

Register of Deeds

Mission: To record, index, maintain, and provide access to all real estate documents, uniform commercial code fixture filings, federal tax liens, and other instruments while making the most efficient and effective use of public resources.

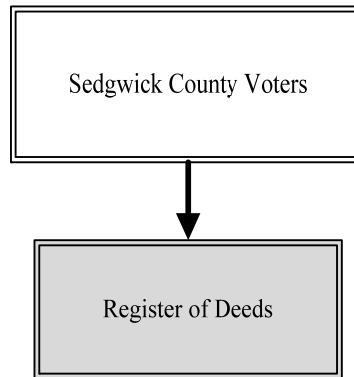
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Overview

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:

- Provide exceptional customer service by serving the public with courtesy and dignity, quickly and accurately recording documents, and creating educational videos for the public
- Maintain records and make them more accessible by using technological resources and exploring new and creative ways to record and preserve documents
- Uphold best practices by adhering to the applicable statutes and using them accurately to record, maintain, protect, and preserve documents

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 now records 85.0 percent of its documents electronically. The Office has continued to improve the e-record receipting software in order to increase efficiency and accuracy in recording processes and creating a better overall e-recording experience for customers.

Property Activity Alert, a free service designed to notify homeowners when a document is recorded by the Office for their property, continues to be an effective service for the citizens of Sedgwick County.

The Office also provides the Veteran & Military Discount Program, a free service designed as an incentive to get more veterans to file their Military Discharge papers and to show appreciation for their service by providing free County-issued identification cards to help participating merchants identify eligible military personnel.

In December 2018, the Office began the Passport Program, accepting passport applications by appointment only.

Strategic Results

	2019	2020	20201
Department Metrics:	Actual	Estimated	Projected
Total documents recorded	73,037	75,000	75,000
Total annual mortgages	17,905	18,000	18,000
Number of e-recordings	56,216	58,000	58,000

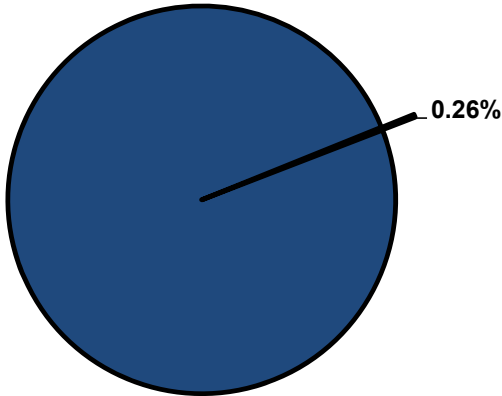


Significant Budget Adjustments

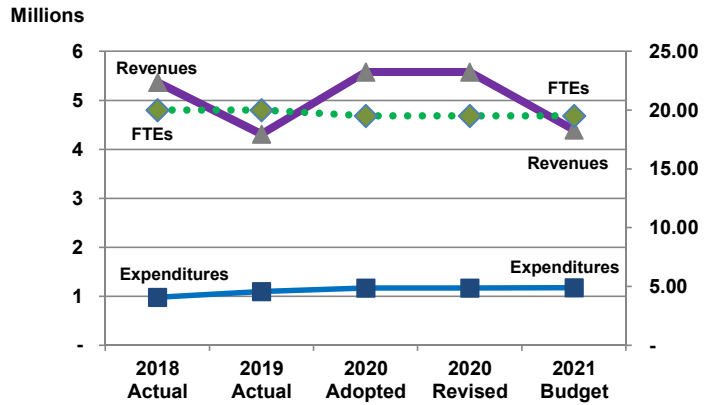
Significant adjustments to the Register of Deeds' 2021 budget include a \$1,181,600 decrease in revenues to bring in-line with actuals.

Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amount Chg '20 Rev.-'21	% Chg '20 Rev.-'21
Expenditures							
Personnel	957,699	1,066,316	1,127,405	1,127,405	1,129,624	2,219	0.20%
Contractual Services	6,375	10,112	17,530	17,530	17,530	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	13,284	21,525	24,735	24,735	24,735	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	977,358	1,097,953	1,169,670	1,169,670	1,171,889	2,219	0.19%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	5,370,223	4,309,290	5,577,507	5,577,507	4,395,907	(1,181,600)	-21.19%
All Other Revenue	59	554	60	60	575	515	863.21%
Total Revenues	5,370,282	4,309,844	5,577,566	5,577,566	4,396,482	(1,181,085)	-21.18%
Full-Time Equivalentents (FTEs)							
Property Tax Funded	20.00	20.00	19.50	19.50	19.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	20.00	20.00	19.50	19.50	19.50	-	0.00%

Budget Summary by Fund

Fund	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amount Chg '20 Rev.-'21	% Chg '20 Rev.-'21
General Fund	977,358	1,097,953	1,169,670	1,169,670	1,171,889	2,219	0.19%
Total Expenditures	977,358	1,097,953	1,169,670	1,169,670	1,171,889	2,219	0.19%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Decrease in revenues to bring in-line with actuals		(1,181,600)	
Total	-	(1,181,600)	-

Budget Summary by Program

Program	Fund	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	% Chg '20 Rev.-'21	2021 FTEs
Administration	110	262,781	302,198	309,083	309,083	350,776	13.49%	3.00
Data	110	714,577	795,755	860,587	860,587	821,114	-4.59%	16.50
Total		977,358	1,097,953	1,169,670	1,169,670	1,171,889	0.19%	19.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2020 Adopted	2020 Revised	2021 Budget	2020 Adopted	2020 Revised	2021 Budget
Register of Deeds	110	ELECT	92,658	94,743	94,743	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE136	65,738	69,906	69,906	1.00	1.00	1.00
Register of Deeds Land Record Manager	110	GRADE127	36,598	43,314	43,314	1.00	1.00	1.00
Administrative Officer	110	GRADE124	121,464	123,377	123,377	3.00	3.00	3.00
Administrative Technician	110	GRADE124	41,839	42,781	42,781	1.00	1.00	1.00
Register of Deeds Deputy IV	110	GRADE122	270,502	287,063	287,063	8.00	8.00	8.00
Register of Deeds Deputy II	110	GRADE119	66,381	55,912	67,207	2.00	2.00	2.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
PT Administrative Support	110	EXCEPT	13,395	2,500	2,500	0.50	0.50	0.50
Subtotal					730,892			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					9,178			
Overtime/On Call/Holiday Pay					315			
Benefits					389,240			
Total Personnel Budget					1,129,624	19.50	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	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	243,122	270,561	266,818	266,818	308,511	41,693	15.6%
Contractual Services	6,375	10,112	17,530	17,530	17,530	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	13,284	21,525	24,735	24,735	24,735	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	262,781	302,198	309,083	309,083	350,776	41,693	13.5%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	5,370,223	4,309,290	5,577,507	5,577,507	4,395,907	(1,181,600)	-21.2%
All Other Revenue	59	554	60	60	575	515	863.2%
Total Revenues	5,370,282	4,309,844	5,577,566	5,577,566	4,396,482	(1,181,085)	-21.2%
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	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	714,577	795,755	860,587	860,587	821,114	(39,474)	-4.6%
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	714,577	795,755	860,587	860,587	821,114	(39,474)	-4.6%
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	16.50	16.50	16.50	-	0.0%