

MINUTES OF THE SENATE COMMITTEE ON JUDICIARY

The meeting was called to order by Senator Elwaine F. Pomeroy at
Chairperson

10:00 a.m./~~p.m.~~ on February 15, 19 83 in room 514-S of the Capitol.

~~All~~ members ~~were~~ present ~~except~~ were: Senators Pomeroy, Winter, Burke, Feleciano, Gaar, Gaines, Hein, Hess, Steineger and Werts.

Committee staff present: Mary Torrence, Revisor of Statutes
Mike Heim, Legislative Research Department

Conferees appearing before the committee:

Senator James Francisco
Marjorie Van Buren, Office of Judicial Administrator
Sheriff Johnnie Darr, Sedgwick County Sheriff's Department
Fred Allen, Kansas Association of Counties
Joyce Reeves, Clerk of the District Court
Adrian Farver, Kansas Sheriffs Association
Jim Clark, Kansas County and District Attorneys Association
Kim Dewey, Sedgwick County
James D. McKeel, Sedgwick County Sheriff's Department
Dick Shannon, Ass'n of Records Managers and Administrators, Kansas City
John Thomas, Ass'n of Records Managers and Administrators, Olathe
William L. Thompson, Rice County Sheriff

Senate Bill 121 - Court fines, penalties, fees and charges; sheriff's charges

Senator Francisco, the sponsor of the bill, explained the bill was introduced at the request of the sheriff of Sedgwick County. He reported the office of the sheriff processed and served 149,000 summons and petitions at a cost of \$538,648, and these charges should go back to the litigant who causes these papers to be served. A copy of the statute that pertains to costs was handed out, and Senator Francisco stated in this bill we are not making taxpayers pay for this service but making the person who is causing them to be served pay. Committee discussion with him followed. A copy of the handout is attached (#1).

Sheriff Johnnie Darr testified in support of the bill. A copy of his remarks is attached (See Attachment #2). A committee member inquired if this bill were effective, would it fund four-fifths of their annual budget. Sheriff Darr replied they are wanting to fund the division in their department that serves these papers. He explained they are asking an additional \$10 fee to be paid to the department which serves the papers. The chairman pointed out that was not in the bill. During committee discussion with Senator Francisco, the chairman inquired, are you wanting to go back to the old system where there is a separate fee for each service. Senator Francisco replied, that is what they want to do, to increase the overall deposit that is made when a case is filed.

Senate Bill 151 - Traffic fines; deposited in county general fund.

Marjorie Van Buren testified her office is concerned about the mechanics of the bill in terms of determining who filed the traffic ticket, and the workload it would create. She reported they estimate a fiscal impact of \$856,000.

Sheriff Johnnie Darr testified in support of the bill. A copy of his remarks is attached (See Attachment #3). Committee discussion with him followed.

Joyce Reeves testified in opposition to the bill. She reported there were 8,000 sheriffs' tickets written in the Shawnee County District Court. She said we are going back to the antiquated duties of using different fees, and please don't make the clerks the bookkeeper.

CONTINUATION SHEET

MINUTES OF THE SENATE COMMITTEE ON JUDICIARY

room 514-S, Statehouse, at 10:00 a.m./~~p.m.~~ on February 15, 1983

Senate Bill 151 continued

Adrian Farver testified there are 103 sheriffs in addition to Sedgwick County sheriffs who support this bill because of the budget problems. He said the sheriffs are serving the state in this regard. He urged the committee to give both Senate Bill 121 and Senate Bill 151 their consideration.

Jim Clark testified Senate Bill 151 attempted to reach the same problem as Senate Bill 138; he thinks Senate Bill 138 is a better bill. He said if it were left up to the county to fund it, it would actually bankrupt that system because the jails are filling up, jury trials are on the increase, and that takes money.

Kim Dewey testified the Board of Sedgwick County Commissioners are in support of the bill. A copy of his remarks is attached (See Attachment #4).

Deputy Sheriff Jim McKeel testified the traffic program in Sedgwick County has been effective. The number of violators seems to have decreased on the streets, and speeding violators are not as common. He said the bill will help keep the traffic program on a good level. A committee member inquired where the money from appeals from municipal courts go. Joyce Reeves answered, the \$44.00 appeal fee goes to the state and the fine goes back to the city.

Senate Bill 102 - Requiring state agencies to use 8½x11 inch paper.

Marjorie Van Buren testified in opposition to the bill. She stated the court is very satisfied with the paper they are now using and have no plans to change at this time. She asked the committee to leave the courts out of the bill. She referred the committee to a copy of a letter from Judge Donald L. Allegrucci opposing the bill (See Attachment #5). In answer to a question, she replied they brought in around 17½ million dollars in fines and docket fees; their budget is around 32 million dollars.

Dick Shannon appeared in support of the bill.

John Thomas testified in support of the bill. A copy of his remarks and a copy of the Wyandotte County District Court Civil Department File Management System Financial Analysis are attached (See Attachments #6, #7). During committee discussion, Mr. Thomas explained the bill is patterned after the New York bill.

Senate bills 121 and 151 - Court fines and traffic fines

Sheriff William Thompson appeared in support of the bills. He said he was speaking on behalf of the smaller counties. The small counties are not able to have a separate unit for serving civil papers. He testified his deputies handled 662 legal documents with absolutely no money in return for the service. They can't affect the additional manpower to take care of the paper load.

Sheriff Thompson testified in support of Senate Bill 151. He explained the traffic pattern is going off of the main roads onto county roads, because there is no traffic control on the county roads in the smaller counties, and they need help along that line. The chairman inquired how the DUI law was working. Sheriff Thompson answered, at the present time, it hasn't drastically affected the smaller counties. They are not seeing jail time as yet; it will definitely affect them later.

The meeting adjourned.

GUESTS

SENATE JUDICIARY COMMITTEE

NAME

ADDRESS

ORGANIZATION

NAME	ADDRESS	ORGANIZATION
Tom Pickert, Capt.	Topeka	KHP
William L. Thompson	Rice Co.	Sheriff
Fred Allen	Topeka	KAC
Clyde Fleming	Wichita Ks	CWA
Becky Coffey	Wichita Ks	CWA
Rowland L. Johnson sr.	Wichita Ks	CWA
Richard D. Shannon	Kansas City, Kc	ARMA e-1 Adm
JOHN E. THOMAS	OLATHE, KANSAS	ARMA
TOM ADKINS	KANSAS CITY	ARMA
MARY SAPE JOHNSON		St. Representative
Kay Falley	Ottawa	Fourth Judicial District
Shelby Simpson	Douglas	7th Judicial District
Betty Bates	Hugoton	26th Judicial District
Margie Wente	Wapiti, Sheridan Co.	Clerk of Dist Court 15th Dis.
Jay & Kayes	Topeka Ks	Clerk of Dist Court
Gerry Starchich	Olathe, Ks	ARMA
Joan Poternak	Kansas City, Ks	ARMA
Steve Symb	El Dorado	13th Judicial District
Dale Brown	Wichita	Sedgewick Co. Sheriff
Sam Houston	Wichita	Sedgewick Co. Sheriff
Richard Kimmiman	Wichita	Sedgewick Co. Sheriff
Adrian M. Farver	Burlingame	Kans Sheriff Assn
James D. McKeel	Wichita	Sedg. Co. Sheriff Dept
Jerry [unclear]	Topeka	Judicial Branch
[unclear]		Stevney
[unclear]	Law	Stevney

GUESTS

SENATE JUDICIARY COMMITTEE

NAME	ADDRESS	ORGANIZATION
Cathy Jacoby	Lawrence	Rehorn
Kim C. Dewey	Wichita	Sedgwick County
Johnnie Orr	Wichita	Sedgwick Co
Barbara Hogben	Shawnee Co.	Shawnee Co Sheriff
Cpl. Richard L. Lee	200 E. 7 th , Topeka	Shawnee Co Sheriff
Cindy Entler	Topeka	Sen. Hess
Jim Clark	Topeka	KCOAA

Revisor's Note:

Action transferred from 20-904.

Cross References to Related Sections:

Deposited in state general fund, see 20-2714.



28-171. Same; probate, mental illness, adoption, and guardian and conservator actions, disposition. The judge hearing any probate proceeding, or any proceeding pursuant to article 29 or 30 of chapter 59 of the Kansas Statutes Annotated shall charge the following fees:

Filing all instruments, making all orders, hearing evidence, and making all orders and decrees thereon and all other work required to be done in determination of descent proceeding, termination of life estate or joint tenancy proceedings	\$25.00
Filing all instruments, making all orders, hearing evidence and making any order or rendering judgment thereon; for release on writ of habeas corpus; for injunction; for a citation; appointment of personal representative, removal to grant letters or appointment of trustee	15.00
Estates appraised less than \$25,000.00	50.00
Estates appraised over \$25,000.00 and less than \$50,000.00	75.00
Estates appraised over \$50,000.00 and less than \$100,000.00	100.00
Estates appraised over \$100,000.00	125.00
Filing petition, making all orders, hearing same and decree thereon, filing all papers and issuing certified copy of adoption decree, and all other work in connection with an adoption	25.00
Filing petition with certified copy of any probate proceedings or documents of record and all work in connection therewith from probate court of another county or state	5.00
Making application, issuing marriage license and recording return thereof and all other work, to be paid when license is issued	7.00
The filing of final settlements of guardians, conservators or trustees and all other instruments, such as making all orders, examining or hearing same and making and entering order approving or disapproving same, filing receipts and order of discharge; filing all instruments, making all orders, hearing evidence and making orders thereon, and all other work required for the appointment of a guardian of person or conservator of estate, or both	35.00
Filing all papers and services in connection with obtaining care or treatment for an involuntary mentally ill patient	15.00
Authentication of any proceedings	2.00
Filing any other instrument not herein provided for or making any order or rendering judgment thereon, each	2.00

... papers to be recorded at no additional cost. For any other service required by law but not herein provided, the same fees shall be charged as are prescribed for the clerk of the district court; otherwise, a reasonable charge to be fixed by clerk of the court. All fees herein provided for to be charged by the judge shall use of the general fund of the county.

History: L. 1943, ch. 162, § 16; L. 1949, ch. 260, § 6; L. 1957, ch. 244, § 1; L. 1959, ch. 186, § 1; L. 1965, ch. 260, § 1; L. 1969, ch. 200, § 1; L. 1976, ch. 242, § 98; L. 1978, ch. 105, § 11; Jan. 1, 1979.

Source or prior law: 28-113.

Revisor's Note:

L. 1943, ch. 162, § 18 relating to fee accounting, reporting and auditing, see 28-123.

Cross References to Related Sections:

Juvenile code proceedings, court costs, see 38-817.

Research and Practice Aids:

Judges=22(12).
C.J.S. Judges § 39.
Salaries and fees prescribed by law, Kansas Probate Law and Practice § 49.

Law Review and Bar Journal References:

"Practicing Law in a Unified Kansas Court System," Linda Diane Henry Elrod, 16 W.L.J. 260, 264, 269 (1977).
"Survey of Kansas Law: Wills, Trusts, and Probate," Richard C. Harris, 27 K.L.R. 365, 366 (1979).

28-172.

History: L. 1949, ch. 260, § 7; Repealed, L. 1974, ch. 168, § 10; July 1.

Source or prior law: 28-105.

28-172a. Costs in criminal proceedings, taxation of docket fees; payment of statutory fees; additional costs; certain sheriff's charges prohibited. (a) Except as otherwise provided in this section, whenever the prosecuting witness or defendant is adjudged to pay the costs in a criminal proceeding in any county, a docket fee shall be taxed as follows:

Misdemeanor	\$40
Felony	70
Murder or manslaughter	100
Forfeited recognizance	40
Appeals from other courts	35

2-15-83
Sen. Francisco

Atch. 1

SENATE BILL NO. 121

SENATE JUDICIARY COMMITTEE
ROOM 5145
TUESDAY, FEBRUARY 15, 1983
10:00 A.M.

THIS BILL PROVIDES FOR SOME OF THE DOCKET FEES TO BE GIVEN TO THE SHERIFF'S DEPARTMENTS TO OFFSET SOME OF THE COST IN SERVING VARIOUS PAPERS. UNDER THE PRESENT LAW, THESE DOCKET FEES ARE DISBURSED TO LAW LIBRARIES, COUNTY CLERK, COUNTY AND DISTRICT ATTORNEYS ASSOC., LAW ENFORCEMENTS TRAINING CENTER, CRIME VICTIMS FUND, ETC., BUT NONE TO THE SHERIFFS.

IN MANY CASES, WE WILL HAVE SEVERAL PAPERS THAT MUST BE SERVED AND IT COST A CONSIDERABLE AMOUNT OF TIME AND MONEY TO SERVE THESE PAPERS. IN ADDITION TO THE OFFICER'S SALARY, WE HAVE CLERICAL AND AUTOMOBILE EXPENSE.

WE WILL SERVE ABOUT 150,000 PAPERS EACH YEAR AND OUR COST FOR THIS EXCEEDS \$538,000.

WE SEE THE PROVISIONS OF THIS BILL AS IMPOSING SOMETHING LIKE A "USER'S FEE". THOSE FILING THE PAPERS WOULD BE PAYING FOR THE SERVICE, INSTEAD OF THE PRESENT METHOD WHERE THE TAXPAYER PAYS THE ENTIRE COST.

SENATE JUDICIARY COMMITTEE
ROOM 5145
TUESDAY, FEBRUARY 15, 1983
10:00 AM

BASICALLY SENATE BILL 151 ALLOWS THE COUNTIES TO KEEP THE FINES COLLECTED FROM TRAFFIC CITATIONS.

SINCE OCTOBER, 1977 THE SEDGWICK COUNTY SHERIFF'S DEPARTMENT HAS OPERATED A TRAFFIC SECTION CONSISTING OF 10 OFFICERS AND 1 CLERICAL POSITION. THE GRANT WE WERE OPERATING ON EXPIRED ON SEPTEMBER 30, OF LAST YEAR. THE COUNTY COMMISSION FUNDED THE POSITIONS UNTIL JUNE 30 OF THIS YEAR. IT WAS THOUGHT THIS WOULD GIVE US AN OPPORTUNITY TO ATTEMPT TO GET LEGISLATION INACTED TO CONTINUE FUNDING THESE POSITIONS. WITHOUT SOME TYPE OF LEGISLATION TO INCREASE REVENUES WE ARE GOING TO LOSE THESE POSITIONS.

CITIES HAVE BEEN RETAINING THEIR TRAFFIC FINES FOR YEARS AND WE ~~HAVE~~ HOPE COUNTIES WILL BE EQUALLY TREATED.

IN SEDGWICK COUNTY WE WRITE 10-12,000 TICKETS EACH YEAR AND THE FINES WOULD REDUCE THE TAX REQUIREMENTS FOR OPERATING THE DEPARTMENT AND ENABLE US TO KEEP OUR TRAFFIC PEOPLE.



2-1-83
#4

SEDGWICK COUNTY, KANSAS

DEPARTMENT OF ADMINISTRATION

FOREST TIM WITSMAN
COUNTY ADMINISTRATOR

COUNTY COURTHOUSE, • 525 N. MAIN, • WICHITA, KANSAS 67203-3703 • TELEPHONE 268-7575

TESTIMONY OF KIM C. DEWEY, SEDGWICK COUNTY
SENATE JUDICIARY COMMITTEE - SB 151
FEBRUARY 15, 1983

The Board of Sedgwick County Commissioners request your favorable consideration of SB 151 as a means of returning to local units of government a valuable revenue source to support local law enforcement operations.

The operations of the County Sheriff are supported through the County General Fund, which receives revenue from various sources, primarily property taxes and investment earnings. The Sheriffs Department in Sedgwick County is the largest single agency supported by the General Fund with a 1983 budget of \$6,344,743. Although the Sheriff performs many vital services, few of the activities generate any significant revenue for support.

Prior to the School Foundation Act in 1973 the money collected from traffic fines issued by the Sheriff were credited to the old County School Foundation Fund and distributed to the School Districts in the County. Subsequent to this act, the monies began to be transferred to the State Treasurer for deposit in the State General Fund.

The Sedgwick County Treasurer transfers monthly to the State, monies collected from Sheriffs fines, court fees and fines and other court related charges. Our monthly transmittal to the State has averaged \$250,000. Currently, no attempt is made to separate the various sources of the funds, but we estimate an average of \$50-\$60,000 represent fines collected through the issuance of citations by the Sheriff.

This is a significant source of revenue, generated through law enforcement activities, which is not being used to support those activities. Revenue from traffic citations is a commonly accepted source of support for law enforcement operations, in effect a "user fee". Cities in Kansas do retain the revenues derived from citations and have always done so. Counties, which in many areas of the State provide the major law enforcement services, have no access to this revenue source.

This new source of revenue would come at an important time for many county sheriff departments. In Sedgwick County we are facing rapid growth in our unincorporated areas, resulting in the demand for more law enforcement services. Our jail overcrowding is well publicized throughout the State. In the face of these demands, we are also experiencing a decline in the revenue support for the General Fund through reduced investment earnings and loss of Federal Grants. For example, in 1982, we lost a \$350,000 Federal Grant which had been used to support

Atch. 4

the twelve officer road patrol. Some other support must be found if we are to even maintain the status quo in law enforcement protection.

Sedgwick County is by no means alone in terms of the problems we face. This is evidenced by the support of the Kansas Association of Counties for this measure at their annual meeting in November 1982. We urge your favorable consideration of SB 151.



The Kansas District Judges' Association

2-15-83
5



February 15, 1983

Hon. Elwaine Pomeroy
Chairman, Judiciary Committee
Statehouse, Room 143-N
Topeka, Kansas 66612

Dear Senator Pomeroy:

This is to advise you that the Legislative Coordinating Committee of the Kansas District Judges' Association has voted to oppose passage of Senate Bill 102.

Yours very truly,

Donald L. Allegrucci
mv

Donald L. Allegrucci
Div. 1, District Court
P. O. Box 1348
Pittsburg, Kansas 66762

cc: Judiciary Committee Members

Atch. 5

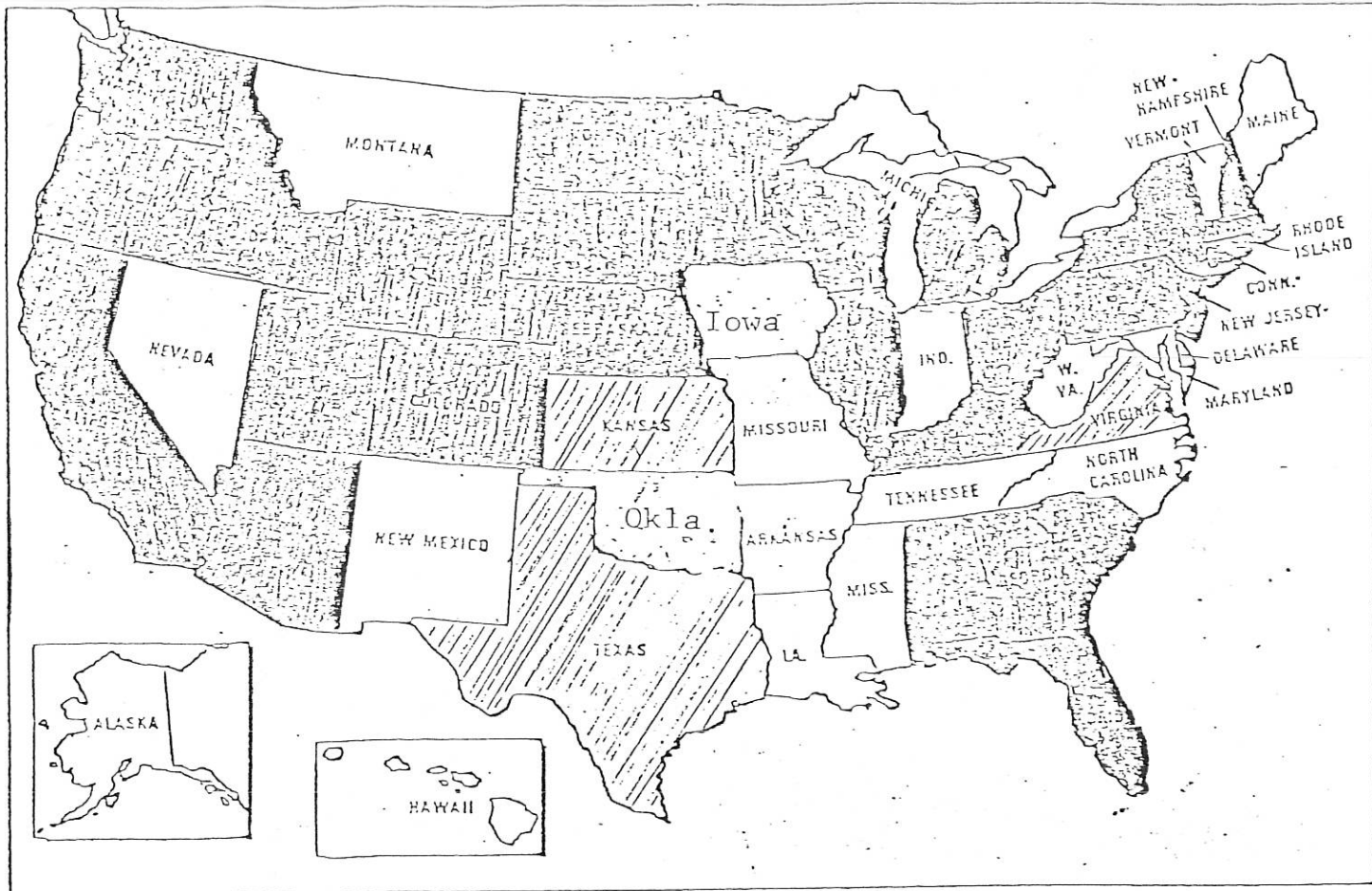
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

ELF
ELIMINATE LEGAL size FILES
PROJECT

#6

Saving in the State of Kansas the District Courts alone

\$247,440.48 per year



1. Dark areas represent states that have totally or partially eliminated legal size files.
2. Cross hatch states such as Kansas, Virginia and Texas have bills pending in the Legislature at this time.
3. Some states such as Missouri and Oklahoma have the proposal under study at this time.
4. In the state of Iowa the Supreme Court by court rule eliminated legal files, the Legislature set this aside because only 90 days notice was provided. Iowa Legislature is now making their own study and proposal.
5. The U.S. Government has already made the conversion as of Jan. 1, 1983.

Attch. 6

OUTLINE OF ELF PRESENTATION FOR LEGISLATURE

I. Explain ARMA (Association of Records Managers and Administrators)

- A. Currently 100 chapters consisting of 7,500 members
- B. Goal to unify records management concepts
- C. National headquarters in Prairie Village, Kansas

II. Introduce ELF Committee members

- A. Aaron Reynolds, Chairman, 3M Corporation, File Management
- B. Richard Shannon, Wy. Co. District Ct., Court Administrator
- C. Tom Adkins, Adkins & Associates, Kansas City ARMA president, organized local ELF committee
- D. John Thomas, International Mailing Systems, first chairman of ELF committee, got local ELF project to progress
- E. Terry Starchich, Electronic Realty Associates, Manager Information Services

III. Testimony Facts

ARMA has a nationwide project, ELF, Eliminate Legal Size Files, objective to standardize size of files (8 1/2 by 11"), increase efficiency & lower costs

Nationwide 27 states have totally or partially adopted the ELF principle.

In some states, the governor is making the change by decree.

Some courts are making the change by local order.

Some states are making the change by locality (city, county, etc.)

Most states are making the change by legislation to create uniformity.

A state can only effectively make the greatest savings when all three branches of government eliminate the use of legal size forms at the same time.

Already many courts are experiencing confusion because a state or local court may require legal size paper and the federal court across the street requires standard size paper. The sooner every state adopts the ELF policy, the sooner everybody will participate in greater savings.

STATES WHERE THE CHANGE HAS BEEN MADE:

Alabama	Kentucky	Ohio
Arizona	Massachusetts	Oregon
California	Michigan	Pennsylvania
Colorado	Minnesota	South Carolina
Connecticut	Nebraska	South Dakota (by governor)
Florida	New Hampshire	Utah
Georgia	New Jersey	Washington
Idaho	New York	Wisconsin
Illinois	North Dakota	Wyoming

The Federal government has eliminated legal size files.

1. GSA Bulletin FPMR B-120, Archives and Records, June 2, 1982 states "Legal-size documents are costly and inefficient. Legal-size paper costs about 25 percent more than letter-size. Legal-size file cabinets cost about 13 percent more than letter-size for the upright variety and 28 percent more for the mobile or hanging file type. These cabinets take up to 16 percent more floor space than letter-size cabinets. Inactive legal-size files take up 20 percent more space in Federal records centers than do letter-size files. Copying machines and other types of automated office equipment must be designed and manufactured to provide for this exception."

While it is estimated that this will save administrative costs by 25%, the savings do not occur immediately because present systems must be gradually phased out over several years. Within five to ten years the savings will be actual and consistent.

ENDORSEMENTS

Court clerks in Kansas voted and endorse ELF

Joseph Harkins, Secretary of the Kansas Dept. of Health and Environment endorsed the adoption of the ELF program

Kansas Department of Corrections endorsed the ELF program

Executive Council of the Kansas Bar Association endorsed the ELF program

WHY ELIMINATE LEGAL SIZE?

ELF committee objectives backed by ARMA are to show that the State of Kansas can reduce future costs and expenses from savings in space, labor, equipment, supplies and shipping.

If you walk into most any office storage area (courts, state offices, attorneys, businesses) you will normally see that on one side are shelves containing paper of legal size, typing paper, copy paper, onionskin paper, carbon paper, envelopes, etc. The other side contains the same supplies except in standard size, 8 1/2 x 11" paper.

If you eliminate the legal size forms, only one side of the room will be necessary to stock those supplies. This saves space as well as being able to buy larger quantities of one size of paper at a lower price.

The United States is the only country in the world that has a double standard for paper, file cabinets and shelves for storage.

FURTHER SAVINGS

The savings we're talking about goes further than paper, cabinets, floor space and labor.

Cost of copy machines could be reduced from \$25,000 to \$19,000 because for a copy machine made for one size paper;

1. the design is simpler and less complex
2. fewer dies are required
3. it is lighter in weight resulting in lower shipping costs
4. uses less material
5. nickel alloy drum cost alone reduced from \$300 to \$210
6. lower yearly maintenance costs due to simplicity

RESULTS: \$6,000 plus in savings

Likewise, word processing equipment would not have to accommodate but one size paper.

Micrographic equipment; cameras, reader/printers, etc. all require extra research and tooling to accommodate dual paper systems.

A ream of legal-size paper is approximately 21% larger and 24% heavier than a ream of letter-size paper. Legal-size takes more wood fibers and energy to produce and more energy and space to transport than letter-size for an equivalent number of reams of paper. It takes 25% more energy to cut, haul and process legal-size paper.

ELF will conserve our natural resources and energy by eliminating potential waste before it occurs.

Anybody who does much work with files knows it costs more to maintain a file folder in which various sizes of paper are attached as it increases labor costs. Also, letter size paper is difficult to find when filed in legal files with legal size papers.

LETTER/LEGAL SIZE COST ANALYSIS: (by Aaron Reynolds, File Management Specialist)

Handout sheet showing supplies/equipment and savings

Handout sheets showing costs, letter vs. legal size

LETTER/LEGAL SIZE COST ANALYSIS

ITEM	LETTER SIZE	LEGAL SIZE	%HIGHER
FILE CAB. (VERTICAL 4 DRAWER)	\$208.50	\$239.20	15
DESK TRAY	10.25	11.40	11
FILE GUIDES (PRESSBOARD)	32.50	43.50	34
FILE POCKETS (EXPANDABLE)	1.71	2.01	18
LINED WRITING PAD	.89	1.07	20
BOND PAPER (REAM)	13.40	17.35	29
XEROX DUPLICATING PAPER (REAM)	4.88	6.28	29
FILE FOLDERS (MANILA)	10.50	13.75	31
ENVELOPES (MANILA)	14.42	20.00	39

*** Average 22.6% increase of letter vs. legal size

Average percent of increase was arrived at prior to rounding to nearest percent

SOURCE: Kross Office Products 1983 catalog
Kross Office Outfitters, Inc.
Kansas City, Kansas

WOULD YOU BELIEVE
IT COSTS

\$ 12,720.00

ANNUALLY TO TAKE CARE
OF
TEN 4 - DRAWER LETTER SIZE FILE CABINETS

OR

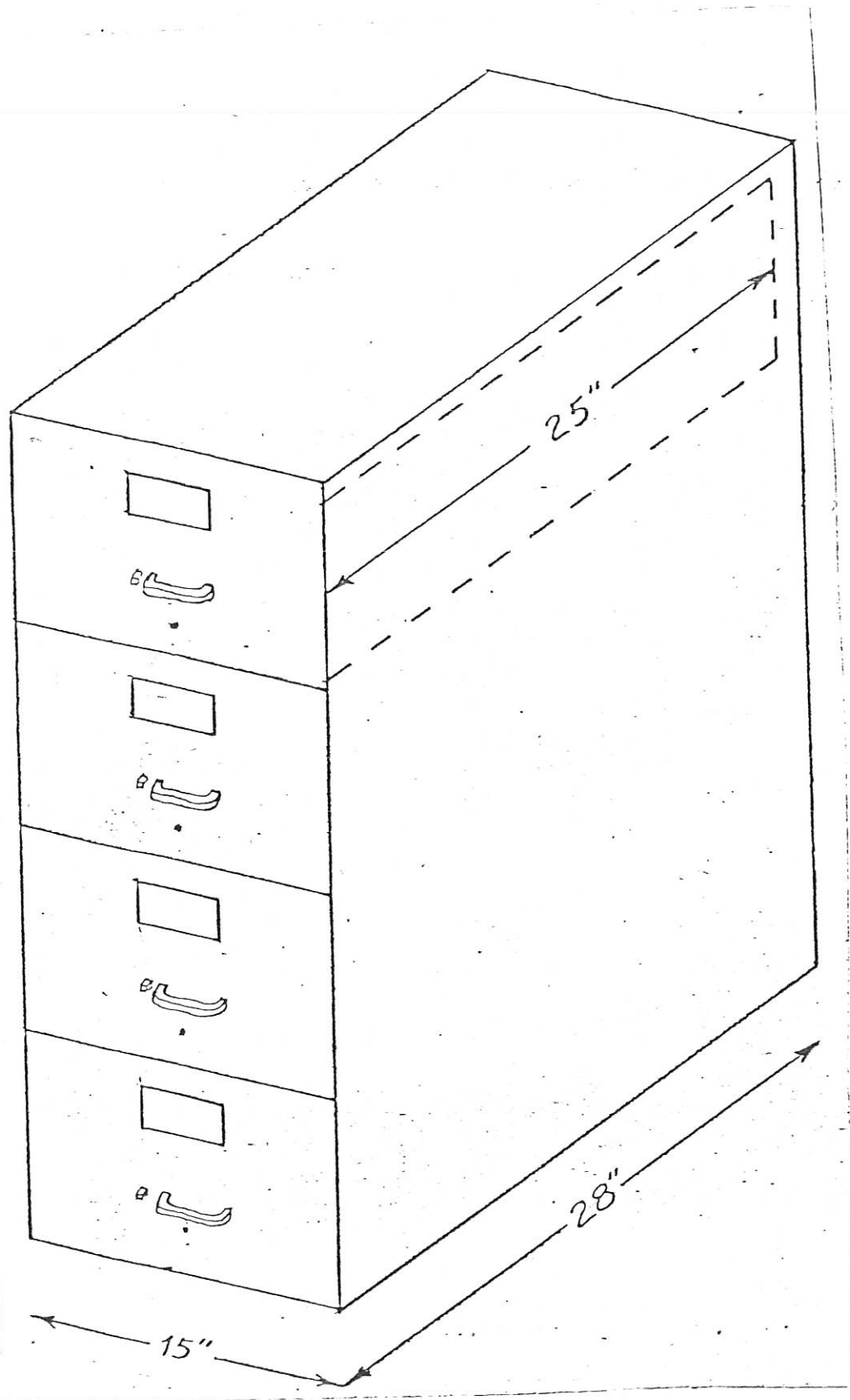
\$ 16,670.00

ANNUALLY TO TAKE CARE
OF
TEN 4 - DRAWER LEGAL SIZE FILE CABINETS?

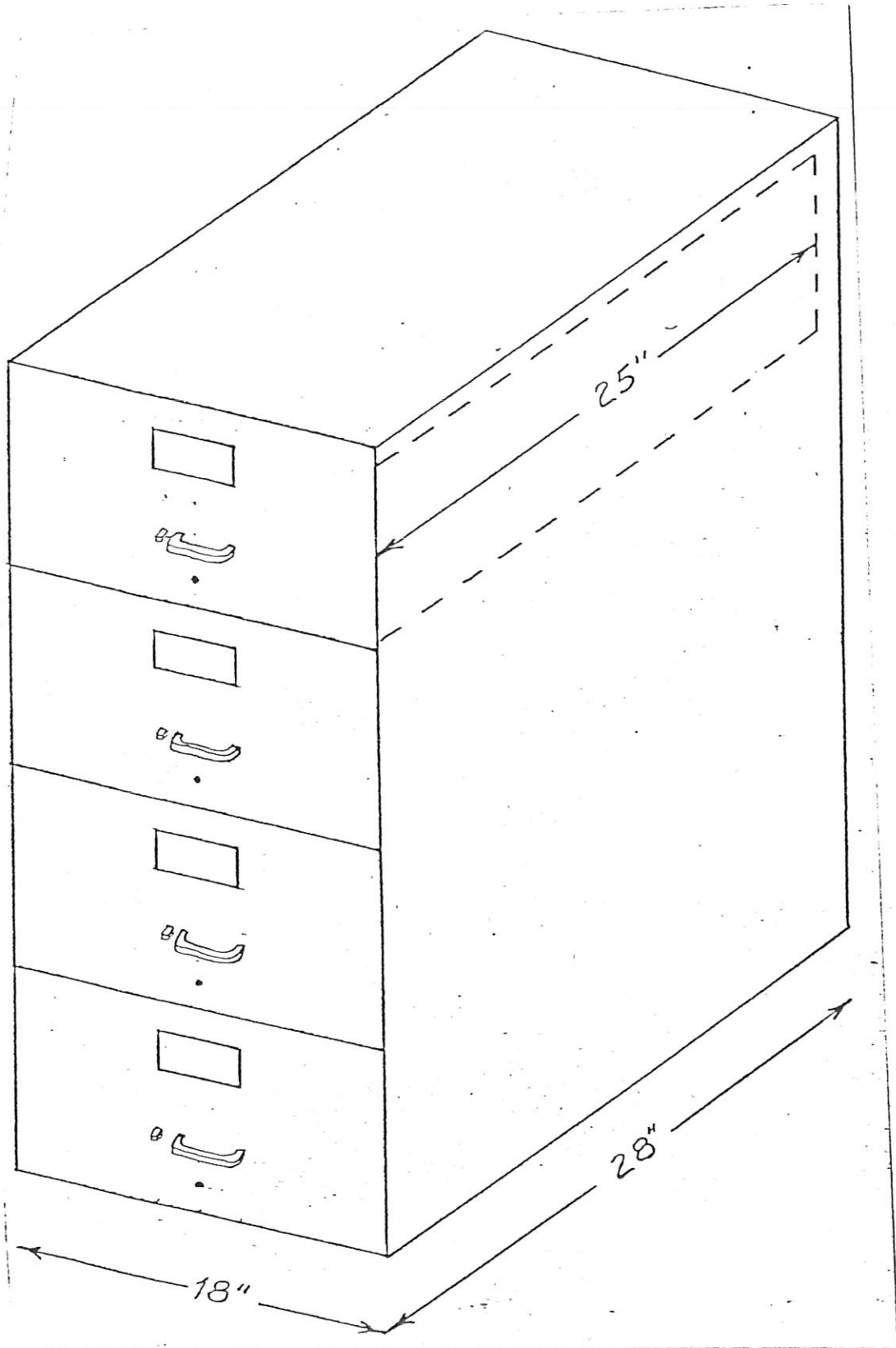
1 - VERTICAL
LETTER SIZE FILE
4 - DRAWER
OCCUPIES 7 SQ. FT.
(FULL AISLE FROM WALL)

1 - VERTICAL
LEGAL SIZE FILE
4 - DRAWER
OCCUPIES 8.75 SQ. FT.
(FULL AISLE FROM WALL)

4 - DRAWER LETTER VERTICAL FILE



4 - DRAWER LEGAL VERTICAL FILE

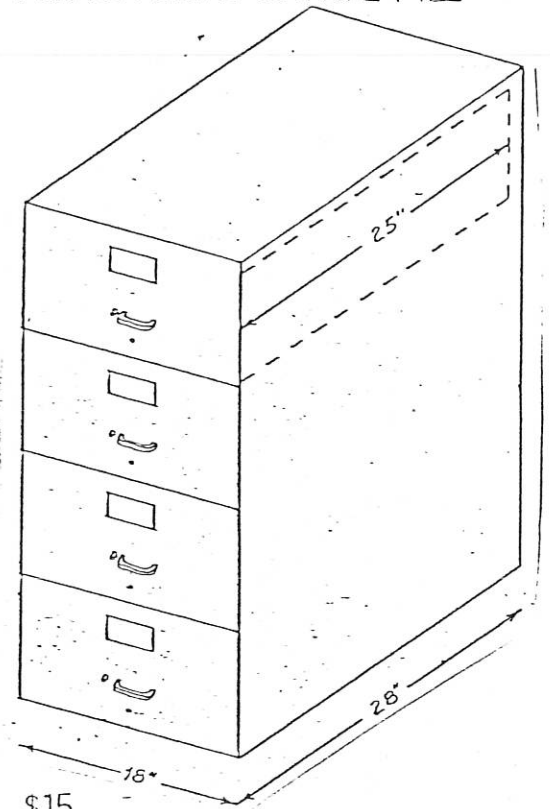
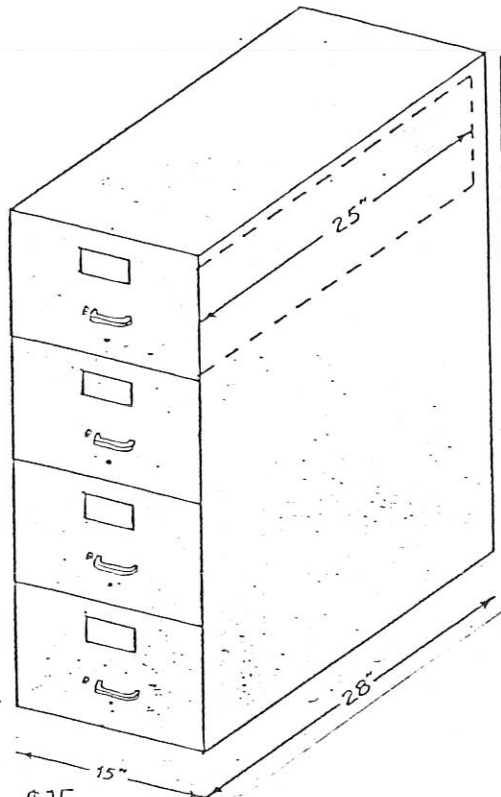


COST OF FLOOR SPACE

4-DRAWER LETTER VERTICAL FILE

4-DRAWER LEGAL VERTICAL FILE

*FIG. FOR OFFICE SPACE



*COST PER SQUARE FOOT/ANNUAL

\$15

\$15

MULTIPLY:

7 SQ. FT. X \$15 = \$105

8.75 SQ. FT. X \$15 = \$131.25

DIVIDE:

\$105 DIVIDED BY 100' =
\$1.05 PER INCH

\$131.25 DIVIDED BY 100' =
\$1.31 PER INCH

SPACE:

\$1.05 PER INCH PER YEAR

\$1.31 PER INCH PER YEAR

25% MORE IN FLOOR SPACE COSTS FOR LEGAL SIZE FILE CABINET THAN LETTER SIZE

COST OF EQUIPMENT

	LETTER SIZE	LEGAL SIZE
*AVERAGE COST	\$208.50	\$239.20
SIZE	4-DRAWER	4-DRAWER
FILING INCHES	208.50 DIVIDED BY 100" = \$2.09 PER FILING INCH	239.20 DIVIDED BY 100" = \$2.39 PER FILING INCH
5 YEAR EQUIPMENT AMORTIZATION	\$.41 PER INCH PER YEAR	\$.47 PER INCH PER YEAR

LEGAL SIZE FILE CABINET 15% MORE THAN LETTER SIZE

*SOURCE: KROSS OFFICE OUTFITTERS, INC.

LABORONE CLERK

* (EQUALS 40 DRAWERS)
 -PER DRAWER COST
 (ANNUAL SALARY DIVIDED
 BY 40 DRAWERS)

SALARY

\$260/WEEK - \$13,520 (ANNUAL)
 (INCLUDES BENEFITS)
 \$338.00 PER DRAWER

4-DRAWER FILE (COST)

LETTER (100") =
 \$1,014.00 DIVIDED BY 100"

\$10.14 PER INCH PER YEAR

LEGAL (100")
 \$1,352.00 DIVIDED BY 100"

\$13.52 PER INCH PER YEAR

LEGAL SIZE REQUIRES 25% MORE LABOR DUE TO FILING AND RETREIVING OF RECORDS.
 UNIFORM SIZE PAPER IS EASIER AND FASTER TO FIND AND TO FILE.

* ARMA SURVEY

VERTICAL LETTER FILE
(CONTAINING 100")

VERTICAL LEGAL FILE
(CONTAINING 100")

COST/FILING INCH	\$ 12.72 X 100"	\$ 16.67 X 100"
ONE 4-DRAWER FILE	\$1,272.00	\$1,667.00
TEN 4-DRAWER FILES		
TOTAL ANNUAL COST	\$12,720.00	\$16,670.00

*COST EXCLUDES COST OF CREATING RECORDS

FILE INCH COST

ANNUAL	VERTICAL LETTER	VERTICAL LEGAL
SPACE	\$1.05	\$1.31
EQUIPMENT	\$.41	\$.47
LABOR	\$10.14	\$13.52
*SUPPLIES (FOLDERS, LABELS)	\$1.12	\$1.37
	\$12.72 PER INCH	\$16.67 PER INCH

*KARDEX COMPANY, MARIETTA, OHIO

COST PER FILE CABINET

ANNUAL	VERTICAL LETTER 4-DRAWER	VERTICAL LEGAL 4-DRAWER
COST PER CABINET	\$1,272.00	\$1,667.00
COST PER DRAWER	\$318.00	\$416.75
*AVERAGE DOCUMENTS PER DRAWER	3,000	3,000
FILING COST PER DOCUMENT	\$.10	\$.13
SAVINGS IN COST PER DOCUMENT		<u>-.10</u> \$.03

*ARMA

COURT RECORDS, WYANDOTTE COUNTY DISTRICT COURT CIVIL DEPARTMENT

A. LABOR (INCLUDES BENEFITS)

1. SORTING AND FILING DOCUMENTS:
~~250~~ WORKDAYS X 8 CLERICAL HOURS PER DAY X
~~\$6.50~~ LABOR RATE PER HOUR = \$13,000.00 PER YEAR
2. GENERAL FILE MAINTENANCE:
~~250~~ WORKDAYS X 8 HOURS PER DAY FOR MAINTENANCE X
~~\$6.50~~ LABOR RATE PER HOUR = \$13,000.00 PER YEAR
- LABOR SUBTOTAL = \$26,000.00 PER YEAR
3. SUPERVISION: ~~20%~~ X ~~\$26,000.00~~
(LABOR SUBTOTAL) \$ 5,200.00 PER YEAR
- TOTAL ANNUAL LABOR = \$31,200.00 PER YEAR

B. SUPPLIES

1. ANNUAL EXPENSES FOR FOLDERS, LABELS,
FILE CABINETS, ETC. \$15,000.00 PER YEAR

C. SPACE *

- ~~900~~ SQ. FT. OF FLOOR SPACE X
~~\$15.00~~ COST OF SQUARE FOOT PER YEAR = \$13,500.00 PER YEAR

TOTAL ANNUAL COST = \$59,700.00 PER YEAR

*DOES NOT INCLUDE SPACE AT COURTHOUSE
ANNEX LOCATED 15 MILES FROM COURTHOUSE

WYANDOTTE COUNTY DISTRICT COURT CIVIL DEPT. (CONT'D)

OPEN SHELF FILING	42 1/2 X 8 X 76	=	25,840	FILE INCHES
4-DRAWER VERTICAL LEGAL	25 X 4 X 23	=	2,300	FILE INCHES
FILE INCHES IN BASEMENT			<u>10,336</u>	FILE INCHES

TOTAL FILE INCHES	38,476	FILE INCHES
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SQUARE FEET OF OFFICE SPACE BEING UTILIZED	<u>600</u>	SQUARE FEET
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SQUARE FEET OF BASEMENT BEING UTILIZED	<u>300</u>	SQUARE FEET
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TOTAL SQUARE FEET	<u>900</u>	SQUARE FEET
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38,476 FILE INCHES X 120 AVERAGE DOCUMENTS PER INCH	=	4,617,120	DOCUMENTS
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4,617,120 DOCUMENTS X \$.03 SAVINGS PER DOCUMENT	=	\$138,513.60
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LESS 23% *** (SEE FOLLOWING NOTATION)		<u>31,858.12</u>
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TOTAL SAVINGS	\$106,655.48
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\$106,655.48 DIVIDED BY 10 YEARS = \$10,665.54 SAVINGS PER YEAR.

FACTS (CORRECTION FACTOR)

1. THE AVERAGE LEGAL COURT FILE CONTAINS 30 SHEETS OF PAPER - SOME LEGAL, SOME LETTER SIZE.
2. IN THE AVERAGE CASE FILE, 36% OF PAPER IS EITHER ON LETTER SIZE OR COULD HAVE BEEN ON LETTER SIZE; OR 11 SHEETS OF THE 30 COULD BE ON STANDARD SIZE PAPER.
3. THE REMAINING 64% (19 SHEETS) ARE ON FULL LEGAL SIZE PAPER.
4. TYPING THESE 19 LEGAL SIZE SHEETS ON STANDARD SIZE PAPER REQUIRES 36% (7 SHEETS) MORE OF REGULAR SIZE PAPER.
5. THUS, THE FILE INCREASED IN SIZE BY $11 + 19 + 7 = 37$ SHEETS (23%)

THEREFORE, THE TOTAL COST SAVINGS SHOWN BY CHANGING FROM LEGAL TO STANDARD SIZE PAPER SHOULD BE REDUCED BY 23% BECAUSE OF THE ADDITIONAL NUMBER OF SHEETS REQUIRED TO CONVERT TO STANDARD PAPER AND THE INCREASE IN FILE SIZE (SPACE).

IN CONCLUSION

THE COMBINED NUMBER OF FILES ON RECORD IN OTHER DEPARTMENTS IN THE WYANDOTTE COUNTY DISTRICT COURT (CRIMINAL, PROBATE, JUVENILE, LIMITED ADULTS, PROBATION, ETC.) IS 2.9 TIMES THE NUMBER OF FILES IN THE CIVIL DEPARTMENT.

THEREFORE, THE YEARLY AVERAGE SAVINGS TO THIS COURT WOULD BE \$30,930.06

IN A PROJECTED STATE WIDE SAVINGS IN THE COURTS ON THE BASIS OF CASES FILED PER COURT PER YEAR, THE STATE WOULD REALIZE A SAVINGS OF \$247,440.48 *PER YEAR.*

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WYANDOTTE CY DISTRICT COURT CIVIL DEPT.
FILE MANAGEMENT SYSTEM SYSTEM FINANCIAL ANALYSIS

I. EVALUATION CRITERIA

SYSTEM PRICE	\$2085
DEPRECIABLE LIFE (YEARS)	10
DEPRECIATION METHOD:	STRAIGHT LINE
GROWTH RATE FOR FILES	6%
TAX RATE	0%
CONVERSION PERIOD (MONTHS) FOR ACTIVE FILES	12
RESIDUAL VALUE	\$0
INFLATION COST FACTOR	8%
MINIMUM RETURN ON INVESTMENT	0%

II. SUMMARY OF FORECASTED ANNUAL SAVINGS

	YEAR				
	1	2	3	4	5
EXISTING SYSTEM COSTS	\$19084	\$21847	\$25011	\$28632	\$32778
FILE MANAGEMENT SYSTEM SYSTE	14562	16670	19084	21848	25011
CONVERSION-ACTIVE FILES	2261	0	0	0	0
SAVINGS	2261	5177	5927	6784	7767
LESS: DEPRECIATION	199	199	199	199	199
PRETAX SAVINGS	2062	4978	5728	6585	7568
LESS: TAXES @ 0%	0	0	0	0	0
AFTER TAX SAVINGS	\$2062	\$4978	\$5728	\$6585	\$7568

III. CALCULATION OF CASH FLOW

AFTER TAX SAVINGS	\$2062	\$4978	\$5728	\$6585	\$7568
PLUS: DEPRECIATION	199	199	199	199	199
RESIDUAL VALUE	0	0	0	0	0
AFTER TAX CASH FLOW	\$2261	\$5177	\$5927	\$6784	\$7767

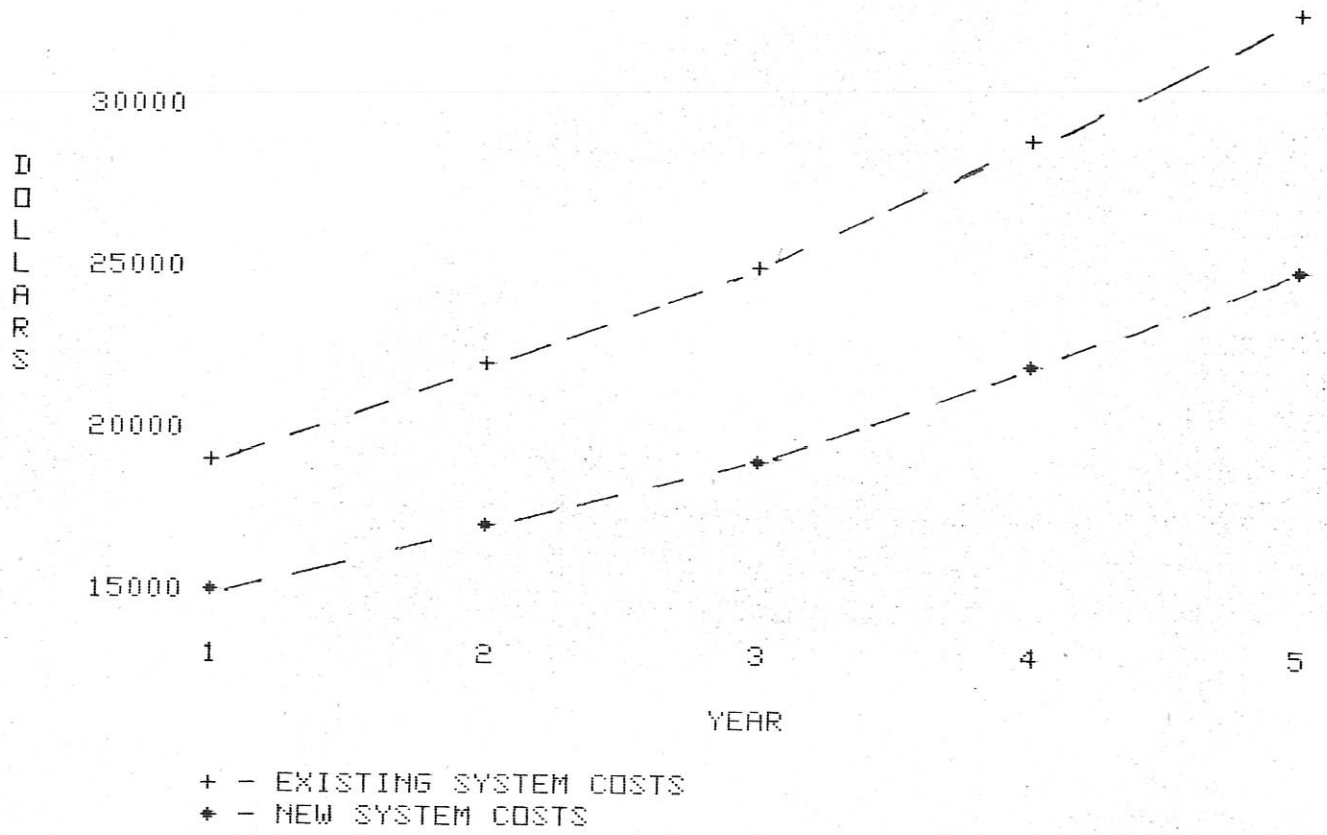
3M
MICROGRAPHIC PRODUCTS DIVISION

CONFIDENTIAL INFORMATION FOR WYANDOTTE CY DISTRICT COURT CIVIL DEPT. ONLY

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WYANDOTTE CY DISTRICT COURT CIVIL DEPT.
 FILE MANAGEMENT SYSTEM SYSTEM FINANCIAL ANALYSIS

I. COST COMPARISON



II. FINANCIAL SUMMARY

INVESTMENT	\$2085				
	YEAR				
	1	2	3	4	5
AFTER TAX CASH FLOW FOR 5 YEAR ANALYSIS	2261	5177	5927	6784	7767

ESTIMATED:	5 YEARS
INTERNAL RATE OF RETURN	166.35%
NET PRESENT VALUE @ 0%	\$25831.
PAYBACK PERIOD (YEARS)	.92