

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: Lee

Office of the Clerk

Staffing & Personnel

Total Budgeted Full-Time Employees: 325

Total Budgeted Part-Time Employees: 5

Are Clerk's Office employees considered County employees? If not, please explain: The Clerk of Courts employees report to the Clerk of Courts, not the Board of County Commissioners (BoCC); however, the Constitutional Officers' Offices with the BoCC are collectively considered 'County' employees.

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

Funding & Administrative Support

Total Adopted Budget: FY22 Total Adopted Budget: \$39,197,503

Please describe the funding sources that fund your office: BoCC/County, non-Court fees (mostly composed of Recording fees and Tourist Tax Collection fees), and an allocation from the Florida State Legislation approved by the CCOC.

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 we have a court which is funded by the state which is accounted for in a separate fund from the non-court budget, which is funded by the BoCC/County and fees.

Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.): The County funds the functions to cover the costs of the Clerk's work on behalf of the County which include the following Departments/Offices: Finance, Minutes, Tax Deeds, Inspector General/Internal Audit, and IT. The Inspector general/Internal Audit and IT Departments are partially funded by the BoCC/County and partially with non-court fees.

Support Functions Provided to the County by the Clerk (Parking Enforcement, Passport Services, etc.): Passport Services are provided to the public by the Clerk. The Clerk handles all of the BoCC/County's financial and tax reporting, manages the BoCC/county's investment portfolio, pay the BoCC/County's employees, pay the BoCC/County's vendors, participate in the BoCC/County's debt issuance which includes continuing disclosure, compliance, and debt service, owns and maintains the BoCC/County's financial-related software, and takes the BoCC/County's meeting minutes.

Facilities

Number of Satellite/Regional Offices: One main office Downtown although spread out since the BoCC/County provides our space, and we have one small remote office located in a neighboring city.

Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses: The BoCC/County owns or leases all office space and per Article V, State of Florida Constitution, is required to provide space for the Clerk.

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

Which entity/entities perform security and law enforcement functions at Clerk facilities? The Lee County 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: The Clerk's Office is responsible for collecting/disbursements all monies assessed in court cases. In addition to those costs, the Clerk collects/disburses the cost of supervision and restitution for County Probation and the monies required for mediation services.

Recorder of Deeds Functions

Are the fees collected through Recorder of Deeds functions retained solely by the Clerk?

Please explain: Yes collected and retained by the Clerk as fees to fund the non-court and BoCC/County related functions of the Clerk's Office.

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:

Yes they are performed in the Clerk's Finance Department and Minutes Office. The Clerk handles all of the BoCC/County's financial and tax reporting, manages the BoCC/county's investment portfolio, pay the BoCC/County's employees, pay the BoCC/County's vendors, participate in the BoCC/County's debt issuance which includes continuing disclosure, compliance, and debt service, owns and maintains the BoCC/County's financial-related software, and takes the BoCC/County's meeting minutes. For non-court related collection, pursuant to County Ordinance, the Clerk collects and enforces the collection of Tourist Tax funds

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: No.

What functions does the Clerk perform that directly supports County services (i.e., County Recorder, Clerk of the Board, and County Records Custodian)? Recording Office, Tax Deeds Office, Inspector General/Internal Audit Office, Clerk to the Board of County Commissioners, Court services

How are investments of County funds managed? (i.e., is the Board or the County Administration consulted, either formally or informally) Please explain: The Clerk manages the BoCC/County's investment portfolio and provides a monthly report pursuant to Statute to the BoCC/County in their public meeting.

Is there an agreement in place with the County to process accounts payable or is the work perform solely by Clerk staff? No Agreement- the Clerk's Office solely performs the Accounts payable function and pays the BoCC/County's vendors.

Is there an agreement in place with the County to process payroll or is the work perform solely by Clerk staff? No agreement- the Clerk solely performs the BoCC/County's payroll functions and pays all of the BoCC/County's employees.

Does the Clerk manage the financial system(s) used by the County? Yes. The Clerk is the main user of the ERP, Payroll, and document imaging software/systems thereby the Clerk owns and maintains the software and allows certain access to BoCC/County users.

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: No.

Additional Functions

If any, List Additional Functions Performed Beyond Statutory Duties: None.

Contact Person (Name, Title, E-Mail, Phone Number): Kevin Karnes, Clerk of the Circuit Court and Comptroller, kkarnes@leeclerk.org, (239) 533-2559

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