

Register of Deeds

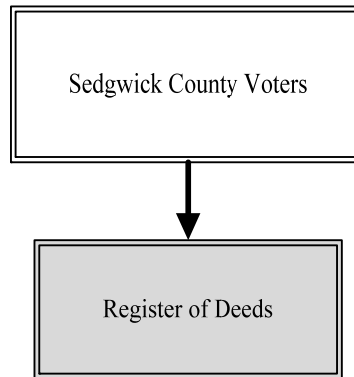
Mission: Provide accurate and accessible records and information in a fast and friendly manner to the citizens of Sedgwick County while meeting statutory requirements and preserving documents filed

Bill Meek
Sedgwick County Register of Deeds

625 N. Main, Suite 227
Wichita KS 67203
316.660.9400
wmeek@sedgwick.gov

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
- Continue to make records available on the Register of Deeds website to all citizens

Highlights

- Improving public convenience and access to documents recorded within the Register of Deeds Office from 1969 to current year and promoting transparency by transitioning paper documents into electronic format and making them available on the Internet
- Provide quality public service through individual efforts and collaboration with other County departments and governmental agencies
- Register of Deeds recorded 78,146 documents in 2012, with 12,527 of those filed electronically
- Processed more than 500 passport applications in 2012



Accomplishments and Priorities

Accomplishments

The Register of Deeds office has offered e-recording services since 2009. This technology allows banks, title companies, and other e-recording services to connect directly to multiple counties in Kansas and electronically record documents. E-recording increases productivity, efficiency, reduces paper, reduces costs to both the customer and the counties involved, and has the highest level of security available. E-recordings received by the office have increased 43% in the last calendar year.

In 2009 the Register of Deeds Office began scanning and indexing all deeds, miscellaneous, and mortgage records from 1969 to 1971 into its computer system. With the completion of this project, 44 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 quickly copies of their documents free of charge.

Priorities

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.

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 off of the Register of Deeds.



Significant Budget Adjustments

The 2014 Register of Deeds budget includes no significant adjustments.

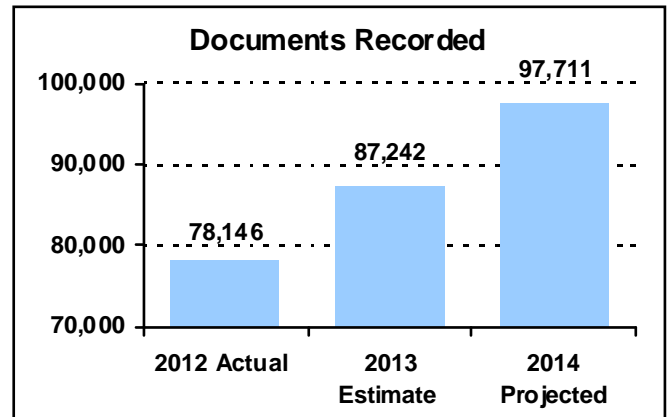


PERFORMANCE MEASURE HIGHLIGHTS

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, and at their front counter.



Department Performance Measures	2012 Actual	2013 Est.	2014 Proj.
Documents recorded (KPI)	78,146	87,242	97,711
Website sessions	1,130,783	1,187,320	1,246,688
Total annual mortgages	20,054	23,722	28,466
Number of full-time equivalent employees	19.5	19.5	19.5
Number of e-Recordings	12,527	17,925	21,510

Significant Adjustments From Previous Budget Year

Expenditures Revenue FTEs

Total - - -

Budget Summary by Category

Budget Summary by Fund

Expenditures	2012	2013	2013	2014	% Chg.	Expenditures	2013	2014
	Actual	Adopted	Revised	Budget	'13-'14		Revised	Budget
Personnel	798,406	832,090	849,632	915,427	7.7%	General Fund-110	893,138	958,933
Contractual Services	5,072	13,089	13,089	13,089	0.0%			
Debt Service	-	-	-	-				
Commodities	21,161	30,417	30,417	30,417	0.0%			
Capital Improvements	-	-	-	-				
Capital Equipment	-	-	-	-				
Interfund Transfers	-	-	-	-				
Total Expenditures	824,638	875,596	893,138	958,933	7.4%	Total Expenditures	893,138	958,933
Revenue								
Taxes	-	-	-	-				
Intergovernmental	-	-	-	-				
Charges For Service	8,468,620	6,533,521	6,533,521	7,600,079	16.3%			
Other Revenue	-	-	-	-				
Total Revenue	8,468,620	6,533,521	6,533,521	7,600,079	16.3%			
Full-Time Equivalents (FTEs)	19.50	19.50	19.50	19.50	0.0%			

Budget Summary by Program

Program	Fund	Expenditures				2014 % Chg. Budget '13-'14	Full-Time Equivalents (FTEs)		
		2012 Actual	2013 Adopted	2013 Revised	2014 Budget		2013 Adopted	2013 Revised	2014 Budget
Administration	110	271,395	292,170	297,572	315,499	6.0%	3.00	3.00	3.00
Data	110	553,244	583,426	595,566	643,434	8.0%	16.50	16.50	16.50
Total		824,638	875,596	893,138	958,933	7.4%	19.50	19.50	19.50



Personnel Summary by Fund

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget
Chief Deputy Register of Deeds	110	FROZEN	64,496	66,470	66,470	1.00	1.00	1.00
Administrative Specialist	110	FROZEN	132,031	30,619	30,869	4.00	1.00	1.00
KZ6 Administrative Support B216	110	EXCEPT	12,324	12,632	12,632	0.50	0.50	0.50
Register of Deeds	110	ELECT	76,566	78,480	78,480	1.00	1.00	1.00
ROD Administrator	110	B321	-	135,664	136,164	-	3.00	3.00
ROD Deputy I-IV	110	B219	-	196,850	198,600	-	7.00	7.00
Bookkeeper	110	B217	28,885	29,769	29,769	1.00	1.00	1.00
Fiscal Associate	110	B216	248,897	29,942	30,192	9.00	1.00	1.00
HELD - Fiscal Associate	110	B216	-	-	-	1.00	2.00	2.00
Fiscal Assistant	110	B114	43,880	46,839	46,839	2.00	2.00	2.00
Subtotal					630,015	19.50	19.50	19.50
Add:								
Budgeted Personnel Savings (Turnover)					(20,929)			
Compensation Adjustments					15,435			
Overtime/On Call/Holiday Pay					14			
Benefits					290,892			
Total Personnel Budget					915,427			



● 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. Pursuant to State law, the Register of Deeds collects general County revenues such as mortgage registration fees.

Fund(s): General Fund 110

65001-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
Expenditures					
Personnel	245,162	248,664	254,066	271,993	7.1%
Contractual Services	5,072	13,089	13,089	13,089	0.0%
Debt Service	-	-	-	-	-
Commodities	21,161	30,417	30,417	30,417	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	271,395	292,170	297,572	315,499	6.0%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	8,468,620	6,533,521	6,533,521	7,600,079	16.3%
Other Revenue	-	-	-	-	-
Total Revenue	8,468,620	6,533,521	6,533,521	7,600,079	16.3%
Full-Time Equivalents (FTEs)	3.00	3.00	3.00	3.00	0.0%

Goal(s):

- Maintain records in an accurate and accessible manner for internal and external customers
- Follow statutory requirements concerning the processing of documents

● 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): General Fund 110

65002-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
Expenditures					
Personnel	553,244	583,426	595,566	643,434	8.0%
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Total Expenditures	553,244	583,426	595,566	643,434	8.0%
Revenue					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	-	-
Full-Time Equivalents (FTEs)	16.50	16.50	16.50	16.50	0.0%

Goal(s):

- Follow Kansas Statutory requirements pertaining to filing and archiving records
- Continue to offer telecommuting for the data entry department
- Duplicate and store all records at the Salt Mines including microfilm, plats, and historical ledger books

