

Register of Deeds

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MISSION

The mission of the Register of Deeds Office is to maintain a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording or filing, in accordance with the law, and to provide timely, secure, accurate, archival accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner with the assurance that, where appropriate, privacy will be protected.

PROGRAM DESCRIPTION

The Register of Deeds department fulfills its mission by accomplishing necessary activities in four areas: document reception and real estate, UCC lien searches, electronic records storage, and vital statistics. The department records and/or files and indexes: all documents that affect ownership of real estate, articles of incorporation, change of names, power of attorney, federal tax liens, plats, certified survey maps, personal property liens, and other miscellaneous instruments.

During 2008 over 50,000 land-related documents were recorded and/or filed. The department also maintains a tract index, an accurate listing by geographic location of all recorded/filed documents that affect land interest and ownership for the efficient retrieval of land ownership related information for any of the more than 98,000 parcels of land in Brown County. Using optical imaging technology, the department scans all real estate and vital records documents into an electronic format for permanent storage and retrieval. During 2008 approximately 50,000 real estate documents (199,529 pages) were scanned and stored electronically, and 29,806 births were back-scanned. Brown County's vital statistics are filed by the Register of Deeds to include all births, deaths and marriages. During 2008, 4,697 births, 2,129 deaths, and 1,548 marriages were filed. The vital statistics section also files and records military discharge records for veterans. During 2008, 222 veterans filed discharge records. A total of 98,073 records were handled in 2008, 5,506 more than in 2007.

PERFORMANCE MEASURES

	2008 Actual	2009 Estimate	2009 Budget	2010 Budget	Budget Change
Average Number of Days to Post Real Estate Documents to Tract Index	1.5	2.0	2.5	2.5	0.00%
Average Number of Days to Record and Verify Real Estate Documents	2.5	3.5	3.5	3.5	0.00%
Average Number of Days to Return Real Estate Documents to Submitter	3.5	4.0	4.0	4.0	0.00%

POLICY INITIATIVES

Back Scanning and Indexing Birth Records - Beginning January 1, 2002 birth records are scanned and indexed allowing our office to have a secure archival copy which allows for faster retrieval, produces a better certified copy and allows offsite secure storage in the event of a disaster such as fire or flood. Birth records prior to 2002 are in an un-secure paper format, and as time permits, are scanned and indexed. During 2010, we will back scan and index births to 1975 (currently back scanned through 1978).

Back Scanning and Indexing Death and Marriage Records - Beginning August 1, 2002 death and marriage records are scanned and indexed allowing our office to have a secure archival copy which allows for faster retrieval, produces a better certified copy and allows offsite secure storage in the event of a disaster such as fire or flood. Death and marriage records prior to August 1, 2002 are in an un-secure paper format. During 2010, we will back scan and index death and marriage records from January 1, 2002 to July 31, 2002 (approximately 1,800 records).

Redaction of Confidential Information from Birth Records - Birth records from 1963 through 1993 contain confidential information and are restricted from public inspection. Births back to 1978 have been scanned with the confidential portion removed, and an electronic "public" version is available for public inspection. For birth records from 1963 to 1977, staff must restrict access by physically blocking confidential information as the public views a record. By removing the confidential portion, these records can be placed in the "open" public research area of office and staff will no longer have to police. During 2010 the department will remove the confidential information from birth records beginning with the year 1963.

Redaction of Social Security Numbers - Prior to April 1, 2006 social security numbers were not restricted on real estate documents submitted for recording. Since all real estate documents are considered open public records and with the increased concern for identity theft, legislation is being drafted to direct register of deeds to redact social security numbers from any documents available electronically prior to April 1, 2006. During 2010 the department will redact social security numbers from real estate documents recorded from April 1, 1996 through March 31, 2006.

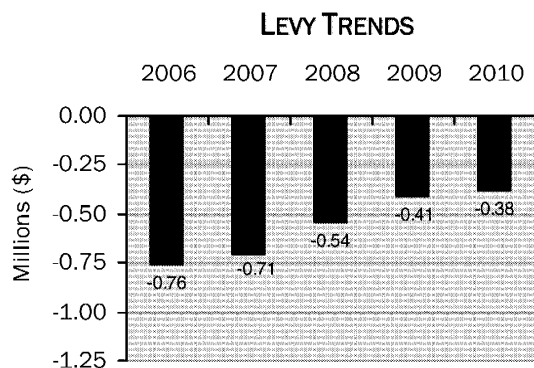
FINANCIAL SUMMARY

	2008 Actual	2009 Estimated	2009		Change from 2009	
			Amended Budget	2010 Budget	Amended Budget \$	%
Intergov. Revenue	527,405	400,000	550,000	450,000	(100,000)	-18.18%
Public Charges	824,103	941,350	934,500	950,300	15,800	1.69%
Miscellaneous Revenue	51	-	-	-	-	0.00%
Other Financing Sources	1,163	-	-	-	-	0.00%
Total Revenues	1,352,722	1,341,350	1,484,500	1,400,300	(84,200)	-5.67%
Personnel Costs	800,078	776,384	819,816	785,057	(34,759)	-4.24%
Operating Expenses	45,257	73,025	65,263	69,563	4,300	6.59%
Interdept. Charges	234,526	182,677	191,397	163,399	(27,998)	-14.63%
Total Expenses	1,079,861	1,032,086	1,076,476	1,018,019	(58,457)	-5.43%
Property Taxes	(540,271)	(309,264)	(408,024)	(382,281)	25,743	-6.31%
Addition to (Use of) Fund Balance	(267,410)	-	-	-	-	-

SUMMARY HIGHLIGHTS

Intergovernmental revenues decreased to reflect the drop in transfer fees which are based on declining home values. Public charges rose slightly due to an anticipated increase in recording fees for 2010.

Personnel costs increased slightly due to cost-of-living wage increases and associated fringe benefits for existing staff; however, this increase was offset by the elimination of a 1.0 FTE Clerk/Typist III position as well as adjustments made to the health insurance plan which reduced costs for 2010. Operating expenses increased mainly to reflect the implementation of a new County-wide phone system which will result in a corresponding utilities decrease when the system is fully implemented. Interdepartmental charges decreased to reflect a reduction in Information Services chargebacks as well as a more indepth allocation process for indirect costs.



STAFFING SUMMARY

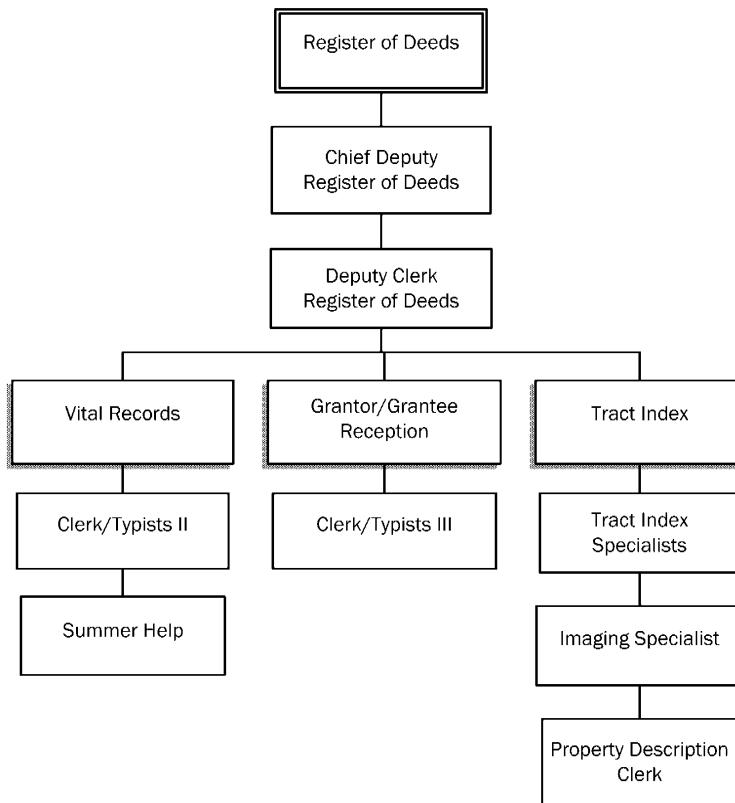
Position	FTE	Unit Rate	Budget Hours	Base	Longevity	Cost
Register Of Deeds	1.00	31.39	2,080	65,300	0	65,300
Chief Deputy Register of Deeds	1.00	24.51	2,080	50,986	0	50,986
Deputy Clerk Register of Deeds	1.00	18.84 ^	1,950	36,742	360	37,102
Imaging Specialist	1.00	17.33 ^	1,950	33,796	360	34,156
Tract Index Specialist	3.00	17.33 ^	5,850	101,389	960	102,349
Property Description Specialist	1.00	16.63 ^	1,950	32,437	240	32,677
Clerk/Typist III	2.00	16.21 ^	3,900	63,231	240	63,471
Clerk/Typist II	3.00	15.49 ^	5,850	90,600	960	91,560
Summer Help	0.25	9.00	520	4,680	0	4,680
	13.25		26,130	479,161	3,120	482,281

^^ Salary Adjustment 8,100
Turnover Reduction (9,745)

^ 2009 Settled rate per contract

^^ Salary adjustment includes the adjustments for the negotiated rates

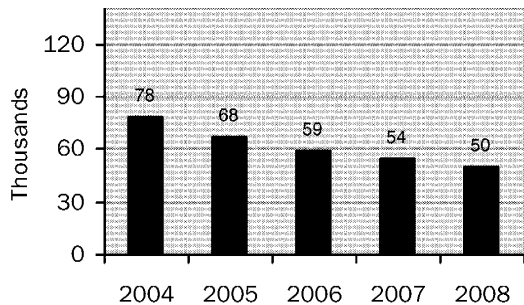
Regular Earnings	480,636
Premium Overtime	0
Fringe Benefits	304,421
2010 Total Compensation	785,057



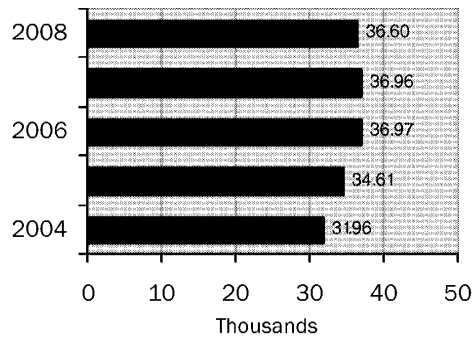
CONTRACTS

Type of Service Provided	Annual Cost
Public Internet Access Maint. Fee	16,500
	<u>16,500</u>
	16,500

REAL ESTATE DOCUMENTS RECORDED



VITAL RECORDS COPIES SOLD



REGISTER OF DEEDS 2010 BUDGET

Account Number	Description	2009			2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	
Fund: 100 - GF					
Revenues					
Department: 072 - Register of Deeds					
Division: 001 - General					
4100	General property taxes	(540,271)	(204,012)	(309,264)	(382,281)
4103	Real estate transfer taxes	527,405	158,737	400,000	450,000
4303	Local grant revenue	-	-	-	-
4600.310	Charges and fees Public access	100,629	50,450	100,900	101,000
4601.320	Sales Register of deeds	723,474	474,012	840,450	849,300
4900	Miscellaneous	51	-	-	-
9002	Transfer in	973	-	-	-
9002.200	Transfer in HR	190	-	-	-
	Division Total: 001 - General	812,451	479,187	1,032,086	1,018,019
	Department Total: 072 - Register of Deeds	812,451	479,187	1,032,086	1,018,019
	Revenues Total	812,451	479,187	1,032,086	1,018,019
Expenditures					
Department: 072 - Register of Deeds					
Division: 001 - General					
5100	Regular earnings	412,444	200,687	414,049	480,636
5102.100	Paid leave earnings Vacation	58,559	28,870	56,109	-
5103.000	Premium Overtime	36	84	84	-
5109.100	Salaries reimbursement Short term disability	-	(2,380)	-	-
5110.100	Fringe benefits FICA	32,950	15,904	32,646	35,182
5110.110	Fringe benefits Unemployment compensation	-	-	-	721
5110.200	Fringe benefits Health insurance	224,288	85,276	203,610	195,866
5110.210	Fringe benefits Dental Insurance	13,808	6,842	13,323	13,825
5110.220	Fringe benefits Life Insurance	1,022	562	1,463	1,147
5110.235	Fringe benefits Disability insurance	6,518	2,016	5,790	4,284
5110.240	Fringe benefits Workers compensation insurance	94	152	305	455
5110.300	Fringe benefits Retirement	24,076	11,317	23,471	25,346
5110.310	Fringe benefits Retirement credit	26,284	12,288	25,534	27,595

Account Number	Description	2009				2010 Executive
		2008 Actual Amount	2009 Actual Amount	Estimated Amount	2009 Amended Budget	
5300	Supplies	1,672	547	1,472	1,590	1,558
5300.001	Supplies Office	2,035	829	1,840	2,440	2,440
5300.003	Supplies Technology	-	-	8,720	-	5,220
5300.004	Supplies Postage	10,288	5,339	10,000	10,000	10,300
5303	Copy expense	1,088	366	1,200	1,400	1,200
5304	Printing	1,750	940	1,900	2,200	2,000
5304.100	Printing Forms	4,935	1,380	4,293	3,230	2,790
5305	Dues and memberships	210	215	215	210	215
5306.100	Maintenance agreement Software	-	16,755	16,970	16,970	16,970
5307.100	Repairs and maintenance Equipment	1,570	2,961	4,165	6,262	4,290
5340	Travel	1,688	2,050	2,190	2,190	2,100
5390	Miscellaneous	371	371	380	371	380
5505	Telephone	3,668	1,509	3,580	3,400	3,600
5600	Indirect cost	121,598	60,723	120,582	120,582	97,426
5601.100	Intra-county expense Information services	110,421	30,585	60,549	69,269	64,397
5601.200	Intra-county expense Insurance	2,507	773	1,546	1,546	1,576
5700	Contracted services	15,983	3,681	16,100	15,000	16,500
	Division Total: 001 - General	1,079,861	490,643	1,032,086	1,076,476	1,018,019
	Department Total: 072 - Register of Deeds	1,079,861	490,643	1,032,086	1,076,476	1,018,019
	Expenditures Total	1,079,861	490,643	1,032,086	1,076,476	1,018,019
	Fund Revenue Total: 100 - GF	812,451	479,187	1,032,086	1,076,476	1,018,019
	Fund Expenditure Total: 100 - GF	1,079,861	490,643	1,032,086	1,076,476	1,018,019
	Fund Net Total: 100 - GF	(267,410)	(11,456)	-	-	-
	Revenue Grand Totals:	812,451	479,187	1,032,086	1,076,476	1,018,019
	Expenditure Grand Totals:	1,079,861	490,643	1,032,086	1,076,476	1,018,019
	Net Grand Totals:	(267,410)	(11,456)	-	-	-