

## **CLERK TO THE BOARD SUMMARY**

### **MISSION STATEMENT:**

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The Clerk of the Circuit Court is an elected County official mandated by Article V, Section 16, of the Constitution of the State of Florida. The Clerk performs the constitutional and statutory duties of the Circuit and County Courts in maintaining custody of court records and all pleadings filed therein. The Clerk is also the recorder of all instruments such as deeds, mortgages, leases, etc., which may be required or authorized by law to be recorded in the County. The Clerk also acts as ex-officio Clerk to the Board of County Commissioners, recorder and custodian of all County funds.

### **PROGRAMS AND SERVICES:**

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#### **ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:**

- Working with Investment Advisor and Investment Committee in managing County Investments
- Worked with Financial Advisor and County Management in evaluating and refinancing debt

#### **BOARD FINANCE AND ACCOUNTING – MANDATED**

- Financial Reporting
- Vendor Payment and Payroll Processing
- Revenue Processing
- Investing County Funds
- Federal and State Grant reporting
- Bonds and Loan Compliance reporting

#### **BOARD MINUTES AND RECORDS – MANDATED**

- Records and transcribes the minutes of the County Commission
- Coordinates, record and transcribes actions on the Value Adjustments Board and Special Masters
- Assist the public and others in accessing public records

#### *Accomplishments:*

- Awarded the Certificate of Achievement for Excellence in Financial Reporting by the GFOA for the 41<sup>th</sup> consecutive year
- Preparation and completion of various financial information and reports in the required timeframes (Annual Comprehensive Financial Report, Annual Financial Audit, Annual Local Government Financial Report, 1099 reporting, W-2's , Bond/Debt reporting, Investments and implementing GASB 87)
- Working with County departments to comply with Federal and State grant requirements.

#### *Initiatives:*

- Working with County staff to help fiscally manage Federal & State Grants
- Working with County staff to help fiscally manage the Federal CARE act and ARPA grant funds in response to the COVID-19 pandemic.
- Implementing new GASB pronouncements
- Implementing a new Financial Reporting Program to streamline the process of the various Financial Reports

## CLERK TO THE BOARD SUMMARY

### *Trends and Issues:*

The mission of the Clerk of the Courts is to provide superior customer services to the citizens of Brevard County. The costs to provide the services have been consistent over the past four years. The FY2024 budget, excluding facilities, reflects a 3.00% increase from FY2023. This increase is due to a 3.0% raise per employee, an 8% increase in health Insurance and an increase in FRS rates.

### *Service Level Impacts:*

N/A

Board Finance & Administration/Minutes & Records  
 FY 24 Budget Request  
 Employee Detail

FINANCE & ADMINISTRATION

<u>Finance Administration</u>	FTE	Salary Budget	FRS rate	Retirement
Finance Director	1.00	109,163	34.52%	37,683
Inspector General				
Investigator	1.00	51,692	5.89%	3,045
<u>Fund Accounting</u>				
Financial Accounting Supervisor	1.00	84,568	21.13%	17,869
Accountant IV	1.00	64,492	21.13%	13,627
Accountant IV	1.00	53,198	13.57%	7,219
Accountant IV	1.00	51,442	13.57%	6,981
ACCOUNTANT III	1.00	49,685	13.57%	6,742
Accounting Specialist IV	1.00	40,650	13.57%	5,516
ACCOUNTANT III	1.00	41,654	13.57%	5,652
<u>Accounts Payable</u>				
Accounts Payable Supervisor	1.00	55,708	13.57%	7,560
ASSISTANT SUPERVISOR	1.00	48,689	21.13%	10,288
Accounting Specialist IV	1.00	42,738	21.13%	9,031
Accounting Specialist IV	1.00	38,562	13.57%	5,233
Accounting Specialist IV	1.00	38,040	5.89%	2,241
Accounting Specialist III	1.00	36,265	13.57%	4,921
Accounting Specialist II	1.00	30,523	13.57%	4,142
Accounting Specialist II	1.00	30,523	13.57%	4,142
Accounting Specialist III	1.00	29,688	13.57%	4,029
<u>Payroll</u>				
Payroll Supervisor	1.00	53,449	13.57%	7,253
ASSISTANT SUPERVISOR	1.00	42,738	13.57%	5,800
Accounting Specialist IV	1.00	41,694	13.57%	5,658
Accounting Specialist IV	1.00	40,128	13.57%	5,445
Accounting Specialist IV	1.00	34,908	13.57%	4,737
Accounting Specialist IV	0.25	9,771	5.89%	576
Total Finance & Administration	<u>23.25</u>	<u>1,119,968</u>		<u>185,390</u>

MINUTES & RECORDS

<u>Clerk to the Board</u>				
CLERK TO BOCC	1.00	55,708	13.57%	7,560
Recording Secretary IV	1.00	48,480	21.13%	10,244
ASSISTANT SUPERVISOR	1.00	43,782	13.57%	5,941
Recording Secretary IV	1.00	37,309	13.57%	5,063
ADMINISTRATIVE ASSISTANT	1.00	35,952	13.57%	4,879
Recording Secretary IV	0.50	17,193	5.89%	1,013
Total Minutes & Records	<u>5.50</u>	<u>238,424</u>		<u>34,700</u>
Grand Total	<u>28.75</u>	<u>238,424</u>		<u>34,700</u>

Board Finance & Administration/Minutes & Records  
 FY 24 Budget Request  
 Summary

	Fin & Adm	Min & Rec	Total
<u>Salaries:</u>			
REGULAR SALARIES	1,119,968	238,424	1,358,392
OVERTIME	2,261	-	2,261
ANNUAL SICK PAY		-	-
<b>Total Salaries</b>	<b>1,122,229</b>	<b>238,424</b>	<b>1,360,653</b>
<u>Benefits:</u>			
SOCIAL SECURITY TAX	66,212	14,067	80,279
MEDICARE	15,487	3,291	18,778
RETIREMENT	185,730	34,700	220,430
LIFE INSURANCE	1,263	250	1,513
HEALTH INSURANCE	295,596	64,260	359,856
WORKERS' COMP	2,049	436	2,485
<b>Total Benefits</b>	<b>566,337</b>	<b>117,004</b>	<b>683,341</b>
<b>Total Salaries &amp; Benefits</b>	<b>1,688,566</b>	<b>355,428</b>	<b>2,043,994</b>
<u>Operating:</u>			
OTHER CONTRACTED SVC			-
TRAVEL-OUT OF COUNTY	600	200	800
TRAVEL - IN COUNTY	400	300	700
OFFICE EQUIP R & M			-
COMPUTER EQUIP R&M			-
COMPUTER SOFTWARE R & M	-		-
COMPUTER SOFTWARE LICENSE	26,500	21,000	47,500
PRINTING & BINDING	4,500	500	5,000
LEGAL ADS		2,000	2,000
GENERAL OFFICE SUPPLIES	4,500	500	5,000
OPERATING SUPPLIES	-		-
BOOKS,PUBS,SUBS,MEM	1,500		1,500
TRAINING	1,000		1,000
EDUCATION REIMBURSEMENT	1,000		1,000
<b>Total Operating</b>	<b>40,000</b>	<b>24,500</b>	<b>64,500</b>
<b>Allocation from Clerk's Admin</b>	<b>182,349</b>	<b>43,137</b>	<b>225,486</b>
<b>Sub-Total</b>	<b>1,910,915</b>	<b>423,065</b>	<b>2,333,980</b>
Facilities			200,000
Handset Replacement			
<b>Funding Request</b>			<b>2,533,980</b>
<b>Total FTE's</b>	<b>23.25</b>	<b>5.50</b>	<b>28.75</b>