



KEN BURKE

**CLERK OF THE CIRCUIT
COURT**

**FY08 Budget
Information Session
May 17, 2007**

ROLE OF THE CLERK



Clerk of Circuit and County Court

Recorder of Deeds

*Clerk and Accountant for the Board of County
Commissioners*

Custodian of County Funds

County Auditor

CLERK'S MISSION STATEMENT

Core Mission

Provide Customer Satisfaction

Motto

Customer Service Excellence

Commitment to the Work

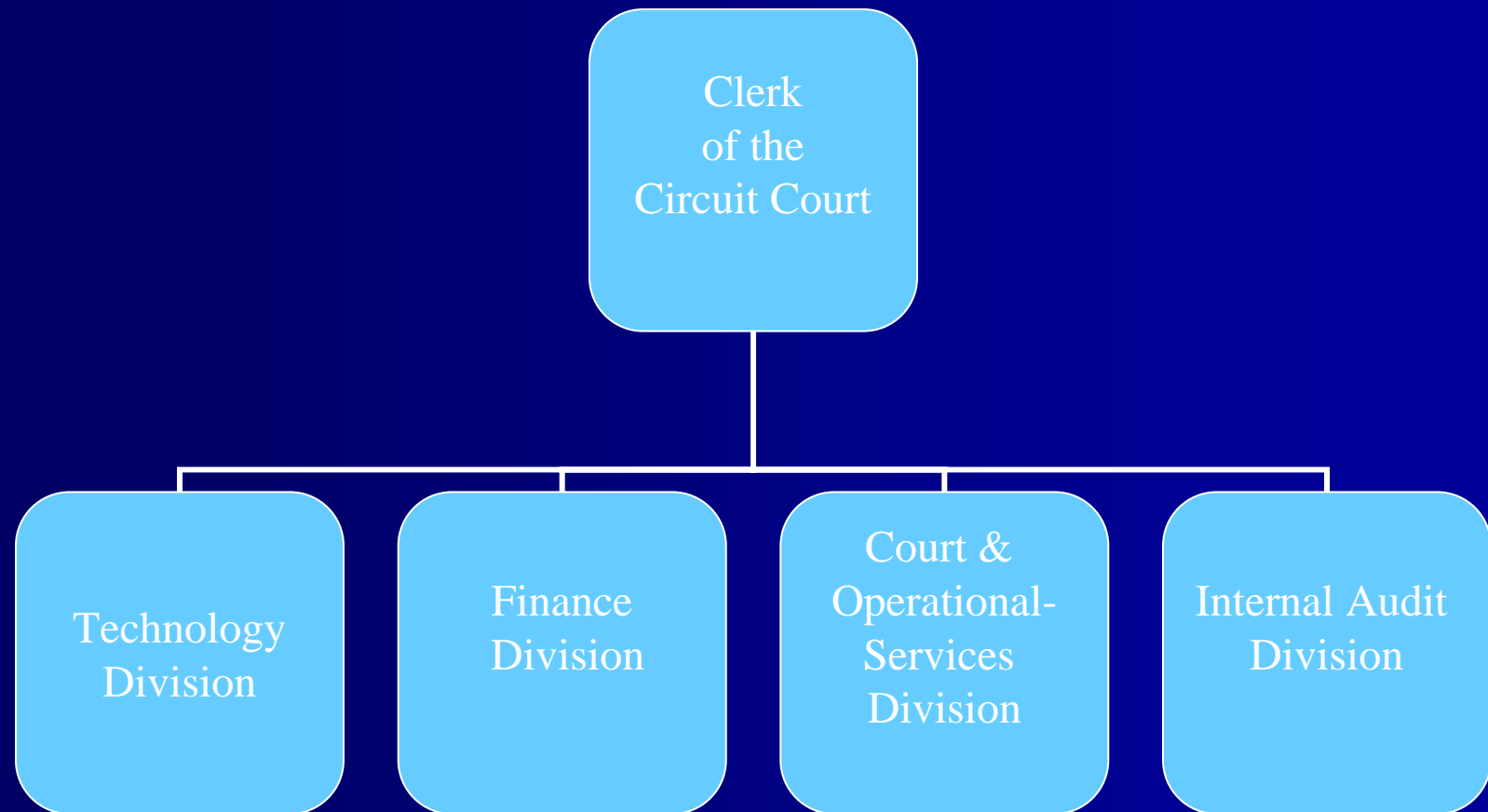
Compassion for One Another

Office Direction/Highlights

Strategic Pillars

- Customer satisfaction
- Change management
- Employee Development
- Coordination of entities
- Proactive Excellence

Organization Chart



Objectives/Goals

- Continue phased implementation of the Oracle financial and payroll applications.
- Implement new Board Investment Policy, once approved, to maximize yields & develop enhanced cash forecasting methods.
- Enhance information to customers on the Internet site by providing vendor inquiry system, W-9 forms, etc. reducing customer calls to office & staff research & follow up time
- Continue development of Finance Division Intranet pages to include areas of responsibility, financial policies pertinent to departments, forms, contact information, FAQ's, etc.
- Evaluate staff skills and develop a training program to enhance employee development and succession planning.

Objectives/Goals

- Collaborate with Board Departments to enhance grants management and reporting, agenda automation, implement SAP customer information system, etc.
- Identify and implement ways to streamline year end closing, audit and annual financial reporting process.
- Enhance content and frequency of training programs offered to customers.
- Continue development of an electronic document management system to be accessible through the intranet by employees.
- Continue enhancing electronic scheduling for VAB so that Board Records can effectively handle all scheduling.

Objectives/Goals

- Build up effectiveness of Internal Audit Services & promote citizen awareness
- Develop continuous auditing program
- Enhance audit selection process
- New Print Shop Application for online ordering, managing Print Shop supplies and automated billing
- New Records Center
- Utilization of Trakman software for keeping records/ indexes for cases converted to microfilm

Objectives/Goals

- Achieve 100% participation from the County Agencies in use of four color press
- E-Filing Statewide Portal
- Civil Case Management System
- Establishment of Citizens Self Help Center
- Small Claims Video Part II
- Traffic Images to Attorney of Record

Objectives/Goals

- Trakman-Criminal
- Redaction Completion
- 24 hour turnaround time for recordable documents
- Issuance of Passport Photographs

Accomplishments

- Began pilot program for automated records management system for Board Records making records available online to internal customers
- Began planning for phased implementation of the Oracle financial applications to maximize resources over the next few years
- Collaborated with Utilities, Property Appraiser and Tax Collector on implementing uniform collection method for solid waste collection assessments for Lealman area

Accomplishments

- Currently collaborating on revising investment policies to maximize yields and develop enhanced cash forecasting methods (to be presented to Board this summer)
- Collaborated on revising financial policies on such things as incentives and awards and contract review
- Completed migration from Clerk's separate mainframe for official financial records to IT's mainframe in June 06.
- Collaborating with OMB and Personnel Department on OPEB planning and implementation

Accomplishments

- Coordinated the first change in external auditors for the County in 15 years
- Received the 25th consecutive award for achievement in excellence in financial reporting for the County from GFOA
- Finance recently issued the first Annual Popular Report & applied for award from GFOA

Accomplishments

- Internal Audit Department received a clean opinion from external quality assessment review
- Internal Audit Department converted to paperless audits
- Internal Audit Department established the fraud waste, & abuse hotline & public integrity unit
- Internal Audit developed role in guardianships to increase oversight of those unable to take care of themselves
- Reorganization of Clerk's Technology under one Division

Accomplishments

- Printing Services purchased a four color press to yield future savings to County for printing services
- Increased the number of courier stops serving County government and renovated mail room
- Hardening of Records Center for Disaster Preparedness
- Began developing a long term strategic plan for the Office
- Held In-Service Day unifying all Clerk's employees
- Began providing notary public Services in all departments

Accomplishments

- Community Outreach Efforts
- Establishment of Call Centers
- On-line Images
 - Deeds, Mortgages, Judgments, etc...
- Redaction
 - Redaction contract for back file and go forward applications of Social Security Numbers, bank, credit, debit and charge card information
- Automation of Tax Deeds-Tribute Software
- Auto-Indexing Software

Accomplishments

- Paperless Courts
 - Image Viewer utilized by two Traffic Judges
- Traffic Imaging
 - Electronic Transmission of data from Sheriff and municipalities
- Juvenile In-Court Docketing
- Enhancement of Jury Management Services-Same Day Pay
- Kiosks for Payment of Fines
 - Effort with the Tax Collector

Accomplishments

- Small Claims Video – Part I
- Probate Images to Attorney of Record
- Attorney Email Accounts
- Trakman File Tracking
 - Probate
 - Civil
- Issued Clerk's First Annual Report

Budget Overview

<u>FY 06/07</u>	<u>FY 07/08</u>	<u>Change</u>	<u>%</u>
\$15,008,720	\$15,408,990	400,270	2.67

Continuation Budget

15,308,890	300,170	2.00
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Issue

100,100	100,100	.67
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Budget Overview

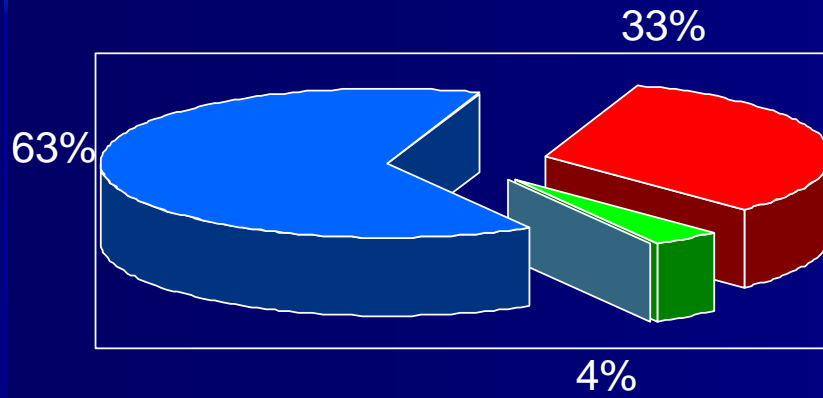
- ***Personal Services*** increased by \$681,080 or 7.1%
 - salary and benefits increases and two new Information Specialist positions to support the testing and planning of CJIS II for \$100,100.
- ***Operating Expenses*** decreased by \$245,450 or -5.0%
 - reduction in internal services charges from Information Technology.
- ***Capital Outlay*** decreased by \$35,360 or -6.2%
 - primarily due to non recurring capital expenses in FY07.

Budget Summary

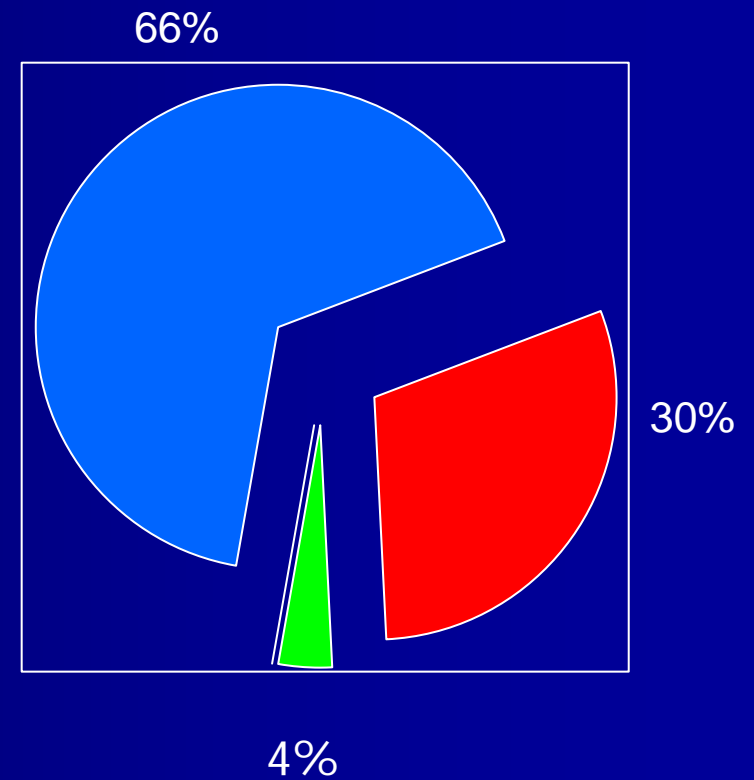
	FY07 Budget	FY08 Request	Variance	%
Personal Services	9,541,730	10,222,810	681,080	7.14
Operating Expenses	4,892,010	4,646,560	(245,450)	-5.02
Capital Outlay	574,980	539,620	(35,360)	-6.15
Transfers	0			
Reserves	0			
<i>Totals</i>	<i>15,008,720</i>	<i>15,408,990</i>	<i>400,270</i>	<i>2.67</i>

Budget Summary Chart

FY07 Request



FY08 Request



Revenues/Fees Summary

For Deposit to the General Fund

Recording fees for Court Technology (\$2)	\$2,943,400
Court Related Revenue	4,987,490
Fines and interest	<u>122,130</u>
	<u>8,053,020</u>
 Recording (excess fees)	 <u>331,950</u>
 Total General Fund Revenue Estimates	 <u>\$8,384,970</u>

Revenues/Fees Summary

For Deposit to Special Revenue Funds

Fund 0215	School Crossing Guard Trust	\$	4,500
Fund 0217	Intergov'tl Radio Communications		1,195,300
Fund 0286	Alcohol and Drug Abuse Trust		<u>42,150</u>

Total Special Revenue Fund

Revenue Estimates

\$1,241,950

Summary of Programs

<u>Department Name</u>	<u>Budget Allocation \$)</u>
■ Clerk's Administration	\$ 228,750
■ Printing, Mail and Courier Services	2,120,720
■ Finance	5,484,750
■ Clerk's Accounting	67,880
■ Court & Operational Services Administration	142,970
■ Records Management Services	263,940

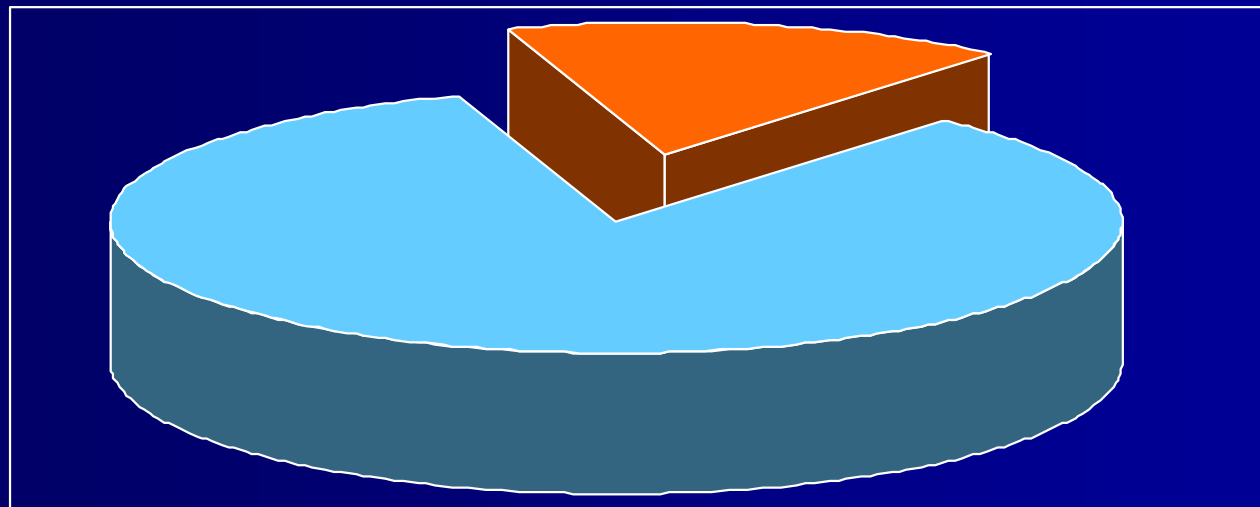
Summary of Programs

<u>Department Name</u>	<u>Budget Allocation \$)</u>
■ BCC Records	
Management Services	\$ 1,033,730
■ Technology-Crt &	
Operational Services	2,586,970
■ Technology FIS	1,941,940
■ Internal Audit Division	<u>1,537,340</u>
Total	<u>\$15,408,990</u>

Program Assignment Chart

Strategic Focus Area:

\$2.5 million - 16%



\$12.9
million
84%

■ Mandatory

■ Administrative

New Program Changes

Program/ Service	Fiscal Impact	FTE's	Effect
Information System Specialists	\$100,100	2	Add two Information System Specialists to support the planning and testing of the CJIS II system
<i>Totals</i>	<i>\$100,100</i>	<i>2</i>	

Future Service Delivery Opportunities/Challenges

- Proactively collaborating with Board departments and other agencies to improve methods of service delivery to customers
- Self service applications for employees, vendors and citizens via intra/internet
- Maintaining security and integrity of online records
- Developing and training employees to meet future needs in an electronic era & for succession planning purposes
- Oracle implementation and support



QUESTIONS / COMMENTS