

# Clerk To The Board

## Mission Statement:

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:

### 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, records and transcribes actions on the Value Adjustments Board and Special Masters
- Assists the public and others in accessing public records

### Accomplishments:

- Awarded the Certificate of Achievement for Excellence in Financial Reporting by the GFOA for the 41st 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 and Investments.
- 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 ARPA grant funds in response to the COVID-19 pandemic
- Implementing new GASB pronouncements
- Working with County staff to upgrade ERP software.

### 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 five years. The FY2025 budget, excluding facilities, reflects a 3.00% increase from FY2024. This increase is due to a 3.0% raise per employee and an 8% increase in health insurance.

### Service Level Impacts:

Not Applicable

Board Finance & Administration/Minutes & Records  
 FY 25 Budget Request  
 Employee Detail

FINANCE & ADMINISTRATION

<u>Finance Administration</u>	FTE	Salary Budget	FRS rate	Retirement
Finance Director	1.00	111,174	21.13%	23,491
Internal Auditor	1.00	50,192	13.63%	6,841
 <u>Fund Accounting</u>				
Assistant Finance Director	1.00	88,838	21.13%	18,771
Accountant IV	1.00	56,715	13.63%	7,730
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ACCOUNTANT III	1.00	52,700	13.63%	7,183
ACCOUNTANT II	1.00	51,696	13.63%	7,046
Accounting Specialist IV	1.00	43,326	13.63%	5,905
ACCOUNTANT II	1.00	47,451	13.63%	6,468
 <u>Accounts Payable</u>				
Accounts Payable Supervisor	1.00	57,217	13.63%	7,799
ASSISTANT SUPERVISOR	1.00	52,284	21.13%	11,048
Accounting Specialist IV	1.00	45,414	21.13%	9,596
Accounting Specialist IV	1.00	41,760	13.63%	5,692
Accounting Specialist IV	1.00	41,238	6.84%	2,821
Accounting Specialist II	1.00	33,721	13.63%	4,596
Accounting Specialist II	1.00	33,721	13.63%	4,596
Accounting Specialist II	1.00	32,886	13.63%	4,482
Accounting Specialist II	1.00	30,798	13.63%	4,198
 <u>Payroll</u>				
Payroll Supervisor	1.00	55,460	13.63%	7,559
ASSISTANT SUPERVISOR	1.00	45,414	13.63%	6,190
Accounting Specialist IV	1.00	44,370	13.63%	6,048
Accounting Specialist IV	1.00	42,282	13.63%	5,763
Accounting Specialist I	1.00	28,188	13.63%	3,842
Accounting Specialist IV	0.25	10,571	6.84%	723
Total Finance & Administration	<u>23.25</u>	<u>1,154,131</u>		<u>176,118</u>

MINUTES & RECORDS

<u>Clerk to the Board</u>				
CLERK TO BOCC	1.00	57,719	13.63%	7,867
ASSISTANT SUPERVISOR	1.00	46,458	13.63%	6,332
Recording Secretary IV	1.00	40,507	13.63%	5,521
Recording Secretary IV	1.00	33,408	13.63%	4,554
ADMINISTRATIVE ASSISTANT	1.00	33,408	13.63%	4,554
Recording Secretary IV	0.50	18,792	6.84%	1,285
Total Minutes & Records	<u>5.50</u>	<u>230,292</u>		<u>30,113</u>
 Grand Total	 <u>28.75</u>	 <u>1,384,423</u>		 <u>206,231</u>

Board Finance & Administration/Minutes & Records  
 FY 25 Budget Request  
 Summary

	Finance & Administration	Minutes & Records	Total	FY 24 Budget	Net Change	% Change
<b>Salaries:</b>						
REGULAR SALARIES	1,154,131	230,292	1,384,423	1,358,392		
OVERTIME	5,000	6,000	11,000	2,261		
ANNUAL SICK PAY	7,500	-	7,500	-		
<b>Total Salaries</b>	<b>1,166,631</b>	<b>236,292</b>	<b>1,402,923</b>	<b>1,360,653</b>	<b>42,270</b>	<b>3.11%</b>
<b>Benefits:</b>						
SOCIAL SECURITY TAX	68,832	13,942	82,774	80,279		
MEDICARE	16,100	3,261	19,361	18,778		
RETIREMENT	177,993	31,013	209,006	220,430		
LIFE INSURANCE	1,714	316	2,030	1,513		
HEALTH INSURANCE	319,240	69,400	388,640	359,856		
WORKERS' COMP	2,006	409	2,415	2,485		
<b>Total Benefits</b>	<b>585,885</b>	<b>118,341</b>	<b>704,226</b>	<b>683,341</b>	<b>20,885</b>	<b>3.06%</b>
<b>Total Salaries &amp; Benefits</b>	<b>1,752,516</b>	<b>354,633</b>	<b>2,107,149</b>	<b>2,043,994</b>	<b>63,155</b>	<b>3.09%</b>
<b>Operating:</b>						
OTHER CONTRACTED SVC			-	-		
TRAVEL-OUT OF COUNTY	1,100	200	1,300	800		
TRAVEL - IN COUNTY	100	100	200	700		
OFFICE EQUIP R & M			-	-		
COMPUTER EQUIP R&M			-	-		
COMPUTER SOFTWARE R & M			-	-		
COMPUTER SOFTWARE LICENSE	26,500	21,000	47,500	47,500		
PRINTING & BINDING	4,500	500	5,000	5,000	-	
LEGAL ADS		2,000	2,000	2,000		
GENERAL OFFICE SUPPLIES	4,000	1,000	5,000	2,226		
OPERATING SUPPLIES			-	-		
BOOKS,PUBS,SUBS,MEM	1,500		1,500	1,500		
TRAINING	1,000		1,000	1,000		
EDUCATION REIMBURSEMENT	1,000		1,000	1,000		
<b>Total Operating</b>	<b>39,700</b>	<b>24,800</b>	<b>64,500</b>	<b>61,726</b>	<b>2,774</b>	<b>4.49%</b>
<b>Allocation from Clerk's Admin</b>	<b>187,901</b>	<b>44,450</b>	<b>232,351</b>	<b>228,260</b>	<b>4,091</b>	<b>1.79%</b>
<b>Sub-Total</b>	<b>1,980,117</b>	<b>423,883</b>	<b>2,404,000</b>	<b>2,333,980</b>	<b>70,020</b>	<b>3.00%</b>
Judicial Support/Facilities			200,000	200,000	-	
Funding Requests			<u>2,604,000</u>	<u>2,533,980</u>		
<b>Total FTE's</b>	<b>23.25</b>	<b>5.50</b>	<b>28.75</b>	<b>28.75</b>	<b>-</b>	<b>0.00%</b>