

# Register of Deeds

## DEPARTMENT MISSION

The Register of Deeds 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

After a record number of documents recorded in 2020 and 2021, we are starting to see a slow down so far in 2022. With the increase in interest rates, we have experienced a slight reduction in the number of home sales and refinances. We do expect to see a continued small reduction through the end of 2022. We continue to see the number of documents submitted for recording electronically much higher than documents submitted by paper. The process to record documents submitted electronically is much quicker and the cost of postage and supplies has been reduced.

## 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 and organizations throughout the State to gain knowledge and create consistency.
- Back indexing of documents that were scanned in 2018-2019 to allow more search options for the public and businesses when doing title searches.

## TRENDS AND ISSUES ON THE HORIZON

- The deadline for Real ID requirements is May 3, 2023. We expect applications for birth, marriage and divorce certificates to continue to be higher at least through this date.
- The percentage of documents submitted for recording electronically compared to paper documents submitted, has increased significantly over the last couple years. We expect this percentage to remain steady going forward. Documents recorded electronically reduces processing time and expenses.
- The State Vital Records office continues to make more vital records available to all counties with the State. Birth records have been available statewide since 2017 and marriage records since 2020. The decision has been made to focus on divorce records next and they hope to have that up and running in the next couple of years. Once that process is done, they will work on death records.
- We hope to be completing a scanning project in 2023 to scan an additional 400 books of documents dating back prior to 1962. This project will create an electronic copy of these documents that can be imported into the system and searched online rather than only the paper copy in the books. Once these documents are scanned, the cost of data storage will most likely increase.
- Additional Laredo contracts and search fees will increase revenue coming into the County in 2023. However, this could change as the market changes.

# Register of Deeds

## POSITION CHANGES IN 2023

- None foreseen.

## OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None planned.

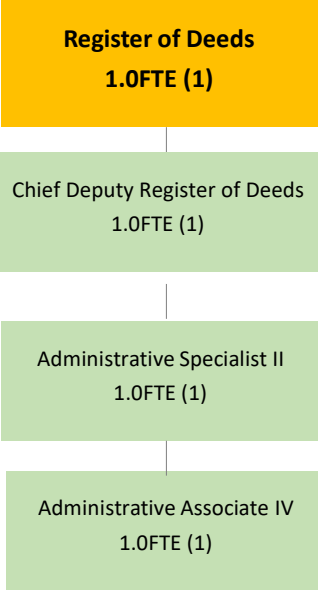
## OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Cross training all employees within the office in order to make the processes and procedures more efficient and the employees knowledgeable on all aspects of the office.
- As time allows, we are working to index documents previously scanned into the system to make them available online with more search options.
- Scanning documents that have not been previously scanned to make sure we have an electronic copy and the public is able to access them online.

## KEY ASSUMPTIONS AND POTENTIAL RISKS

- The market has started to slow slightly in 2022 and we expect that to continue in 2023. Recordings remain higher but that could change into 2023.
- Increases in interest rates could affect property sales.
- Inflated market prices in 2020 and 2021 may cause an increase in the number of homes that are foreclosed on.

# Register of Deeds



Year	2022
FTE	4.0

## 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>	
Number of real estate documents recorded	15,509	20,199	24,966	9,907	
Number of contracted companies for online access	24	26	33	38	
Complete final phase of media conversion project. Implementation of returning real estate paper documents to the submitter by email as a PDF, reducing factors of time and cost.	31	n/a	n/a	n/a	
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
100% of recording data will be accurate.	100%	98%	99%	99%	99%
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%
<i>*YTD indicates Jan-June results</i>					

## Vital Records

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

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>	
Number of vital statistics occurring in Eau Claire County	3,984	4,170	4,218	1,940	
Number of certified vital records issued:	21,301	21,975	22,323	10,211	
Number of customers served, issuing certified vital records of birth, death, marriage, divorce, or domestic partnership:	6,426	5,313	5,249	2,428	
Average number of vital record applications reviewed for processing per month:	600	443	437	405	
Birth requests averaging 20-60 minutes per customer:	65%	30%	25%	20%	
Number of military discharges filed:	26	22	24	11	
Number of vital records & discharges certified for Veterans Office:	148	131	129	55	
<i>*YTD indicates Jan-June results</i>					
OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
100% of vital records are processed within 10-60 minutes of counter requests. Mail requests completed within 24-48 hour time frame.	100%	8000%	90%	95%	95%
Will meet procedures with state guidelines.	100%	99%	99%	99%	99%
<i>*YTD indicates Jan-June results</i>					

## Register of Deeds

### Overview of Revenues and Expenditures

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	(\$381,300)	(\$367,593)	(\$367,593)	(\$379,423)	(\$395,423)	(\$395,423)	8%
03-Other Taxes	\$449,273	\$310,000	\$375,000	\$315,000	\$315,000	\$315,000	2%
06-Public Charges for Services	\$564,149	\$440,000	\$456,000	\$437,000	\$453,000	\$453,000	3%
09-Other Revenue	\$746	-	-	-	-	-	
<b>Total Revenues:</b>	<b>\$632,868</b>	<b>\$382,407</b>	<b>\$463,407</b>	<b>\$372,577</b>	<b>\$372,577</b>	<b>\$372,577</b>	<b>-3%</b>

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$202,286	\$212,972	\$212,972	\$221,437	\$221,437	\$221,437	4%
02-OT Wages	-	-	-	-	-	-	
03-Payroll Benefits	\$82,530	\$112,007	\$89,020	\$92,212	\$92,212	\$92,212	-18%
04-Contractual Services	\$42,513	\$43,200	\$43,440	\$44,500	\$44,500	\$44,500	3%
05-Supplies & Expenses	\$8,764	\$11,525	\$10,625	\$11,225	\$11,225	\$11,225	-3%
09-Equipment	\$2,021	\$2,703	\$2,703	\$3,203	\$3,203	\$3,203	18%
<b>Total Expenditures:</b>	<b>\$338,115</b>	<b>\$382,407</b>	<b>\$358,760</b>	<b>\$372,577</b>	<b>\$372,577</b>	<b>\$372,577</b>	<b>-3%</b>

Net Surplus/(Deficit)- Register of Deeds	\$294,753	\$0	\$104,647	\$0	\$0	\$0	
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# Register of Deeds

## Budget Analysis

	<b>2022 Adjusted Budget</b>	<b>Cost to Continue Operations in 2023</b>	<b>2023 Requested Budget</b>
<b>01-Tax Levy/General Revenue Allocation</b>	(\$367,593)	(\$11,830)	(\$379,423)
<b>03-Other Taxes</b>	\$310,000	\$5,000	\$315,000
<b>06-Public Charges for Services</b>	\$440,000	(\$3,000)	\$437,000
<b>09-Other Revenue</b>	-	-	-
<b>Total Revenues</b>	<b>\$382,407</b>	<b>(\$9,830)</b>	<b>\$372,577</b>

<b>01-Regular Wages</b>	\$212,972	\$8,465	\$221,437
<b>02-OT Wages</b>	-	-	-
<b>03-Payroll Benefits</b>	\$112,007	(\$19,795)	\$92,212
<b>04-Contractual Services</b>	\$43,200	\$1,300	\$44,500
<b>05-Supplies &amp; Expenses</b>	\$11,525	(\$300)	\$11,225
<b>09-Equipment</b>	\$2,703	\$500	\$3,203
<b>Total Expenditures</b>	<b>\$382,407</b>	<b>(\$9,830)</b>	<b>\$372,577</b>

## Register of Deeds Revenue Assumptions

	2021	2022	2022	2023	2023	2023		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	(381,300)	(367,593)	(367,593)	(379,423)	(395,423)	(395,423)	Levy request	100%
Real Estate Trf Fees	449,273	310,000	375,000	315,000	315,000	315,000	Real Estate Transfer Fees	80%
Register Of Deeds Revenue- Clearing Acct	746	-	-	-	-	-	do not budget for this	0%
Register Of Deeds Fees	416,344	330,000	330,000	325,000	325,000	325,000	County Fees	85%
Laredo Fees	121,778	90,000	105,000	92,000	108,000	108,000	Laredo Contract Fees	100%
Tapestry Fees	26,027	20,000	21,000	20,000	20,000	20,000	Tapestry Search Fees	90%
<b>TOTAL</b>	<b>\$632,868</b>	<b>\$382,407</b>	<b>\$463,407</b>	<b>\$372,577</b>	<b>\$372,577</b>	<b>\$372,577</b>		

# Register of Deeds

## Contracted Services Summary

	2021	2022	2022	2023	2023	2023
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	41,313	42,000	42,000	43,000	43,000	43,000
Utility Services	1,200	1,200	1,440	1,500	1,500	1,500
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-
<b>Total</b>	<b>\$42,513</b>	<b>\$43,200</b>	<b>\$43,440</b>	<b>\$44,500</b>	<b>\$44,500</b>	<b>\$44,500</b>



# Register of Deeds

## Contracted Services Detail

	2021	2022	2022	2023	2023	2023		
<b>Expenditure</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Request</b>	<b>Recom- mended</b>	<b>Adopted</b>	<b>Description</b>	<b>Expenditure Type</b>
Reg Deeds/ Other Profess Serv	41,313	42,000	42,000	43,000	43,000	43,000	Software Company Program Charges	Professional Services
Reg Deeds/ Telephone	1,200	1,200	1,440	1,500	1,500	1,500	Telephone	Utility Services
<b>TOTAL</b>	<b>\$42,513</b>	<b>\$43,200</b>	<b>\$43,440</b>	<b>\$44,500</b>	<b>\$44,500</b>	<b>\$44,500</b>		