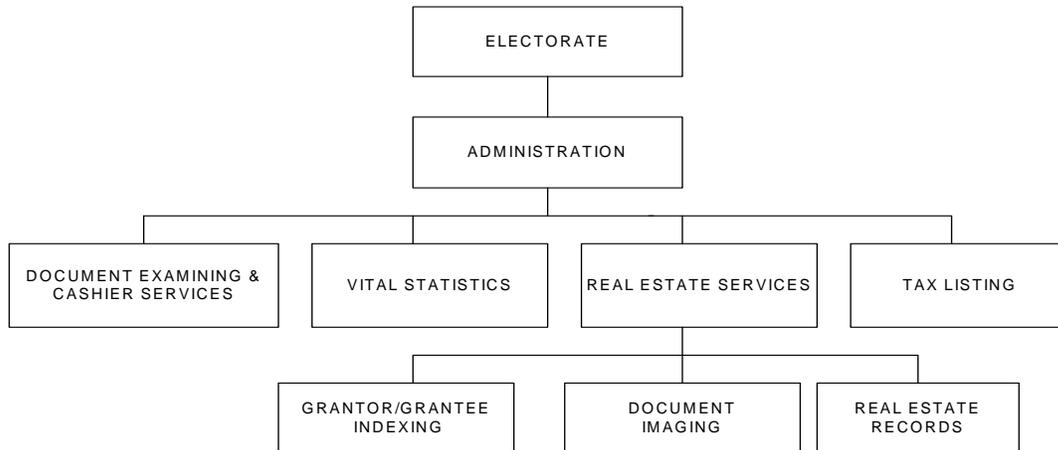


# REGISTER OF DEEDS (3400)



## MISSION

The mission of the Milwaukee County Register of Deeds Office is to provide timely, secure, accurate, archival accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner.

## Budget Summary

	2010	2009/2010 Change
<b>Expenditures</b>	<b>4,236,519</b>	<b>(40,071)</b>
<b>Revenue</b>	<b>4,027,500</b>	<b>(1,208,454)</b>
<b>Levy</b>	<b>209,019</b>	<b>1,168,383</b>
<b>FTE's</b>	<b>35.8</b>	<b>(6.8)</b>

## Major Programmatic Changes

- Outsourcing of the data-entry indexing function
- Electronic indexing/digitizing of marriage and death records
- Scanning of older real estate books

## OBJECTIVES

- Continue projects to scan books, maps and documents that have no archival backup. This allows for efficient access by employees and by the public on the Internet.
- Assist software vendors with their efforts to develop cutting-edge data extraction from document images that will eventually provide for automatic indexing of documents.
- Continue to publicize the benefits of electronic recording so as to increase eRecording from the current 30%, resulting in greater efficiency and workflow benefits for both the department and the public.

## DEPARTMENTAL PROGRAM DESCRIPTION

The Register of Deeds records, indexes and scans real estate documents, corporation papers, military discharges, informal probate instruments and financing statements; files and indexes birth, marriage and death certificates; sells copies of the above described documents; collects the real estate transfer tax; and performs such other functions as provided by law. This department is comprised of the following divisions: Administration, Document Examining & Cashier Services, Real Estate Services, Vital Statistics, and Tax Listing Services, and Land Records Modernization.

**Administration:** This division directs the activities of the department in its recording, filing and sale of official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; and performs all departmental administrative functions such as budgeting and accounting, personnel functions, preparation and processing of requisitions and work authorizations, and maintains and controls escrow funds. This area is also responsible for validating Department of Commerce Stipulations and Waivers, and processing the Department of Revenue Real Estate Transfer form. This section also assists the Document Examining & Cashier Services division with the review and recording of real estate documents.

**Document Examining & Cashier Services:** This division receives and disperses all monies required by the department; responsible for the review of the Department of Revenue Real Estate Transfer form; providing written or verbal explanations to title companies, lawyers and the general public as to why documents are rejected for recording; and processing electronic documents.

**Real Estate Services:** Primary responsibility is to comply with State Statutes regarding the indexing and scanning of all public real estate indices. The duties include scanning, microfilming, and indexing documents. This division also verifies data from governmental units by providing detailed researching of digital real estate documents, microfilm and plat maps.

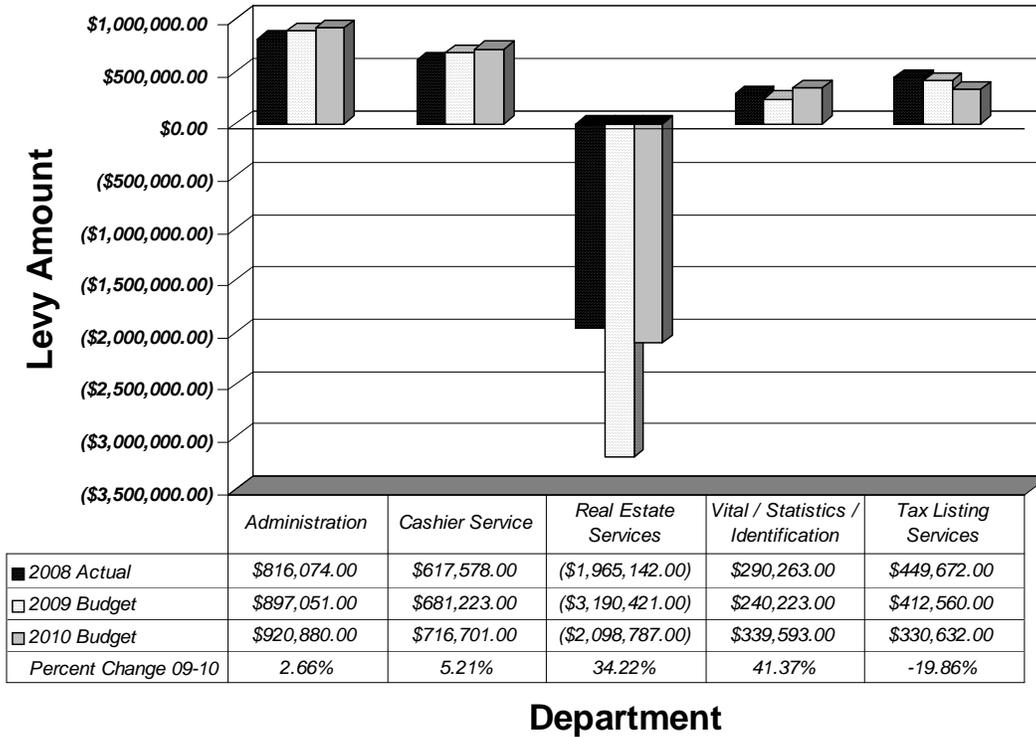
**Vital Statistics:** The division maintains files on birth, death and marriage records and name change orders according to State statute. Records are updated and changed as a result of legitimization and adoption. Certified copies of these documents are sold to the general public. This division also conducts genealogical research.

**Tax Listing Services:** The division reviews tax descriptions; assigns new tax key numbers due to real estate boundary changes; maintains plat books and property records; assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors.

### **Land Records Modernization:**

Pursuant to Section 59.43 a \$7 surcharge on recording fees is collected to fund a land information office, modernization of land records, the State of Wisconsin Land Information Program and the Milwaukee County Automated Land Information System (MCAMLIS). Of the total \$7 surcharge on recording fees, \$1 dollar of the surcharge is retained locally and specifically designated for expenditures associated with the implementation and maintenance of land information records on the internet, including the County's land information records relating to housing. The MCAMLIS Steering Committee is responsible for fiscal and programmatic oversight of the \$1 fee. (No portion of the \$1 surcharge is available for general County purposes and all unspent revenues must be transferred to the MCAMLIS reserve at year-end).

### Organizational Levy Summary



### 2010 BUDGET

#### Approach and Priorities

- Maintain current service levels in both quantity and quality.
- Continue to hold down use of overtime by cross training so more employees are involved in document examination and receipting.

#### Budget Highlights

##### Wage and Benefit Modifications

**(\$172,846)**

This budget includes an expenditure reduction of \$172,846 based on the changes described in the non-departmental account for wage and benefit modifications (org-1972) resulting in a total tax levy savings of \$172,846.

##### Decrease in Real Estate Transfer Fee Revenue

**\$964,544**

Revenue for Real Estate Transfer Fees decreased by \$964,544 from \$2,164,544 in 2009 to \$1,200,000 in 2010. This revenue is based on the number of transfers that occur and the values of the homes that are being transferred. Revenue is decreasing in this area because fewer transfers are occurring and the values of the homes that are being transferred are lower.

##### Decrease in General Recording Fee Revenue

**\$250,000**

Revenue for General Recording Fees decreased by \$250,000 from \$2,060,000 in 2009 to \$1,810,000 in 2010. This revenue is determined by the number of recordings and the number of pages per recording. The number of

**ADOPTED 2010 BUDGET**

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recordings is trending up and the number of pages are trending down, causing a decrease in revenue. The projected number of recordings for 2010 is 170,000, a decrease of 5,000 from 2009.

***Transfer of Land Records Modernization Expenses & Revenue*** **\$0**

Expenditures and revenues related to Land Records Modernization (\$1 surcharge on recording fees) are transferred from non-departmental budget unit (Org 1923) to a new budget in the ROD office (Org 3470). Although the transfer increases expenditure and revenue authority in the ROD budget, the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee (created pursuant to County Board Resolution File 90-707(a)) remains responsible for fiscal and programmatic oversight of the land records modernization expenditures, and may not authorize expenses beyond the current year revenue and reserve balance of the \$1 surcharge. All unspent revenues at year-end must be transferred to the MCAMLIS reserve. (The MCAMLIS reserve maintains unspent revenues from both the \$1 and \$4 surcharge. Revenues and expenditures related to the \$4 surcharge are budgeted in Org 5084.) This change has no tax levy impact.

***Increase in Minor Office Equipment*** **\$18,600**

Minor Office Equipment increased by \$18,600 due to the need to replace mobile storage units where birth, death, and marriage records are kept. This increase will also fund the replacement of the numbering machine stamps.

***Outsourcing Data-Entry Indexing*** **(\$170,624)**

In 2010, the data-entry indexing function will be outsourced. As a result of this initiative, the following six positions will be unfunded for a savings of salary and active fringe benefits of \$340,624: 5.0 FTE Office Support Assistant 2 and 1.0 FTE Clerical Assistant 1. Expenses related to document indexing increased \$170,000 from \$0 in 2009 to \$170,000 in 2010 in order to fund this initiative, resulting in a net savings of \$170,624. Currently, the department performs this function with approximately 98% accuracy. The new company that will provide this service will perform with the same level of accuracy or better.

***Additional Position Changes*** **(\$59,644)**

The following position changes have been made within the department:

- One Clerical Specialist (1.0 FTE) is transferred from Tax Listing Services to Document Examining and Cashier Services. This reflects the reassignment of duties for one employee that took place three years ago. There are no costs associated with this transfer.
- One Clerical Assistant 2 (1.0 FTE) is transferred from Document Examining and Cashier Services to Administration. There are no costs associated with this transfer.
- Unfund 1.0 FTE Clerical Assistant 1, which is currently vacant for a total savings of salary, social security, and active fringe benefits of \$59,644.

**Capital Investments**

- The department has no capital projects in 2010.

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<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>2009/2010 Change</b>
Personal Services (w/o EFB)	\$ 1,906,016	\$ 1,760,611	\$ 1,456,222	\$ (304,389)
Employee Fringe Benefits (EFB)	1,500,280	1,444,359	1,395,297	(49,062)
Services	233,020	296,949	638,100	341,151
Commodities	34,022	64,160	69,010	4,850
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	711,994	710,511	720,061	9,550
Abatements	0	0	(42,171)	(42,171)
<b>Total Expenditures</b>	<b>\$ 4,385,332</b>	<b>\$ 4,276,590</b>	<b>\$ 4,236,519</b>	<b>\$ (40,071)</b>
Direct Revenue	4,083,530	5,137,544	3,985,500	(1,152,044)
State & Federal Revenue	0	0	0	0
Indirect Revenue	93,368	98,410	42,000	(56,410)
<b>Total Revenue</b>	<b>\$ 4,176,898</b>	<b>\$ 5,235,954</b>	<b>\$ 4,027,500</b>	<b>\$ (1,208,454)</b>
<b>Direct Total Tax Levy</b>	<b>208,434</b>	<b>(959,364)</b>	<b>209,019</b>	<b>1,168,383</b>

<b>PERSONNEL SUMMARY</b>				
	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>2009/2010 Change</b>
<b>Position Equivalent (Funded)*</b>	<b>47.6</b>	<b>42.6</b>	<b>35.8</b>	<b>(6.8)</b>
<b>% of Gross Wages Funded</b>	<b>97.1</b>	<b>96.7</b>	<b>96.7</b>	<b>0.0</b>
<b>Overtime (Dollars)</b>	<b>\$ 134,536</b>	<b>\$ 76,128</b>	<b>\$ 77,544</b>	<b>\$ 1,416</b>
<b>Overtime (Equivalent to Position)</b>	<b>3.4</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>

\* 2008 Actuals, the Position Equivalent is the budgeted amount.

\*\* For 2010 Budget, overtime figures do not include reductions described in org. 1972 and total (\$15,743).

<b>PERSONNEL CHANGES</b>						
<b>Job Title/Classification</b>	<b>Title Code</b>	<b>Action</b>	<b># of Positions</b>	<b>Total FTE</b>	<b>Division</b>	<b>Cost of Positions (Salary Only)</b>
Office Supt Asst 2	00007	Unfund	(5)	(5.00)	Real Estate Services	\$ (154,810)
Clerical Asst 1	00042	Unfund	(2)	(2.00)	Real Estate Services	(68,704)
					<b>TOTAL</b>	<b>\$ (223,514)</b>

**ADOPTED 2010 BUDGET**

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<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>2009/2010 Change</b>
Administration	Expenditure	\$ 894,116	\$ 898,051	\$ 921,880	\$ 23,829
	Revenue	78,042	1,000	1,000	0
	Tax Levy	\$ 816,074	\$ 897,051	\$ 920,880	\$ 23,829
Cashier Service	Expenditure	\$ 618,881	\$ 681,223	\$ 716,701	\$ 35,478
	Revenue	1,303	0	0	0
	Tax Levy	\$ 617,578	\$ 681,223	\$ 716,701	\$ 35,478
Real Estate Services	Expenditure	\$ 1,710,305	\$ 1,472,123	\$ 1,322,713	\$ (149,410)
	Revenue	3,675,447	4,662,544	3,421,500	(1,241,044)
	Tax Levy	\$ (1,965,142)	\$ (3,190,421)	\$ (2,098,787)	\$ 1,091,634
Vital / Statistics / Identification	Expenditure	\$ 693,388	\$ 709,223	\$ 747,593	\$ 38,370
	Revenue	403,125	469,000	408,000	(61,000)
	Tax Levy	\$ 290,263	\$ 240,223	\$ 339,593	\$ 99,370
Tax Listing Services	Expenditure	\$ 468,654	\$ 515,970	\$ 377,632	\$ (138,338)
	Revenue	18,982	103,410	47,000	(56,410)
	Tax Levy	\$ 449,672	\$ 412,560	\$ 330,632	\$ (81,928)

*All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."*