

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

Category	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2023/2022 Variance
Expenditures					
Personnel Costs	\$929,144	\$986,550	\$1,144,807	\$1162,655	\$17,848
Operation Costs	\$69,742	\$39,857	\$123,150	\$126,700	\$3,550
Debt & Depreciation	\$0	\$0	\$0	\$0	\$ 0
Capital Outlay	\$0	\$0	\$0	\$0	\$ 0
Interdepartmental. Charges	\$1,244	\$854	\$0	\$0	\$ 0
Total Expenditures	\$1,000,130	\$1,027,261	\$1,267,957	\$1,289,355	\$21,398
Revenues					
Direct Revenue	\$5,473,190	\$6,956,247	\$4,848,000	\$4,589,000	(\$259,000)
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$ 0
Indirect Revenue	\$0	\$0	\$0	\$0	\$ 0
Total Revenues	\$5,473,190	\$6,956,247	\$4,848,000	\$4,589,000	(\$259,000)
Tax Levy	(\$4,473,060)	(\$5,928,986)	(\$3,580,043)	(\$3,299,645)	\$280,398
Personnel					
Full-Time Pos. (FTE)	25.0	24.0	24.0	24.0	0.0
Seasonal/Hourly/Pool \$	\$0	\$0	\$0	\$0	\$ 0
Overtime \$	\$16,562	\$24,432	\$18,578	\$15,524	(\$3,054)

Department Mission:

To provide timely, secure, accurate, archival accessible, and cost-effective record systems and services 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, 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 (340) BUDGET

Department: **Register of Deeds**

AGENCY NO. **340**

FUND: **General — 10001**

Major Changes in FY 2023:

- Combine Document Examination and Cashier Services with Real Estate Services to reflect the 2022 reorganization.
- Reduction to revenues of \$259,000 related to current market trends, rising interest rates, and discontinuation of one customer for digital images.

Strategic Program Area 1: Administration

Service Provision: **Mandated**

How We Do It: Program Budget Summary					
Category	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2023/2022 Variance
Expenditures	\$276,073	\$315,912	\$299,438	\$328,763	\$29,325
Revenues	\$452	\$95	\$0	\$0	\$ 0
Tax Levy	\$275,621	\$315,817	\$299,438	\$328,763	\$29,325
FTE Positions	4.0	4.0	4.0	4.0	0.0

What We Do With It: Activity Data				
Activity	2020 Actual	2021 Actual	2022 Target	2023 Target
How we compare to other offices?				
*Much Better	0	0	40%	40%
*Better	0	0	30%	30%
*Same	0	0	0%	0%
*No Opinion	0	0	30%	30%

How Well We Do It: Performance Measures				
Performance Measure	2020 Actual	2021 Actual	2022 Target	2023 Target
Level of Customer Service - Excellent	0	0	90%	90%
Overall experience with service - Satisfied; met expectations	0	0	100%	100%
How long was the wait? Not too long (5-10 minutes)	0	0	100%	90%

REGISTER OF DEEDS (340) BUDGET

Department: **Register of Deeds**

AGENCY NO. **340**

FUND: **General — 10001**

Strategic Overview:

The Administration strategic 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'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 until July 2021. Therefore, no survey data for 2020 and 2021 is available.

Strategic Program Area 2: Real Estate Services

Service Provision: **Mandated**

How We Do It: Program Budget Summary					
Category	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2023/2022 Variance
Expenditures	\$205,904	\$233,954	\$230,507	\$521,243	\$290,736
Revenues	\$5,283,406	\$6,736,407	\$4,628,000	\$4,387,000	(\$241,000)
Tax Levy	(\$5,077,502)	(\$6,502,453)	(\$4,397,493)	(\$3,865,757)	\$531,736
FTE Positions	5.0	5.0	5.0	10.0	5.0

What We Do With It: Activity Data				
Activity	2020 Actual	2021 Actual	2022 Target	2023 Target
Requester:				
Individuals	649	776	350	500
Law Firms	84	78	70	80
Financial Institutions	44	43	65	50
Title Insurers/Researchers	195	156	150	150
Others (Utilities, outside govt)	10	12	15	20
Total Mail/Phone Searches	982	1065	650	800
Follow up Required from Requester	12	1	20	10
Document Types Requested				
Mortgage	144	123	100	100
Deed	966	1103	600	600
Assignments	11	7	20	20
Releases	77	88	80	80
LisPendens	21	14	30	30
*Other	208	175	200	200
Total Documents	1457	1510	1030	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.

What We Do With It: Activity Data				
Activity	2020 Actual	2021 Actual	2022 Target	2023 Target
Recordings	123,098	141,323	120,000	110,000
Transfer Tax Collected	17,147	20,476	15,000	13,000

How Well We Do It: Performance Measures				
Performance Measure	2020 Actual	2021 Actual	2022 Target	2023 Target
Percent of time recorded paper documents are scanned into the imaging system within 2 business days after recorded date	100%	98%	100%	100%
Percent of document data indexed within 4 business days after the recorded date	100%	100%	100%	100%
Percent of indexed data verified within 10 business days after the indexed date	71.2%	100%	98%	100%
Percent of electronic documents recorded within 2 business days of receipt	100%	100%	100%	100%
Percent of paper documents recorded within 2 business days of receipt	65.4%	97%	98%	100%

Strategic Overview:

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

- Digitizing document images into the database, including microfilm images when needed to improve quality.
- Scanning of plats.
- 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, 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.
- Determining the recordability of real estate documents per state statutes.
- Examination and entry of the Department of Revenue real estate transfer return forms.
- Providing written and verbal explanations to title companies, lawyers, and the general public as to why documents are rejected for recording

REGISTER OF DEEDS (340) BUDGET

Department: **Register of Deeds**

AGENCY NO. **340**

FUND: **General — 10001**

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 document number, etc. Indexed data is necessary to allow title searchers and the 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. Real Estate Clerks 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.

The FTE count is increased by (five) 5 due to the transfer in of staff because of the 2022 reorganization and elimination of the Document Examination and Cashier Services strategic program area.

Strategic Program Area 3: Vital Statistics

Service Provision: **Mandated**

How We Do It: Program Budget Summary					
Category	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2023/2022 Variance
Expenditures	\$218,741	\$177,547	\$252,369	\$228,996	(\$23,373)
Revenues	\$185,907	\$213,622	\$215,500	\$197,500	(\$18,000)
Tax Levy	\$32,834	(\$36,075)	\$36,869	\$31,496	(\$5,373)
FTE Positions	6.0	6.0	5.0	6.0	1.0

What We Do With It: Activity Data				
Activity	2020 Actual	2021 Actual	2022 Target	2023 Target
Vital Records Placed on File	27,789	26,510	28,000	28,000
Cert Copies: Birth, Death, Marriage Records	41,001	48,490	60,000	55,000
Vital Records Correction, No Fee	5,185	519	800	1,000
Vital Records No Fee – Veterans Office Use Only	385	321	400	350
Marriage Registration	3,045	3,575	3,000	3,000
Genealogy – Records Reviewed	30	0	0	0

How Well We Do It: Performance Measures				
Performance Measure	2020 Actual	2021 Actual	2022 Target	2023 Target
Percent of death records and marriage records examined and processed within 1 business day of receipt	100%	97%	98%	100%
Percent of mail requests for the purchase of vital records sent out within 2 business days of receipt	98%	98%	100%	100%

Strategic Overview:

Vital Statistics maintains files on birth, death, marriage records, declarations of domestic partnerships, and change of name orders according to State Statutes 69.05 and 69.07. Records are updated and changed at the request of county residents and/or court orders and the Judicial System.

REGISTER OF DEEDS (340) BUDGET

Department: **Register of Deeds**

AGENCY NO. **340**

FUND: **General — 10001**

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 a webpage created a new revenue for each record accessed. In 2022, "On Demand" service was implemented. Individuals can scan a QR code, order and pay for their certificate without waiting in line. Once the certificate is ready, the individual receives an email stating it is ready for pick up.

FTE count is increased by one due to the transfer in from Document Examination and Cashier Services.

Strategic Program Area 4: Document Examination & Cashier ServicesService Provision: **Mandated**

How We Do It: Program Budget Summary					
Category	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2023/2022 Variance
Expenditures	\$167,150	\$181,172	\$296,187	\$0	(\$296,187)
Revenues	\$298	\$758	\$0	\$0	\$ 0
Tax Levy	\$166,852	\$180,414	\$296,187	\$ 0	(\$296,187)
FTE Positions	7.0	6.0	6.0	0.0	(6.0)

Strategic Overview:

Document Examination and Cashier Services is being rolled into Real Estate Services in 2023 to align with the 2022 reorganization.

Strategic Implementation:

Strategic Program Area 5: Tax Listing

Service Provision: **Mandated**

How We Do It: Program Budget Summary					
Category	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2023/2022 Variance
Expenditures	\$132,261	\$118,675	\$189,456	\$210,353	\$20,897
Revenues	\$3,128	\$5,366	\$4,500	\$4,500	\$ 0
Tax Levy	\$129,133	\$113,309	\$184,956	\$205,853	\$20,897
FTE Positions	3.0	3.0	4.0	4.0	0.0

How Well We Do It: Performance Measures				
Performance Measure	2020 Actual	2021 Actual	2022 Target	2023 Target
Number of times when previous month's assessor information sent to each municipality by the 25th of each month	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:

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