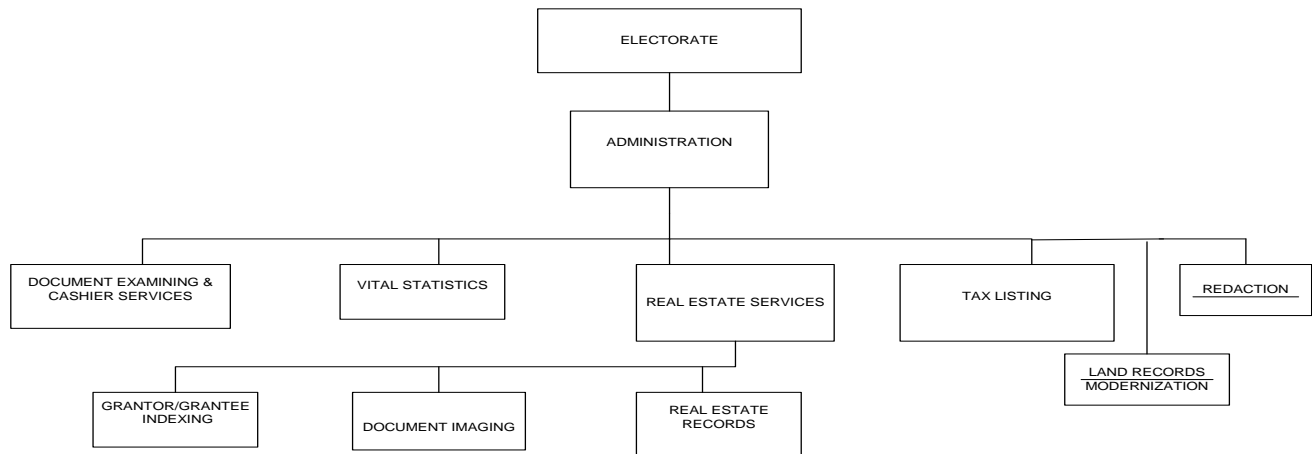


## REGISTER OF DEEDS (3400)



### MISSION

The mission of the Milwaukee County Register of Deeds Office is to provide timely, secure, accurate, archive-accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner.

### Budget Summary

	2013	2012/2013 Change
<b>Expenditures</b>	<b>4,477,613</b>	<b>(78,367)</b>
<b>Revenue</b>	<b>5,401,536</b>	<b>756,425</b>
<b>Levy</b>	<b>(923,923)</b>	<b>(834,792)</b>
<b>FTE's</b>	<b>32.9</b>	<b>(2.0)</b>

### Major Programmatic Focus

- Increase Real Estate Revenues due to Improving Market Conditions.

### OBJECTIVES

- Continue projects to convert four million microfilm images to digital format as part of the state mandate to redact social security numbers from images that appear on the Internet.
- Continue to publicize the benefits of electronic recording to increase eRecording from the current 50%, resulting in greater efficiency and workflow benefits for both the department and the public.

### DEPARTMENTAL PROGRAM DESCRIPTION

**ADMINISTRATION:** This Division is responsible for the following activities:

- Managing the Office's real estate activities including recording, filing, and sale of official documents, deeds and certificates;
- Preparing the departmental budget and maintaining budgetary controls;
- Presenting departmental recommendations to the Judiciary Committee of the County Board;
- Analyzing and reporting on legislation affecting the Register of Deeds function in Milwaukee County;
- Performing all departmental business functions such as:
  - Reconciliation of all revenue and statistical reports,
  - Personnel functions,

## COUNTY EXECUTIVE'S 2013 BUDGET

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**FUND: General - 0001**

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- Preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies,
- Inventory control and maintains and controls escrow funds.

This Division is also responsible for validating Department of Commerce Stipulations and Waivers as well as processing the Department of Revenue Real Estate Transfer form. This Division also assists the Document Examination Section with the review and recording of real estate documents and assists the Indexing section with verifying/correcting the index. This Division includes the Register of Deeds, Deputy Register of Deeds, Administrative Specialist, one Clerical Assistant 2 and one Clerical Assistant 1.

**DOCUMENT EXAMINING & CASHIER SERVICES:** This Division receives and disperses all monies as required by the department and is responsible for determining if real estate documents submitted for recording meet statutory requirements; reviews Wisconsin Department of Revenue Real Estate Transfer data; provides written and verbal explanations to title companies, lawyers and the general public as to why documents are rejected for recording; and processes documents submitted electronically. This Division includes one Administrative Assistant, one Clerical Specialist, and five Fiscal Assistant I positions.

**REAL ESTATE SERVICES:** Primary responsibility is to comply with State Statutes regarding the indexing and scanning of all public real estate indices. The duties include scanning and microfilming documents, indexing and verifying data from documents, maintaining the computerized real estate tract index and assisting the public and other governmental units by providing detailed researching of digital real estate documents, microfilm and plat maps. This Division includes two Administrative Assistant positions, one Clerical Specialist and seven clerical support positions.

**VITAL STATISTICS:** This Division maintains files on birth, death and marriage records, declarations of domestic partnerships 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 Division includes one Administrative Assistant, and seven Clerical Assistant 1 positions.

**TAX LISTING SERVICES:** This 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 also assists customers in the Real Estate Research section when needed due to backlog or staff shortage. This Division also is called upon to assist the Document Examination section when needed. This Division includes one Administrative Specialist and two Clerical Specialists.

**LAND RECORDS MODERNIZATION:** Pursuant to Section 59.43 a \$15 surcharge on recording fees is collected to fund a land information office, modernization of land records, redaction costs, the State of Wisconsin Land Information Program and the Milwaukee County Automated Land Information System (MCAMLIS). Of the total \$15 surcharge on recording fees, \$2 of the surcharge is retained locally and specifically designated for expenditures associated with the implementation and maintenance of land information records on the internet, including the County's land information records relating to housing. The MCAMLIS Steering Committee is responsible for fiscal and programmatic oversight of the \$2 fee. (No portion of the \$2 surcharge is available for general County purposes and all unspent revenues must be transferred to the MCAMLIS reserve at year-end). This Division includes one Geographic Information Tech

**REDACTION:** 2009 Wisconsin Act 134 changed the fees for recording documents to a flat fee of \$25 per document, regardless of the number of pages. This went into effect June 25, 2010. State Statute 59.43 mandates that the Register of Deeds make a reasonable effort to prevent social security numbers from being viewed or accessed on documents made available on the Internet. The new law provides that for a temporary period an additional \$5 per document can be collected by the Register of Deeds to be used exclusively by the Register of

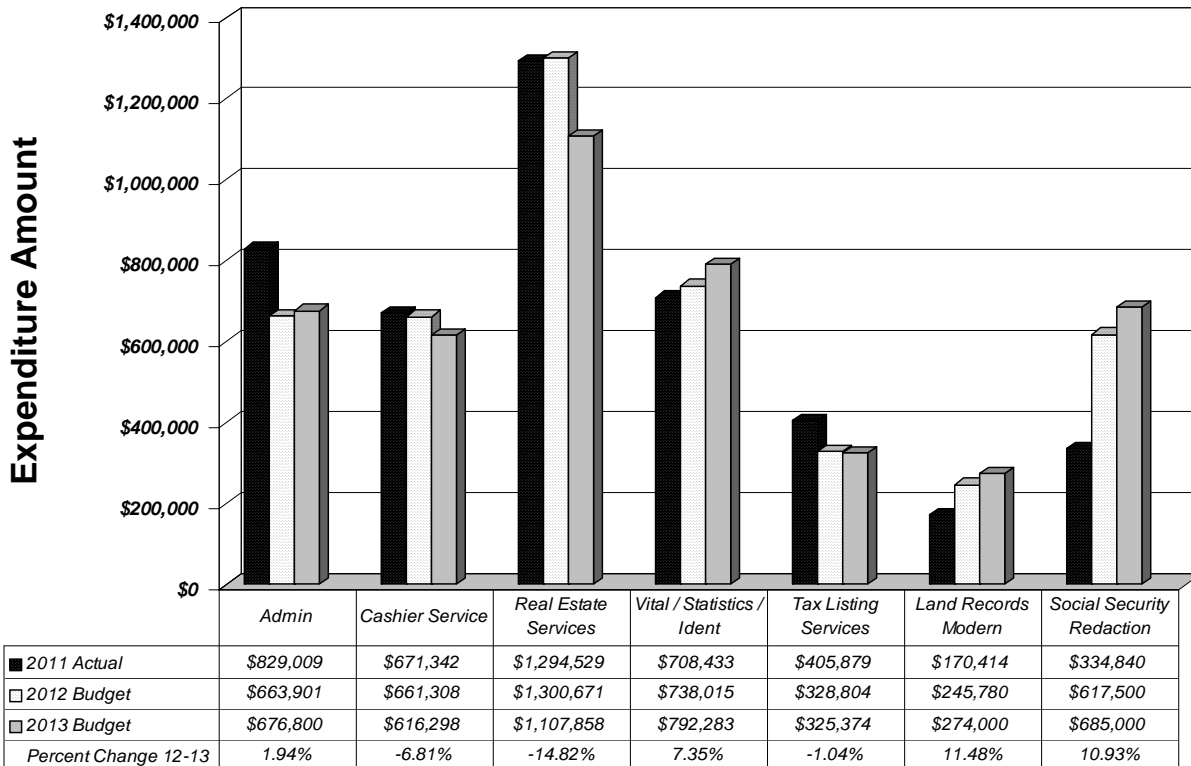
## COUNTY EXECUTIVE'S 2013 BUDGET

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Deeds for expenditures related to accomplishing this mandate. The recording fee in Milwaukee County will be set at \$30 per document through 2014.

### Expenditure Summary



## 2013 BUDGET

### Approach and Priorities

- Maintain current service levels.
- Continue to limit the use of overtime by cross training employees.

### Budget Highlights

#### Position Reductions:

**(\$168,904)**

Due to ongoing efficiency improvements, including an increase in the share of recording documents filed electronically, the following vacant positions are unfunded or abolished, for a total tax levy savings of \$168,904:

- 1.0 FTE Office Support Assistant 2 is abolished, for an active salary, social security and fringe benefit cost reduction of \$47,768
- 1.0 FTE Document Recorder is unfunded, for an active salary, social security and fringe benefit cost reduction of \$63,722
- 1.0 FTE -RC- Fiscal Assistant 1 is abolished, for an active salary, social security and fringe benefit cost reduction of \$57,414

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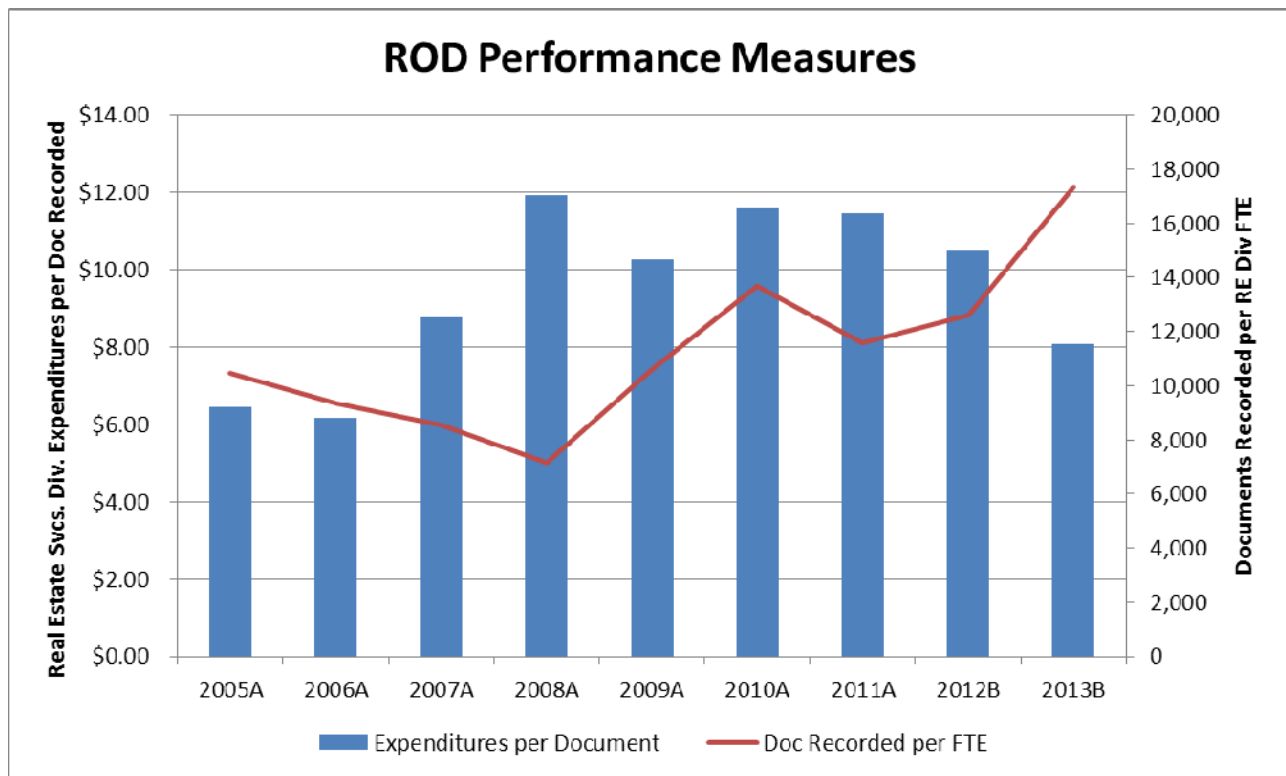
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### Real Estate Revenues

**(\$301,000)**

The real estate market has shown improved activity during 2012. Based on actual collections through the 2012 second quarter, the following changes are made:

- General Recording Fees are increased by \$180,000, or 10 percent, to \$2,055,000.
- Real Estate Transfer Fees are increased by \$371,000, or 34 percent, to \$1,471,000.
- Retained Fees for Land Records Modernization increase by \$28,220, or 11 percent, to \$274,000. These funds are placed into a special revenue fund and can be used for land records modernization projects only; therefore associated services costs increase by the same amount, for no levy impact.
- Redaction Fee Revenue increases by \$67,500, or 11 percent, to \$685,000. These funds are placed into a special revenue fund and, except for an allowable administrative charge (see below), can be used for redaction projects only, resulting in services costs of the same amount, for no tax levy impact.



The chart above shows the improved efficiency at recording documents in the Office of the Register of Deeds. Documents recorded per budgeted full-time position have increased from 10,476 in 2005 to 17,342 in the 2013 Budget. Expenditures in the Real Estate Division per document recorded have, after nearly doubling from 2005 to 2010, begun to decrease back to 2005 and 2006 levels. In 2010, actual expenditures per document recorded were \$11.61; the figure for the 2013 budget is \$8.09.

### Redaction Program Administrative Fee

**(\$21,203)**

The Register of Deeds estimates that one clerical position spends approximately 30 percent of its time on coordination of the social security redaction program. Therefore, the redaction fee program is assessed a charge representing approximately 30 percent of that position, in the amount of \$21,203.

**COUNTY EXECUTIVE'S 2013 BUDGET****DEPT: Register of Deeds****UNIT NO. 3400**  
**FUND: General - 0001*****Vital Records-Birth Certificate Revenues******(\$100,000)***

The 2012 Adopted Budget reduced revenues for birth certificates by \$100,000 due to the creation of a program that would provide free birth certificates to eligible individuals to make it easier for them to comply with the State's Voter ID law. While the status of the Voter ID law is uncertain due to legal action, the policy will remain in effect in 2013. Even with the implementation of the free birth certificate program, however, birth certificate revenues have not significantly declined in 2012. Therefore, birth certificate revenue is increase by \$100,000, or 125 percent, to \$180,000 based on recent activity.

***Copying and Online Record Access Revenues******(\$10,500)***

Revenue from charges for online access to view real estate documents and other copying charges increases by \$10,500, or 2 percent, from \$470,000 to \$480,500.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2012/2013 Change</b>
Personal Services (w/o EFB)	\$ 1,532,783	\$ 1,487,689	\$ 1,419,066	\$ (68,623)
Employee Fringe Benefits (EFB)	1,374,473	1,328,348	1,255,700	(72,648)
Services	970,857	1,235,339	1,313,997	78,658
Commodities	25,639	30,050	34,050	4,000
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	510,684	474,554	476,003	1,449
Abatements	0	0	(21,203)	(21,203)
<b>Total Expenditures</b>	<b>\$ 4,414,436</b>	<b>\$ 4,555,980</b>	<b>\$ 4,477,613</b>	<b>\$ (78,367)</b>
Direct Revenue	4,353,248	4,645,111	5,401,536	756,425
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 4,353,248</b>	<b>\$ 4,645,111</b>	<b>\$ 5,401,536</b>	<b>\$ 756,425</b>
<b>Direct Total Tax Levy</b>	<b>61,188</b>	<b>(89,131)</b>	<b>(923,923)</b>	<b>(834,792)</b>

<b>PERSONNEL SUMMARY</b>				
	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2012/2013 Change</b>
<b>Position Equivalent (Funded)*</b>	<b>35.7</b>	<b>34.9</b>	<b>32.9</b>	<b>(2.0)</b>
<b>% of Gross Wages Funded*</b>	<b>96.7</b>	<b>97.2</b>	<b>100.0</b>	<b>2.8</b>
<b>Overtime (Dollars)</b>	<b>\$ 93,636</b>	<b>\$ 81,792</b>	<b>\$ 78,984</b>	<b>\$ (2,808)</b>
<b>Overtime (Equivalent to Position)</b>	<b>2.3</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>

\*For 2011 Actuals, the Position Equivalent and Percentage of Gross Wages Funded are the budgeted amounts

# COUNTY EXECUTIVE'S 2013 BUDGET

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PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Office Support Asst 2	00000007	Abolish	(1)	(1.00)	Real Estate Services	\$ (26,532)
Document Recorder	00001691	Unfund	(1)	(1.00)	Real Estate Services	(39,492)
RC Fiscal Assistant 1	00004039	Abolish	(1)	(1.00)	Cashier Services	\$ (34,378)
					TOTAL	\$ (100,402)

ORGANIZATIONAL COST SUMMARY					
DIVISION		2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Admin	Expenditure	\$ 829,009	\$ 663,901	\$ 676,800	\$ 12,899
	Revenue	221	0	536	536
	Tax Levy	\$ 828,788	\$ 663,901	\$ 676,264	\$ 12,363
Cashier Service	Expenditure	\$ 671,342	\$ 661,308	\$ 616,298	\$ (45,010)
	Revenue	(1,051)	0	0	0
	Tax Levy	\$ 672,393	\$ 661,308	\$ 616,298	\$ (45,010)
Real Estate Services	Expenditure	\$ 1,294,529	\$ 1,300,671	\$ 1,107,858	\$ (192,813)
	Revenue	3,175,362	3,488,331	4,050,000	561,669
	Tax Levy	\$ (1,880,833)	\$ (2,187,660)	\$ (2,942,142)	\$ (754,482)
Vital / Statistics / Ident	Expenditure	\$ 708,433	\$ 738,015	\$ 792,283	\$ 54,268
	Revenue	388,223	288,000	387,000	99,000
	Tax Levy	\$ 320,210	\$ 450,015	\$ 405,283	\$ (44,732)
Tax Listing Services	Expenditure	\$ 405,879	\$ 328,804	\$ 325,374	\$ (3,430)
	Revenue	5,072	5,500	5,000	(500)
	Tax Levy	\$ 400,808	\$ 323,304	\$ 320,374	\$ (2,930)
Land Records Modern	Expenditure	\$ 170,414	\$ 245,780	\$ 274,000	\$ 28,220
	Revenue	224,628	245,780	274,000	28,220
	Tax Levy	\$ (54,214)	\$ 0	\$ 0	\$ 0
Social Security Redaction	Expenditure	\$ 334,840	\$ 617,500	\$ 685,000	\$ 67,500
	Revenue	560,793	617,500	685,000	67,500
	Tax Levy	\$ (225,953)	\$ 0	\$ 0	\$ 0

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."