

FY 2024-25 Adopted Budget and Multi-Year Capital Plan

Clerk of the Court and Comptroller

The Clerk of the Court and Comptroller (COCC) is a constitutional officer whose duties are derived directly from the Florida Constitution. The Clerk of the Court and Comptroller's core functions are to provide comprehensive clerical support to the Eleventh Judicial Circuit (Civil, Criminal, Juvenile, Probate, Family and Traffic Courts) and be the Board of County Commissioners' accountant and auditor.

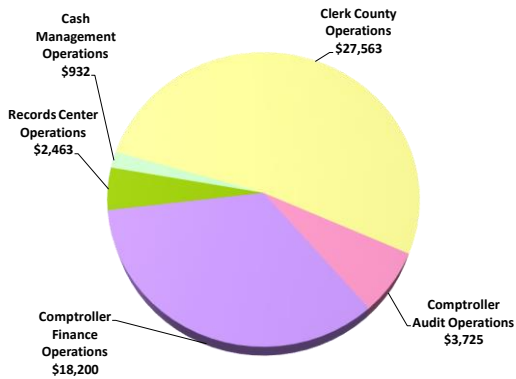
The Clerk of Court and Comptroller serves as Clerk of the Court, County Recorder, Clerk of the Board of County Commissioners, County Auditor and Custodian of Public Funds; administers the Parking Violations Bureau, Central Depository, Marriage License Bureau, archives and records management functions; and assists the Value Adjustment Board. In fulfilling its purposes, the primary focus of the Office of the Clerk of the Court and Comptroller is providing customer service and access to public records. Emerging information technologies have been utilized in achieving award-winning innovations and bringing about significant savings and efficiencies.

The Office of the Clerk of the Court and Comptroller interfaces with a range of local, state and national agencies and collects and disburses hundreds of millions of dollars annually.

FY 2024-25 Adopted Operating Budget

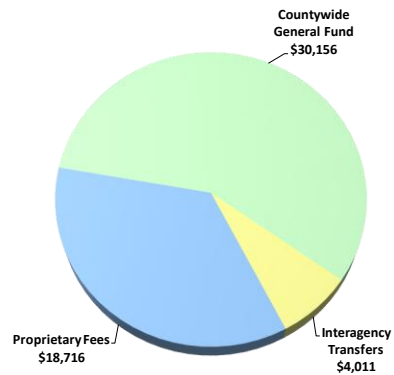
Expenditures by Activity

(dollars in thousands)



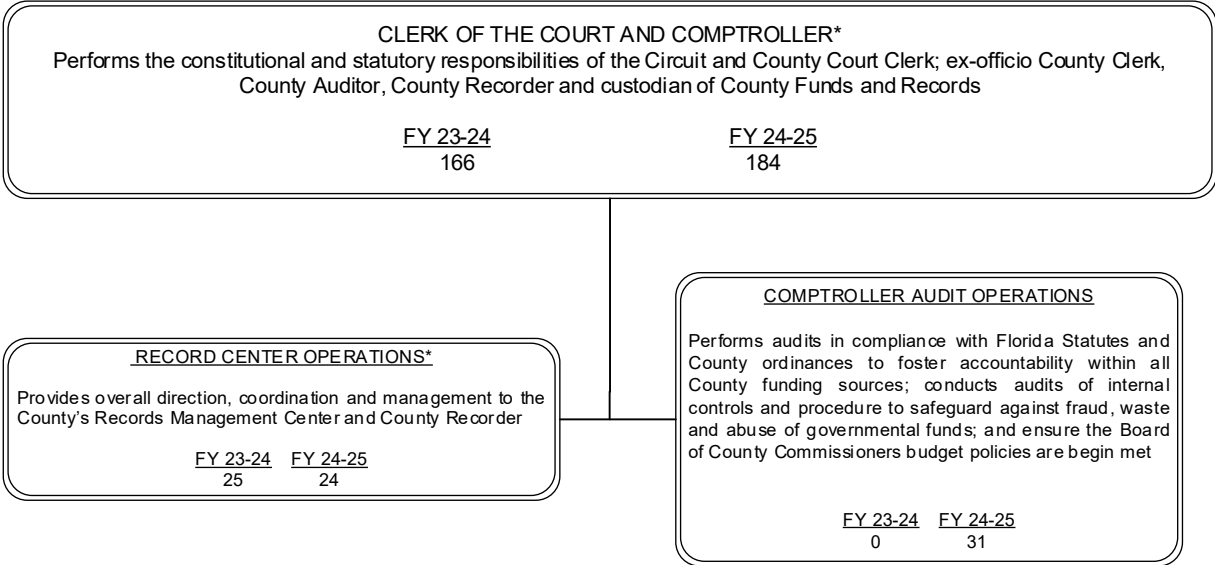
Revenues by Source

(dollars in thousands)



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TABLE OF ORGANIZATION



* Positions funded from both Clerk and County fees, fines and service charges
 The TO above will reflect the transition of 184 Finance Department positions to the Clerk of the Court and Comptroller that will become effective January 7, 2025

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ADDITIONAL INFORMATION

- As a result of the implementation of Amendment 10 and as authorized under Article V Section 16 of the State Constitution, the Clerk of the Court and Comptroller is the County Auditor and responsible for all County funds; therefore the FY 2024-25 Adopted Budget includes the transfer of the Finance Department from the County Administration to the Clerk of the Court and Comptroller (\$22.457 million, 173 full time positions and 3 part-time positions) by no later than January 7, 2025; the Adopted Budget also includes the addition of the Comptroller Audit Operations function established during FY 2023-24 (\$3.782 million, 31 positions)
- The FY 2024-25 Adopted Budget includes an additional 17 positions supporting the various County-funded functions associated with the Clerk of the Court and Comptroller ex-officio functions
- The FY 2024-25 Adopted Budget includes funding for four positions (\$381,000) in Comptroller Operations to support additional banking and reconciliation services and five positions (\$667,000) to support the payroll processing for the County and Constitutional Offices as result of the implementation of Amendment 10; additionally, two positions (\$361,000) were added to support the business solutions activities
- The FY 2024-25 Adopted Budget includes funding for County-related operations and includes \$12.075 million of revenues generated by the Clerk from non-court related operations; \$14.688 million of General Fund support to fund the Clerk of the Board, operational support functions and other statutorily required operating expenses; and \$800,000 to cover the cost of Code Enforcement hearing operations
- The FY 2024-25 Adopted Budget includes \$300,000 from the Lobbyist Trust Fund to fund operating expenditures and maintenance of the lobbyist registration database system in the Clerk of the Board Division; in addition, as required under Ordinance 10-56, \$130,000 will be transferred to the Commission on Ethics and Public Trust to support its operations
- The County Mayor has agreed to present to the Board all necessary revisions to the Miami-Dade County Code of Ordinances, relevant Implementing and Administrative Orders and County Charter provisions (as authorized by law) to reflect those duties and responsibilities currently assigned to or delegated to the Finance Department and/or Finance Director that shall be transitioned to and reflected as responsibilities of the Clerk of the Court and Comptroller; in addition, Section 2-10.6 of the County Code -Competitive Requirements for All County Bond Transactions- shall be amended; the debt management policy will also be amended to include the Clerk of the Court and Comptroller as defined in the amended County Code and as required by federal and state law specific to bond transactions
- The Clerk of the Court and Comptroller has agreed to honor existing collective bargaining agreements to the extent applicable through their expiration date of FY 2025-26 (unless sooner voluntarily terminated or terminated by law) at which time the respective unions will negotiate directly with the Clerk of the Court and Comptroller, and will continue participating in the County's medical, dental, vision, life, flex spending, legal services, deferred compensation, executive benefits programs and any other programs to which County employees have access; the County has agreed to honor the years of service, for longevity bonus calculations, for all employees transferring to the Clerk of the Court and Comptroller, should employees decide to seek employment with the County within a two-year period after the transition date of January 7, 2025; this provision will not apply to new hires after the transition date; an agreement incorporating these and other employee-related Amendment 10 Transition activities will be presented to the Board for approval prior to the transition date
- Pursuant to the Clerk of the Court and Comptroller's role as the Custodian of County Funds and the Custodian of County Records/data, the County has agreed to implement a governance structure that will incorporate the Clerk of the Court and Comptroller in the regulation of access to, and use and oversight of, the Integrated Financial Resources System (InFORMS) and related data as well as access to County systems that need to be examined when serving as County Auditor

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- To ensure the transition is as seamless as possible, the County will assign contracts and continue to provide and support all software licenses necessary to effectively perform daily operations; these include but are not limited to Microsoft Office Suite (including Project Management, Visio), Adobe Acrobat and Adobe Sign, Netmotion, and Oracle (InFORMS), to name a few
- The County will continue to fund facilities, technology, furniture, equipment, communications and security as defined and required under Article V of the Florida Constitution and Chapter 29 of the State Statute
- Recognizing that the implementation of Amendment 10 may require additional interlocal agreements for services provided by various County departments and result in a budgetary impact, the County has agreed to include as part of the mid-year and/or end-of-year budget amendment/supplement process the costs associated with the said executed agreements with legally available funds
- The budgetary treatment of certain expenditures such as the service charges to the Clerk of the Court and Comptroller by the Internal Services Department (ISD) for maintenance of facilities (\$159,700) and by the Information Technology Department (ITD) for information technology services provided through ITD's memorandum of understanding with the Clerk of the Court and Comptroller (\$1.898 million) are budgeted as a non-departmental expenditure in the General Fund (G1001); additionally, the rent revenues budgeted to ISD for office space occupied by the Clerk of the Court and Comptroller and the information technology and communication funding model revenues budgeted for countywide information infrastructure and networks, and 311 Contact Center utilized by the Clerk of the Court and Comptroller will continue to be funded by the general fund directly to the respective County department; finally, the expenditures for fleet vehicle service charges to the Clerk of the Court and Comptroller by ISD (\$2,700) are budgeted as a non-departmental expenditure in the General Fund; total expenditures are appropriated in the County budget ordinances in the budget of the Clerk of the Court and Comptroller, the General Fund, and various reserves
- We appreciate Clerk of the Court and Comptroller Juan Fernandez-Barquin's efforts and his staff's support in the development of the FY 2024-25 Adopted Budget

CAPITAL BUDGET HIGHLIGHTS AND OPERATIONAL IMPACTS

- In support of the Clerk of the Court and Comptroller's Office, the FY 2024-25 Adopted Budget and Multi-Year Capital Plan includes capital program #2000004557 – Clerk of the Court and Comptroller – Infrastructure Improvements Repairs and Renovations in the Internal Services Departmental (ISD) capital budget; ISD in conjunction with the Clerk of the Court and Comptroller's Office will work together in identifying and addressing facility-wide improvements (total program cost \$383,000; \$383,000 in FY 2024-25; capital program #2000004557)

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OPERATING FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 21-22	Actual FY 22-23	Budget FY 23-24	Adopted FY 24-25
Revenue Summary				
General Fund Countywide	828	6,494	6,403	30,156
Carryover	1,566	1,567	1,866	1,969
Fees and Charges	18,187	13,224	16,158	13,725
Other Revenues	0	0	0	3,150
IT Funding Model	0	0	0	3,211
Interagency Transfers	0	0	715	800
Total Revenues	20,581	21,285	25,142	53,011
Operating Expenditures				
Summary				
Salary	11,653	9,527	14,067	31,129
Fringe Benefits	4,024	4,042	5,760	13,193
Court Costs	3	0	3	0
Contractual Services	1,277	1,347	1,747	2,797
Other Operating	-518	3,772	-332	4,429
Charges for County Services	2,292	1,007	3,648	1,148
Grants to Outside	0	127	0	0
Organizations				
Capital	41	180	249	187
Total Operating Expenditures	18,772	20,002	25,142	52,883
Non-Operating Expenditures				
Summary				
Transfers	0	0	0	0
Distribution of Funds In Trust	0	0	0	0
Debt Service	0	0	0	0
Depreciation, Amortizations and Depletion	0	0	0	0
Reserve	0	1,283	0	128
Total Non-Operating Expenditures	0	1,283	0	128

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 23-24	Adopted FY 24-25	Budget FY 23-24	Adopted FY 24-25
Strategic Area: Public Safety				
Clerk of the Board	4,014	0	27	0
County Clerk	6,075	0	64	0
County Recorder	5,421	0	46	0
Operational Support	6,966	0	29	0
Strategic Area: Constitutional Office				
Clerk County Operations	0	27,563	0	184
Cash Management	0	932	0	0
Operations				
Comptroller Audit	0	3,725	0	31
Operations				
Comptroller Finance	0	18,200	0	0
Operations				
Records Center Operations	2,666	2,463	25	24
Total Operating Expenditures	25,142	52,883	191	239