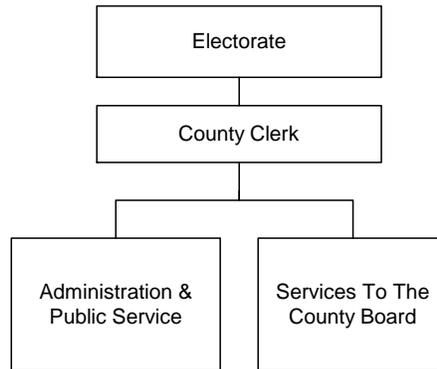


COUNTY CLERK (3270)



MISSION

The mission of the County Clerk’s office is to support the legislative activities of the Milwaukee County Board of Supervisors and the general operations of County government, and to provide the highest quality services to the public at the lowest cost to the taxpayers.

Budget Summary		
	2011	2010/2011 Change
Expenditures	790,227	(6,947)
Revenue	512,350	0
Levy	277,877	(6,947)
FTE's	7.1	0.0
<p>Major Programmatic Changes</p> <ul style="list-style-type: none"> Scan County Board files and marriage license applications to create digital media viewable via the internet Implement automated legislative workflow (Legistar) and public access system 		

OBJECTIVES

- Maintain accurate and up-to-date records of County Board actions and County Ordinances
- Issue marriage licenses and domestic partnership declarations in an accurate and timely manner
- Regulate lobbyists and lobbying activity pursuant to Chapter 14 Milwaukee County Code of Ordinances
- Process passport applications in an accurate and timely manner
- Increase revenue by increasing sales of Wisconsin Department of Natural Resources licenses and Milwaukee County Transit System tickets
- Strengthen County government by providing quality administrative support to County government departments, and prompt and accurate information and services to the public

DEPARTMENTAL PROGRAM DESCRIPTION

Pursuant to Section 59.23 of the Wisconsin Statutes, and Section 56.09 of the Milwaukee County Ordinances, the independently elected County Clerk records the proceedings of the County Board of Supervisors, maintains all legislative files, updates existing ordinances and publishes new ordinances online.

COUNTY EXECUTIVE'S 2011 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

The County Clerk issues marriage licenses pursuant to Chapter 765 Wis. Stats. and domestic partnership declarations pursuant to Chapter 770 Wis. Stats.

In accordance with Chapter 14 of the Milwaukee County General Ordinances, the County Clerk registers all lobbyists and lobbying principals and reports to the County Board, County Executive and the public on lobbying registrations and expenditures.

The County Clerk's office serves as an informational clearinghouse for corporate Milwaukee County by receiving and processing court summons and complaints naming Milwaukee County, and maintaining the central file of County deeds, contracts, insurance policies, agreements, certificates of title for all County-owned vehicles, leases and easements. The Clerk administers oaths of office and maintains a record of such oaths, and receives and publicly opens all sealed bids for public improvement projects and maintains a file of qualified public improvement contractors.

The County Clerk accepts and processes passport applications, and sells Milwaukee County Transit System tickets and Wisconsin Department of Natural Resources licenses and permits. The County Clerk also processes garnishment actions, tax levies and wage assignments of County employees, and lien notices against contractors performing County public improvements.

2011 BUDGET

Approach and Priorities

- Use technology to reduce costs while increasing the productivity and efficiency of legislative services and improving public access to County Board actions
- Improve customer service through the use of internet transactions
- Continually update County Clerk's website to provide more information to the public in a user friendly manner

Budget Highlights

Wage and Benefit Modifications

(\$22,473)

This budget includes an expenditure reduction of \$22,473 based on the changes described in the non-departmental account for wage and benefit modifications (Org-1972).

Revenue Adjustments

\$0

- A \$23,850 increase in revenues for domestic partnership declaration fees offsets decreases in revenue related to various other fees, licenses, and permits issued by the County Clerk's Office.
- In an effort to provide Milwaukee County residents with increased access to County information and forms for services provided by the County Clerk, the County Clerk will use existing web-based technology and the Department of Administrative Services – Information Management Services Division expertise to update and improve the County Clerk website.
- The County Clerk will assist the County Board and county departments with the implementation of the Legistar legislative workflow and public access system and will utilize the system for tracking County Board files and recording Board proceedings and county ordinances.
- The County Clerk will discontinue microfilming County Board files and marriage license applications and will scan these documents to create digital images, which will be accessible via the internet.

COUNTY EXECUTIVE'S 2011 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

BUDGET SUMMARY				
Account Summary	2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Personal Services (w/o EFB)	\$ 354,484	\$ 335,297	\$ 349,480	\$ 14,183
Employee Fringe Benefits (EFB)	250,652	266,477	259,076	(7,401)
Services	36,507	30,000	30,750	750
Commodities	3,713	4,625	4,625	0
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	156,757	160,775	146,296	(14,479)
Abatements	0	0	0	0
Total Expenditures	\$ 802,113	\$ 797,174	\$ 790,227	\$ (6,947)
Direct Revenue	439,468	512,350	512,350	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 439,468	\$ 512,350	\$ 512,350	\$ 0
Direct Total Tax Levy	362,645	284,824	277,877	(6,947)

PERSONNEL SUMMARY				
	2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Position Equivalent (Funded)*	6.6	7.1	7.1	0.0
% of Gross Wages Funded	94.2	94.8	94.9	0.1
Overtime (Dollars)**	\$ 278	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

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

** For 2010 and 2011, budgeted overtime figures do not include reductions described in org 1972. For 2011, this amount equals (\$574).

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
None						
					TOTAL	\$ 0

COUNTY EXECUTIVE'S 2011 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

ACTIVITY AND STATISTICAL SUMMARY				
	2009 Budget	2009 Actual	2010 Budget	2011 Budget
Marriage Licenses Issued	5,229	4,652	5,229	5,000
Duplicate Marriage Licenses Issued	50	76	50	100
Marriage License Waivers Issued	340	207	340	340
Marriage Civil Ceremonies	1,043	954	1,043	1,040
Domestic Partnership Declarations Issued	N/A	217	217	300
Open Records Requests Processed	60	60	100	100
County Board Files Maintained	1,000	482	1,000	1,000
County Ordinances Published	25	18	25	25
County Board Proceedings Published	12	15	12	13
Employees Garnishments	7,500	2,768	3,000	3,000
Employee Wage Assignments	27,000	9,425	10,000	10,000
Employee Tax Levies	1,800	139	100	150
Contractor Lien Notices/Vendor Levies	90	45	90	90
Contractor Qualification Statements	650	107	200	200
Claims Processed	1,550	315	500	500
Summons and Complaints Processed	1,200	158	500	500
Construction Bid Notices Processed	450	86	100	100
New Contracts Assigned to Files	35	51	40	50
Lobbyists Registered	40	12	40	40
Lobbying Principals Registered	16	24	30	30
Oaths of Office Administered	50	49	100	100
Wisconsin DNR Licenses Sold	N/A	331	750	1,000
Passport Applications Processed	2,400	683	2,400	1,000

FEE SCHEDULE

<u>Service</u>	<u>Fee</u>
Marriage License	\$105.00
Domestic Partnership Declaration	\$105.00
Marriage License Waiver	\$25.00
Duplicate Marriage License	\$10.00
Marriage Ceremony	\$100.00
Passport Application	\$135.00
Lobbyist Registration	\$125.00/principal represented
Lobbying Principal Registration	\$125.00
Lobbying Principal Authorization	\$125.00/lobbyist retained by principal
Notary Fee	\$0.50
Copy Fee	\$0.25 per page

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."