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2
3 APPROPRIATE ADDITIONAL REVENUES AND EXPENDITURES
4 IN THE REGISTER OF DEEDS OFFICE FOR THE PURCHASE
5 OF OPTICAL CHARACTER RECOGNITION SOFTWARE
6

7 WHEREAS the County of Waukesha is committed to making investments in technology which
8 increase staff efficiency and productivity and provide a return on investment (ROI) to taxpayers,
9 and
10

11 WHEREAS the Register of Deeds has permanent, full time clerical staff persons assigned to
12 perform an increasing volume of real estate document recording budgeted at 120,000 documents
13 in 2004, and
14

15 WHEREAS the Register of Deeds has identified Optical Character Recognition (OCR) as a
16 potential solution to more effectively and efficiently process documents, and
17

18 WHEREAS Waukesha County commissioned an outside consultant to perform an independent
19 evaluation of OCR and the corresponding potential ROI to Waukesha County, and
20

21 WHEREAS the outside consultant concluded that an OCR solution would provide considerable
22 efficiency and staff productivity gains which will enable reduction and reassignment of Register
23 of Deeds staff and achievement of a ROI payback period of 1 year and a shorter pay back period
24 under higher volume, and
25

26 WHEREAS the Register of Deeds office wants to provide a higher level of customer service to
27 the taxpayer via the telephone with its current permanent clerical staffing, and
28

29 WHEREAS based on the increase in documents estimated to year end associated with recent
30 trends in the mortgage market, the amount of Real Estate Transfer and Recording Fees revenues
31 received by the Register of Deeds office is projected to be \$1.6 million over the 2003 budget
32 level, and
33

34 WHEREAS The County will issue an RFP in the first quarter 2004 for OCR software and upon
35 validation of ROI assumptions will contract for acquisition and implementation of OCR software
36 in the Register of Deeds office.
37

38 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES
39 ORDAIN that the Operating Expenses appropriation unit of the 2003 Register of Deeds budget
40 be increased \$100,000 by appropriating \$100,000 of additional Recording Fees revenue to cover
41 the projected costs of Optical Character Recognition (OCR) software.
42

43 BE IT FURTHER ORDAINED that after implementation of the OCR software, which allows for
44 automatic identity of scanned document images and populating of this actual text into data entry
45 forms, the Register of Deeds will reduce staffing by 1 FTE achieved upon the next clerical
46 position vacancy unless an outside staffing analysis supports retention of that position no later
47 than within 6 months of implementation and acceptance of all phases of the OCR software.
48

49 BE IT FURTHER ORDAINED that within 6 months of full implementation and acceptance of
50 OCR software the Register of Deeds office will reassign clerical staff sufficient to meet taxpayer
51 telephone customer service call demand.

APPROPRIATE ADDITIONAL REVENUES AND EXPENDITURES IN THE REGISTER OF DEEDS
OFFICE FOR THE PURCHASE OF OPTICAL CHARACTER RECOGNITION SOFTWARE

Presented by:
Land Use, Parks and
Environment Committee

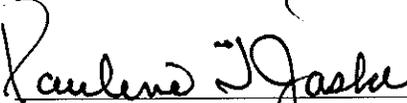
Approved by:
Personnel Committee

Approved by:
Finance Committee

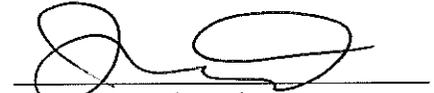

Walter L. Kolb, Chair


Duane E. Paulson, Chair


Patricia A. Haukohl, Chair


Pauline T. Jaske


Donald M. Broesch


James R. Behrend


James Jeskewitz


Peter Gundrum

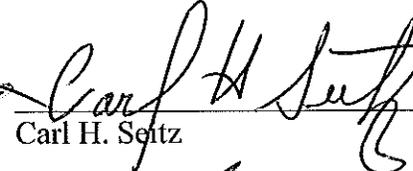
absent
Donald M. Broesch

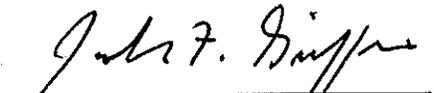

Scott J. Klein

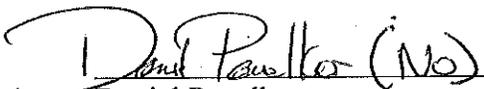
absent
Jeff Morris

absent
Genia C. Bruce


William A. Mitchell


Carl H. Seltz


Joseph F. Griffin


Daniel Pavelko


Robert G. Thelen II

absent
Joe C. Marchese


Vera Stroud

absent
Matt Thomas

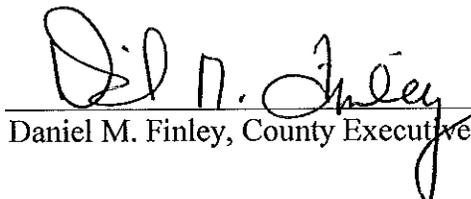

Bonnie J. Morris

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

Date: 12-19-2003, 
Kathy Nickolaus, County Clerk

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

Approved: ✓
Vetoed: _____

Date: 12-19-03, 
Daniel M. Finley, County Executive

FISCAL NOTE

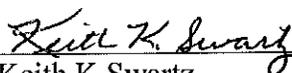
APPROPRIATE ADDITIONAL REVENUES AND EXPENDITURES
IN THE REGISTER OF DEEDS OFFICE FOR THE PURCHASE
OF OPTICAL CHARACTER RECOGNITION SOFTWARE

The ordinance appropriates \$100,000 of 2003 document-recording Charges For Service revenue and Operating Expenses to fund the estimated cost of implementing an Optical Character Recognition (OCR) system to increase document-processing output within the Register of Deeds Office.

OCR software is expected to give the Register of Deeds Office the ability to identify and highlight text within scanned images and transfer the scanned information to data entry forms reducing the amount of labor necessary to record documents. An outside 3rd party consultant review, based on a 2004 budget of 120,000 documents to be processed, estimated OCR implementation to result in document processing efficiencies equivalent to between \$71,000 to \$107,000 in clerical labor costs. Following implementation, the ordinance requires that the labor savings will be used to reduce full time staff and increase customer service.

Based on projected OCR efficiency gains, the ordinance requires the Register of Deeds to reduce staffing by 1.0 FTE upon the next available vacancy, following implementation of the OCR software to a level that provides for the transfer of, and automatic update of, data entry forms. However, position authorization may be extended up to 6 months following implementation and acceptance of all phases of OCR software, if a 3rd party consultant determines the position should be retained for a transitional period.

Real Estate recording and transfer fees are expected to exceed budget by over \$1.5 million by year-end 2003. Therefore, current resources are available to fund the \$100,000 for OCR purposes.



Keith K Swartz
Budget Manager

AVT
11/24/2003
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158-0-110

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-12/16/03

(ORD) NUMBER-1580110

- 1 K. HERRO.....AYE
- 3 D. STAMSTA.....AYE
- 5 J. MARCHESE.....
- 7 J. JESKEWITZ.....AYE
- 9 P. HAUKOHL.....AYE
- 11 K. HARENDA.....AYE
- 13 J. MORRIS.....
- 15 D. SWAN.....AYE
- 17 J. BEHREND.....AYE
- 19 W. MITCHELL.....AYE
- 21 W. KOLB.....AYE
- 23 P. PRONOLD.....AYE
- 25 K. CUMMINGS.....NAY
- 27 D. PAULSON.....AYE
- 29 M. THOMAS.....AYE
- 31 V. STROUD.....AYE
- 33 D. PAVELKO.....AYE
- 35 C. SEITZ.....AYE

- 2 R. THELEN.....AYE
- 4 H. CARLSON.....AYE
- 6 D. BROESCH.....AYE
- 8 J. DWYER.....~~NAY~~
- 10 S. WOLFF.....AYE
- 12 J. GRIFFIN.....AYE
- 14 J. LA PORTE.....
- 16 R. MANKE.....~~AYE~~
- 18 B. MORRIS.....AYE
- 20 M. KIPP.....AYE
- 22 G. BRUCE.....AYE
- 24 A. SILVA.....AYE
- 26 S. KLEIN.....AYE
- 28 P. JASKE.....AYE
- 30 K. NILSON.....AYE
- 32 P. GUNDRUM.....AYE
- 34 R. SINGERT.....NAY

TOTAL AYES-~~28~~²⁹

TOTAL NAYS-~~8~~⁹

CARRIED X

DEFEATED _____

UNANIMOUS _____

TOTAL VOTES-31