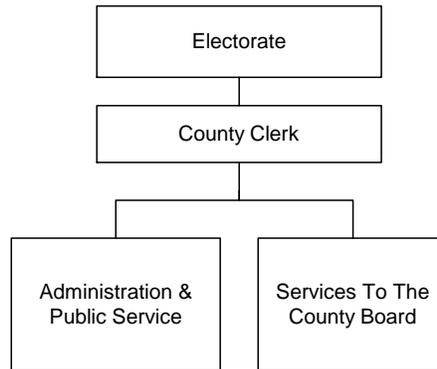


## COUNTY CLERK (3270)



### 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.

<b>Budget Summary</b>		
	<b>2010</b>	<b>2009/2010 Change</b>
<b>Expenditures</b>	<b>775,005</b>	<b>(26,531)</b>
<b>Revenue</b>	<b>512,350</b>	<b>31,725</b>
<b>Levy</b>	<b>262,655</b>	<b>(58,256)</b>
<b>FTE's</b>	<b>7.1</b>	<b>0.5</b>
<p><b>Major Programmatic Changes</b></p> <ul style="list-style-type: none"> <li>Marriage license fee is increased to \$105</li> <li>Sell Wisconsin DNR licenses</li> <li>.50 FTE Student Intern to assist with County Ordinance updates</li> </ul>		

### OBJECTIVES

- Maintain accurate and up-to-date records of County Board actions and County Ordinances
- Issue marriage licenses 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 on-line.

# COUNTY EXECUTIVE'S 2010 BUDGET

DEPT: County Clerk

UNIT NO. 3270  
FUND: General - 0001

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Pursuant to Chapter 765 Wis. Stats., the County Clerk issues marriage licenses.

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.

## 2010 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
- Streamline licensing operations
- 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***

***(\$58,294)***

This budget includes an expenditure reduction of \$58,294 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 \$58,294.

#### ***Fee/License/Permit Adjustments***

The following fees are adjusted in the 2010 County Executive Recommended Budget:

- Due to previous County Board action in 2009 (File No. 09-284), the Marriage license fee is increased from \$100 to \$105 as an inflationary adjustment ***\$26,125***
- Due to previous County Board action in 2009 (File No. 09-204), the Marriage license waiver fee is increased from \$10 to \$25 ***\$5,100***

#### ***Departmental Operations***

***\$15,838***

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 Department of Audit plans to establish a process by which the current County Ordinance can be compared to the online database to ensure accuracy and a new process will be initiated to ensure that any modifications are

**COUNTY EXECUTIVE'S 2010 BUDGET**

**DEPT: County Clerk**

**UNIT NO. 3270**  
**FUND: General - 0001**

updated online in a timely and accurate manner. To assist with this process, .50 FTE Student Intern position is created for a tax levy increase of \$15,838.

<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)	\$ 387,009	\$ 337,636	\$ 323,164	\$ (14,472)
Employee Fringe Benefits (EFB)	273,997	267,268	258,105	(9,163)
Services	39,294	30,192	30,000	(192)
Commodities	5,914	4,650	4,625	(25)
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	144,705	161,790	159,111	(2,679)
Abatements	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 850,919</b>	<b>\$ 801,536</b>	<b>\$ 775,005</b>	<b>\$ (26,531)</b>
Direct Revenue	423,461	480,625	512,350	31,725
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 423,461</b>	<b>\$ 480,625</b>	<b>\$ 512,350</b>	<b>\$ 31,725</b>
<b>Direct Total Tax Levy</b>	<b>427,458</b>	<b>320,911</b>	<b>262,655</b>	<b>(58,256)</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>7.6</b>	<b>6.6</b>	<b>7.1</b>	<b>0.5</b>
<b>% of Gross Wages Funded</b>	<b>95.0</b>	<b>94.2</b>	<b>94.8</b>	<b>0.6</b>
<b>Overtime (Dollars)</b>	<b>\$ 10,119</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Overtime (Equivalent to Position)</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

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

<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>
Student Intern	85770	Create	0.50	1.00	County Clerk	\$ 14,713
					<b>TOTAL</b>	<b>\$ 14,713</b>

**COUNTY EXECUTIVE'S 2010 BUDGET**

**DEPT: County Clerk**

**UNIT NO. 3270**  
**FUND: General - 0001**

<b>ACTIVITY AND STATISTICAL SUMMARY</b>				
	2008 Budget	2008 Actual	2009 Budget	2010 Budget
Marriage Licenses Issued	5,229	4,752	5,229	5,229
Duplicate Marriage Licenses Issued	50	48	50	50
Marriage License Waivers Issued	340	179	340	340
Marriage Civil Ceremonies	1,043	953	1,043	1,043
Open Records Requests Processed	100	56	60	100
County Board Files Maintained	1,000	485	1,000	1,000
County Ordinances Published	25	17	25	25
County Board Proceedings Published	12	12	12	12
Employees Garnishments	7,500	2,514	7,500	3,000
Employee Wage Assignments	27,000	9,561	27,000	10,000
Employee Tax Levies	1,800	57	1,800	100
Contractor Lien Notices/Vendor Levies	90	43	90	90
Contractor Qualification Statements	650	130	650	200
Claims Processed	1,550	346	1,550	500
Summons and Complaints Processed	1,200	126	1,200	500
Construction Bid Notices Processed	450	53	450	100
New Contracts Assigned to Files	40	33	35	40
Lobbyists Registered	40	28	40	40
Lobbying Principals Registered	30	16	16	30
Oaths of Office Administered	100	48	50	100
Wisconsin DNR Licenses Sold	N/A	N/A	N/A	750
Passport Applications Processed	2,400	578	2,400	2,400

**FEE SCHEDULE**

<b><u>Service</u></b>	<b><u>Fee</u></b>
Marriage License	\$105.00
Marriage License Waiver	\$25.00
Duplicate Marriage License	\$10.00
Marriage Ceremony	\$100.00
Passport Application	\$100.00
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	\$0.20 per page
Wisconsin DNR Licenses/Permits	Various

*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."*