

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: Pinellas

Office of the Clerk

Staffing & Personnel

Total Budgeted Full-Time Employees: 537 **Total Clerk Employees:** 322.5 FTE in Court and Ops, 130.75 in Board Fund, 73.8 in Recording, and 9.85 in Court Records Modernization.

Total Budgeted Part-Time Employees: 4 **Total Part-Time Employees:** 3.9 in Court and Ops, .1 in Recording

Are Clerk's Office employees considered County employees? If not, please explain: No. However, classified employees are part of a Unified Personnel System including 10 appointing authorities: County Administrator, Supervisor of Elections, Clerk of the Circuit Court and Comptroller, Tax Collector, Property Appraiser, Office of Human Rights, Human Resources, Business Technology Services, County Attorney and Forward Pinellas.

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

Funding & Administrative Support

Total Adopted Budget: \$61,175,270.50: \$24,176,785 in Court and Ops; \$15,250,030 in Board Fund; \$8,817,049.50 in Recording; \$5,895,899.00 in Public Records Modernization Fund; \$7,035,507.00 in Court Records Modernization Fund.

Please describe the funding sources that fund your office: Appropriation from the Board of County Commissioners, Court Fines and Fees, Recording and Other Non-Court fees.

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: Employees serving Court and Non-Court functions are allocated accordingly.

Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.): The Clerk retains a small IT department while county-wide infrastructure and county funded enterprise application systems are handled by the Business Technology Services Appointing Authority. The Clerk does not have his own Human Resources Office, however, much

of the traditional HR process are handled by department managers including onboarding and recruitment. Financial Administration is performed by Clerk and Comptroller staff.

Support Functions Provided to the County by the Clerk (Parking Enforcement, Passport Services, etc.): Print Shop, Records Retention, Dock Permitting, Minute taking for 20 boards and agencies in addition to the Board of County Commissioner and Value Adjustment Board meetings. The Clerk serves as a passport agent to its citizens.

Facilities

Number of Satellite/Regional Offices: St. Petersburg branch, Criminal Justice Center, North County, and downtown Clearwater. There are 2 branch (ie: satellite/regional office for court and operational services. There is a temporary location where employees were relocated during PCJC construction; however, that is not accessible to the public and will soon be closed; we expect in late September or early October.

Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses: None of the facilities are owned by the Clerk. The Board of County Commissioners is required to provide facilities under FS 29.008.

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

Which entity/entities perform security and law enforcement functions at Clerk facilities? Pinellas County Sheriff Department and contracted security at some locations.

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: This is determined by the Florida statutes, and not by a separate contract with the different municipalities within the county.

Recorder of Deeds Functions

Are the fees collected through Recorder of Deeds functions retained solely by the Clerk? Please explain: No, the fees are allocated according to statute with the Clerk retaining those allowed by law, refer to Florida Statute 28.24.

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: Managed by the Clerk of the Circuit Court and Comptroller.

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: Financial reporting rules include requirements to report the constitutional officers in the financial statements of the County as a whole. However, the constitutional

officers prepare their own financial statements and the Clerk and Comptroller prepares the consolidation.

What functions does the Clerk perform that directly supports County services (i.e., County Recorder, Clerk of the Board, and County Records Custodian)? Chief Financial Officer, Clerk to the Board, Clerk to the Value Adjustment Board, Investment Officer, Records Management, Print Shop, and Inspector General and Internal Auditor.

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 and Comptroller manages the County investments. However, the Board of County Commissioners adopted the investment policy by resolution. Communication is administered through monthly and annual reporting and an Investment Committee made up of representation including the Clerk, Clerk Finance staff, County Office of Management and Budget staff, Financial Advisor and Investment Advisor.

Is there an agreement in place with the County to process accounts payable or is the work perform solely by Clerk staff? County departments approve the goods and services received and Clerk and Comptroller staff perform pre-audit, payment and reporting.

Is there an agreement in place with the County to process payroll or is the work perform solely by Clerk staff? County departments approve time records and the Clerk and Comptroller staff perform pre-audit, payment and reporting.

Does the Clerk manage the financial system(s) used by the County? The Clerk manages the following ERP system modules: Cash Management, Accounts Receivable, Supplier Management, Accounts Payable, General Ledger, Fixed Assets, and Payroll. Human Resources manages the HR modules; County Procurement manages the Procurement module, and the OMB manages the Projects module.

Do the other constitutional officers utilize these same financial system(s) for their operations? Some do. Some, not all, Sheriff grants are billed through the Projects Accounting module, but they do not use any other financial modules. Supervisor of Elections, Tax Collector and Property Appraiser are members in the Unified Personnel System, and manage their positions in the HR module, but do not utilize any other financial modules.

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: Print Shop, additional minutes and record keeping for over 19 boards

Contact Person (Name, Title, E-Mail, Phone Number): Ken Burke, Clerk of the Circuit Court and Comptroller, kburke@mypinellasclerk.org, 727-464-3341 or Jeanette Phillips, Chief Deputy Director, Finance Division, jphillips@mypinellasclerk.org, 727-464-8300.

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