

COUNTY EXECUTIVE'S 2009 BUDGET

DEPT: REGISTER OF DEEDS

UNIT NO. 3400

FUND: General - 0001

OPERATING AUTHORITY & PURPOSE

Pursuant to Sections 59.43, 69.22 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and optically scans real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes 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.

Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 1,860,121	\$ 1,909,379	\$ 1,567,029	\$ (342,350)
Employee Fringe Benefits (EFB)	1,592,239	1,466,226	1,328,071	(138,155)
Services	189,231	289,230	296,949	7,719
Commodities	44,905	62,810	64,160	1,350
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	772,845	696,209	678,183	(18,026)
Abatements	(716,850)	(12,580)	0	12,580
Total Expenditures	\$ 3,742,491	\$ 4,411,274	\$ 3,934,392	\$ (476,882)
Direct Revenue	5,394,811	5,897,194	4,845,000	(1,052,194)
State & Federal Revenue	0	0	0	0
Indirect Revenue	81,583	92,059	98,410	6,351
Total Revenue	\$ 5,476,394	\$ 5,989,253	\$ 4,943,410	\$ (1,045,843)
Direct Total Tax Levy	(1,733,903)	(1,577,979)	(1,009,018)	568,961

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Central Service Allocation	\$ 72,938	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	325,656	0	0	0
Tech Support & Infrastructure	131,795	0	0	0
Distribution Services	50,956	0	0	0
Telecommunications	5,645	0	0	0
Record Center	4,406	0	0	0
Radio	0	0	0	0
Computer Charges	13,807	0	0	0
Applications Charges	96,579	0	0	0
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	15,073	0	0	0
Total Charges	\$ 716,855	\$ 0	\$ 0	\$ 0
Direct Property Tax Levy	\$ (1,733,903)	\$ (1,577,979)	\$ (1,009,018)	\$ 568,961
Total Property Tax Levy	\$ (1,017,048)	\$ (1,577,979)	\$ (1,009,018)	\$ 568,961

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* In 2007, these costs were included in other charging departmental and non-departmental budgets. They were reflected here to show the "total" amount of tax levy support for this Department. In 2008 and 2009, these costs are budgeted within the receiving department to show the tax levy cost in the department.

PERSONNEL SUMMARY				
	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 1,860,121	\$ 1,909,379	\$ 1,567,029	\$ (342,350)
Employee Fringe Benefits (EFB)	\$ 1,592,239	\$ 1,466,226	\$ 1,328,071	\$ (138,155)
Position Equivalent (Funded)*	49.1	47.6	37.6	(10.0)
% of Gross Wages Funded	100.0	97.1	96.3	0.8
Overtime (Dollars)**	\$ 127,626	\$ 149,544	\$ 152,272	\$ 2,728
Overtime (Equivalent to Position)	3.7	4.0	2.0	(2.0)

* For 2007 Actuals, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Fiscal Asst 2	Abolish	1/1.0	Administration - 3410	\$ (33,250)
Document Recorder	Abolish	2/2.0	Real Estate - 3430	(64,284)
Office Support Asst 2	Abolish	1/1.0	Real Estate - 3430	(30,240)
Administrative Asst	Abolish	1/1.0	Real Estate - 3430	(44,523)
Clerical Asst 1	Abolish	1/1.0	Real Estate - 3430	(33,883)
Clerical Specialist ROD	Abolish	1/1.0	Tax Listing - 3460	(39,140)
Fiscal Asst 1	Abolish	1/1.0	Cashier Services	(33,040)
			TOTAL	\$ (278,360)

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ORGANIZATIONAL COST SUMMARY					
DIVISION		2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Administration	Expenditure	\$ 925,171	\$ 882,921	\$ 901,978	\$ 19,057
	Abatement	(395,476)	(12,580)	0	12,580
	Revenue	81,784	1,000	1,000	0
	Tax Levy	\$ 447,911	\$ 869,341	\$ 900,978	\$ 31,637
Cashier Service	Expenditure	\$ 647,893	\$ 667,328	\$ 619,707	\$ (47,621)
	Abatement	(29,408)	0	0	0
	Revenue	(1,753)	0	0	0
	Tax Levy	\$ 620,238	\$ 667,328	\$ 619,707	\$ (47,621)
Real Estate Services	Expenditure	\$ 1,737,059	\$ 1,728,474	\$ 1,251,889	\$ (476,585)
	Abatement	(176,959)	0	0	0
	Revenue	4,926,794	5,420,194	4,370,000	(1,050,194)
	Tax Levy	\$ (3,366,694)	\$ (3,691,720)	\$ (3,118,111)	\$ 573,609
Vital / Statistics / Identification	Expenditure	\$ 691,989	\$ 689,631	\$ 718,512	\$ 28,881
	Abatement	(73,570)	0	0	0
	Revenue	464,931	470,000	469,000	(1,000)
	Tax Levy	\$ 153,488	\$ 219,631	\$ 249,512	\$ 29,881
Tax Listing Services	Expenditure	\$ 457,241	\$ 455,500	\$ 442,306	\$ (13,194)
	Abatement	(41,442)	0	0	0
	Revenue	4,638	98,059	103,410	5,351
	Tax Levy	\$ 411,161	\$ 357,441	\$ 338,896	\$ (18,545)

MISSION

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

Register of Deeds computers and on the Internet.

DEPARTMENT DESCRIPTION

The **Administration** 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, Safety and General Services Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; performs all departmental business functions such as reconciliation of all revenue and statistical reports, all personnel functions, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; and maintains and controls escrow funds.

The **Cashier Services** Division receives all monies required by the Department, determines the recordability and records all documents according to State Statutes.

OBJECTIVES

- Publicize the benefits of electronic recording so as to increase the percentage of documents submitted electronically. Increase eRecording from the current 20% to above 60%, resulting in greater efficiency and workflow benefits for both the department and the public.
- Investigate upgrading to our software vendor's new cutting-edge real estate software system (based upon Microsoft Vista), which has the potential to enable more efficient and accurate methods of recording, imaging and indexing documents.
- Pre-1988 information and documents currently available only on microfilm and tract books will be converted to digital format. This allows for efficient access by employees and the public on

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The primary responsibility of the **Real Estate Services** Division is to comply with State Statutes regarding the indexing and optical scanning of all public real estate indices. The duties include optical imaging of all documents, maintaining the automated real estate tract index, maintaining indices for motor vehicle liens, financing instruments, and military discharges; and validating Department of Commerce weatherization stipulations and waivers.

The **Vital Statistics** Division (formerly the Vital Statistics/Identification Services Division) maintains files on birth, death and marriage records and change of name orders according to State Statute. Records are updated and changed due to legitimization and adoption. Certified copies of these documents are sold to the general public. This Division also conducts genealogical research.

The **Tax Listing Services** 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. This Division includes 1.0 FTE of Geographic Information Technician (funded by Milwaukee County Automated Mapping and Land Information System (MCAMLIS) – Org. Unit 1923).

BUDGET HIGHLIGHTS

- Personal Services without Fringe Benefits decrease by \$342,350 from \$1,909,379 in 2008 to \$1,567,029 in 2009.
- Register of Deeds has identified operational efficiencies that can be achieved using technology and changes to workflow processes that will enable the abolishment of two positions. In addition, the reduction in workload due to the general decline in real estate activity has allowed for a further reduction in staff. In total, 8.0 FTE are abolished: 1.0 FTE Fiscal Assistant 2 position in the Administrative Division; 1.0 FTE Fiscal Assistant 1 in Cashier Services; 2.0 FTE Document Recorders, 1.0 FTE Office Support Assistant 2, 1.0 FTE Administrative Assistant, 1.0 FTE Clerical Assistant 1, in the Real Estate Services Division; and 1.0 FTE Clerical Specialist ROD in Tax Listing Services. The total

cost savings from these staffing reductions, including salaries and active fringe benefits is \$437,033.

- Total revenue decreases by \$1,045,843, from \$5,989,253 to \$4,943,410. This decrease is primarily due to a \$915,694 reduction in revenues generated by the Real Estate Transfer Fee and a \$240,000 reduction in General Recording Fee revenues. The decrease in revenue is based on the slowdown in the real estate market, tighter lending standards, depressed housing values and an end to the refinancing boom. While the 2009 budget projects a decrease in revenues in comparison with the 2008 budget, some recovery in the real estate market is assumed to occur in 2009. The projected number of documents to be recorded in 2009, 175,000, represents an increase of 16,000 over the estimated number of documents recorded in 2008. (Note: the 2008 Adopted Budget assumed that 198,000 documents would be recorded).
- As a result of the revenue reductions described above, tax levy support to the Register of Deeds increases by \$568,961, from (\$1,577,979) in 2008 to (\$1,009,018) in 2009.
- Increases in some fees offset the loss of revenue to some extent. Fees charged for internet access, digital images, sale of microfilm images, and for certification survey maps and review of subdivision plats are all increased, generating \$26,000 in additional revenue.

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- 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."

REGISTER OF DEEDS 2009 FEE SCHEDULE		
<u>Description</u>	<u>Statutory Authority or Ordinance</u>	<u>Fee</u>
Real Estate Search	Ordinance 56.28	\$10.00
Rents/Weatherization	State Statute 101.122	30.00
General Recording Fees	State Statute 59.43(2)	11.00*
Digital Images (fee per image)	State Statute 59.43(2c)	.04
Internet Access (per month)	State Statute 59.43(2c)	450.00
Birth/Death/Marriage/Vital Statistics	State Statute 69.22	20.00**
Vital Statistics – Duplicate Copies	State Statute 69.22	3.00
Certification Filings/Recording Fees	State Statute 59.43(2)	1.00
Other Fees (Vital Check)	State Statute 69.22	20.00***
Copy Fees	State Statute 59.43(2)	2.00
Real Estate Transfer (Per \$100)	State Statute 77.22	0.30****
Tax Listing Fees (Per Document)	Ordinance 88.473	1.20
Other Service Fees (Vital Statistics)	State Statute 69.22	7.00
Subdivision Plats	State Statute 59.43(2)	50.00
Termination of Joint Tenancy	State Statute 59.43(2)	25.00

* Of the \$11.00 Fee, Milwaukee County realizes \$4.00 of revenue.

** Of the \$20.00 Death/Marriage/Vital Statistics Record Fee, Milwaukee County realizes \$7.00 of revenue.
 Of the \$20.00 Birth Record Fee, Milwaukee County realizes \$5.00 of revenue

*** Of the \$20.00 Other Fees (Vital Check) Milwaukee County realizes \$10.00 of revenue.

**** Of this fee, Milwaukee County retains 20% or \$0.06 per \$100.

RECORDINGS HISTORICAL		
<u>Year</u>	<u>Total Recordings</u>	<u>Recordings per day</u>
2002	226,057	887
2003	291,021	1,141
2004	212,273	832
2005	230,466	911
2006	205,705	807
2007	179,818	705

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ACTIVITY AND STATISTICAL SUMMARY				
	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Budget</u>	<u>2009</u> <u>Budget</u>
Recording	205,705	179,818	198,000	175,000
Vital Statistics Placed on File	31,350	30,887	30,000	30,000
Certified Copies - Birth, Death, Marriage	100,250	101,232	100,000	10,000
Transfer Tax	21,082	16,817	18,000	15,000
Vital Statistics Corrections - No Fee	8,472	0	7,000	7,000
Vital Statistics Certifications - No Fee (VA)	321	201	300	300
Termination of Joint Tenancy	1,824	1,654	2,000	2,000
Genealogy Services	3,076	0	3,000	3,000
Real Estate Searches	495	0	500	500
Marriage Registrations	4,858	0	5,000	5,000
DILHR Validation	1,317	947	1,200	1,200