

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

Clerk of the Court and Comptroller

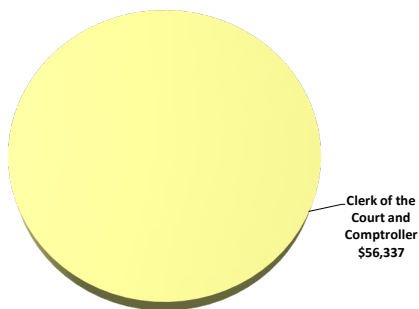
The Clerk of the Court and Comptroller (COCC) is a constitutional officer whose duties are derived directly from the Florida Constitution. The Clerk of the Court and Comptroller's core functions are to provide comprehensive clerical support to the Eleventh Judicial Circuit (Civil, Criminal, Juvenile, 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.

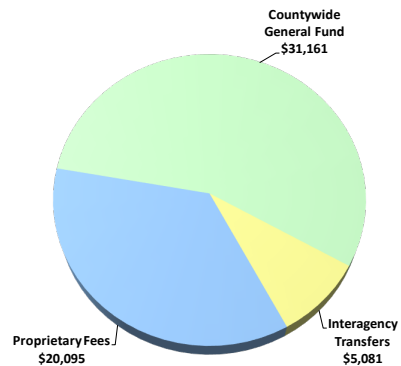
The Office of the Clerk of the Court and Comptroller interfaces with a range of local, state and national agencies and collects and disburses hundreds of millions of dollars annually.

FY 2024-25 Proposed Operating Budget

Expenditures by Activity
(dollars in thousands)



Revenues by Source
(dollars in thousands)



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TABLE OF ORGANIZATION

<u>CLERK OF THE COURT AND COMPTROLLER*</u>	
Performs the constitutional and statutory responsibilities of the Circuit and County Court Clerk; ex-officio County Clerk, County Auditor, County Recorder and custodian of County Funds and Records	
<u>FY 23-24</u>	<u>FY 24-25</u>
191	423

* Positions funded from both Clerk and County fees, fines and service charges

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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 Proposed Budget includes the transfer of the Finance Department from the County Administration to the Clerk of the Court and Comptroller (\$31.49 million, 173 positions); the Proposed Budget also includes the creation of the Comptroller Audit Operations function established during FY 2023-24 (\$3.782 million, 31 positions)
- The FY 2024-25 Proposed 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 Proposed 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 Proposed Budget includes funding for County-related operations and includes \$12.075 million of revenues generated by the Clerk from non-court related operations; \$15.145 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 Proposed 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 has agreed to amend the Miami-Dade County Code of Ordinances, relevant Implementing and Administrative Orders and County Charter provisions (as authorized by law) to reflect that all duties and responsibilities currently assigned to or delegated to the Finance Department and/or Finance Director, will be assigned 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- will also 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
- 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
- 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

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- 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 (\$309,400) 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 (\$4.673 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 (\$23,800) 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 Proposed Budget

OPERATING FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 21-22	Actual FY 22-23	Budget FY 23-24	Proposed FY 24-25
Revenue Summary				
General Fund Countywide	828	6,494	6,403	31,161
Carryover	1,566	1,567	1,866	2,339
Fees and Charges	18,187	13,224	16,158	13,725
Other Revenues	0	0	0	4,200
IT Funding Model	0	0	0	4,281
Interagency Transfers	0	0	715	800
Total Revenues	20,581	21,285	25,142	56,506
Operating Expenditures Summary				
Salary	11,653	9,527	14,067	33,780
Fringe Benefits	4,024	4,042	5,760	15,041
Court Costs	3	0	3	0
Contractual Services	1,277	1,347	1,747	4,112
Other Operating	-518	3,772	-332	2,528
Charges for County Services	2,292	1,007	3,648	665
Grants to Outside Organizations	0	127	0	0
Capital	41	180	249	211
Total Operating Expenditures	18,772	20,002	25,142	56,337
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	169
Total Non-Operating Expenditures	0	1,283	0	169

(dollars in thousands) Expenditure By Program	Total Funding		Total Positions	
	Budget FY 23-24	Proposed FY 24-25	Budget FY 23-24	Proposed 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
Records Center	2,666	0	25	0
Strategic Area: Constitutional Office				
Clerk of the Court and Comptroller	0	56,337	0	423
Total Operating Expenditures	25,142	56,337	191	423

