

**COUNTY OF LEHIGH, PENNSYLVANIA
COMMISSIONERS BILL 2016-05
SPONSORED BY COMMISSIONER CREIGHTON
REQUESTED DATE: FEBRUARY 17, 2016
ORDINANCE NO. 2016 -**

**AMENDING THE 2016-2020 LEHIGH COUNTY CAPITAL PLAN TO
INCLUDE UPGRADES TO TYLER ODYSSEY'S ELECTRONIC FILING
ALLOWING ELECTRONIC NOTICING AND ELECTRONIC SIGNATURES**

WHEREAS, §708 of the Home Rule Charter and §602.1 of the Administrative Code of the County of Lehigh, Pennsylvania provide for a five-year capital planning procedure; and

WHEREAS, Court Administration wishes to upgrade Tyler Odyssey to provide eNotices and eSignatures; and

WHEREAS, the benefit from eNotices include: reduced time and cost for mailing paper notices, parties receive information more quickly, less time consuming for the Clerk's Office, and the Clerks and/or Judges gain real-time access to notification history; and

WHEREAS, the benefits to eSignatures include: reduced paper documents, automatic docketing of final executed documents and alerts when documents are altered after signature; and

WHEREAS, pursuant to the Administrative Code, an amendment to the 2016-2020 Capital Plan is necessary to include these projects; and

WHEREAS, Ordinance approval is required to amend the Capital Plan.

NOW, THEREFORE, IT IS HEREBY ENACTED AND ORDAINED BY

**THE BOARD OF COMMISSIONERS OF THE COUNTY OF LEHIGH,
PENNSYLVANIA, THAT:**

1. The foregoing WHEREAS clauses are incorporated herein as if set forth in their entirety.
2. The 2016-2020 Lehigh County Capital Plan is hereby amended to include the upgrade to Tyler Odyssey, as described in Exhibit "A" attached hereto.
3. The proper officers and other personnel of Lehigh County are hereby authorized and empowered to take all such further action, including any necessary transfers of funds, and execute additional documents as they may deem appropriate to carry out the purpose of this Ordinance.
4. The County Executive shall distribute copies of this Ordinance to the proper officers and other personnel of Lehigh County whose further action is required to achieve the purpose of this Ordinance.
5. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed insofar as the same affects this Ordinance.
6. This Ordinance shall become effective in ten (10) days after enactment.

ADOPTED this _____ day of _____, 2016 by the
following vote:

Commissioners

AYE

NAY

Geoff Brace
Thomas C. Creighton, III
Percy H. Dougherty
Dan Hartzell
Amanda Holt
David S. Jones, Sr.
Marty Nothstein
Brad Osborne
Michael P. Schware

ATTEST: _____
Clerk to the Board of Commissioners

APPROVED this _____ day of _____, 2016.

Thomas S. Muller
Lehigh County Executive

ENACTED this _____ day of _____, 2016.

AMENDED CAPITAL PLAN PROJECT FOR 2016-2020

Number 110 Title Electronic Filing DOB 100100

Contact William Berndt Dept./Office/Bureau 100100 Court Administration

Est. source IT proposal Type Enhancement Status Upgrade

Annual cost		Component cost		Funding source(s)	
2016	\$72,872	Construction	\$0	Finance	\$0
2017	\$0	Contingency	\$0	Bridge Fund	\$0
2018	\$0	Development	\$0	Operating	\$0
2019	\$0	Engineering	\$0	Other Revenue/Grants	\$72,872
2020	\$0	Furniture/Equip	\$0	Parks Fund	\$0
		Land	\$0		
		Other Exp	\$72,872		

5-year total \$72,872 Component total \$72,872 Revenue total \$72,872

Description

eNotices
Tyler Odyssey's eNotices feature provides users the ability to distribute notices electronically eliminating the need to mail paper notices saving time, paper, and money. The email of electronic notices are integrated within the Odyssey application and include a hyperlink for the receiving party to view the PDF document.
The key benefits include reduced time and cost for mailing paper notices, attorney or party receive information about scheduled or cancelled hearings more quickly, eliminates additional steps needed for the clerk to process or send notices to the attorney or party, and enables clerks and judges to gain real-time access to notification history.

eSignatures
Tyler Odyssey's Electronic Signatures module allows clerks and judges to place an electronic signature on forms that are generated within the Odyssey application eliminating the need to print the form, physically sign the form, scan it back into Odyssey, and attach it to an event.
The key benefits include reducing the need to print paper to sign for court generated documents, automatic docketing of final signed documents, and alerts when documents are altered after signature.

Justification

The benefits of electronic noticing include reduced time and cost for mailing paper notices, the parties receive information about scheduled or canceled court hearings more quickly, eliminates additional steps needed for the clerk to process and send notices to the parties, and enables clerks and judges to gain real-time access to notification history. The benefits of electronic signatures includes reducing the need to print paper to be signed for court generated documents, automatic docketing of final signed documents, and alerts when documents are altered after signature. (Funding source is the fee paid electronics filing module of the Records Improvement Fund. The current balance of this module is \$391,217.)

EXHIBIT

A