

## BUDGET SUMMARY

Category	2022 Actual	2023 Actual	2024 Budget	2025 Adopted Budget	2024/2025 Variance
<b>Expenditures</b>					
Personnel Costs	1,031,190	1,261,111	1,294,433	1,351,677	57,244
Operations Costs	88,202	94,604	119,000	139,650	20,650
Debt & Depreciation	0	0	0	0	0
Interdepartmental Charges	57	0	0	0	0
<b>Total Expenditures</b>	<b>\$1,119,449</b>	<b>\$1,355,714</b>	<b>\$1,413,433</b>	<b>\$1,491,327</b>	<b>\$77,894</b>
<b>Revenues</b>					
Other Direct Revenue	6,315,039	5,010,254	4,048,300	4,089,035	40,735
<b>Total Revenues</b>	<b>\$6,315,039</b>	<b>\$5,010,254</b>	<b>\$4,048,300</b>	<b>\$4,089,035</b>	<b>\$40,735</b>
<b>Tax Levy</b>	<b>(\$5,195,590)</b>	<b>(\$3,654,540)</b>	<b>(\$2,634,867)</b>	<b>(\$2,597,708)</b>	<b>\$37,159</b>
<b>Personnel</b>					
<b>Full Time Pos (FTE)</b>	24.00	24.00	24.00	24.00	0.00
Overtime \$	21,451	12,442	15,294	15,294	0
Seasonal/Hourly/Pool	0	0	0	0	0

**Department Mission:**

The mission of the Office of the Register of Deeds (ROD) is 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 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**

- In 2024, 1.0 FTE Real Estate Services Coordinator was abolished and 1.0 FTE Real Estate Services Coordinator ROD was created per County Board file no. 24-501.

**Strategic Program Area: Administration**

**Service Provision:** Mandated

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

<b>Category</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2024/2025 Variance</b>
Expenditures	300,217	361,214	423,443	400,240	(23,203)
Revenues	0	3	0	0	0
Tax Levy	300,217	361,211	423,443	400,240	(23,203)
Full Time Pos (FTE)	4.00	4.00	5.00	4.00	(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:**

1.0 FTE Real Estate Coordinator is abolished.

**Strategic Program Area: Real Estate Services**

Service Provision: Mandated

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

Category	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024/2025 Variance
Expenditures	394,079	544,109	551,996	646,137	94,141
Revenues	6,059,715	4,766,453	3,826,300	3,869,035	42,735
Tax Levy	(5,665,635)	(4,222,344)	(3,274,304)	(3,222,898)	51,406
Full Time Pos (FTE)	11.00	10.00	10.00	11.00	1.00

**What We Do With It: Activity Data**

Activity	2022 Actual	2023 Actual	2024 Target	2025 Target
Document Types Requested - Assignments	4	3	10	10
Document Types Requested - Deed	720	300	600	400
Document Types Requested - LisPendens	27	6	30	20
Document Types Requested - Mortgage	70	38	50	50
Document Types Requested - Releases	39	13	50	30
Follow up Required from Requester	0	0	0	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	99	10	100	50
Recordings	105,873	82,061	80,000	80,000
Requester - Financial Institutions	32	17	60	40
Requester - Individuals	450	214	350	300
Requester - Law Firms	71	31	70	50
Requester - Others (Utilities, Outside Government)	5	7	20	15
Requester - Title Insurers/Researchers	92	10	100	30
Transfer Tax Collected	17,822	14,135	13,000	13,000

**How Well We Do It: Performance Measures**

Performance Measure	2022 Actual	2023 Actual	2024 Target	2025 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	98%	96%	100%	100%
Percent of time recorded paper documents are scanned into the imaging system within 2 business days after recorded date	98%	96%	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:**

1.0 FTE Real Estate Services Coordinator ROD is created.

**Strategic Program Area: Vital Statistics**

**Service Provision:** Mandated

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

Category	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024/2025 Variance
Expenditures	260,188	275,247	264,522	267,450	2,928
Revenues	251,133	240,543	217,500	215,500	(2,000)
Tax Levy	9,055	34,704	47,022	51,950	4,928
Full Time Pos (FTE)	5.00	6.00	6.00	6.00	0.00

**What We Do With It: Activity Data**

Activity	2022 Actual	2023 Actual	2024 Target	2025 Target
Certified Copies: Birth, Death, Marriage Records	41,703	51,651	60,000	50,000
Genealogy – Records Reviewed	0	97	50	90
Marriage Registration	2,793	3,609	3,000	2,500
Vital Records Correction - No Fee	459	675	900	900
Vital Records No Fee – Veterans Office Use Only	189	119	300	150
Vital Records Placed on File	21,046	24,286	25,000	24,000

**How Well We Do It: Performance Measures**

Performance Measure	2022 Actual	2023 Actual	2024 Target	2025 Target
Percent of death records and marriage records examined and processed within 1 business day of receipt	98%	99%	100%	100%
Percent of mail requests for the purchase of vital records sent out within 2 business days of receipt	98%	99%	100%	100%

**Strategic Overview:**

Vital Statistics maintains records on birth, death and marriages, divorce after 2016, 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	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024/2025 Variance
Expenditures	164,964	175,145	173,472	177,500	4,028
Revenues	4,191	3,256	4,500	4,500	0
Tax Levy	160,773	171,889	168,972	173,000	4,028
Full Time Pos (FTE)	4.00	4.00	3.00	3.00	0.00

**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:**

The Office of the Register of Deeds is responsible for providing timely tax listings to municipalities and local tax assessors. In addition, the ROD responds to inquiries from municipalities, local assessors and Milwaukee County residents.