

Register of Deeds

Mission

To provide exceptional customer service to the residents of Union County by preserving and protecting all real estate and vital records in a manner that ensures integrity, completeness, accuracy and safekeeping.

Service Summary

The Register of Deeds is responsible for maintenance, integrity and safekeeping of all public records in accordance with North Carolina state law. The office strives to provide the highest levels of customer service. The Register of Deeds is composed of two divisions: Real Estate and Vital Records.

- Real Estate Division – Records all documents relating to real property, estate planning, assumed names for new businesses, and plats. Records all documents and plats according to North Carolina General Statutes and NCARD Minimal Standards for Indexing Real Property Instruments. Provides ongoing protection of records for future use as well as preserving old books and paper copies.
- Vital Records Division – Records and issues all birth certificates, death certificates, marriage certificates and licenses, administers notary oaths and records DD-214 (military discharges). Works closely with Health Department and NC Vital Records in Raleigh, indexes all documents, and provides ongoing protection of records.

FY 2015-2016 Opportunities

The Register of Deed's Office continues to increase office efficiency with updates in technology and procedures, without compromising customer service. A strong emphasis now needs to be directed to preservation of records in existence. Preservation and protection of all real estate and vital records is one of the basic responsibilities of a Register of Deed's Office, as mentioned in our mission statement. These records hold the County's history and can never be replaced. The Automation Enhancement and

Preservation Fund (AEPF) should be used for this purpose. The AEPF is a tool for ensuring that resources are accumulated and made available for preservations of this sort, which would require more than the usual operating budget allocation. The preservation of these important records tells the history of Union County and the now is the time to refocus on preservation.

Goals and Objectives

- Provide high quality customer service to the residents of Union County.
- Integrate multiple eRecording stations in Real Estate in order to handle the increasing volume of eRecordings due to the CFPB (Consumer Finance Protection Bureau) procedures to take place August 1, 2015.
- Ongoing training and educating of staff with changes in legislation as well as renewals of certifications.

Personnel

Register of Deeds	FY 2016 Adopted	Percent
REVENUE		
Non-Enterprise Charges For Services	\$ 1,300,000	100.0%
Other Revenue	160	0.0%
Total Revenue	\$ 1,300,000	100.0%

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Revenue Highlights

- Revenue is expected to increase by 2.93 percent, from \$1,263,200 to \$1,300,160 in FY 2016.

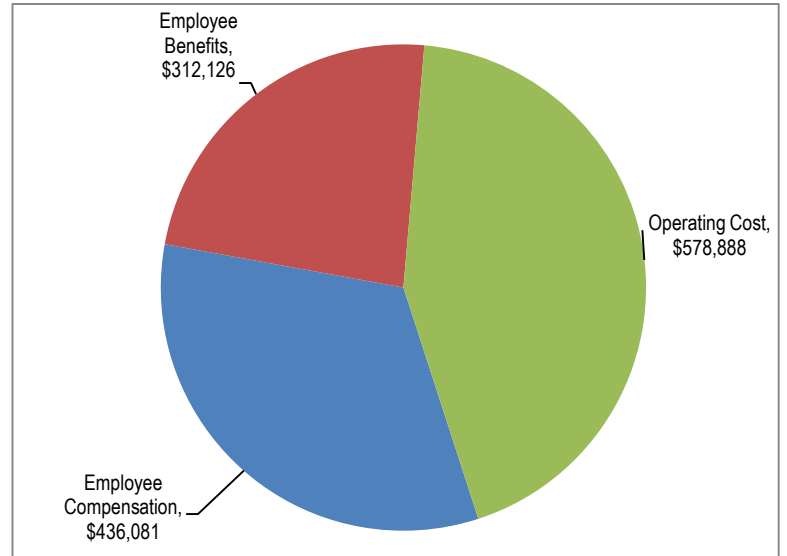
Register of Deeds	FY 2016 Adopted	Percent
REVENUE		
Non-Enterprise Charges For Services	\$ 1,300,000	100.0%
Other Revenue	160	0.0%
Total Revenue	\$ 1,300,000	100.0%

Expenditure Highlights

- Total expenditures increased by 23.09 percent, from \$1,078,192 to \$1,327,095 in FY 2016.
- Employee compensation increased by 4.96 percent, from \$415,460 to \$436,081 in FY 2016.
- Employee benefits increased by 6.91 percent, from \$291,963 to \$312,126 in FY 2016. This is due to increased health insurance and post-employment benefits (OPEB) costs.
- Operating costs increased by 56.13 percent, from \$370,769 to \$578,888 in FY 2016.

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Register of Deeds	FY 2016 Adopted	Percent
EXPENDITURES		
Employee Compensation	\$ 436,081	32.9%
Employee Benefits	312,126	23.5%
Operating Cost	578,888	43.6%
Total Expenditures	\$ 1,327,095	100.0%



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Service Area Summary Report

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted	FY 2015 - 16 \$ Change	FY 2015 - 16 % Change
REVENUE								
Non-Enterprise Charges For Services	-1,038,282	-1,138,419	-1,387,484	-1,165,218	-1,263,200	-1,300,000	-36,800	2.91%
Other Revenue	-306	-78	9,897	-5,186	0	-160	-160	0.00%
Other Funding Sources	0	0	0	0	0	0	0	0.00%
Total REVENUE	-1,038,588	-1,138,497	-1,377,587	-1,170,404	-1,263,200	-1,300,160	-36,960	2.93%
EXPENDITURES								
Employee Compensation	371,391	367,880	383,535	421,795	415,460	436,081	20,621	4.96%
Employee Benefits	229,668	256,542	264,241	285,376	291,963	312,126	20,163	6.91%
Operating Cost	308,155	324,859	359,290	337,010	370,769	578,888	208,119	56.13%
Other Budgetary Accounts	0	0	0	0	0	0	0	0.00%
Total EXPENDITURES	909,214	949,281	1,007,066	1,044,181	1,078,192	1,327,095	248,903	23.09%
Total Service Area Revenue (Over)/Under Expenditures	-129,374	-189,216	-370,521	-126,223	-185,008	26,935		

FTE Summary

Full Time/Part Time	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted	FY 2015 - 16 # Change	FY 2015 - 16 % Change
Temp-Part-Time	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00%
Part-Time	0.00	0.00	0.48	0.48	0.48	0.48	0.00	0.00%
Full-Time	9.00	9.00	9.00	10.00	10.00	10.00	0.00	0.00%
Total Register of Deeds	9.00	9.08	9.48	10.48	10.48	10.48	0.00	0.00%

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Department FTE Report

Position Title	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Revised	FY 2016 Adopted	FY 2015 - 16 # Change	FY 2015 - 16 % Change
Full-Time								
Assistant Register of Deeds	5.00	5.00	5.00	5.00	4.00	4.00	0.00	0.00%
Deputy Register of Deeds	3.00	3.00	3.00	4.00	5.00	5.00	0.00	0.00%
Register of Deeds	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Total Full-Time	9.00	9.00	9.00	10.00	10.00	10.00	0.00	0.00%
Part-Time								
Assistant Register of Deeds PT	0.00	0.00	0.48	0.48	0.48	0.48	0.00	0.00%
Total Part-Time	0.00	0.00	0.48	0.48	0.48	0.48	0.00	0.00%
Temp-Part-Time								
Office Support TPT	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00%
Total Temp-Part-Time	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00%
Total Register of Deeds	9.00	9.08	9.48	10.48	10.48	10.48	0.00	0.00%