

## BUDGET SUMMARY

| Category                         | 2021 Actual          | 2022 Actual          | 2023 Budget          | 2024 Requested Budget | 2023/2024 Variance |
|----------------------------------|----------------------|----------------------|----------------------|-----------------------|--------------------|
| <b>Expenditures</b>              |                      |                      |                      |                       |                    |
| <b>Personnel Costs</b>           | 986,550              | 1,031,190            | 1,162,655            | 1,283,064             | 120,409            |
| <b>Operations Costs</b>          | 39,857               | 88,202               | 126,700              | 119,000               | (7,700)            |
| <b>Debt &amp; Depreciation</b>   | 0                    | 0                    | 0                    | 0                     | 0                  |
| <b>Interdepartmental Charges</b> | 854                  | 57                   | 0                    | 0                     | 0                  |
| <b>Total Expenditures</b>        | <b>\$1,027,261</b>   | <b>\$1,119,449</b>   | <b>\$1,289,355</b>   | <b>\$1,402,064</b>    | <b>\$112,709</b>   |
| <b>Revenues</b>                  |                      |                      |                      |                       |                    |
| <b>Other Direct Revenue</b>      | 6,956,247            | 6,315,039            | 4,589,000            | 4,048,300             | (540,700)          |
| <b>Total Revenues</b>            | <b>\$6,956,247</b>   | <b>\$6,315,039</b>   | <b>\$4,589,000</b>   | <b>\$4,048,300</b>    | <b>(\$540,700)</b> |
| <b>Tax Levy</b>                  | <b>(\$5,928,987)</b> | <b>(\$5,195,590)</b> | <b>(\$3,299,645)</b> | <b>(\$2,646,236)</b>  | <b>\$653,409</b>   |
| <b>Personnel</b>                 |                      |                      |                      |                       |                    |
| <b>Full Time Pos (FTE)</b>       | 24.00                | 24.00                | 24.00                | 24.00                 | 0.00               |
| <b>Overtime \$</b>               | 24,432               | 21,451               | 15,524               | 15,219                | (305)              |
| <b>Seasonal/Hourly/Pool</b>      | 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**

- Digital Images 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.
- General Recording Revenue reduced \$300,000 due to increased lending rates and downward Real Estate Market trends.
- Increase Vital Records Revenue \$20,000 based on current trends.
- Move ROD specific charges from IMSD Central Spend to ROD Operating Budget \$6300.
- 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, depending on how it trickles down, may result in an influx of Vital Records sales if the City Health Department is no longer able to sell certain records that ROD also sells. A second bill, which won't hit the floor until fall, 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.

**Strategic Program Area: Administration**

**Service Provision:** Mandated

**How We Do It: Program Budget Summary**

| <b>Category</b>     | <b>2021 Actual</b> | <b>2022 Actual</b> | <b>2023 Budget</b> | <b>2024 Budget</b> | <b>2023/2024 Variance</b> |
|---------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|
| Expenditures        | 315,912            | 300,217            | 328,763            | 416,546            | 87,783                    |
| Revenues            | 95                 | 0                  | 0                  | 0                  | 0                         |
| Tax Levy            | \$315,816.69       | \$300,217.21       | \$328,763.00       | \$416,546.00       | \$87,783.00               |
| 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. Staffing levels for this program area remain unchanged.

**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.

**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          | 394,022          | 521,243          | 549,614          | 28,371             |
| Revenues            | 6,737,165        | 6,059,715        | 4,387,000        | 3,826,300        | (560,700)          |
| Tax Levy            | (\$6,322,038.27) | (\$5,665,692.86) | (\$3,865,757.00) | (\$3,276,686.00) | \$589,071.00       |
| 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 govt)  | 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.

- Digitizing document images into the database, including microfilm images when needed to improve quality.
- Scanning of plats.
- Auditing Indexed Data.
- Assisting the public, in person, with inquiries for information about recorded documents and plat maps.
- Assist customers with the public access computer system.
- Respond to phone calls, email and mail inquiries regarding documents, plat maps, etc.
- Sell copies of documents to the public
- Communication and quality control with the indexing vendor performing Day Forward indexing of real estate documents.
- Create and sell real estate data reports to the public and industry partners.
- Determine the recordability of real estate documents per State Statutes.
- Examination and entry of Department of Revenue Real Estate Transfer Return forms.
- Provide 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.

**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     | 263,280     | 34,284             |
| Revenues            | 213,622       | 251,133     | 197,500     | 217,500     | 20,000             |
| Tax Levy            | (\$36,074.03) | \$9,055.02  | \$31,496.00 | \$45,780.00 | \$14,284.00        |
| 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 |
|---|-------------|-------------|-------------|-------------|
| Cert 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 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. 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 ready for pick up.

**Strategic Program Area: Tax Listing Services**

**Service Provision:** Mandated

**How We Do It: Program Budget Summary**

| <b>Category</b>     | <b>2021 Actual</b> | <b>2022 Actual</b> | <b>2023 Budget</b> | <b>2024 Budget</b> | <b>2023/2024 Variance</b> |
|---------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|
| Expenditures        | 118,675            | 164,964            | 210,353            | 172,624            | (37,729)                  |
| Revenues            | 5,366              | 4,191              | 4,500              | 4,500              | 0                         |
| Tax Levy            | \$113,308.79       | \$160,773.22       | \$205,853.00       | \$168,124.00       | (\$37,729.00)             |
| 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.

**Strategic Program Area: Land Records Modernization**

Service Provision: 0

**How We Do It: Program Budget Summary**

| Category     | 2021 Actual | 2022 Actual | 2023 Budget | 2024 Budget | 2023/2024 Variance |
|--------------|-------------|-------------|-------------|-------------|--------------------|
| Expenditures | 0           | 57          | 0           | 0           | 0                  |
| Tax Levy     | \$0.00      | \$57.48     | \$0.00      | \$0.00      | \$0.00             |

**Strategic Program Area: Redaction**

Service Provision: 0