

FY2019 Mid-Year Budget Review

Office of the Clerk of the Circuit Court

Objective: Update on FY2019 Goals and Objectives, review FY2019 YTD budget, FY2019 year-end projections and discuss challenges and opportunities impacting the FY2020 budget.

I. Highlights of 2019 – Review of Goals and Objectives (List 2-3)

- FY2019 Goal #1: Court Operations, E-Filing Program**

Court Operations, e-Filing Program			<u>2017 Year</u> <u>End Actual</u>	<u>2018 Year</u> <u>End Actual</u>	<u>2019 Year</u> <u>End Q2</u> <u>Actual</u>	<u>2019 Year</u> <u>End Target</u>	<u>2020 Year</u> <u>End Target</u>
(Output Metric)							
Number of e-Filings			335,496	1,480,022	1,485,573	2,500,000	2,500,000

- Due to the implementation of mandatory e-Filing, effective July 1, 2018, our filings have quadrupled from FY2017 to FY2018, and it is anticipated that it will almost double by the end of FY2019. We anticipate the e-Filings to be around 2,500,000 for FY2020.

Court Operations, e-Filing Program (Efficiency Metric)			<u>2019 Year End Q2</u> <u>Actual</u>	<u>2019 Year End Target</u>	<u>2020 Year End Target</u>
Average number of documents e-Filed per FTE (147 FTE in FY2019 and anticipate 241 FTE in FY2020)			10,106	17,007	10,373

- Due to the Illinois new law of mandatory e-filing of all Civil areas of law, the number of Clerk of the Circuit Court employees working on electronic court filings (e-filing) has increased drastically, from 71.1 FTE in FY2018 to currently 147 FTE in FY2019; and it is estimated to increase to 241 FTE in FY2020. Employees working on e-filing review court filings, process and accept electronic court filings and attend to fee and no-fee filing customers. The Employee Efficiency Metric shown above reflects the new current 147 FTE in FY2019 and the estimated 241 FTE in FY2020.

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- FY2019 Goal #2: Human Resources Program**

Human Resources Program (Output Metric)	<u>2017 Year End Actual</u>	<u>2018 Year End Actual</u>	<u>2019 Year End Q2 Actual</u>	<u>2019 Year End Target</u>	<u>2020 Year End Target</u>
Training hours of employees and outside attendees	9,386	6,114	18,526	6,000	6,000
Human Resources Program (Efficiency Metric)	<u>2017 Year End Actual</u>	<u>2018 Year End Actual</u>	<u>2019 Year End Q2 Actual</u>	<u>2019 Year End Target</u>	<u>2020 Year End Target</u>
Average hours of training per employees and outside Attendees	2.4	3.5	17.1	3.5	3.5

- In FY19 CCC employee hours of training spiked dramatically as a result of our employees being trained on the new systems, e-filing and Case Management System, and the new processes put in place. The training will continue until our staff has been fully and proficiently trained. The large number of hours of employee training has resulted in higher employee efficiency, effectiveness and improved customer service.

II. Comparison of YTD budget (as of 5/30/2019) vs expense projections with explanations for major variances and corrective action steps

Operating Expenses	FY 2019 YTD Budget	FY2019 YTD Actuals	\$ Variance	% Variance
Personnel	\$43,744,535.14	\$42,576,404.97	\$1,168,130.17	2.67%
Contractual Services	\$266,754.01	\$328,827.94	(\$62,073.93)	-23.27%
Supplies and Materials	\$59,323.63	\$69,284.59	(\$9,960.96)	-16.79%
Operations and Maintenance	\$3,770,352.93	\$3,677,544.89	\$92,808.04	2.46%
Capital Expenditures	\$0	\$0	\$0.00	0.00%
Rental and Leasing	\$225,629.05	\$236,078.15	(\$10,449.10)	-4.63%
Contingencies and Special Purposes	\$0	\$0	\$0.00	0.00%
Total	\$48,066,594.76	\$46,888,140.54	\$1,178,454.22	2.45%

- The following is the explanation of variances and the corrective action taken:

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Operating Expenses Accounts	Variance Explanation/Corrective Action
Personnel	Positive variance due to holding back on hiring and promotions during the first half of the year. The variance will decrease during the second half of the year to a much smaller positive variance due to the Department of Budget and Management Services (DBMS) approval of the Request to Hires (RTH).
Contractual Services	Negative variance is due to various annual contracts processed during the first half of the year, paid or encumbered for the whole year, such as City of Chicago & Suburban Tickets (\$101,300). Also, County charged most of the annual budgeted amount for Communications during the first half of the year. The negative variance should disappear by the end of the year.
Supplies and Materials	County Print shop charged back \$10,080 of printing to CCC Office Supplies account in error. A letter to County Comptroller asking to move charges to the appropriate account is in process. There should be no negative variance by the end of the fiscal year.
Operations and Maintenance	Maintenance & Repair of Data Processing Equipment is the major account with large dollar contract amounts. Several contracts were procured, paid or encumbered, during the first half of the year resulting in higher portion of the annual budget expensed during the first half of the year. There should be no variance as the year comes to a close.
Rental and Leasing	Negative variance is mostly due to County-Wide Canon photocopier lease. The annual budgeted amount charged back by the County during the first half of the year, and the majority of the software rental paid for the cashiering system was in the first half of the year. The negative variance should disappear by the end of the year.
Total	As the year progresses, the variances should decrease. No significant variances are expected by the end of the year.

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III. Comparison of YTD budget (as of 5/20/2019) vs revenue projections (if applicable) with explanations for major variances and corrective action steps

Revenue	FY 2019 YTD Budget	FY2019 YTD Actuals	\$ Variance	% Variance
Clerk of the Circuit Court	\$34,169,505	\$33,168,000	(\$1,001,505)	-2.9%

- Explanation of variances greater than 1% and \$1 million. The variance is due to the decrease in case filings and civil case types. Additionally there was a decrease in traffic cases.
- What corrective action will be taken? We will continue to monitor the fluctuations in the case filings and civil and traffic case types to determine if the variances will continue.

IV. Year-End Projections (How do you believe you will end the year?)

Revenue	FY 2019 Adopted Budget	FY2019 Year End Estimate	\$ Variance	% Variance
Clerk of the Circuit Court	\$69,200,000.00	\$69,200,000.00	\$0	0%

	FY 2019 Adopted Budget	FY2019 Year End Estimate	\$ Variance	% Variance
Operating Expenses				
Personnel	\$90,216,303	\$88,681,477	\$1,534,826	2%
Contractual Services	\$586,067	\$614,080	(\$28,013)	-5%
Supplies and Materials	\$185,593	\$130,345	\$55,248	30%
Operations and Maintenance	\$5,463,056	\$5,460,183	\$2,873	0%
Capital Expenditures	\$0	\$0	\$0	0%
Rental and Leasing	\$296,634	\$293,874	\$2,760	1%
Contingencies and Special Purposes	\$0	\$0	\$0	0%
Total	\$96,747,653	\$95,179,959	\$1,567,694	2%

- How do you believe you will end the year in Revenue? We anticipate having a positive variance of approximately \$400,000 due to the impact of the new Civil, Criminal and Traffic Assessment legislation.

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How do you believe you will end the year in Expenses?

- As the year progresses, the variances should be decreasing. No significant variance is expected by the end of the year. It is anticipated that during the remainder of the year some accounts might incur positive variances due to unanticipated changes in contracts or planned expenditure. It is also anticipated that most positive variances/funds will be needed to offset unanticipated negative variances incurred during the last half of the year. By the end of FY2019, the Public Safety Fund F11100 is expected to have \$1,534,826 positive variance in the Personnel Accounts and no significant variances in the remaining funds.

V. Challenges/Opportunities to be addressed in FY2020 budget

Describe any challenges that will be addressed in the upcoming budget. Include operational impact, solution, key performance indicators that will be impacted and fiscal impact of the solution (if applicable). The FY2020 budget will include a request for additional staff. The Clerk's Office is currently chronically understaffed to adequately fulfill our statutory obligations to attend court sessions and to provide the level of service deserved by the citizens of Cook County in our operational areas, thus engendering complaints from the public and the judiciary. The overall shortage of staff, especially court clerks, that is amplified by leave of absences, sick days, and regularly scheduled employee time off.

Describe any opportunities (increased efficiencies, increased revenue) that will be addressed in the upcoming budget. Include operational impact, key performance indicators that will be impacted and fiscal impact of the opportunity (if applicable). An increase in revenue of \$1,870,796, is anticipated in FY2020 based on the fees to be collected as a result of the new Civil, Criminal and Traffic Assessment legislation that came effective July 1, 2019.