

**Office of Policy and Budgetary Affairs  
Board of County Commissioners, Miami-Dade County**

**Constitutional Office of the Clerk of the Circuit Courts**

As Miami-Dade County prepares for the implementation of Amendment 10, the Board of County Commissioners has directed the Office of Policy and Budgetary Affairs to study the functions, responsibilities and operations of the County Clerk for the ten (10) largest counties in Florida.

The questions included below will serve as the basis for the conversation between our office and the appropriate representatives from your Clerk's Office.

**County:** Hillsborough County

**Office of the Clerk**

**Staffing & Personnel**

**Total Budgeted Full-Time Employees:** 690

**Total Budgeted Part-Time Employees:** None

**Are Clerk's Office employees considered County employees? If not, please explain:** Yes

**Do Clerk employees belong to a bargaining unit(s)? if so, please explain:** No

**Funding & Administrative Support**

**Total Adopted Budget:** \$72,629,144

**Please describe the funding sources that fund your office:** Court Fines & Fees, Title IV-D Grant, Recording Fees, Other County Recorder Fees (Marriage Licenses, Passports, etc), BOCC Appropriations.

**Is the cost of employees distributed based on their duties? (i.e. are employees partially funded by the County, State and/or other source). Please explain:** Yes. Most are funded directly in their funding source. Human Resources, Clerk's Accounting, Clerk's Administration are allocated based on FTEs

**Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.):** None, outside of Facilities & Employee Benefits (Health, Dental, Vision, Disability) Program Administration.

**Support Functions Provided to the County by the Clerk (Parking Enforcement, Passport Services, etc.):** Clerk of the Board, Accountant & Custodian of County Funds, County Auditor, Mail Services

**Facilities**

**Number of Satellite/Regional Offices:** 2

**Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses: County owned**

**Who is responsible, operationally and financially, for the maintenance of these facilities? The County.**

**Which entity/entities perform security and law enforcement functions at Clerk facilities?**  
County and Sheriff's Office

#### **Clerk of the Circuit Court Functions**

**Please describe any agreements, if any, with the County or municipalities in place to collect and disburse fines, fees and other charges: None.**

#### **Recorder of Deeds Functions**

**Are the fees collected through Recorder of Deeds functions retained solely by the Clerk?**  
**Please explain: Yes.**

#### **Clerk of the Board Functions**

**Are the Clerk of the Board functions separately managed? (i.e., an ex-officio Clerk of the Board or are these functions under the direction of the Board of County Commissioners). Please explain: The function is managed by the Clerk.**

#### **Accountant and Custodian of County Funds Functions**

**Have any of these functions been delegated to the County? Please explain: No**

**Does the Clerk provide accounting services to any of the elected Constitutional Officers?**  
**Please explain: Supervisor of Elections, per Florida Statutes.**

**What functions does the Clerk perform that directly supports County services (i.e., County Recorder, Clerk of the Board, and County Records Custodian)? All of the functions in the Constitution and Statute, as well as Mail Services.**

**How are investments of County funds managed? (i.e., is the Board or the County Administration consulted, either formally or informally) Please explain: By the Clerk, but there is an Investment Advisory Committee that includes 3 Clerk employees and 2 County Administration employees.**

**Is there an agreement in place with the County to process accounts payable or is the work performed solely by Clerk staff? Performed by the Clerk**

**Is there an agreement in place with the County to process payroll or is the work performed solely by Clerk staff? Performed by the Clerk**

**Does the Clerk manage the financial system(s) used by the County? We do it jointly.**

**Do the other constitutional officers utilize these same financial system(s) for their operations? No**

### **County Auditor Functions**

**Have any of these functions been delegated to the County? Please explain: No**

**Are there other County entities, departments or offices that perform auditor-like functions?  
Please explain: County Internal Auditor - Appointed by the BOCC, reviews functions of the  
County Administrator primarily through operational audits and consulting/advisory services.**

### **Additional Functions**

**If any, List Additional Functions Performed Beyond Statutory Duties: Mail Services**

**Contact Person (Name, Title, E-Mail, Phone Number):** Rick Van Arsdall, Chief Operating Officer - Board Services, [vanarsda@hillsclerk.com](mailto:vanarsda@hillsclerk.com), (813) 307-7042.

**If available, please attach the following documents with your response:**

- Table of Organization
- Any Service Agreement(s) with the County
- If applicable, any agreements with other Constitutional Offices
- If applicable, any agreements with other Jurisdictions