

Clerk Of The Circuit Court

Clerk of the Circuit Court and Comptroller: Ken Burke, CPA.

OMB Budget Analyst(s): Ksheera Hegde

Department Purpose

The office of the Clerk of the Circuit Court is authorized under the Florida State Constitution, Article V, Section 16, with various duties enumerated in statute, rules of court, and local procedures. The Clerk oversees the custody and maintenance of court records, pleadings, and evidence, ensuring the integrity of court files. Also handles court fines, assessments, and child support payments. Additionally, manages the Official Records of the county, maintains financial records for the Board of County Commissioners, and serves as the custodian of all county funds, handling revenue, investments, and payments. Acting as the County Auditor, conducts pre-audits of invoices, performs Inspector General audits, and investigates County departments. The Clerk strives to deliver efficient services while serving as a trustee for various agencies' funding and serving as a vigilant overseer to ensure that public funds are utilized appropriately and for the benefit of Pinellas County citizens.

Budget Summary

All Funds

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Personnel Services	\$11,796,758	\$13,212,348	\$13,848,686	\$16,193,392	\$16,590,090
Operating Expenses	\$2,914,152	\$3,045,938	\$1,699,753	\$2,375,761	\$2,498,050
Capital Outlay	\$539,120	\$111,307	\$1,664,071	\$51,817	\$54,530
Other Uses	\$0	\$1,715,303	\$0	\$0	\$0
Grand Total	\$15,250,030	\$18,084,896	\$17,212,510	\$18,620,970	\$19,142,670

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	130.3	132.3	133.7	133.7	132.7
Grand Total	130.3	132.3	133.7	133.7	132.7

0001- General Fund

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Personnel Services	\$11,796,758	\$13,212,348	\$13,848,686	\$16,193,392	\$16,590,090
Operating Expenses	\$2,914,152	\$3,045,938	\$1,699,753	\$2,375,761	\$2,498,050
Capital Outlay	\$539,120	\$111,307	\$1,664,071	\$51,817	\$54,530
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FTE	130.3	132.3	133.7	133.7	132.7
Grand Total	130.3	132.3	133.7	133.7	132.7

Budget Drivers

- The FY26 Budget for the Clerk, identified as a transfer of \$19.1M from the BCC's General Fund, increases by \$521,700 (2.8%) and this does not include a general salary increase.
- Based on the FY25 Adopted Budget, Personnel Services decreased by \$119,350 (0.7%) to \$16.6M. Operating expenses increased by \$638,340 (34.3%) to \$2.5M. Capital Outlay increased by \$2,710 to \$54,530 (5.2%).
- Based on the Clerk's reallocations driven by business needs, Personnel Services increased by \$204,579 (1.2%) to \$16.6M due to increased FRS or Florida Retirement System costs. Operating expenses increased by \$314,408 (14.4%) to \$2.5M, primarily due to the addition of the Hyland OnBase document management system. Increased Intergovernmental expenditures and annual maintenance costs represent the remaining balance. Capital Outlay increased by \$2,713 to \$54,530 (5.2%).
- The Clerk's FTE decreased from 133.7 to 132.7 due to the transfer of 1.0 FTE from Board Records to Water and Navigation.

FY26 Decision Packages

1.Document Management System - Transition from OpenText AppXtender to Hyland OnBase (\$256,750, non recurring)

The Clerk's office is seeking to modernize the enterprise document management capabilities by replacing the current system, OpenText AppXtender, with the Hyland OnBase platform. The AppXtender system is primarily used by departments under the Board of County Commissioners (BCC) and currently stores over 9.8 million documents. AppXtender is outdated and no longer meets the County's growing operational, compliance, and integration requirements.

- The funding presented in this document includes the County Administrator's preliminary recommendation of this decision package for the FY26 Proposed Budget. The Clerk has begun the project in FY25 within it's existing budget (approximately \$88,850 for Phase 1) and the County Administrator supports adding \$256,750 to complete the project.

2.Finance Learning and Development Business Analyst (\$149,150, 1 FTE, recurring)

This request is being submitted for the third consecutive year to fund a Learning and Development expert dedicated to modernizing, optimizing, and delivering training on financial business practices and procedures. As the County invests in technology initiatives, including machine learning and artificial intelligence, our organization must embrace modern practices. This role will assist in analyzing and recommending improved learning methods. This position will not only influence the adoption of strategic best practices internally but also enhance how the BCC and other constitutional offices engage with Finance teams, processes, and financial systems across the County.

- The funding presented in this document includes the County Administrator's preliminary recommendation not to fund this decision package for the FY26 Proposed Budget.

3.ERP Implementation. Five (5) Backfilled and Temporary Resources - (\$700,000, 5 temporary FTE, recurring)

Fund the equivalent of five (5) backfill and temporary resources to support the new ERP system and its implementation. These resources are essential to maintain operational continuity and mitigate risks while key staff members focus on the ERP project. These resources will support key roles in departments, including Accounts Payable, Payroll, General Accounting and Reporting, Treasury & Revenue Management, and Projects & Grants, allowing current staff to focus on their essential functions while ensuring business continuity. This approach will help prevent operational disruptions and compliance issues while ensuring the success of the ERP initiative.

- The funding presented in this document includes the County Administrator's preliminary recommendation not to fund this decision package for the FY26 Proposed Budget.

Performance Measures

Measure	Unit of Measure	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Annual Comprehensive Financial Report Completed within Six Months of Fiscal Year End	Percent	100.00%	100.00%	100.00%	
Annual Financial Report Submitted to Auditor General Timely	Percent	100.00%	100.00%	100.00%	
Annual Inventory/Fixed Assets Completed by All Departments	Percent	95.00%	87.00%	95.00%	
Assist with Maintenance of County-related Records	Percent	100.00%	100.00%	100.00%	
Audit Recommendations with which Management Concurred and/or Partially Concurred	Percent	97.00%	100.00%	75.00%	
Audits on Annual Plan Completed within the Project Plan Year	Percent	59.00%	46.00%	75.00%	
Bank Reconciliation Completed within 30 Days of Month End	Percent	100.00%	100.00%	99.00%	
BCC Follow-up Agendas Posted by 5:00PM the Next Business Day	Percent	100.00%	100.00%	100.00%	
BCC Regular Meeting Minutes Finalized within 45 Business Days	Percent	99.00%	100.00%	100.00%	
Boxes Imaged within 60 Days of Receipt	Percent	95.00%	100.00%	95.00%	
Clerk's Mail Services Survey Cards in Excellent and Very Good Category	Percent	100.00%	100.00%	99.50%	
Clerk's Print Orders Completed Timely and Accurately	Percent	99.50%	99.30%	99.50%	
Clerk's Printing Services Survey Cards in Excellent and Very Good Category	Percent	100.00%	100.00%	99.50%	
Complaints Disposed within 30 Calendar Days of Receipt	Percent	98.00%	98.00%	90.00%	
Compliance with the CT/BTS Operating Level Agreement for Oracle EBS Support	Percent	99.00%	99.00%	99.00%	
Continue to Partner with BTS to Support EBS According to Agreed upon Guidelines and Best Practices	Percent	100.00%	100.00%	100.00%	
Contracts Reviewed within 2 Business Days	Percent	100.00%	100.00%	95.00%	
Court Records Electronic Document Destruction in CMS	Percent			25.00%	
Department Records Inventoried for Compliance	Percent	100.00%	100.00%	100.00%	
Deploy New Hardware within 60 Days of Receipt	Percent	95.00%	92.00%	90.00%	

Measure	Unit of Measure	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Dock Permit Applications Received and Processed within 24 Hours	Percent	100.00%	100.00%	100.00%	
Ensure Compliance with Accounting Procedures, Applicable Laws and Clerk's Policies and Procedures	Percent	100.00%	100.00%	100.00%	
Ensures Audit Recommendations by IG's Office are Implemented as Required	Percent	100.00%	100.00%	100.00%	
Follow-ups Initiated within One Calendar Year of Report Issuance	Percent	100.00%	100.00%	100.00%	
Guardianship Level I Audits Completed within 60 Calendar Days	Percent	100.00%	100.00%	100.00%	
Guardianship Level II Audits Completed within 45 Calendar Days	Percent	100.00%	100.00%	90.00%	
Home Solicitation Permit Applications Sent to Sheriff's Office for Background Checks	Percent	100.00%	100.00%	100.00%	
Invest in Ongoing Training of Oracle Support Staff to Maintain Quality of Services	Percent	90.00%	90.00%	90.00%	
Invest in Training Support Staff to Maintain Highest Quality of Services	Percent	85.00%	95.00%	95.00%	
Investigative Recommendations with which Management Concurred and/or Partially Concurred	Percent	96.00%	100.00%	75.00%	
Investment Report Submitted to the Investment Committee by the 15th of Following Month	Percent	100.00%	100.00%	100.00%	
Invoices Paid in Compliance with Prompt Payment Act	Percent	93.00%	92.00%	95.00%	
Invoices Recorded into Financial System within Seven Days of Receipt	Percent	86.00%	81.00%	95.00%	
Justice/CCMS Process Automation to Improve Efficiencies and Save Long Term Cost	Percent	96.00%	99.00%	99.00%	
Maintain Warehousing of County-related Records	Percent	100.00%	100.00%	100.00%	
Metered Mail Completed Timely and Accurately	Percent	99.80%	100.00%	99.50%	
Microfilm Digitization and Destruction	Percent			30.00%	
Migrate current Odyssey/Justice Case Maintenance System to Navigator	Percent		50.00%	100.00%	
Migration of content from AppXtender to new ECM	Percent			5.00%	
New Hire Training Completed Timely	Percent	100.00%	100.00%	100.00%	
Non BCC Meetings Minutes Finalized Prior to Next Meeting	Percent	95.00%	97.00%	100.00%	
Operational Support for CMS	Percent			100.00%	
Ordinances Filed with the State in Timeframe Required by Statute	Percent	100.00%	100.00%	100.00%	
Payroll Processed by Wednesday Proceeding Pay Date	Percent	100.00%	100.00%	100.00%	
Popular Annual Financial Report - Citizens Report, Submitted to GFOA by March 31	Percent	100.00%	100.00%	100.00%	
Positive Customer Service Satisfaction	Percent	98.00%	100.00%	95.00%	
Provide operational support to the Finance Division related to EBS, OBIEE, and SplashBI.	Percent	99.00%	99.00%	99.00%	

Measure	Unit of Measure	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Providing Ongoing Support for Appxtender Records Management System for Clerk and BCC	Percent	100.00%	100.00%	100.00%	
Recommendations not Implemented	Percent		1.00%	25.00%	
Replace AppXtender with new Enterprise Content Management System	Percent			25.00%	
Restructure/Reorganize Warehouse	Percent	100.00%	100.00%	100.00%	
Staff Earning 40+ hours of CPE Every Calendar Year with 6+ in Investigation	Percent	100.00%	70.00%	100.00%	
Staff Time Spent Directly on Audits/Investigations/Consultations/Projects	Percent	75.00%	75.00%	70.00%	
Total Operating Expenditures Expended within Budget Constraints	Percent	100.00%	100.00%	100.00%	
Tyler Jury Management Issue Resolution	Percent			100.00%	
VAB Evidence Packets Uploaded into Axia within Two Business Days	Percent	100.00%	100.00%	100.00%	

Budget Summary by Program and Fund

Administration

The Clerk's Administration Division oversees several key departments including the Executive Office, the Training Department, Fiscal Management, and Project Planning and Compliance. It manages office-wide policies and procedures and maintains employment information and internal records for the Clerk's Office. The budget allocated reflects only the pro-rata share related to the Board-funded operations. Fiscal Management is responsible for agency-wide financial and resource management services in budget, procurement, analytics, and support services. The budget allocated reflects only the pro-rata share related to the Board-funded operations. The Training Department is responsible for agency-wide training. It develops and maintains all training curriculums by planning, organizing, and developing training objectives, courses, materials, metrics, and reports. The budget allocated reflects only the pro-rata share related to the Board-funded operations.

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$748,758	\$2,658,873	\$778,088	\$1,080,241	\$1,158,350
Grand Total	\$748,758	\$2,658,873	\$778,088	\$1,080,241	\$1,158,350

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	5.3	5.3	4.4	4.4	4.4
Grand Total	5.3	5.3	4.4	4.4	4.4

Board Records

Board Records Department ensures the accuracy of minutes from Board of County Commissioner's meetings and related agencies, providing an independent record of the County's actions and policies for the benefit of the public and staff. Additionally, the department serves as the Clerk to the Value Adjustment Board (VAB), overseeing administrative hearings. It processes permit applications, issues permits, and manages records for dock and dredge-fill projects. The department

also handles home solicitation permits in accordance with state statutes and maintains Pinellas County lobbyist records per local ordinances. Furthermore, it maintains custody of the Board seal, performs attest functions for Board-approved documents, and operates an automated repository for all official Board actions, including ordinances, resolutions, and contracts.

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$966,554	\$1,002,074	\$1,227,732	\$1,026,140	\$1,046,500
Grand Total	\$966,554	\$1,002,074	\$1,227,732	\$1,026,140	\$1,046,500

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	12.0	12.0	12.0	11.0	10.0
Grand Total	12.0	12.0	12.0	11.0	10.0

Court and Operational Services

The Court and Operational Services Division is the executive management and administration responsible for overseeing all departments with Court responsibilities as well as the Mail, Printing services, and Records Management departments. The budget allocated reflects only the pro-rata share related to the Board-funded operations. The Printing Services Department offers cost-effective printing solutions to County government agencies, internal departments, and selected local government agencies. The Mailroom Department provides mail distribution and courier services to County government agencies and internal departments. Records Management Department provides cost-effective and efficient life-cycle services to the BCC, Clerk, and other associated agencies. Assistance provided includes off-site storage of paper records and microfilm retrieval and delivery of records, assistance with records retention schedule usage, vault storage for subdivision and condominium plats, paper-to-digital image conversions, and transfer of digital images to microfilm format for archival storage. The Records Management Department also coordinates with the Rules of Judicial Administration and the Department of State, Division of Library and Information Services, Bureau of Archives, and Records Management for the destruction of records when retention requirements are satisfied. The budget allocated reflects only the pro-rata share related to the Board-funded operations.

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$2,325,193	\$2,519,965	\$3,042,234	\$3,231,825	\$3,296,140
Grand Total	\$2,325,193	\$2,519,965	\$3,042,234	\$3,231,825	\$3,296,140

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	28.2	28.2	29.0	29.0	29.0
Grand Total	28.2	28.2	29.0	29.0	29.0

Division of Inspector General

The Division of Inspector General (IG) provides independent and objective audits, investigations, and consultations designed to add value and improve the County's operations. These activities assist organizations in achieving their objectives by implementing a systematic, disciplined approach to evaluating and enhancing the effectiveness of risk management, control, and governance processes. This oversight extends to auditing operations for the Board of County Commissioners, the Clerk of the Circuit Court and Comptroller, contractors engaged with the County, and County revenue sources.

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$1,518,381	\$1,605,542	\$1,969,511	\$2,063,441	\$2,008,000
Grand Total	\$1,518,381	\$1,605,542	\$1,969,511	\$2,063,441	\$2,008,000

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	13.0	13.0	13.5	13.5	13.5
Grand Total	13.0	13.0	13.5	13.5	13.5

Finance

The Finance Division maintains official financial records and prepares reports on all monies received and disbursed by the Board. It oversees financial applications and acts as custodian of County funds, ensuring assets are safeguarded and transactions are accurately recorded for the preparation of financial statements in compliance with generally accepted accounting principles and applicable laws and regulations.

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$7,008,167	\$7,193,373	\$8,036,689	\$8,416,882	\$8,548,470
Grand Total	\$7,008,167	\$7,193,373	\$8,036,689	\$8,416,882	\$8,548,470

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	60.0	62.0	64.0	64.0	64.0
Grand Total	60.0	62.0	64.0	64.0	64.0

Technology

The Technology Court and Operations Department oversees technology support for the criminal justice information system as mandated by Article V, Revision 7, to be funded by the Board. The department provides both functional and technical support for court-related and board-related applications, including administrative tasks and records management. Their services include desktop support, software deployment and updates, asset management, server administration, and security oversight. They ensure compliance with local and state mandates, manage system analysis and project implementation, conduct quality assurance and user acceptance testing, develop custom reports for citizens, implement efficiency-enhancing solutions, and maintain financial records. The budget allocated reflects only the pro-rata share related to the Board-funded operations. The Technology Fiscal Department offers functional and technical support for Oracle eBusiness Suite financial applications, as well as support for Oracle Business Intelligence Enterprise Edition (OBIEE) and Payroll. This collaboration includes Business Technology Services (BTS). Additionally, the division provides desktop support and other services to the Finance Division.

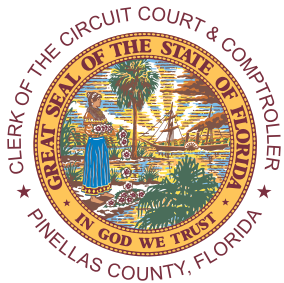
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
General Fund	\$2,682,977	\$3,105,069	\$2,158,256	\$2,802,441	\$3,085,210
Grand Total	\$2,682,977	\$3,105,069	\$2,158,256	\$2,802,441	\$3,085,210

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
FTE	11.9	11.9	10.9	11.9	11.9

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Budget
Grand Total	11.9	11.9	10.9	11.9	11.9

Attachments:

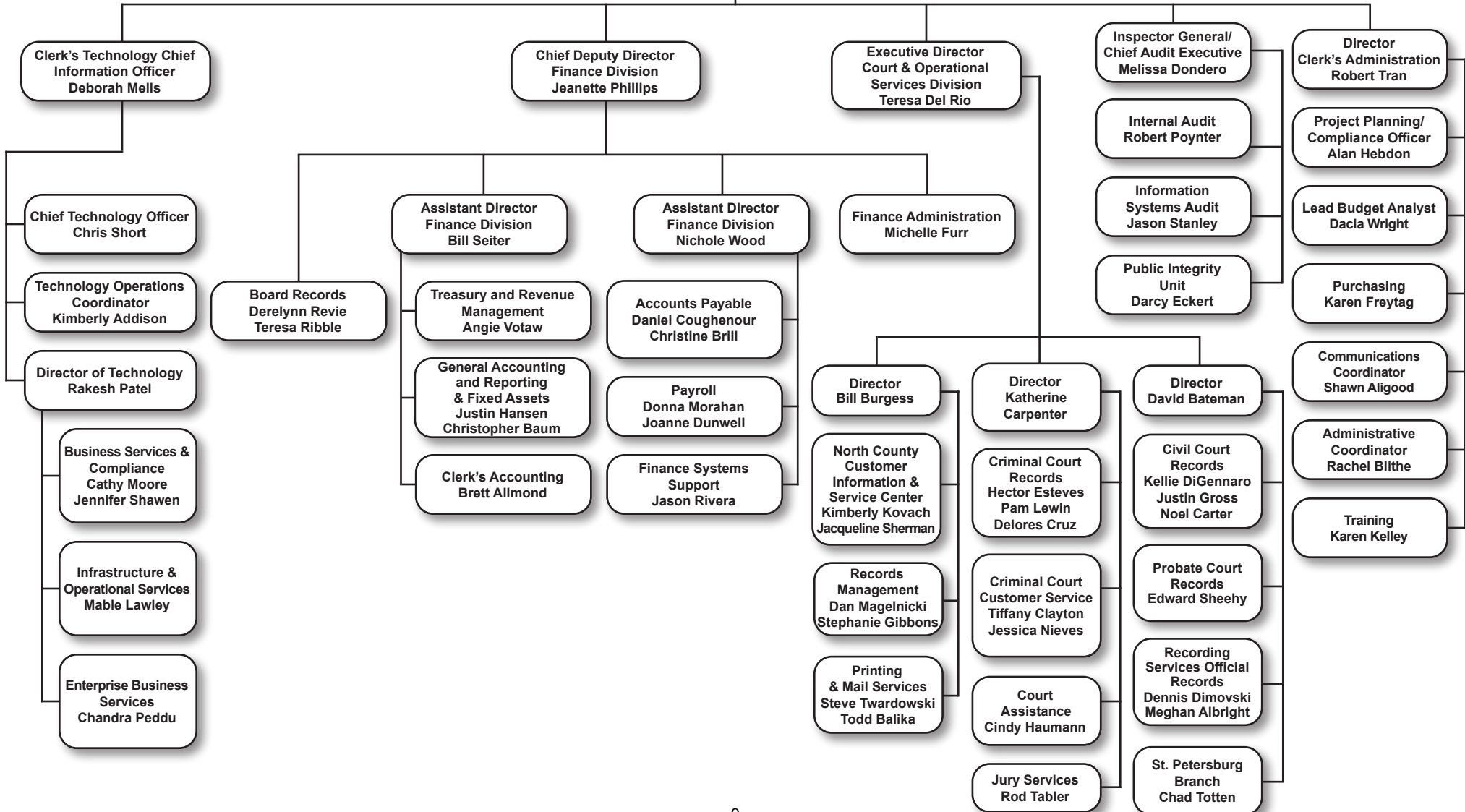
- 1. Organizational Chart (p.9)
- 2. Budget Reports (p.10)
- 3. FY26 Clerk Budget Request Letter (p.11-38)



OFFICE OF THE CLERK OF THE CIRCUIT COURT & COMPTROLLER PINELLAS COUNTY

CITIZENS OF PINELLAS COUNTY

KEN BURKE
Clerk of the Circuit Court & Comptroller



The Clerk of the Circuit Court
Pinellas County
Standard Detail
Fund: 0001 - General Fund
Version: County Admin Review

Expenditures								
Account	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY25 Estimate	FY26 Request	Budget to Budget Change	Budget to Budget % Change
5919951 - Trans To Clk Bd-Personal Services	12,332,190	15,822,530	15,887,990	16,709,440	16,709,440	16,590,090	(119,350)	-0.71%
5919953 - Trans To Clk Bd-Operating	2,833,160	2,192,240	1,722,700	1,859,710	1,859,710	2,498,050	638,340	34.32%
5919956 - Trans To Clk Bd-Capital	84,680	70,140	51,820	51,820	51,820	54,530	2,710	5.23%
Expenditures Total	15,250,030	18,084,910	17,662,510	18,620,970	18,620,970	19,142,670	521,700	2.80%




Ken Burke, CPA

Clerk of the Circuit Court and Comptroller — Pinellas County, Florida

Clerk of the County Court
Recorder of Deeds
Clerk and Accountant of the Board of County
Commissioners
Custodian of County Funds
County Auditor

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Clearwater, FL 33756-5165
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TO: The Honorable Chair and Members of the
Pinellas County Board of County Commissioners

FROM:  Ken Burke, CPA
Clerk of the Circuit Court and Comptroller

DISTRJ: Barry Burton, County Administrator
Chris Rose, Director, OMB

DATE: April 25, 2025

RE: Budget request for non-court related expenditures
for the Fiscal Year 2025-2026 for the Office of the
Clerk of the Circuit Court and Comptroller

In accordance with the requirements of Florida Statute 129.03, I am submitting the Fiscal Year 2025-2026 budget for the Office of the Clerk of the Circuit Court and Comptroller.

The base budget request for the Clerk's Office is \$18,885,920, which represents the funding required to maintain current service levels, staffing, and operating costs without any additions.

Additional Funding Requests (Submitted as Decision Packages):

In addition to the base budget, I am requesting \$1,105,900 to support the following:

1. Document Management System - Transition from OpenText AppXtender to Hyland OnBase - \$256,750.

The Clerk's office is seeking to modernize the enterprise document management capabilities by replacing the current system, OpenText AppXtender, with the Hyland OnBase platform. The AppXtender system is primarily used by departments under the Board of County Commissioners (BCC) and currently stores over 9.8 million documents. AppXtender is outdated and no longer meets the County's growing operational, compliance, and integration requirements.

2. Finance Learning and Development Business Analyst – \$149,150.

This request is being submitted for the third consecutive year to fund a Learning and Development expert dedicated to modernizing, optimizing, and delivering training on financial business practices and procedures. As the County invests in technology initiatives, including machine learning and artificial intelligence, our organization must embrace modern practices. This role will assist in analyzing and recommending improved learning methods. This position will not only influence the adoption of strategic best practices internally but also enhance how the BCC and other constitutional offices engage with Finance teams, processes, and financial systems across the County.

3. ERP Implementation – 5 Backfilled and Temporary Resources \$700,000.

Fund the equivalent of five (5) backfill and temporary resources to support the new ERP system and its implementation. These resources are essential to maintain operational continuity and mitigate risks while key staff members focus on the ERP project. These resources will support key roles in departments, including Accounts Payable, Payroll, General Accounting and Reporting, Treasury & Revenue Management, and Projects & Grants, allowing current staff to focus on their essential functions while ensuring business continuity. This approach will help prevent operational disruptions and compliance issues while ensuring the success of the ERP initiative.

Enclosed are the court-related revenue estimates for 2025-2026, totaling \$5,017,543.

Enclosures

Pinellas County Clerk of the Court
Standard Expenditures Summary
Total 1502 Board Funded Budget

Fund	MO	A	Account	FY25 Budget	FY26 Budget Request
1502	Personnel Services	5110001	Executive Salaries.	\$ 6,809,566.00	\$ 6,661,950.00
		5120001	Regular Salaries & Wages	\$ 3,355,360.00	\$ 3,546,890.00
		5130001	Other Salaries And Wages	\$ -	\$ -
		5140001	Overtime Pay	\$ -	\$ -
		5210001	FICA Taxes	\$ 777,618.00	\$ 780,980.00
		5220001	Retirement Contributions	\$ 1,610,790.00	\$ 1,786,420.00
		5230001	Hlth,Life,Dntl,Std,Ltd	\$ 3,768,355.00	\$ 3,746,370.00
		5240001	Workers Compensation	\$ 63,822.00	\$ 67,480.00
	Personnel Services Total			\$ 16,385,511.00	\$ 16,590,090.00
	Operating Expenses	5310001	Professional Services		\$ 2,500.00
		5320001	Accounting & Auditing	\$ 9,252.00	\$ 9,710.00
		5340001	Other Contractual Svcs	\$ 777,383.00	\$ 745,380.00
		5400001	Travel and Per Diem	\$ 98,434.00	\$ 114,220.00
		5400100	Transportation Exp	\$ -	\$ -
		5400105	Mileage-Local	\$ 700.00	\$ 700.00
		5400110	Mileage-Out of Town	\$ -	\$ -
		5400200	Meals/Per Diem	\$ -	\$ -
		5400300	Hotels/Motels/Lodging	\$ -	\$ -
		5400900	Travel-Other	\$ -	\$ -
		5410001	Communication Services	\$ 71,470.00	\$ 69,380.00
		5420001	Freight	\$ 233.00	\$ 200.00
		5420002	Postage	\$ 61,599.00	\$ 62,500.00
		5440001	Rentals and Leases	\$ 8,798.00	\$ 8,800.00
		5460001	Repair&Maintenance Svcs	\$ 395,406.00	\$ 512,230.00
		5490001	Othr Current Chgs&Obligat	\$ 9,327.00	\$ 10,320.00
		5490060	Incentives & Awards	\$ 8,402.00	\$ 11,150.00
		5496501	Intgv Sv-Info Technology	\$ 28,411.00	\$ 29,830.00
		5496521	Intgv Sv-Fleet-Op & Maint	\$ 33,203.00	\$ 34,880.00
		5496522	Intgv Sv-Flt-Veh Rplcmnt	\$ 55,101.00	\$ 64,010.00
		5496551	Intgv Sv-Risk Financing	\$ 60,400.00	\$ 83,820.00
		5510001	Office Supplies Exp	\$ 42,294.00	\$ 44,090.00
		5510040	Equipment Under \$1000.00	\$ 13,907.00	\$ 13,910.00
		5520001	Operating Supplies Exp	\$ 173,364.00	\$ 135,050.00
		5520009	Oper. Supplies-Computer	\$ 123,011.00	\$ 90,520.00
		5540001	Bks, Pub, Subscrp&Membrshps	\$ 103,558.00	\$ 124,990.00
5550000		Training	\$ 514.00	\$ 510.00	
5550001	Training&Education Costs	\$ 108,875.00	\$ 72,600.00		
Operating Expenses Total			\$ 2,183,642.00	\$ 2,241,300.00	
Capital Outlay	5640001	Machinery And Equipment	\$ 49,290.00	\$ 52,000.00	
	5640300	Equip-Vehicle&Heavy Equip	\$ 2,527.00	\$ 2,530.00	
Capital Outlay Total			\$ 51,817.00	\$ 54,530.00	
1502 Total			\$ 18,620,970.00	\$ 18,885,920.00	

Pinellas County Clerk of the Court
Standard Expenditures Summary
Total 1502 Board Funded Budget

Fund	Center	MO	A	Account	FY25 Budget	FY26 Budget Request	
1502	Board Records	Personnel Services	5110001	Executive Salaries.	\$ 186,150.00	\$ 186,150.00	
			5120001	Regular Salaries & Wages	\$ 410,308.00	\$ 420,200.00	
			5140001	Overtime Pay	\$ -	\$ -	
			5210001	FICA Taxes	\$ 45,629.00	\$ 46,390.00	
			5220001	Retirement Contributions	\$ 81,297.00	\$ 90,950.00	
			5230001	Hlth,Life,Dntl,Std,Ltd	\$ 280,340.00	\$ 280,400.00	
			Personnel Services Total			\$ 1,003,724.00	\$ 1,024,090.00
		Operating Expenses	5340001	Other Contractual Svcs	\$ 4,200.00	\$ 4,200.00	
			5400001	Travel and Per Diem	\$ 1,953.00	\$ 1,950.00	
			5400105	Mileage-Local	\$ -	\$ -	
			5410001	Communication Services	\$ 780.00	\$ 780.00	
			5420001	Freight	\$ 5.00	\$ 10.00	
			5420002	Postage	\$ 1,234.00	\$ 1,230.00	
			5460001	Repair&Maintenance Svcs	\$ 3,000.00	\$ 3,000.00	
			5490001	Othr Current Chgs&Obligat	\$ 3,084.00	\$ 3,080.00	
			5510001	Office Supplies Exp	\$ 2,056.00	\$ 2,060.00	
			5520001	Operating Supplies Exp	\$ 5,950.00	\$ 5,950.00	
			5550001	Training&Education Costs	\$ 154.00	\$ 150.00	
			Operating Expenses Total			\$ 22,416.00	\$ 22,410.00
			Board Records Total				\$ 1,026,140.00
	Clerk Administration I	Personnel Services	5110001	Executive Salaries.	\$ 200,579.00	\$ 211,520.00	
			5120001	Regular Salaries & Wages	\$ -	\$ -	
			5130001	Other Salaries And Wages	\$ -	\$ -	
			5210001	FICA Taxes	\$ 15,343.00	\$ 16,180.00	
			5220001	Retirement Contributions	\$ 45,725.00	\$ 52,500.00	
			5230001	Hlth,Life,Dntl,Std,Ltd	\$ 56,522.00	\$ 62,120.00	
			5240001	Workers Compensation	\$ 63,822.00	\$ 67,480.00	
			Personnel Services Total			\$ 381,991.00	\$ 409,800.00
		Operating Expenses	5320001	Accounting & Auditing	\$ 9,252.00	\$ 9,710.00	
			5340001	Other Contractual Svcs	\$ 42,742.00	\$ 42,740.00	
			5400001	Travel and Per Diem	\$ 19,738.00	\$ 19,740.00	
			5400100	Transportation Exp	\$ -	\$ -	
			5400105	Mileage-Local	\$ -	\$ -	
			5400200	Meals/Per Diem	\$ -	\$ -	
			5400300	Hotels/Motels/Lodging	\$ -	\$ -	
			5400900	Travel-Other	\$ -	\$ -	
			5410001	Communication Services	\$ 6,240.00	\$ 6,240.00	
			5420001	Freight	\$ 5.00	\$ 10.00	
			5420002	Postage	\$ 103.00	\$ 100.00	
			5460001	Repair&Maintenance Svcs	\$ 2,500.00	\$ 2,500.00	
			5490001	Othr Current Chgs&Obligat	\$ -	\$ -	
			5490060	Incentives & Awards	\$ 7,402.00	\$ 7,400.00	
			5496521	Intgv Sv-Fleet-Op & Maint	\$ 1,330.00	\$ 790.00	
5496522			Intgv Sv-Flt-Veh Rplcmnt	\$ 3,927.00	\$ 4,370.00		
5496551			Intgv Sv-Risk Financing	\$ 948.00	\$ 49,190.00		
5510001			Office Supplies Exp	\$ 720.00	\$ 720.00		
5520001			Operating Supplies Exp	\$ 3,598.00	\$ 3,600.00		
5540001			Bks, Pub, Subscrp&Membrshps	\$ 1,028.00	\$ 1,030.00		
5550000			Training	\$ 514.00	\$ 510.00		
5550001			Training&Education Costs	\$ 2,570.00	\$ 2,570.00		
Operating Expenses Total			\$ 102,617.00	\$ 151,220.00			
Clerk Administration Division Total				\$ 484,608.00	\$ 561,020.00		
Clerk's Technology			Personnel Services	5110001	Executive Salaries.	\$ 793,762.00	\$ 797,700.00
	5120001	Regular Salaries & Wages		\$ -	\$ -		
	5210001	FICA Taxes		\$ 60,727.00	\$ 61,020.00		

Pinellas County Clerk of the Court
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Clerk's Technology	Personnel Services	5220001	Retirement Contributions	\$	141,183.00	\$	156,910.00		
		5230001	HLth,Life,Dntl,Std,Ltd	\$	221,870.00	\$	221,860.00		
Personnel Services Total				\$	1,217,542.00	\$	1,237,490.00		
Operating Expenses		5310001	Professional Services			\$	2,500.00		
		5400001	Travel and Per Diem	\$	6,168.00	\$	6,170.00		
		5400100	Transportation Exp	\$	-	\$	-		
		5400110	Mileage-Out of Town	\$	-	\$	-		
		5400200	Meals/Per Diem	\$	-	\$	-		
		5400300	Hotels/Motels/Lodging	\$	-	\$	-		
		5400900	Travel-Other	\$	-	\$	-		
		5410001	Communication Services	\$	30,000.00	\$	30,000.00		
		5460001	Repair&Maintenance Svcs	\$	117,939.00	\$	142,120.00		
		5496501	Intgv Sv-Info Technology	\$	18,000.00	\$	18,900.00		
		5496521	Intgv Sv-Fleet-Op & Maint	\$	2,797.00	\$	2,290.00		
		5496522	Intgv Sv-Flt-Veh Rplcmnt	\$	10,268.00	\$	7,070.00		
		5510001	Office Supplies Exp	\$	1,028.00	\$	1,030.00		
		5510040	Equipment Under \$1000.00	\$	13,907.00	\$	13,910.00		
		5520001	Operating Supplies Exp	\$	60,691.00	\$	23,690.00		
		5520009	Oper. Supplies-Computer	\$	75,511.00	\$	71,870.00		
		5540001	Bks, Pub, Subscrp&Membrshps	\$	24,684.00	\$	28,420.00		
5550001	Training&Education Costs	\$	5,000.00	\$	5,000.00				
Operating Expenses Total				\$	365,993.00	\$	352,970.00		
Capital Outlay		5640001	Machinery And Equipment	\$	18,820.00	\$	18,820.00		
Capital Outlay Total				\$	18,820.00	\$	18,820.00		
Clerk's Technology Total				\$	1,602,355.00	\$	1,609,280.00		
Clerk's Technology - Fi	Personnel Services	5110001	Executive Salaries.	\$	640,624.00	\$	605,790.00		
		5210001	FICA Taxes	\$	49,009.00	\$	46,340.00		
		5220001	Retirement Contributions	\$	97,157.00	\$	101,950.00		
		5230001	HLth,Life,Dntl,Std,Ltd	\$	114,357.00	\$	114,150.00		
Personnel Services Total				\$	901,147.00	\$	868,230.00		
Operating Expenses		5340001	Other Contractual Svcs	\$	32,000.00	\$	-		
		5400110	Mileage-Out of Town	\$	-	\$	-		
		5400200	Meals/Per Diem	\$	-	\$	-		
		5400300	Hotels/Motels/Lodging	\$	-	\$	-		
		5400900	Travel-Other	\$	-	\$	-		
		5410001	Communication Services	\$	7,500.00	\$	7,500.00		
		5460001	Repair&Maintenance Svcs	\$	154,650.00	\$	246,590.00		
		5496501	Intgv Sv-Info Technology	\$	10,000.00	\$	10,500.00		
		5496551	Intgv Sv-Risk Financing	\$	5,109.00	\$	21,720.00		
		5520001	Operating Supplies Exp	\$	747.00	\$	750.00		
		5520009	Oper. Supplies-Computer	\$	47,500.00	\$	18,650.00		
		5540001	Bks, Pub, Subscrp&Membrshps	\$	36,433.00	\$	40,240.00		
		5550001	Training&Education Costs	\$	5,000.00	\$	5,000.00		
		Operating Expenses Total				\$	298,939.00	\$	350,950.00
		Clerk's Technology - Fiscal Total				\$	1,200,086.00	\$	1,219,180.00
Court and Operationa	Personnel Services	5110001	Executive Salaries.	\$	105,042.00	\$	118,160.00		
		5120001	Regular Salaries & Wages	\$	-	\$	-		
		5210001	FICA Taxes	\$	8,036.00	\$	9,040.00		
		5220001	Retirement Contributions	\$	31,457.00	\$	34,340.00		
		5230001	HLth,Life,Dntl,Std,Ltd	\$	22,747.00	\$	22,760.00		
Personnel Services Total				\$	167,282.00	\$	184,300.00		
Operating Expenses		5340001	Other Contractual Svcs	\$	42,741.00	\$	42,740.00		
		5400001	Travel and Per Diem	\$	15,000.00	\$	15,000.00		
		5400200	Meals/Per Diem	\$	-	\$	-		
		5400300	Hotels/Motels/Lodging	\$	-	\$	-		
		5410001	Communication Services	\$	-	\$	-		
		5460001	Repair&Maintenance Svcs	\$	9,594.00	\$	9,590.00		

Pinellas County Clerk of the Court
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Court and Operational Services Division	Operating Expenses	5490001	Othr Current Chgs&Obligat	\$	4,040.00	\$	4,040.00
		5490060	Incentives & Awards	\$	-	\$	-
		5510001	Office Supplies Exp	\$	-	\$	-
		5520001	Operating Supplies Exp	\$	3,598.00	\$	3,600.00
		5540001	Bks,Pub,Subscrp&Membrshps	\$	-	\$	-
		Operating Expenses Total			\$	74,973.00	\$
Court and Operational Services Division Total				\$	242,255.00	\$	259,270.00
Division of Inspector General	Personnel Services	5110001	Executive Salaries.	\$	1,238,466.00	\$	1,185,900.00
		5210001	FICA Taxes	\$	94,742.00	\$	90,720.00
		5220001	Retirement Contributions	\$	207,359.00	\$	213,060.00
		5230001	HLth,Life,Dntl,Std,Ltd	\$	394,514.00	\$	394,410.00
		Personnel Services Total			\$	1,935,081.00	\$
	Operating Expenses	5340001	Other Contractual Svcs	\$	6,400.00	\$	6,400.00
		5400001	Travel and Per Diem	\$	26,375.00	\$	22,800.00
		5400100	Transportation Exp	\$	-	\$	-
		5400105	Mileage-Local	\$	-	\$	-
		5400200	Meals/Per Diem	\$	-	\$	-
		5400300	Hotels/Motels/Lodging	\$	-	\$	-
		5400900	Travel-Other	\$	-	\$	-
		5410001	Communication Services	\$	12,000.00	\$	11,340.00
		5420001	Freight	\$	50.00	\$	50.00
		5420002	Postage	\$	120.00	\$	120.00
		5490001	Othr Current Chgs&Obligat	\$	100.00	\$	100.00
		5490060	Incentives & Awards	\$	1,000.00	\$	1,750.00
		5496501	Intgv Sv-Info Technology	\$	411.00	\$	430.00
		5496521	Intgv Sv-Fleet-Op & Maint	\$	1,838.00	\$	2,800.00
		5496522	Intgv Sv-Flt-Veh Rplcmnt	\$	8,175.00	\$	6,950.00
		5496551	Intgv Sv-Risk Financing	\$	7,076.00	\$	2,860.00
5510001		Office Supplies Exp	\$	6,370.00	\$	6,090.00	
5540001		Bks,Pub,Subscrp&Membrshps	\$	26,000.00	\$	25,750.00	
5550001		Training&Education Costs	\$	32,445.00	\$	36,470.00	
Operating Expenses Total			\$	128,360.00	\$	123,910.00	
Division of Inspector General Total				\$	2,063,441.00	\$	2,008,000.00
Finance	Personnel Services	5110001	Executive Salaries.	\$	3,218,609.00	\$	3,098,390.00
		5120001	Regular Salaries & Wages	\$	1,731,760.00	\$	1,917,320.00
		5130001	Other Salaries And Wages	\$	-	\$	-
		5140001	Overtime Pay	\$	-	\$	-
		5210001	FICA Taxes	\$	378,709.00	\$	383,700.00
		5220001	Retirement Contributions	\$	779,681.00	\$	882,640.00
		5230001	HLth,Life,Dntl,Std,Ltd	\$	1,828,110.00	\$	1,800,790.00
	Personnel Services Total			\$	7,936,869.00	\$	8,082,840.00
	Operating Expenses	5340001	Other Contractual Svcs	\$	295,000.00	\$	295,000.00
		5400001	Travel and Per Diem	\$	29,000.00	\$	48,360.00
		5400105	Mileage-Local	\$	-	\$	-
		5400110	Mileage-Out of Town	\$	-	\$	-
		5400200	Meals/Per Diem	\$	-	\$	-
		5400300	Hotels/Motels/Lodging	\$	-	\$	-
		5400900	Travel-Other	\$	-	\$	-
		5410001	Communication Services	\$	14,820.00	\$	13,390.00
		5420001	Freight	\$	40.00	\$	-
		5420002	Postage	\$	17,990.00	\$	18,890.00
		5460001	Repair&Maintenance Svcs	\$	500.00	\$	1,200.00
		5490001	Othr Current Chgs&Obligat	\$	2,000.00	\$	3,000.00
		5490060	Incentives & Awards	\$	-	\$	2,000.00
5496551		Intgv Sv-Risk Financing	\$	18,313.00	\$	4,140.00	
5510001	Office Supplies Exp	\$	20,560.00	\$	22,630.00		
5520001	Operating Supplies Exp	\$	5,000.00	\$	3,680.00		

Pinellas County Clerk of the Court
Standard Expenditures Summary
Total 1502 Board Funded Budget

1502	Finance	Operating Expenses	5540001	Bks, Pub, Subscrp&Membrshps	\$	11,000.00	\$	25,140.00			
			5550001	Training&Education Costs	\$	61,000.00	\$	20,700.00			
		Operating Expenses Total			\$	475,223.00	\$	458,130.00			
		Capital Outlay	5640001	Machinery And Equipment	\$	4,790.00	\$	7,500.00			
		Capital Outlay Total			\$	4,790.00	\$	7,500.00			
Finance Total						\$	8,416,882.00	\$	8,548,470.00		
Fiscal Management	Personnel Services	Executive Salaries.	5110001		\$	117,324.00	\$	117,330.00			
		FICA Taxes	5210001		\$	8,973.00	\$	8,980.00			
		Retirement Contributions	5220001		\$	15,991.00	\$	17,600.00			
		HLth, Life, Dntl, Std, Ltd	5230001		\$	36,661.00	\$	36,660.00			
		Personnel Services Total			\$	178,949.00	\$	180,570.00			
		Operating Expenses	5340001	Other Contractual Svcs	\$	323,944.00	\$	323,940.00			
			5400900	Travel-Other	\$	-	\$	-			
			5540001	Bks, Pub, Subscrp&Membrshps	\$	-	\$	-			
Operating Expenses Total						\$	323,944.00	\$	323,940.00		
Fiscal Management Total						\$	502,893.00	\$	504,510.00		
Mail Services	Personnel Services	Executive Salaries.	5110001		\$	98,180.00	\$	121,500.00			
		Regular Salaries & Wages	5120001		\$	444,949.00	\$	439,890.00			
		Overtime Pay	5140001		\$	-	\$	-			
		FICA Taxes	5210001		\$	41,549.00	\$	42,950.00			
		Retirement Contributions	5220001		\$	77,483.00	\$	88,130.00			
		HLth, Life, Dntl, Std, Ltd	5230001		\$	302,214.00	\$	302,220.00			
		Personnel Services Total			\$	964,375.00	\$	994,690.00			
		Operating Expenses	5400001	Travel and Per Diem	\$	200.00	\$	200.00			
			5400105	Mileage-Local	\$	200.00	\$	200.00			
			5410001	Communication Services	\$	130.00	\$	130.00			
			5420001	Freight	\$	102.00	\$	100.00			
			5420002	Postage	\$	42,096.00	\$	42,100.00			
			5440001	Rentals and Leases	\$	1,480.00	\$	1,480.00			
			5460001	Repair&Maintenance Svcs	\$	27,156.00	\$	27,160.00			
			5496521	Intgv Sv-Fleet-Op & Maint	\$	25,216.00	\$	25,640.00			
			5496522	Intgv Sv-Flt-Veh Rplcmnt	\$	24,195.00	\$	38,250.00			
			5496551	Intgv Sv-Risk Financing	\$	6,953.00	\$	1,190.00			
			5520001	Operating Supplies Exp	\$	14,400.00	\$	14,400.00			
		Operating Expenses Total						\$	142,128.00	\$	150,850.00
		Mail Services Total						\$	1,106,503.00	\$	1,145,540.00
Printing Services	Personnel Services	Executive Salaries.	5110001		\$	115,698.00	\$	134,780.00			
		Regular Salaries & Wages	5120001		\$	416,244.00	\$	416,290.00			
		Overtime Pay	5140001		\$	-	\$	-			
		FICA Taxes	5210001		\$	40,693.00	\$	42,160.00			
		Retirement Contributions	5220001		\$	72,503.00	\$	82,660.00			
		HLth, Life, Dntl, Std, Ltd	5230001		\$	257,821.00	\$	257,850.00			
		Personnel Services Total			\$	902,959.00	\$	933,740.00			
		Operating Expenses	5400105	Mileage-Local	\$	500.00	\$	500.00			
			5400200	Meals/Per Diem	\$	-	\$	-			
			5460001	Repair&Maintenance Svcs	\$	76,717.00	\$	76,720.00			
			5496551	Intgv Sv-Risk Financing	\$	3,986.00	\$	1,560.00			
			5510001	Office Supplies Exp	\$	1,200.00	\$	1,200.00			
			5520001	Operating Supplies Exp	\$	7,240.00	\$	7,240.00			
			5540001	Bks, Pub, Subscrp&Membrshps	\$	560.00	\$	560.00			
		Operating Expenses Total						\$	90,203.00	\$	87,780.00
Capital Outlay						\$	25,680.00	\$	25,680.00		
Capital Outlay Total						\$	25,680.00	\$	25,680.00		
Printing Services Total						\$	1,018,842.00	\$	1,047,200.00		
Records Management	Personnel Services	Executive Salaries.	5110001		\$	95,132.00	\$	84,730.00			
		Regular Salaries & Wages	5120001		\$	310,807.00	\$	312,290.00			

Pinellas County Clerk of the Court
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1502	Records Management	Personnel Services	5210001	FICA Taxes	\$	31,050.00	\$	30,370.00
			5220001	Retirement Contributions	\$	55,326.00	\$	59,550.00
			5230001	Hlth,Life,Dntl,Std,Ltd	\$	228,037.00	\$	227,990.00
		Personnel Services Total			\$	720,352.00	\$	714,930.00
		Operating Expenses	5340001	Other Contractual Svcs	\$	29,106.00	\$	29,110.00
			5420001	Freight	\$	31.00	\$	30.00
			5420002	Postage	\$	56.00	\$	60.00
			5440001	Rentals and Leases	\$	7,318.00	\$	7,320.00
			5460001	Repair&Maintenance Svcs	\$	3,350.00	\$	3,350.00
			5490001	Othr Current Chgs&Obligat	\$	103.00	\$	100.00
			5490060	Incentives & Awards	\$	-	\$	-
			5496521	Intgv Sv-Fleet-Op & Maint	\$	2,022.00	\$	3,360.00
			5496522	Intgv Sv-Flt-Veh Rplcmnt	\$	8,536.00	\$	7,370.00
			5496551	Intgv Sv-Risk Financing	\$	18,015.00	\$	3,160.00
			5510001	Office Supplies Exp	\$	10,360.00	\$	10,360.00
			5520001	Operating Supplies Exp	\$	59,640.00	\$	59,640.00
			5540001	Bks, Pub, Subscrp&Membrshps	\$	2,603.00	\$	2,600.00
			5550001	Training&Education Costs	\$	206.00	\$	210.00
		Operating Expenses Total			\$	141,346.00	\$	126,670.00
		Capital Outlay	5640300	Equip-Vehicle&Heavy Equip	\$	2,527.00	\$	2,530.00
		Capital Outlay Total			\$	2,527.00	\$	2,530.00
	Records Management Services Total				\$	864,225.00	\$	844,130.00
	Training Department	Personnel Services	5120001	Regular Salaries & Wages	\$	41,292.00	\$	40,900.00
			5210001	FICA Taxes	\$	3,158.00	\$	3,130.00
			5220001	Retirement Contributions	\$	5,628.00	\$	6,130.00
			5230001	Hlth,Life,Dntl,Std,Ltd	\$	25,162.00	\$	25,160.00
		Personnel Services Total			\$	75,240.00	\$	75,320.00
		Operating Expenses	5340001	Other Contractual Svcs	\$	1,250.00	\$	1,250.00
			5520001	Operating Supplies Exp	\$	12,500.00	\$	12,500.00
			5540001	Bks, Pub, Subscrp&Membrshps	\$	1,250.00	\$	1,250.00
			5550001	Training&Education Costs	\$	2,500.00	\$	2,500.00
			Operating Expenses Total			\$	17,500.00	\$
	Training Department Total				\$	92,740.00	\$	92,820.00
1502 Total					\$	18,620,970.00	\$	18,885,920.00

BCC REVENUE ESTIMATES FY 2025/26

BCC#	DESCRIPTION	Actual Revenue 2021/22	Actual Revenue 2022/23	Actual Revenue 2023/24	Actual Revenue 2024/2025	Current Year Budget 2024/25	Annualized Actual 2024/25	Calculated New Budget 2024/25	Proposed New Budget 2025/26	Current Year 3/31/2025
<u>FUND 0001</u>										
3411601	COURT-RELATED TECHNOLOGY FUND-BCC	2,096,609	1,487,716	1,421,317	590,852	1,357,550	1,181,703	1,454,516	1,319,000	590,852
3489210	COURT COSTS-INNOVATION	216,224	190,347	216,416	75,161	178,600	150,322	203,381	177,000	75,161
3489220	COURT COSTS-LEGAL AID	190,459	216,274	216,413	75,154	171,000	150,308	216,344	180,000	75,154
3489230	COURT COSTS-LAW LIBRARY	190,520	216,309	216,474	75,206	171,000	150,411	216,392	180,000	75,206
3489240	COURT COSTS-JUVENILE ALTERNATIVE PROGRAM	190,517	216,241	216,434	75,206	171,000	150,411	216,337	180,000	75,206
3489331	SURCHG ANIMAL CONTROL TRAINING PROGR	1,001	1,024	1,057	354	900	708	1,040	874	354
3489901	CRIM JUSTICE ED TRAINING - VB - TRAF INFR	45,408	42,630	34,864	11,921	35,320	23,841	38,747	31,294	11,921
3489902	CRIM JUSTICE ED TRAINING - ORDINANCE	1,288	1,137	1,352	495	1,070	990	1,245	1,117	495
3489903	CRIM JUSTICE ED TRAINING -CRIM TRAFF	4,036	4,533	4,450	1,584	3,760	3,169	4,491	3,830	1,584
3489904	CRIM JUSTICE ED TRAINING - MISD	1,815	1,905	1,497	380	1,330	760	1,701	1,200	380
3489905	CRIMIAL TRAFFIC SURCHARGE - CT FACILITY	103,056	119,940	115,750	40,538	97,590	81,076	117,845	99,460	40,538
3489906	TRAFFIC INFRACTIONS SURCHARGE -CT FACILITY	1,942,960	1,886,369	1,892,947	661,364	1,670,340	1,322,728	1,889,658	1,606,193	661,364
3489907	CRIM JUSTICE ED TRAINING - FELONY	568	749	619	232	480	464	684	500	232
3489908	COURT COSTS-CRIME PREVENTION-CIR CRIM	77,744	85,468	105,045	45,209	76,100	90,417	95,256	92,837	45,209
3489909	COURT COSTS-CRIME PREVENTION-CO CRIM	50,030	51,881	64,048	27,594	47,370	55,188	57,964	56,576	27,594
3489910	COURT COSTS-CRIME PREVENTION-CRIM TRAFF	122,798	140,646	143,169	52,908	117,540	105,817	141,907	123,862	52,908
3489916	INVESTIGATIVE COSTS - ORDINANCES	119	50	105	35	100	70	78	74	35
3489917	INVESTIGATIVE COSTS - MISDEMEANOR	46,718	37,835	45,549	20,023	36,390	40,046	41,692	40,869	20,023
3489918	INVESTIGATIVE COSTS - FELONY	91,734	95,794	94,914	36,038	83,570	72,076	95,354	83,715	36,038

BCC REVENUE ESTIMATES FY 2025/26

BCC#	DESCRIPTION	Actual Revenue 2021/22	Actual Revenue 2022/23	Actual Revenue 2023/24	Actual Revenue 2024/25	Current Year		Annualized Actual 2024/25	Calculated New Budget 2024/25	Proposed New		Current Year 3/31/2025
						Budget	Actual			Budget	Actual	
3489919	INVESTIGATIVE COSTS - CRIMINAL TRAFFIC	110,746	111,958	118,135	43,093	94,230	86,186	115,047	100,616			43,093
3489921	DNA FEES	14	157	4,248	1,700	1,500	3,400	2,203	2,801			1,700
3489922	FILING FEE REIMBURSEMENT	7,316	6,999	8,273	2,190	6,940	4,380	7,636	6,008			2,190
3511802	DOMESTIC VIOLENCE SURCHARGE - CO CRIM	47,469	49,594	51,430	16,795	43,110	33,590	50,512	42,051			16,795
3511803	PROJECT HOPE TRUST FUND	3,172	4,760	2,701	1,453	3,880	2,906	3,730	3,318			1,453
3512101	DOMESTIC VIOLENCE SURCHARGE - CIR CRIM	21,764	23,227	23,398	8,160	18,850	16,321	23,312	19,817			8,160
3515109	DRIVER'S EDUCATION SAFETY TRUST FUND	154,480	150,633	143,736	48,880	131,720	97,760	147,184	122,472			48,880
3516101	DOMESTIC VIOLENCE SURCHARGE - JUVENILE	115	-	230	244	30	488	115	302			244
Total Fund 0001		5,718,681	5,144,175	5,144,571	1,912,768	4,521,270	3,825,536	5,144,373	4,475,787			1,912,768
<u>FUND 1016</u>												
3515101	PARKING SURCHARGE - SCHOOL CROSSING	8,570	33,556	43,922	7,712	26,870	15,424	38,739	27,082			7,712
<u>FUND 1017</u>												
3517001	INTER-GOVERNMENT RADIO COMMUNICATIONS	620,784	584,309	570,115	194,914	544,460	389,827	577,212	483,520			194,914
<u>FUND 1086</u>												
3489911	ALCOHOL/DRUG ABUSE TRUST FUND - TRAFFIC	25,453	28,446	25,700	10,219	20,760	20,437	27,073	23,755			10,219
3489912	ALCOHOL/DRUG ABUSE TRUST FUND - CO CRIM	7,524	8,018	8,665	3,038	6,940	6,077	8,342	7,209			3,038
3489913	COUNTY ALCOHOL & OTHER DRUG ABUSE	-	-	-	-	-	-	-	-			-
3489914	COUNTY ALCOHOL & OTHER DRUG ABUSE - VAR	-	-	-	73	20	146	-	73			73
3489915	COUNTY ALCOHOL & OTHER DRUG ABUSE - VAR	659	270	-	50	290	100	135	118			50
Total Fund 1086		33,636	36,734	34,365	13,380	28,010	26,760	35,550	31,155			13,380

BCC REVENUE ESTIMATES FY 2025/26

BCC#	DESCRIPTION	Actual Revenue 2021/22	Actual Revenue 2022/23	Actual Revenue 2023/24	Actual Revenue 2024/25	Current Year		Annualized Actual 2024/25	Calculated		Current Year
						Budget	Budget		New Budget	Budget	
						2024/25	2025/26		2024/25	2025/26	3/31/2025
TOTAL BOARD REVENUE											
TOTAL BOARD REVENUE SUMMARY											
FUND 0001		5,718,681	5,144,175	5,144,571	1,912,768	4,521,270	4,475,787	3,825,536	5,431,428	4,475,787	5,144,571
FUND 1016		8,570	33,556	43,922	7,712	26,870	27,082	15,424	21,063	27,082	43,922
FUND 1017		620,784	584,309	570,115	194,914	544,460	483,520	389,827	602,546	483,520	570,115
FUND 1086		33,636	36,734	34,365	13,380	28,010	31,155	26,760	35,185	31,155	34,365
Total All Funds		6,381,672	5,798,773	5,792,975	2,128,774	5,120,610	5,017,543	4,257,547	6,090,222	5,017,543	5,792,975



Title of Request: Document Management System - Transition from OpenText AppXtender to Hyland OnBase

Fiscal Year: FY26

Department/Division: Clerk's Technology / Records Management

Date Submitted: April 15, 2025

1. Executive Summary

Provide a summary of the request, outlining the need, the scope of the project or initiative, and its alignment with departmental goals or clerk priorities. This section should give a high-level overview for the stakeholders to understand the key points of the request.

- **Purpose of Request:** The Clerk's office is seeking to modernize its enterprise document management capabilities by replacing the current system, OpenText ApplicationXtender, with the Hyland OnBase platform. **The ApplicationXtender system is primarily used by the Board of County Commissioners (BCC) departments.** ApplicationXtender has become outdated and no longer meets the County's growing operational, compliance, and integration needs.
- **Primary Objective:** Implement Hyland OnBase content services platform to replace OpenText basic document management solution
- **Key Benefits/Outcomes:** Automated workflows, improved records management governance for retention and destruction, centralized data access, enterprise-grade integrations, and a future ready platform to scale with growth.
- **Estimated Budget Request:** FY26 **\$256,750**
 - \$60k Recurring for annual maintenance

Year	License Cost	Implementation / Migration	End User Training	Total
FY25	\$ 21,000.00	\$ 67,500.00		\$ 88,500.00
FY26	\$ 56,000.00	\$ 167,000.00	\$ 33,750.00	\$ 256,750.00
FY27 + Annual Recurring	\$ 59,499.99			\$ 59,499.99
				\$ 404,749.99

2. Problem Statement or Need

Clearly describe the problem or need that the request aims to address. This section should justify why the request is essential, providing context around the issue and its implications if left unaddressed.

Description of the Issue: While OpenText ApplicationXtender has served its purpose for basic document storage and retrieval, it has reached its functional limits. ApplicationXtender is no longer capable of meeting enterprise-wide requirements. It lacks the scalability, integration capabilities, and workflow automation necessary to support modern digital processes. These limitations have resulted in performance inefficiencies and hinder the County's ability to adapt to evolving stakeholder expectations.

Impact on Operations or Services: As business processes become more complex, the limitations of ApplicationXtender are resulting in manual workarounds and increased administrative support. The lack of advanced automation and real-time integration leads to delays, errors, and poor user experience.

- **Consequences of Not Addressing the Need:** Increased compliance risk from inadequate records management governance. Reduced productivity due to continued reliance on manual processes.

3. Proposed Solution or Initiative

Detail the proposed solution or initiative, including its scope, objectives, and how it will address the problem or need outlined in the previous section.

Solution Overview: Transition from OpenText ApplicationXtender to the Hyland OnBase platform to modernize its enterprise content management capabilities. OnBase offers a centralized, scalable solution that supports advanced workflow automation, improved compliance, and seamless integration across departments. This platform will streamline operations, reduce manual processes, enhance data accessibility, and support the County's broader digital transformation goals—ultimately enabling more efficient decision-making and improved service delivery.

- **Key Deliverables and Milestones:**
 - Requirements and design documentation
 - Current state assessment and future-state architecture
 - Use case definitions
 - OnBase Configuration and development
 - Custom workflows, retention policies, user roles/permissions
 - Data Migration and validation
 - Secure migration of documents and metadata from ApplicationXtender
 - Quality assurance and data integrity validation
 - Testing and Training
 - UAT with key business stakeholders
 - End-user training materials and sessions
 - Deployment and rollout plan
 - Phased go-live by department
 - Cutover strategy
 - Post Go-live support
 - Hypercare support window
 - Performance monitoring and optimization
- **Success Criteria/Measures of Success:**

Area	Measure
Operational efficiency	30-60% reduction in process cycle times
User adoption	>90% active usage within 90 days post go-live
Compliance readiness	>95% retention policy coverage, 0 audit exceptions post-rollout
Data migration accuracy	100% successful migration
User satisfaction	>4.0/5.0 average user satisfaction score (post-training survey)
System Uptime	>99.9% availability

Also, recommend post-implementation review and lessons learned.

After implementation:

- 30 days – early user feedback, critical issues log, minor course corrections.
- 90 days – formal success, checkpoint—compare against baseline metrics, share quick wins.
- 6-12 months – full performance review, and optimization planning.

4. Budget Breakdown

Provide a clear and detailed breakdown of the requested budget, including all relevant costs such as personnel, equipment, software, contracts, etc. Where possible, include cost-benefit analysis or justification for the expenditure.

Expense Category	Estimated Amount	Justification/Details
Operating/Contract	\$305,250	<ul style="list-style-type: none">▪ OnBase Application – 3 Year subscription▪ Professional Services (installation and administrative training)▪ Assessment, Migration Strategies and Planning,▪ OnBase Document Type Group and Security▪ Configuration
Operating/Contract	\$99,500	<ul style="list-style-type: none">▪ Contract services with CASO for migration/import▪ ApplicationXtender Extract▪ OnBase Import

- **Total cost:** \$404,750
-

5. Impact on Clerk Operations

Explain how the proposed initiative will affect clerk operations, both in the short and long term. This should include operational improvements, potential efficiencies, or any other changes that will occur once the request is approved.

- **Operational Benefits:** Migrating to OnBase enables us to address these challenges by modernizing our content management infrastructure—delivering automated workflows, improved records management governance for retention and destruction, centralized data access, enterprise-grade integrations, and a future ready platform to scale with growth.
- **Staff Impact (if applicable):** Less administrative burden, better user experience, cross-team collaboration. Of course, there will be initial learning curve, training and change management, process re-engineering as some roles may shift as workflows are streamlined.

- **Efficiency Gains:** The OnBase platform will streamline operations across departments, improve accessibility, ultimately enabling faster tasks completion through automated routing, approvals, and notifications. Elimination of manual steps such as document indexing, filing and email-based approvals. Automated records retention and audit trails reduce the burden of preparing for compliance reviews. Reduced IT support resulting in fewer tickets for access issues, file corruption, or slow performance due to OnBase's more robust, modern architecture.
 - **Risk Mitigation:** Training and phased rollout; partner with Hyland-certified implementation for migration of records from ApplicationXtender to OnBase platform. There are a total of 10 terabytes of data to migrate from ApplicationXtender to OnBase.
-

7. Risk Assessment and Mitigation Strategies

Identify any potential risks or challenges associated with the proposed solution and outline the strategies in place to mitigate them. If no risks are identified, please enter 'N/A'.

- **Potential Risks:** Data Migration errors, user resistance/low adoption, workflow disruption, integration challenges, compliance gaps for records retention or security, project delays or scope creep, overload of IT resources
 - **Mitigation Strategies:** Maintain read-only access to ApplicationXtender during the migration period, document rollback procedures in case critical go-live issues arise, build in buffer time for critical dependencies and testing.
-

8. Evaluation and Reporting

Describe how the success of the initiative will be evaluated and reported to stakeholders. If no further evaluation is planned, please indicate that.

- **Evaluation Methods:** Executive summary reports, user feedback surveys
 - **Reporting Frequency:** Post implementation 30 days, 90 days, 6-12 months
 - **Key Performance Indicators (KPIs):** Operational efficiency, User adoption and engagement, compliance, system performance
-

9. Recommendation

Provide a clear recommendation on how to proceed with the request. This section should summarize why the initiative is a priority and why it should be approved.

Recommendation:

Approve funding to support the migration from OpenText ApplicationXtender to the Hyland OnBase platform. This transition will enhance operational efficiency, improve user experience, and streamline system administration. The OnBase platform will enable compliance with records retention laws through more effective records management, including structured retention and destruction processes.

In addition, this solution will empower technology teams to develop workflow-based solutions, supporting innovation and automation across departments. The migration will also reduce the time, complexity, and cost associated with future system upgrades—positioning the organization to meet both current and future content management needs.

10. Attachments

List any relevant documents or supporting materials, such as contracts, quotes, or supporting studies.

- **Attachment 1:** AppXtender Usage
-

Prepared by:

Deborah Mells
Chief Information Officer
Clerk's Technology

Dacia Wright
Lead Budget Analyst
Clerk's Administration Division

KEN BURKE, CPA
Clerk of the Circuit Court and Comptroller

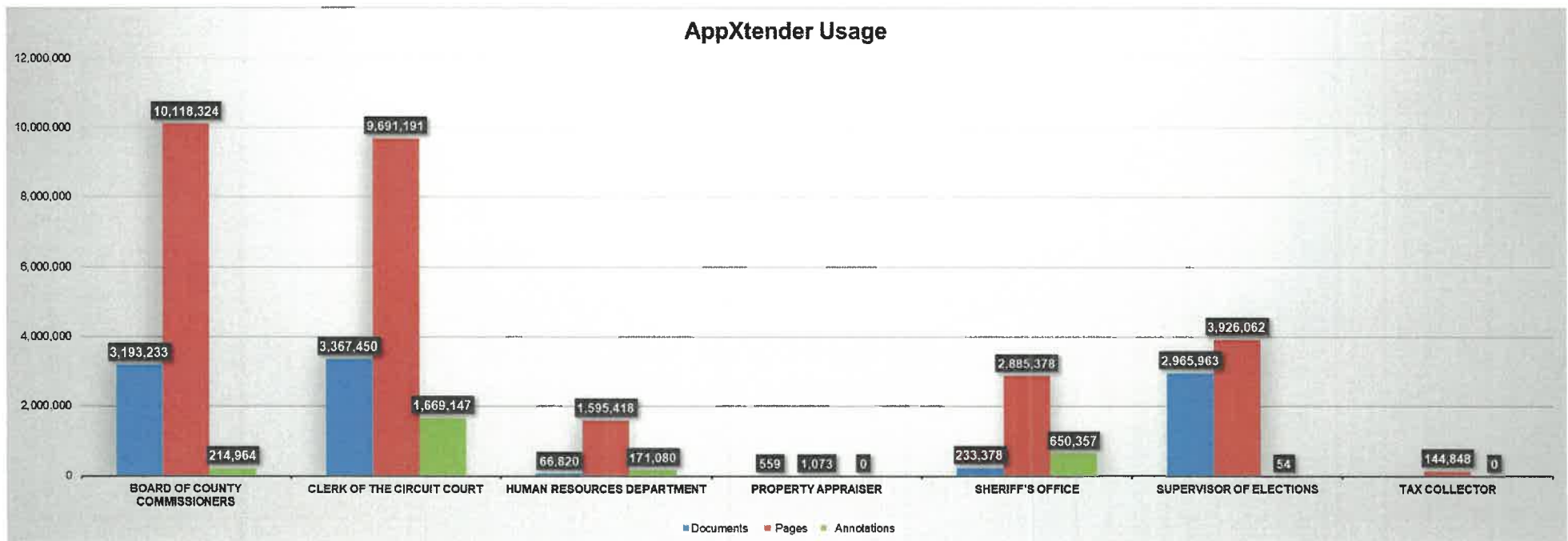
Decision Package for Budget Request



OpenText ApplicationXtender Usage

The Clerk of the Circuit Court reports the highest overall application usage. However, it is important to note that a significant portion of this activity is attributed to Board Records and Finance, which are functions performed on behalf of the Board of County Commissioners.

The Board of County Commissioners processes the highest number of pages, reflecting extensive document handling and review.



Office	Documents	Pages	Annotations
Board of County Commissioners	3,193,233	10,118,324	214,964
Clerk of the Circuit Court inc Fin & BC	3,367,450	9,691,191	1,669,147
Human Resources Department	66,820	1,595,418	171,080
Property Appraiser	559	1,073	0
Sheriff's Office	233,378	2,885,378	650,357
Supervisor of Elections	2,965,963	3,926,062	54
Tax Collector	1,422	144,848	0
Grand Total	9,828,825	28,362,294	2,705,602

Office	Applications
Board of County Commissioners	51
Clerk of the Circuit Court (includes Board Records and Finance)	52
Human Resources Department	7
Property Appraiser	1
Sheriff's Office	6
Supervisor of Elections	3
Tax Collector	1
Grand Total	121

Office	Documents	Pages	Annotations
Board of County Commissioners			
BCC_AIR_QUALITY_DEP_DATA	299	9,772	0
BCC_BDRS_BOARD_OF_ADJUSTMENT_FILES	8,894	98,739	0
BCC_BDRS_BUILDING_PERMITS	111,849	402,561	0
BCC_BDRS_HALF_SECTION_AERIALS	527	527	0
BCC_BDRS_SITE_PLANS	779	4,354	0
BCC_BLD_PAPP_NEW	97,481	98,748	0
BCC_EMS	4,613	10,355	0
BCC_FLOOD_INSURANCE_MAPS	271	271	0
BCC_FORENSICS_CASE_FILES	351,959	2,052,600	0
BCC_MEDICAL_EXAMINER_CASES	129,916	1,848,594	31,538
BCC_OMB_BUDGET_BOOKS	66	32,551	0
BCC_PARKS_CONTRACTS	710	7,717	0
BCC_PARKS_FINANCE	1,520	6,433	0
BCC_PARKS_MAPS_AND_SCHEMATICS	19	311	0
BCC_PCCLB_CLD	4,956	56,866	828
BCC_PCCLB_INS	229,258	268,974	131,328
BCC_PLANNING_HSMV	513,934	2,172,592	0
BCC_PURCHASING_BIDS	9,014	44,942	0
BCC_PW_ASSET_MGMT_ASBUILTS	336	19,403	0
BCC_PW_BRIDGE_MGMT_DOCS	872	35,343	0
BCC_PW_BRIDGE_MGMT_PLANS	115	8,724	39
BCC_PW_BUILDING_DESIGN	584	5,016	0
BCC_PW_COASTAL_MGMT	500	1,447	0
BCC_PW_DIRECTORS_FILES	385	27,625	0
BCC_PW_DRS_SITE_PLANS	613	6,344	0
BCC_PW_FISCAL_RECORDS	1,526	70,544	0
BCC_PW_NPDES_MAPS	1,498	6,099	0
BCC_PW_REGULATORY_SERVICES_PLAT_LISTINGS	41	5,763	0

BCC_PW_REGULATORY_SVS_RUP	11,947	92,743	0
BCC_PW_STORMWATER_DRAWINGS	265	8,291	18
BCC_PW_SURVEY_10000_SERIES	229	410	0
BCC_PW_SURVEY_REFERENCE_FIELD_NOTES	6,640	310,047	0
BCC_PW_SURVEY_REFERENCE_MATERIAL	1,569	2,498	0
BCC_PW_SURVEY_SFN_FILES	4,550	21,477	0
BCC_PW_SWMP_APPENDICES	65	2,244	0
BCC_PW_TECHNICAL_SERVICES	6,637	181,001	0
BCC_REAL_PROPERTY	1,809	102,802	18
BCC_REAL_PROPERTY_FBSS_PAYABLES	9,968	40,661	51,051
BCC_REAL_PROPERTY_HALF_SECTION_FILES	916	26,570	0
BCC_RISK_WORKERS_COMP_INACTIVE_FILES	164	34,709	0
BCC_TRAFFIC_ENG	2,366	5,319	0
BCC_TRAFFIC_SIGNS	2,589	6,054	0
BCC_UTILITIES_AUTOMATIC_BANK_PAYMENTS	11,277	33,114	0
BCC_UTILITIES_CONTRACTS	331	14,844	0
BCC_UTILITIES_EMPLOYEE_FILES	1,358	31,056	0
BCC_UTILITIES_EMPLOYEE_MEDICAL_FILES	48	368	0
BCC_UTILITIES_ULF	3,353	26,634	0
BCC_UTILITIES_WATER_VIOLATIONS	43,452	45,197	0
BCC_UTILITIES-BANKRUPTCY	971	4,657	0
BCC_UTLCS_GENERAL_FILES	1,459,457	1,648,175	54
BCC_UTLCS_NEW_SERVICE	150,737	176,238	90
Board of County Commissioners Total	3,193,233	10,118,324	214,964
Clerk of the Circuit Court			
CLK_ACCOUNTING_DOCUMENTS	12,610	60,102	0
CLK_ACCOUNTING_GOVERNMENT_DEPOSITS	2,460	17,080	0
CLK_ACCOUNTING_JOURNAL_VOUCHER	49,901	49,901	0
CLK_ACCOUNTING_JURY_PAYROLL	1,080	37,946	0
CLK_ACCOUNTING_NSF	5,629	50,320	0
CLK_ACCOUNTING_RECEIVABLES	14,994	14,994	0
CLK_ANALYSIS_CARDS	205,791	1,380,598	10,340
CLK_ASSET_TRANSFER_FORMS	7	8	0

CLK_BOARD_RECORDS	54,688	58,930	0
CLK_BOARD_RECORDS_BCCAGENDAS	496	518	0
CLK_BOARD_RECORDS_DOCK_PERMITS	49,163	51,637	0
CLK_BOARD_RECORDS_HOME_SOLICITATION_PERMITS	1,459	6,769	0
CLK_BOARD_RECORDS_LOBBYIST_REGISTRATION	242	269	0
CLK_BOARD_RECORDS_MEETING_MINUTES	9,529	11,502	0
CLK_BOARD_RECORDS_MISCELLANEOUS_DOCUMENTS	22	8,010	0
CLK_BOARD_RECORDS_NON-BCC_MEETINGS	4,678	51,472	0
CLK_BOARD_RECORDS_ORD_RES	15,163	16,378	0
CLK_BOARD_RECORDS_VERBATIM_BCC	4,732	4,742	0
CLK_BOARD_RECORDS_VERBATIM_NON_BCC	3,649	12,720	0
CLK_CCIS_FORMS	372	775	1,521
CLK_CIVIL_PRE_RUMBA_CHILD_SUPPORT_PAYMENTS	209	43,888	0
CLK_CLEARED_CHECKS_BOARD	15	23,268	0
CLK_CLEARED_CHECKS_CLERK	15	924	0
CLK_CLEARED_CHECKS_CLERKS_ACCOUNTING	15	17,769	0
CLK_EMPLOYEE_FILES	3,311	133,010	2,041
CLK_FINANCE_ACCELA_RECEIPT_BACK-UP	3,702	76,214	0
CLK_FINANCE_BANK_STATEMENTS	2,378	75,959	121
CLK_FINANCE_FIXED_ASSETS	294	38,578	0
CLK_FINANCE_INVOICES	698,732	3,366,991	1,611,797
CLK_FINANCE_JOURNAL_VOUCHERS	84,245	704,103	35,354
CLK_FINANCE_PAYROLL	7,387	526,027	7,909
CLK_FINANCE_PAYROLL_INV_DEDUCTIONS	679	15,985	55
CLK_FINANCE_PURCHASE_ORDERS	9,379	33,494	0
CLK_FINANCE_RECRUITMENT_FILES	86	10,650	0
CLK_FINANCE_W-9_AND_TIN	7,972	14,660	0
CLK_GAP_FIT_DOCUMENTATION	57	57	0
CLK_INFOPAC_REPORTS	7,981	7,981	0
CLK_PUBLIC_ACCESS	14,575	29,988	0
CLK_PURCHASING	424	25,086	0
CLK_RECORDING_OFFICIAL_RECORDS GRANTEE_INDEX	134,956	134,956	0
CLK_RECORDING_OFFICIAL_RECORDS GRANTOR_INDEX	147,897	147,897	0

CLK_RECORDING_OFFICIAL_RECORDS_PASSPORT_TRANSMIT	1,264	19,280	0
CLK_RECORDING_OFFICIAL_RECORDS_TAX_ROLLS	1,795,419	1,947,642	0
CLK_RIM_COURT_DESTRUCTION_NOTICES	1,582	10,970	0
CLK_RIM_DESTRUCTION_NOTICES	4,248	19,267	0
CLK_RIM_RESIDUAL_THIOSULFATE_ANALYSIS	3,314	3,318	0
CLK_RM	46	174	0
CLK_RM_CERTIFICATES_OF_DESTRUCTION	332	639	0
CLK_RM_JUSTICE_OF_THE_PEACE_MICROFILM_ROLLS	215	427,238	0
CLK_RM_MATERIAL_SAFETY_DATA_SHEETS	38	414	0
CLK_RM_MISCELLANEOUS_DOCUMENTS	2	55	0
CLK_RM_TRAINING_APPLICATION	16	38	9
Clerk of the Circuit Court Total	3,367,450	9,691,191	1,669,147
Human Resources Department			
HRD_HUMAN_RESOURCES_BENEFITS_ADMIN_FILES	99	4,097	0
HRD_HUMAN_RESOURCES_BENEFITS_FILES	31,666	457,945	5,291
HRD_HUMAN_RESOURCES_EMPLOYEE_FILES	15,352	962,325	160,108
HRD_HUMAN_RESOURCES_I-9	13,010	45,183	5,681
HRD_HUMAN_RESOURCES_VOLUNTEER_SERVICES	5,589	24,380	0
HRD_PER_BDMT	414	67,764	0
HRD_PER_GRVS	690	33,724	0
Human Resources Department Total	66,820	1,595,418	171,080
Property Appraiser			
PAO_PROPERTY_APPRAISER_GIS_LAND_RECORDS	559	1,073	0
Property Appraiser Total	559	1,073	0
Sheriff's Office			
SHR_SHERIFF_EX PARTE	5,460	56,814	52,949
SHR_SHERIFF_EXTRADITION_FILES	14,159	338,627	0
SHR_SHERIFF_WARRANTS	667	2,719	0
SHR_SHERIFFS_INJUNCTIONS	207,448	2,427,813	596,999
SHR_SHERIFFS_RISK_PROTECTION_ORDERS	5,482	58,557	130
SHR_SHERIFFS_WRIT_OF_BODILY_ATTACHMENT	162	848	279
Sheriff's Office Total	233,378	2,885,378	650,357
Supervisor of Elections			

SOE_FINANCIAL_DISCLOSURES	33,052	99,215	18
SOE_INELIGIBLE_VOTERS_RECORDS	23,350	395,333	0
SOE_VOTER_RECORDS	2,909,561	3,431,514	36
Supervisor of Elections Total	2,965,963	3,926,062	54
Tax Collector			
TCO_TAX_COLLECTOR_PERSONNEL_RECORDS	1,422	144,848	0
Tax Collector Total	1,422	144,848	0
Grand Total	9,828,825	28,362,294	2,705,602



Title of Request: ERP Implementation – Temporary Resources

Fiscal Year: FY26

Department/Division: Finance / Finance Systems Support

Date Submitted: April 8, 2025

1. Executive Summary

Provide a brief summary of the request, outlining the need, the scope of the project or initiative, and its alignment with departmental goals or clerk priorities. This section should give a high-level overview for the stakeholders to understand the key points of the request.

- **Purpose of Request:** The purpose of the request is to secure approval for funding the equivalent of 5 backfill resources to temporarily assist during the ERP implementation. These resources are essential to maintain operational continuity and mitigate risks while key staff resources focus on the ERP project. These resources will support key roles in departments such as Accounts Payable, Payroll, General Accounting and Reporting, Treasury & Revenue Management, and Projects & Grants/Training & Development, allowing current staff to focus on their subject matter expertise while ensuring business continuity. This approach will help prevent disruptions to essential functions, reduce compliance risks, and minimize employee burnout, all while supporting the successful implementation of the ERP initiative.
- **Estimated Budget Request:** FY26 \$700,000 + 2-year recurring costs.

Expense Category	Estimated Amount	Justification/Details
FY26	\$700,000	1 st Year Support
FY27	\$700,000	2 nd Year Support
FY28	\$700,000	3 rd Year Support

2. Problem Statement or Need

Clearly describe the problem or need that the request aims to address. This section should justify why the request is essential, providing context around the issue and its implications if left unaddressed.

- **Description of the Issue:** Pinellas County is undergoing a critical Enterprise Resource Planning (ERP) system replacement, requiring extensive involvement from key staff members across multiple departments. As a result, the availability of these staff members for regular operations will be significantly reduced, creating potential gaps in essential business functions.
- **Impact on Operations or Services:** The reduced availability of core staff will hinder key departments. This could result in delays in financial reporting, compliance issues, and increased risk of operational backlogs.
- **Consequences of Not Addressing the Need:** Failure to backfill these critical roles with temporary resources during the ERP transition could lead to service delivery delays, errors in financial processes, non-compliance with county and regulatory standards, and employee burnout. Additionally, without adequate support, the success of the ERP implementation could be compromised, potentially impacting long-term operational efficiency.

3. Proposed Solution or Initiative

Detail the proposed solution or initiative, including its scope, objectives, and how it will address the problem or need outlined in the previous section.

- **Solution Overview:** To ensure continued operational efficiency and minimize disruptions during the ERP implementation, the Clerk and Comptroller's Finance Division proposes funding five (5) temporary transition/backfill resources. These resources will support key roles in departments such as Accounts Payable, Payroll, General Accounting and Reporting, Treasury & Revenue Management, and Projects & Grants/Training & Development, allowing current staff to focus on their subject matter expertise while ensuring business continuity. These temporary resources will support the essential functions of these departments while core staff members focus on the ERP project, ensuring that critical operational tasks, compliance requirements, and financial reporting are not affected. The proposed transition resources are designed to bridge staffing gaps, mitigate risks associated with the ERP transition, and maintain the integrity of day-to-day operations.

4. Budget Breakdown

Provide a clear and detailed breakdown of the requested budget, including all relevant costs such as personnel, equipment, software, contracts, etc. Where possible, include cost-benefit analysis or justification for the expenditure.

Expense Category	Estimated Amount	Resource Areas
Operating – Contractual Services	\$140,000	Accounts Payable
Operating – Contractual Services	\$140,000	Payroll
Operating – Contractual Services	\$140,000	General Accounting & Reporting
Operating – Contractual Services	\$140,000	Treasury & Revenue Management
Operating – Contractual Services	\$140,000	Projects & Grants / Training & Development

- **Total Request:** \$700,000 Per Fiscal Year

5. Impact on Clerk Operations

Explain how the proposed initiative will affect clerk operations, both in the short and long term. This should include operational improvements, potential efficiencies, or any other changes that will occur once the request is approved.

- **Operational Benefits:** The proposed temporary resources will ensure that essential business functions continue uninterrupted, maintaining smooth operations during the ERP transition and preserving critical workflows across all affected areas.
- **Staff Impact (if applicable):** Current staff will be able to focus on their roles as subject matter experts in system configuration, testing, and training for the ERP implementation, without being overburdened by routine operational tasks.
- **Efficiency Gains:** The addition of temporary support will enhance overall efficiency by ensuring that operations remain fully resourced and functional during the ERP transition. This will prevent delays,

reduce backlogs, and ensure that business processes continue at their usual pace, allowing the ERP project team to focus on system implementation without compromising regular operations.

- **Risk Mitigation:** By maintaining adequate staffing levels through the temporary resources, the risk of operational disruptions, errors in financial reporting, and non-compliance with regulatory requirements is minimized. This proactive approach ensures that essential business functions are not neglected, reducing the likelihood of service delays, financial discrepancies, or compliance issues during the critical ERP transition period.
-

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KEN BURKE, CPA
Clerk of the Circuit Court and Comptroller

Decision Package for Budget Request



Title of Request: Finance L&D Business Analyst

Fiscal Year: FY26

Department/Division: Finance

Date Submitted: 4/3/2025

1. Executive Summary

Third Request – requested in FY24 & FY25

The Clerk and Comptroller is the business owner for the majority of modules within the County's ERP system including Payroll, Accounts Payable, Fixed Assets, General Ledger, Cash Management, I-expense (utilized for p-card and travel reimbursements), accounts receivable, etc. Additionally, the County is in the process of evaluating through RFI/ and eventually RFP a cloud-based ERP system to replace the current on-premises ERP which is not meeting the needs of the Clerk or County Administration.

Finance Division staff provide a significant level of support for these modules and others that are integrated such as Procure to Pay and Human Resources to Payroll. Staff also assist the County departments with integrations, report writing, internal control and fraud training, security, and segregation of duties protocols.

A Learning and Development Business Analyst is required to assist with supporting the internal Finance staff members with training/development and procedures as well as with training the numerous finance representative responsible for similar activities in the County Administrator departments.

- **Purpose of Request:** Fund one (1) Learning and Development Business Analyst position
 - **Primary Objective:** Support Pinellas County employees in training various modules within the County's ERP system. Modules include Payroll, Accounts Payable, Fixed Assets, General Ledger, Cash Management, I-expense, and Accounts Receivable.
 - **Estimated Budget Request:** \$149,150
 - **Recurring:** Yes
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2. Justification

This position will provide a Learning and Development expert to assist with modernizing and optimizing Clerk Finance business practices and procedures. With the county's ongoing investments in technology initiatives our organization is changing and must embrace more modern practices including the potential uses of machine learning and artificial intelligence. Our teams need assistance modernizing our techniques by analyzing and recommending new and improved learning methods.

These efforts will effectuate major changes in how we do business by helping us develop and influence all finance teams, whether reporting to the Clerk and Comptroller or County Administrator. Ultimately, this position will impact not only the way strategic best practices are adopted internally, but also how the BCC and other constitutional offices learn from and interact with Finance teams, processes and financial systems, county-wide.

As a Finance Learning and Development Business Analyst, and an ambassador of the Clerk of the Circuit Court and Comptroller's Office and Finance Division, the position provides expertise focused on developing our Finance teams technical skills and professional development through modern, best-in-class methods. We are updating and modernizing our end-to-end business processes and increasing our staff efficiencies across multiple finance and accounting workstreams using various financial software applications. This role is vital in ensuring we optimize our systems and make the most out of our team's talents and full potential.

3. Budget Breakdown

Provide a clear and detailed breakdown of the requested budget, including all relevant costs such as personnel, equipment, software, contracts, etc. Where possible, include cost-benefit analysis or justification for the expenditure.

Expense Category	Estimated Amount	Justification/Details
Personnel	\$149,150	1 FTE
Equipment/Materials	\$	
Contracts/Consultants	\$	
Training/Development	\$	
Other	\$	

- **Total Request:** \$149,150

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