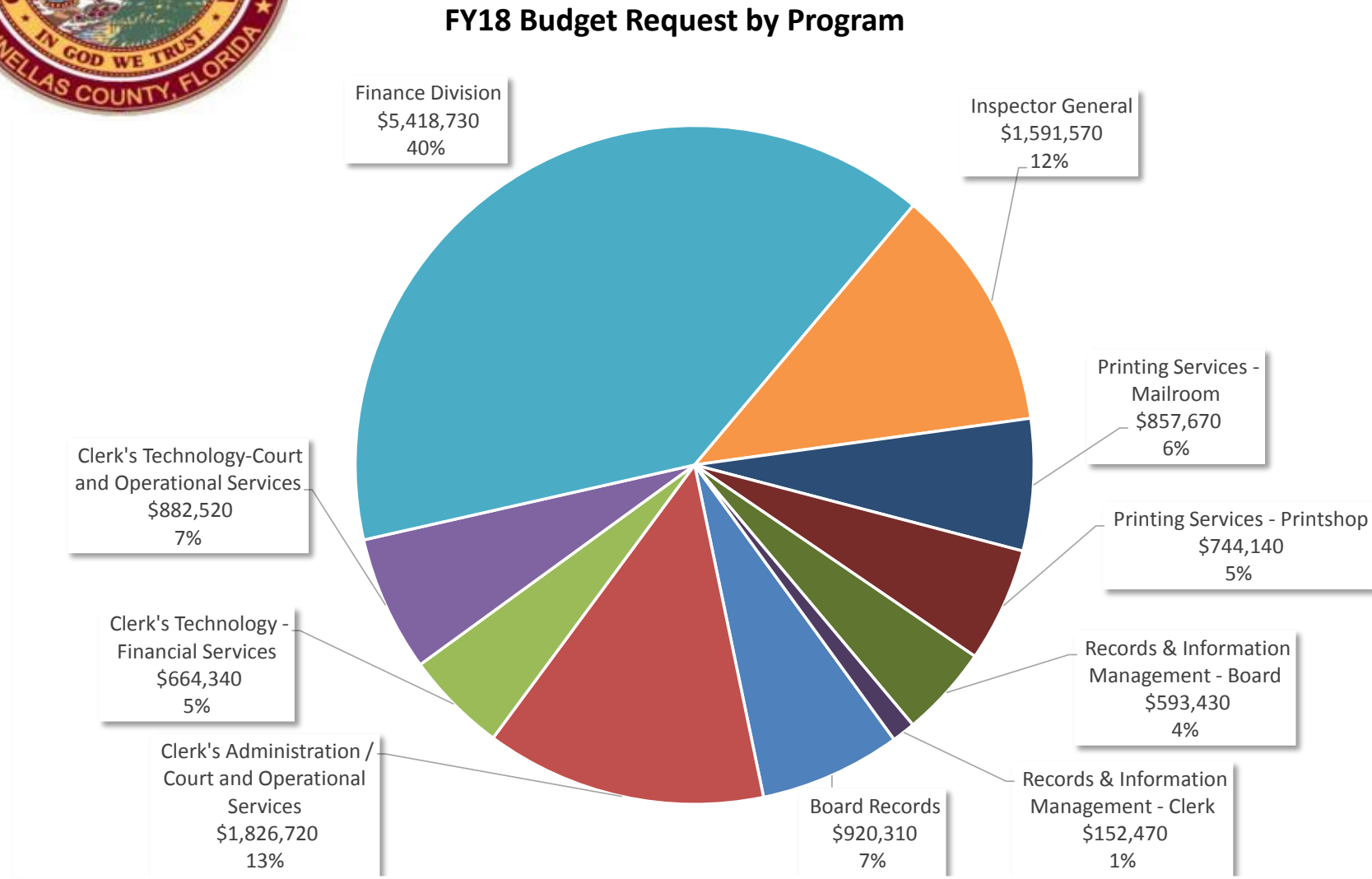




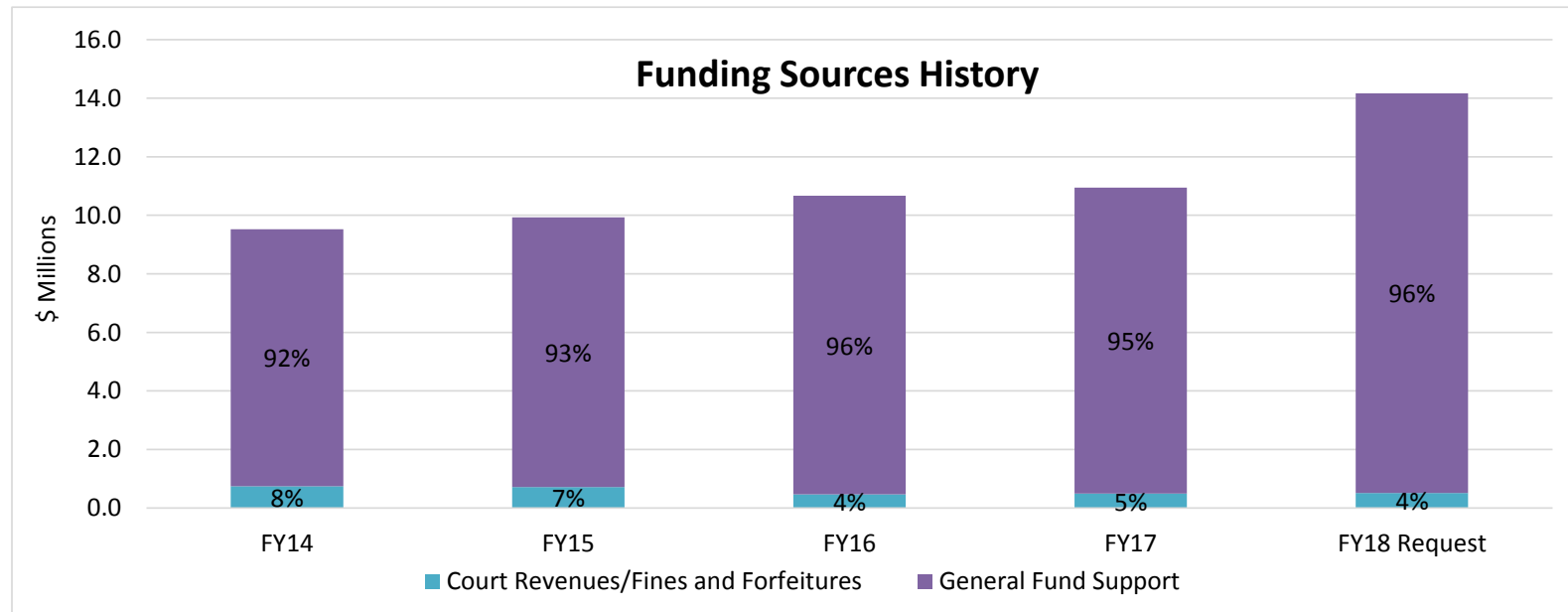
# CLERK OF THE CIRCUIT COURT AND COMPTROLLER

## FY18 Budget Request by Program





## CLERK OF THE CIRCUIT COURT AND COMPTROLLER



Approximately 65% of the Clerk of the Circuit Court and Comptroller's budget is funded by the State of Florida. Of the 35% that is funded by the County, dedicated revenue streams provide partial support for some programs. The County has statutory responsibilities, including support to the criminal justice information system, which require General Fund support. **For FY18, the Clerk of the Circuit Court and Comptroller is requesting \$2,237,560 over the established target for the applicable portion of their budget.** This additional request would support the investment management and accounting functions within the Finance Division, service level increases for the Inspector General and Board Reporter Divisions, and cover the costs of Other Post Employment Benefits for Court employees. These decision package requests are further detailed on a separate page of this package.

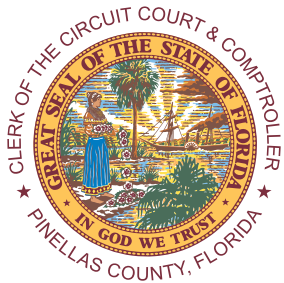
## CLERK OF THE CIRCUIT COURT AND COMPTROLLER

Pursuant to Revision 7 of Article V, 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 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.

Program Descriptions		FY18	
		Budget Request	FTEs
Board Records	The Clerk serves as the recordkeeper of the Board of County Commissioners pursuant to the Florida Constitution. Board Records attends, records, and prepare minutes of all meetings of the Board of County Commissioners and other designated County Boards and Committees. In the Clerk to Board capacity, the Clerk maintains legal custody of the Board seal and performs the attest functions for Board-approved documents. Board Records maintains an automated repository of all of the official actions of the Board including ordinances, resolutions, contracts, etc.	920,310	12.0
Clerk's Administration / Court and Operational Services	Clerk's Administration is responsible for maintaining office-wide policies and procedures, employment information, and internal records for the entire Clerk's office. Additionally, this department is responsible for the administrative oversight of all court, recording, branch office and records management, printing services, and purchasing functions within the Clerk's office. This budget only reflects the pro rata share related to the Board-funded operations.	1,826,720	3.3
Clerk's Technology - Financial Services	Clerk's Technology Division provides functional and technical support for the Oracle eBusiness Suite of financial applications. Financial Application support is also provided for Oracle Business Intelligence Enterprise Edition (OBIEE). This support is provided in collaboration with Business Technology Services (BTS).	664,340	4.0
Clerk's Technology-Court and Operational Services	This department is responsible for providing Technology support for the criminal justice information system under the Clerk's responsibility as required under Article V, Revision 7 to be funded by the Board. Costs here also include the pro rata share of technology support to the Board-funded administrative and records management functions.	882,520	5.9
Finance Division	The Clerk serves as the accountant of the Board of County Commissioners pursuant to the Florida Constitution. The Finance Division is responsible for maintaining the official financial records and preparing reports for all monies received and disbursed by the Board. As custodian of County funds, the Clerk through the Finance Division ensures that County assets are safeguarded and that all transactions are properly recorded to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and applicable laws and regulations.	5,418,730	55.0

## CLERK OF THE CIRCUIT COURT AND COMPTROLLER

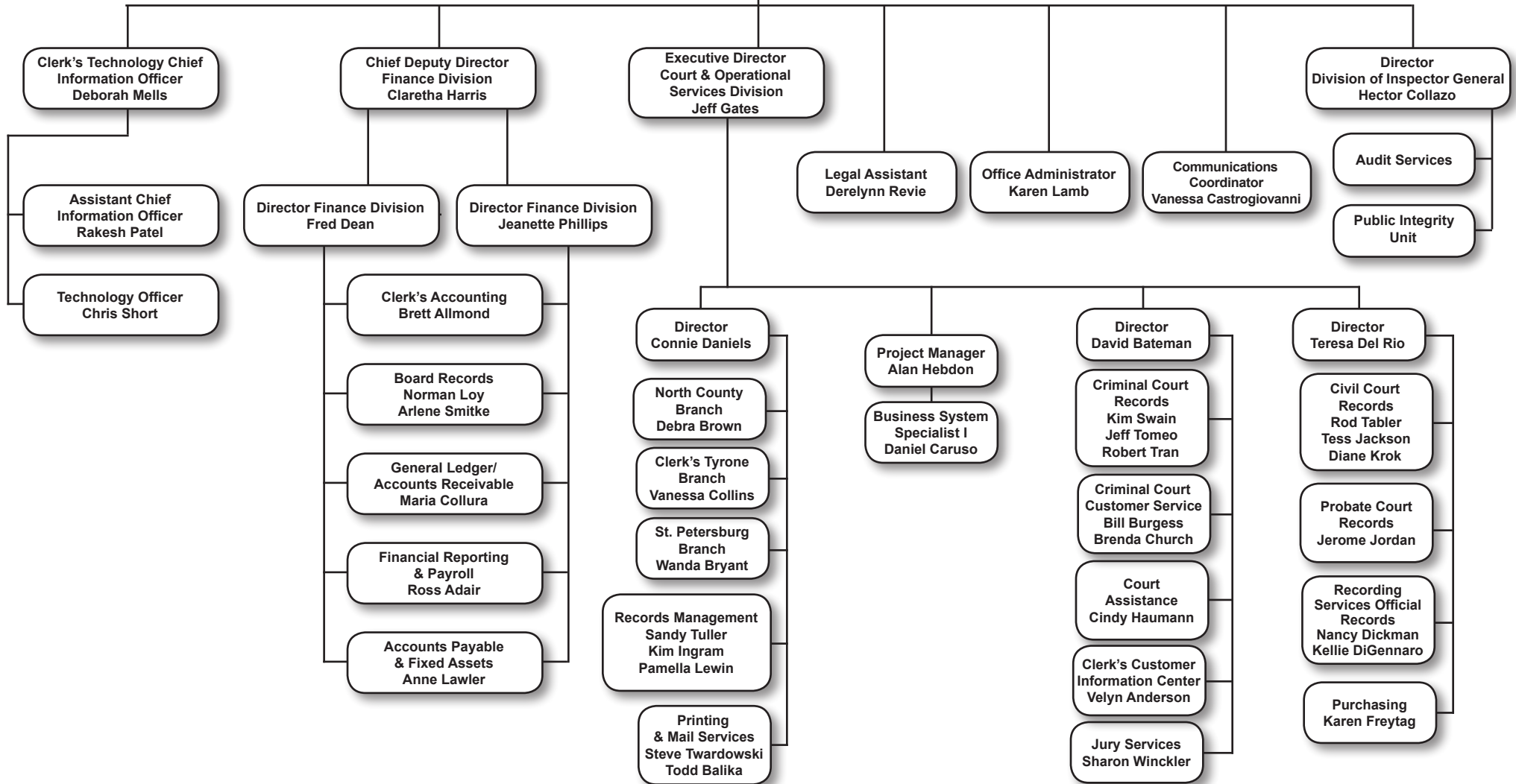
Program Descriptions		FY18	
		Budget Request	FTEs
Inspector General	The Division of Inspector General (IG) is an independent, objective, and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The IG is responsible for auditing and investigating operations of the Board of County Commissioners, the Clerk of the Circuit Court and Comptroller, contractors doing business with the County, and County revenue sources.	1,591,570	13.0
Printing Services - Mailroom	Clerk's Mail Services is responsible for sorting, distribution, and processing of USPS incoming and outgoing mail, interoffice mail, and other official court and county documents for the Clerk's Office, the County courts, and most other county departments/agencies.	857,670	12.4
Printing Services - Printshop	Clerk's Printing Services is responsible for providing low cost and high quality one-, two-, and four-color printing service and ancillary printing functions to all Pinellas County Government agencies. The service includes the printing of forms, brochures, flyers, invitations, newsletters, labels, signs, door hangers, booklets, announcements, business cards, letterhead, note pads, envelopes, and most any kind of paper printed product.	744,140	8.6
Records & Information Management - Board	The functions of the Records & Information Management Department include assisting departments and independent agencies under the Board of County Commissioners in handling their information in the most efficient and economical way possible, whether in paper or electronic format. Services provided include: training user agencies on the principles of sound records management; understanding and following the State of Florida's Public Records Retention Schedules; and evaluation of emerging office technologies. The department provides offsite storage and retrieval of documents upon request, conversion to electronic media, and coordination with the State Bureau of Archives and Records Management requirements for destruction of records when retention has been met.	593,430	7.7
Records & Information Management - Clerk	The functions of the Records & Information Management Department include offering a variety of cost-effective services to Clerk's Departments and other associated areas such as: storage of semi /inactive records; microfilming; imaging; retrieval and delivery of records upon request; inventory and tracking of records; training in Records Management retention and file tracking; and coordination with the State Bureau of Archives and Florida Rules of Judicial Administration requirements for destruction of records when retention requirements have been met.	152,470	1.6
<b>TOTAL</b>		<b>\$ 13,651,900</b>	<b>123.4</b>



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

CITIZENS OF PINELLAS COUNTY

**KEN BURKE**  
Clerk of the Circuit Court & Comptroller



Decision Package Name	Department Contact	Fund Name	Recurring/N on-	Net Cost	FTE	Description (2-3 sentence description of the request)	OMB Summary of Request
Inspector General I	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 81,040.30	1	Additional staff requirement to increase level of service.	The Clerk of the Circuit Court and Comptroller is requesting funding for an Inspector General I position. This position will provide additional resources to support the Division of Inspector General's (IG) mission and Annual Audit Plan (Plan). This Plan includes a number of solicited requests from the County Administrator, County Management, Pinellas County Constitutional Officers, and Management of the Clerk's Office. The recurring annual cost of this position is \$81,040.
Board Reporter	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 67,445.99	1	Additional staff requirements based on the Human Resources Staffing Analysis for Finance Division.	The Clerk of the Circuit Court and Comptroller is requesting funding for a new full-time Board Reporter position as a result of requests to cover additional special meetings for TDC and others. This position will also increase coverage of BCC meetings by increasing the number of reporters in each meeting to two. The recurring annual cost of this position is \$67,456.
Assistant Director of Finance	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 155,644.21	1	Additional staff requirements based on the Human Resources Staffing Analysis for Finance Division.	The Clerk of the Circuit Court and Comptroller is requesting funding for an Assistant Director position for their Finance Division. This position is critical for succession planning purposes within the Finance Division, as current leaders approach retirement. The recurring annual cost of this position is \$155,645.
Financial Accountant I	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 82,484.46	1	The Clerk of the Circuit Court and Comptroller is requesting funding for a Finance Accountant 1 po	The Clerk of the Circuit Court is requesting funding for a Financial Accountant I position. This request is a result of the Finance Division's analysis performed by Human Resources and is intended to provide better workload management and improve retention of talent. The recurring annual cost of this position is \$82,485.
Business Analyst	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 105,977.92	1	Additional staff requirements based on the Human Resources Staffing Analysis for Finance Division.	The Clerk of the Circuit Court and Comptroller is requesting funding for a Business Analyst position. This request will allow for better workload management and keep up with demands of the Finance Division and its internal stakeholders. The recurring annual cost of this position is \$105,978.

Decision Package Name	Department Contact	Fund Name	Recurring/N on-	Net Cost	FTE	Description (2-3 sentence description of the request)	OMB Summary of Request
Financial Accountant II - three positions	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 317,933.76	3	Additional staff requirements based on the Human Resources Staffing Analysis for Finance Division.	The Clerk of the Circuit Court is requesting funding for three Financial Accountant II positions. This request is a result of the Finance Division's analysis performed by Human Resources and is intended to provide better workload management and improve retention of talent. The recurring annual cost of these positions is \$317,934 (\$105,978 for each position).
OPEB contribution for Court Employees	Jeanette Phillips	F0001 - General Fund	Non-Recurring	\$ 1,300,000.00	0	Funding for the Court portion of Other Post-Employment Benefits (OPEB) costs.	The Clerk of the Circuit Court and Comptroller is requesting funding for the Court portion of Other Post-Employment Benefits (OPEB) costs, which are current costs of Clerk Court retirees. The annual cost of this request for FY18 was calculated using HR Benefits OPEB rate of \$3,692 per year for an estimate of 350 Court employees. The annual cost of this request is \$1,300,000.
Professional Investment Advisory Services	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 50,000.00	0	Contract with a professional investment advisory firm to assist in outlining investment strategies for the portfolio and perform periodic review and analysis of portfolio.	The Clerk of the Circuit Court and Comptroller is requesting funding for external professional advisory services to augment the investment function already provided by internal Finance Division staff. The investment advisor services would entail utilizing a firm that is continuously in tune with the market to provide recommendations to revise investment strategies, portfolio mix, securities holdings, policy, etc. based on market conditions and industry best practices. The recurring cost of this request is \$50,000.
Inspector General Consulting Services	Jeanette Phillips	F0001 - General Fund	Recurring	\$ 50,000.00	0	Contract with professional consulting service firms to perform limited/periodic reviews of identified specific areas of County operations with potential for cost recovery.	The Clerk of the Circuit Court and Comptroller is requesting funding to contract with professional consulting service firms to perform limited/periodic reviews of identified specific areas of County operations with potential for cost recovery. The recurring annual cost of this request is \$50,000.