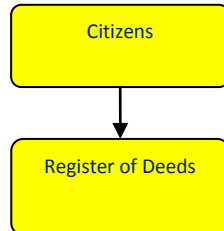


Register of Deeds



Activities

The register of deeds office is responsible for recording all documents pertaining to real estate in the county. These recordings become permanent record of the history of ownership of all real estate in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, leases, affidavits, land contract and other miscellaneous documents. We also are responsible for collecting state and county transfer tax. Additionally, plats, condominiums, corners and surveys are recorded. Service includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee). We also help customers search our records by either name or legal description.



Mission Statement

This department will continue the timely recording and indexing of all documents received on a daily basis. In addition, employees will assist members of the public both over the telephone and in person. Employees will continue to be courteous and polite at all times.

Strategic Plan Impact

✓ **Mandated Service**

The registering of deeds and maintenance of land records is a mandated function of county government.

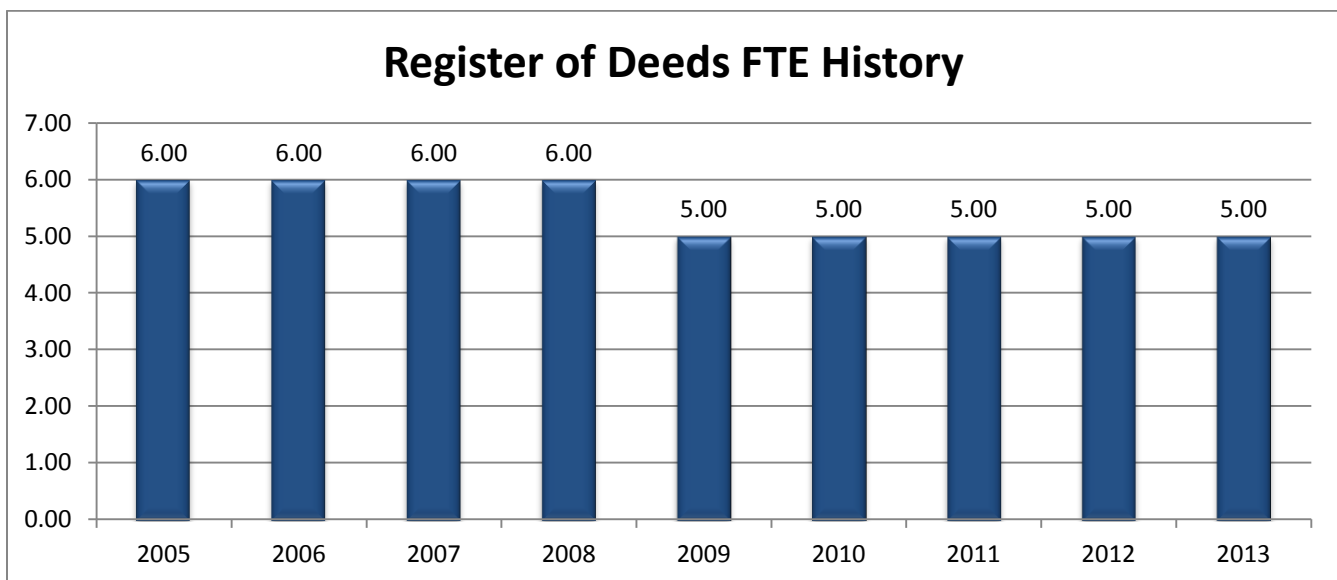
✓ **Economic Development**

The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

Accomplishments

- ✓ With our successful move to the 2nd Floor an employee from Register of Deeds Office mans the Service desk. They direct customers to correct departments and assists customers on public computers, which house's all 3 departments software.
- ✓ A computerized Grantor/Grantee search from 1964 back to 1800's. This will help preserve historical books and be a means of disaster recovery.
- ✓ We have software in place that will allow us to E-record the Treasurer's foreclosure documents.
- ✓ Land Corner mapping- A search program which shows grid location of recorded Land Corners and Remonumentation corners.
- ✓ Credit Card capability for online services.

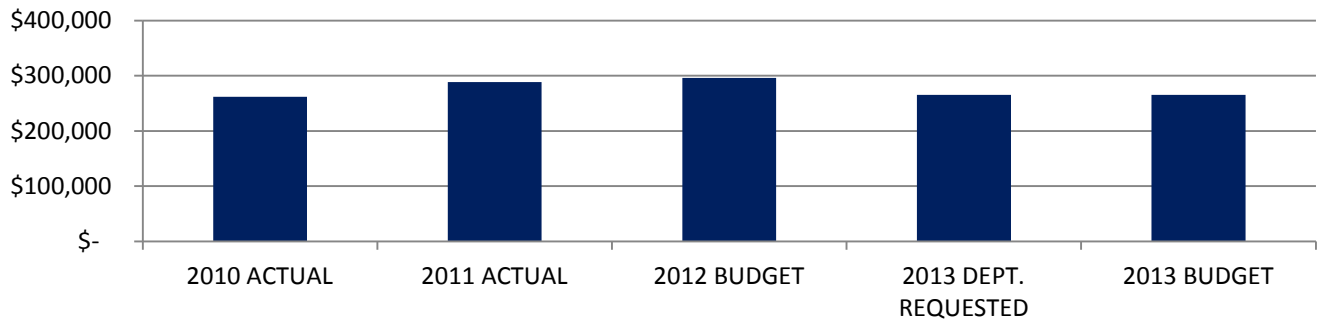
Budget Adjustments



Expenditure History

	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 DEPT <u>REQUESTED</u>	2013 <u>BUDGET</u>
PERSONNEL SERVICES	252,305	277,909	286,180	255,224	255,224
SUPPLIES & MATERIALS	4,658	6,011	4,650	4,650	4,650
CONTRACT SERVICES	4,263	4,201	4,460	4,485	4,485
OTHER EXPENSES	578	666	980	980	980
TOTAL PROGRAM COST	\$261,804	\$288,787	\$296,270	\$265,339	\$265,339

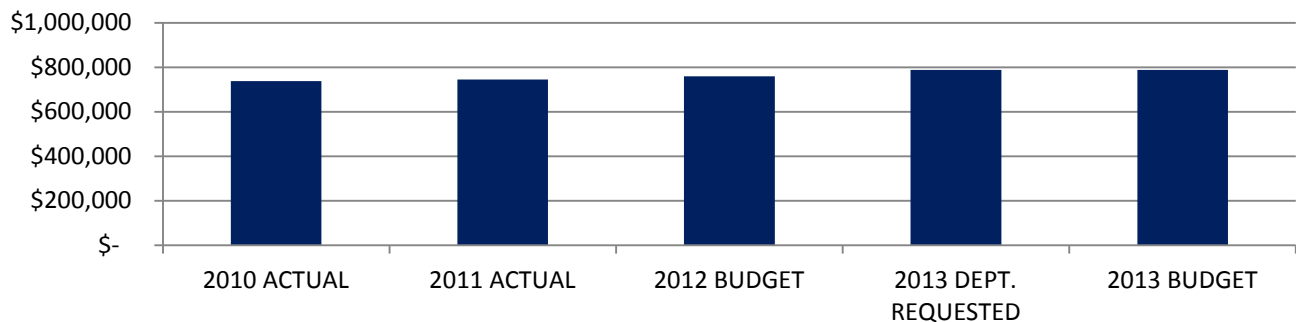
Register of Deeds Expenditures



Revenue History

	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 DEPT <u>REQUESTED</u>	2013 <u>BUDGET</u>
CHARGES/FEES	533,643	532,155	547,090	567,090	567,090
OTHER REVENUE	1,846	1,978	1,600	1,600	1,600
TAXES	202,084	210,375	210,000	220,000	220,000
TOTAL PROGRAM COST	\$737,573	\$744,508	\$758,690	\$788,690	\$788,690

Register of Deeds Revenues



Register of Deeds

Strategic Outcomes

<u>Indicator</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Target</u>	<u>2013 Target</u>
Total number of documents recorded	28,995	28,939	27,801	26,657	27,500	28,000
Total number of documents rejected	1,974	1,768	1,461	452	750	1,000

Other Key Indicators

<u>Indicator</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Target</u>	<u>2013 Target</u>
Total number of documents received- recorded and rejected	30,969	30,707	29,262	27,109	28,250	29,000
Total number of documents verified	28,995	28,939	27,801	26,657	27,500	28,000
Per Employee- recording and rejecting documents	15,485	15,353	9,754	9,036	9,416	9,666
Per Employee -verifying documents	13,996	28,939	27,801	26,657	27,500	28,000
Recording	same day	same day	same day	same day	same day	same day