

Register of Deeds

Mission: *Accurately file, preserve, and provide records to Sedgwick County citizens in a swift and friendly manner while meeting statutory requirements.*

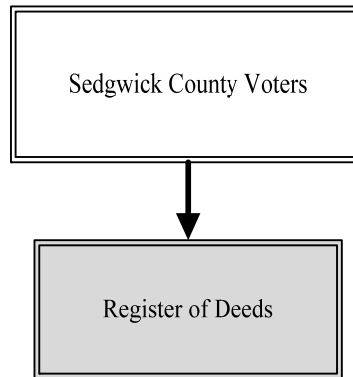
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Overview

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 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

- Improve public convenience and access to documents recorded within the Register of Deeds Office from 1969 to current year and promote 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 divisions and governmental agencies
- Recorded 76,939 documents in 2015, with 17,542 of those filed electronically



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 60% as title companies are e-filing more documents. In 2015, the Office began accepting credit and debit card when collecting fees. This increases the ease of service for citizens.

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 copies of their documents free of charge.

Priorities

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 office of the Register of Deeds.

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.

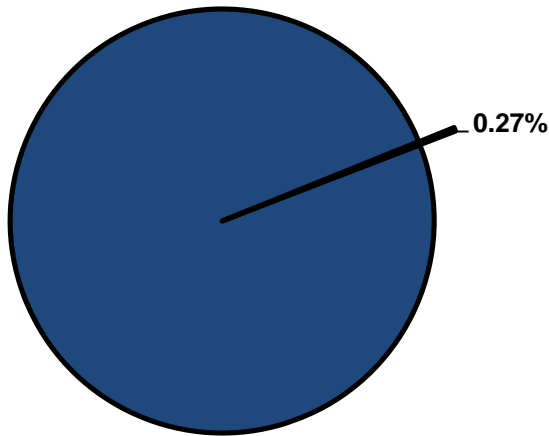


Significant Budget Adjustments

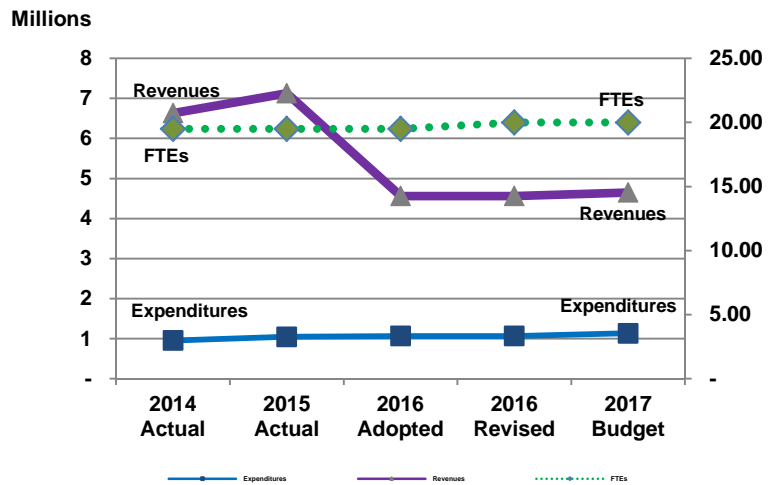
There are no significant adjustments to the Register of Deeds' 2017 budget.

Divisional Graphical Summary

Register of Deeds
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	932,786	1,033,822	1,019,624	1,019,624	1,089,302	69,677	6.83%
Contractual Services	10,188	2,798	12,429	12,429	12,429	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	7,335	8,221	30,417	30,417	30,417	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	950,309	1,044,841	1,062,470	1,062,470	1,132,148	69,677	6.56%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	6,628,549	7,124,738	4,558,284	4,558,284	4,648,543	90,259	1.98%
All Other Revenue	-	298	153	153	305	152	99.33%
Total Revenues	6,628,549	7,125,035	4,558,437	4,558,437	4,648,848	90,411	1.98%
Full-Time Equivalents (FTEs)							
Property Tax Funded	19.50	19.50	19.50	20.00	20.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	19.50	19.50	19.50	20.00	20.00	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	950,309	1,044,841	1,062,470	1,062,470	1,132,148	69,677	6.56%
Total Expenditures	950,309	1,044,841	1,062,470	1,062,470	1,132,148	69,677	6.56%

Significant Budget Adjustments from Prior Year Revised Budget

Expenditures Revenues FTEs

Total - - -

Budget Summary by Program

Program	Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	% Chg '16 Rev.-'17	2017 FTEs
Administration	110	294,607	290,108	318,881	318,881	311,291	-2.38%	3.00
Data	110	655,702	754,734	743,589	743,589	820,857	10.39%	17.00
Total		950,309	1,044,841	1,062,470	1,062,470	1,132,148	6.56%	20.00

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Register of Deeds	110	ELECT	84,563	86,042	86,042	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	GRADE132	72,600	54,073	54,073	1.00	1.00	1.00
Administrative Technician	110	GRADE124	-	36,202	36,202	-	1.00	1.00
Register of Deeds Administrator	110	GRADE124	176,037	184,001	184,001	4.00	4.00	4.00
Register of Deeds Deputy IV	110	GRADE122	80,699	98,213	98,213	2.50	3.00	3.00
Register of Deeds Deputy III	110	GRADE120	265,596	266,254	266,254	8.00	8.00	8.00
Administrative Technician	110	GRADE119	31,878	-	-	1.00	-	-
HELD - Fiscal Associate	110	GRADE118	-	-	-	2.00	2.00	2.00
Subtotal					724,785			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					26,856			
Overtime/On Call/Holiday Pay					14			
Benefits					337,646			
Total Personnel Budget					1,089,302	19.50	20.00	20.00

• 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.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	277,083	279,089	276,035	276,035	268,445	(7,590)	-2.7%
Contractual Services	10,188	2,798	12,429	12,429	12,429	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	7,335	8,221	30,417	30,417	30,417	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	294,607	290,108	318,881	318,881	311,291	(7,590)	-2.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	6,628,549	7,124,738	4,558,284	4,558,284	4,648,543	90,259	2.0%
All Other Revenue	-	298	153	153	305	152	99.3%
Total Revenues	6,628,549	7,125,035	4,558,437	4,558,437	4,648,848	90,411	2.0%
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	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	655,702	754,734	743,589	743,589	820,857	77,268	10.4%
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	655,702	754,734	743,589	743,589	820,857	77,268	10.4%
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)	16.50	16.50	16.50	17.00	17.00	-	0.0%