

Clerk of the Circuit Court and Comptroller

Ken Burke, CPA

727-464-3341

<https://www.mypinellasclerk.org/>

Department Purpose

Pursuant to Revision 7 of Article V of the State Constitution, the Clerk has three distinct functions - recording legal documents such as real estate transfers, performing statutorily mandated support for the court system and the legal community, and providing services to the Board of County Commissioners. The Clerk serves as Accountant and Clerk to the Board of County Commissioners, Custodian of county funds, Ex-Officio County Auditor and Clerk of the Water and Navigation Control Authority. Additionally, the Clerk provides printing services and mail services to County departments. The majority of the Clerk's varied court responsibilities are not reflected in the County budget, as they are a separate state budget responsibility, supported by fees. The recording function is also supported by fees, and if the revenues exceed expenditures the county receives excess fees from the Clerk.

Topics for Discussion

- Employee Retention and Competitive Recruitment

FY23 Decision Points

Decision Package: Realignment and Market Correction for Personal Services in Clerk Finance Division (Estimated Cost: \$151,750.17)

- The County's Human Resources Office is currently in the midst of preparing a market analysis of the positions/wages in the Clerk and Comptroller's Finance Division, a more formal proposed cost will be available end of June 2022.
- Potential adjustments to include: Cost of Living Adjustment, realignment of positions, market driven salaries, career development plans, signing bonus plans, stay bonus plans.

Budget Summary

The FY23 Budget Request for the Clerk is \$14,873,650. This surpasses the original target of \$14,370,950 by \$502,699. However, the Clerk received a budget amendment during FY22 increasing their budget to \$15,250,030. Of the amendment increase, \$48,230 was ongoing expenses that should be added to the FY23 target.

Personal Services are increasing by 12.3%, or \$1.5M. This increase is driven by career path and ladder initiatives, salary and health insurance increases, as well as turnover. Included in this increase is an additional \$454,469 that OMB is recommending above the adjusted target. This amount represents the gap funding required to address ongoing health insurance costs associated with the drop in blended health insurance rates.

- In FY22 BCC departments and the Clerk received the blended health insurance fund rate of \$16,680 per BCC funded FTE. This amount had dropped significantly from the previous FY21

Clerk of the Circuit Court and Comptroller

amount of \$21,660. This adjustment was based on an assessment of the Pinellas County Health Fund and the increasing growth of the fund to actual expenditures. For BCC departments, this amount serves as a direct pass-thru to the health insurance fund. However, the Clerk does not pay the blended rate because of multi-fund structuring and to alleviate any perceived subsidies from multiple fund sources. The Clerk currently pays COBRA rates (actual costs) to the fund for all employees enrolled. Therefore the Clerk's actual expenditures for health insurance remained stable during FY22, while appropriations from OMB declined by \$637,960. By making this adjustment, OMB is aligning appropriations for BCC funded positions with actual expenditures for a blended COBRA rate.

Operating expenses have decreased by 45.2%, or \$1.1M; however, this is primarily due to one-time expenses associated with a budget amendment in FY22. The one-time amounts amended were for Functional Resources for EBS Upgrades (\$750,000), Questica Budget Software (\$156,375 non-recurring), and Renovations of the Clerk's Technology Building (\$400,000). Additionally the Clerk has completed its ADA remediation contract (\$30,658). These items have been removed from the FY23 Budget leaving the total operating budget increase to be \$159,545 from the FY22 Adopted Budget.

Major operating increases are for Communication Services, as well as additional training and education costs occurring with many opportunities for travel and training opening up after COVID-19 (\$64,883).

Intergovernmentals have increased for vehicle replacement and maintenance (\$16,412) as well as Risk (\$4,580).

The Clerk is also requesting a Decision Package to address employee recruitment and retention in the Clerk Finance Division. The total expected cost of this initiative is still an estimate (\$151,750.17), but will be revised at a later date.

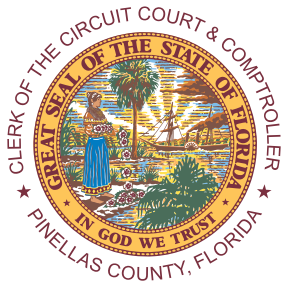
Additional three (3) FTE reflected in FY23 represent temporary double encumbrances for planned retirement positions in Clerk's Administration and the Finance Division, and one new finance systems support position in the Finance Division.

Account Type	Major Object	General Fund	2022		2023	
			Total	General Fund	Total	
Expenses / Expenditure	Personal Services	\$12,280,458	\$12,280,458	\$13,793,030	\$13,793,030	
	Operating Expenses	\$2,495,572	\$2,495,572	\$1,367,232	\$1,367,232	
	Capital	\$474,000	\$474,000	\$70,140	\$70,140	
	Total	\$15,250,030	\$15,250,030	\$15,230,410	\$15,230,410	
FTE		128.1	128.1	131.1	131.1	

Clerk of the Circuit Court and Comptroller

Attachments

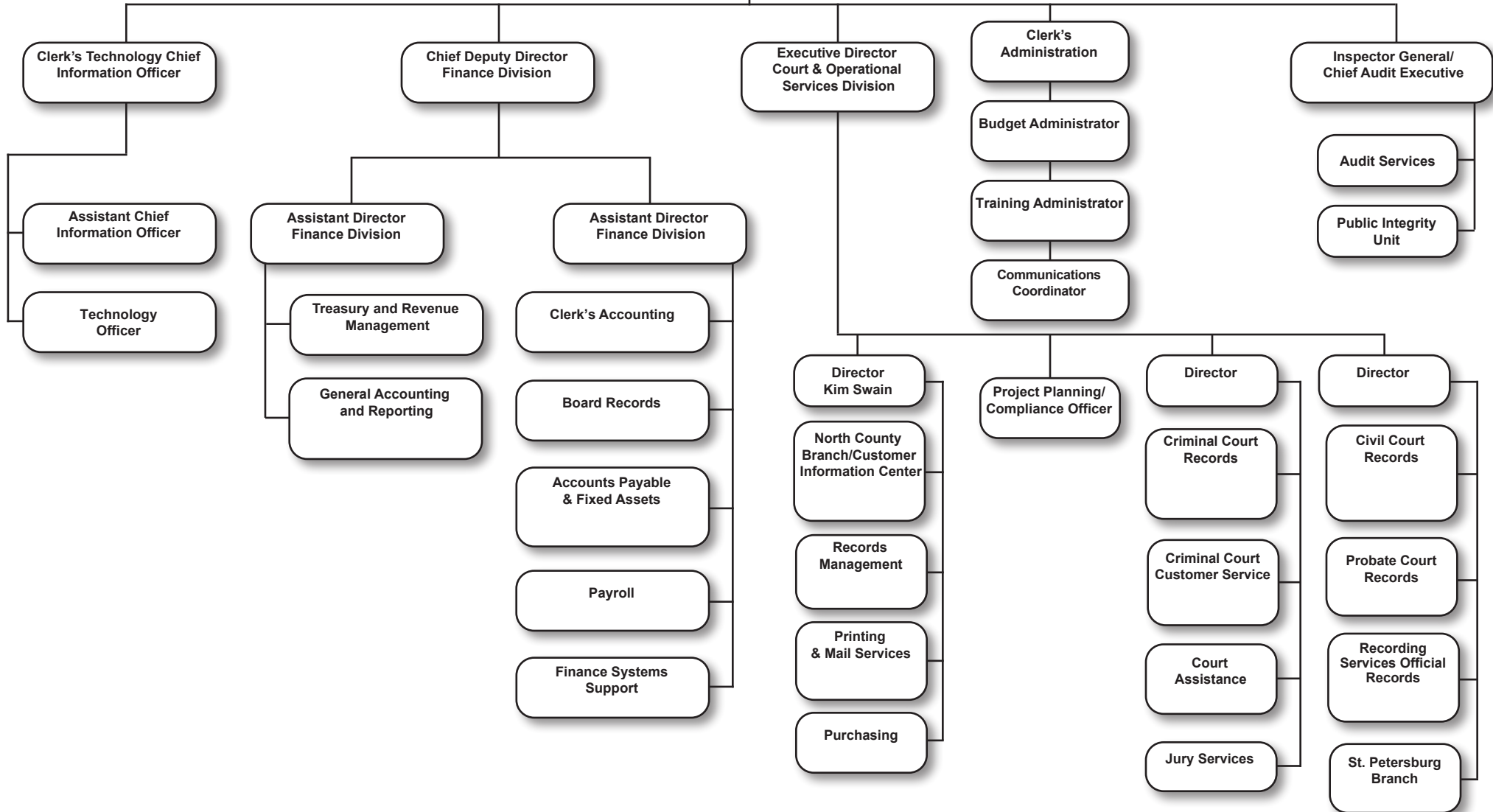
1. Organizational Chart (page 3)
2. Original Budget Request FY23 (page 4)
 - a. Budget Report (page 7)
 - b. Decision Package (page 12)
 - c. Revenue Reports (page 17)
3. Performance Measures (page 18)



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

CITIZENS OF PINELLAS COUNTY

KEN BURKE
Clerk of the Circuit Court & Comptroller






KEN BURKE

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
Clerk of the Water and Navigation Control Authority

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TO: The Honorable Chair and Members of the
Pinellas County Board of County Commissioners

FROM:  Ken Burke
Clerk of the Circuit Court and Comptroller

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

DATE: May 2, 2022

RE: Budget request for non-court related expenditures for the Fiscal
Year 2022-2023 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 to you the Fiscal Year 2022-2023 budget for the Office of the Clerk of the Circuit Court and Comptroller.

The Fiscal Year 2022-2023 budget for the Clerk's Office is \$14,775,933. There is one Decision Package request included this year; however, the budgetary impact is awaiting results of a Pinellas County Human Resources (HR) Salary Market Analysis of the Clerk's Finance Division expected in the coming weeks. The decision package will be updated accordingly once the HR report is delivered and reviewed.

In addition, enclosed are the court-related revenue estimates for FY 2022-2023 totaling \$5,850,559. The Clerk's Office does not anticipate transferring any excess fees from the Recording Fund to the General Fund.

Enclosures

**CLERK OF THE CIRCUIT COURT AND COMPTROLLER
RECONCILIATION TO BUDGET TARGET FOR FISCAL YEAR 2022-2023**

ORIGINAL TARGET	\$ 14,370,950
STIPULATED REVISED TARGET	14,419,180 ¹
BUDGET REQUEST	<u>14,775,933</u>
OVER/UNDER TARGET	<u><u>\$ 356,753²</u></u>

¹ Per verbal agreement between Clerk and OMB, target was revised to reflect recurring costs of Budget Software licenses totaling \$48,230

² Variance reflects an increase of \$356,753 over stipulated target to cover underfunding of Employer-borne medical insurance costs.

Pinellas County
Standard Expenditures Summary
Total 1502 Board Funded Budget

Fund	Major Object	Account	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request
1502	Personal Services	5110001 Executive Salaries.	4,800,732.52	5,248,772.00	5,248,772.00	5,872,070.00
		5120001 Regular Salaries & Wages	2,684,151.98	3,039,082.00	3,039,082.00	3,080,740.00
		5130001 Other Salaries And Wages	3,403.36	-	-	-
		5140001 Overtime Pay	63,828.01			-
		5190001 Personal Svcs(Contra)-Payro	(39,017.26)	(80,000.00)	(80,000.00)	-
		5210001 FICA Taxes	552,558.08	625,149.00	625,149.00	682,280.00
		5220001 Retirement Contributions	936,561.43	1,031,515.00	1,031,515.00	1,174,860.00
		5230001 Hlth,Life,Dntl,Std,Ltd	2,227,621.32	2,379,660.00	2,379,660.00	2,492,330.00
		5240001 Workers Compensation	31,332.42	36,280.00	36,280.00	36,280.00
		5299991 Reg Salary&Wgs-Contra-Prj	13,375.32	-	-	-
		5299992 Benefits-Contra-Projects	10,062.82	-	-	-
		Personal Services Total	11,284,610.00	12,280,458.00	12,280,458.00	13,338,560.00
	Operating	5320001 Accounting & Auditing	7,900.00	9,000.00	9,000.00	9,252.00
		5340001 Other Contractual Svcs	1,160,253.74	1,505,355.00	1,505,355.00	210,847.49
		5400001 Travel and Per Diem	-	61,000.00	61,000.00	84,680.80
		5400100 Transportation Exp	760.06	3,830.00	3,830.00	-
		5400105 Mileage-Local	1,010.05	2,860.00	2,860.00	1,600.00
		5400110 Mileage-Out of Town	(68.07)	300.00	300.00	-
		5400200 Meals/Per Diem	1,616.29	4,910.00	4,910.00	-
		5400205 Meals-Taxable	-	-	-	-
		5400300 Hotels/Motels/Lodging	5,377.89	13,350.00	13,350.00	-
		5400900 Travel-Other	225.82	820.00	820.00	-
		5410001 Communication Services	35,633.78	34,908.00	34,908.00	46,715.00
		5420001 Freight	(29,182.75)	240.00	240.00	233.12
		5420002 Postage	(6,024.37)	63,485.00	63,485.00	64,732.94
		5440001 Rentals and Leases	7,774.04	7,390.00	7,390.00	13,797.60
		5460001 Repair&Maintenance Svcs	259,453.40	302,308.00	302,308.00	382,260.66
		5490001 Othr Current Chgs&Obligat	8,533.85	10,200.00	10,200.00	9,326.80
		5490060 Incentives & Awards	3,952.15	7,850.00	7,850.00	8,401.60
		5496501 Intgv Sv-Info Technology	29,446.21	40,400.00	40,400.00	30,971.00
		5496521 Intgv Sv-Fleet-Op & Maint	24,957.56	17,830.00	17,830.00	30,641.00
		5496522 Intgv Sv-Flt-Veh Rplcmnt	25,163.04	26,071.00	26,071.00	29,672.00
		5496551 Intgv Sv-Risk Financing	62,210.00	54,050.00	54,050.00	58,630.00
		5510001 Office Supplies Exp	25,715.62	33,975.00	33,975.00	39,815.40
		5510040 Equipment Under \$1000.00	-	11,000.00	11,000.00	37,526.54
		5520001 Operating Supplies Exp	(34,832.94)	90,020.00	90,020.00	77,894.85
		5520009 Oper. Supplies-Computer	27,872.48	28,100.00	28,100.00	25,826.80
		5540001 Bks, Pub, Subscrp&Membrshps	72,600.31	91,610.00	91,610.00	100,287.00
		5550000 Training	-	500.00	500.00	514.00
		5550001 Training and Education Cost	41,936.72	74,210.00	74,210.00	103,605.40
		Operating Total	1,732,284.88	2,495,572.00	2,495,572.00	1,367,232.00
	Capital	5620001 Buildings		400,000.00	400,000.00	-
		5640001 Machinery And Equipment	111,950.90	40,000.00	40,000.00	67,614.00
		5640300 Equip-Vehicle&Heavy Equip	28,991.00	26,000.00	26,000.00	2,527.00
		5680100 Software-Purchased	90,135.00	8,000.00	8,000.00	-
	Capital Total		231,076.90	474,000.00	474,000.00	70,141.00
	Other Uses	5919910 Trans To Brd County Comm	881,137.33	-	-	-
	Other Uses Total		881,137.33	-	-	-
Grand Total			14,129,109.11	15,250,030.00	15,250,030.00	14,775,933.00

Pinellas County
Standard Expenditures by Center
Total 1502 Board Funded Budget

Department	Fund	Center	Major Object	Account	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Request			
Board Records	1502	950520	Personal Services	5110001 Executive Salaries.	237,702.10	223,924.00	223,924.00	225,770.00			
				5120001 Regular Salaries & Wages	385,419.42	445,446.00	445,446.00	418,020.00			
				5140001 Overtime Pay	2,841.23						
				5210001 FICA Taxes	45,784.12	51,208.00	51,208.00	49,210.00			
				5220001 Retirement Contributions	63,270.02	72,427.00	72,427.00	71,720.00			
				5230001 Hlth,Life,Dntl,Std,Ltd	223,887.78	232,624.00	232,624.00	228,300.00			
				5299991 Reg Salary&Wgs-Contra-Prj	4,915.62	-	-	-			
				5299992 Benefits-Contra-Projects	2,978.68	-	-	-			
				Personal Services Total	966,798.97	1,025,629.00	1,025,629.00	993,020.00			
			Operating	5340001 Other Contractual Svcs	20,029.00	39,870.00	39,870.00	9,211.19			
				5400001 Travel and Per Diem	-	1,900.00	1,900.00	1,953.20			
				5400105 Mileage-Local	809.17	-	-	900.00			
				5400110 Mileage-Out of Town	-	-	-	-			
				5410001 Communication Services	42.00	-	-	780.00			
				5420001 Freight	3.86	5.00	5.00	5.14			
				5420002 Postage	529.40	1,200.00	1,200.00	1,233.60			
				5460001 Repair&Maintenance Svcs	1,949.64	4,300.00	4,300.00	3,000.00			
				5490001 Othr Current Chgs&Obligat	-	3,000.00	3,000.00	3,084.00			
				5510001 Office Supplies Exp	2,704.42	2,000.00	2,000.00	2,056.00			
				5510040 Equipment Under \$1000.00	-	-	-	-			
				5520001 Operating Supplies Exp	2,027.64	5,000.00	5,000.00	4,000.00			
				5540001 Bks,Pub,Subscrp&Membrshps	221.07	-	-	-			
				5550001 Training and Education Cost	-	150.00	150.00	154.20			
				Operating Total	28,316.20	57,425.00	57,425.00	26,377.33			
			Capital	5680100 Software-Purchased	-	8,000.00	8,000.00	-			
			Capital Total	-	8,000.00	8,000.00	-				
			950520 Total					995,115.17	1,091,054.00	1,091,054.00	1,019,397.33
			Board Records Total					995,115.17	1,091,054.00	1,091,054.00	1,019,397.33
			Clerk's Administration	1502	950100	Personal Services	5110001 Executive Salaries.	249,805.89	314,813.00	314,813.00	340,000.00
							5120001 Regular Salaries & Wages	10,160.74	10,431.00	10,431.00	10,980.00
							5140001 Overtime Pay	7.31			-
							5210001 FICA Taxes	19,034.18	24,631.00	24,631.00	26,340.00
							5220001 Retirement Contributions	57,024.82	61,761.00	61,761.00	55,230.00
5230001 Hlth,Life,Dntl,Std,Ltd	55,871.17	74,563.00					74,563.00	70,930.00			
5240001 Workers Compensation	31,332.42	36,280.00					36,280.00	36,280.00			
5299991 Reg Salary&Wgs-Contra-Prj	6,718.24	-					-	-			
5299992 Benefits-Contra-Projects	4,505.21	-					-	-			
Personal Services Total	434,459.98	522,479.00					522,479.00	539,760.00			
Operating	5320001 Accounting & Auditing	7,900.00				9,000.00	9,000.00	9,252.00			
	5340001 Other Contractual Svcs	1,099.00				236,930.00	236,930.00	33,230.10			
	5400001 Travel and Per Diem	-				19,200.00	19,200.00	19,737.60			
	5400100 Transportation Exp	130.20				-	-	-			
	5400105 Mileage-Local	29.07				-	-	-			
	5400110 Mileage-Out of Town	(499.24)				-	-	-			
	5400200 Meals/Per Diem	(19.65)				-	-	-			
	5410001 Communication Services	5,049.00				5,500.00	5,500.00	6,240.00			
	5420001 Freight	-				5.00	5.00	5.14			
	5420002 Postage	15.66				100.00	100.00	102.80			
	5460001 Repair&Maintenance Svcs	45,108.48				28,000.00	28,000.00	28,784.00			
	5490001 Othr Current Chgs&Obligat	2,582.47				4,500.00	4,500.00	4,040.00			
	5490060 Incentives & Awards	2,492.93				7,200.00	7,200.00	7,401.60			
	5496521 Intgv Sv-Fleet-Op & Maint	1,303.62				1,000.00	1,000.00	406.00			
	5496522 Intgv Sv-Flt-Veh Rplcmnt	3,418.04				3,144.00	3,144.00	6,438.00			
	5496551 Intgv Sv-Risk Financing	-				-	-	920.00			
	5510001 Office Supplies Exp	388.71				700.00	700.00	719.60			
	5520001 Operating Supplies Exp	6,680.35				7,000.00	7,000.00	7,196.00			
	5540001 Bks,Pub,Subscrp&Membrshps	1,934.75				1,000.00	1,000.00	1,028.00			
	5550000 Training	-				500.00	500.00	514.00			
	5550001 Training and Education Cost	200.00				2,500.00	2,500.00	2,570.00			
	Operating Total	77,813.39				326,279.00	326,279.00	128,584.84			
950100 Total						512,273.37	848,758.00	848,758.00	668,344.84		
Clerk's Administration Total					512,273.37	848,758.00	848,758.00	668,344.84			
Division of Inspector General	1502	953100	Personal Services	5110001 Executive Salaries.	941,518.85	1,025,562.00	1,025,562.00	1,109,660.00			
				5190001 Personal Svcs(Contra)-Payro	(39,017.26)	(80,000.00)	(80,000.00)	-			
				5210001 FICA Taxes	68,513.64	79,670.00	79,670.00	84,870.00			
				5220001 Retirement Contributions	117,645.01	133,374.00	133,374.00	156,890.00			
				5230001 Hlth,Life,Dntl,Std,Ltd	243,784.80	234,522.00	234,522.00	249,570.00			
				Personal Services Total	1,332,445.04	1,393,128.00	1,393,128.00	1,600,990.00			

Pinellas County
Standard Expenditures by Center
Total 1502 Board Funded Budget

Division of Inspector General	1502	953100	Operating	5340001 Other Contractual Svcs	31,164.00	6,400.00	6,400.00	6,400.00				
				5400001 Travel and Per Diem	-	-	-	22,090.00				
				5400100 Transportation Exp	456.10	3,830.00	3,830.00	-				
				5400105 Mileage-Local	76.16	2,360.00	2,360.00	-				
				5400110 Mileage-Out of Town	-	300.00	300.00	-				
				5400200 Meals/Per Diem	1,003.63	4,910.00	4,910.00	-				
				5400300 Hotels/Motels/Lodging	3,225.20	13,350.00	13,350.00	-				
				5400900 Travel-Other	196.78	820.00	820.00	-				
				5410001 Communication Services	8,516.10	9,833.00	9,833.00	10,360.00				
				5420001 Freight	-	60.00	60.00	50.00				
				5420002 Postage	48.20	630.00	630.00	120.00				
				5460001 Repair&Maintenance Svcs	399.06	1,100.00	1,100.00	200.00				
				5490001 Othr Current Chgs&Obligat	322.95	100.00	100.00	100.00				
				5490060 Incentives & Awards	1,124.35	650.00	650.00	1,000.00				
				5496501 Intgv Sv-Info Technology	527.08	400.00	400.00	411.00				
				5496521 Intgv Sv-Fleet-Op & Maint	969.61	2,000.00	2,000.00	1,406.00				
				5496522 Intgv Sv-Flt-Veh Rplcmnt	2,295.00	5,481.00	5,481.00	5,362.00				
				5496551 Intgv Sv-Risk Financing	4,976.80	4,324.00	4,324.00	6,870.00				
				5510001 Office Supplies Exp	5,893.94	6,625.00	6,625.00	5,850.00				
				5520001 Operating Supplies Exp	633.44	390.00	390.00	863.52				
				5520009 Oper. Supplies-Computer	-	-	-	-				
				5540001 Bks,Pub,Subscrp&Membrshps	23,168.39	25,730.00	25,730.00	26,620.00				
				5550001 Training and Education Cost	24,736.67	38,960.00	38,960.00	38,360.00				
				Operating Total				109,733.46	128,253.00	128,253.00	126,062.52	
				Capital				5640001 Machinery And Equipment	-	-	-	-
				Capital Total								
				953100 Total				1,442,178.50	1,521,381.00	1,521,381.00	1,727,052.52	
				Division of Inspector General Total				1,442,178.50	1,521,381.00	1,521,381.00	1,727,052.52	
				Finance Division	1502	950500	Personal Services	5110001 Executive Salaries.	2,313,098.11	2,436,587.00	2,436,587.00	2,833,140.00
								5120001 Regular Salaries & Wages	1,302,796.56	1,526,253.00	1,526,253.00	1,542,660.00
								5130001 Other Salaries And Wages	3,403.36	-	-	-
								5140001 Overtime Pay	48,184.61	-	-	-
5210001 FICA Taxes	269,155.25	295,894.00	295,894.00					332,730.00				
5220001 Retirement Contributions	470,041.97	500,105.00	500,105.00					584,430.00				
5230001 Hlth,Life,Dntl,Std,Ltd	997,452.22	1,077,706.00	1,077,706.00					1,155,480.00				
5299991 Reg Salary&Wgs-Contra-Prj	1,741.46	-	-					-				
5299992 Benefits-Contra-Projects	2,578.93	-	-					-				
Personal Services Total								5,408,452.47	5,836,545.00	5,836,545.00	6,448,440.00	
Operating								5340001 Other Contractual Svcs	1,016,232.80	1,193,005.00	1,193,005.00	132,200.00
								5400001 Travel and Per Diem	-	29,500.00	29,500.00	30,460.00
								5400100 Transportation Exp	-	-	-	-
								5400105 Mileage-Local	9.41	-	-	-
								5400110 Mileage-Out of Town	300.94	-	-	-
								5400200 Meals/Per Diem	322.53	-	-	-
								5400205 Meals-Taxable	-	-	-	-
								5400300 Hotels/Motels/Lodging	2,123.85	-	-	-
								5400900 Travel-Other	28.40	-	-	-
								5410001 Communication Services	2,756.98	3,000.00	3,000.00	10,140.00
								5420001 Freight	16.22	40.00	40.00	40.00
								5420002 Postage	20,357.69	17,500.00	17,500.00	17,990.00
								5440001 Rentals and Leases	596.00	-	-	-
								5460001 Repair&Maintenance Svcs	2,498.85	500.00	500.00	500.00
								5490001 Othr Current Chgs&Obligat	5,628.43	2,500.00	2,500.00	2,000.00
								5490060 Incentives & Awards	249.88	-	-	-
								5496551 Intgv Sv-Risk Financing	21,151.42	18,377.00	18,377.00	17,770.00
								5510001 Office Supplies Exp	12,834.97	20,000.00	20,000.00	20,560.00
								5520001 Operating Supplies Exp	12,192.33	8,000.00	8,000.00	5,000.00
								5540001 Bks,Pub,Subscrp&Membrshps	16,529.13	11,000.00	11,000.00	16,000.00
								5550001 Training and Education Cost	13,807.35	22,200.00	22,200.00	57,110.00
Operating Total								1,127,637.18	1,325,622.00	1,325,622.00	309,770.00	
Capital				5640001 Machinery And Equipment	11,063.40	11,000.00	11,000.00	4,790.00				
Capital Total				11,063.40	11,000.00	11,000.00	4,790.00					
950500 Total				6,547,153.05	7,173,167.00	7,173,167.00	6,763,000.00					
Finance Division Total				6,547,153.05	7,173,167.00	7,173,167.00	6,763,000.00					
Mail Services	1502	950420	Personal Services	5110001 Executive Salaries.	87,344.90	88,398.00	88,398.00	88,650.00				
				5120001 Regular Salaries & Wages	392,052.91	415,213.00	415,213.00	409,830.00				
				5210001 FICA Taxes	35,038.83	37,620.00	37,620.00	38,150.00				
				5220001 Retirement Contributions	47,778.94	53,210.00	53,210.00	55,550.00				
				5230001 Hlth,Life,Dntl,Std,Ltd	193,948.97	207,003.00	207,003.00	205,020.00				
				Personal Services Total				756,164.55	801,444.00	801,444.00	797,200.00	
				Operating				5400001 Travel and Per Diem	-	400.00	400.00	200.00

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Mail Services	1502	950420	Operating	5400105 Mileage-Local	-	-	-	200.00
				5410001 Communication Services	104.30	125.00	125.00	130.00
				5420001 Freight	(29,231.23)	100.00	100.00	102.00
				5420002 Postage	(26,975.58)	44,000.00	44,000.00	45,230.00
				5440001 Rentals and Leases	1,440.00	1,440.00	1,440.00	1,480.00
				5460001 Repair&Maintenance Svcs	14,698.38	13,000.00	13,000.00	13,556.00
				5496521 Intgv Sv-Fleet-Op & Maint	19,242.08	12,230.00	12,230.00	23,100.00
				5496522 Intgv Sv-Flt-Veh Rplcmnt	15,063.00	13,544.00	13,544.00	14,029.00
				5496551 Intgv Sv-Risk Financing	4,976.80	4,324.00	4,324.00	6,750.00
				5520001 Operating Supplies Exp	2,130.00	6,400.00	6,400.00	15,353.33
			Operating Total		1,447.75	95,563.00	95,563.00	120,130.33
		950420 Total			757,612.30	897,007.00	897,007.00	917,330.33
Mail Services Total					757,612.30	897,007.00	897,007.00	917,330.33
Printing Services	1502	950410	Personal Services	5110001 Executive Salaries.	101,500.07	105,410.00	105,410.00	104,660.00
				5120001 Regular Salaries & Wages	318,599.48	334,617.00	334,617.00	361,680.00
				5210001 FICA Taxes	30,405.86	33,189.00	33,189.00	35,650.00
				5220001 Retirement Contributions	42,828.31	46,942.00	46,942.00	51,960.00
				5230001 Hlth,Life,Dntl,Std,Ltd	159,622.89	154,191.00	154,191.00	174,910.00
			Personal Services Total		652,956.61	674,349.00	674,349.00	728,860.00
			Operating	5400105 Mileage-Local	-	500.00	500.00	500.00
				5460001 Repair&Maintenance Svcs	67,591.68	66,960.00	66,960.00	69,717.12
				5496551 Intgv Sv-Risk Financing	3,732.60	3,243.00	3,243.00	3,870.00
				5510001 Office Supplies Exp	162.87	1,300.00	1,300.00	1,200.00
				5520001 Operating Supplies Exp	(103,837.72)	32,730.00	32,730.00	7,240.00
				5540001 Bks, Pub, Subscrp & Membrshps	550.00	550.00	550.00	560.00
			Operating Total		(31,800.57)	105,283.00	105,283.00	83,087.12
			Capital	5640001 Machinery And Equipment	100,887.50	-	-	25,680.00
			Capital Total		100,887.50	-	-	25,680.00
		950410 Total			722,043.54	779,632.00	779,632.00	837,627.12
Printing Services Total					722,043.54	779,632.00	779,632.00	837,627.12
Records Management-BCC	1502	952410	Personal Services	5110001 Executive Salaries.	39,252.12	38,486.00	38,486.00	39,760.00
				5120001 Regular Salaries & Wages	212,251.57	249,985.00	249,985.00	230,970.00
				5140001 Overtime Pay	8,639.01	-	-	-
				5210001 FICA Taxes	18,854.42	22,013.00	22,013.00	20,710.00
				5220001 Retirement Contributions	26,550.58	31,135.00	31,135.00	30,150.00
				5230001 Hlth,Life,Dntl,Std,Ltd	121,534.30	126,880.00	126,880.00	122,270.00
			Personal Services Total		427,082.00	468,499.00	468,499.00	443,860.00
			Operating	5340001 Other Contractual Svcs	-	1,000.00	1,000.00	1,028.00
				5400001 Travel and Per Diem	-	-	-	-
				5400105 Mileage-Local	86.24	-	-	-
				5410001 Communication Services	-	50.00	50.00	51.40
				5420001 Freight	10.20	25.00	25.00	25.70
				5420002 Postage	-	50.00	50.00	51.40
				5440001 Rentals and Leases	1,548.36	1,750.00	1,750.00	8,000.00
				5460001 Repair&Maintenance Svcs	345.83	12,500.00	12,500.00	12,850.00
				5496521 Intgv Sv-Fleet-Op & Maint	2,417.74	2,000.00	2,000.00	3,856.00
				5496522 Intgv Sv-Flt-Veh Rplcmnt	321.00	35.00	35.00	-
				5496551 Intgv Sv-Risk Financing	17,418.80	15,134.00	15,134.00	17,490.00
				5510001 Office Supplies Exp	562.60	1,500.00	1,500.00	7,542.00
				5520001 Operating Supplies Exp	8,757.27	13,500.00	13,500.00	23,878.00
				5540001 Bks, Pub, Subscrp & Membrshps	100.00	400.00	400.00	2,411.20
			Operating Total		31,568.04	47,944.00	47,944.00	77,183.70
			Capital	5640300 Equip-Vehicle&Heavy Equip	-	26,000.00	26,000.00	2,527.00
			Capital Total		-	26,000.00	26,000.00	2,527.00
		952410 Total			458,650.04	542,443.00	542,443.00	523,570.70
Records Management-BCC Total					458,650.04	542,443.00	542,443.00	523,570.70
Records Management-CCC	1502	952420	Personal Services	5110001 Executive Salaries.	80,986.03	83,346.00	83,346.00	51,190.00
				5120001 Regular Salaries & Wages	62,871.30	57,137.00	57,137.00	106,600.00
				5140001 Overtime Pay	4,155.85	-	-	-
				5210001 FICA Taxes	10,950.52	10,747.00	10,747.00	12,070.00
				5220001 Retirement Contributions	14,986.54	15,201.00	15,201.00	17,580.00
				5230001 Hlth,Life,Dntl,Std,Ltd	43,318.65	50,270.00	50,270.00	58,030.00
			Personal Services Total		217,268.89	216,701.00	216,701.00	245,470.00
			Operating	5340001 Other Contractual Svcs	1,293.97	1,650.00	1,650.00	1,696.20
				5400001 Travel and Per Diem	-	-	-	-
				5420001 Freight	0.46	5.00	5.00	5.14
				5420002 Postage	0.26	5.00	5.00	5.14
				5440001 Rentals and Leases	4,189.68	4,200.00	4,200.00	4,317.60
				5460001 Repair&Maintenance Svcs	44.67	2,000.00	2,000.00	2,056.00
				5490001 Othr Current Chgs&Obligat	-	100.00	100.00	102.80
				5510001 Office Supplies Exp	252.56	350.00	350.00	359.80

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Records Management-CCC	1502	952420	Operating	5520001 Operating Supplies Exp	9,852.51	3,000.00	3,000.00	3,084.00
				5540001 Bks, Pub, Subscrp & Membrshps	86.91	100.00	100.00	102.80
				5550001 Training and Education Cost	-	200.00	200.00	205.60
			Operating Total		15,721.02	11,610.00	11,610.00	11,935.08
		952420 Total			232,989.91	228,311.00	228,311.00	257,405.08
Records Management-CCC Total					232,989.91	228,311.00	228,311.00	257,405.08
Technology-Court & Ops Services	1502	952710	Personal Services	5110001 Executive Salaries.	552,639.02	616,256.00	616,256.00	692,720.00
				5210001 FICA Taxes	40,432.98	46,818.00	46,818.00	52,980.00
				5220001 Retirement Contributions	72,278.33	80,674.00	80,674.00	101,870.00
				5230001 Hlth, Life, Dntl, Std, Ltd	145,690.14	146,372.00	146,372.00	150,810.00
			Personal Services Total		811,040.47	890,120.00	890,120.00	998,380.00
			Operating	5340001 Other Contractual Svcs	76,854.17	10,500.00	10,500.00	10,794.00
				5400001 Travel and Per Diem	-	6,000.00	6,000.00	6,168.00
				5400100 Transportation Exp	173.76	-	-	-
				5400110 Mileage-Out of Town	130.23	-	-	-
				5400200 Meals/Per Diem	309.78	-	-	-
				5400300 Hotels/Motels/Lodging	28.84	-	-	-
				5400900 Travel-Other	0.64	-	-	-
				5410001 Communication Services	11,172.45	11,200.00	11,200.00	11,513.60
				5420001 Freight	17.74	-	-	-
				5460001 Repair & Maintenance Svcs	83,037.42	163,948.00	163,948.00	147,000.00
				5490060 Incentives & Awards	84.99	-	-	-
				5496501 Intgv Sv-Info Technology	20,900.93	20,000.00	20,000.00	20,560.00
				5496521 Intgv Sv-Fleet-Op & Maint	1,024.51	600.00	600.00	1,873.00
				5496522 Intgv Sv-Fit-Veh Rplcmnt	4,066.00	3,867.00	3,867.00	3,843.00
				5496551 Intgv Sv-Risk Financing	8,709.39	7,567.00	7,567.00	-
				5510001 Office Supplies Exp	2,915.55	1,000.00	1,000.00	1,028.00
				5510040 Equipment Under \$1000.00	-	5,000.00	5,000.00	19,166.54
				5520001 Operating Supplies Exp	23,744.43	10,000.00	10,000.00	10,280.00
				5520009 Oper. Supplies-Computer	11,152.02	8,100.00	8,100.00	8,326.80
				5540001 Bks, Pub, Subscrp & Membrshps	16,128.19	26,500.00	26,500.00	27,242.00
				5550001 Training and Education Cost	3,192.70	200.00	200.00	205.60
			Operating Total		263,643.74	274,482.00	274,482.00	268,000.54
			Capital	5620001 Buildings	-	400,000.00	400,000.00	-
				5640001 Machinery And Equipment	-	11,000.00	11,000.00	18,820.00
				5680100 Software-Purchased	30,135.00	-	-	-
			Capital Total		30,135.00	411,000.00	411,000.00	18,820.00
		952710 Total			1,104,819.21	1,575,602.00	1,575,602.00	1,285,200.54
Technology-Court & Ops Services Total					1,104,819.21	1,575,602.00	1,575,602.00	1,285,200.54
Technology-Fiscal	1502	952720	Personal Services	5110001 Executive Salaries.	196,885.43	315,990.00	315,990.00	386,520.00
				5210001 FICA Taxes	14,388.28	23,359.00	23,359.00	29,570.00
				5220001 Retirement Contributions	24,156.91	36,686.00	36,686.00	49,480.00
				5230001 Hlth, Life, Dntl, Std, Ltd	42,510.40	75,529.00	75,529.00	77,010.00
			Personal Services Total		277,941.02	451,564.00	451,564.00	542,580.00
			Operating	5340001 Other Contractual Svcs	13,580.80	16,000.00	16,000.00	16,288.00
				5400001 Travel and Per Diem	-	4,000.00	4,000.00	4,072.00
				5410001 Communication Services	7,992.95	5,200.00	5,200.00	7,500.00
				5460001 Repair & Maintenance Svcs	43,779.39	10,000.00	10,000.00	104,597.54
				5496501 Intgv Sv-Info Technology	8,018.20	20,000.00	20,000.00	10,000.00
				5496551 Intgv Sv-Risk Financing	1,244.19	1,081.00	1,081.00	4,960.00
				5510001 Office Supplies Exp	-	500.00	500.00	500.00
				5510040 Equipment Under \$1000.00	-	6,000.00	6,000.00	18,360.00
				5520001 Operating Supplies Exp	2,986.81	4,000.00	4,000.00	1,000.00
				5520009 Oper. Supplies-Computer	16,720.46	20,000.00	20,000.00	17,500.00
				5540001 Bks, Pub, Subscrp & Membrshps	13,881.87	26,330.00	26,330.00	26,323.00
				5550001 Training and Education Cost	-	10,000.00	10,000.00	5,000.00
			Operating Total		108,204.67	123,111.00	123,111.00	216,100.54
			Capital	5640001 Machinery And Equipment	-	18,000.00	18,000.00	18,324.00
				5640300 Equip-Vehicle & Heavy Equip	28,991.00	-	-	-
				5680100 Software-Purchased	60,000.00	-	-	-
			Capital Total		88,991.00	18,000.00	18,000.00	18,324.00
		952720 Total			475,136.69	592,675.00	592,675.00	777,004.54
Technology-Fiscal Total					475,136.69	592,675.00	592,675.00	777,004.54
#N/A	1502	958881	Other Uses	5919910 Trans To Brd County Comm	881,137.33	-	-	-
			Other Uses Total		881,137.33	-	-	-
		958881 Total			881,137.33	-	-	-
#N/A Total					881,137.33	-	-	-
Grand Total					14,129,109.11	15,250,030.00	15,250,030.00	14,775,933.00

**Clerk of the Circuit Court and Comptroller
Pinellas County
FY 2022-2023 Decision Package**

Placeholder Amount: \$151,750¹

FY21-22 Finance Personal Services Budget	Department of Labor trailing 12 month wage increase percentage	Current County Target on Personal Services*	Variance of wage CPI vs. County CPI for Personal Services	Finance Personal Services Adjustment Decision Package (Placeholder)
\$5,836,545	5.60%	3.00%	2.60%	\$151,750.17

1. What is the problem, opportunity, or priority the decision package addresses?

Retain and Recruit high-quality and engaged staff.

Our strategic initiatives include recruiting and retaining high-quality and engaged staff. The whole country, including the accounting and finance industries, faces unprecedented times known as the "Great Resignation." In the Clerk and Comptroller's Finance Division, we are experiencing high turnover while also struggling to retain our current high performers. It is also extremely difficult to recruit and retain new talent.

For the past three years, our turnover ratio has been 13.9%, 12.5%, and 22.2%, respectively. Our total number of new staff trained in the past three years is 35, which represents nearly 50 percent of our Finance Division staff.

While we have been nimble and adapted as quickly as possible, we have completed reorganizations, adjusted our soft benefit and retention packages with remote work options, modified wages in numerous positions, and upgraded positions to be in line with trending analytics for our industry, we are still finding ourselves unsuccessful with retaining and recruiting staff at the levels needed and continually project budget deficits to meet the demands of our applicant and employee requests.

Even worse is that, at times, our applicant pool is void. While we feel our turnover can, at times, be a compliment to the professional level of staff we hire and train, it continues to be a significant drain, cost and stress to the Clerk and the County.

It would be more cost-effective to retain current staff rather than have them leave to other parts of the County or industry for higher wages or better benefits. The hiring process is

¹ Source: <https://www.bls.gov/news.release/empsit.nr0.htm>

Average hourly earnings for all employees on private nonfarm payrolls rose by 13 cents to \$31.73 in March. Over the past 12 months, average hourly earnings have increased by 5.6 percent. In March, average hourly earnings of private sector production and nonsupervisory employees rose by 11 cents to \$27.06. (See tables B-3 and B-8.)

complex and time-consuming, but it also takes time, patience and reduces operational productivity. Society for Human Resource Management (SRHM) published further research on retaining employee talent and shared the following in regards to costs of replacing an employee:

"Research suggests that replacement costs can reach as high as 50%-60% of an employee's annual salary, with total costs associated with turnover ranging from 90% to 200% of annual salary".

Considering these figures, it becomes apparent that it is typically much more cost-effective to train and retain our current talent than to replace an employee. While it may take time to develop our workforce, the return on our investment in proper recruiting, staff development/training, and career development will likely show better long-term results. Between employees staying longer because they're feeling valued and the majority of today's workforce stating how vital career development is to them, we want to set our organization up to become an employer of choice.

1. What is the proposed solution?

A market correction and realignment of positions, salaries and funding for career ladder and career development plans within the Clerk's Finance Division is requested in order to enable the office and services to stay competitive with peers and competition in Pinellas County and beyond. It is essential we, as business leaders, change our approach to hiring and retention to ensure we attract and keep employees who will help us achieve our service goals to the Citizens of the County. We need to shift our mindset, individualize our pay plans and benefits, and listen to our current and exiting employees to understand their needs. We need to revamp our hiring approach and process as well as our compensation packages. We also need to invest heavily in our Current Employees. It costs on average \$15-60K to hire a new employee, get them trained, and have them be a productive member of a team.

The following strategies are proposed:

Note: The County's Human Resources Office is currently in the midst of preparing a market analysis of the positions/wages in the Clerk and Comptroller's Finance Division that should be ready in May, 2022. The results of the study were not available prior to the decision package deadline and therefore, modification to the estimates and strategies below will be likely.

Additionally, we understand the County is in the process of vetting similar strategies that may impact both classified and exempt personnel. Once those strategies are shared, modifications will be likely.

- Cost of Living Adjustment for all staff to account for inflation in housing, transportation, food, utilities, and other living expenses in Pinellas County and surrounding areas – Estimated budget impact - \$TBD.
- Implement a realignment of positions within each department in the Finance Division to incorporate the position of “Finance and Accounting Analyst” as the highest level classified position; repurposing 10 lower level titles, netting an increase in budget of \$TBD).
- Adjust current Finance Division salaries to be in line with the market analysis prepared by Human Resources. Estimated budget impact – \$TBD.
- Implement a career development plan allowing employees to meet specific criteria each year of their first 3 years in a new position and receive a 3-5% increase each year to meet their specific, well-defined career development plan goals. Estimated budget impact – \$TBD.
- Implement a signing bonus plan encouraging employees to recruit future employees at all levels. Estimated budget impact – \$TBD
- Implement a stay bonus plan encouraging employees at all levels towards long-term employment. A tiered approach is suggested, providing each class of service years an annual adjustment for continuous years of service. Estimated budget impact – \$TBD.

2. What is the decision package funding purchasing, and how does it solve the problem?

We are purchasing employee services, our most significant asset and our most considerable expense. Implementing a retention and recruitment package will greatly mitigate lost resources, retraining costs, and the loss of institutional knowledge, which are known causes to reduced production, increased work stream costs per transaction, elevations of operational risks, and causes for additional frustration and lost employee resources.

3. What alternatives were explored, and why was this option chosen?

For the last 3 years, we have attempted to adjust salaries within our current budget allotment using hiring lag and turnover as our savings to afford the changes. In effect, we were placing a "put" on losing staff in order to pay for recruiting new ones in the short term. This is not an effective or sustainable budgeting method. The ability to make long-standing decisions that will give flexibility and increase employee recruitment and retention are needed.

4. Is this decision package related to a previously approved project or budget request (i.e., CIP project operating impacts)? If so, explain.

No

BCC REVENUE ESTIMATES FY 2022/23

BCC#	DESCRIPTION	Actual Revenue 2018/19	Actual Revenue 2019/20	Actual Revenue 2020/21	Actual Revenue 2021/22	Current Year Budget 2021/22	Annualized Actual 2021/22	Calculated New Budget 2021/22	Proposed New Budget 2022/23	Current Year 3/31/2022
FUND 0001										
3411601	COURT-RELATED TECHNOLOGY FUND-BCC	1,691,808	2,027,796	2,532,112	966,490	2,078,230	1,932,979	2,279,954	2,106,466	966,490
3489210	COURT COSTS-INNOVATION	232,422	216,457	232,673	68,679	228,000	137,359	224,565	181,000	68,679
3489220	COURT COSTS-LEGAL AID	232,462	214,695	232,756	68,750	228,000	137,500	223,725	180,000	68,750
3489230	COURT COSTS-LAW LIBRARY	232,447	212,561	232,953	68,782	228,000	137,565	222,757	180,000	68,782
3489240	COURT COSTS-JUVENILE ALTERNATIVE PROGRAM	232,457	213,636	232,916	68,765	228,000	137,530	223,276	180,000	68,765
3489331	SURCHG ANIMAL CONTROL TRAINING PROGR	1,075	801	1,190	395	1,010	790	996	893	395
3489901	CRIM JUSTICE ED TRAINING - VB - TRAF INFR	42,048	41,570	43,410	18,621	40,710	37,242	42,490	39,866	18,621
3489902	CRIM JUSTICE ED TRAINING - ORDINANCE	1,557	1,486	1,633	472	1,600	944	1,559	1,251	472
3489903	CRIM JUSTICE ED TRAINING - CRIM TRAFF	4,442	3,712	4,175	1,443	4,280	2,887	3,944	3,415	1,443
3489904	CRIM JUSTICE ED TRAINING - MISD	1,726	1,116	1,185	497	950	995	1,150	1,000	497
3489905	CRIMIAL TRAFFIC SURCHARGE - CT FACILITY	106,540	86,313	101,683	36,142	105,900	72,283	93,998	83,140	36,142
3489906	TRAFFIC INFRACTIONS SURCHARGE - CT FACILITY	2,037,016	1,661,335	1,828,037	749,069	1,778,580	1,498,137	1,744,686	1,621,412	749,069
3489907	CRIM JUSTICE ED TRAINING - FELONY	556	790	1,405	201	950	402	1,097	700	201
3489908	COURT COSTS-CRIME PREVENTION-CIR CRIM	102,096	122,013	163,840	28,857	160,000	57,714	142,926	100,320	28,857
3489909	COURT COSTS-CRIME PREVENTION-CO CRIM	65,778	61,948	62,696	19,400	65,520	38,799	62,322	50,561	19,400
3489910	COURT COSTS-CRIME PREVENTION-CRIM TRAFF	139,981	121,874	130,704	44,115	127,900	88,230	126,289	107,259	44,115
3489916	INVESTIGATIVE COSTS - ORDINANCES	206	76	50	75	110	150	63	107	75
3489917	INVESTIGATIVE COSTS - MISDEMEANOR	55,917	52,351	50,704	17,014	46,850	34,027	51,528	42,777	17,014
3489918	INVESTIGATIVE COSTS - FELONY	132,984	122,691	151,830	39,897	151,650	79,794	137,260	108,527	39,897
3489919	INVESTIGATIVE COSTS - CRIMINAL TRAFFIC	97,395	82,145	97,402	40,518	91,130	81,036	89,774	85,405	40,518
3489921	DNA FEES	3,821	3,837	3,960	1,353	3,990	2,706	3,898	3,302	1,353
3489922	FILING FEE REIMBURSEMENT	13,389	9,664	8,627	3,220	-	6,440	9,146	7,793	3,220
3511802	DOMESTIC VIOLENCE SURCHARGE - C● CRIM	29,878	33,218	49,167	19,933	38,310	39,866	41,193	40,529	19,933
3511803	PROJECT HOPE TRUST FUND	4,856	3,994	2,895	1,609	4,350	3,218	3,444	3,331	1,609
3512101	DOMESTIC VIOLENCE SURCHARGE - CIR CRIM	28,215	32,333	33,133	8,578	33,800	17,157	32,733	24,945	8,578

BCC REVENUE ESTIMATES FY 2022/23

BCC#	DESCRIPTION	Actual Revenue 2018/19	Actual Revenue 2019/20	Actual Revenue 2020/21	Actual Revenue 2021/22	Current Year Budget 2021/22	Annualized Actual 2021/22	Calculated New Budget 2021/22	Proposed New Budget 2022/23	Current Year 3/31/2022
3515109	DRIVER'S EDUCATION SAFETY TRUST FUND	165,108	139,145	143,121	59,117	147,670	118,235	141,133	129,684	59,117
3516101	DOMESTIC VIOLENCE SURCHARGE - JUVENILE	229	778	179	-	120	358	478	418	179
Total Fund 0001		5,656,408	5,468,335	6,344,434	2,331,991	5,795,610	4,664,341	5,906,385	5,284,102	2,332,170



BCC REVENUE ESTIMATES FY 2022/23

BCC#	DESCRIPTION	Actual Revenue 2018/19	Actual Revenue 2019/20	Actual Revenue 2020/21	Actual Revenue 2021/22	Current Year Budget 2021/22	Annualized Actual 2021/22	Calculated New Budget 2021/22	Proposed New Budget 2022/23	Current Year 3/31/2022
FUND 1016										
3515101	PARKING SURCHARGE - SCHOOL CROSSING	16,031	16,507	11,323	2,510	9,720	5,020	16,269	10,644	2,510
FUND 1017										
3517001	INTER-GOVERNMENT RADIO COMMUNICATIONS	616,054	508,069	572,252	245,978	447,100	491,957	540,161	516,059	245,978
FUND 1086										
3489911	ALCOHOL/DRUG ABUSE TRUST FUND - TRAFFIC	26,934	22,046	23,456	9,210	23,930	18,419	22,751	20,585	9,210
3489912	ALCOHOL/DRUG ABUSE TRUST FUND - CO CRIM	13,593	11,855	10,925	2,909	13,020	5,819	11,390	8,605	2,909
3489913	COUNTY ALCOHOL & OTHER DRUG ABUSE	-	-	-	-	-	-	-	-	-
3489914	COUNTY ALCOHOL & OTHER DRUG ABUSE - VAR	-	15	120	-	-	-	68	34	-
3489915	COUNTY ALCOHOL & OTHER DRUG ABUSE - VAR	-	481	-	409	90	818	241	529	409
Total Fund 1086		40,526	34,397	34,502	12,528	37,040	25,057	34,449	29,753	12,528
TOTAL BOARD REVENUE										
TOTAL BOARD REVENUE SUMMARY										
FUND 0001		5,656,408	5,468,335	6,344,434	2,331,991	5,795,610	4,664,341	5,906,385	5,284,102	6,344,434
FUND 1016		16,031	16,507	11,323	2,510	9,720	5,020	13,915	10,644	11,323
FUND 1017		616,054	508,069	572,252	245,978	447,100	491,957	540,161	516,059	572,252
FUND 1086		40,526	34,397	34,502	12,528	37,040	25,057	34,449	29,753	34,502
Total All Funds		6,329,020	6,027,308	6,962,510	2,593,008	6,289,470	5,186,374	6,494,909	5,840,559	6,962,510

Department	Program	Measure	Description	FY21 Target	FY21 Actual	FY 22 Target	FY22 Estimate	FY23 Target	Comments
CHC-950:Clerk Of The Circuit Court Office	PM9850b:Clerk's Administration - Court and Operational Services	Perf Measure 1	Ensure compliance with Accounting Procedures, applicable laws and Clerk's Policies and Procedures within departments	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850b:Clerk's Administration - Court and Operational Services	Perf Measure 2	Ensures audit recommendations by IG's Office are implemented as required	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850b:Clerk's Administration - Court and Operational Services	Perf Measure 3	Total operating expenditures expended within budget constraints	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 1	BCC meeting documents are processed within the Legistar document management system within 10 business days of meeting	95.00%	95.00%	95.00%	95.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 2	BCC meeting minutes within 14 days of meeting date	95.00%	0.00%	95.00%	0.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 3	Non BCC meetings minutes finalized prior to next meeting date.	95.00%	100.00%	95.00%	95.00%	95.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 4	Ordinances filed with the State in timeframe required by statute	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 5	VAB hearings scheduled in timeframe required by statute	100.00%	100.00%	100.00%	100.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 6	Percent of new hire training completed timely.					95.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 7	Percent of home solicitation permit applications sent to the Sheriff's Office for background checks within two business days.					100.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 8	Percent of dock permit applications received over the counter that are processed within 24 hours.					95.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 9	Percent of VAB evidence packets uploaded into Axia within two business days.					100.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 10	Percent of BCC regular meeting minutes finalized within 45 business days.					80.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850a:Clerk's Board Records	Perf Measure 11	Percent of BCC follow-up agendas posted by 5:00 PM the next business day.					95.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 1	Bank reconciliation completed within 30 days of month end	99.00%	99.00%	99.00%	99.00%	99.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 2	ACFR completed within six months of fiscal year end	100.00%	100.00%	100.00%	100.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 3	Contracts reviewed within 2 business days	95.00%	95.00%	95.00%	95.00%	95.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 4	Deposits within 1 business day	99.00%	99.00%	99.00%	99.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 5	Highway Report, Vouchers Paid, Unclaimed Funds and Incentives and Awards Reports are submitted by due dates	95.00%	95.00%	95.00%	95.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 6	Invoices are paid within 45 days of receipt	95.00%	95.00%	95.00%	95.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 7	Month end reports within 10 business days	100.00%	100.00%	100.00%	100.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850e:Clerk's Finance Division	Perf Measure 8	Payroll disbursement accuracy rate	99.00%	99.00%	99.00%	99.00%	0.00%	N/A in FY23
		Perf Measure 9	Annual Comprehensive Financial Report completed within six months of fiscal year end in compliance GFOA					100.00%	New performance measure FY23
		Perf Measure 10	Invoices recorded into financial system within 7 days of receipt					95.00%	New performance measure FY23
		Perf Measure 11	Invoices paid in compliance with Prompt Payment Act					95.00%	New performance measure FY23
		Perf Measure 12	Payroll processed by Wednesday preceding pay date					100.00%	New performance measure FY23
		Perf Measure 13	Annual Financial Report submitted to Auditor General within 9 months of year end or 45 days after external audit report					100.00%	New performance measure FY23
		Perf Measure 14	Popular Annual Financial Report - Citizens Report, submitted to GFOA by March 31st					100.00%	New performance measure FY23
		Perf Measure 15	Investment Report Submitted to the Investment Committee by the 15th of the following month					100.00%	New performance measure FY23
		Perf Measure 16	Annual inventory/ fixed assets completed by all departments					99.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 1	Deploy new hardware within 60 days of receipt	95.00%	95.00%	95.00%	95.00%	95.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 2	Development of required financial and payment interfaces for Odyssey CMS	N/A	100.00%	100.00%	100.00%	0.00%	N/A in FY23

CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 3	Execution of the Justice/CCMS planning and project tasks. Provide technical and functional support of Justice/CCMS	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 4	Implement Tyler Jury Management solution	100.00%	20.00%	100.00%	40.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 5	Invest in ongoing training and cross training of support staff to maintain highest quality of services	85.00%	85.00%	85.00%	85.00%	85.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 6	Justice/CCMS process automation to improve efficiencies and save long term cost	85.00%	100.00%	85.00%	85.00%	85.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 7	Providing ongoing support for Appxender records management system for Clerk and BCC	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 8	Total operating expenditures expended within budget constraints	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 9	Upgrade/replace Tyler's Public Access website	75.00%	75.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850c:Clerk's Technology - Court and Operational Services	Perf Measure 10	Replace/implement box management solution for storage of Clerk and BCC records	75.00%	75.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850d:Clerk's Technology - Financial Services	Perf Measure 1	Compliance with the CT/BTS Operating Level Agreement for support of Oracle EBS	99.00%	99.00%	99.00%	99.00%	99.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850d:Clerk's Technology - Financial Services	Perf Measure 2	Continue to partner and collaboration with Business Technology Services (BTS) to support EBS according to agreed upon guidelines and best practices	100.00%	100.00%	100.00%	100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850d:Clerk's Technology - Financial Services	Perf Measure 3	Handle Finance Division service requests (SRs) to the satisfaction of the customer being serviced (based on SR opportunities)	99.00%	99.00%	99.00%	99.00%	99.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850d:Clerk's Technology - Financial Services	Perf Measure 4	Invest in ongoing training and cross training of Oracle support staff to maintain highest quality of services	90.00%	90.00%	90.00%	90.00%	90.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850d:Clerk's Technology - Financial Services	Perf Measure 5	Provide technical and functional support for the Oracle eBusiness Suite (EBS) of financial applications and Oracle Business Intelligence Enterprise Edition (OBIEE)	99.00%	99.00%	99.00%	99.00%	99.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 1	Guardianship accountings reviewed	100.00%	100.00%	100.00%	100.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 2	Planned annual audits initiated	50.00%	57.00%	50.00%	50.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 3	Process, investigate and/or audit Guardianship's Fraud, Waste, and Abuse Hotline calls	100.00%	100.00%	100.00%	100.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 4	Process, investigate and/or audit the County's Fraud, Waste, and Abuse Hotline calls	100.00%	100.00%	100.00%	100.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 5	Reported audit recommendations implemented and/or partially implemented by management	90.00%	79.00%	90.00%	90.00%	0.00%	N/A in FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 6	Percentage of complaints disposed within 30 calendar days of receipt					100.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 7	Percentage of audit recommendations with which management concurred and/or partially concurred					275%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 8	Percentage of investigative recommendations with which management concurred and/or partially concurred					275%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 9	Percentage of recommendations not implemented					525%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 10	Percentage of cyclical and planned audits on Annual Plan Initiated and completed w/in audit plan year					275%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 11	Percentage of staff time spent directly on audits /investigations /consultations /special projects					280%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 12	Percentage of follow-ups initiated within one calendar year of report issuance					100.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 13	Percentage of OPPG projects completed within 180 calendar days of IG acceptance					280%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 14	Percentage of Guardianship Level I audits completed within 60 calendar days of assignment					100.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 15	Percentage of Guardianship Level II audits completed within 90 calendar days of documentation receipt					290%	New performance measure FY23

CHC-950:Clerk Of The Circuit Court Office	PM9850f:Inspector General	Perf Measure 16	Percentage of staff earning 240 hours of CPE every calendar year w/ 26 in Investigation				100.00%	New performance measure FY23
CHC-950:Clerk Of The Circuit Court Office	PM9850g:Printing Services - Mail Center	Perf Measure 1	% of Clerk's Mail Services survey cards in excellent and very good category	100.00%		100.00%	100.00%	
CHC-950:Clerk Of The Circuit Court Office	PM9850g:Printing Services - Mail Center	Perf Measure 2	% of metered mail completed timely and accurately	100.00%		100.00%	99.70%	99.81%
CHC-950:Clerk Of The Circuit Court Office	PM9850h:Printing Services - Print Shop	Perf Measure 1	% of Clerk's print orders completed timely and accurately	100.00%		100.00%	99.62%	99.14%
CHC-950:Clerk Of The Circuit Court Office	PM9850h:Printing Services - Print Shop	Perf Measure 2	% of Clerk's Printing Services survey cards in excellent and very good category	100.00%		100.00%	100.00%	100.00%
CHC-950:Clerk Of The Circuit Court Office	PM9850i:Records & Information Management - Board	Perf Measure 1	Boxes imaged within 60 days of receipt	96.00%	98.00%	96.00%	96.00%	96.00%
CHC-950:Clerk Of The Circuit Court Office	PM9850i:Records & Information Management - Board	Perf Measure 2	Department records inventoried for compliance	100.00%	100.00%	100.00%	100.00%	100.00%
CHC-950:Clerk Of The Circuit Court Office	PM9850i:Records & Information Management - Board	Perf Measure 3	Positive customer service satisfaction	98.00%	98.00%	98.00%	98.00%	98.00%
CHC-950:Clerk Of The Circuit Court Office	PM9850j:Records & Information Management - Clerk	Perf Measure 1	Assist with maintenance of County-related records	100.00%	100.00%	100.00%	100.00%	100.00%
CHC-950:Clerk Of The Circuit Court Office	PM9850j:Records & Information Management - Clerk	Perf Measure 2	Maintain warehousing of County-related records	100.00%	100.00%	100.00%	100.00%	100.00%
CHC-950:Clerk Of The Circuit Court Office	PM9850j:Records & Information Management - Clerk	Perf Measure 3	Restructure/Reorganize warehouse	100.00%	100.00%	100.00%	100.00%	100.00%