

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**AN ORDINANCE** appropriating \$122,190.00 from the undesignated fund balance of the 2012 General Fund for use by the Circuit Court for a pilot project to digitize court records.

**ORDINANCE #4389**, February 13, 2012

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, by Ordinance 4310, dated May 16, 2011, the Legislature did appropriate \$157,131.00 in funds from increased fees that are charged for copies of court records for a pilot project to develop a system for scanning documents and indexing electronic files; and,

WHEREAS, initially, case files stored at the Jackson County Courthouse in Kansas City were being scanned, but upon evaluation it was determined that redirecting the system to focus on digitizing files located at the storage facility while scanning case documents at the time of filing with the Court would be a more efficient system; and,

WHEREAS, as a result of these changes it is now necessary to move the remaining \$122,190.00 in funds from the 2011 pilot project to 2012 and to re-designate the funds from contract labor to temporary employees; and,

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 from the 2012 General Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
2012 General Fund			
Circuit Court			
001-2810	Undesignated Fund Balance	\$122,190	
001-3001	55020 - Other Contractual Services		\$122,190

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

APPROVED AS TO FORM:

*Greg D. Hilde*  
Chief Deputy County Counselor

*W. Stephen Ruby*  
County Counselor

I hereby certify that the attached Ordinance, Ordinance #4389 introduced on February 13, 2012, was duly passed on February 27, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

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

2/27/12  
Date

*Mary Jo Spino*  
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance #4389.

2/28/2012  
Date

*M. D. Sanders*  
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: \$122,190.00

February 7, 2012  
Date

*Kevin Thomas*  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

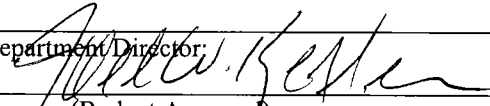
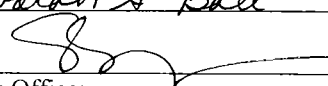
Completed by County Counselor's Office:

~~Ord~~/Ord No.: **4389**

Sponsor(s): **Scott Burnett**

Date: **Feb. 13, 2012**

<p><b>SUBJECT</b></p>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: An ordinance appropriating \$122,190 of the 2012 undesignated fund balance to continue the Circuit Court Digitization pilot program.</p>														
<p><b>BUDGET INFORMATION</b>  <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>\$122,190</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$122,190</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$0.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td>From Account: Undesignated Fund Balance</td> <td>From Account: 01-2810 \$122,190</td> </tr> <tr> <td>To Account: General Fund, Circuit Court , Temporary Employees</td> <td>TO ACCT 01-3001-55020 \$122,190</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></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): \$157,131  Prior Year Actual Amount Spent (if applicable): \$34,941</p>	Amount authorized by this legislation this fiscal year:	\$122,190	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$122,190	Amount budgeted for this item * (including transfers):	\$0.00	Source of funding (name of fund) and account code number;		From Account: Undesignated Fund Balance	From Account: 01-2810 \$122,190	To Account: General Fund, Circuit Court , Temporary Employees	TO ACCT 01-3001-55020 \$122,190
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): <b>4310</b></p> <p>Prior resolutions and (date):</p>														
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Joel Kesler, Circuit Court Chief Budget Officer, (816) 881-3643</p>														
<p><b>REQUEST SUMMARY</b></p>	<p>To move the remaining \$122,190 in the Circuit Court Digitizing pilot program from 2011 to 2012 in order to continue progress towards developing a paperless, e-filing environment. In addition, re-designate the intended use from contractual labor to the use of temporary employees.</p> <p>In June 2011, the Jackson County Legislature appropriated funds for the Circuit Court Digitizing pilot program. This project is designed to develop a digitization program of Court records in order to decrease and eventually eliminate additional storage requirements at the Records Center, which is at its capacity. This project initially focused on scanning case files stored on the 15<sup>th</sup> floor of the downtown courthouse, but determined that the project was not realizing an adequate benefit. As a result, the Circuit Court Digitizing pilot program was re-directed by the Court Administrator and communicated to the County Executive with the understanding that the remaining funds be used for the preparation of Centralized Scanning, where case documents are scanned</p>														

	immediately upon filing with the Court, thus eliminating the need for additional storage.	
	Therefore, this ordinance will appropriate from undesignated 2012 Fund Balance the unspent portion of the Circuit Court Digitizing pilot program towards the continued development of the process by which to digitize the Court's records in order to reduce or eliminate the need for additional storage at the Records Center.	
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: 2/1/2012
	Finance (Budget Approval): If applicable Deborah A Ball	Date: 2-3-12
	Division Manager: 	Date: 2/6/12
	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:

- 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.

## Supplemental Appropriation Request Jackson County, Missouri

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

Date: February 3, 2012

ORD # 4389

Department / Division	Character/Description	From	To
<b>General Fund - 001</b>			
2810	Undesignated Fund Balance	122,190	
3001 - Circuit Court	55020 - Seasonal Salaries		122,190
		122,190	122,190

*N. Leonard A. Ball* 2-3-12  
Budgeting