

B U D G E T S U M M A R Y

Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures					
Personnel Costs	\$1,199,836	\$1,036,832	\$1,201,334	\$1,014,114	(\$187,220)
Operation Costs	\$205,396	\$187,656	\$253,549	\$61,549	(\$192,000)
Debt & Depreciation	\$0	\$0	\$0	\$0	\$ 0
Capital Outlay	\$0	\$5,763	\$0	\$0	\$ 0
Interdepartmental. Charges	\$68	\$633	\$0	\$0	\$ 0
Total Expenditures	\$1,405,300	\$1,230,884	\$1,454,883	\$1,075,663	(\$379,220)
Revenues					
Direct Revenue	\$4,724,988	\$5,135,578	\$4,586,500	\$4,554,500	(\$32,000)
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$ 0
Indirect Revenue	\$67,826	\$0	\$0	\$0	\$ 0
Total Revenues	\$4,792,814	\$5,135,578	\$4,586,500	\$4,554,500	(\$32,000)
Tax Levy	(\$3,387,514)	(\$3,904,694)	(\$3,131,617)	(\$3,478,837)	(\$347,220)
Personnel					
Full-TimePos. (FTE)	29.1	26.0	25.5	24.0	(1.5)
Seasonal/Hourly/Pool Pos.	0	0	0	0	0.0
Overtime \$	\$75,505	\$36,919	\$42,168	\$0	(\$42,168)

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 and Tax Listing Services. 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**

Major Changes in FY 2021

Abolish one Document Examiner Position (fka: RC-Clerical Asst 2)

Eliminated overtime due to Covid-19 Fiscal Constraints

Changed credit card vendor resulting in \$10,000/yr savings

Holding Document Examiner vacant due to Covid-19 hiring freeze

Delayed 2020 and 2021 Book Binding Project due to Covid-19 Fiscal Constraints - \$60,000/yr

Eliminated microfilm process expenses in excess of \$10,000 annually

Increased revenue, \$85,000, for indexed data no longer being held as credit by vendor

our annual software lifecycle agreement at no additional cost

Holding Asst ROD Coordinator vacant due to Covid-19 hiring freeze

Reduced postage expense \$5000

Reduced travel expense \$4000

Increased telephone expense \$1500 for language line service (\$1.65/minute)

Strategic Program Area 1: Administration

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures	\$315,735	\$321,717	\$343,841	\$283,733	(\$60,108)
Revenues	\$95	\$35	\$0	\$0	\$ 0
Tax Levy	\$315,640	\$321,682	\$343,841	\$283,733	(\$60,108)
FTE Positions	3.4	4.0	4.0	4.0	0.0

What We Do With It: Activity Data				
Activity	2018 Actual	2019 Actual	2020 Target	2021 Target
How we compare to other offices?				
*Much Better	N/A	26%	35%	40%
*Better	N/A	22%	30%	30%
*Same	N/A	12%	5%	0%
*No Opinion	N/A	40%	30%	30%
Population served in person				
*Black	N/A	39%		
*White	N/A	39%		
*Latinx	N/A	10%		
*Other	N/A	12%		

How Well We Do It: Performance Measures				
Performance Measure	2018 Actual	2019 Actual	2020 Target	2021 Target
Level of Customer Service - Excellent	N/A	80%	90%	90%
Overall experience with service - Satisfied; met expectations	N/A	97%	100%	100%
How long was the wait? Not too long (5-10 minutes)	N/A	77%	85%	90%

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:

REGISTER OF DEEDS (3400) BUDGET

Department: **Register of Deeds**

UNIT NO. **3400**

FUND: **General — 0001**

Our goal is to achieve excellence in customer service. In October 2019, the Register of Deeds Office established a customer service survey program. Being helpful, responsive and friendly to county residents and our industry partners are our goals.

REGISTER OF DEEDS (3400) BUDGET

UNIT NO. 3400

Department: Register of Deeds

FUND: General — 0001

Strategic Program Area 2: Real Estate Services

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures	\$385,874	\$328,165	\$378,528	\$177,804	(\$200,724)
Revenues	\$4,385,462	\$4,790,493	\$4,286,000	\$4,254,000	(\$32,000)
Tax Levy	(\$3,999,588)	(\$4,462,328)	(\$3,907,472)	(\$4,076,196)	(\$168,724)
FTE Positions	7.0	5.0	5.5	5.0	(0.5)

What We Do With It: Activity Data				
Activity	2018 Actual	2019 Actual	2020 Target	2021 Target
Requester:				
Individuals	264	235	240	200
Law Firms	95	67	110	70
Financial Institutions	47	70	60	65
Title Insurers/Researchers	160	246	170	250
Others (Utilities, outside govt)	14	19	20	20
Total Mail/Phone Searches	580	637	600	605
Follow up Required from Requester	37	7	40	20
Document Types Requested				
Mortgage	57	92	75	90
Deed	465	586	400	500
Assignments	20	24	60	50
Releases	64	79	80	80
LisPendens	38	29	30	30
*Other	138	255	100	200
Total Documents	782	1065	745	950

*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 Well We Do It: Performance Measures				
Performance Measure	2018 Actual	2019 Actual	2020Target	2021Target
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	86.5%	94%	100%	100%
Percent of indexed data VERIFIED within 10 business days after the indexed date	96%	97%	97%	98%

Strategic Overview:

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

- 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.
- Auditing Indexed Data
- Assisting the public who visit Room G-6 with their inquiries for information about recorded documents and plat maps. Assist in showing them how to use the public access computer system
- Responding to phone calls, email and mail inquiries regarding documents and plat maps, etc.
- Sale of copies of documents to the public
- Communication and quality control with the indexing vendor performing Day Forward indexing of real estate documents.
- Creation and sale of real estate data reports to the public and industry partners

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. Auditing the indexed documents is the process whereby the staff corrects any indexing errors.

Strategic Program Area 3: Vital Statistics

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures	\$344,027	\$260,228	\$276,308	\$256,614	(\$19,694)
Revenues	\$402,113	\$340,428	\$296,000	\$296,000	\$ 0
Tax Levy	(\$58,086)	(\$80,200)	(\$19,692)	(\$39,386)	(\$19,694)
FTE Positions	7.0	7.0	5.5	6.0	0.5

What We Do With It: Activity Data				
Activity	2018 Actual	2019 Actual	2020 Target	2021 Target
Vital Records Placed on File	30,966	28,620	26,000	26,000
Cert Copies: Birth, Death, Marriage Records	75,219	75,216	58,000	65,000
Vital Records Correction, No Fee	6805	2095	5,000	5000
Vital Records No Fee – Veterans Office Use Only	270	431	300	300
Marriage Registration	4592	4220	2000	3000
Genealogy – Records Reviewed	249	212	50	150

How Well We Do It: Performance Measures				
Performance Measure	2018 Actual	2019 Actual	2020 Target	2021 Target
Percent of death records and marriage records examined and processed within 1 business	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 at the request of County residents and/or Court Orders and the Judicial System

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.

Strategic Program Area4: Document Examination & Cashier Services

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures	\$230,004	\$196,028	\$312,576	\$209,360	(\$103,216)
Revenues	\$210	(\$600)	\$0	\$0	\$ 0
Tax Levy	\$229,794	\$196,628	\$312,576	\$209,360	(\$103,216)
FTE Positions	7.5	8.0	7.5	6	(1.5)

What We Do With It: Activity Data				
Activity	2018 Actual	2019 Actual	2020 Target	2021 Target
Recordings	97,437	101,165	90,000	90,000
Transfer Tax Collected	16,705	16,678	13,000	13,000

How Well We Do It: Performance Measures				
Performance Measure	2018 Actual	2019 Actual	2020Target	2021Target
Percent of electronic documents recorded within 2 business days of receipt (1 day for	100%	100%	100%	100%
Percent of paper documents recorded within 2 business days of receipt	80%	97%	90%	97%

Strategic Overview:

Document Examining & Cashier Services is responsible for receiving all monies as required by the ROD office 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:

. Document examiners are required to record electronic documents within a 24 hour period or paper/mailed documents within a 48 hour period. Notice of rejected documents is provided the same day.

Strategic Program Area 5: Tax Listing

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2021/2020 Variance
Expenditures	\$129,659	\$125,585	\$143,630	\$148,152	\$4,522
Revenues	\$4,934	\$5,222	\$4,500	\$4,500	\$ 0
Tax Levy	\$124,725	\$120,363	\$139,130	\$143,652	\$4,522
FTE Positions	3.0	3.0	3.0	3	0.0

What We Do With It: Activity Data				
Activity	2018 Actual	2019 Actual	2020 Target	2021 Target
To Be Determined	0	0	0	0

How Well We Do It: Performance Measures				
Performance Measure	2018 Actual	2019 Actual	2020 Target	2021 Target
Number of times when previous month's assessor information sent to each municipality by the 25th 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:

To provide timely to municipalities and local tax assessors. Respond to inquiries from municipalities, local tax assessors and Milwaukee County residents