

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 5, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Israel Ramon, Register of Deeds

Subject: Fund Transfer Request Referenced in Office of Strategy, Budget and Performance Funds Transfer Packet (Capital Project Number WO07271)

File Type: Informational Report

This informational report provides a report on the Office of Strategy, Budget and Performance Funds Transfer request for approval of Register of Deeds Remodel/Major Maintenance.

BACKGROUND

This fund transfer in the amount of \$900,000 is to fund the remodel of the Register of Deeds Office (ROD Office), in rooms 103 and G6 of the courthouse. This Remodel is needed to align with the Register of Deeds 2022 organizational restructure and current technology needs.

The ROD Office last underwent a major remodel in 1989. At the time, the office and workspaces were designed to facilitate manual operations in recording and archiving real estate records as well as the issuance of vital records. No allowance or thought of digital and computer technology was contemplated. In the last thirty-five (35) years, a number of things have changed which necessitate the proposed remodel:

1. This remodel will be the first substantial work done to the ROD Office since 1989. Primary objectives of this remodel include replacement of our outdated and failing cubicle system for which replacement parts are no longer available, relocating staff doing the same work to adjacent space within the same floor of the office to improve efficiencies, improvement and expansion of public waiting spaces to provide for better social distancing and circulation, and improved service capacity to assist more constituents more quickly, preventing customer lines from spilling out into the courthouse hallway.
2. The 1989 remodel located the following sections in room 103: Imaging, Indexing, Document Examination Services, Vital Records and Administration. Real Estate Research and Tax Listing were located in room G6. The ROD Office had

approximately 40-45 employees at the time. Real estate services were split between two floors to accommodate this former staffing level. Currently, with a staff of 24, this now unnecessary separation limits staff collaboration and communication and requires constant movement by staff between the two floors of the office to accomplish daily functions.

3. In 2022, ROD Ramón undertook an organizational restructure of the ROD Office. The existing five (5) office sections were consolidated into three (3) and two supervisor positions were eliminated. As a result of the operational reorganization, three real estate services sections were combined into one. Optimal efficiency would be achieved by placing all staff doing related work in close proximity on the same floor. The present two-floor layout suggests and supports a divisional structure that no longer exists.
4. The 1989 remodel also predated the age of computers. Revolutionary advances in software, hardware technology, and modern land records management techniques have rendered the existing workstations obsolete. Existing workstations are not compliant with ADA standards and pose a substantial risk of harm to employees. This risk concern also extends to public research computer users.
5. The proposed remodel will facilitate recommended social distancing and accommodate and better serve more county residents safely. This will promote equity by assuring that the needs of all communities are met and customers utilizing our office do so in a manner that is safe for their wellbeing.
6. A byproduct of this remodel will be faster service and the capacity to be the “issuer of choice” for Vital Records. Additional work to be completed includes removal of an antiquated space saver filing system that is past the end of its lifespan, no longer repairable, and not compliant with present local fire codes. Records that have been previously digitized will be relocated to permanent storage to provide additional room for personnel, researchers, and customers.
7. Plans include proper security measures to ensure areas where cash handling or confidential functions occur are inaccessible to unauthorized parties.

FISCAL EFFECT

The Register of Deeds office is on target to meet and exceed its 2022 budget Tax Levy budget. November 30th, 2022, revenues are \$5,280,000 which results in \$150,000 in excess of our 2023 Levy projection after the funds transfer.

PREPARED BY: Israel Ramón, Milwaukee County Register of Deeds

ATTACHMENTS: Proposed preliminary remodel plan room 103; Proposed preliminary remodel plan G6; Proposed temporary remodel plan; and itemization of remodel costs.

cc: Supervisor Liz Sumner, Finance Committee Chair
supervisor Sequanna Taylor, Finance Committee vice Chair
Supervisor Willie Johnson, Jr., Finance Committee
Supervisor Shawn Rolland, Finance Committee
Supervisor Peter Burgelis, Finance Committee
Supervisor Juan Miguel Martinez, Finance Committee
David Crowley, Milwaukee County Executive
Mary Jo Meyers, Chief of Staff, Office of the Milwaukee County Executive
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Shanin Brown, Finance Committee Coordinator
Joseph Lamers, Director of Budget and Management Analyst-Strategy, Budget, and Performance Office
Amy McKinney, Sr. Budget and Management Analyst-Strategy, Budget, and Performance Office
Stuart Carron, Director of Facilities Management, DAS - Facilities Management
Peter Niles, Planning & Development Director, DAS - Facilities Management
Lynn Banovez, Space Planner, DAS - Facilities Management

MAC Budget for

REGISTER OF DEEDS

Updated Dec 1, 2022

*Detailed Quote attached

	Preliminary	Estimated	Actual
Expenses \$	636,764.94		
+ 20% Contingency \$	127,352.99		
Total \$	764,117.93	\$ -	\$ -

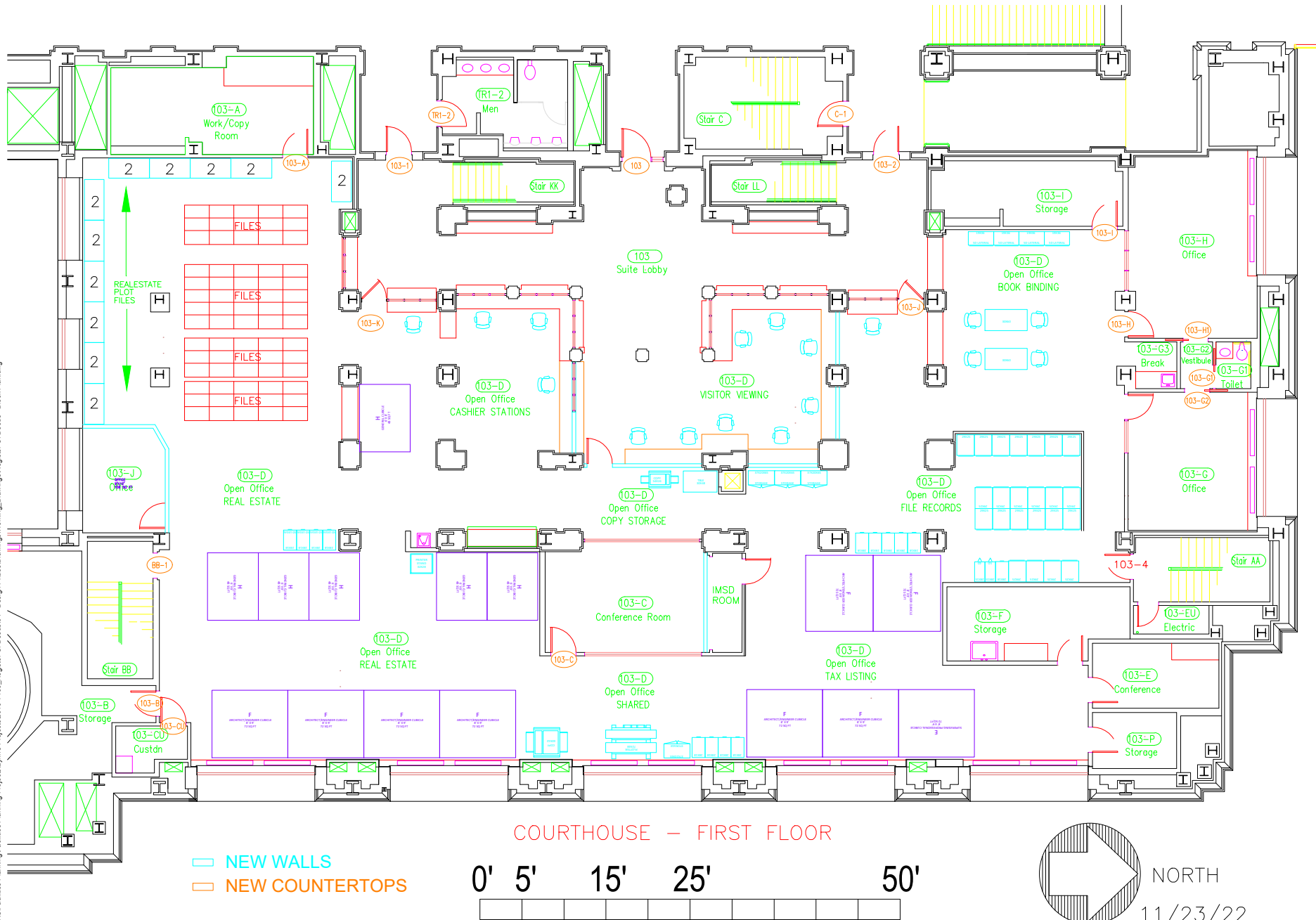
Construction	Quantity	Preliminary	Estimated	Actual
Concord_Ground Floor - G6 - Renovation*		\$ 229,789.00		
Concord_1st Floor - 103 - Renovation*		\$ 228,395.00		
Design services estimate included.				
Total		\$ 458,184.00		

Furniture Moves and Installation	Preliminary	Estimated	Actual
Coakley_Moves and Furniture installation*	\$ 44,310.00		
Coakley_Move archive files off site to VRC*	\$ 6,400.00		
Total	\$ 50,710.00		

Furniture, Cabinets and Panel Parts	Quantity	Preliminary	Estimated	Actual
CJ&Associates_Teknion system panel walls - Storage area G6*		\$ 5,716.38		
Bradford systems_Special Geneology book cabinets*		\$ 44,304.56		
Allowance for Unforeseen parts for panel system configurations		\$ 5,000.00		
Furniture inflation contingency		\$ 6,000.00		
Total		\$ 61,020.94		

Aesbestos	Preliminary	Estimated	Actual
Asbestos Inspection and Tests*	\$ 1,400.00		
Contingency for removal if found	\$ 10,000.00		
Total	\$ 11,400.00		

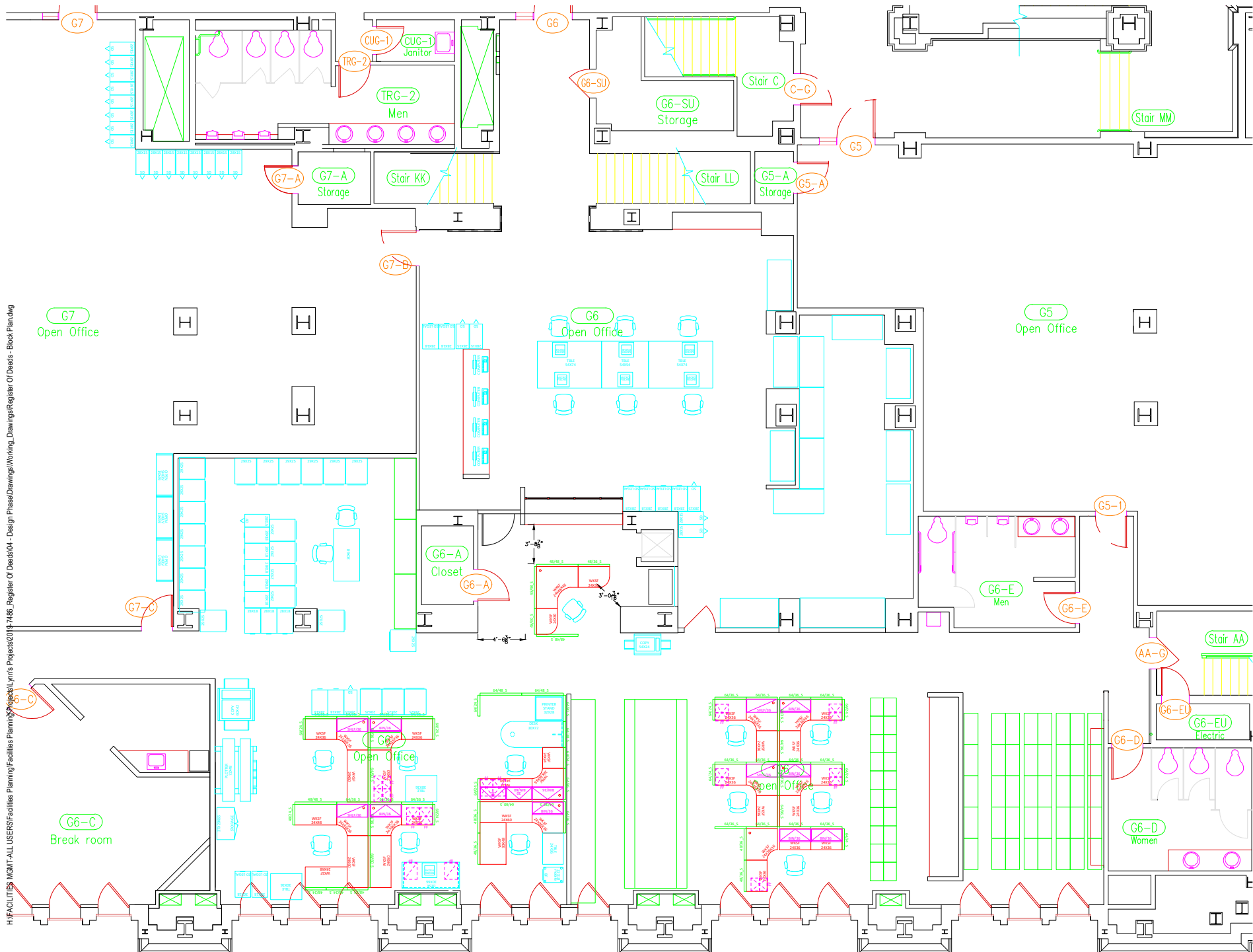
IMSD Cabling and Data	Preliminary	Estimated	Actual
Globalcom_data removal and install*	\$ 55,450.00		
Total	\$ 55,450.00		



REGISTER OF DEEDS - proposed preliminary plan



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REGISTER OF DEEDS - G6 Existing Plan

SCALE: NTS



Milwaukee County Dept. of Administrative Services
FACILITIES MANAGEMENT DIVISION
PLANNING & DEVELOPMENT

633 WEST WISCONSIN AVENUE, SUITE 705 MILWAUKEE, WI 53203

REGISTER OF DEEDS - GROUND FLOOR - G6

MILWAUKEE COUNTY COURTHOUSE

901 9th STREET - MILWAUKEE, WI 53233

CURRENT AS OF:
02/18/2022

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