

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: Palm Beach County

Office of the Clerk

Staffing & Personnel

Total Budgeted Full-Time Employees: 691 FTEs

Total Budgeted Part-Time Employees: 7 Employees / 5.20 FTEs

Are Clerk's Office employees considered County employees? If not, please explain: No, all employees are considered Clerk staff

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

Funding & Administrative Support

Total Adopted Budget: \$65,671,144 including Court Technology Budget, \$60,994,181 excluding Court Technology budget and both figures/budgets exclude the Public Records Modernization Trust Fund Budget

Please describe the funding sources that fund your office: Comptroller Support funded through County Appropriation, County Recorder functions – Recording / Other Fees, Court related functions – Fines, Fees, Court Costs & Service Charges, Court Technology - \$1.90 of a \$4 recording fee. See attached Fund Overview chart for more details and related statues.

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, the Clerk's department structured is based on how the functions performed are funded where possible, when not possible, FTE allocations are based on time spent doing non-court/court function, overhead allocation based on direct allocations as a percent of total. See attached FTE Alloc. – Classifications & Sample FTE Allocation

Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.): None

Support Functions Provided to the County by the Clerk (Parking Enforcement, Passport Services, etc.): County Payroll, technical support of certain benefit administered within the

Clerks HCM system, County/Municipal Ordinances, although the Clerk provides Passport Services this is not a County function

Facilities

Number of Satellite/Regional Offices: 6 satellite / 7 in total – see attached PBC Map of Locations & Services

Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses: All seven sites are owned by the County. Their uses are administrative, finance & court operations.

Who is responsible, operationally and financially, for the maintenance of these facilities? Palm Beach County

Which entity/entities perform security and law enforcement functions at Clerk facilities? Palm Beach 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 collects/distributes fines and fees according to Florida statutes and the 2022 Distribution Schedule (see attached).

Recorder of Deeds Functions

Are the fees collected through Recorder of Deeds functions retained solely by the Clerk? Please explain: The Clerk retains/distributes Recorder of Deed Fees per Florida Statue (see 2022 Distribution Schedule attached)

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 Clerk serves as ex-officio Clerk of the Board in the role of documenting and maintaining the minutes, records, and activities of County government meetings (Florida Statutes 28.12 and 125.17). The Clerk fulfills this role by maintaining all documents in perpetuity. The Clerk also serves as Clerk to the Value Adjustment Board.

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)? Clerk of the Circuit Court, County Recorder, Clerk of the Board of County Commissioners, Chief Financial Officer, Treasurer & Auditor / The Clerk monitors the County government's budget, revenue, debt, and spending. Clerk functions supporting the County include: Auditing and paying County bills Processing

payroll for County employees Assisting with the collection and recording of incoming revenue
Managing the County's investment portfolio to earn investment income on taxpayer money
(Florida Statute 218.415) Compiling and producing accurate County financial reports

How are investments of County funds managed? (i.e., is the Board or the County Administration consulted, either formally or informally) Please explain: Serving as Treasurer the Clerk actively manages and invests the County's investment portfolio with internal staff. The County's Investment Policy Committee, created by County Ordinance, works with the Clerk's office to develop investment policies which must be formally adopted by the Board of County Commissioners. Additionally, the Clerk has an interlocal agreement with the Palm Beach County Sheriff's Office for the investment management of Sheriff funds.

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

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

Does the Clerk manage the financial system(s) used by the County? Yes

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: Palm Beach County Board of County Commissioners have an Internal Auditor per Charter as well as contracts directly with the external auditors. PBC also has a Countywide IG

Are there other County entities, departments or offices that perform auditor-like functions? Please explain: The Clerk's office has an IG department that performs internal department audits, financial audits are also performed annually with external auditors. Not aware of other County entities structure

Additional Functions

If any, List Additional Functions Performed Beyond Statutory Duties: Click or tap here to enter text.

Contact Person (Name, Title, E-Mail, Phone Number): Shannon R. Chessman; Chief of Staff & Chief Deputy Clerk; SRChessman@mypalmbeachclerk.com; 561-355-4277

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