

## REGISTER MESNE CONVEYANCE

GENERAL FUND

GENERAL GOVERNMENT

**Mission:** The Register Mesne Conveyance records land titles, liens and other documents related to property transactions in Charleston County ensuring that all recorded documents comply with the requirements of federal and state recording statutes and are available for public review.

DEPARTMENTAL SUMMARY:	FY 2001 Actual	FY 2002 Actual	FY 2003 Adjusted	FY 2004 Approved	Dollar Change	Percent Change
Positions/FTE	30.00	30.00	30.00	30.00	0.00	0.0
Intergovernmental	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	\$ 0	0.0
Charges and Fees	4,122,698	4,331,487	4,088,000	4,296,000	208,000	5.1
Interest	23,143	8,047	12,000	8,000	(4,000)	(33.3)
<b>TOTAL REVENUES</b>	<b>\$4,147,416</b>	<b>\$4,341,109</b>	<b>\$4,101,575</b>	<b>\$4,305,575</b>	<b>\$ 204,000</b>	<b>5.0</b>
Personnel	1,163,324	1,283,294	1,355,363	1,378,715	23,352	1.7
Operating	184,390	208,914	221,232	234,989	13,757	6.2
Capital	24,704	33,070	20,000	15,000	(5,000)	(25.0)
<b>TOTAL EXPENDITURES</b>	<b>\$1,372,418</b>	<b>\$1,525,278</b>	<b>\$1,596,595</b>	<b>\$1,628,704</b>	<b>\$ 32,109</b>	<b>2.0</b>
Interfund Transfer Out	0	11,100	0	0	0	0.0
<b>TOTAL DISBURSEMENTS</b>	<b>\$1,372,418</b>	<b>\$1,536,378</b>	<b>\$1,596,595</b>	<b>\$1,628,704</b>	<b>\$ 32,109</b>	<b>2.0</b>

### Funding Adjustments for FY 2004 Include:

- Revenues represent an increase for fee collections based primarily on a higher volume of existing home refinancing due to lower interest mortgages.
- Personnel expenditures reflect the actual grades and steps of the incumbents and higher fringe benefit costs.
- Operating expenditures reflect higher maintenance contract cost associated with the addition of ten reader printers during FY 2003.
- Capital expenditures total \$15,000 and include \$5,000 for a new hanging plat index and \$5,000 for a new plat storage cabinet to store the increasing volume of records. In addition, the budget includes \$5,000 for the ongoing restoration of deed, mortgage, plat and index books.

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## REGISTER MESNE CONVEYANCE (continued)

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### Objectives:

- Maintain office computerization for public use at 10 percent each year.
- Implement electronic signatures for official usage by 20% annually until completed to increase electronic communications between offices by 20%.
- Reduce document turn around time by 50 percent from three weeks to one and a half weeks.<sup>1</sup>
- Implement 20% of Point of Sales software and hardware annually until completed to improve recorder efficiency by 20%.

### Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
<b>Output:</b>			
Documents recorded	105,000	110,000	110,000
Percent of office computerization for public use	20.0%	10.0%	10.0%
Percent of electronic signatures implementation	n/a	20.0%	20.0%
Percent of Point of Sales software and hardware implementation	n/a	20.0%	20.0%
<b>Efficiency:</b>			
Average number of documents processed per staff <sup>2</sup>	n/a	n/a	3,930
<b>Outcome:</b>			
Percent of increased electronic communications	n/a	20.0%	20.0%
Revenue above budget	\$292,534	\$1,262,788	\$2,753,174
Document turn around time	3 weeks	5 weeks	2 weeks
Percent decrease in turn around time	n/a	0.0%	50.0%
Percent of improved recorder efficiency	n/a	20.0%	20.0%

<sup>1</sup> Increase in FY 2002 and FY 2003 is due to a higher volume of recordings. Many Charleston County residents have taken advantage of lower interest rates by re-financing their higher interest mortgages. In addition, satisfying the original mortgage and recording the new mortgage has increased the turn around time.

<sup>2</sup> This department will begin measuring performance against this objective during FY 2004.