

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$157,131.00 from the undesignated fund balance of the 2011 General Fund in acceptance of \$200,000.00 in additional revenue from increased court records copy fees, for use by the Circuit Court for a pilot project to digitize court records.

ORDINANCE #4310, May 16, 2011

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, in February 2011, the Circuit Court of Jackson County increased the fees that are charged for copies of court records; and,

WHEREAS, the increase in revenue will be used to fund a pilot project to develop a system for scanning documents and indexing electronic files, at a cost to the County of \$157,131.00

WHEREAS, an appropriation is necessary to place the necessary funds in the appropriate spending account; now therefore,

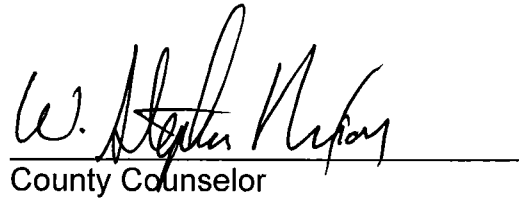
BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
2011 General Fund Non-Departmental 001-9999	44640 - County Fees	\$200,000	
001-2810	Undesignated Fund Balance		\$200,000
001-2810	Undesignated Fund Balance	\$157,131	
2011 General Fund Circuit Court 001-3001	56790 - Other Contractual Services		\$157,131

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:


Chief Deputy County Counselor


County Counselor

I hereby certify that the attached Ordinance, Ordinance #4310 introduced on May 16, 2011, was duly passed on June 6, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

This Ordinance is hereby transmitted to the County Executive for his signature.

6/6/11
Date


Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance #4310.

6/6/2011
Date


Michael D. Sanders, County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 001 2810
ACCOUNT TITLE: General Fund
Undesignated Fund Balance
NOT TO EXCEED: \$157,131.00

May 12, 2011
Date


Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 4310

Sponsor(s): Scott Burnett

Date: May 16, 2011

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: An ordinance approving an estimated \$200,000 in new revenue to the General Fund from the increase in copy fees and appropriating \$157,131 of these revenues to the Circuit Court Digitizing pilot program in 001-3001-56790.</p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$157,131</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$157,131</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$0</td> </tr> </table> <p>Source of funding (name of fund) and account code number;</p> <table> <tr> <td>From Account: Undesignated Fund Balance</td> <td>From Account: 001-2810 \$157,131</td> </tr> <tr> <td>To Account: General Fund, Circuit Court, Other Contractual Services</td> <td>To Account: 001-3001-56790 \$157,131</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): n/a Prior Year Actual Amount Spent (if applicable): n/a</p>	Amount authorized by this legislation this fiscal year:	\$157,131	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$157,131	Amount budgeted for this item * (including transfers):	\$0	From Account: Undesignated Fund Balance	From Account: 001-2810 \$157,131	To Account: General Fund, Circuit Court, Other Contractual Services	To Account: 001-3001-56790 \$157,131
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): n/a</p> <p>Prior resolutions and (date): n/a</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Shelley Temple Kneuvean, Deputy CAO</p>												
<p>REQUEST SUMMARY</p>	<p>In February, the Circuit Court increased copy fees associated with court records. The increased revenue is estimated at \$200,000. The Court and County have been working to explore ways to digitize court records rather than store the paper indefinitely. This has become particularly important as the Records Center is at capacity. As such, the Court increased this copy fee with the intention of using the revenue as a means to fund a pilot project to digitize files. This will be a way to determine an approach for indexing the electronic files as well as the time involved in scanning the documents. The cost of this pilot project is estimated at \$157,131.</p> <p>Therefore, this ordinance recognizes \$200,000 in new revenue in the General Fund undesignated fund balance</p>												

	related to the copy cost increase implemented by the Circuit Court; and appropriates \$157,131 to 001-3001-56790 (General Fund, Circuit Court, Other Contractual Services).	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i> <i>Alberary Ball</i>	Date: <i>5-5-11</i>
	Division Manager: <i>[Signature]</i>	Date: <i>5/10/11</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
001 - 2810	General Fund - Undesignated Fund Balance	\$157, 131

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

RULE 7.2 - DUPLICATING POLICY

1. The following fees shall be paid by persons requesting copies of court records in civil and criminal proceedings:

Attested and Unattested Copies

a.	Certified	
	1. first page	\$3.50 4.00
	2. additional pages:	
	by photocopy	.50 1.00
	typed from record	1.00
b.	Authenticated:	
	1. first page	\$5.00 6.00
	2. additional pages	
	by photocopy	.50 1.00
	typed from record	1.00
c.	Photocopy	\$.50 1.00
d.	Copy from Microfilm/Archive	
	1. per first page	\$5.00
	2. additional pages	1.00

There will be no charge for copies of records if the request is incident to the proceedings.

2. No charge shall be made for attested, certified or authenticated copies of documents furnished to any department of Jackson County, Missouri, to any State agency or department where such copies are requested in connection with any pending proceeding, or to any party who has been allowed to proceed in forma pauperis.

Adopted 4/2/9/40
2/18/11
Effective 4/7/44
3/18/11

ESTIMATES FOR SCANNING 3 YEARS OF ASSOCIATE CIRCUIT CIVIL FILES

Basis for Estimate

Pages	2.9 million
Time to process one page	11.25 seconds
Portion time to attach page to JIS	.009 seconds
Fixed cost to microfilm 1 page	\$0.0197
Labor cost per hour	
Current staff --- average wage	\$13.76
Temporary employee	\$9.93
Rehabilitation Institute	
11 Client Workers / 1 Supervisor	Hourly wages \$10.30/\$18.47
Average hourly wage	\$11.045

Estimate

	Labor	Microfilming	Total Cost
Microfilming 2.9 million pages		\$57,130.00	
Hours to process 2.9 million pages 9,063			
Current Staff	\$124,706.88		\$181,836.88
Temporary employees	\$89,995.59		\$147,125.59
Rehabilitation Institute			
11 workers/1 supervisor	\$100,000.84		\$157,130.84

Note: These files are currently stored on the 15th floor of the Jackson County Courthouse. The time to process is based upon scanning 100 files.