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
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

<table>
<thead>
<tr>
<th></th>
<th>FY 06/07</th>
<th>FY 07/08</th>
<th>Change</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15,008,720</td>
<td>$15,408,990</td>
<td>400,270</td>
<td>2.67</td>
</tr>
<tr>
<td>Continuation Budget</td>
<td>15,308,890</td>
<td>300,170</td>
<td>2.00</td>
<td></td>
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<tr>
<td>Issue</td>
<td>100,100</td>
<td>100,100</td>
<td>.67</td>
<td></td>
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</table>
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

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

### For Deposit to the General Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording fees for Court Technology ($2)</td>
<td>$2,943,400</td>
</tr>
<tr>
<td>Court Related Revenue</td>
<td>4,987,490</td>
</tr>
<tr>
<td>Fines and interest</td>
<td>122,130</td>
</tr>
<tr>
<td></td>
<td><strong>8,053,020</strong></td>
</tr>
<tr>
<td>Recording (excess fees)</td>
<td>331,950</td>
</tr>
<tr>
<td><strong>Total General Fund Revenue Estimates</strong></td>
<td><strong>$8,384,970</strong></td>
</tr>
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## Revenues/ Fees Summary

### For Deposit to Special Revenue Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>0215</td>
<td>School Crossing Guard Trust</td>
<td>$4,500</td>
</tr>
<tr>
<td>0217</td>
<td>Intergov’tl Radio Communications</td>
<td>$1,195,300</td>
</tr>
<tr>
<td>0286</td>
<td>Alcohol and Drug Abuse Trust</td>
<td>$42,150</td>
</tr>
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</table>

**Total Special Revenue Fund**

**Revenue Estimates** $1,241,950
## Summary of Programs

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Budget Allocation $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk’s Administration</td>
<td>$ 228,750</td>
</tr>
<tr>
<td>Printing, Mail and Courier Services</td>
<td>2,120,720</td>
</tr>
<tr>
<td>Finance</td>
<td>5,484,750</td>
</tr>
<tr>
<td>Clerk’s Accounting</td>
<td>67,880</td>
</tr>
<tr>
<td>Court &amp; Operational Services</td>
<td>142,970</td>
</tr>
<tr>
<td>Records Management Services</td>
<td>263,940</td>
</tr>
</tbody>
</table>
## Summary of Programs

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<thead>
<tr>
<th>Department Name</th>
<th>Budget Allocation</th>
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</thead>
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<tr>
<td>BCC Records</td>
<td>$1,033,730</td>
</tr>
<tr>
<td>Management Services</td>
<td></td>
</tr>
<tr>
<td>Technology-Crt &amp;</td>
<td>$2,586,970</td>
</tr>
<tr>
<td>Operational Services</td>
<td></td>
</tr>
<tr>
<td>Technology FIS</td>
<td>$1,941,940</td>
</tr>
<tr>
<td>Internal Audit Division</td>
<td>$1,537,340</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,408,990</strong></td>
</tr>
</tbody>
</table>
Strategic Focus Area:

$12.9 million  
84%

$2.5 million  
16%

- Mandatory
- Administrative
### New Program Changes

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Fiscal Impact</th>
<th>FTE’s</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information System Specialists</td>
<td>$100,100</td>
<td>2</td>
<td>Add two Information System Specialists to support the planning and testing of the CJIS II system</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$100,100</strong></td>
<td><strong>2</strong></td>
<td></td>
</tr>
</tbody>
</table>
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