

RESOLUTION NO.: 14—2019-20

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Register of Deeds and the Agriculture, Extension Education, Zoning and Land
2 Conservation Committee requests approval to waive the fee for vital records that are
3 issued to internal departments. Per State Statute 66.22(6), the Register of Deeds may
4 provide searches and free copies to agencies in his or her county at the direction of the
5 county board. The current fee for a birth record is \$20.00. Of that amount, \$5.00 is
6 retained by the ROD office with the remainder sent to the Children’s Trust Fund (\$7.00)
7 and the State Vital Record Fund (\$8.00). In 2018 there were only 50 internal
8 department records issued. The minimal loss in revenue would be compensated by
9 savings in time/effort required to administratively process (charge) the internal
10 departments for these services, which requires preparation, circulation, approval of and
11 recording of the charges/related revenue within the accounting system. This resolution
12 is a request to begin waiving this fee effective immediately upon approval by the county
13 board. There is no budget adjustment necessary as there is only a minimal impact to the
14 2019 adopted budget.

15
16 NOW THEREFORE, the undersigned members of the Agriculture, Extension Education, Zoning
17 and Land Conservation Committee recommend adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and
19 approve of the Outagamie County Register of Deeds waiving the fee for vital records that are issued to
20 internal departments, and

21 BE IT FURTHER RESOLVED, that there is no budget adjustment necessary as there is only a
22 minimal impact to the 2019 adopted budget as noted on the attached fiscal note which by reference is
23 made a part hereof, and

24 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
25 of this resolution to the Outagamie County Register of Deeds and the Outagamie County Finance
26 Director.

27 Dated this ____ day of May 2019

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Respectfully Submitted,

AGRICULTURE, EXTENSION EDUCATION,
ZONING AND LAND CONSERVATION
COMMITTEE

Daniel Rettler

Keith Suprise

Daniel Melchert

Debbie VanderHeiden

BJ O'Connor-Schevers

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Request by Register of Deeds to waive vital record fees for internal county departments

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Register of Deeds, along with the Agriculture, Extension Education, Zoning and Land Conservation Committee, request approval to waive the fee for vital records that are issued to internal departments. Per Statute 66.22(6), the Register of Deeds may provide searches and free copies to agencies in his or her county at the direction of the county board. The current fee for a birth record is \$20.00 – of that amount, \$5.00 is retained by the ROD office with the remainder sent to the Children’s Trust Fund (\$7.00) and the State Vital Record Fund (\$8.00). In 2018, there were only 50 records issued. The minimal loss in revenue would be compensated by savings in time/effort required to administratively process (charge) the internal departments for these services, which requires preparation, circulation, approval of and recording of the charges/related revenue within the accounting system. This fiscal note requests to begin waiving this fee effective immediately upon approval by the county board. A budget adjustment is not included at this time based on the minimal impact to the 2019 adopted budget.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year’s budget? yes () no () partially (X)
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year’s line item? yes () no (X) n/a ()
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes () no (X)
If no, skip to question 8 below.


7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
No budget adjustment requested			

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue (\$250) estimate

Fiscal Note Prepared by: Sarah Van Camp

For Financial Services purposes only	
Reviewed By: 	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u>
Date: <u>4/26/19</u>	
Comments:	