

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 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. The Clerk maintains the details of the requested operating budget.

0101 GENERAL FUND

Department Revenues by Fund / Account

	FY08 Budget	FY08 Projection	FY09 Request
0101 GENERAL FUND TAX SUPPORT	\$ 12,582,310	\$ 12,419,930	\$ 11,753,530
COURT REVENUES	1,071,900	825,810	785,630
FINES AND FORFEITURES	97,410	95,060	90,300
INTEREST EARNINGS	2,950	160	-
TOTAL REVENUES	\$ 13,754,570	\$ 13,340,960	\$ 12,629,460
GENERAL FUND TAX SUPPORT	91.5%		93.1%

Department Expenditures by Fund / Cost Center

	FY08 Budget	FY08 Projection	FY09 Request
0101 1201000 CLERK ADMINISTRATION	\$ 230,010	\$ 230,650	\$ 180,540
1204000 PRINTING SERVICES	1,907,590	-	-
1204100 PRINTING SERVICES-PRINTSHOP	-	898,360	934,990
1204200 PRINTING SERVICES-MAILROOM	-	979,570	975,440
1205000 FINANCE DIVISION	5,174,030	5,045,810	4,861,780
1210000 CLERK'S ACCOUNTING	67,150	61,870	54,720
1221000 COURT & OPERATIONAL SERVICES	143,220	208,090	194,230
1224000 RECORDS MANAGEMENT SERVICES	65,980	51,260	63,100
1224100 BCC RECORDS MANAGEMENT	976,150	880,100	863,490
1227100 TECHNOLOGY - COURT & OPERATIONAL SVCS	2,063,430	2,001,450	1,766,830
1227200 TECHNOLOGY - FIS	1,616,170	1,536,550	1,318,370
1231000 INTERNAL AUDIT DIVISION	1,510,840	1,447,250	1,415,970
TOTAL EXPENDITURES	\$ 13,754,570	\$ 13,340,960	\$ 12,629,460
Savings from reduction in office space: Cleveland St			(35,960)
Savings from reduction in office space: Osceola St			(38,580)
			\$ 12,554,920

Personnel Summary

County-Funded Permanent Full-Time Positions	144	132
Fee-Funded Permanent Full-Time Positions	524	516

Target Reconciliation

FY08 Projection Target of 97%	97.0%
FY09 Budget Request Target of \$12,472,060	\$12,554,920

TOTAL CLERK BUDGET

	FY08 Budget	FY09 Request
Board Support (Board functions listed above)	\$ 13,754,570	\$ 12,629,460
Recording (Legal Documents pursuant to Revision 7)	8,568,330	5,290,990 *
Court Fund (All court records and case files)	25,778,820	27,520,310 *
Modernization Trust funds	4,713,360	3,360,410 *
Total Clerk Budget	\$ 52,815,080	\$ 48,801,170
County Portion of Total Budget	26.0%	25.9%

* The totals for the nonBoard funded budgets are preliminary and will not be finalized until late August, after the Court Budget has been submitted to CCOC for approval.

Pinellas County FY09 Budget Development

Major Program Budget Service Level Changes

Clerk of the Circuit Court

<u>Program/Service</u>	<u>Financial Impact</u>	<u>FTE</u>	<u>Result</u>
Various	(\$444,110)	(12)	Elimination of 10 positions, reallocation of 2 positions moving from Board to Court function, and reduction of merit increases to 0-3% for both classified and exempt positions
Various	(\$570,720)	-	Reduction in planned operating expenses for projects, contractual labor, communication services, non-project-related travel and training, office supplies, subscription and membership fees
Various	(\$110,280)	-	Reduction in planned capital expenditures
Various	(\$74,540)	-	Consolidation of office space
Total	<u>(\$1,199,650)</u>	<u>(12)</u>	

Pinellas County FY09 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 FY08 Projection meets the target of 97% of FY08 Budget. FY08 Projection is \$13,340,960 or 97.0% of the FY08 Budget.
- The FY09 Request does not meet the target of \$12,472,060. The FY09 Request is \$12,554,920, or \$82,860 over target.
 - The FY09 Request includes reductions of 12 positions, reduced operating and capital expenditures, and consolidation of office space.
 - The Clerk of the Circuit Court collects court-related general fund fee revenues on behalf of the Board of County Commissioners. For FY08, those revenues are projected to be 14% lower than the FY08 budget. For FY09 they are projected to be 22% lower than FY08. These revenues are declining due to changes in the economy, causing reduced fee revenue.
 - During FY09, the workload of the Clerk's Finance and Technology divisions will be significantly affected by the OPUS (Oracle Project Unified Solution) implementation effort.

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

Program	Classification	Description	FY09 Total Program Allocation (\$)	FTE's	FY09 (2nd Year) Program Revenue (\$)	Performance Measures	Estimated FY09
Clerk to Board Functions							
Finance Division	Mandatory	The Clerk serves as the accountant and recordkeeper 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. Board Records attends, records and prepare minutes of all meetings of the Board of County Commissioners and other designated County Boards and Committees.	\$4,861,780	62.0	N/A	Deposits w/ 1 business day Invoice paid w/ 5 business days Payroll disbursement accuracy Month end reports w/ 6 business days Contracts reviewed w/ 2 business days BCC meeting minutes w/ 14 business days Bank recons completed w/ 30 days	95.00% 95.00% 99.00% 99.00% 95.00% 95.00% 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.	\$54,720	0.6	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.	\$1,415,970	14.0	N/A	% of annual planned audited initiated. % of reported audit recommendations implemented and/or partially implemented by management % of guardianship accountings reviewed.	90.00% 35.00% 10.00%
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.	\$194,230	1.5	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%
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.	\$63,100	1.0	N/A	Restructure/Reorganize warehouse Maintain warehousing of County-related records Assist with maintenance of County-related records	100.00% 100.00% 100.00%

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

Program	Classification	Description	FY09 Total Program Allocation (\$)	FTEs	FY09 (2nd Year) Program Revenue (\$)	Performance Measures	Estimated FY09
Clerk to Board Functions							
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.	\$863,490	11.0	N/A	Surveyed customers satisfied with Records Management	\$3.40%
						Boxes imaged/microfilmed in 30 days	\$5.00%
						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.	\$1,766,830	5.6	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%
						Measure growing trend of E-record and adjust marketing strategy. Monitor trend and results	100.00%
						Deploy new hardware within 30 days of receipt.	\$7.00%
Printing Services - Printshop	Essential	The Printshop function provides cost efficient printing services to county government agencies and internal departments	\$934,990	10.6	N/A	Clerk's Printing Services survey cards in excellent and very good category	\$7.00%
						Print Orders completed timely and accurately	\$9.55%
Printing Services - Mailroom	Essential	The Mailroom function is responsible for mail distribution and courier services to county government agencies and internal departments	\$975,440	16.9	N/A	Clerk's Mail Services survey cards in excellent and very good category	100.00%
						Metered mail completed timely and accurately	\$9.98%
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.	\$1,318,370	7.4	N/A	Maintain the legacy Infor system readiness and integrity during normal business hours.	\$9.00%
						Handle Finance Division service requests (SRs) to the satisfaction of the customer being serviced. (Based on SR opportunities)	\$5.00%
						Never to delay the normal check production cycle	100.00%
						Ensure 75% of programming staff have Basic Oracle training to assist w/ conversions and interfaces.	100.00%
Administration							
Administration	Essential	Clerk Administration is responsible for maintaining office wide policies and procedures, employment information, and internal records for the entire Clerk's Office.	\$180,540	1.4	N/A	N/A	
TOTALS			\$12,629,460	132.0	N/A		

Pinellas County FY09 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
2004	\$40,552,620	\$2,053,560	5.3%	614	0	0.0%
*2005	\$11,703,940	(\$28,848,680)	-71.1%	120	-494	-80.5%
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%

* Reflects the changes of Revision 7 to Article 5 of the Florida Constitution. Court functions are no longer funded by the BCC.

Clerk of the Circuit Court Budget 2004 - 2008

