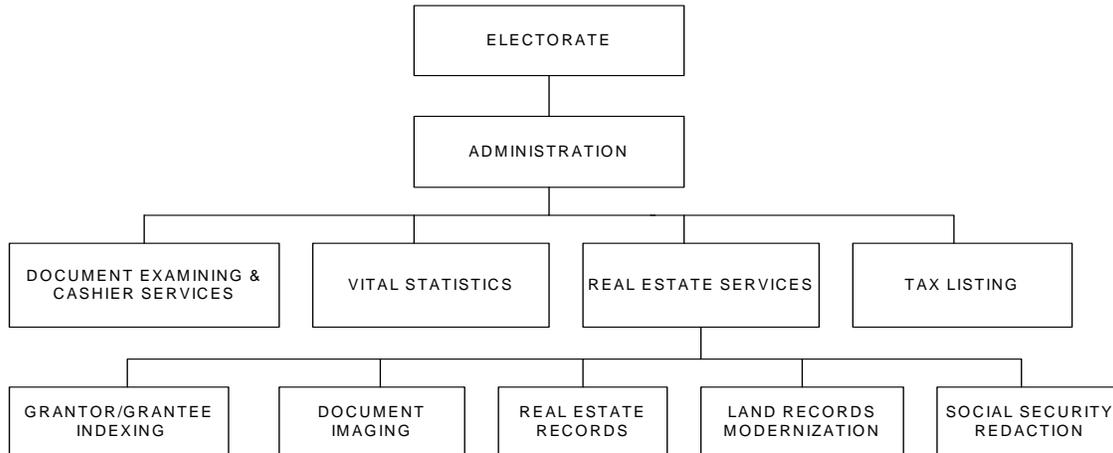


REGISTER OF DEEDS (3400)



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

	2011	2010/2011 Change
Expenditures	4,900,333	663,814
Revenue	5,077,857	1,050,357
Levy	(177,524)	(386,543)
FTE's	35.7	(0.1)

Major Programmatic Changes

- 2011 Budget includes State mandated effort to redact Social Security information from electronic format records that are viewable online.

OBJECTIVES

- Continue projects to convert four million microfilm images to digital format as part of the state-mandate to redact social security numbers from images that appear 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 33%, 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, Land Records Modernization, and Social Security Redaction.

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, name change orders and declarations of domestic partnership 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.

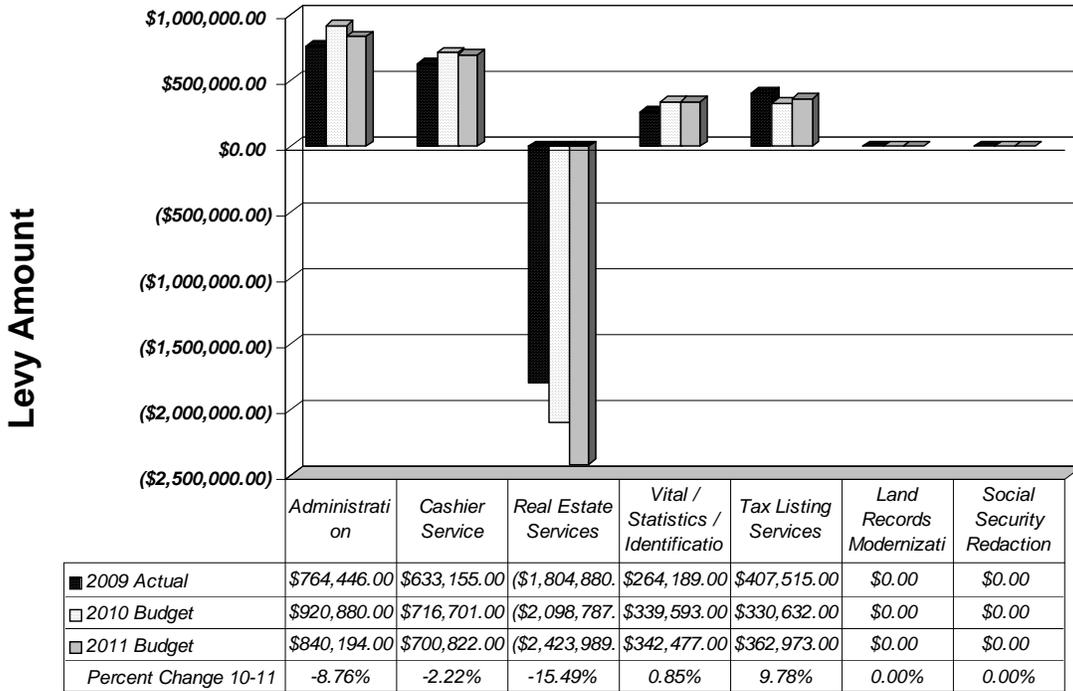
Land Records Modernization:

Pursuant to Wisconsin State Statute 59.72 (5), Milwaukee County may retain \$2 of the fee for recording for the purpose of Land Records Modernization. The fees can be retained for, " the provision of land information 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 \$2 fee. No portion of the \$2 surcharge is available for general County purposes and all unspent revenues must be transferred to the MCAMLIS reserve at year-end.

Social Security Number Redaction:

Pursuant to Wisconsin State Statute 59.43 (2), the Register of Deeds may increase recording fees by \$5 per recording to \$30 per recording in order to comply with the state social security number redaction mandate. The mandate requires that the Register of Deeds make social security numbers from electronic format records not viewable or accessible on the Internet. \$5 per document fee is exclusively for expenditures related to accomplishing this mandate. The recording fee in Milwaukee County will be set at \$30 per document through 2014 upon which time the redaction effort will be completed. No portion of the \$5 surcharge is available for general County purposes and all unspent revenues must be transferred to a reserve at year-end.

Organizational Levy Summary



2011 BUDGET

Approach and Priorities

- Maintain current service levels.
- Continue to limit the use of overtime by cross training employees

Budget Highlights

Streamlining of County Administrative/Customer Service Functions

\$0

The Division of Intergovernmental Relations is directed to work to obtain changes in State law and the Wisconsin Constitution to allow Milwaukee County to consolidate the functions of the County Treasurer and the Register of Deeds, which are administrative in nature, into the County Clerk’s Office, and abolish the Treasurer and Register of Deeds positions. This initiative is intended as a step towards streamlining County administrative/customer service functions that currently are performed by separate constitutional offices, and potentially achieving tax levy savings.

Expenditures

Wage and Benefit Modifications

(\$76,999)

This budget includes an expenditure reduction of \$76,999 based on the changes described in the non-departmental account for wage and benefit modifications (Org-1972).

ADOPTED 2011 BUDGET

DEPT: Register of Deeds

UNIT NO. 3400
FUND: General - 0001

Abolish Unfunded Positions

\$0

The following vacant positions are abolished: 4.0 FTE Office Supt Asst 2 and 1.0 FTE Clerical Asst 1. As these positions had been unfunded in prior budgets, there is no fiscal impact.

Social Security Redaction

\$0

Revenues and expenditures of \$700,000 are budgeted to begin a program to digitize four million documents and to redact social security numbers from those documents in accordance with SS 59.43 (2). This state mandated program is completely offset by a \$5 surcharge on recording fee revenues. No portion of the \$5 surcharge is available for general County purposes and all unspent revenues must be transferred to a reserve at year-end. For reporting purposes, these revenues and expenditures are budgeted in a new low org, 3490.

REVENUES

General Recording Fees

(\$290,000)

General recording fee revenue is budgeted to increase by \$290,000 from \$1,810,000 to \$2,100,000. The 2011 increase is a function of a change in state statutes that took effect in June 2010. The change in state law increased the recording fees from \$11 for the first page and \$2 for each subsequent page to a flat fee of \$25. It is assumed that the real estate market will remain relatively flat in 2011. Total recordings for 2011 are anticipated to be 140,000.

BUDGET SUMMARY				
Account Summary	2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Personal Services (w/o EFB)	\$ 1,701,971	\$ 1,456,222	\$ 1,532,016	\$ 75,794
Employee Fringe Benefits (EFB)	1,372,592	1,395,297	1,358,791	(36,506)
Services	264,771	638,100	1,439,700	801,600
Commodities	41,396	69,010	51,250	(17,760)
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	700,211	720,061	560,747	(159,314)
Abatements	0	(42,171)	(42,171)	0
Total Expenditures	\$ 4,080,941	\$ 4,236,519	\$ 4,900,333	\$ 663,814
Direct Revenue	3,718,114	3,985,500	5,077,857	1,092,357
State & Federal Revenue	0	0	0	0
Indirect Revenue	98,409	42,000	0	(42,000)
Total Revenue	\$ 3,816,523	\$ 4,027,500	\$ 5,077,857	\$ 1,050,357
Direct Total Tax Levy	264,418	209,019	(177,524)	(386,543)

PERSONNEL SUMMARY				
	2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Position Equivalent (Funded)*	42.6	35.8	35.7	(0.1)
% of Gross Wages Funded	96.7	96.7	96.7	0.0
Overtime (Dollars)	\$ 81,135	\$ 77,544	\$ 80,112	\$ 2,568
Overtime (Equivalent to Position)	2.1	2.0	2.0	0.0

* 2009 Actuals, the Position Equivalent is the budgeted amount.

** For 2010 and 2011, budgeted overtime figures do not include reductions described in org 1972. For 2011, this amount equals (\$9,785).

ADOPTED 2011 BUDGET

DEPT: Register of Deeds

UNIT NO. 3400
FUND: General - 0001

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Office Supt Asst 2	00000007	Abolish	(4)	0.00	Real Estate Services	\$ 0
Clerical Asst 1	00000042	Abolish	(1)	0.00	Real Estate Services	0
					TOTAL	\$ 0

ORGANIZATIONAL COST SUMMARY					
DIVISION		2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Administration	Expenditure	\$ 805,582	\$ 921,880	\$ 840,551	\$ (81,329)
	Revenue	41,136	1,000	357	(643)
	Tax Levy	\$ 764,446	\$ 920,880	\$ 840,194	\$ (80,686)
Cashier Service	Expenditure	\$ 630,131	\$ 716,701	\$ 700,822	\$ (15,879)
	Revenue	(3,024)	0	0	0
	Tax Levy	\$ 633,155	\$ 716,701	\$ 700,822	\$ (15,879)
Real Estate Services	Expenditure	\$ 1,512,640	\$ 1,322,713	\$ 1,274,511	\$ (48,202)
	Revenue	3,317,520	3,421,500	3,698,500	277,000
	Tax Levy	\$ (1,804,880)	\$ (2,098,787)	\$ (2,423,989)	\$ (325,202)
Vital / Statistics / Identification	Expenditure	\$ 662,837	\$ 747,593	\$ 736,477	\$ (11,116)
	Revenue	398,648	408,000	394,000	(14,000)
	Tax Levy	\$ 264,189	\$ 339,593	\$ 342,477	\$ 2,884
Tax Listing Services	Expenditure	\$ 469,760	\$ 377,632	\$ 367,973	\$ (9,659)
	Revenue	62,245	47,000	5,000	(42,000)
	Tax Levy	\$ 407,515	\$ 330,632	\$ 362,973	\$ 32,341
Land Records Modernization	Expenditure	\$ 0	\$ 150,000	\$ 280,000	\$ 130,000
	Revenue	0	150,000	280,000	130,000
	Tax Levy	\$ 0	\$ 0	\$ 0	\$ 0
Social Security Redaction	Expenditure	\$ 0	\$ 0	\$ 700,000	\$ 700,000
	Revenue	0	0	700,000	700,000
	Tax Levy	\$ 0	\$ 0	\$ 0	\$ 0

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 severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."