

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.

Tonya Buckingham
Sedgwick County Register of Deeds

525 N. Main St., Suite 227
Wichita, KS 67203
316.660.9400

registerofdeeds@sedgwick.gov

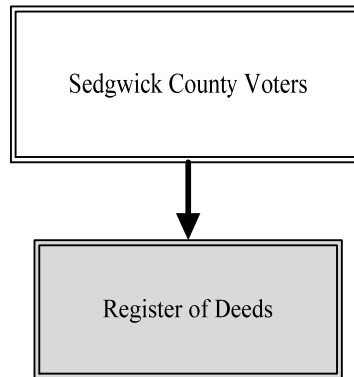
Overview

The Register of Deeds (ROD) works with the public, several departments within the County, attorneys, and title companies searching for real estate records. The Office’s in-house software program provides a single location in which all transactions pertaining to real estate are recorded.

The Property Activity Alert notifies homeowners when a document is recorded in the office for their property. This service continues to be an effective service for citizens.

The Veteran & Military Discount Program was established to encourage veterans to file their military discharge papers, and as an incentive, they receive a free military discount County issued photo identification card.

The Office is a Certified Passport Acceptance Facility and can now accept new applications, take official passport photo, and have additional forms available if applicable.



Strategic Goals:

- Ensure legal requirements and industry best practices on all recorded documents
- Safeguard historical documents according to industry standards
- Ensure reliability and integrity of information
- Continue to cross-train within the department to enhance the fluidity of the workforce and avoid disruption of services

Highlights

- The ROD now offers up-front scanning to all walk-in customers. They can walk out with their recorded document within minutes of being scanned into the system
- The ROD is continuing to digitalize all paper and microfilm based records. The end result will be a more efficient retrieval process
- Updates were made to The Office’s web page via informational videos about the history of the ROD Office
- Increased public awareness of ROD services through social media platforms



Accomplishments and Strategic Results

Accomplishments

The ROD 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.

Approximately 33,095 veterans are living in Sedgwick County. Before 2019, ten to 16 applicants filed their military discharge papers a year. The Veteran & Military Discount Program was created to bring awareness to the public about this free service. Since implementing this program in 2019, 445 sets of military discharge papers were filed and 995 discount cards were created. Register of Deeds staff attended several off-site events but the most attended event was the Veteran's Expo held at the Mid-America All-Indian Center where 67 military discharge papers were filed and 199 cards were made.

The passport program has become another source of revenue for the County. This service is provided without additional staff. Since reopening to the public following the coronavirus disease (COVID-19) shut down, 162 appointments were scheduled providing \$7,649 in additional revenue.

Strategic Results

Department Metrics:	2020 Actual	2021 Estimated	2022 Projected
Total documents recorded	89,683	90,000	100,000
Total annual mortgages	24,708	25,000	30,000
Number of e-recordings	72,939	73,000	80,000

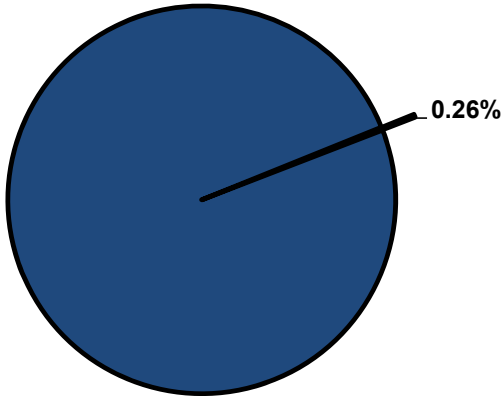


Significant Budget Adjustments

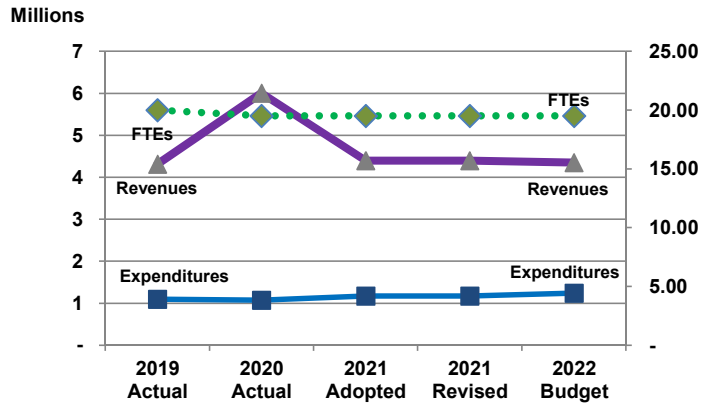
There are no significant adjustments to the Register of Deed's 2022 Recommended Budget.

Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amount Chg '21 Rev.-'22	% Chg '21 Rev.-'22
Expenditures							
Personnel	1,066,316	1,067,916	1,129,624	1,129,624	1,196,885	67,260	5.95%
Contractual Services	10,112	1,675	17,530	17,530	17,674	144	0.82%
Debt Service	-	-	-	-	-	-	-
Commodities	21,525	6,242	24,735	24,735	26,000	-	5.11%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,097,953	1,075,833	1,171,889	1,171,889	1,240,559	68,669	5.86%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	4,309,290	6,001,674	4,395,907	4,395,907	4,352,383	(43,524)	-0.99%
All Other Revenue	554	26	575	575	-	(575)	-100.00%
Total Revenues	4,309,844	6,001,700	4,396,482	4,396,482	4,352,383	(44,099)	-1.00%
Full-Time Equivalentents (FTEs)							
Property Tax Funded	20.00	19.50	19.50	19.50	19.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	20.00	19.50	19.50	19.50	19.50	-	0.00%

Budget Summary by Fund

Fund	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amount Chg '21 Rev.-'22	% Chg '21 Rev.-'22
General Fund	1,097,953	1,075,833	1,171,889	1,171,889	1,240,559	68,669	5.86%
Total Expenditures	1,097,953	1,075,833	1,171,889	1,171,889	1,240,559	68,669	5.86%

Significant Budget Adjustments from Prior Year Revised Budget

Expenditures Revenues FTEs

Total - - -

Budget Summary by Program

Program	Fund	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	% Chg '21 Rev.-'22	21-'22' FTEs
Administration	110	302,198	312,330	350,776	350,776	370,490	5.62%	3.00
Data	110	795,755	763,503	821,114	821,114	870,069	5.96%	16.50
Total		1,097,953	1,075,833	1,171,889	1,171,889	1,240,559	5.86%	19.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2021 Adopted	2021 Revised	2022 Budget	2021 Adopted	2021 Revised	2022 Budget
Register of Deeds	110	ELECT	94,743	94,743	94,743	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE136	69,906	74,100	75,582	1.00	1.00	1.00
Register of Deeds Land Records Manager	110	GRADE128	-	-	46,855	-	-	1.00
Register of Deeds Land Records Manager	110	GRADE127	43,314	45,053	-	1.00	1.00	-
Administrative Support V	110	GRADE124	123,377	123,406	125,875	3.00	3.00	3.00
Administrative Support III	110	GRADE124	42,781	42,786	-	1.00	1.00	-
Administrative Support III	110	GRADE122	-	-	43,641	-	-	1.00
Register of Deeds Deputy IV	110	GRADE122	287,063	287,123	292,866	8.00	8.00	8.00
Register of Deeds Deputy III	110	GRADE120	-	30,493	37,404	-	1.00	1.00
Register of Deeds Deputy III	110	GRADE119	33,604	-	-	1.00	-	-
Register of Deeds Deputy II	110	GRADE119	-	29,037	35,678	-	1.00	1.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
Register of Deeds Deputy II	110	GRADE117	33,604	-	-	1.00	-	-
PT Administrative Support I	110	EXCEPT	2,500	2,500	2,500	0.50	0.50	0.50
Subtotal					755,144			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					39,547			
Overtime/On Call/Holiday Pay					-			
Benefits					402,194			
Total Personnel Budget					1,196,885	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	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amnt. Chg. '21 - '22	% Chg. '21 - '22
Personnel	270,561	304,414	308,511	308,511	326,816	18,305	5.9%
Contractual Services	10,112	1,675	17,530	17,530	17,674	144	0.8%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	21,525	6,242	24,735	24,735	26,000	-	5.1%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	302,198	312,330	350,776	350,776	370,490	18,449	5.6%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	4,309,290	6,001,674	4,395,907	4,395,907	4,352,383	(43,524)	-1.0%
All Other Revenue	554	26	575	575	-	(575)	-100.0%
Total Revenues	4,309,844	6,001,700	4,396,482	4,396,482	4,352,383	(44,099)	-1.0%
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	2019 Actual	2020 Actual	2021 Adopted	2021 Revised	2022 Budget	Amnt. Chg. '21 - '22	% Chg. '21 - '22
Personnel	795,755	763,503	821,114	821,114	870,069	48,955	6.0%
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	795,755	763,503	821,114	821,114	870,069	48,955	6.0%
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	16.50	16.50	16.50	16.50	-	0.0%