

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.

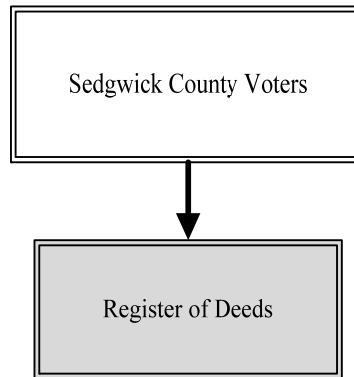
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Overview

The Register of Deeds (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 photos, and have additional forms available if applicable.

Highlights

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

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- Safeguard historical documents according to industry standards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



Accomplishments and Strategic Results

Accomplishments

The Register of Deeds 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.

The Veteran & Military Discount Program was created to bring awareness to the public about this free service. Most recently the Register of Deeds staff was on-site during The Moving Wall Event in Valley Center. Since implementing this program, 489 sets of military discharge papers were filed and 1,072 discount cards were created

The passport program has become another source of revenue for the County. This service is provided without additional staff. In 2021, 531 appointments were scheduled providing \$23,825 in additional revenue.

Strategic Results

Department Metrics:	2021 Actual	2022 Estimated	2023 Projected
Total documents recorded	109,118	90,000	100,000
Total annual mortgages	27,058	25,000	30,000
Number of e-recordings	83,569	75,000	80,000

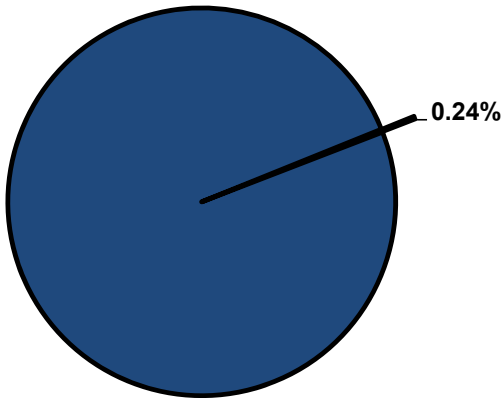


Significant Budget Adjustments

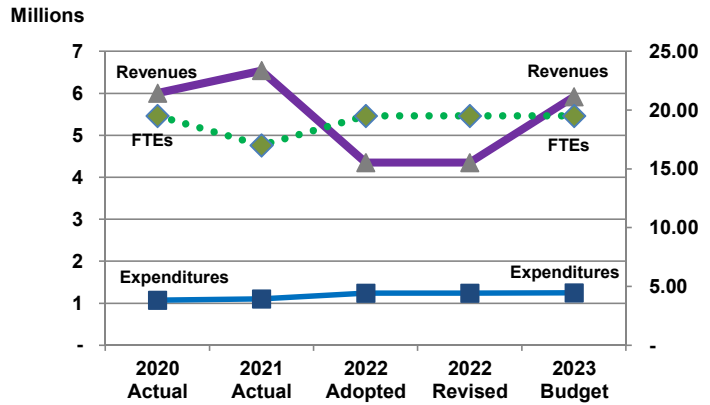
Significant adjustments to the Register of Deed’s 2023 Recommended Budget include a \$1,567,039 increase in revenue to bring in-line with actuals.

Departmental Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2020 Actual	2021 Actual	2022 Adopted	2022 Revised	2023 Budget	Amount Chg '22 Rev.-'23	% Chg '22 Rev.-'23
Expenditures							
Personnel	1,067,916	1,086,862	1,196,885	1,196,885	1,206,822	9,938	0.83%
Contractual Services	1,675	5,616	17,674	17,674	17,674	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	6,242	11,402	26,000	26,000	26,000	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,075,833	1,103,880	1,240,559	1,240,559	1,250,496	9,938	0.80%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	6,001,674	6,540,631	4,352,383	4,352,383	5,919,422	1,567,039	36.00%
All Other Revenue	26	-	-	-	-	-	-
Total Revenues	6,001,700	6,540,631	4,352,383	4,352,383	5,919,422	1,567,039	36.00%
Full-Time Equivalentents (FTEs)							
Property Tax Funded	19.50	17.00	19.50	19.50	19.50	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	19.50	17.00	19.50	19.50	19.50	-	0.00%

Budget Summary by Fund

Fund	2020 Actual	2021 Actual	2022 Adopted	2022 Revised	2023 Budget	Amount Chg '22 Rev.-'23	% Chg '22 Rev.-'23
General Fund	1,075,833	1,103,880	1,240,559	1,240,559	1,250,496	9,938	0.80%
Total Expenditures	1,075,833	1,103,880	1,240,559	1,240,559	1,250,496	9,938	0.80%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Increase in revenue to bring in-line with actuals		1,567,039	
Total	-	1,567,039	-

Budget Summary by Program

Program	Fund	2020 Actual	2021 Actual	2022 Adopted	2022 Revised	2023 Budget	% Chg '22 Rev.-'23	22-'23' FTEs
Administration	110	312,330	336,961	370,490	402,646	445,865	10.73%	4.00
Data	110	763,503	766,919	870,069	837,913	804,632	-3.97%	15.50
Total		1,075,833	1,103,880	1,240,559	1,240,559	1,250,496	0.80%	19.50

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2022 Adopted	2022 Revised	2023 Budget	2022 Adopted	2022 Revised	2023 Budget
Register of Deeds	110	ELECT	94,743	96,638	96,638	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE136	75,582	75,582	75,582	1.00	1.00	1.00
Register of Deeds Land Records Mgr.	110	GRADE128	46,855	45,053	45,053	1.00	1.00	1.00
Administrative Officer	110	GRADE124	-	37,806	37,806	-	1.00	1.00
Administrative Support V	110	GRADE124	125,875	76,400	76,400	3.00	2.00	2.00
Register of Deeds Deputy IV	110	GRADE122	256,579	255,524	255,524	7.00	7.00	7.00
Administrative Support III	110	GRADE119	43,641	37,340	37,340	1.00	1.00	1.00
Register of Deeds Deputy II	110	GRADE119	109,369	87,682	90,305	3.00	3.00	3.00
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
PT Administrative Support	110	EXCEPT	2,500	2,500	2,500	0.50	0.50	0.50
Subtotal					717,148			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					80,393			
Overtime/On Call/Holiday Pay					-			
Benefits					409,281			
Total Personnel Budget					1,206,822	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	2020 Actual	2021 Actual	2022 Adopted	2022 Revised	2023 Budget	Amnt. Chg. '22 - '23	% Chg. '22 - '23
Personnel	304,414	320,066	326,816	358,972	402,191	43,219	12.0%
Contractual Services	1,675	5,493	17,674	17,674	17,674	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	6,242	11,402	26,000	26,000	26,000	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	312,330	336,961	370,490	402,646	445,865	43,219	10.7%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	6,001,674	6,540,360	4,352,383	4,352,383	5,919,135	1,566,752	36.0%
All Other Revenue	26	-	-	-	-	-	0.0%
Total Revenues	6,001,700	6,540,360	4,352,383	4,352,383	5,919,135	1,566,752	36.0%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	4.00	4.00	-	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	2020 Actual	2021 Actual	2022 Adopted	2022 Revised	2023 Budget	Amnt. Chg. '22 - '23	% Chg. '22 - '23
Personnel	763,503	766,796	870,069	837,913	804,632	(33,281)	-4.0%
Contractual Services	-	124	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	763,503	766,919	870,069	837,913	804,632	(33,281)	-4.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	271	-	-	288	288	0.0%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	-	271	-	-	288	288	0.0%
Full-Time Equivalents (FTEs)	16.50	14.00	16.50	15.50	15.50	-	0.0%