

# Clerk of the Circuit Court

COUNTY MANAGER'S  
PROPOSED FY 2022 BUDGET

County Board Work Session

Thursday, March 18, 2021 3:00 p.m.



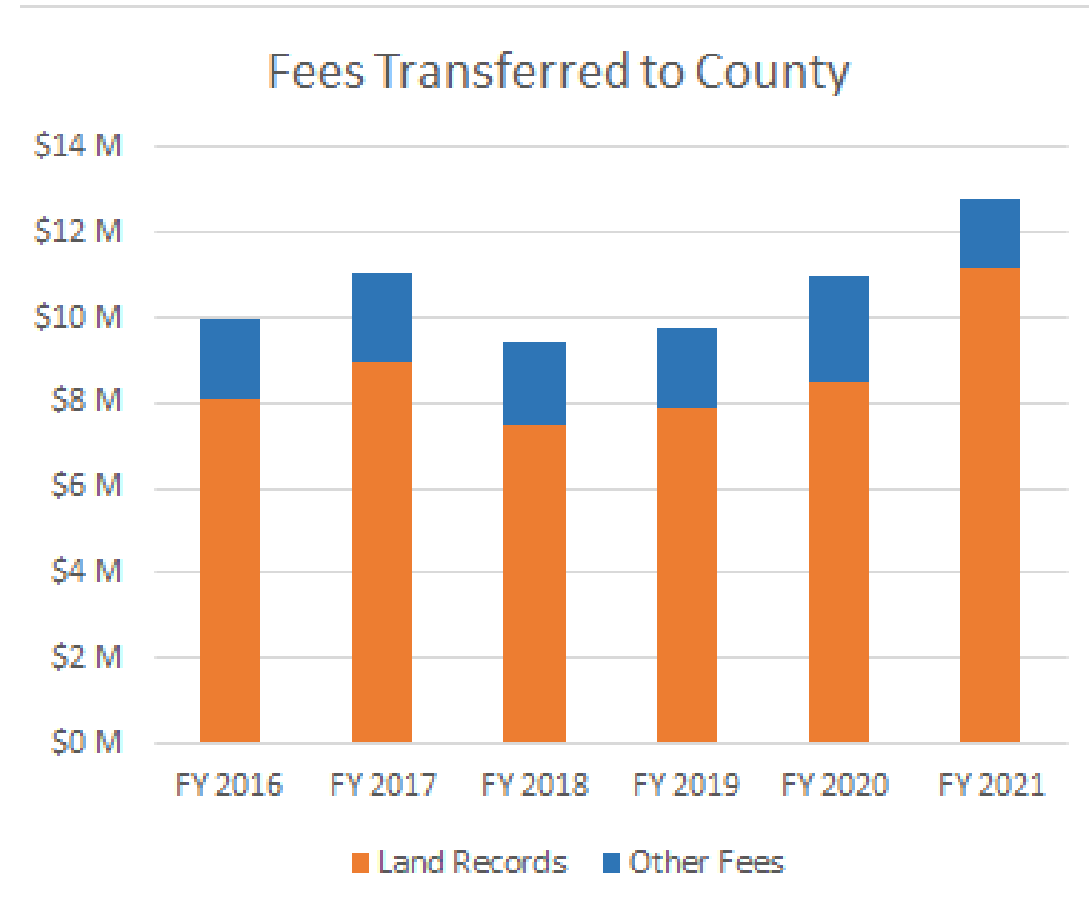
# Department Overview

- Upgraded 2 GDC, 2 JDR and 4 Circuit Court courtrooms to reliably support remote hearings
- Modified marriage license, probate, & notary oath procedures to facilitate remote appointments
- Upgraded eFiling system to enable more cases to be initiated electronically
- Increased the volume of eFiling and eRecordings to reduce the processing and storage of paper



# Department Overview

- Land records division collects local grantor and grantee fees
  - 8% increase from FY19 to FY20
  - 31% increase from FY20 to FY21 projected
- Other fees include:
  - Will and administrative fees
  - Local fines
  - Courthouse maintenance
  - Law library
  - Reproduction fees
  - Concealed handgun permit fees
  - Relatively consistent year over year





# FY 2022 Budget Highlights

- Increased usage of technology in the courthouse is driving need for more support and is reflected with FTE increase
  - Remote hearings
  - Digital evidence including Body Worn Camera footage
- Need a 5th Courtroom Clerk to support court operations when a clerk is absent
  - Sometimes a 5<sup>th</sup> Judge brought in requiring staffing for 5 courtrooms
- Need the Land Records unfunded, temporary position converted to permanent FTE position
  - Land records recordings increasing by over 70%
  - Arlington's leaders have created a place where people want to live and work
  - Historically low interest rates driving an increase in refinancing
  - An increase in land related transactions related to Amazon's presence

# CCT in the COVID-19 Pandemic

- Implemented a teleworking rotation schedule to support the delivery of critical services while minimizing risks of exposure
- Developed new procedures to perform essential services remotely via video versus in-office
- Deployed a call center to enable in-office and teleworking staff to handle the increased call volume
- Deployed Surface devices and Surface Hubs to facilitate remote hearings with the detention center and other external parties



# Focus on Equity

- Coordinated with Arlington Public Schools to have families access deeds electronically to validate residency for school enrollment
- Updated policy to accept electronic notarizations to facilitate document recordation
- Deferred completion dates of community service hours and payments plans
- Waived notary service on petition for fines, costs and restitution
- Created uncontested no-fault divorce packet and fillable PDF forms that allow customers to forego having to hire attorneys for some basic legal situations
- Posted a form on Land Records webpage that allows property owners a mechanism to release particular unconstitutional and discriminatory covenants for a minimal recording fee

# FY 2022 Budget Summary

	FY 2021 Adopted	FY 2022 Proposed	Change	% Change
<b>Expenses</b>	\$3,492,403	\$3,775,880	+\$283,477	+8%
<b>Revenue</b>	\$1,599,753	\$1,676,664	+\$76,911	+5%
<b>Funded FTEs</b>	29.0 FTEs	31.5 FTEs	+2.5 FTEs	+9%

- Land records recordings projected to increase over 70% from FY2020
- Civil cases projected to increase 38% from FY2020
- Criminal cases projected to decrease 12% from FY2020
- FTE increase is to support BWC and technology needs throughout all courts
- Staff processing land records recordings and case filings has remained flat

# FY 2022 Budget Changes

	FY 2022 Proposed Expense	FY 2022 Proposed Revenue	Budget Impact	Staff Impact
<b>Compensation board reimbursement</b>	\$0	\$83,199	+\$83,199	0 FTE
<b>Falls Church reimbursements</b>	\$0	-\$6,288	-\$6,288	0 FTE
<b>Add Technical Support Specialist for BWC*</b>	\$56,500	\$0	+\$56,500	+0.5 FTE
<b>Convert IT specialist to FTE</b>	\$120,876	\$0	+\$120,876	+ 1 FTE

\* A 1.0 FTE Technical Support Specialist for BWC was added after the FY21 budget was adopted



# Additional Needs

	FY 2022 Proposed Expense	FY 2022 Proposed Revenue	Budget Impact	Staff Impact
<b>Add 5<sup>th</sup> Courtroom Clerk</b>	\$80,000	\$0	+\$80,000	+1 FTE
<b>Convert Land Records unfunded, temporary position to FTE</b>	\$61,000	\$0	+\$61,000	+1 FTE

# Key Budget Considerations

- CCT transactions projected to generate over \$12M County revenue in FY 2021
  - Land records recording and civil case filing growth is expected to continue
  - Current Land Records unfunded, temporary position should be converted to a permanent FTE
- Need a 5th Courtroom Clerk to support court operations
- Increased use of remote hearings and digital evidence is driving need for technology support

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