

BUDGET SUMMARY

Category	2021 Actual	2022 Actual	2023 Budget	2024 Adopted Budget	2023/2024 Variance
Expenditures					
Personnel Costs	986,550	1,031,190	1,162,655	1,294,433	131,778
Operations Costs	39,857	88,202	126,700	119,000	(7,700)
Debt & Depreciation	0	0	0	0	0
Interdepartmental Charges	854	57	0	0	0
Total Expenditures	\$1,027,261	\$1,119,449	\$1,289,355	\$1,413,433	\$124,078
Revenues					
Other Direct Revenue	6,956,247	6,315,039	4,589,000	4,048,300	(540,700)
Total Revenues	\$6,956,247	\$6,315,039	\$4,589,000	\$4,048,300	(\$540,700)
Tax Levy	(\$5,928,987)	(\$5,195,590)	(\$3,299,645)	(\$2,634,867)	\$664,778
Personnel					
Full Time Pos (FTE)	24.00	24.00	24.00	24.00	0.00
Overtime \$	24,432	21,451	15,524	15,294	(230)
Seasonal/Hourly/Pool	0	0	0	0	0

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 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 Vision:

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 Statute 69.05 and 69.07 (duties of register of deeds).

Major Changes

- Move ROD specific charges from IMSD Central Spend to ROD operating budget in the amount of \$6,300.
- General Recording Revenue reduced by \$300,000 due to increased lending rates and downward real estate market trends.
- Increase Vital Records Revenue \$20,000 based on current trends.
- Real Estate Transfer Tax Revenue is decreased by \$200,000 based on the current real estate market and lending rates.
- There are two bills being proposed in the Wisconsin Legislature that may have an impact on ROD revenues.
- The first bill may result in an influx of vital records sales if the City Health Department is no longer able to sell certain records also sold by the ROD.
- A second bill is directly related to the Real Estate Transfer Tax. Language in this bill would increase the percentage fee split between Milwaukee County and the State. The current split is 20% County and 80% State. If passed, the split would change to 30/70 for 2023 and 2024, 40/60 in 2025 and 50/50 in 2026. There is also language to reduce the fee from \$3 per \$1,000 in value to \$2 per \$1,000 in value.

- Digital Images are reduced \$60,000 due to the downward trend in the real estate market and higher lending rates. Less documents being recorded results in less images to transfer.

Strategic Program Area: Administration

Service Provision: Mandated

How We Do It: Program Budget Summary

Category	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 Variance
Expenditures	315,912	300,217	328,763	423,443	94,680
Revenues	95	0	0	0	0
Tax Levy	315,817	300,217	328,763	423,443	94,680
Full Time Pos (FTE)	4.00	4.00	4.00	5.00	1.00

Strategic Overview:

The administration program area provides leadership and oversight for the operations of the Register of Deeds Office.

Strategic Implementation:

The ROD’s goal is to achieve excellence in customer service. Being helpful, responsive and friendly to county residents and industry partners are ROD’s goals.

Additional Program Details:

FTEs increase by 1.0 due to moving a position from Tax Listing Services into Administration.

Strategic Program Area: Real Estate Services

Service Provision: Mandated

How We Do It: Program Budget Summary

Category	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 Variance
Expenditures	415,127	394,079	521,243	551,996	30,753
Revenues	6,737,165	6,059,715	4,387,000	3,826,300	(560,700)
Tax Levy	(6,322,038)	(5,665,635)	(3,865,757)	(3,274,304)	591,453
Full Time Pos (FTE)	11.00	11.00	10.00	10.00	0.00

What We Do With It: Activity Data

Activity	2021 Actual	2022 Actual	2023 Target	2024 Target
Document Types Requested - Assignments	7	4	20	10
Document Types Requested - Deed	1,103	720	600	600
Document Types Requested - LisPendens	14	27	30	30
Document Types Requested - Mortgage	123	70	100	50
Document Types Requested - Releases	88	39	80	50
Follow up Required from Requester	1	0	10	0
Other - includes Easements, Plats, Weatherization Compliance, Affidavits, Leases, Certified Survey maps, Federal Tax Liens, Land Contracts, Judgements, Resolutions, Articles of Incorporation and UCC Forms	175	99	200	100
Recordings	141,323	105,873	80,000	80,000
Requester - Financial Institutions	43	32	50	60
Requester - Individuals	776	450	500	350
Requester - Law Firms	78	71	80	70
Requester - Others (Utilities, Outside Government)	12	5	20	20
Requester - Title Insurers/Researchers	156	92	150	100
Transfer Tax Collected	20,476	17,822	13,000	13,000

How Well We Do It: Performance Measures

Performance Measure	2021 Actual	2022 Actual	2023 Target	2024 Target
Percent of document data indexed within 4 business days after the recorded date	100%	100%	100%	100%
Percent of electronic documents recorded within 2 business days of receipt	100%	100%	100%	100%
Percent of indexed data verified within 10 business days after the indexed date	100%	100%	100%	100%
Percent of paper documents recorded within 2 business days of receipt	97%	98%	100%	100%
Percent of time recorded paper documents are scanned into the imaging system within 2 business days after recorded date	98%	98%	100%	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. Duties include:

Digitizing document images into the database, including microfilm images when needed.

Scanning of plats.

Auditing Indexed data.

Assisting the public in person with inquiries for information about recorded documents and plat maps.

Assisting customers with 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.

Communication 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 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.

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 general public to successfully search for a recorded document. Staff may then audit the indexed documents. This is the process, whereby 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.

Additional Program Details:

In 2024, revenues decrease due to increased lending rates and downward real estate market trends.

Strategic Program Area: Vital Statistics

Service Provision: Mandated

How We Do It: Program Budget Summary

Category	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 Variance
Expenditures	177,547	260,188	228,996	264,522	35,526
Revenues	213,622	251,133	197,500	217,500	20,000
Tax Levy	(36,074)	9,055	31,496	47,022	15,526
Full Time Pos (FTE)	6.00	5.00	6.00	6.00	0.00

What We Do With It: Activity Data

Activity	2021 Actual	2022 Actual	2023 Target	2024 Target
Certified Copies: Birth, Death, Marriage Records	48,490	41,703	51,000	60,000
Genealogy – Records Reviewed	0	0	50	50
Marriage Registration	3,575	2,793	2,500	3,000
Vital Records Correction - No Fee	519	459	700	900
Vital Records No Fee – Veterans Office Use Only	321	189	200	300
Vital Records Placed on File	26,510	21,046	23,000	25,000

How Well We Do It: Performance Measures

Performance Measure	2021 Actual	2022 Actual	2023 Target	2024 Target
Percent of death records and marriage records examined and processed within 1 business day of receipt	97%	98%	98%	100%
Percent of mail requests for the purchase of vital records sent out within 2 business days of receipt	98%	98%	99%	100%

Strategic Overview:

Vital Statistics maintains records on birth, death and marriages, declaration 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.

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 the ROD’s webpage created a new revenue for each record accessed. In 2022, ROD implemented "On Demand" service. Individuals are able to 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 available for pick up.

Strategic Program Area: Tax Listing Services

Service Provision: Mandated

How We Do It: Program Budget Summary

Category	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 Variance
Expenditures	118,675	164,964	210,353	173,472	(36,881)
Revenues	5,366	4,191	4,500	4,500	0
Tax Levy	113,309	160,773	205,853	168,972	(36,881)
Full Time Pos (FTE)	3.00	4.00	4.00	3.00	(1.00)

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 the 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 assessors and Milwaukee County residents.

Additional Program Details:

FTEs decrease by 1.0 due to moving a position from Tax Listing Services into Administration.

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