



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

CONTROLLER DIVISION

210 Martin Luther King, Jr. Boulevard, Room 426

Madison, Wisconsin 53703

608/266-4109

CHARLES HICKLIN
Controller

TRAVIS MYREN
Director of Administration

Date: September 3, 2014

To: Personnel and Finance Committee

From: Chuck Hicklin, Controller

RE: Register of Deeds Staffing

The 1994 operating budget added a 1.0 FTE Real Estate Clerk position and a 0.3 Microfilm Technician position (later renamed to Imaging Technician) to the Register of Deeds Office. When those positions were added to the budget, a footnote to the Budgeted Positions Schedule was included to all 7.0 Real Estate Clerk positions and the 0.8 Microfilm Technician position that reads as follows:

“The Personnel and Finance Committee shall review staffing in the Register of Deeds Office to determine appropriate staffing levels when the six-month average number of documents falls below 6,500. Upon completing its review, the Personnel and Finance Committee shall prepare a resolution for the County Board’s consideration which recommends either continuation of or reduction in the staffing level of Real Estate Clerks and Imaging Technicians.”

Staff in the Department of Administration have continued to monitor the number of documents recorded and in recent months, the six-month average has fallen below the 6,500 threshold in the footnote.

According to the footnote, the committee shall prepare a resolution for the County Board’s consideration regarding the staffing level. Another alternative the committee might consider is to simply remove or modify the footnote in the budget 2015 budget resolution.

**REGISTER OF DEEDS
REAL ESTATE DOCUMENT COUNTS**

	<u>Actual Docs</u>	<u>6 Month Ave</u>	<u>Threshold</u>	<u>Over(under) Threshold</u>
Jan-12	10,038	9,626	6,500	3,126
Feb-12	9,377	9,948	6,500	3,448
Mar-12	9,930	10,253	6,500	3,753
Apr-12	9,541	10,041	6,500	3,541
May-12	10,530	9,941	6,500	3,441
Jun-12	9,849	9,878	6,500	3,378
Jul-12	9,878	9,851	6,500	3,351
Aug-12	11,850	10,263	6,500	3,763
Sep-12	9,095	10,124	6,500	3,624
Oct-12	11,138	10,390	6,500	3,890
Nov-12	8,702	10,085	6,500	3,585
Dec-12	7,822	9,748	6,500	3,248
Jan-13	11,787	10,066	6,500	3,566
Feb-13	8,904	9,575	6,500	3,075
Mar-13	7,811	9,361	6,500	2,861
Apr-13	8,285	8,885	6,500	2,385
May-13	9,104	8,952	6,500	2,452
Jun-13	9,418	9,218	6,500	2,718
Jul-13	10,307	8,972	6,500	2,472
Aug-13	8,735	8,943	6,500	2,443
Sep-13	7,592	8,907	6,500	2,407
Oct-13	6,878	8,672	6,500	2,172
Nov-13	5,359	8,048	6,500	1,548
Dec-13	5,651	7,420	6,500	920
Jan-14	5,554	6,628	6,500	128
Feb-14	4,271	5,884	6,500	(616)
Mar-14	5,047	5,460	6,500	(1,040)
Apr-14	5,794	5,279	6,500	(1,221)
May-14	6,105	5,404	6,500	(1,096)
Jun-14	7,633	5,734	6,500	(766)
Jul-14	7,919	6,128	6,500	(372)
Aug-14	6,117	6,436	6,500	(64)

Previous to Feb of 2014, the last time the 6 month rolling average fell below 6500 was August of 1995.