



**KEN BURKE**

**CLERK OF THE CIRCUIT  
COURT**

**FY09 Budget  
Information Session  
June 5, 2008**

# 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

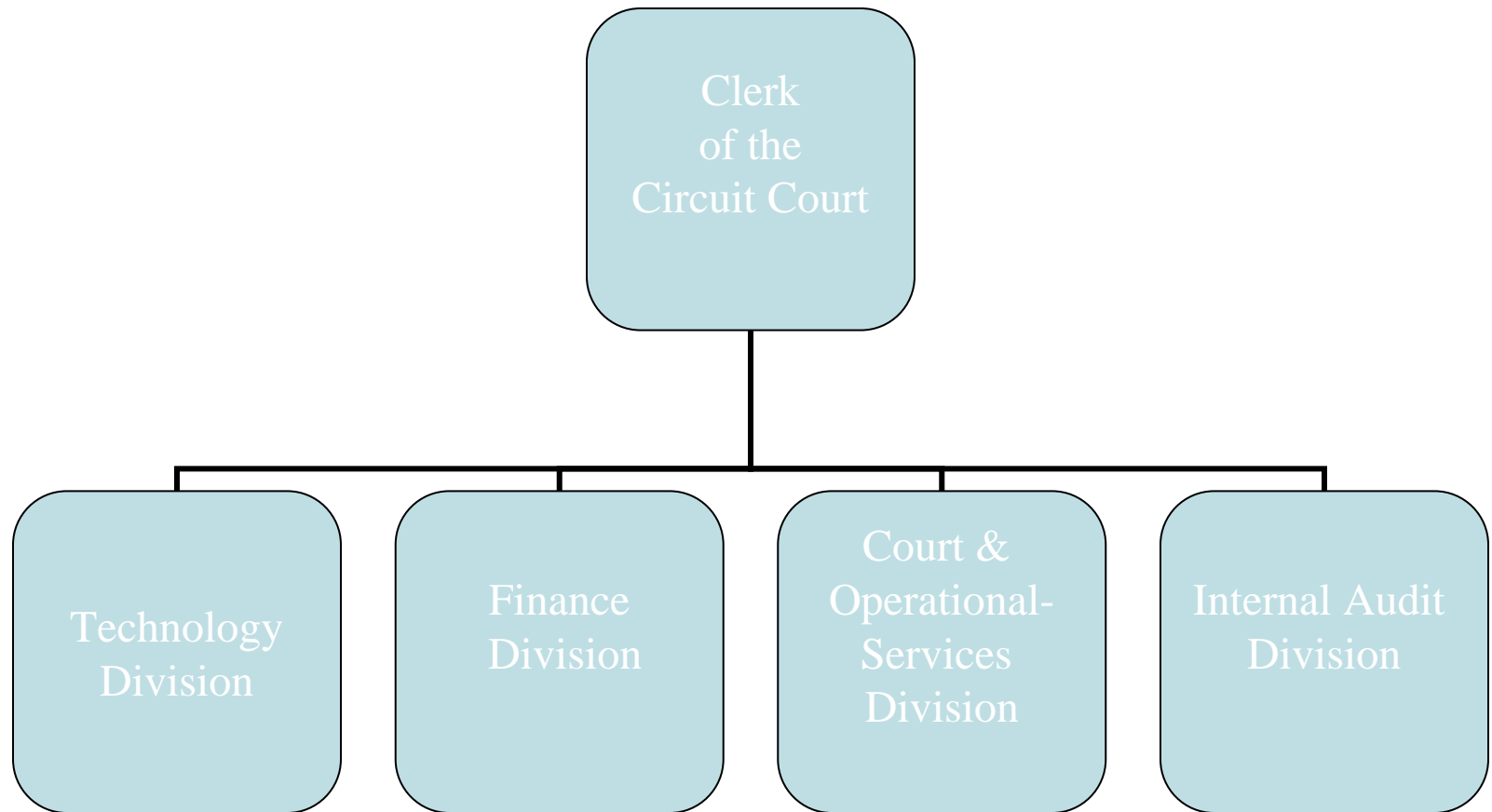
# **Clerk of the Circuit Court**

## **Office Direction**

### **Strategic Pillars**

- Customer Satisfaction
- Change Management
- Employee Development
- Coordination of Entities
- Proactive Excellence

# Clerk of the Circuit Court Organization Chart



# Clerk of the Circuit Court

## Finance Division

### GOAL

- Collaborate with Board departments to enhance operational efficiency

### ACCOMPLISHMENTS

- Participation on the Oracle Project Unified Solution (OPUS) team for implementation of the Oracle Financial and Human Resources/Payroll Business Suites
- Developed Oracle Time and Labor System to replace 3 separate timesheet systems and reduce duplication of effort
- Assumed responsibility for maintaining all accounting records for tangible personal property within the Oracle Fixed Assets application from the Board Purchasing Department
- Enhanced the content and frequency of training programs offered to our customers by all departments of the Finance Division

# Clerk of the Circuit Court

## Finance Division

### ACCOMPLISHMENTS (continued)

- SAP customer information system
- Vendor inquiry system via the Internet for Board and Clerk payments
- Credit card acceptance program
- Establishing Lealman solid waste collection assessment project

### GOAL

- Identify new ways to streamline year end closing, audit and annual financial reporting process.

### ACCOMPLISHMENTS

- Provided most workpapers to auditor electronically
- Provided more work to auditors during interim rather than at year end
- Coordinated work for audit of separate enterprise funds

# Clerk of the Circuit Court

## Finance Division

### GOAL

- Implement new Board Investment Policy
  - Preserve principal
  - Ensure liquidity
  - Maximize yield
  - Enhance cash forecasting

### ACCOMPLISHMENT

- Developed draft investment policy and cash forecasting methodology



# Clerk of the Circuit Court State Board of Administration (SBA) Fund Principal Activity

<u>Date</u>	<u>Action</u>	<u>Fund A</u>	<u>Fund B</u>	<u>Total</u>	<u>Comment</u>
11/19/07	Balance	\$291,002,000	N/A	\$291,002,000	Beginning Balance
11/19/07	Withdraw	(291,000,000)	N/A	(291,000,000)	Withdrew prior to freezing of fund
<b>November 27, 2008 – Fund Frozen by Trustees (Governor, Attorney General, CFO)</b>					
12/28/07	Transfer In	\$12,800,000	\$2,500,000	\$15,300,000	From Tax Collector for Property Taxes
Jan-June 08	Transfers	\$1,080,000	(1,080,000)		Release of Fund B Shares to Fund A by SBA
Jan-Jun-08	Withdraws	(11,873,000)		(11,873,000)	Funds were withdrawn as SBA Increased limits
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June 5, 2008 Balances		\$ 2,009,000	\$1,420,000	\$3,429,000	

# Clerk of the Circuit Court

## Finance Division

### GOALS

- Increase use of electronic means to provide customer service
  - Internet
    - Reduce calls to office
    - Provide information 24/7
  - Intranet
    - Outline areas of responsibility and contact information
    - Provide forms
    - Provide financial policy
- Provide payroll advices via e-mail versus paper

### ACCOMPLISHMENTS

- Began paying vendors through ACH from the Accounts Payable Application
- Vendor inquiry system via the Internet for Board and Clerk payments

# **Clerk of the Circuit Court**

## **Finance Division**

### **GOAL**

- Provide Excellence in Financial Reporting

### **ACCOMPLISHMENTS**

- Awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for CAFR for the 26<sup>th</sup> consecutive year
- Awarded the Popular Annual Financial Reporting Award by the GFOA on the first submission of the PAFR
- Received Unqualified Opinion from External Auditor

# Clerk of the Circuit Court

## Board Records

### GOAL

- Continue enhancing electronic scheduling for VAB to include recommendation worksheets and final decisions

### ACCOMPLISHMENT

- Enhanced electronic scheduling for Value Adjustment Board (VAB) process and streamlined the workflow between Board Records and the Property Appraiser's Office

### GOAL

- Work with BCC Administration on Agenda Automation

# **Clerk of the Circuit Court Board Records**

## **GOAL**

- Make BCC records available electronically to Board of County Commissioners, Administration and County departments

## **ACCOMPLISHMENT**

- Implemented electronic document management system as a repository for all County Commission ordinances, resolutions, contracts and official actions, accessible on the Intranet by all County departments

# **Clerk of the Circuit Court**

## **Internal Audit Division**

### **GOALS**

- Grow effectiveness of Internal Audit Division
- Offer services of Internal Audit to serve as County's consulting resource
- Enhance selection process for internal audits
- Assist in physical inventory of fixed assets
- Assist External Auditors to reduce audit fee

### **ACCOMPLISHMENTS**

- Issued 20 audit reports with 168 recommendations
- Consulted with management on numerous issues
- Established physical inventory procedures for fixed assets
- Oversaw departmental annual fixed assets inventory process and conducted random test counts
- Saved county money by performing testing for External Auditors

# Clerk of the Circuit Court

## Mail Services

### GOAL

- Cut out overlap of courier services among county departments realizing a cost savings to the County.

### ACCOMPLISHMENT

- Added four (4) new courier stops for county departments eliminating private courier services resulting in enhanced productivity and cost savings to the County

### GOAL

- Continue to review and modify courier routes to improve efficiency

### ACCOMPLISHMENT

- Revamped and streamlined five (5) courier routes to improve efficiency and effectiveness.

# Clerk of the Circuit Court

## Mail Services

### GOAL

- Keep abreast of postal regulations

### ACCOMPLISHMENT

- Provided guidance regarding new postal regulations to all county departments

### GOAL

- Explore expanding courier services for county agencies.



# Clerk of the Circuit Court

## Printing Services

### GOAL

- Improve efficiency in the Print Shop

### ACCOMPLISHMENTS

- Revamp press area to improve internal efficiency
- Completed 99.5% of print orders timely and accurately

### GOAL

- Enhance Print Shop services to our customers

### ACCOMPLISHMENTS

- Installed new digital color copier
- Added a punch unit to an existing copier to improve efficiency when producing spiral bound booklets
- Began printing of *Pen* newsletter for a 15% cost savings to the County

# Clerk of the Circuit Court

## Printing Services

### GOALS

- Procurement of equipment that will double the Print Shop's capacity to print and create booklets for its customers.
- Continue marketing of the four-color press to all county agencies to realize cost savings in printing.

# **Clerk of the Circuit Court**

## **Clerk's BCC Records Management**

### GOAL

- Continue to assist County departments with imaging processes

### ACCOMPLISHMENTS

- Expanded document imaging software to include support for Public Works Design and Construction Division and the Personnel Department.
- Assisted the EMS department in their transition from paper reliant to a paperless office.
- Accepted the County's historical survey files for storage and imaged them for faster retrieval and disaster recovery

# **Clerk of the Circuit Court**

## **Clerk's BCC Records Management**

### **GOALS**

- To be more involved in training BCC departments regarding retention of records
- Conduct BCC department information inventories to determine legal compliance and county liability
- Installation of an electronic retention manager on the imaging system to facilitate compliance and removal of electronic documents that have met their retention requirements
- Develop an automated timesheet for production tracking to assist in completion of the County Cost Allocation Program

# **Clerk of the Circuit Court**

## **Court and Operational Services**

### **Goals and Accomplishments**

- Paperless Courts in Traffic
- Partnership with AmScot for Payment of Traffic Tickets
- Clerk's Payment Kiosk in Tax Collector's Office
- Same Day Pay for Jurors
- Sale of Driver's License Transcripts
- Attorney E-Mail Accounts
- Sale of Passport Photos
- Sale of Wedding Photos and Certificates
- Establishment of Call Centers
- PIM Program Implemented
- Electronic Transfer of OBTS Data
- Initiate Basis of Imaging in all Court Areas and Warehouse

# **Clerk of the Circuit Court**

## **Court and Operational Services**

### **Goals and Accomplishments**

- Enhanced On-line Services
- Citation Data Transferred from Multiple Law Enforcement Agencies
- Laying E-filing Foundation in Probate
- Completion of all Imaging Initiatives to Move Towards a Paperless Environment
- Electronic Warehouse
- Collaborate with BTS Department to Move Towards a New CJIS System
- Completion of Redaction Mandate
- Continued Enhancement of On-line Services
- E-Recording
- Investigate On-line Tax Deed and Mortgage Foreclosure Sales

# Clerk of the Circuit Court Budget Reductions

## Year 1

FY 06/07	\$15,008,720
FY 07/08	<u>13,754,570</u>
	(\$ 1,254,150)

## Year 2

FY 07/08	\$13,754,570
FY 08/09	<u>12,629,460</u>
Budget Reduction	(\$ 1,125,110)
Savings for reduction in office space	<u>( 74,540)</u>
Total Reduction	(\$ 1,199,650)

## Two Year Savings

FY 06/07	\$15,008,720
FY 08/09	<u>12,554,920</u>
Total Reduction for two-year period – 16.35%	(\$2,453, 800)

# Clerk of the Circuit Court Budget Overview

- *Personal Services* decreased by \$444,110 or 4.6%
  - eliminated 12 positions
- *Operating Expenses* decreased by \$570,720 or 15.4%
- *Capital Outlay* decreased by \$110,280 or 38.7%

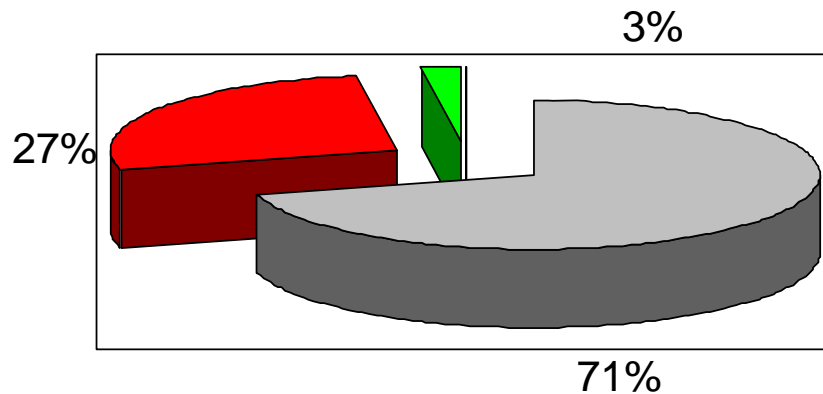


# Clerk of the Circuit Court Budget Summary

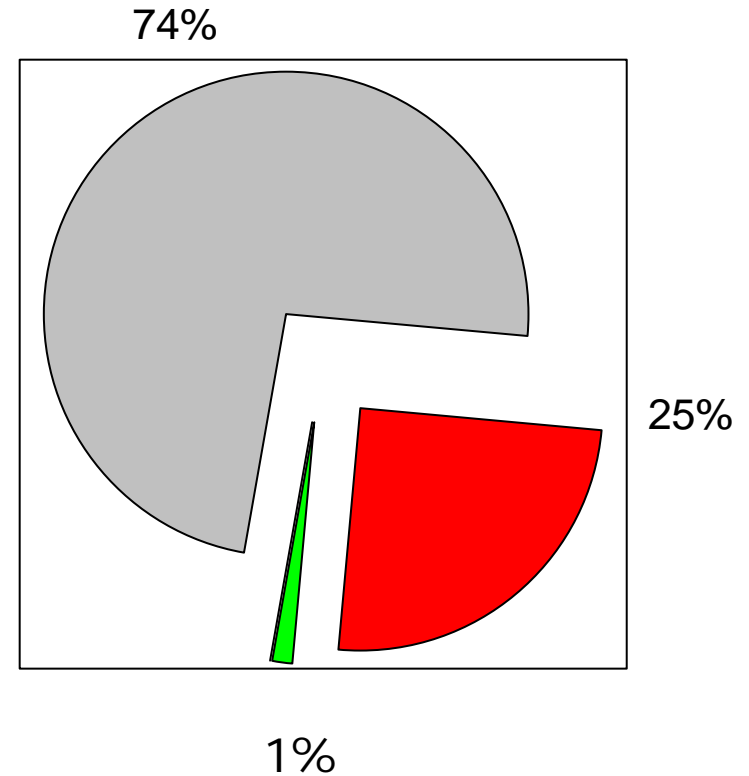
	<b>FY08 Budget</b>	<b>FY09 Request</b>	<b>Reduction</b>	<b>%</b>
Personal Services	9,748,410	9,304,300	(444,110)	(4.56)
Operating Expenses	3,713,460	3,142,740	(570,720)	(15.37)
Capital Outlay	292,700	182,420	(110,280)	(37.68)
<b><i>Totals</i></b>	<b><i>13,754,570</i></b>	<b><i>12,629,460</i></b>	<b><i>(1,125,110)</i></b>	<b><i>(8.18)</i></b>

# Clerk of the Circuit Court Budget Summary Chart

FY08 Request



FY09 Request



# Clerk of the Circuit Court

## Summary of Programs

<u>Department Name</u>	<u>Budget FY 08</u>	<u>Budget FY 09</u>	<u>Change</u>
■ Clerk's Administration	\$ 230,010	\$ 180,540	\$ (49,470)
■ Print Shop	934,720	934,990	270
■ Mailroom	972,870	975,440	2,570
■ Finance	5,174,030	4,801,920	(312,250)
■ Clerk's Accounting	67,150	54,720	(12,430)
■ Court & Operational Services Admin.	143,220	171,230	51,010
■ Records Mgmt Srvcs	65,980	63,100	(2,880)

# Clerk of the Circuit Court

## Summary of Programs

<u>Department Name</u>	<u>Budget FY 08</u>	<u>Budget FY 09</u>	<u>Change</u>
■ BCC Records			
Mgmt Svcs	\$ 976,150	863,490	(112,660)
■ Technology-Crt &			
Oprtnl Svcs	2,063,430	1,766,830	(296,600)
■ Technology FIS	1,616,170	1,318,370	(297,800)
■ Internal Audit Div.	<u>1,510,840</u>	<u>1,415,970</u>	<u>( 94,870)</u>
 Total	 <u>\$13,754,570</u>	 <u>\$12,546,600</u>	 <u>(1,125,110)</u>

# Clerk of the Circuit Court Staffing Levels

## Board Funded Department Positions:

FY 07/08	144
FY 08/09	<u>132</u>
Reduction	12

## Recording/Official Records Department:

FY 07/08	100
FY 08/09	<u>72</u>
Reduction	28

## TOTALS for Board Funded and Recording/Official Records Departments:

FY 07/08	244
FY 08/09	<u>204</u>
Reduction	40



**QUESTIONS / COMMENTS**