

ENROLLED ORDINANCE 174-042

MODIFY THE 2019-2023 CAPITAL PLAN TO CREATE CAPITAL PROJECT #201909:
REGISTER OF DEEDS PRE-1915 DOCUMENT DIGITIZATION PROJECT
AND MODIFY 2019 CAPITAL PROJECT BUDGET

WHEREAS, the Waukesha County Register of Deeds Office collected funds under 2009 Wisconsin Act 314 for the purpose of digitizing land records, redacting social security numbers, and making the documents available to the public electronically; and

WHEREAS, capital project #201117: Register of Deeds Electronic Document Redaction was created to digitize documents from various media dating back to 1915, which was completed in 2018; and

WHEREAS, approximately \$100,000 in funds were left over from that project; and

WHEREAS, these remaining funds were restricted by state law for land records purposes, and assigned in General Fund balance; and

WHEREAS, the Register of Deeds maintains land records dating back to 1846; and

WHEREAS, there are about 220,000 of these land records paper documents, which require a substantial amount of physical space in the Register of Deeds office and annual repair and upkeep of around \$6,000; and

WHEREAS, digitizing these records would allow the Register of Deeds Office to store these physical documents off-site, freeing-up building space and reducing repair costs.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the 2019-2023 Capital Plan be modified to create capital project #201909: Register of Deeds Pre-1915 Document Digitization Project.


BE IT FURTHER ORDAINED THAT the 2019 Capital Project budget be modified to appropriate additional expenditures of \$100,000 and increase assigned General Fund balance use of \$100,000 for capital project #201909: Register of Deeds Pre-1915 Document Digitization Project.

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 AND MODIFY 2019 CAPITAL PROJECT BUDGET

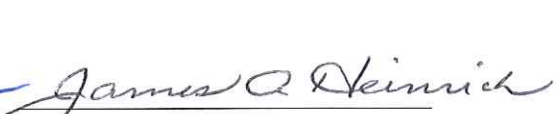
Presented by:
Executive Committee


Approved by: Land Use, Parks,
and Environment Committee

Approved by:
Finance Committee


Paul L. Decker, Chair


David D. Zimmermann, Chair


James A. Heinrich, Chair


James A. Heinrich

Absent
Kathleen M. Cummings



Timothy Dondlinger



Christine M. Howard

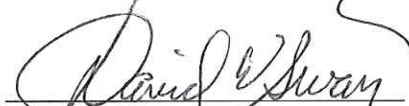
Absent
Keith Hammitt


Tyler J. Foti


Absent
Larry Nelson


William A. Mitchell


Thomas A. Michalski



David W. Swan



Thomas J. Schellinger



Richard Morris


Peter M. Wolff


Steve Whittow


Duane E. Paulson


David D. Zimmermann


Chuck Wood


Ted Wysocki

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 7/26/19, 
Margaret Wartman, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X
Vetoed: _____

Date: 8/5/19, 
Paul Farrow, County Executive

FISCAL NOTE

MODIFY THE 2019-2023 CAPITAL PLAN TO CREATE CAPITAL PROJECT #201909: REGISTER OF DEEDS PRE-1915 DOCUMENT DIGITIZATION PROJECT AND MODIFY 2019 CAPITAL PROJECT BUDGET

This ordinance modifies the 2019-2023 capital plan to create a new capital project, #201909, Register of Deeds Document Digitization Project. The ordinance also appropriates an additional \$100,000 in expenditures authority and increase assigned General Fund balance use of \$100,000.

The department plans to hire a third-party contractor to have land records from 1846-1914 scanned and saved digitally so these records can be uploaded to the public access system and become available for the public to view. The project will result in a smaller space requirements for the Register of Deeds office, reduce damage done to the documents due to handling by the public over time, and a reduction in annual repair costs of \$6,000. Reduced repair costs will be considered in future budget and result in a reduced cost to continue when determining resource needs.

The project is funded with revenues remaining after the closure of the Register of Deeds Electronic Document Redaction capital project (#201117) at the end of 2018. That project had been funded with a temporary \$5-per-document recording surcharge that the state legislature authorized for the purposes of redacting Social Security numbers from real estate records. The \$100,000 of unspent funds are restricted by state law for land records purposes and assigned in General Fund balance.

The use of assigned fund balance results in no direct tax levy impact.



Danielle Igielski
Accounting Services Manager
7/1/2019
JE#2019-00006744

Project Title:	ROD Pre-1915 Document Digitization Project	Project #:	201909
Department:	Register of Deeds	Project Type:	Information Technology
Phase:	Implementation	Sponsor:	
Budget Action:	New	Manager:	Jim Behrend, Register of Deeds
Date:	June 26, 2019		

CAPITAL BUDGET SUMMARY						
Year	2019	2020	2021	2022	2023	Total
Project Phase	Implementation					Project
Expenditure Budget	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Revenue Budget	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Net Costs After Revenues Applied	\$0	\$0	\$0	\$0	\$0	\$0
COST DOCUMENTATION			REVENUE			
File Digitization		\$100,000	Assigned General Fund Balance from Prior-Year Document Redaction Fee Revenues			\$100,000
Total Project Cost		\$100,000	Total Revenue			\$100,000
EXPENDITURE BUDGET		\$100,000	REVENUE BUDGET			\$100,000

Project Scope & Description

The Register of Deeds plans to hire a third-party contractor to have land records from 1846 – 1914 scanned and saved digitally so these records can be uploaded to the public access system and become available for the public to view. There are an estimated 220,000 images that need to be scanned from large paper volumes.

This project will be funded with revenues remaining after the closure of the Register of Deeds Electronic Document Redaction capital project (#201117). That project had been funded with a temporary \$5-per-document recording surcharge that the state legislature authorized for the purposes of redacting social security numbers from real estate records. The \$100,000 of unspent funds are restricted by state law for land records purposes and assigned in General Fund balance.

Locations

All work will need to be done on-site as these are original documents.

Analysis of Need

In order to provide the public with the ability to search for land records going back to the beginning of Waukesha County, this last series of documents will need to be scanned and saved electronically. Further, once these documents have been scanned and saved electronically, the bound volumes can be placed in long term storage off-site, resulting in a smaller footprint for the Register of Deeds vault and saving valuable space in the Administration Building. Because these documents are in bound paper volumes, the department does not have the scanning capability in-house, nor the personnel available to manage a project of this scale.

Alternatives

The alternative is to continue to store the documents in the large paper volumes and not have the documents available electronically for the public to view and purchase. In addition to on-site storage space, handling by the public causes damage to these volumes over time, and requires around \$6,000 in annual repair costs.

Ongoing Operating Costs

There are no additional ongoing costs anticipated. Repair costs for physical documents (mentioned above) should decrease.

Previous Action

In 2015, the Register of Deeds began a backfile scanning project that digitized land records from 1915-1993. This was a much larger scale project (more than 2 million documents) that included paper records, microfiche, and microfilm. Many of these documents had to have social security numbers redacted, which was an additional cost. The records involved in the project above do not have social security numbers, so no redaction is necessary. Funds collected for the larger backfile digitization project will be used to fund this supplemental project, and no additional funds are required.



Ordinance 174-O-043

Modify The 2019-2023 Capital Plan To Create Capital Project #201909: Regular OT Deeds Pfr 1915 Document Digitization Project And Modify 2019 Capital Project Budget

VOTE RESULTS: Passed With 17 Yes Votes Needed

AYE: 20 **NAY: 0**

ABSENT: 5

D1 - Foti	AYE
D2 - Zimmermann	AYE
D3 - Morris	AYE
D4 - Batzko	AYE
D5 - Dondlinger	Second
D6 - Walz	AYE
D7 - Grant	AYE
D8 - Michalski	AYE
D9 - Heinrich	Motion
D10 - Swan	AYE
D11 - Howard	AYE
D12 - Wolff	AYE
D13 - Decker	AYE

D14 - Wood	AYE
D15 - Mitchell	AYE
D16 - Crowley	AYE
D17 - Paulson	AYE
D18 - Nelson	ABSENT
D19 - Cummings	ABSENT
D20 - Schellinger	AYE
D21 - Gaughan	AYE
D22 - Wysocki	ABSENT
D23 - Hammitt	ABSENT
D24 - Whittow	ABSENT
D25 - Johnson	AYE