

BILL/ RESOLUTION REQUEST

1. Title: Approves the transfer of \$300,000 from the 2011 Clerk and Recorder appropriation to the next phase of the Clerk and Recorder Records Conversion Project as a result of operational savings.

2. Requesting Agency: Department of Finance

3. Contact Person *with actual knowledge of proposed ordinance*

Name:Laura Kane

Phone:720-913-5537

Email:laura.kane@denvergov.org

4. Contact Person *with actual knowledge of proposed ordinance who will present the item at Mayor Council and who will be available for first and second reading, if necessary*

Name:Laura Kane/ Brendan Hanlon

Phone:x35537 or x35510

Email:laura.kane@denvergov.org or Brendan.hanlon@denvergov.org

5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved

a. Scope of Work

This is a request to transfer \$300,000 from the 2011 Clerk and Recorder appropriation (01010-0710000) to allow for completion of the next phase of the Clerk and Recorder Records Conversion Project. The Clerk and Recorder Records Conversion Project began in 2009 and includes the conversion and indexing of all pages from film, fiche, database, and books to a usable digitalized format. In total, there are approximately 16.9 million images that need to be captured. Due to the magnitude of the Records Conversion Project and limited funding available, the continuation of the project would not be possible without operational savings from the Clerk and Recorder Department. In 2011, the Clerk and Recorder Department generated significant operational savings making the completion of the next phase of the Records Conversion Project possible. This savings is beyond expected savings budgeted in the revised 2011 budget.

b. Duration

n/a

c. Location

Clerk and Recorder

d. Affected Council District

n/a

e. Benefits

Operational efficiencies and enhanced customer service

f. Costs

\$300,000

6. Is there any controversy surrounding this ordinance, groups or individuals who may have concerns about it? Please explain.

No

Bill Request Number: BR11-0895

Date: 11/22/2011