

REGISTER OF DEEDS

DEPARTMENT MISSION

THE REGISTER OF DEED'S OFFICE IS THE OFFICIAL COUNTY REPOSITORY FOR LAND RECORDS, PERSONAL PROPERTY, MILITARY DISCHARGES, AND VITAL RECORDS. WE PROVIDE CONVENIENT ACCESS WHERE DOCUMENTS ARE RECORDED, RETRIEVED, AND CERTIFIED. STATUTORY CHANGES ARE IMPLEMENTED, LAND MODERNIZATION, STAFF DEVELOPMENT WITH PROGRAM AND PROCEDURES ARE IN PLACE CREATING INTEGRITY, EFFICIENT AND QUALITY SERVICE TO OUR CITIZENS AND CUSTOMERS.

DEPARTMENT BUDGET HIGHLIGHTS

The Register of Deeds offices around the State experienced record numbers of documents recorded in 2020 and so far in 2021 this trend continues. It is difficult to predict how the market will continue into 2022. The number of documents recorded electronically has increased significantly from the beginning of 2020 through the middle of 2021. We do expect that electronic recording will continue to increase, therefore reducing supplies and postage expense to the department.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Continued effort to promote electronic recording of documents and ensuring all documents are available electronically to the public and businesses
- Working with software company to make sure all services and programs are utilized to create efficiency and accuracy of information available to the public.
- Making use of relationships made with other Register of Deeds throughout the State to gain knowledge and create consistency.

TRENDS AND ISSUES ON THE HORIZON

- The deadline for Real ID requirements has been extended to May 3, 2023 due to COVID. Therefore, the number of citizens requiring birth, marriage and divorce certificates is expected to continue to be higher through that date.
- The percentage of documents recorded electronically compared to paper documents submitted has increased dramatically over the last 18 months. Documents recorded electronically reduces processing time and expenses.
- The State Vital Records office is working hard to make more records available to all counties within the State. Currently our office is able to assist customers with birth and marriage records that occurred within all Wisconsin counties. The next step will be for divorce and death records to be available to be issued State-wide within the next few years.

OPERATIONAL CHANGES IN 2021

- Continued increase in documents being recorded electronically reduces supplies and postage expense, as well as efficiency with the department.
- Cross training of all employees to ensure continued development and knowledge of all processes and procedures with the office.
- Ensuring all documents are available electronically and continued indexing of these documents to allow for more search options.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- Increased amount of Laredo and search contracts, including a contract signed in late 2020 with Zillow to obtain images of documents recorded
- Increase in documents recorded electronically and potential to return paper documents to the submitter via email rather than mail reduces expenses.

POSITION CHANGES IN 2022

- None foreseen.

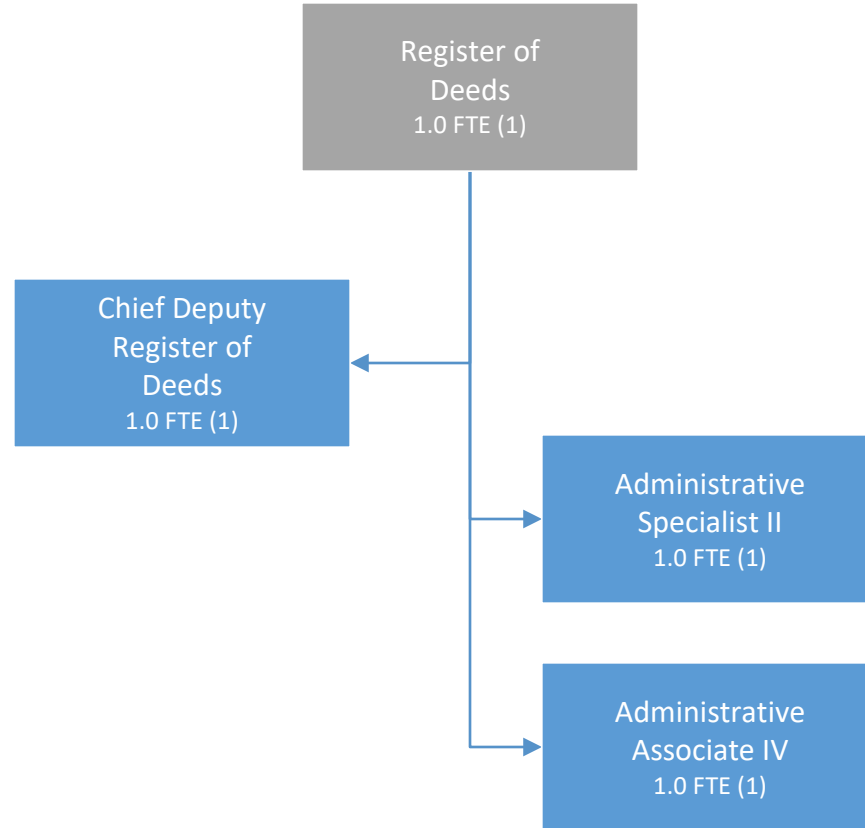
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Cross training all employees within the office in order to make the office more efficient and knowledgeable.
- As time allows, we are working to have all documents indexed and available online for more efficient search options.

POTENTIAL RISKS

- Change in the real estate market would affect revenue for real estate transfer and recording fee revenue.

Register of Deeds



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
FTE	4.50	4.00	4.00	4.00	3.63	3.63	3.63	4.00	4.00	4.00	4.00	4.00

Real Estate

Register of Deeds is statutorily responsible to record or file land record documents authorized by law, such as deeds, mortgages, satisfactions, certified survey maps, plats and Federal Tax Liens. Serves as agent for validating weatherization documents on rental property.

OUTPUTS	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>YTD* 2021</u>
Number of real estate documents recorded	14,924	15,509	20,199	12,429
Number of contracted companies for online access	22	24	29	34
Complete final phase of media conversion project. <i>Implementation of returning real estate paper documents to the submitter by email as a PDF, reducing factors of time and cost.</i>	98	31	n/a	n/a

*YTD indicates Jan-Jun Results

OUTCOMES	Benchmark	2018	2019	2020	YTD* 2021
100% of recording data will be accurate.	100%	98%	98%	98%	98%
100% of customers requesting assistance with recorded and online land records received helpful information.	100%	99%	99%	99%	99%
Notification of electronic recording/activity on property by email.	100%	90%	98%	99%	99%

*YTD indicates Jan-June results

Vital Records

Register of Deeds files births, deaths, marriages, domestic partnerships, military discharges and issues certified copies upon request.

OUTPUTS	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>YTD* 2021</u>
Number of vital statistics occurring in Eau Claire County	3,863	3,984	4,264	1,918
Number of certified vital records issued:	21,301	21,975	21,505	10,362
Number of customers served, issuing certified vital records of birth, death, marriage, divorce, or domestic partnership:	5,960	6,426	5,313	2,504
Average number of vital record applications reviewed for processing per month:	590	600	475	420
Birth requests averaging 20-60 minutes per customer:	60%	65%	45%	40%
Number of military discharges filed:	92	26	22	10
Number of vital records & discharges certified for Veterans Office:	246	148	131	61

*YTD indicates Jan-June results

OUTCOMES	Benchmark	2018	2019	2020	YTD* 2021
100% of vital records are processed within 10-60 minutes of counter requests. Mail requests completed within 24-48 hour time frame.	100%	90%	90%	98%	98%
Will meet procedures with state guidelines.	100%	90%	99%	99%	99%

*YTD indicates Jan-June results

Register of Deeds

Overview of Revenues and Expenditures

Revenues	2020	2021	2021	2022	2022	2022	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	(\$350,406)	(\$381,298)	(\$381,298)	(\$357,230)	(\$367,593)	(\$367,593)	-4%
02-Sales Tax	\$381,982	\$310,000	\$336,000	\$310,000	\$310,000	\$310,000	0%
04-Intergovernment Grants and Aid	\$795	-	-	-	-	-	
06-Public Charges for Services	\$514,094	\$415,000	\$471,000	\$440,000	\$440,000	\$440,000	6%
Total Revenues:	\$546,465	\$343,702	\$425,702	\$392,770	\$382,407	\$382,407	11%

Expenditures	2020	2021	2021	2022	2022	2022	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$192,846	\$200,627	\$209,015	\$211,681	\$212,972	\$212,972	6%
02-OT Wages	-	-	-	-	-	-	
03-Payroll Benefits	\$82,563	\$89,729	\$83,260	\$123,661	\$112,007	\$112,007	25%
04-Contractual Services	\$42,281	\$39,400	\$42,800	\$43,200	\$43,200	\$43,200	10%
05-Supplies & Expenses	\$9,617	\$11,925	\$11,425	\$11,525	\$11,525	\$11,525	-3%
09-Equipment	-	\$2,021	\$2,021	\$2,703	\$2,703	\$2,703	34%
Total Expenditures:	\$327,307	\$343,702	\$348,521	\$392,770	\$382,407	\$382,407	11%

Net Surplus/(Deficit)- Register of Deeds	\$219,158	\$0	\$77,181	\$0	\$0	\$0	
--	-----------	-----	----------	-----	-----	-----	--

Register of Deeds

Budget Analysis

	2021 Adjusted Budget	Cost to Continue Operations in 2022	2022 Requested Budget
01-Tax Levy/General Revenue Allocation	(\$381,298)	\$24,068	(\$357,230)
02-Sales Tax	\$310,000	-	\$310,000
04-Intergovernment Grants and Aid	-	-	-
06-Public Charges for Services	\$415,000	\$25,000	\$440,000
Total Revenues	\$343,702	\$49,068	\$392,770

01-Regular Wages	\$200,627	\$11,054	\$211,681
02-OT Wages	-	-	-
03-Payroll Benefits	\$89,729	\$33,932	\$123,661
04-Contractual Services	\$39,400	\$3,800	\$43,200
05-Supplies & Expenses	\$11,925	(\$400)	\$11,525
09-Equipment	\$2,021	\$682	\$2,703
Total Expenditures	\$343,702	\$49,068	\$392,770

Register of Deeds

Revenue Assumptions

	2020	2021	2021	2022	2022	2022		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	(350,406)	(381,298)	(381,298)	(357,230)	(367,593)	(367,593)		0%
Real Estate Trf Fees	381,982	310,000	336,000	310,000	310,000	310,000		75%
Register Of Deeds Revenue- Clearing Acct	795	-	-	-	-	-		0%
Register Of Deeds Fees	375,175	320,000	350,000	330,000	330,000	330,000	Increase in revenue due to contract with Zillow	80%
Laredo Fees	116,586	75,000	100,000	90,000	90,000	90,000	Additional contracts signed in 2021	95%
Tapestry Fees	22,333	20,000	21,000	20,000	20,000	20,000	Search fees remaining steady for 2021	75%
TOTAL	\$546,465	\$343,702	\$425,702	\$392,770	\$382,407	\$382,407		

Register of Deeds

Contracted Services Summary

	2020	2021	2021	2022	2022	2022
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	41,081	38,000	41,600	42,000	42,000	42,000
Utilities	1,200	1,400	1,200	1,200	1,200	1,200
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-
Total	\$42,281	\$39,400	\$42,800	\$43,200	\$43,200	\$43,200

Register of Deeds

Contracted Services Detail

	2020	2021	2021	2022	2022	2022		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Reg Deeds/ Other Profess Serv	41,081	38,000	41,600	42,000	42,000	42,000	Laredo and Bastion services with Fidlar	Professional Services
Reg Deeds/ Telephone	1,200	1,400	1,200	1,200	1,200	1,200	Telephone charges	Utilities
TOTAL	\$42,281	\$39,400	\$42,800	\$43,200	\$43,200	\$43,200		