

**Budget Summary**

| Category                     | 2017 Actual          | 2018 Actual          | 2019 Budget          | 2020 Budget          | 2020/2019 Variance |
|------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------|
| <b>Expenditures</b>          |                      |                      |                      |                      |                    |
| Personnel Costs              | \$1,273,156          | \$1,199,836          | \$1,204,569          | \$1,198,845          | \$(5,724)          |
| Operation Costs              | \$320,680            | \$205,396            | \$264,342            | \$235,800            | (\$28,542)         |
| Debt & Depreciation          | \$0                  | \$0                  | \$0                  | \$0                  | \$0                |
| Capital Outlay               | \$0                  | \$0                  | \$0                  | \$0                  | \$0                |
| Interdept. Charges           | \$0                  | \$68                 | \$595                | \$0                  | (\$595)            |
| <b>Total Expenditures</b>    | <b>\$1,593,836</b>   | <b>\$1,405,300</b>   | <b>\$1,469,506</b>   | <b>\$1,434,645</b>   | <b>(\$34,861)</b>  |
| <b>Revenues</b>              |                      |                      |                      |                      |                    |
| Direct Revenue               | \$4,667,814          | \$4,724,988          | \$4,615,500          | \$4,586,500          | (\$29,000)         |
| Intergov Revenue             | \$0                  | \$0                  | \$0                  | \$0                  | \$0                |
| Indirect Revenue             | \$66,822             | \$67,826             | \$0                  | \$0                  | \$0                |
| <b>Total Revenues</b>        | <b>\$4,734,636</b>   | <b>\$4,792,814</b>   | <b>\$4,615,500</b>   | <b>\$4,586,500</b>   | <b>(\$29,000)</b>  |
| <b>Tax Levy</b>              | <b>(\$3,140,800)</b> | <b>(\$3,387,514)</b> | <b>(\$3,145,994)</b> | <b>(\$3,151,855)</b> | <b>(\$5,861)</b>   |
| <b>Effective Tax Levy*</b>   | <b>(\$3,073,978)</b> | <b>(\$3,319,756)</b> | <b>(\$3,146,589)</b> | <b>(\$3,151,855)</b> | <b>\$5,266</b>     |
| <b>Personnel</b>             |                      |                      |                      |                      |                    |
| <b>Full-Time Pos. (FTE)</b>  | 31.0                 | 29.1                 | 26.1                 | 25.5                 | (0.6)              |
| <b>Seas/Hourly/Pool Pos.</b> | 0.0                  | 0.0                  | 0.0                  | 0.0                  | 0.0                |
| <b>Overtime \$</b>           | \$75,505             | \$43,265             | \$50,328             | \$42,168             | (\$8,160)          |

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

**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 2020:** Abolish one Clerk Vital Records Position; Reduce General Recording Fees by \$180,000 based on 2018 Actual and 2019 Trend

**Strategic Program Area 1: Administration**

**Service Provision:** Mandated

**Strategic Outcome:** High Quality, Responsive Services

| <b>What We Do: Activity Data</b>                            |                    |                    |                    |
|---|--------------------|--------------------|--------------------|
| <b>Activity:</b> Phone calls received at main phone numbers | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> |
| 4011 phone line – answered by staff                         | 988                | 1,000              | 1,000              |
| 4021 phone line – calls to information message              | 5,109              | 5,000              | 5,000              |

| <b>How We Do It: Program Budget Summary</b> |                    |                    |                    |                    |                           |
|---|--------------------|--------------------|--------------------|--------------------|---------------------------|
| <b>Category</b>                             | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> | <b>2020/2019 Variance</b> |
| <b>Expenditures</b>                         | \$341,983          | \$315,735          | \$320,268          | \$338,603          | \$18,335                  |
| <b>Revenues</b>                             | \$76               | \$95               | \$0                | \$0                | \$0                       |
| <b>Tax Levy</b>                             | \$341,907          | \$315,640          | \$320,268          | \$338,603          | \$18,335                  |
| <b>FTE Positions</b>                        | 4.0                | 3.4                | 3.0                | 4.0                | 1.0                       |

| <b>How Well We Do It: Performance Measures</b>                       |                    |                    |                    |                    |
|--|--------------------|--------------------|--------------------|--------------------|
| <b>Performance Measure</b>   | <b>2017 Target</b> | <b>2017 Actual</b> | <b>2018 Target</b> | <b>2019 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.

**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>2018 Actual Requests</b> | <b>2019 Target Requests</b> | <b>2020 Target Requests</b> |
| <b>Requester:</b>                 |                             |                             |                             |
| Individuals                       | 264                         | 220                         | 240                         |
| Law Firms                         | 95                          | 120                         | 110                         |
| Financial Institutions            | 47                          | 60                          | 60                          |
| Title Insurers/Researchers        | 160                         | 90                          | 170                         |
| Others (Utilities, outside govt)  | 14                          | 10                          | 20                          |
| <b>Total Mail/Phone Searches</b>  | <b>580</b>                  | <b>500</b>                  | <b>600</b>                  |
| Follow up Required from Requester | 37                          | 40                          | 40                          |
| <b>Document Types Requested</b>   |                             |                             |                             |
| Mortgage                          | 57                          | 80                          | 75                          |
| Deed                              | 465                         | 300                         | 400                         |
| Assignments                       | 20                          | 60                          | 60                          |
| Releases                          | 64                          | 60                          | 80                          |
| LisPendens                        | 38                          | 15                          | 30                          |
| *Other                            | 138                         | 70                          | 100                         |
| <b>Total Documents</b>            | <b>782</b>                  | <b>585</b>                  | <b>745</b>                  |

\*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

| <b>How We Do It: Program Budget Summary</b> |                    |                    |                    |                    |                           |
|---|--------------------|--------------------|--------------------|--------------------|---------------------------|
| <b>Category</b>                             | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> | <b>2020/2019 Variance</b> |
| <b>Expenditures</b>                         | \$515,105          | \$385,874          | \$347,750          | \$378,528          | \$30,778                  |
| <b>Revenues</b>                             | \$4,337,823        | \$4,385,462        | \$4,330,000        | \$4,286,000        | (\$44,000)                |
| <b>Tax Levy</b>                             | (\$3,822,718)      | (\$3,999,587)      | (\$3,982,250)      | (\$3,907,472)      | \$74,778                  |
| <b>FTE Positions</b>                        | 7.0                | 7.0                | 5.0                | 5.5                | 0.5                       |

| <b>How Well We Do It: Performance Measures</b>   |                    |                    |                    |                    |
|--|--------------------|--------------------|--------------------|--------------------|
| <b>Performance Measure</b>   | <b>2018 Target</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> |
| 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  | 75%                | 86.5%              | 93%                | 93%                |
| Percent of indexed data VERIFIED within 10 business days after the indexed date  | 92%                | 96%                | 97%                | 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.

DEPT: Register of Deeds

**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>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> |
| Vital Records Placed on File                    | 30,966             | 28,000             | 28,000             |
| Cert Copies: Birth, Death, Marriage Records     | 75,219             | 85,000             | 85,000             |
| Vital Records Correction, No Fee                | 6,805              | 5,000              | 5,000              |
| Vital Records No Fee – Veterans Office Use Only | 270                | 200                | 200                |
| Marriage Registration                           | 4,592              | 4,000              | 4,000              |
| Genealogy – Records Reviewed                    | 249                | 250                | 250                |

| <b>How We Do It: Program Budget Summary</b> |                    |                    |                    |                    |                           |
|---|--------------------|--------------------|--------------------|--------------------|---------------------------|
| <b>Category</b>                             | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> | <b>2020/2019 Variance</b> |
| <b>Expenditures</b>                         | \$381,978          | \$344,027          | \$318,686          | \$261,308          | (\$57,378)                |
| <b>Revenues</b>                             | \$391,888          | \$402,113          | \$281,000          | \$296,000          | \$15,000                  |
| <b>Tax Levy</b>                             | (\$9,910)          | \$58,086           | \$37,686           | (\$34,692)         | (\$72,378)                |
| <b>FTE Positions</b>                        | 8.0                | 7.0                | 7.0                | 5.5                | (1.5)                     |

| <b>How Well We Do It: Performance Measures</b>  |                    |                    |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|
| <b>Performance Measure</b>  | <b>2018 Target</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> |
| 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.

One position of Vital Records Clerk is abolished.

REGISTER OF DEEDS (3400) BUDGET

DEPT: 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>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> |
| Recordings                       | 97,437             | 102,000            | 90,000             |
| Transfer Tax Collected           | 16,705             | 12,000             | 13,000             |

| <b>How We Do It: Program Budget Summary</b> |                    |                    |                    |                    |                           |
|---|--------------------|--------------------|--------------------|--------------------|---------------------------|
| <b>Category</b>                             | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> | <b>2020/2019 Variance</b> |
| <b>Expenditures</b>                         | \$237,706          | \$230,004          | \$346,082          | \$312,576          | (\$33,506)                |
| <b>Revenues</b>                             | (\$51)             | \$210              | \$0                | \$0                | \$0                       |
| <b>Tax Levy</b>                             | \$237,757          | \$229,794          | \$346,082          | \$312,576          | (\$33,506)                |
| <b>FTE Positions</b>                        | 8.0                | 7.5                | 8.2                | 7.5                | (0.7)                     |

| <b>How Well We Do It: Performance Measures</b>   |                    |                    |                    |                    |
|--|--------------------|--------------------|--------------------|--------------------|
| <b>Performance Measure</b>   | <b>2018 Target</b> | <b>2018 Actual</b> | <b>2019 Target</b> | <b>2020 Target</b> |
| 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%                | 80%                | 90%                | 90%                |

**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 in 2020.

REGISTER OF DEEDS (3400) BUDGET

DEPT: Register of Deeds

UNIT NO. 3400  
FUND: General - 0001

**Strategic Program Area 5: Tax Listing**

**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                             | 2017 Actual | 2018 Actual | 2019 Target | 2020 Target | 2020/2019 Variance |
| Expenditures                         | \$117,063   | \$129,659   | \$136,720   | \$143,630   | \$6,910            |
| Revenues                             | \$4,900     | \$4,934     | \$4,500     | \$4,500     | \$0                |
| Tax Levy                             | \$112,163   | \$124,725   | \$132,220   | \$139,130   | \$6,910            |
| FTE Positions                        | 3.0         | 3.0         | 3.0         | 3.0         | 0.0                |

| How Well We Do It: Performance Measures  |               |               |               |               |
|--|---------------|---------------|---------------|---------------|
| Performance Measure  | 2018 Target   | 2018 Actual   | 2019 Target   | 2020 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) | 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:**

No major changes – cost to continue