

Clerk of the Circuit Court - Summary

The mission of the Leon County Clerk's Office is to efficiently and effectively perform the responsibilities of Clerk of the Circuit Court and County Court, clerk to the Board of County Commissioners, recorder and guardian of public records, treasurer, and auditor.

PROGRAM HIGHLIGHTS

1. Preparation for Implementation of Article V changes. As Clerk of the Court in the state capitol, we are involved on a daily basis working with Legislative staff, Legislators, Florida Association of Court Clerk staff, and other Clerk's in the identification of statutorily required and optional services, cost structure, revenue generation, and implementation options for Article V.
2. Facilities. An organizational review is underway to identify organizational structures that will improve service quality and reduce cost. The Clerk's Office will be working with County staff as they evaluate and plan for current and future space needs.
3. Technology. Technology continues to be the key to improving services and controlling cost. We will continue to expand use of the internet to provide information and expand services. This year the Clerk has expanded use of the Internet to provide for web based payment of traffic tickets, and searches of small claims cases, official records, marriage, county contracts, foreclosure sales, tax deeds, traffic citations and other information. The Clerk's office will be working with the Judiciary to evaluate other customer service and cost saving initiatives including e-filings, Internet access to existing files, and court room technology.
4. Cooperative Services. The Clerk's office has been involved this past year in several cooperative relationships focused on standardization of records, improved access and cost containment. The Clerk's staff has participated in the FACC statewide internet searches of official records, My Florida County Dot-Com, FACC pilot program supporting circuit wide court case information searches, and reviewing opportunities to participate with other Clerk's on recording software development. Efforts to identify opportunities to collectively share resources and information will continue to be a focus of the Clerk's Office.

ADVISORY BOARD

Investment Oversight Committee, Audit Advisory Committee, Finance Advisory Committee, BluePrint 2000 Committee.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statutes, Chapter 28 *Clerks of the Circuit Courts*, Chapter 34 *County Courts*, Chapter 36 *County Depositories*, Chapter 43 *Courts: General Provisions*, Chapter 938 *Court Costs*

SUMMARY OF KEY SERVICE FUNCTIONS

1. As County Court Clerk, the Clerk's Office provides the staffing for the county courts (small claims, traffic, and misdemeanor).
2. As Treasurer and Custodian of county funds, the Clerk provides accounting services for the Board of County Commissioners, records management, clerk and county court accounting, cash management, and payroll services.
3. As Clerk to the Board, the Clerk keeps minutes of the Boards' meetings and workshops. The Clerk also provides treasury, custodian, and accounting functions for the Supervisor of Elections.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Percentage increase in number of court cases processed	N/A	8%	8.9%	8.9%
2) Percentage increase in number of customers served	N/A	3%	3%	3%
3) Percentage decrease in number of cases per FTE	N/A	5.1%	9.8%	9.8%
4) Percentage increase in number of court case hearings attended	N/A	-1.9%	18.3%	18.3%
5) Percentage increase in number of hours in court	N/A	3%	3%	3%

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ACCOUNT NUMBER: 001-132-586

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>COUNTY COSTS:</u>							
Circuit Fees	\$2,278,846	\$2,520,000	\$2,520,000	\$2,520,000	\$2,520,000	\$2,520,000	\$2,520,000
County Courts	\$2,249,290	\$2,778,985	\$2,956,817	\$3,006,875	\$3,058,434	\$3,111,540	\$3,166,240
Finance	\$908,216	\$1,028,064	\$1,085,968	\$1,114,749	\$1,144,394	\$1,174,928	\$1,206,378
TOTAL	\$5,436,352	\$6,327,049	\$6,562,785	\$6,641,624	\$6,722,828	\$6,806,468	\$6,892,618
<u>STAFFING</u>							
Full Time	176.94	179.94	179.94	179.94	179.94	179.94	179.94

FY 2002/2003 PROGRAM CHANGES & NOTES:

CIRCUIT FEES \$2,520,000

The Circuit Court Budget is funded through circuit court fees collected by the Clerk of Court. The County pays the costs that they are responsible for related to circuit court operations. The entire circuit court budget follows for presentation purposes only. The entire circuit court budget, to include county fees, is \$7.7 million. No increases were requested this year.

COUNTY COURTS \$2,956,817

The County Courts (Misdemeanor, Traffic and Small Claims) are funded by the County. Total budget requests, reductions, increases, and transfers between the courts total \$98,713. A large portion of this request comes from indirect cost plan adjustments (\$107,380).

FINANCE \$1,085,968

The Clerk performs separate finance functions for the County and the Clerk. The amount of the County's portion was established several years ago at 72.42%. The total budget request, after requests, reductions, increases, and transfers, is \$8,405. However, only 72.42% of this request (\$5,514) is requested of the County.

EXCESS FEES \$384,000

The FY 2002/03 budget estimates \$384,000 in excess fees being returned by the Clerk.

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears. However, implementation of Article V revisions will significantly impact the funding of the Clerk's office).