

MOTION:

**May 4, 2021
Regular Meeting
Res. No. 21-**

SECOND:

RE: ACCEPT, BUDGET, AND APPROPRIATE \$2,950 IN ONE-TIME STATE REVENUES TO THE CLERK OF THE CIRCUIT COURT BUDGET

ACTION:

WHEREAS, the Clerk of the Circuit Court has requested reimbursement from the Commonwealth of Virginia Compensation Board in the amount of \$2,950 for expenses associated with the Adobe License; and

WHEREAS, the reimbursement funds were requested from the Commonwealth of Virginia to Prince William County Government Department of Finance;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby accepts, budgets, and appropriates \$2,950 in one-time State revenues to the Clerk of the Circuit Court budget contingent upon receipt of funds for reimbursement expenses associated with the Adobe License.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Clerk of the Circuit Court

ATTEST: _____
Clerk to the Board



STAFF REPORT

Board Meeting Date:	May 4, 2021
Agenda Title:	Accept, Budget, and Appropriate \$2,950 in One-Time State Revenues to the Clerk of the Circuit Court Budget
Requested Action:	Approve the resolution and appropriate state revenues.
Department / Agency Lead:	Clerk of Circuit Court
Staff Lead:	Jacqueline C. Smith, Clerk

EXECUTIVE SUMMARY

Application was submitted to the Clerk’s Technology Trust Fund (TTF) with the Commonwealth of Virginia. The TTF is funded by cash collections made by the Clerk’s Office for various fillings to make technological improvements in record keeping automation. The Virginia Compensation Board currently holds funds collected by the Clerk of the Circuit Court for Prince William County, Manassas City, and Manassas Park in the amount of \$538,789.55. On August 1, 2020, the TTF budget was approved for use by the Clerk of the Circuit Court pending the expenditure of funds and a request for reimbursement from the Compensation Board. In an ongoing effort to improve the services provided to the community, the Clerk of the Circuit Court has made a priority of investing these unbudgeted funds to upgrade technology within the office in order to provide the best service possible to the community.

In furtherance of this goal on April 1, 2021, the Clerk’s Office requested from the Compensation Board funding in the amount of \$2,950 for the following:

- Adobe Licenses

It is the recommendation of staff that the Board of County Supervisors (Board) accept, budget, and appropriate \$2,950 in one-time State revenues to the Clerk of the Circuit Court budget.

BACKGROUND

The Clerk of the Circuit Court receives funding from both local and state sources as provided in the Clerk's approved local and state budgets.

As a Constitutional Officer, the Clerk is also able to apply for additional funding through the Constitutional Officers' Information Network (COIN) as reimbursement for funds expended.

A primary purpose of the Clerk's TTF fee is to generate funds for the clerk to automate land records and provide secure remote access to land records images.

The State Treasurer holds in trust TTF revenues, collected, and deposited by the Clerk's Office. The Compensation Board is responsible for allocation of TTF monies. The Clerk makes annual budget requests to the Compensation Board for technology equipment and services out of the available balance.

Annually in August, the Clerk may request to budget TTF monies in the current fiscal year or carryover TTF funds to a subsequent year.

The Clerk must certify to whether she is currently providing secure remote access to land records in compliance with State security standard to land records.

Technology improvements of land records, including the provision of secure remote access of electronic land records, is a priority of the Clerk's Technology Trust Fund.

If the Clerk has provided secure remote access to land records, she may use TTF monies for automation and technology improvements in areas of the court not related to land records.

Redaction of social security numbers from electronic land records shall be completed by code.

TTF is a reimbursement system. The Clerk makes the purchase, the local government pays the expenditure, and only then does the Clerk seek reimbursement from the Compensation Board.

The Clerk must submit to the Compensation Board a written certification that her proposed technology improvements provide secure remote access to land records.

STAFF RECOMMENDATION

It is the recommendation of staff that the Board accept, budget, and appropriate \$2,950 in one-time State revenues to the Clerk of the Circuit Court budget.

Service Level / Policy Impact

Approving this item supports the Clerk in improving efficiency in record keeping, automation, and accessibility to the public. Sections improved within the Circuit Court include historical documents, land records, criminal records, civil records, and probate records.

Fiscal Impact

The Finance Department will verify the reimbursement request of \$2,950 in unbudgeted funds. Any reoccurring operating expenses will either be funded by future Technology Trust Fund reimbursements or within the Clerk's existing budget.

Legal Impact

Pursuant to Section 15.2-2506, VA Code Ann., the Board must budget and appropriate the \$2,950 paid to the County as reimbursement to the Clerk of the Circuit Court before the funds can be expended.

Pursuant to Section 17.1-279(B), VA Code Ann., TTF funds cannot be used for personnel costs within the Circuit Court Clerk's Office. Section 17.1-279(H) provides that TTF funds shall in no way supplant current funding to circuit court clerks' offices by local governing bodies.

STAFF CONTACT INFORMATION

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