

CLERK OF THE SUPERIOR COURT IN PIMA COUNTY

2018/2019 BUDGET SUMMARY

General Fund

The 2018/2019 Clerk of the Superior Court submitted general fund expense budget is \$10,947,003.

The submitted amount is the same as last fiscal year's total after adjustments totaling \$89,932 are made. These adjustments consist of two additional full-time employees (Courtroom Clerk) \$103,604; adjustments to motor pool (1,307), adjustment to port charges \$26,616 and benefit adjustment of (\$38,981).

The total FY18/19 expense budget is **\$10,947,003** which consists of \$10,248,737 budgeted for personnel services (includes Inter Salary Credit of \$572,766) and \$698,266 budgeted for operational costs. The Inter Salary credit is to be absorbed from special revenue funds as follows: Fill the Gap (\$127,066), Document Storage (\$222,850) and Local Court Automation (\$222,850).

The FY18/19 total personnel services budget is \$10, 248,737 or 94% of the total expense budget. Total full-time employees are 199 which includes 2.0 additional full-time Courtroom Clerks approved in fiscal year 17/18.

The FY18/19 total operational services budget is \$698,266 or 6% of the total expense budget.

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Special Revenue Funds

From FY2011 through FY2016 the Clerk's special revenue funds assisted the general fund by transferring personnel service expenditures that would have normally been incurred in the general fund to the Clerk's office special revenue funds in the amount of \$2,175,008.

In prior budget presentation concerns were stated regarding the special revenue fund balances and the depletion of the funds to cover personnel costs incurred in the general fund. It was further noted in the April 25, 2016 Memorandum from Mr. Huckleberry to the Board regarding "Questions Raised by the Board of Supervisors in the April 19, 2016 Budget Hearing" where it was noted *"As the Clerk of the Superior Court indicated, she is depleting Special Revenue Funds to continue to operate with a balanced General Fund budget. It is likely the Special Revenue funds will be depleted during FY 2016/17, making a significant General Fund increase in the Clerk of the Court's budget necessary in the following fiscal year"*.

Consequently, we began instituting cost savings measures such as delayed hiring of open positions, re-allocation of positions to maximize cost savings and utilizing technology to streamline processes to minimize the impacts of demands and the need for additional resources (FTE's). This is noted in the fiscal year 2018/2019 Recommended Budget Summary comments *"The department continues to transfer significant General Fund salary costs to their various special revenue funds. For fiscal year 2018/19, the department is budgeting \$572,766 for transfer. However, the department is being careful not to create negative fund balances in their special revenue funds. Recent fiscal year activity has been lower than budgeted and the situation is stable."*

For fiscal year 2018/2019 our special revenue fund budgets include a total of 7.75 employees for a grand total of 206.75 budgeted full time employees in the General fund and Special Revenue funds.

Update on Outstanding Items

The charging of a fee for the use of credit card payments was reviewed. On November 15, 2017 it was agreed that the fee was not financially viable.

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Toni L. Hellon, Clerk of Superior Court

A handwritten signature in black ink, appearing to read "Casimiro A. Hernandez". The signature is cursive and includes a long horizontal stroke at the end.

Casimiro Hernandez, Finance Director