

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

Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures					
Personnel Costs	\$1,036,832	\$929,144	\$1,014,114	\$1,144,807	\$130,693
Operation Costs	\$187,656	\$69,742	\$58,800	\$123,150	\$64,350
Debt & Depreciation	\$0	\$0	\$0	\$0	\$ 0
Capital Outlay	\$5,763	\$0	\$0	\$0	\$ 0
Interdepartmental. Charges	\$633	\$1,244	\$0	\$0	\$ 0
Total Expenditures	\$1,230,884	\$1,000,130	\$1,072,914	\$1,267,957	\$195,043
Revenues					
Direct Revenue	\$5,135,578	\$5,473,190	\$4,554,500	\$4,848,000	\$293,500
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$ 0
Indirect Revenue	\$0	\$0	\$0	\$0	\$ 0
Total Revenues	\$5,135,578	\$5,473,190	\$4,554,500	\$4,848,000	\$293,500
Tax Levy	(\$3,904,694)	(\$4,473,060)	(\$3,481,586)	(\$3,580,043)	(\$98,457)
Personnel					
Full-Time Pos. (FTE)	26.0	25	24.0	24.0	0.0
Seasonal/Hourly/Pool \$	\$0	\$0	\$0	\$0	\$ 0
Overtime \$	\$36,919	\$16,562	\$0	\$18,578	\$18,578

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 2022:

- Resume Book Binding Project (\$60,000) that was delayed in 2020 and 2021 due to the COVID-19 pandemic
- Abolish/Create - one Clerk Vital Records (03P) to one Property Analyst 1 (05P)
- Laredo Revenues increased \$75,000 due to ROD policy change.
- ORO revenue \$15,000 - A new revenue source has been created. The ROD receives \$2.50 for each order placed through the web portal Official Records Online (ORO).
- ROD Position Reorganization to align with other Register of Deed Offices in Wisconsin more appropriately.
- Decrease Vital Records revenue \$90,000 due to residual effects of the pandemic.
- The ROD is pleased to announce the automation of vital records (VR) requests. Milwaukee County ROD is the first in Wisconsin to implement this technology. Requests are now made through the new VR kiosks which will process the request, verify the identity of the requester as required by Wisconsin law, and accept payment. The kiosks will accept credit/debit card or provide a cash option that can be paid at the cashier window when customers pick up their certificate. Kiosks can process requests in both English and Spanish.

Strategic Program Area 1: Administration

Service Provision: **Mandated**

How We Do It: Program Budget Summary					
Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$321,717	\$276,073	\$280,984	\$299,438	\$18,454
Revenues	\$35	\$452	\$0	\$0	\$ 0
Tax Levy	\$321,682	\$275,621	\$280,984	\$299,438	\$18,454
FTE Positions	4.0	4.0	4.0	4.0	0.0

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
How we compare to other offices?				
*Much Better	26%	0	40%	40%
*Better	22%	0	30%	30%
*Same	12%	0	0%	0%
*No Opinion	40%	0	30%	30%
Population served in person				
*Black	39%	0	N/A	N/A
*White	39%	0	N/A	N/A
*Latinx	10%	0	N/A	N/A
*Other	12%	0	N/A	N/A

How Well We Do It: Performance Measures				
Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 Target
Level of Customer Service - Excellent	80%	0	90%	90%
Overall experience with service - Satisfied; met expectations	97%	0	100%	100%
How long was the wait? Not too long (5-10 minutes)	77%	0	90%	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.

REGISTER OF DEEDS (3400) BUDGET

Department: **Register of Deeds**

UNIT NO. **3400**

FUND: **General — 0001**

Strategic Implementation:

The ROD's 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 industry partners are ROD's goals. Due to the pandemic, the public was not being served in person. Therefore, no survey data for 2020 is available.

Strategic Program Area 2: Real Estate Services

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$328,165	\$205,904	\$177,804	\$230,507	\$52,703
Revenues	\$4,790,493	\$5,283,406	\$4,254,000	\$4,628,000	\$374,000
Tax Levy	(\$4,462,328)	(\$5,077,502)	(\$4,076,196)	(\$4,397,493)	(\$321,297)
FTE Positions	5.0	5.0	5.0	5.0	0.0

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
Requester:				
Individuals	235	649	200	350
Law Firms	67	84	70	70
Financial Institutions	70	44	65	65
Title Insurers/Researchers	246	195	250	150
Others (Utilities, outside govt)	19	10	20	15
Total Mail/Phone Searches	637	982	605	650
Follow up Required from Requester	7	12	20	20
Document Types Requested				
Mortgage	92	144	90	100
Deed	586	966	500	600
Assignments	24	11	50	20
Releases	79	77	80	80
LisPendens	29	21	30	30
*Other	255	208	200	200
Total Documents	1065	1457	950	1030

*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	2019 Actual	2020 Actual	2021 Target	2022 Target
Percent of time recorded paper documents are scanned into the imaging system within 2 business days after recorded date	100%	100%	100%	100%
Percent of document data INDEXED within 4 business days after the recorded date	94%	100%	100%	100%
Percent of indexed data VERIFIED within 10 business days after the indexed date	97%	71.2%	98%	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
- 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 customers how to use the public access computer system
- Responding to phone calls, email and mail inquiries regarding documents, and plat maps, etc.
- Selling copies of documents to the public
- Communicating and quality control with the indexing vendor performing Day Forward indexing of real estate documents
- Creating and selling real estate data reports to the public and industry partners

Strategic Implementation:

The Register of Deeds indexes key fields of information found in 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. Staff may then audit the indexed documents. This 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$260,228	\$218,741	\$256,614	\$252,369	(\$4,245)
Revenues	\$340,428	\$185,907	\$296,000	\$215,500	(\$80,500)
Tax Levy	(\$80,200)	\$32,834	(\$39,386)	\$36,869	\$76,255
FTE Positions	7.0	6.0	6.0	5.0	(1.0)

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
Vital Records Placed on File	28,620	27,789	28,000	28,000
Cert Copies: Birth, Death, Marriage Records	75,216	41,001	45,000	60,000
Vital Records Correction, No Fee	2,095	5,185	5,000	5,000
Vital Records No Fee – Veterans Office Use Only	431	385	300	300
Marriage Registration	4,220	3,045	2,000	2,000
Genealogy – Records Reviewed	212	30	0	50

How Well We Do It: Performance Measures				
Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 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%	98%	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 public. 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. Vital Records Kiosks with English and Spanish capability have been installed in the office. The implementation of Official Records Online (ORO) through

our webpage created a new revenue for each record accessed. One (1) Clerk Vital Records is being abolished to create a Property Analyst I in the Tax Listing Strategic Program Area. This is part of the ROD Office’s reorganization that will take place in 2022 to align positions more appropriately with that of other Wisconsin ROD Offices.

Strategic Program Area 4: Document Examination & Cashier Services

Service Provision: Mandated

How We Do It: Program Budget Summary					
Category	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$196,028	\$167,150	\$209,360	\$296,187	\$86,827
Revenues	(\$600)	\$298	\$0	\$0	\$ 0
Tax Levy	\$196,628	\$166,852	\$209,360	\$296,187	\$86,827
FTE Positions	7.0	7.0	6.0	6.0	0.0

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
Recordings	101,165	123,098	120,000	120,000
Transfer Tax Collected	16,678	17,147	16,000	15,000

How Well We Do It: Performance Measures				
Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 Target
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	97%	65.4%	97%	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); This area 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 and 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2022/2021 Variance
Expenditures	\$125,585	\$132,261	\$148,152	\$189,456	\$41,304
Revenues	\$5,222	\$3,128	\$4,500	\$4,500	\$ 0
Tax Levy	\$120,363	\$129,133	\$143,652	\$184,956	\$41,304
FTE Positions	3.0	3.0	3.0	4.0	1.0

What We Do With It: Activity Data				
Activity	2019 Actual	2020 Actual	2021 Target	2022 Target
To Be Determined	0	0	0	0

How Well We Do It: Performance Measures				
Performance Measure	2019 Actual	2020 Actual	2021 Target	2022 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.

Strategic Implementation:

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

One (1) Property Analyst I is being created by abolishing a Clerk Vital Records in the Vital Records Strategic Program area. This is part of the ROD Office's reorganization that will take place in 2022 to align positions more appropriately with that of other Wisconsin ROD Offices.