

# ***Register of Deeds***

This department functions under the direction of the Register of Deeds, who is an elected official. Policy guidance is provided by the Administration and Rules Committee.

## **MISSION**

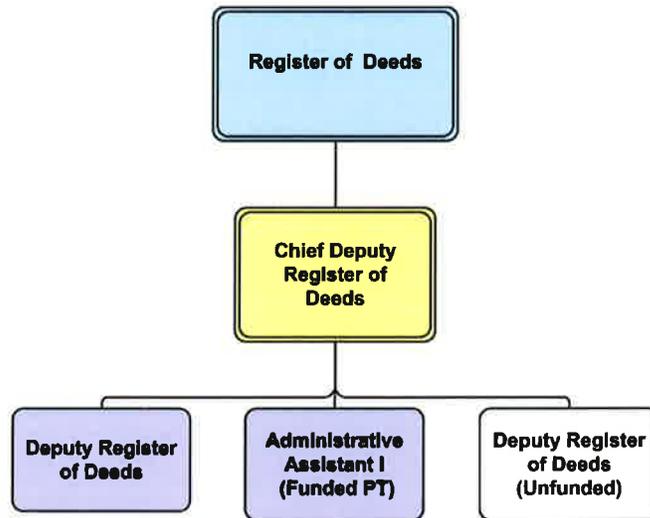
The mission is to maintain a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording or filing, in accordance with the law, and to provide timely, secure, accurate, archival accessible and cost-effective records and services that are delivered in a prompt and courteous manner with the assurance that, where appropriate, privacy will be protected.

## **PROGRAM DESCRIPTION**

- Reviews, records, scans, e-Records and maintains all documents relating to real estate endorsing on each document the day, hour, minute of reception
- Prepares documents for indexing and imaging and stores back-up copies
- Registers, indexes and file all vital records including birth, marriage, domestic partnerships, termination of domestic partnerships and death certificates
- Makes and delivers certified and uncertified copies of official office records
- Records plats, articles of incorporation, firm names and other documents as authorized
- Files, indexes and maintains military discharge, prepares certified copies as required for military benefits
- Files and indexes documents pertaining to security interests in real property, crops or fixtures
- Files Federal Tax liens
- Records and indexes marital property agreements
- Records all conveyances of mineral rights
- Assists customers in property and ancestry research
- Monitors and interprets changes in statutory laws that impact the Register of Deeds
- Advises and consults with the Land Information Council, outside partners including, attorney's, title companies, financial institutes and the public

# Register of Deeds

PERFORMANCE MEASURES	2014 ACTUAL	2015 ESTIMATE	2015 BUDGET	2016 BUDGET	BUDGET CHANGE
Real Estate Transfer Fees	\$158,024	\$140,000	\$140,000	\$140,000	0
Documents Recorded	11,246	12,500	12,750	12,750	0
Copy Fees	\$72,291	\$71,000	\$75,000	\$72,000	-\$3,000
Birth Certificates	1,841	2,100	2,146	1,950	-200
Marriage Certificates	1,667	1,624	1,628	1,600	-100
Death Certificates	5,921	6,000	5,953	6,150	197
Back Index/Scan Documents	17,709	20,750	10,000	12,000	200



# Register of Deeds

## Financial Summary

	2014 Actual	2015 Estimate	2015 Amended Budget	2016 Budget	Change from 2015 Amended Budget	
					\$	%
<b>Revenues</b>						
Taxes	160,521	140,000	140,000	140,000	-	0.00%
Public Charges	338,407	293,550	299,550	301,300	1,750	0.58%
Intergovernmental Charges	-	-	60	60	-	0.00%
Miscellaneous Revenues	95	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
<b>Total Revenues</b>	<b>499,023</b>	<b>433,550</b>	<b>439,610</b>	<b>441,360</b>	<b>1,750</b>	<b>0.40%</b>
<b>Expenditures</b>						
Personnal Expenses	264,433	268,230	268,130	229,543	(38,587)	-14.39%
Purchased Services	-	129,972	129,972	-	(129,972)	-100.00%
Operating Costs	10,402	20,386	20,901	12,539	(8,362)	-40.01%
Interdept. Charges	15,363	15,906	15,906	16,849	943	5.93%
Other Expenses	931	896	896	970	74	8.26%
Capital Items	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>291,129</b>	<b>435,390</b>	<b>435,805</b>	<b>259,901</b>	<b>(175,904)</b>	<b>-40.36%</b>
Property Taxes	(215,977)	(221,339)	(221,339)	(181,459)	39,880	-18.02%
Addition to (Use of) Fund Balance	(8,083)	(223,179)	(217,534)	-		

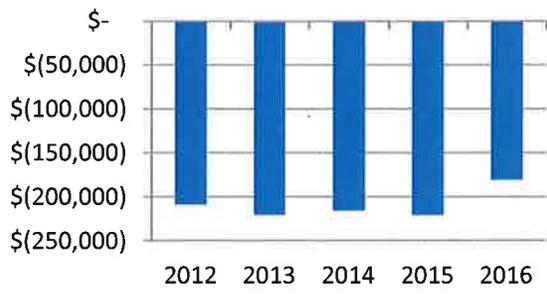
## Summary Highlights:

The 2016 budget provides \$181,459 in tax levy reduction, which is a \$39,880 decrease in tax levy reduction from the 2015 amended budget. The primary reason for this decrease was the use of \$77,562 of redaction fees to offset a portion of salaries in 2015, part of the decrease was offset by a reduction in staffing in 2016.

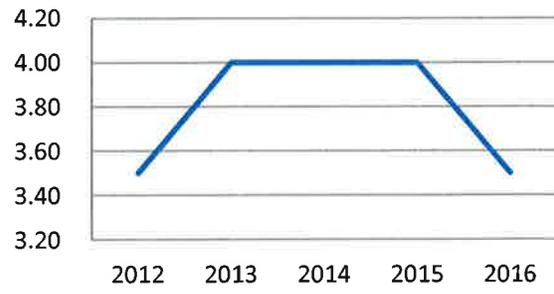
## Summary of Capital Items:

None

### Property Tax Amount



### Staffing-FTE's



**REGISTER OF DEEDS-2016 BUDGET**

Account Number	Sub	Description	2014 Actual	2015 6-Month Actual	2015 Estimated	2015 Amended	2016 Admin	2016 Adopted
<b>1001-REGISTER OF DEEDS</b>								
<b>REVENUES</b>								
411100		GENERAL PROPERTY TAXES	-	(110,670)	(221,339)	(221,339)	(181,459)	(181,459)
412300		RE TRANSFER FEES COUNTY PORT	160,521	77,195	140,000	140,000	140,000	140,000
451301		RE RECORDING/FILING FEES	173,145	97,145	187,500	187,500	191,250	191,250
451303		COPY FEES COUNTY PORTION	72,291	35,385	71,000	75,000	72,000	72,000
451307		DOCUMENT REVIEW FEES	100	50	50	50	50	50
451309		BIRTH FUNDS COUNTY PORTION	7,873	4,716	9,000	10,500	10,000	10,000
451310		MARRIAGE FUND COUNTY PORTION	7,659	2,860	6,000	6,500	6,000	6,000
451311		DEATH FUND COUNTY PORTION	20,318	12,462	20,000	20,000	22,000	22,000
451313		DOMESTIC PART CTY PORTION	46	-	-	-	-	-
451314		DOMESTIC TERM CTY PORTION	-	14	-	-	-	-
474016		DEPT RECORDING FEES	-	-	-	60	60	60
483002		MISC SALE/MATERIAL & SUPPLY	95	-	-	-	-	-
<b>REVENUES TOTAL</b>			<b>442,048</b>	<b>119,157</b>	<b>212,211</b>	<b>218,271</b>	<b>259,901</b>	<b>259,901</b>
<b>EXPENDITURES</b>								
511110		SALARY-PERMANENT REGULAR	61,624	30,764	62,005	62,005	62,629	62,629
511210		WAGES-REGULAR	96,766	48,712	115,854	115,854	88,889	88,889
511220		WAGES-OVERTIME	-	22	100	-	100	100
511240		WAGES-TEMPORARY	-	2,231	-	-	-	-
511310		WAGES-SICK LEAVE	2,844	13,511	-	-	-	-
511320		WAGES-VACATION PAY	9,001	7,885	-	-	-	-
511330		WAGES-LONGEVITY PAY	750	219	750	750	375	375
511340		WAGES-HOLIDAY PAY	4,333	1,492	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	151	23	-	-	-	-
<b>SALARIES TOTAL</b>			<b>175,469</b>	<b>104,859</b>	<b>178,709</b>	<b>178,609</b>	<b>151,993</b>	<b>151,993</b>
512141		SOCIAL SECURITY	12,992	7,651	13,466	13,466	11,490	11,490
512142		RETIREMENT (EMPLOYER)	12,732	6,046	12,703	12,703	10,032	10,032
512144		HEALTH INSURANCE	59,144	26,434	58,021	58,021	51,399	51,399
512145		LIFE INSURANCE	132	64	136	136	99	99
512150		FSA CONTRIBUTION	-	875	875	875	750	750
512173		DENTAL INSURANCE	3,963	2,106	4,320	4,320	3,780	3,780
<b>FRINGE TOTAL</b>			<b>88,963</b>	<b>43,176</b>	<b>89,521</b>	<b>89,521</b>	<b>77,550</b>	<b>77,550</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>264,432</b>	<b>148,035</b>	<b>268,230</b>	<b>268,130</b>	<b>229,543</b>	<b>229,543</b>
531003		NOTARY PUBLIC RELATED	40	-	-	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	133	-	-	-	-	-
531311		POSTAGE & BOX RENT	4,031	2,388	4,000	4,000	4,000	4,000
531312		OFFICE SUPPLIES	2,147	1,551	3,000	3,000	3,000	3,000
531313		PRINTING & DUPLICATING	149	68	150	150	150	150
531314		SMALL ITEMS OF EQUIPMENT	-	-	-	-	239	239
531324		MEMBERSHIP DUES	100	100	100	100	190	190
532325		REGISTRATION	2,170	1,330	1,520	1,825	845	845
532332		MILEAGE	288	156	320	550	865	865
532336		LODGING	510	300	546	552	584	584
532339		OTHER TRAVEL & TOLLS	-	10	10	-	-	-
533225		TELEPHONE & FAX	315	105	300	300	300	300
535242		MAINTAIN MACHINERY & EQUIP	519	440	440	424	2,366	2,366
571004		IP TELEPHONY ALLOCATION	649	456	913	913	992	992
571005		DUPLICATING ALLOCATION	36	43	86	86	125	125
571007		MIS DIRECT CHARGES	1,049	-	-	-	-	-
571009		MIS PC GROUP ALLOCATION	10,919	5,904	11,809	11,809	12,514	12,514
571010		MIS SYSTEMS GRP ALLOC(ISIS)	2,711	1,549	3,098	3,098	3,218	3,218
591519		OTHER INSURANCE	922	463	896	896	970	970
591521		OFFICIAL BONDS	9	-	-	-	-	-
<b>OPERATING EXPENDITURES</b>			<b>26,697</b>	<b>14,863</b>	<b>27,188</b>	<b>27,703</b>	<b>30,358</b>	<b>30,358</b>
<b>EXPENDITURES TOTAL</b>			<b>291,129</b>	<b>162,898</b>	<b>295,418</b>	<b>295,833</b>	<b>259,901</b>	<b>259,901</b>
<b>OTHER FINANCING SOURCES (USES)</b>								
611101		TRANSFER TO/FROM GENERAL	-	-	-	(77,562)	-	-
<b>OTHER FINANCING SOURCES (USES) TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>(77,562)</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>442,048</b>	<b>119,157</b>	<b>212,211</b>	<b>218,271</b>	<b>259,901</b>	<b>259,901</b>
<b>EXPENDITURES</b>			<b>291,129</b>	<b>162,898</b>	<b>295,418</b>	<b>295,833</b>	<b>259,901</b>	<b>259,901</b>
<b>OTHER FINANCING SOURCES (USES)</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>(77,562)</b>	<b>-</b>	<b>-</b>

**REGISTER OF DEEDS-2016 BUDGET**

Account Number	Sub	Description	2014 Actual	2015 6-Month Actual	2015 Estimated	2015 Amended	2016 Admin	2016 Adopted
<b>TOTAL BUSINESS UNIT-1001-REGISTER OF DEEDS</b>			<b>(150,919)</b>	<b>43,741</b>	<b>83,207</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1002-REDACTION FEE IMPLEMENTATION</b>								
<b>REVENUES</b>								
451315		REDACTION FEE	56,975	-	-	-	-	-
<b>REVENUES TOTAL</b>			<b>56,975</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>								
521295		DATA CONVERSION	-	-	124,972	124,972	-	-
521296		COMPUTER SUPPORT	-	-	5,000	5,000	-	-
531303		COMPUTER EQUIPMT & SOFTWARE OPERATING EXPENDITURES	-	-	10,000	10,000	-	-
<b>EXPENDITURES TOTAL</b>			<b>-</b>	<b>-</b>	<b>139,972</b>	<b>139,972</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>								
611101		TRANSFER TO/FROM GENERAL	-	-	77,562	77,562	-	-
<b>OTHER FINANCING SOURCES (USES) TOTAL</b>			<b>-</b>	<b>-</b>	<b>77,562</b>	<b>77,562</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>56,975</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>			<b>-</b>	<b>-</b>	<b>139,972</b>	<b>139,972</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>			<b>-</b>	<b>-</b>	<b>77,562</b>	<b>77,562</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUSINESS UNIT-1002-REDACTION FEE IMPLEMENTATION</b>			<b>(56,975)</b>	<b>-</b>	<b>217,534</b>	<b>217,534</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>			<b>499,023</b>	<b>119,157</b>	<b>212,211</b>	<b>218,271</b>	<b>259,901</b>	<b>259,901</b>
<b>EXPENDITURES</b>			<b>291,129</b>	<b>162,898</b>	<b>435,390</b>	<b>435,805</b>	<b>259,901</b>	<b>259,901</b>
<b>OTHER FINANCING SOURCES (USES)</b>			<b>-</b>	<b>-</b>	<b>77,562</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REGISTER OF DEEDS DEPARTMENT</b>			<b>(207,894)</b>	<b>43,741</b>	<b>300,741</b>	<b>217,534</b>	<b>-</b>	<b>-</b>