

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: **Seminole**

Office of the Clerk

Staffing & Personnel

Total Budgeted Full-Time Employees: 202

Total Budgeted Part-Time Employees: 1 – Court related

Are Clerk's Office employees considered County employees? If not, please explain: No, Clerk employees are designated as Clerk of Court employees

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

Funding & Administrative Support

Total Adopted Budget: General Fund \$18,258,510. Special Revenue Fund \$2,220,936 for a total adopted budget of \$20,479,446.

Please describe the funding sources that fund your office: CCOC, Non-Court Revenue such as Recording fees, passports, marriage licenses, etc. and County Funding for Comptroller Function and other County related services.

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. Employees that work solely on County related matters are 100% funded by the County. Employees that are 100% on court matters are funded by CCOC; employees funded by Recording Fees are funded by those fees. Other employees not directly related to one funding source is allocated using FTE count.

Support Functions Received from the County (IT, Human Resources, Financial Administration, etc.): The only support functions provided by the County are participation in the County's self-funded Workers' Comp program and Property Liability insurance self-insured program.

Support Functions Provided to the County by the Clerk (Parking Enforcement, Passport Services, etc.): Notice of Commencement services, Recording of Land Records, Passport, Administration of Value Adjustment Board petitions

Facilities

Number of Satellite/Regional Offices: 1. Civil Courthouse, 2. Criminal Courthouse, 3. Juvenile Courthouse, 4. Records Center, 5. East Branch and 6. West Branch

Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses: Civil Courthouse, Criminal Courthouse and Juvenile Courthouse are owned by the County. These locations are leased and paid for by the County: Records Center, East Branch and West Branch

Who is responsible, operationally and financially, for the maintenance of these facilities? The Courthouses and the East and West Branches are maintained by the County's Facilities department. The leased facility used for Recording is maintained by the Clerk's Office. Maintenance of this facility is paid for with Recording fees.

Which entity/entities perform security and law enforcement functions at Clerk facilities? The Seminole County Sheriff's Office provides security for the courthouses. At night and weekends the courthouses are secured by a security company paid for by the County.

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: Other than the duties Statutorily required, to the best of our knowledge there are no agreements in place with the County or municipalities to collect and disburse fines, fees and other charges.

Recorder of Deeds Functions

Are the fees collected through Recorder of Deeds functions retained solely by the Clerk?
Please explain: The fees collected through Recorder of Deeds are in the Clerk's possession and are used for operating expenditures for the Records Center. Unused Excess Fees are returned to the County by October 31st.

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: Clerk to the Board Functions are managed by the Clerk of Court's office.

Accountant and Custodian of County Funds Functions

Have any of these functions been delegated to the County? Please explain: No, these functions are performed by Clerk of Court employees.

Does the Clerk provide accounting services to any of the elected Constitutional Officers? Please explain: Yes, the Clerk maintains the financial records of the Supervisor of Elections and perform their payroll and payment for Election Workers.

What functions does the Clerk perform that directly supports County services (i.e., County Recorder, Clerk of the Board, and County Records Custodian)? County Recorder, Clerk to the

Board of County Commissioners, County Records Custodian and Custodian of the County's finances.

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 of Court and the Comptroller's Office staff, which are Clerk employees, work with an Investment Advisor retained by the County to invest the County's surplus funds.](#)

Is there an agreement in place with the County to process accounts payable or is the work perform solely by Clerk staff? [There is no agreement in place with the County to process Accounts Payable. Accounts payable is performed solely by Clerk staff.](#)

Is there an agreement in place with the County to process payroll or is the work perform solely by Clerk staff? [There's no agreement in place. Payroll for both the County and Supervisor of Elections are performed solely by Clerk staff.](#)

Does the Clerk manage the financial system(s) used by the County? [Yes, the Clerk manages the ERP application that is used for the County's financial records.](#)

Do the other constitutional officers utilize these same financial system(s) for their operations? [To our knowledge, only the Supervisor of Elections uses the same ERP financial system.](#)

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: [Notice of Commencements are handled by the Clerk's Office at the various Clerk locations](#)

**Contact Person (Name, Title, E-Mail, Phone Number): [Jenny Spencer, Director of Comptroller's Office](#)
[Email: jspencer@seminoleclerk.org](mailto:jspencer@seminoleclerk.org), 407-665-7665**

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