

REGISTER OF DEEDS (3400) BUDGET

DEPT: Register of Deeds

UNIT NO. 3400
FUND: General - 0001

Budget Summary

Category	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2019/2018 Variance
Expenditures					
Personnel Costs	\$2,106,262	\$1,273,156	\$1,315,803	\$1,232,967	(\$82,836)
Operation Costs	242,671	\$320,681	\$306,510	\$260,900	(\$45,610)
Debt & Depreciation	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$0	\$0	\$0	\$595	\$595
Total Expenditures	\$3,011,349	\$1,593,836	\$1,622,313	\$1,494,462	(\$127,851)
<i>Legacy Healthcare-Pension</i>	\$720,316	\$0	\$0	\$0	\$0
Revenues					
Direct Revenue	\$4,549,999	\$4,667,814	\$4,527,500	\$4,630,500	\$103,000
Intergov Revenue	\$0	\$0	\$0	\$0	\$0
Indirect Revenue	\$96,851	\$66,822	\$67,826	\$0	(\$67,826)
Total Revenues	\$4,646,850	\$4,734,636	\$4,595,326	\$4,630,500	\$35,174
Tax Levy	(\$1,635,501)	(\$3,140,800)	(\$2,973,013)	(\$3,136,038)	(\$163,025)
Effective Tax Levy	(\$2,981,626)	(\$3,140,800)	(\$2,973,013)	(\$3,136,638)	(\$163,025)
Personnel					
Full-Time Pos. (FTE)	28	28	28	26	(2)
Seas/Hourly/Pool Pos.					
Overtime \$	\$105,180	\$75,505	\$83,536	\$50,328	(\$33,208)

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)

Major Changes in FY 2019: One position Supervisor – Document Indexing will be abolished and one Analyst GIS position will be moved to the Land Information Office (LIO).

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Strategic Program Area 1: Administration

Service Provision: Mandated

Strategic Outcome: High Quality, Responsive Services

What We Do: Activity Data			
Activity	2017 Actual	2018 Target	2019 Target
Phone calls received at main phone numbers			
4011 phone line – answered by staff	854	1,000	1,000
4021 phone line – calls to information message	4,204	5,000	5,000

How We Do It: Program Budget Summary					
Category	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2019/2018 Variance
Expenditures	\$581,236	\$341,983	\$323,083	\$350,314	\$27,231
Revenues	\$158	\$76	\$0	\$0	\$0
Tax Levy	\$581,078	\$341,907	\$323,083	\$350,314	\$27,231
FTE Positions	4	4	4	4	0

How Well We Do It: Performance Measures				
Performance Measure	2017 Target	2017 Actual	2018 Target	2019 Target
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.

Strategic Program Area 2: Real Estate Services

Service Provision: Mandated

Strategic Outcome: Quality of Life

What We Do: Activity Data			
Activity Data	2017 Actual Requests	2018 Target Requests	2019 Target Requests
Requester			
Individuals	218	250	220
Law Firms	116	170	120
Financial Institutions	56	80	60
Title Insurers/Researchers	86	40	90
Others (Utilities, outside govt)	9	35	10
Total Mail/Phone Searches	485	575	500
Follow up Required from Requester	41	50	40
Document Types Requested			
Mortgage	79	150	80
Deed	292	130	300
Assignments	52	110	60
Releases	51	85	60
LisPendens	12	50	15
*Other	66	100	70
Total Documents	552	625	585

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

How We Do It: Program Budget Summary					
Category	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2019/2018 Variance
Expenditures	\$905,959	\$515,105	\$473,544	\$345,480	(\$128,064)
Revenues	\$4,125,451	\$4,337,823	\$4,221,000	\$4,330,000	\$109,000
Tax Levy	(\$3,219,493)	(\$3,822,718)	(\$3,747,456)	(\$3,984,520)	(\$237,064)
FTE Positions	6.00	6.00	6.00	5.00	(1.00)

How Well We Do It: Performance Measures

Performance Measure	2017 Target	2017 Actual	2018 Target	2019 Target
Percent of time that recorded paper documents scanned into the imaging system within 2 business days after the recorded date	100%	100%	100%	100%
Percent of document data INDEXED within 4 business days after the recorded date	85%	86.5%	75%	93%
Percent of indexed data VERIFIED within 10 business days after the indexed date	92%	96%	92%	97%

Strategic Overview:

Real Estate Services has two 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 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.
- 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.

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.

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Strategic Program Area 3: Vital Statistics

Service Provision: Mandated

Strategic Outcome: Quality of Life

What We Do: Activity Data			
Activity Data	2017 Actual	2018 Target	2019 Target
Vital Records Placed on File	29,289	28,000	28,000
Cert Copies: Birth, Death, Marriage Records	74,940	85,000	85,000
Vital Records Correction, No Fee	5,494	2,500	5,000
Vital Records No Fee – Veterans Office Use Only	207	200	200
Marriage Registration	4,652	4,000	4,000
Genealogy – Records Reviewed	233	400	250

How We Do It: Program Budget Summary					
Category	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2019/2018 Variance
Expenditures	\$738,411	\$316,257	\$321,322	\$318,686	(\$2,636)
Revenues	\$420,211	\$325,066	\$302,000	\$296,000	(\$6,000)
Tax Levy	\$318,200	(\$8,809)	\$19,322	\$22,686	\$3,364
FTE Positions	7.00	7.00	7.00	7.00	0

How Well We Do It: Performance Measures				
Performance Measure	2016 Target	2016 Actual	2017 Target	2018 Target
Percent of death records and marriage records examined and processed within 1 business day of receipt	100%	100%	100%	100%
Percent of mail requests for the purchase of vital records sent out within 2 business days of receipt	100%	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. There are no major changes to this program area for 2019.

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Strategic Program Area 4: Document Examination & Cashier Services

Service Provision: Mandated

Strategic Outcome: Quality of Life

What We Do: Activity Data			
Activity Data	2017 Actual	2018 Target	2019 Target
Recordings	104,358	100,000	102,000
Transfer Tax Collected	16,435	12,000	14,000

How We Do It: Program Budget Summary					
Category	2016 Actual	2017 Actual	2018 Target	2019 Target	2019/2018 Variance
Expenditures	\$460,781	\$237,706	\$301,666	\$346,082	\$44,416
Revenues	(\$631)	(\$51)	\$0	\$0	\$0
Tax Levy	\$461,412	\$237,757	\$301,666	\$346,082	\$44,416
FTE Positions	7	7	7	7	0

How Well We Do It: Performance Measures				
Performance Measure	2016 Target	2016 Actual	2017 Target	2018 Target
Percent of electronic documents recorded within 2 business days of receipt (1 day for 2018)*	100%	100%	100%	100%
Percent of paper documents recorded within 2 business days of receipt	70%	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:

There are no major changes to this program area for 2019.

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Strategic Program Area 5: Tax Listing Services

Service Provision: Discretionary

Strategic Outcome: Quality of Life

What We Do: Activity Data			
Activity	2017 Actual	2018 Target	2019 Target
This Service does not have Activity Data			

How We Do It: Program Budget Summary					
Category	2016 Actual	2017 Actual	2018 Target	2019 Target	2019/18 Var
Expenditures	\$249,077	\$117,063	\$134,872	\$133,900	(\$972)
Revenues	\$4,810	\$4,900	\$4,500	\$4,500	\$0
Tax Levy	\$244,267	\$112,163	\$130,372	\$129,400	(\$972)
FTE Positions	3	3	3	3	0

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

There are no major changes to this program area for 2019.

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Strategic Program Area 6: Land Records Modernization

Service Provision: Mandated

Strategic Outcome: High Quality, Responsive Services

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

How We Do It: Program Budget Summary					
Category	2016 Actual	2017 Actual	2018 Target	2019 Target	2019/18 Var
Expenditures	\$75,886	\$65,721	\$67,826	\$0	(67,826)
Revenues	\$96,851	\$66,822	\$67,826	\$0	(67,826)
Tax Levy	(\$20,965)	(\$1,101)	\$0	\$0	0
FTE Positions	1.00	1.00	1.00	0.00	(1)

How Well We Do It: Performance Measures				
Performance Measure	2017 Target	2017 Actual	2018 Target	2019 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 Automated Mapping and Land Information System (MCAMLIS) program in the Economic Development Division of the Department of Administrative Services. One position remains in the Register of Deeds and is cross charged to the MCAMLIS program.

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.

The position of GIS Analyst is moved to LIO for 2019.

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Register of Deeds Budgeted Positions

Title Code	2018 Target	2019 Target	2019/2018 Variance
Analyst GIS-	1	0	(1)
Analyst Real Property-	2	2	0
Clerk Document Imaging-	1	1	0
Clerk Records-	3	3	0
Clerk Vital Records-	6	6	0
Coordinator Register of Deeds-	1	1	0
Dep Register Of Deeds	1	1	0
Examiner Document-	5	5	0
Overtime	2.5	1.2	(1.3)
-RC-Clerical Asst 2-	1	1	0
Register Of Deeds	1	1	0
Supervisor Document Indexing-	1	0	(1)
Supervisor Real Property-	1	1	0
Supervisor Register of Deeds-	2	2	0
Supervisor Vital Records-	1	1	0
Vacancy & Turnover	0.5	1	0.5
Assistant Coordinator ROD	1	1	0
TOTAL	31	28.2	(2.8)

Explanation:

Analyst GIS moved to LIO

Supervisor Document Indexing Abolished