

## CLERK OF THE CIRCUIT COURT

Pursuant to Revision 7 of Article V, the Clerk has three distinct functions--recording legal documents such as real estate transfers, providing record keeping support for the court system, and providing services to the Board of County Commissioners. This analysis reflects only the Clerk's responsibilities to the Board of County Commissioners. The Clerk's court responsibilities are accounted for separately as a Fee Officer. The recording function is also supported by fees and the county receives excess fees from the Clerk.

### 0101 GENERAL FUND

#### Department Revenues by Fund / Account

	FY09 Budget	FY09 Projection	FY10 Request
0101 GENERAL FUND TAX SUPPORT	11,750,580	11,310,990	9,583,570
COURT REVENUES	785,630	877,160	825,220
FINES AND FORFEITURES	90,300	62,430	57,320
INTEREST EARNINGS	2,950	-	-
<b>TOTAL REVENUES</b>	<b>12,629,460</b>	<b>12,250,580</b>	<b>10,466,110</b>
GENERAL FUND TAX SUPPORT	93%		92%

#### Department Expenditures by Fund / Cost Center

	FY09 Budget	FY09 Projection	FY10 Request
0101 1201000 CLERK ADMINISTRATION	180,540	183,190	175,540
1204100 PRINTING SERVICES-PRINTSHOP	934,990	855,880	662,810
1204200 PRINTING SERVICES-MAILROOM	975,440	985,650	809,250
1205000 FINANCE DIVISION	4,044,210	3,933,260	3,562,510
1205200 FINANCE DIVISION-BOARD RECORDS	817,570	793,040	632,280
1210000 CLERK'S ACCOUNTING	54,720	53,740	44,180
1221000 COURT & OPERATIONAL SERVICES	194,230	167,840	160,210
1224000 RECORDS MANAGEMENT SERVICES	63,100	31,640	93,840
1224100 BCC RECORDS MANAGEMENT	863,490	837,240	616,460
1227100 TECHNOLOGY - COURT & OPERATIONAL SVCS	1,766,830	1,640,310	1,405,310
1227200 TECHNOLOGY - FIS	1,318,370	1,273,840	1,063,300
1231000 INTERNAL AUDIT DIVISION	1,415,970	1,494,950	1,240,420
<b>TOTAL EXPENDITURES</b>	<b>12,629,460</b>	<b>12,250,580</b>	<b>10,466,110</b>

#### Personnel Summary

County-Funded Permanent Full-Time Positions	132	109
Fee-Funded Permanent Full-Time Positions*	512	TBD *

#### Target Reconciliation

FY09 Projection Target of 97%	97%
FY10 Budget Request Target of \$10,289,740	\$10,466,110
	19%

#### CLERK OF THE CIRCUIT COURT TOTAL BUDGET

	FY09 Budget	FY10 Request
Board Support (Board functions listed above)	12,629,460	10,466,110
Recording (Legal Documents pursuant to Revision 7)	5,638,830	TBD *
Court Fund (All court records and case files)	28,252,090	TBD *
Modernization Trust funds	3,411,650	TBD *
<b>Total Clerk Budget</b>	<b>49,932,030</b>	

\* The FY10 totals for the non-Board funded budgets will not be finalized until after the Governor signs or vetoes all FY10 legislation and the Clerk completes his budget based on that action. In addition, the Clerk's non-board budget is submitted to Florida Clerks of Court Operations Corporation for approval in late August. The non-board functions of the Clerk are not reflected in the Board's budget or financial records and do not affect the General Fund support of the Clerk's board functions.

Pinellas County FY10 Budget Development

Major Program Budget Service Level Changes

**Clerk of the Circuit Court—Board of County Commissioners Functions**

<b><u>Program/Service</u></b>	<b><u>Financial Impact</u></b>	<b><u>FTE</u></b>	<b><u>Result</u></b>
Various	(\$1,181,720)	(23)	Twenty-three (23) positions will be eliminated in the FY10 budget.
Administrative	(\$981,630)	-	tbd
<b>Total</b>	<b>(\$2,163,350)</b>	-	

## Pinellas County FY10 Budget Development

### Budget Summary Analysis

#### **SFA: Effective Government**

#### **Department: Clerk of the Circuit Court—Board of County Commissioners Functions**

#### **Fund 0101 – General Fund – Clerk of the Circuit Court**

- The FY09 Projection meets the target of 97% of FY09 Budget. FY09 Projection is \$12,250,580 or 97% of the FY09 Budget.
- The FY10 Request does not meet the target of \$10,289,740. The FY10 Request is \$10,466,110 (19%), or \$176,370 over target.
  - The FY10 Request includes reductions of \$2,163,350, consisting of 23 positions, and reduced operating and capital expenditures.
- The Clerk of the Circuit Court collects court-related general fund fee revenues on behalf of the Board of County Commissioners. For FY09, those revenues are projected to be 7% higher than the FY09 budget. For FY10 they are projected to be the same as FY09 budget.
- During FY10, the workload of the Clerk's Finance and Technology divisions will be significantly affected by the OPUS (Oracle Project Unified Solution) implementation effort. The OPUS budget is contained in the Business Technology Services Fund.

**Name of Department: CLERK OF THE COURT**  
**Strategic Focus Area: EFFECTIVE GOVERNMENT**

Program	Classification	Description	FY10 Total Program Allocation (\$)	FTE's	FY10 (2nd Year) Program Revenue (\$)	Performance Measures	Estimated FY10
<b>Clerk to Board Functions</b>							
Finance Division	Mandatory	The Clerk serves as the accountant of the Board of County Commissioners pursuant to the Florida Constitution. The Finance Division is responsible for maintaining the official financial records and preparing reports for all monies received and disbursed by the Board. As custodian of county funds, the Clerk through the Finance Division ensures that County assets are safeguarded and that all transactions are properly recorded to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and applicable laws and regulations	\$3,562,510	42.00	N/A	Deposits w/l 1 business day Invoices paid w/l 5 business days Payroll disbursement accuracy rate Month end reports w/l 6 business days Contracts reviewed w/l 2 business days CAFR completed within six months of fiscal year end Bank reconciliation completed within 30 days of month end	95.00% 95.00% 99.00% 98.00% 95.00% 100.00% 100.00%
Board Records	Mandatory	The Clerk serves as the recordkeeper of the Board of County Commissioners pursuant to the Florida Constitution. Board Records attends, records and prepare minutes of all meetings of the Board of County Commissioners and other designated County Boards and Committees. In the Clerk to Board capacity, the Clerk maintains legal custody of the Board seal and performs the attest functions for Board approved documents. Board Records maintains an automated repository of all of the official actions of the Board including ordinances, resolutions, contracts, etc.	\$632,280	10.00		BCC meeting minutes w/l 14 business days BCC meeting documents posted to document management system within 10 business days of meeting VAB hearings scheduled in timeframe required by statute Ordinances filed with the State in timeframe required by statute Bank recons completed w/l 30 days	95.00% 95.00% 100.00% 100.00% 100.00%
Clerk's Accounting	Mandatory	Clerk's Accounting collects and disburses court related and recording revenue that is ultimately disbursed by the Clerk (the Board share only) to the Board of County Commissioners pursuant to the Florida Constitution. This department is responsible for ensuring adequate controls are maintained over the above collections and disbursements.	\$44,180	0.55	N/A	Revenue collected distributed to Government Agency by due date Month end financial reports produced by 4th working day Proper classification of revenue due to Board Data processing requests submitted within one week of being notified of a need for change	100.00% 90.00% 100.00% 95.00%
Internal Audit	Mandatory	Internal Audit is responsible for auditing operations of the Board of County Commissioners, the Clerk of the Circuit Court, contractors doing business with the county, and county revenue sources. Internal auditing is an independent objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.	\$1,240,420	12.00	N/A	% of annual planned audited initiated.  % of reported audit recommendations implemented and/or partially implemented by management % of guardianship accountings reviewed.	90.00%  95.00% 15.00%
Court and Operational Services	Essential	This department is responsible for the administrative oversight of all court, recording, branch office and records management, printing services and purchasing functions within the Clerk's Office. The budget here only reflect the prorata share related to the Board funded operations.	\$160,210	1.50	N/A	Total operating expenditures expended within budget constraints  Accuracy within departments Positive customer service satisfaction Timeliness in turnaround times	100.00%  99.00% 100.00% 99.00%

**Name of Department:** CLERK OF THE COURT  
**Strategic Focus Area:** EFFECTIVE GOVERNMENT

Program	Classification	Description	FY10 Total Program Allocation (\$)	FTE's	FY10 (2nd Year) Program Revenue (\$)	Performance Measures	Estimated FY10
<b>Clerk to Board Functions</b>							
Records Management	Mandatory	The Records Management Services Records Center offers a variety of cost-effective services to Clerk's Departments and other associated areas which include: Storage of semi /inactive records; microfilming; retrieval and delivery of records upon request; inventory and tracking of records; and coordination with the State Bureau of Archives and Records Management for destruction of records when retention requirements have been met. Final Steps are underway as of Spring 2009 to combine the Records Management Services Record Center with BCC Records Management into one consolidated records department to be know as the Clerk's Records and Information Mangement Department.	\$93,840	1.05	N/A	Restructure/Reorganize warehouse	100.00%
						Maintain warehousing of County-related records	100.00%
						Assist with maintenance of County-related records	100.00%
BCC Records Management	Mandatory	The BCC Record's Management Department is responsible for assisting departments and independent agencies under the Board of County Commissioners in handling their information in the most efficient and economical way possible, whether in paper or magnetic medium. Services provided include training user agencies on the principles of sound records management, understanding and following the State of Florida's Public Records Retention Schedules, and evaluation of emerging office technologies. The department provides offsite storage and retrieval of documents and if necessary, conversion to microfilm or electronic media, prior to final disposition. Final steps are underway as of Spring 2009 to combine the Records Management Services Record center with BCC Records Management into one consolidated records department.	\$616,460	8.45	N/A	Surveyed customers satisfied with Records Management	98.40%
						Boxes imaged/microfilmed in 30 days	95.00%
						Department records inventoried for compliance	10.00%
Clerk's Technology-Court and Operational Services	Mandatory	This department is responsible for providing Technology support for the criminal justice information system under the Clerk's responsibility as required under Article V, Revision 7 to be funded by the Board. Costs here also includes the prorata share of technology support to the board funded administrative and records management functions describe within this document.	\$1,405,310	3.78	N/A	Measure number of positions eliminated from Paperless County initiatives. Do more with less.	100.00%
						Measure number of positions eliminated from deployment of OnCore E-record work flow. Do more with less.	100.00%
						Increase deployment of VDI thin client terminals during the year	20 more
						Deploy new hardware within 30 days of receipt.	97.00%
Printing Services - Printshop	Essential	The Printshop function provides cost efficient printing services to county government agencies internal departments and some local government agencies.	\$662,810	8.60	N/A	Clerk's Printing Services survey cards in excellent and very good category	97.00%
						Print Orders completed timely and accurately	99.55%
Printing Services - Mailroom	Essential	The Mailroom function is responsible for mail distribution and courier services to county government agencies and internal departments	\$809,250	12.90	N/A	Clerk's Mail Services survey cards in excellent and very good category	100.00%
						Metered mail completed timely and accurately	99.98%

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Strategic Focus Area: **EFFECTIVE GOVERNMENT**

Program	Classification	Description	FY10 Total Program Allocation (\$)	FTE's	FY10 (2nd Year) Program Revenue (\$)	Performance Measures	Estimated FY10
<b>Clerk to Board Functions</b>							
Clerk's Technology - Financial Services	Mandatory	Clerk's Technology is responsible for supporting the information systems utilized by the Finance Division, including the official financial information system for the Board and the Clerk. This responsibility is supported by 2 groups: 1) Applications development and support and 2) desktop, local area network and connectivity support.	\$1,063,300	7.20	N/A	Maintain the legacy Infor system readiness and integrity during normal business hours.	99.00%
						Handle Finance Division service requests (SRs) to the satisfaction of the customer being serviced. (Based on SR opportunities)	95.00%
						Never to delay the normal check production cycle	100.00%
						Ensure 75% of programming staff have Oracler R12 training to assist w/ conversions, interfaces and day to day support	100.00%
<b>Administration</b>							
Administration	Essential	Clerk Administration is responsible for maintaining office wide policies and procedures, employment information, and internal records for the entire Clerk's Office.	\$175,540	1.35	N/A	N/A	
<b>TOTALS</b>			<b>\$10,466,110</b>	<b>109.38</b>	<b>N/A</b>		

## Pinellas County FY10 Budget Development - Growth Trends - 5-Year History

### Clerk of the Circuit Court (Clerk's responsibilities to the BCC only)

Year	Adopted Budget	Increase (Decrease) from Previous Year	Percent Change from Previous Year	Positions	Increase (Decrease) from Previous Year	Percent Staff Change From Previous Year
2006	\$13,041,020	\$1,337,080	11.4%	125	5	4.2%
2007*	\$15,008,720	\$1,967,700	15.1%	142	17	13.6%
2008	\$13,754,570	(\$1,254,150)	-8.4%	144	2	1.4%
2009	\$12,629,460	(\$1,125,110)	-8.2%	132	-12	-8.3%
2010	\$10,466,110	(\$2,163,350)	-17.1%	109	-23	-17.4%

\*Includes 14 positions transferred from the BCC to the Clerk for the BCC Records Management Function.

