309,083	(30,538)	-9.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	6,459,630	5,370,223	6,264,615	6,264,615	5,577,507	(687,108)	-11.0%
All Other Revenue	-	59	-	-	60	60	0.0%
Total Revenues	6,459,630	5,370,282	6,264,615	6,264,615	5,577,566	(687,049)	-11.0%
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	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	736,696	714,577	878,657	878,657	860,587	(18,070)	-2.1%
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	736,696	714,577	878,657	878,657	860,587	(18,070)	-2.1%
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)	17.00	17.00	17.00	16.50	16.50	-	0.0%

