

Clerk of Courts  
Budget Hearing 2020-2021  
October 29, 2019

- Good morning, Nailah K. Byrd on behalf of the Cuyahoga County Clerk of Courts.
- As most of you are aware, the mission of the Cuyahoga County Clerk of Courts is to perform all statutory duties relative to the filing, preservation, retrieval, and public dissemination of all applicable court documents and records pertaining to the Common Pleas Court's General and Domestic Relations Divisions and the Eighth District Court of Appeals. The office also collects, holds, and disburses fees and costs paid to the court in a secure, timely and cost-effective manner.
- We are committed to providing quality customer service and accurate and efficient record management and financial administration.
- To accomplish this mission, we work collaboratively and cooperatively with the court administration and judges, build strong relationships with all of our stakeholders and partners, and deeply appreciate and value the work of our most valuable asset; our employees.
- As requested in Chair Miller's Budget Hearing Memo, dated September 24, 2019, I will provide a brief overview of the agency's 2020-2021 biennial budget.
- The 2020 - 2021 budget for the Cuyahoga County Clerk of Courts includes approximately \$8.6 million for 2020 and \$8.8 million for 2021.
- The breakdown of the budget is straight forward and consists largely of two parts; personnel and postage.
  - Personnel accounts for approximately 72% of our expenditures or approximately \$6.1 million in 2020 and \$6.2 million in 2021.

- Other Operating costs, which accounts for mostly postage, is approximately 18% of the budget or approximately 1.6 million for both 2020 and 2021.
  - The Clerk of Courts is mandated by Ohio Rules of Civil Procedure to serve summons or other service upon case parties. The methods of service per the Ohio Rules of Civil Procedure include service by United States certified mail, express mail or commercial carrier service (for example FedEx).
- The remaining 10%, or approximately \$880,000 of expenditures include costs associated to supplies, as well as, chargebacks for contracted services, space maintenance, and security.
- My responses to the additional information requested in Chairman Miller's memo are as follows:
  - First, the Clerk of Courts 2020 – 2021 budget does not include any budget reductions or elimination of existing programs, initiatives, or services.
  - Second, the Clerk of Courts 2020 -2021 budget does not include any new initiatives or increased expenditures that were not a part of our 2018 or 2019 budget.
  - Lastly, at this time, I do not have concerns with the 2020-2021 recommended budget as long as I can continue to fill vacancies as they arise to ensure we have adequate staffing to continue operating efficiently and effectively while also fulfilling all our statutorily mandated obligations.
- As you have likely realized and as Chief Carney mentioned yesterday during her opening remarks, the Clerks Office Budget was cut.
- Chief Carney stated it was cut by 5%, however that number is closer to 7%.

- The 2020-2021 proposed budgets reflect a significant reduction in the areas of salary and benefits.
  - The 2020-2021 budget provided by our OBM analyst in March 2019 included approximately 6.7 million for salary and benefits.
  - The amount was based on our 2018-2019 allocation and reflected both wage and step adjustments for our unionized workers.
  - Unfortunately, this number is not what was included in the final 2020-2021 budget provided by OBM last month.
  - Instead approximately 6.1 million for salary and benefits was included in the budget.
  - This reflects a reduction of approximately \$600,000.
- Unfortunately, I cannot provide additional information as to why this reduction was made. If you have any questions, I think they would be better addressed to OBM.
- That concludes my formal presentation.
- I believe I provided all information requested. Please let me know if you have any questions. My Chief of Staff, Laura Black, and Finance Manager, Mike Smotek, are here with me and can also provide additional information as needed.
- Thank you.