

**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****BUDGET SUMMARY**

Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/2017 Variance
<b>Expenditures</b>					
Personnel Costs	\$2,475,703	\$2,106,262	\$1,377,098	\$1,391,403	\$14,305
Operation Costs	\$374,020	\$242,671	\$383,220	\$306,510	(\$76,710)
Debt & Depreciation	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$880,446	\$662,416	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$3,730,645</b>	<b>\$3,011,349</b>	<b>\$1,760,318</b>	<b>\$1,697,913</b>	<b>(\$62,405)</b>
<i>Legacy Healthcare-Pension</i>	\$631,164	\$720,316	\$692,189	\$0	(\$692,189)
<b>Revenues</b>					
Direct Revenue	\$4,330,690	\$4,549,999	\$4,402,500	\$4,437,500	(\$35,000)
Intergov Revenue	\$0	\$0	\$0	\$0	\$0
Indirect Revenue	\$0	\$96,851	\$87,523	\$67,826	(\$19,697)
<b>Total Revenues</b>	<b>\$4,330,690</b>	<b>\$4,646,850</b>	<b>\$4,490,023</b>	<b>\$4,505,326</b>	<b>(\$15,303)</b>
<b>Tax Levy</b>	<b>(\$600,045)</b>	<b>(\$1,635,501)</b>	<b>(\$2,729,705)</b>	<b>(\$2,807,413)</b>	<b>\$77,708</b>
<b>Effective Tax Levy*</b>	<b>(\$2,621,056)</b>	<b>(\$2,981,626)</b>	<b>(\$2,642,182)</b>	<b>(\$2,739,587)</b>	<b>(\$97,589)</b>
<b>Personnel</b>					
<b>Full-Time Pos. (FTE)**</b>	30.00	30.00	31.00	30.94	(0.06)
<b>Seas/Hourly/Pool Pos.</b>	0.00	0.00	0.00	0.00	0.00
<b>Overtime \$</b>	\$83,382	\$153,694	\$105,180	\$124,236	\$19,056

\*This Effective Tax Levy excludes interdepartmental charges and fringe benefit costs.

\*\* The 2018 Budget FTEs include Vacancy &amp; Turnover (VANDT) &amp; Overtime (OT). The 2017 Budget, 2016 Actual, and 2015 Actual FTEs are restated to reflect this change. Program Area tables include these changes as well

**Department Mission:** To provide timely, secure, accurate, archival accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner. The 1848 Wisconsin Constitution established the Register of Deeds (ROD) as a permanent element of the county-level governmental structure. Each county in Wisconsin has a Register of Deeds. The Register of Deeds files, records, and issues instruments and documents of significance both to the community as a whole and to its individual citizens. Vital records document the span of our lives from birth to death. Land records documenting title in Wisconsin are maintained. The filing or recording of other documents with the ROD is a way of putting the world on notice that something important has happened or will happen. The time of the act or transaction is often an important element in rights or relationships. The ROD records the time when, in effect, the public record is established.

**Department Description:** The Register of Deeds includes the program areas of Administration, Real Estate Services, Vital Statistics, Document Examining & Cashier Services, Tax Listing Services and Land Records Modernization. The Register of Deeds office operates under WI State Statute 59.43 (Register of deeds; duties, fees, deputies) and WI State Statutes 69.05 and 69.07 (Duties of register of deeds).

## **REGISTER OF DEEDS (3400) BUDGET**

Department: **Register of Deeds**

UNIT NO. **3400**

FUND: **General — 0001**

In order to address a structural budgetary deficit caused primarily by growing pension and retiree health care costs, as well as reductions in support from the State, the 2018 Budget includes a vacancy and turnover increase of approximately one percent for most County departments for an overall savings of \$1,877,496. The increased vacancy and turnover for the Register of Deeds is \$24,744. In order to ensure that vacancy and turnover savings are realized, all requests to fill positions shall be reviewed and approved by the Department of Administrative Services before the position may be filled.

**Major Changes in FY 2018:** Statewide issuance of Vital Records documents in 2017. Probable elimination of the Rental Weatherization Program in the 2018 State budget.

**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****Strategic Program Area 1: Administration****Service Provision:** Mandated**Strategic Outcome:** High Quality, Responsive Services

<b>What We Do: Activity Data</b>				
<b>Activity</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Phone calls received at main phone numbers	N/A	N/A	N/A	N/A
4011 phone line – answered by staff	N/A	1,884	1,900	1,900
4021 phone line – calls to information message	N/A	5,436	5,500	5,500

<b>How We Do It: Program Budget Summary</b>					
<b>Category</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2018/2017 Var</b>
<b>Expenditures</b>	\$726,988	\$581,236	\$360,892	\$323,803	(\$37,809)
<b>Revenues</b>	\$195	\$195	\$0	\$0	\$0
<b>Tax Levy</b>	\$726,793	\$581,236	\$360,892	\$323,803	(\$37,809)
<b>FTE Positions</b>	4.30	4.30	4.00	3.44	(0.56)

<b>How Well We Do It: Performance Measures</b>				
<b>Performance Measure</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Performance Measures have not yet been created for this Program Area				

**Strategic Overview:** The administration program area provides leadership and oversight for the operations of the Register of Deeds Office. Staffing levels for this program area remain unchanged.

**Strategic Implementation:** The ROD Administration receives numerous calls from public, professionals and internal business partners regularly. Calls are answered and delegated based on the caller's need.

**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****Strategic Program Area 2: Real Estate Services****Service Provision:** Mandated**Strategic Outcome:** Quality of Life

<b>What We Do: Activity Data</b>				
<b>Activity Data</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Requests by Individuals	N/A	242	250	250
Requests by Law Firms	N/A	168	170	170
Requests by Financial Institutions	N/A	76	80	80
Requests by Title Insurers/Researchers	N/A	40	40	40
Requests by Others (Utilities, outside govt)	N/A	32	35	35
<b>Total Requests</b>	N/A	558	575	575
Follow up Required from Requester	N/A	48	50	50
Mortgage Requests	N/A	146	150	150
Deeds Requests	N/A	126	130	130
Assignments Requests	N/A	107	110	110
Releases Requests	N/A	84	85	85
LisPendens Requests	N/A	45	50	50
*Other	N/A	98	100	100
<b>Total Documents</b>	N/A	606	625	625

\*Other is defined as Easements, Plats, Weatherization Compliance, Affidavits, Leases, Certified Survey Maps, Federal Tax Liens, Land Contracts, Judgments, Resolutions, Articles of Incorporation and UCC Forms

<b>How We Do It: Program Budget Summary</b>					
<b>Category</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2018/2017 Var</b>
<b>Expenditures</b>	\$1,101,943	\$905,959	\$539,204	\$473,544	(\$65,660)
<b>Revenues</b>	\$3,904,959	\$4,125,451	\$3,978,000	\$4,131,000	\$153,000
<b>Tax Levy</b>	(\$2,803,016)	(\$3,219,493)	(\$3,438,796)	(\$3,657,456)	(\$218,660)
<b>FTE Positions</b>	6.00	6.00	7.00	7.00	0.00

# REGISTER OF DEEDS (3400) BUDGET

Department: **Register of Deeds**

UNIT NO. **3400**

FUND: **General — 0001**

How Well We Do It: Performance Measures				
Performance Measure	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent of time that recorded paper documents scanned into the imaging system within 2 business days after the recorded date	N/A	100%	100%	100%
Percent of document data INDEXED within 4 business days after the recorded date	N/A	92%	85%	92%
Percent of indexed data VERIFIED within 10 business days after the indexed date	N/A	98.2%	96%	98.2%

### Strategic Overview:

Real Estate Services has three subsections that are responsible for compliance with State Statutes (SS 59.43) regarding the indexing and scanning of all public real estate indices.

The Imaging section is responsible for:

- Digitizing document images into the database.
- Scanning of plats.
- The digitizing of microfilm images when needed to improve quality.
- Printing a document image from film for a customer.
- The production of microfilm rolls that are periodically sent to underground storage in Kansas.

The Indexing section is responsible for:

- Communication and interaction with the outside vendor performing Day Forward indexing of real estate documents.
- Quality control for that indexing program.
- Interaction with employees involved with the subsequent verifying (correcting) of the index.
- Creating and Sell reports to the public.

The Real Estate Research section is responsible for:

- Verifying (correcting) the index.
- Assisting the public who visit Room G-6 with their inquiries for information about recorded documents and plat maps. Showing them how to use the public access computer system.
- Responding to phone calls, email and mail inquiries regarding documents and plat maps, etc.
- Sell copies of documents to the public.

### Strategic Implementation:

The Register of Deeds indexes key fields of information found on real estate documents, such as grantor, grantee, legal description, parcel ID number, associated doc number, etc. Indexed data is necessary to allow title searchers and the general public to successfully search for a recorded document. Verifying the index is the process whereby the document is indexed a second time to find any errors in the index to then correct them.

No revenue is projected in object 3224 due to a program elimination proposal included in the State budget for 2018. Fees increase in object 3526 and 4978 to account for inflation and to be comparable to other counties. The prior fee was last adjusted in 2012.

**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****Strategic Program Area 3: Vital Statistics****Service Provision:** Mandated**Strategic Outcome:** Quality of Life

<b>What We Do: Activity Data</b>				
<b>Activity Data</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Vital Records Placed on File	N/A	29,513	28,000	28,000
Cert Copies: Birth, Death, Marriage Records	N/A	98,855	95,000	85,000
Vital Records Correction, No Fee	N/A	1,003	2,500	2,500
Vital Records No Fee – Veterans Office Use Only	N/A	193	200	200
Marriage Registration	N/A	4,779	4,000	4,000
Genealogy – Records Reviewed	N/A	286	400	400

<b>How We Do It: Program Budget Summary</b>					
<b>Category</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2018/2017 Var</b>
<b>Expenditures</b>	\$799,602	\$738,411	\$349,364	\$396,922	\$47,558
<b>Revenues</b>	\$413,821	\$420,211	\$420,000	\$302,000	(\$118,000)
<b>Tax Levy</b>	\$385,781	\$318,200	(\$70,636)	\$94,922	\$165,558
<b>FTE Positions</b>	8.00	8.00	8.00	9.00	1.00

<b>How Well We Do It: Performance Measures</b>				
<b>Performance Measure</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Percent of death records and marriage records examined and processed within 1 business day of receipt	N/A	100%	100%	100%
Percent of mail requests for the purchase of vital records sent out within 2 business days of receipt	N/A	100%	100%	100%

**Strategic Overview:** Vital Statistics maintains files on birth, death and marriage records, declarations of domestic partnerships, and change of name orders according to State Statute 69.05 and 69.07. Records are updated and changed due to legitimization and adoption.

(Legitimization: When the parents marry after a child's birth they "legitimize" the birth, taking it out of the illegitimate records and put it into the public records).

**Strategic Implementation:** Certified copies of vital records are sold to the general public. Genealogical Research – the public may research birth records from the 1850's to present, death records from 1872 to present and marriage records from the 1830's to present.

**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****Strategic Program Area 4: Document Examination & Cashier Services**Service Provision: **Mandated**Strategic Outcome: **Quality of Life**

<b>What We Do: Activity Data</b>				
<b>Activity Data</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Recordings	N/A	107,410	105,000	100,000
Transfer Tax Collected	N/A	15,855	12,000	12,000

<b>How We Do It: Program Budget Summary</b>					
<b>Category</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2018/2017 Var</b>
<b>Expenditures</b>	567,568	\$460,781	\$314,198	\$301,666	(\$12,532)
<b>Revenues</b>	\$522	(\$631)	\$0	\$0	\$0
<b>Tax Levy</b>	\$567,045	\$461,412	\$314,198	\$301,666	(\$12,532)
<b>FTE Positions</b>	7.60	7.60	8.00	7.50	(0.50)

<b>How Well We Do It: Performance Measures</b>				
<b>Performance Measure</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Target</b>	<b>2018 Target</b>
Percent of electronic documents recorded within 2 business days of receipt (1 day for 2018)	N/A	100%	100%	100%
Percent of paper documents recorded within 2 business days of receipt	N/A	50%	70%	70%

**Strategic Overview:** Document Examining & Cashier Services is responsible for receiving and dispersing all monies as required by the department and is responsible for determining if real estate documents submitted for recording meet statutory requirements (SS 59.43); reviews Wisconsin Department of Revenue Real Estate Transfer data; provides written and verbal explanations to title companies, lawyers and the general public as to why documents are rejected for recording, and processes documents submitted electronically.

**Strategic Implementation:** The standard for the recording of electronic documents is changing from 2 days to 1 day in 2018.

**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****Strategic Program Area 5: Tax Listing Services**Service Provision: **Discretionary**Strategic Outcome: **Quality of Life**

What We Do: Activity Data				
Activity	2015 Actual	2016 Actual	2017 Target	2018 Target
This Service does not have Activity Data				

How We Do It: Program Budget Summary					
Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/17 Var
Expenditures	\$302,152	\$249,077	\$130,994	\$134,872	\$3,878
Revenues	\$3,813	\$4,810	\$4,500	\$4,500	\$0
Tax Levy	\$298,339	\$244,267	\$126,494	\$130,372	\$3,878
FTE Positions	3.00	3.00	3.00	3.00	0.00

How Well We Do It: Performance Measures				
Performance Measure	2015 Actual	2016 Actual	2017 Target	2018 Target
Number of times when previous month's assessor information sent to each municipality by the 25 <sup>th</sup> of each month (20 days in for 2018)	N/A	All 12 months	All 12 months	All 12 months

**Strategic Overview:** Tax Listing Services is responsible for reviewing tax descriptions; assigning new tax key numbers due to real estate boundary changes; maintaining plat books and property records; assisting in preparation of petitions for foreclosure action and providing copies of real estate document recordings to local assessors. Staffing in this program area remains unchanged.

**Strategic Implementation:** No major changes in program or positions.



**REGISTER OF DEEDS (3400) BUDGET**Department: **Register of Deeds**UNIT NO. **3400**FUND: **General — 0001****Strategic Program Area 6: Land Records Modernization****Service Provision:** Mandated**Strategic Outcome:** High Quality, Responsive Services

What We Do: Activity Data				
Activity	2015 Actual	2016 Actual	2017 Target	2018 Target
This Service does not have Activity Data				

How We Do It: Program Budget Summary					
Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/17 Var
<b>Expenditures</b>	\$131,071	\$75,886	\$65,666	\$67,826	\$2,160
<b>Revenues</b>	\$0	\$96,851	\$87,523	\$67,826	(19,697)
<b>Tax Levy</b>	\$131,071	(\$20,965)	(\$21,857)	\$0	\$21,857
<b>FTE Positions</b>	1.00	1.00	1.00	1.00	0.00

How Well We Do It: Performance Measures				
Performance Measure	2015 Actual	2016 Actual	2017 Target	2018 Target
Performance Measures have not yet been created for this Program Area				

**Strategic Overview:** In 2014 this service area was removed from the Register of Deeds and placed in the Milwaukee County Land Information Office (MCLIO) program in the Department of Administrative Services. One position remains in the Register of Deeds and is cross charged to the Land Information Office.

**Strategic Implementation:** The Geographical Information Specialist Analyst performs the role of editing and maintaining the maps of suburban municipalities that are kept in the Register of Deeds. Those maps are then used by Milwaukee County's Land Information Office located in the Economic Development Division. No major changes in program or positions.

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<b>Register of Deeds Budgeted Positions</b>				
<b>Position Title</b>	<b>2017 Adopted</b>	<b>2018 Adopted</b>	<b>2018/2017 Variance</b>	<b>Explanation</b>
Analyst GIS-	1.00	1.00	0.00	
Analyst Real Property-	2.00	2.00	0.00	
Assistant Coordinator ROD	1.00	1.00	0.00	
Clerk Document Imaging-	1.00	1.00	0.00	
Clerk Records-	3.00	3.00	0.00	
Clerk Vital Records-	7.00	7.00	0.00	
Coordinator Register of Deeds-	1.00	1.00	0.00	
Dep Register Of Deeds	1.00	1.00	0.00	
Examiner Document-	5.00	5.00	0.00	
-RC-Clerical Asst 2-	1.00	1.00	0.00	
Register Of Deeds	1.00	1.00	0.00	
Supervisor Document Indexing-	1.00	1.00	0.00	
Supervisor Real Estate	0.00	1.00	1.00	Current Year Action
Supervisor Real Property-	1.00	1.00	0.00	
Supervisor Register of Deeds-	2.00	1.00	(1.00)	Current Year Action
Supervisor Vital Records-	1.00	1.00	0.00	
<b>Full Time Total</b>	<b>29.00</b>	<b>29.00</b>	<b>0.00</b>	
<b>Part Time Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>	<b>29.00</b>	<b>29.00</b>	<b>0.00</b>	