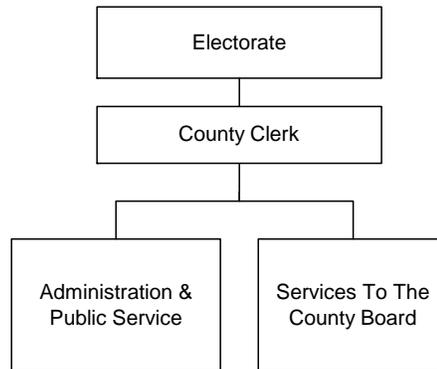


COUNTY CLERK (3270)



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		
	2012	2011/2012 Change
Expenditures	790,195	(16,857)
Revenue	470,500	(41,850)
Levy	319,695	24,993
FTE’s	7.0	(0.1)
<p>Major Programmatic Changes</p> <ul style="list-style-type: none"> Continue to implement the on-line legislative workflow and public access system – County Legislative Information Center (CLIC) Transfer the processing of garnishment actions, tax levies and wage assignments of County employees to the Department of Administrative Services – Central Payroll 		

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
- Improve public access to County legislative activities by implementing and administering the County Legislative Information Center (CLIC)

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

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.

To provide 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 County Legislative Information Center (CLIC) 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 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 lien notices and actions against contractors performing County public improvements.

2012 BUDGET

Approach and Priorities

- Utilize the County Legislative Information Center (CLIC) to reduce costs and increase the productivity and efficiency of legislative services and improve 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

Elimination of Step Increases for 2012 for Employees in Certain Pay Grades **(\$228)**

This budget includes an expenditure reduction of \$228 based on the elimination of step increases for 2012, as provided for in Chapter 17 of the Milwaukee County General Ordinances, for employees in certain pay grades. (See Appendix B for pay grades affected.)

Elimination of Paid Internships **(\$21,888)**

To reduce tax levy support for the Office and to offset the revenue reductions noted above, 0.5 FTE Student Intern position is unfunded for a tax levy savings of \$21,888. The Office of the Clerk is encouraged to utilize unpaid internships whenever appropriate.

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

Reduced Marriage License and Domestic Partnership Revenues **\$21,850**
 Revenue from the issuance of marriage license and domestic partnership declarations is reduced by \$21,850, primarily due to lower than expected volume of domestic partnership declarations. The first year that revenue from this fee was budgeted was 2011, and the 2012 budget of \$7,950 is based on recent activity.

Reduced Garnishment Revenues **\$20,000**
 Miscellaneous revenue is reduced by \$20,000 from the 2011 Adopted Budget to \$54,300 due to the transfer of duties related to processing garnishment actions, tax levies and wage assignments of County employees to the Department of Administrative Services – Central Payroll.

Reduced Services **(\$8,250)**
 Services are reduced by a total of \$8,250 or 27 percent from the 2011 Adopted Budget level to \$22,500 based on recent history and activity. Funding for microfilm services (\$5,450) is eliminated because the County Clerk has discontinued microfilming County Board files and marriage license applications and scans these documents to digital media, which will be accessible via the internet. Advertising is reduced by \$2,000 to \$4,000 and conference expenses are reduced by \$2,000 to \$700 based on recent activity. These decreases are offset by minor increases for equipment rental, records center charges and rubbish removal, among others, based on recent history.

BUDGET SUMMARY				
Account Summary	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Personal Services (w/o EFB)	\$ 384,016	\$ 351,231	\$ 358,349	\$ 7,118
Employee Fringe Benefits (EFB)	272,768	273,705	275,620	1,915
Services	14,520	30,750	22,500	(8,250)
Commodities	3,856	4,625	6,600	1,975
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	154,408	146,741	127,126	(19,615)
Abatements	0	0	0	0
Total Expenditures	\$ 829,568	\$ 807,052	\$ 790,195	\$ (16,857)
Direct Revenue	448,292	512,350	470,500	(41,850)
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 448,292	\$ 512,350	\$ 470,500	\$ (41,850)
Direct Total Tax Levy	381,276	294,702	319,695	24,993

PERSONNEL SUMMARY				
	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Position Equivalent (Funded)*	7.1	7.1	7.0	(0.1)
% of Gross Wages Funded	94.8	94.9	100.0	5.1
Overtime (Dollars)	\$ 20	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2010 Actuals, the Position Equivalent is a budgeted amount

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Student Intern	00085770	Unfund	(1)	(0.50)	General Office	\$ (11,466)
					TOTAL	\$ (11,466)

ACTIVITY AND STATISTICAL SUMMARY				
	2010 Budget	2010 Actual	2011 Budget	2012 Budget
Marriage Licenses Issued	5,000	4,607	5,000	4,900
Duplicate Marriage Licenses Issued	50	75	100	100
Marriage License Waivers Issued	340	255	340	340
Marriage Civil Ceremonies	1,043	1,012	1,040	1,040
Domestic Partnership Declarations Issued	300	74	300	100
Open Records Requests Processed	100	100	100	100
County Board Files Maintained	1,000	472	1,000	1,000
County Ordinances Published	25	10	25	25
County Board Proceedings Published	12	13	13	13
Contractor Lien Notices/Vendor Levies	90	56	90	90
Contractor Qualification Statements	200	117	200	200
Claims Processed	500	314	500	500
Summons and Complaints Processed	500	184	500	250
Construction Bid Notices Processed	100	104	100	100
New Contracts Assigned to Files	40	93	50	100
Lobbying Registrations	70	52	70	70
Oaths of Office Administered	100	65	100	100
Wisconsin DNR Licenses Sold	750	222	1,000	1,000
Passport Applications Processed	2,400	778	1,000	1,000

FEE SCHEDULE

Service	Fee
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."