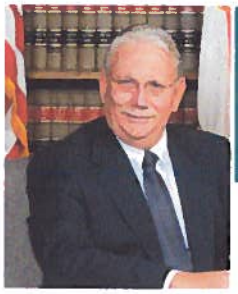
DWIGHT E. BROCK
CLERK OF THE CIRCUIT COURT
COLLIER COUNTY, FLORIDA

ANNUAL BUDGET

FOR THE FISCAL YEAR
OCTOBER 1, 2011 - SEPTEMBER 30, 2012



Dwight E. Brock, Clerk

A Message From The Clerk of the Circuit Court

Mission Statement

"Strive to build confidence in the Clerk's Office though perceptive planning, efficient operations, and an unwavering commitment to the highest ethical standards for the citizens of Collier County"

To the Citizens of Collier County:

As the elected Clerk of Courts of Collier County, I am presenting to you the fiscal year 2012 budget for Clerk's office operations.

The Clerk of Courts is a Constitutional officer elected county-wide. Article VIII, section I, (d) of the Florida Constitution establishes the Clerk as "Ex-officio Clerk of the Board of County Commissioners, Auditor, Recorder and Custodian of all County funds." As Clerk, I take these responsibilities very seriously.

The budget of the Clerk's office has been prepared based upon conservative funding principles, we budget the minimum necessary to meet the needs of the citizens we serve.

As a fee officer, the budget is presented according to Florida Statute Chapter 218. Section 218.35 provides that each county fee officer establish an annual budget for his office which shall clearly reflect revenues available and functions for which funds are expended. The budget must be balanced; that is, the total estimated receipts shall equal the total estimated expenditures and reserves.

The budget is presented in two parts reflecting costs associated with Clerk of Court related functions and those relating to functions as Clerk to the Board of County Commissioners. The budget relating to the State court system is filed with the Florida Clerks of Court Operations Corporation (CCOC) as well as the Florida Legislature. The budget relating to the requirements of the Clerk as Clerk of the Board of Commissioners, county auditor and custodian or treasurer of all County funds and other County related duties is approved by the Clerk.

The fiscal year 2012 budget is the result of many staff hours of review and analysis of Clerk activities, analysis of anticipated workloads, and planning for future service enhancements to the citizens of Collier County.

The operating budget totaling $19,657,488 reflects a slight increase of $472,621 from last year's budget of $19,184,867. The increase is due primarily to the annualized cost of the re-established Internal Audit functions in the Clerk's office and capital purchases in Court Technology and the Public Records Modernization Funds.

While this year's budget will meet the minimum needs of our current operations, any opportunity for enhancing operational efficiencies through technology, is very limited at this level of funding. We have a slight increase in our technology spending for changes to our court case management software. Our goal is to provide effective and efficient services' to the citizens of Collier County through easily accessible locations and through enhanced internet access.

In our role as accountant and auditor to the Board of County Commissioners our goal is to provide effective checks and balances on the financial activities of the county. Longstanding litigation with the Board of County Commissioner's regarding the Clerk's ability to audit has been resolved. In a last minute agreement reached on the evening of September 29, 2009, all but one item in the litigation between the Board of County Commissioners and the Clerk's office was negotiated. The Second District Court of Appeals of the State of Florida (DCA) issued its opinion on September 23, 2009 reaffirming that the Clerk of Courts is accountant, auditor and custodian of all county funds and is entitled to audit the county for purposes of determining legality of payment. The DCA denied two motions filed by the County; one to rehear the case and the other to certify the case to the Florida Supreme Court. The DCA reaffirmed its rulings to uphold the Clerk's right to audit. The Board of County Commissioners pursued the issue, seeking discretionary review by the Florida Supreme Court and the case was heard on September 2, 2010. On November 10, 2010 the Florida Supreme Court dismissed the appeal of the Board of County Commissioners of Collier County v. Dwight Brock and in doing so reaffirmed the right of the Clerk of Courts to audit all public funds used in county operations. The Florida Supreme Court upheld an earlier decision by The Florida Second District Court of Appeals issued on September 23, 2009. This budget includes full year funding for the re-established Internal Audit department.

This budget reflects a return to pre-2008 budget process with the Board of County Commissioners funding Clerk to the Board functions through a transfer to the Clerk. In 2008, the Board had ceased funding the Clerk's operations as Clerk to the Board and the Clerk relied on the income of his office, including interest income, to fund operations. In July, 2009 the Florida Legislature amended Florida Statute 28.33 that had provided interest earned on investments as income to the Clerk. Interest income provided a substantial funding source for Clerk's operations. After July 1, 2009 interest earned is income to the Board. This is reflected in the significant decline in budget and actual revenues after FY2009. The 2012 budget reflects a small increase in the operating budgets. This is due to the increased expenditure for the Internal Audit department and some additional capital outlays projected for FY2012. Any income in excess of expenditures on non-court activities is considered surplus and is returned to the Board of County Commissioners at the end of the fiscal year.

As Clerk to the Courts, fees charged are governed by statute and the court budget is submitted to the State by October 1, 2010 for the year July 1, 2011 through June 30, 2012 for approval. In 2009, the State changed the procedure for the court funded budgets. Revenues previously considered revenue of the Clerk are now revenues of the State and funding for the court budget is provided by an appropriation from the State of Florida. Effective July 1, 2009, the state changed the Clerk's court budget fiscal year for court functions to operate on the state cycle July 1 to June 30th of each year. The budget included on the following pages incorporates nine months of the State budget for fiscal year 2012 (September 2011 through June 2012) and the first three months of the State fiscal year 2013 (July 2012 through September 2013) that was submitted to the

State on October 1, 2011. For fiscal year 2011, the Collier Clerk's office was again a "donor" county, returning $1,038,516 to the State.

This budget includes increased funding for technology enhancements for both court and non-court operational and financial software. The Court Records Information System (Showcase court software) will enhance integration of Court records, streamline search capabilities and provide additional public access. Additional functionality of SAP financial modules will provide greater system interface capabilities, enhanced public information and streamline our ability to accurately maintain and report on the financial activities of the Clerk's office.

The Florida state legislature passed several new laws this year that have affected the budget process. Beginning on July 1, 2011, all employees are required to contribute three percent to the Florida Retirement System toward their pensions. The State has continued to reduce the court appropriation budget from $9,228,000 in FY2008 to the current court appropriation of $8,188,217 while placing more reporting requirements upon our offices. The last three years the General Fund budgets have also had reductions each year. In order to meet these reduced funding levels our office has not given any raises for the last five years, as employees terminate the positions have been left vacant and at various periods all employees have been required to take mandatory furlough days. While these cost cutting measures have enabled us to meet our budgetary constraints, they do place a burden on staff and management to continually develop innovative methods to sustain employment while still effectively serving the public.

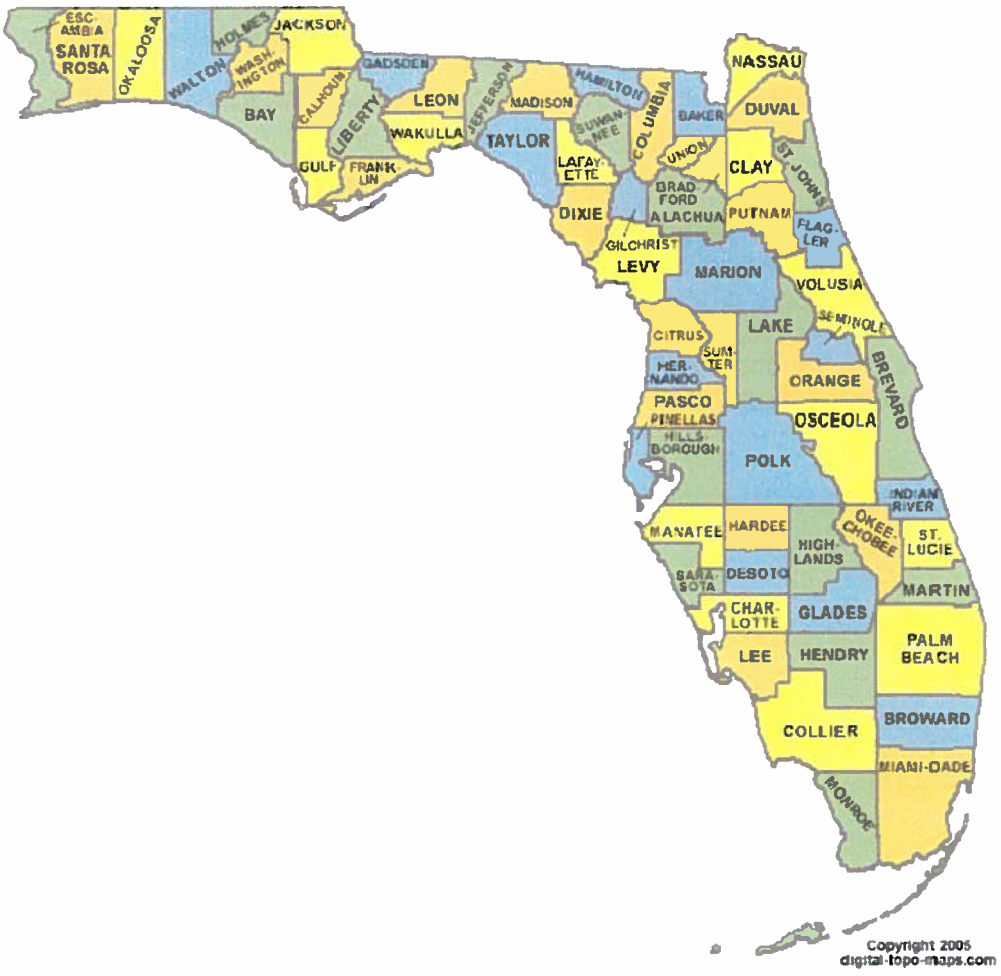
The fiscal year 2012 budget reflects the minimum funding necessary to serve the citizens of Collier County. Entering my 20th year serving the community as Clerk of Courts, and Clerk to the Board provides challenges and opportunities. We are committed to meeting the challenges of these tough economic times by streamlining operations and hard work. I appreciate the opportunity to serve the community and the ongoing support I have received from the Citizens of Collier County.

If you should have any questions or comments regarding the budget of the Clerk's office please contact me at (239) 252-2745 or Crystal K. Kinzel, Finance Director at (239) 252-6299.

Sincerely,

Dwight E. Brock,
Clerk of Courts

"The Constitution of the State of Florida grants the power and authority of auditor and custodian of county funds to the Clerk of the Circuit Court"



ANNUAL BUDGET - 2012

CLERK OF COURTS

COLLIER COUNTY, FLORIDA

CLERK OF COURTS

Dwight E. Brock

DIRECTOR OF COURTS

Jill M. Lennon

DIRECTOR OF MANAGEMENT INFORMATION SERVICES

Marc D. Tougas

DIRECTOR OF HUMAN RESOURCES

Thomas C. Whitecotton

DIRECTOR OF COMMUNITY OUTREACH

Robert D. St. Cyr

DIRECTOR OF FINANCE & ACCOUNTING

Crystal K. Kinzel

BUDGET PREPARATION:

Raymond L. Milum, Jr.
Clerk Fiscal Operations Manager

H. Anthony Bermudez
Accountant II

Ronald S. Dortch
Senior Auditor

The Government Finance Officers Associations of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Collier County Clerk of the Courts, Florida for the Annual Budget beginning October 1, 2010. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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INTRODUCTION TO COLLIER COUNTY

HISTORY & COMMUNITY

History

In 1922, Barron Gift Collier purchased 2,025 square miles of land on the southwest coast of Florida that in 1923 became Collier County, the largest county in the State of Florida. Barron Collier recognized the need for the infrastructure to bring economic development to the region. Using more than one million dollars of his own money, he funded the construction of the Tamiami Trail connecting Tampa and Naples to Miami. This road was completed in 1928 opening the doors of Collier County to growth and economic development.

The Clerk of the Circuit Court of Collier county is an independently elected Constitutional Officer and Public Trustee whose responsibilities include Accountant, Auditor, Keeper of Court and Public Records and "Watchdog of all Public Funds". The Clerk is one of five Constitutional Officers elected county wide (Sheriff, Property Appraiser, Tax Collector and Supervisor of Elections are the others.)

The Clerk's role is defined by the Florida Constitution of 1838 and Florida Statutes to ensure a critical system of "checks and balances" to protect and serve the citizens and taxpayers of Collier County by making sure that all taxpayer dollars are spent lawfully.

Education

The School District of Collier County operates fifty schools, including two charter schools. The district serves a total student population of 42,822. There are thirty elementary schools, eleven middle schools and eight high schools, and a Pre-K through 12 school (Everglades City School). Additionally, Collier County has twelve Alternative School programs. The Lorenzo Walker Institute of Technology (LWIT) serves nearly 1,700 work force education adult students during any given semester. The Immokalee Technical Center (TECH) serves 275 adult students and 270 dual enrolled high school students each semester. The school system employs nearly 3,000 teachers, 49% with advanced degrees. Nearly 52% of the public school population is "economically needy." Close to 47% of public school students live in non-English speaking homes.

There are three colleges that are located in Collier County: Ave Maria University, Hodges University and Edison State College. Ave Maria University is a private catholic university that offers both undergraduate and graduate programs including a law school. Hodges University is a private four year college that offers bachelors and master's degrees in 19 disciplines. Edison State College, with campuses in Naples and Ft. Myers, offers both two year and four year degree programs.

There are additional universities serving the region. Florida Gulf Coast University offers numerous undergraduate and graduate programs. Barry University offers over 50 graduate degrees and over 60 graduate programs. Although the main campus is located in Miami, Barry University offers programs on Florida's West Coast in cooperation with an Educational partnership at Edison State College. Nova Southeastern University, the nation's 6th largest not-for-profit, independent university located in Fort Lauderdale – an hour's drive from Collier County - offers both undergraduate and graduate programs. University of Florida Extension Services is a land-grant with research based information through an Extension Office in Immokalee.

Recreation

Big Cypress National Preserve and Everglades National Park are both part of the Florida Everglades. The county is home to three state parks and an Audubon sanctuary; Collier-Seminole State Park, Fakahatchee Strand, Delnor-Wiggins Pass State Park and the Corkscrew Swamp Sanctuary. Collier County Parks & Recreation department's eleven community parks, two regional parks, eight beach access parks, four boat launch/marinas, the Caribbean Gardens Zoo, and two specialty BMX Skate Parks provide a wide variety of recreational opportunities. The North Collier Regional Park includes a large water park, fitness center, eight tournament soccer fields and five tournament softball fields.

One of Collier's newest attractions is the Naples Botanical Gardens. The newly expanded world class sub-tropical garden paradise opened in November 2009. With over 70 developed acres and 7 gardens, Naples Botanical Gardens is the second largest garden in the state of Florida. Located in one of the County's two community re-development areas, the Gardens bring enhanced tourism to the area.

Collier County has over 80 public, private, and resort golf courses and hosts two professional golf tournaments – The Shark Shootout and The ACE Group Classic. Since 2000, Tiburon Golf Club (located in Naples, FL) has hosted The Shark Shootout – a PGA TOUR sanctioned event. The tournament, widely regarded as the PGA TOUR's premier post-season event, raises funds and awareness for CureSearch for Children's Cancer. Since 1988, The ACE Group Classic has been played on golf courses throughout Collier County. The Tournament annually attracts one of the strongest fields of competitors on the Champions Tour and benefits The Education Foundation of Collier County, Northside Naples Kiwanis Foundation, and The First Tee Naples/Collier.

Healthcare

The healthcare industry is the 4th largest industry in Collier County, employing more than 13,000 people. NCH Healthcare System has three locations in Collier County, while Health Management Associates, Inc. has two locations. As the Collier County population matures, employment in the healthcare and related industry will continue to be a larger part of the overall job market.

Utilities

The area's electric utility service is provided by Florida Power & Light and Lee County Electric Cooperative. Telephone service is provided by Embarq. There is natural gas service provided by TECO/Peoples Gas. Cable service is provided by Comcast. Water and sewer services are provided by Collier County, City of Naples and Immokalee. Waste Management of Collier County provides waste removal service.

Public Safety

The County is served by the Collier County Sheriff's office and a small unit of Florida Highway Patrol. The Sheriff operates the County Jail. There are two municipal law enforcement agencies, one in Marco Island and one in the City of Naples. Citations and other court activities flow from the actions of these agencies.

TRANSPORTATION & DEMOGRAPHICS

Highways

The main north-south highway is Interstate 75; the highway stretches from the Lee County line on the north to Miami-Dade County in the east. Transportation and road expansion are primary concerns of the citizens. The recent expansion of I-75 from four to six lanes between Ft. Myers and Naples has enhanced north-south access and opened both tourism and workforce markets.

Airports

Southwest Florida International Airport, located in South Ft. Myers, handles the majority of the commercial air traffic for the region.

The county is home to three executive airports. Collier County is served by the Naples Municipal Airport. This small airport offers connections through Yellow Air Taxi and Continental Connections. The Marco Island Executive Airport provides "red carpet service" for tourists, clients and residents flying into and out of Southwest Florida. Immokalee Regional Airport is located within 2 miles of Ave Maria University and is home to the Florida Tradeport, a growing service airport strategically located between Miami and Naples. This airport is also host to a manufacturing incubator business to assist in growing small local businesses. The Everglades Airpark is adjacent to Everglades National Park, providing sportsmen and tourists easy access to explore the Everglades.

Bus Service

Greyhound Bus Lines, with a terminal located in Naples provides a daily nationwide transportation service. Collier Area Transit (CAT), operated by Collier County, provides local bus service.

Railways

Seminole Gulf Railway operates over 115 miles of track in Florida connecting with the national rail system at Arcadia and Oneco south to Naples. Seminole Gulf Railway is the freight railroad in Southwest Florida that provides connecting truck distribution services to off rail system accounts.

Demographics

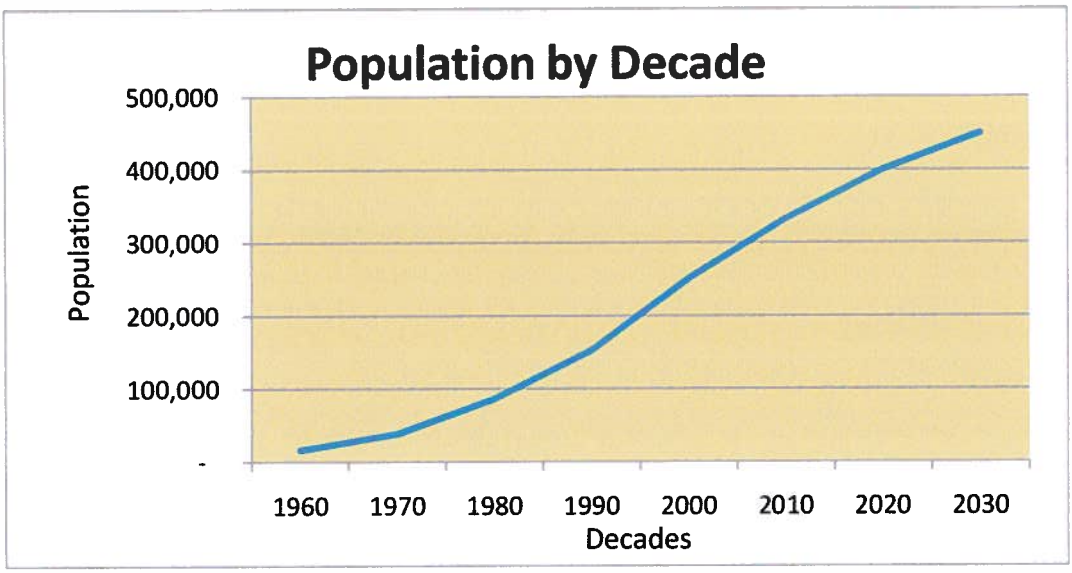
Collier County has experienced tremendous growth in population over the past three decades. The permanent population has increased from approximately 38,000 residents in 1970 to 313,165 in 2009. Since 2000, the county's population has increased by 24.6%. However, in the last two years, the county's growth has leveled off due to a national economic downturn and a significant decline in the housing market. Despite the recent economic difficulties, the county's population is expected to grow to 450,000 by the year 2030.

Collier County continues to be a favorite tourist destination during the winter months between November and April when the population rises by an estimated one-third. The estimated seasonal population for 2010 was 416,510. Additionally, areas within Collier County experience population increases due to the influx of migrant farm workers during a variety of crop seasons.

Collier County's median age is 46.9 years compared to the United States median age of 35.8 years. While Collier County remains a popular retirement community, 73.6% of its population is younger than age 65. The U.S. Census Bureau reported Collier County's population by race in 2010 as follows: 58.0% White Non-Hispanic; 25.9% Hispanic or Latino origin; 6.6% African American; and 9.5% Other.

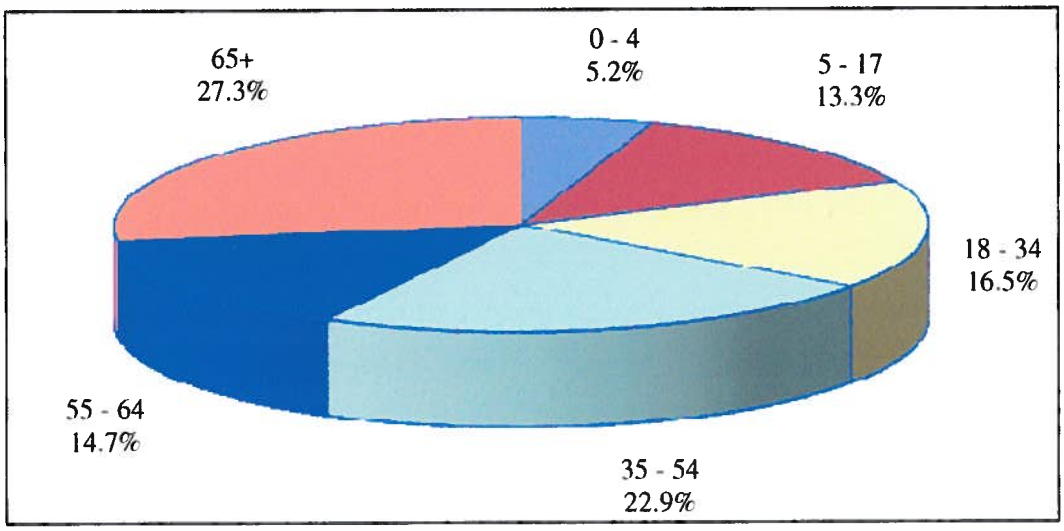
The U.S. Census Bureau estimated that the median household income in 2010 was $52,730. According to the Bureau of Labor Statistics, the unemployment rate in Collier County as of June 2011 was 12.2%, compared to 12.3% at the same time in 2010. The high unemployment rate can be attributed to the decline in construction jobs. The total number of people reported as employed in Collier County has declined from 145,362 in 2008 to 140,822 in 2010.

POPULATION GROWTH AND PROJECTIONS
1960 - 2030



Source: Economic Development Council of Collier County.

AGE DISTRIBUTION – 2010 PROJECTED



Source: University of Florida, Bureau of Economic and Business Research

STATISTICAL COMPARISON

This is a statistical comparison of Collier County to other Florida Counties. The Board of County Commissioners requires this annual comparison.

CLERK OF THE CIRCUIT COURT	Collier	Charlotte	Lee	Manatee	Marion	Sarasota
Clerk of the Circuit Court Budget SFY 2010-11[1]	$ 7,969,217	$ 3,787,571	$ 11,854,251	$ 6,079,777	$ 6,041,694	$ 7,854,532
- Non-Court Board Funded Operations FY 2010-11[4]	$ 7,590,300	$ 5,101,772	$ 8,457,120	$ 7,850,899	$ 2,705,299	$ 9,449,762
Total combined	$ 15,559,517	$ 8,889,343	$ 20,311,371	$ 13,930,676	$ 8,746,993	$ 17,304,294
Clerk of the Circuit Court Positions SFY 2010-11[1]	117.18	63.05	202.73	106.51	136.26	142.74
Actual Cases for SFY 2010-11[1]	87,040	43,525	205,188	98,482	89,905	125,629
Demographics[2]						
Population, 2010	321,520	159,978	618,754	322,833	331,298	379,448
White Non Hispanic	58.0%	84.2%	64.7%	67.0%	70.1%	82.3%
African American	6.6%	5.7%	8.3%	8.7%	12.3%	4.7%
Asian	1.1%	1.2%	1.4%	1.6%	1.3%	1.3%
Other	8.4%	3.1%	7.3%	7.8%	5.4%	3.8%
Hispanic or Latino Origin	25.9%	5.8%	18.3%	14.9%	10.9%	7.9%
Population Under the Age of 65[2]	73.6%	82.1%	76.5%	76.7%	74.2%	68.8%
Population, % change (2000 - 2010)[2]	27.9%	13.0%	40.3%	22.3%	28.0%	16.4%
Per Capita Personal Income, 2010 (Estimate)[2]	$ 31,952	$ 23,930	$ 24,699	$ 25,046	$ 20,100	$ 28,361
Median Household Income, 2010 (Estimate)[2]	$ 52,730	$ 42,031	$ 43,936	$ 44,785	$ 37,044	$ 45,641
Crime Data (Reported Offenses) 2011[3]	3,541	2,032	9,803	7,579	5,040	7,609
% change (2010 - 2011)	6.7%	-14.6%	3.5%	-0.7%	1.7%	6.6%
Labor Force (Estimate)[2]	140,822	63,551	278,469	148,667	136,437	170,228
Unemployment, 2010 (Estimate)[2]	12.2%	16.5%	16.3%	14.3%	16.7%	13.7%
Median Home Value, 2010 (Estimate)[2]	$ 255,500	$ 147,800	$ 149,500	$ 165,600	$ 118,100	$ 179,500
Total County Square Miles (Land Area)[2]	2,025.5	693.7	803.6	893.0	1,663.0	725.0

[1]SFY 2010 - 11 Clerk Budget, FTEs, & Case information obtained from the Florida Clerks of Court Operations Corporation (FLCCOC)

[2]American Fact Finder (http://www.factfinder2.census.gov)

[3]Florida Uniform Crime Report - 2010 Semi-Annual Statewide County Report (1/11 - 6/11)

[4]FY 2010-11 Collier County Clerk of the Court Non-Court General Fund Annual Budget (pg. #3)

CITIES

Naples

The first settlers arrived in Naples in the late 1860's. They were Roger Gordon and Joe Wiggins. Two inlets and a river still bear their names. Founded by Walter N. Haldeman, a wealthy Kentuckian, the Naples Town Improvement Company purchased the entire town of Naples. The company built a 600 foot pier that extended into the Gulf of Mexico. The pier allowed large ships to dock to support the commerce trade between Naples, Cuba and other ports along the Gulf of Mexico.

The city experienced its first significant growth with arrival of the railroad, the Seaboard Airline Railway, in 1927. The second significant growth period was during World War II when the U.S. Army used Naples as a training facility for combat pilots. After the war, many of the army personnel returned to Naples which facilitated the building of new developments and businesses.

Naples is the largest city in Collier County. Naples has an estimated full time population of 19,537; however, from November to April the population swells to over 33,000, as part-time residents migrate from the Northern States to the sunny South. The U.S. Census Bureau estimated Naples's 2010 population by race was 90.0% White Non-Hispanic, 4.2% African American, 4.5% Hispanic or Latino, and 1.3% Other. The U.S. Census Bureau also estimated Naples's median age in 2010 to be 64.2 years. Based on the census, Naples and the surrounding area have one of the highest per capita incomes in the state. Naples' per capita income is estimated to be $75,910, compared to the state average of $24,272. The median income for a household in the city is $73,479 and the median income for a family is $110,278 (per capita).

Marco Island

William Thomas Collier arrived on the north end of Marco Island in 1870. He arrived with his wife and nine children. Collier's son, William D. Collier opened the first hotel and was one of the island's most famous entrepreneurs. On August 28, 1997 Marco Island elected to incorporate.

Marco Island is a small island on the edge of the Gulf of Mexico with 6 miles of beach and over 100 miles of waterways within its 24 square miles. The U.S. Census Bureau estimated Marco Island's permanent population to be 16,413 in 2010 with a peak winter seasonal growth to 35,000. Population by race was estimated to be 95.9% White Non-Hispanic, 0.5% African American, 2.0% Hispanic or Latino, and 1.6% Other. The median age was estimated to be 63.6 years. The per capita income in the city is $52,089 and the median income for a family is $86,138.

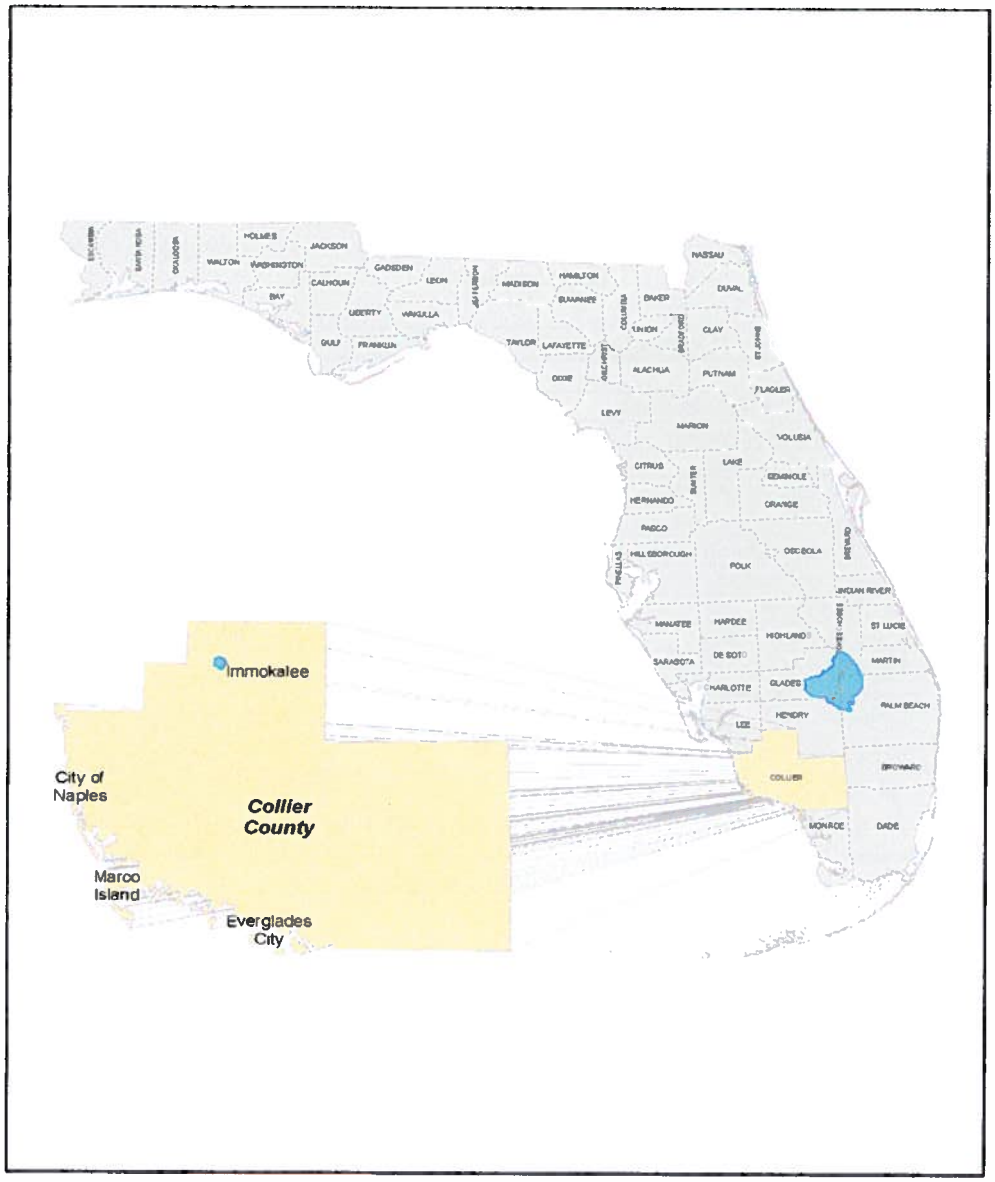
Everglades City

Everglades City, once the County seat, is the County's oldest city. The Calusa Indians lived in and around Everglades City until a handful of white settlers moved into the area along the Allen River. More settlers moved to the area once Barron Collier made Everglades the headquarters for his Tamiami Trail road building company. The first permanent residents were the families of John Weeks and William Smith Allen. The town's first transportation link came when Collier built a railroad connecting the city to Deep Lake. The Atlantic Coast

Line purchased and refurbished the railroad in 1927. The completion of the Tamiami Trail was a second life line for the city. The city grew to include a hospital, movie house, library, and two hotels. The growth of the city continued through the years based on sponge fishing, shrimping, and stone crabbing until the county seat moved to the current location closer to Naples. Since then, Everglades City has continued as a quiet local fishing village and serves as the gateway to 10,000 islands and Everglades National Park.

The U.S. Census Bureau estimated the population to be 400 in 2010. The racial makeup of the city is 92.3% White Non-Hispanic, 0.8% African American, 3.5% Hispanic or Latino, and 3.4% Other. The median age is 52.5 years. The per capita income for the city is $27,361.

The largest area in the county remains unincorporated. The area is serviced by the county wide government and contains the current county seat. The Clerk of Courts is elected county-wide, services all 2,025 square miles and the County's entire population.



ECONOMIC CONDITIONS

The major industries within Collier County are leisure & hospitality, retail, professional & business services, construction, educational & health services, government, natural resources & mining, financial services, transportation & utilities, manufacturing, trade, and information. All industrial sectors have achieved substantial growth since the early '70's. The Milken Institute annually does a study that ranks the largest 200 U.S. metropolitan areas in the nation based on economic performance and ability to create, as well as keep, the greatest number of jobs. The Naples- Marco Island MSA currently ranks 83rd, down from 6th a year ago. This is due to the economic downturn, which has hit Naples-Marco Island, and the State of Florida, particularly hard. These economic difficulties are expected to continue into the next calendar year, but it is expected that as the economy recovers, the strong growth in wages and jobs that was experienced in prior years will resume.

Historically, employment within the County has varied significantly throughout the year due to the large influx of tourists and seasonal residents during the winter months (estimated to be 401,804 in 2010) coupled with seasonality in the agriculture industry. The average number of people employed in 2010 was 123,580. The following table identifies the top employers in Collier County in 2011.

Top Employers

Company	Employees
Collier County Public Schools	3,135
NCH Healthcare System	3,007
Publix Supermarkets	2,214
Collier County Government	2,184
Wal-Mart	1,547
Collier County Sheriff's Office	1,387
Marriott Corporation	743
Fifth Third Bank	733
Naples Grande Resort	605
Barron Collier Partnership	600

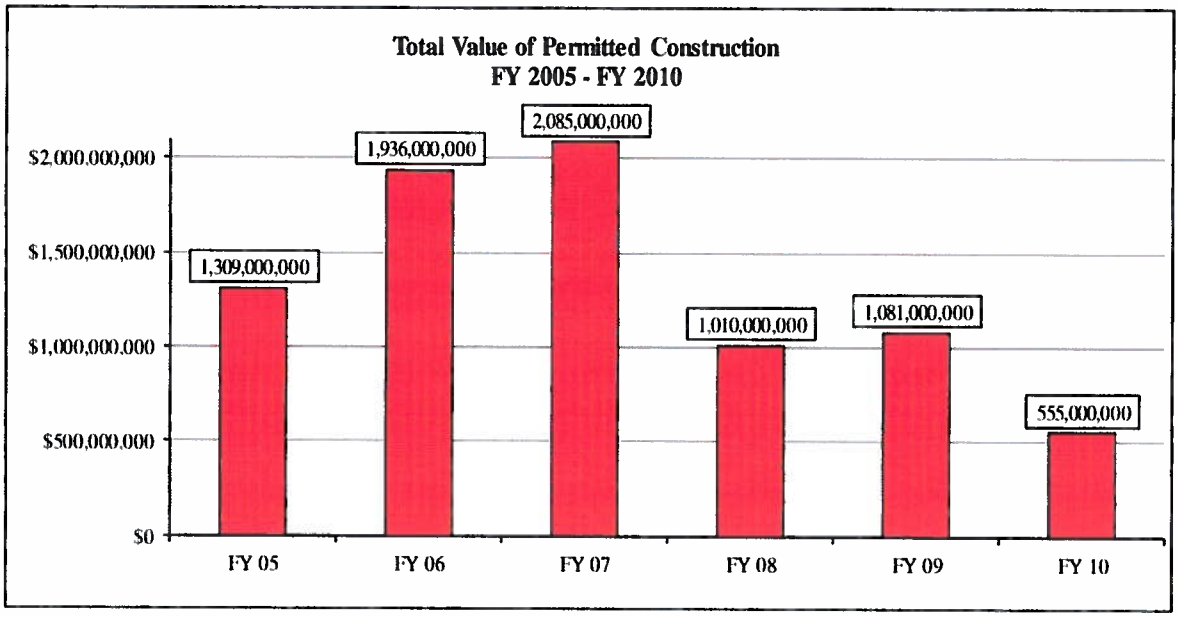
Source: www.eflorida.com

During 2010, the trade and transportation & utilities industries employed an average of 22,680 people. Retail shopping has declined due to the economic downturn, resulting in slowing tourist and construction industries that Southwest Florida relies upon. The consumer trade industry provides 18.8% of wage and salary jobs in the County. Industry workers experienced average annual earnings of $35,100 during the 2010 fiscal year.

The education & health sector employs 14.0% of the wage and salary work force with $47,500 in average annual wages. These jobs have traditionally been some of the fastest growing occupations in Collier County. According to the Florida Agency for Workforce Innovation, this industry has seen annual growth rates of 6.00% or better.

The leisure & hospitality sector employed 20,580 people in 2010 with an average annual wage of $26,500. This represents 16.5% of all private industry jobs in Collier County. Over the last two years, the leisure & hospitality industry has been hit hard by the economic downturn, but this is expected to improve as the economy recovers.

Construction companies located in Collier County provided just fewer than 13,000 jobs, or 10.2% of the overall workforce. The construction industry generates 11% of all wages earned, with an average income over $43,800. However, during 2010, employment declined as a slowing economy decreased demand for new homes. In 2010, there were 84 new homes and 36 new multifamily units permitted. The following graph shows the total value of construction permitted from 2005 to 2010.



Source: Economic Development Council of Collier County

Professional & business services accounted for 13,380 jobs in 2010, with an average annual salary of $46,400. These positions include professional, scientific & technical services, management, administration & support, and remedial services.

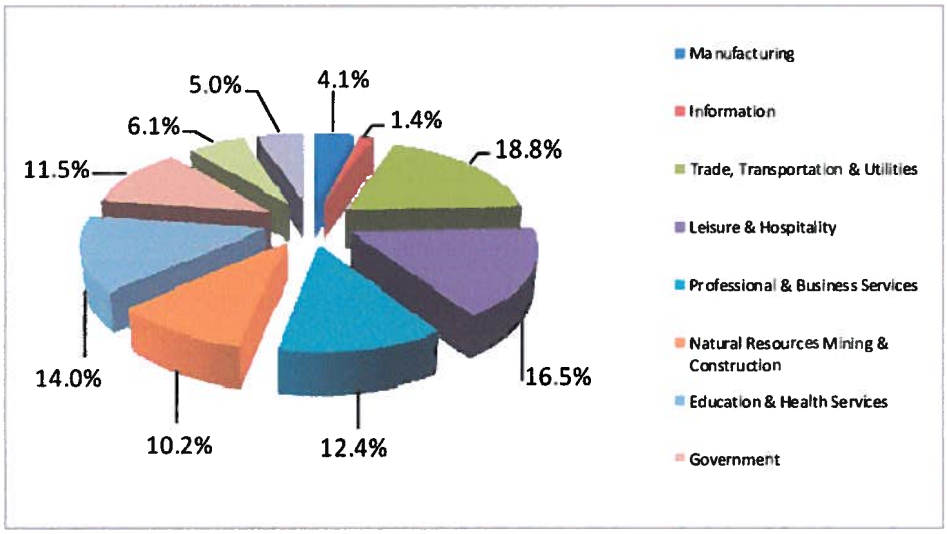
Collier County is one of the highest producing agricultural counties in the United States. Natural resources and mining remained steady in available jobs during 2010 with 5,600 total employees. Farming activities are located 40 miles inland and surround the community of Immokalee. Major crops include tomatoes, peppers, cucumbers, melons, and citrus. Beef cattle are also a significant farming commodity. Included in the natural resources sector are landscaping services, forestry, farm services and commercial fishing. The natural resources industry employs just over 4% of the wage and salary work force with $19,200 in average annual wages.

Financial services account for 6.1% of the wage and salary work force in Collier County. During 2010, financial services and real estate provided 6,900 jobs and generated 8.2% of all wages earned. Average annual earnings were approximately $64,700. In 2010, with the decline in the housing market, there was a significant impact on housing related employment.

Government is the other major employer in the area and represents 11.5% of total jobs. The Collier County School Board, local municipal governments, and the County and its Constitutional Officers employ these positions. The people employed by this segment represent approximately 12,400 jobs and an average salary of $52,800.

The remaining workforce consists of industries such as including manufacturing, information technology, communications, and other unclassified positions. The following pie chart provides a summary of employment by industry in Collier County.

Employment by Industry - 2010



Source: Florida Agency for Workforce Innovation, Labor Market Statistics

FY2008 and FY2009 saw a significant increase in housing foreclosures while in FY 2010 and FY 2011 the number of foreclosures stabilized. The prior increase in foreclosures is primarily due to the economic downturn. In FY 2012 we expect another slight increase in the foreclosure filings as there are indications that foreclosures previously held by banks and mortgage companies will be processed. The current market adjustment in housing should moderate housing costs and provide additional available affordable housing. County wide Ad Valorem Tax base declined 12.2%. The number of foreclosures will impact the overall economic conditions in Collier County. The Clerk's Office has experienced a significant decrease in recording revenue associated with home sales and an increase in court related foreclosure fee revenue.

On June 15, 2007 the Florida Legislature adopted a tax reform package that included statutory revisions including local government tax levy caps. In 2009, the Legislature continued altering local funding including a change in the Clerk to Court fiscal year and funding source. In 2010 the State Legislature implemented additional local caps and limits on revenues. In order to meet the growing demands on the court systems, Clerk's operations and the effects of the economic downturn, conservative budgeting of revenues and cost reductions where possible, were implemented.

In FY 2012 we have a slight increase in our overall budget from FY 2011. While most of the budget has remained flat, we did increase budget for the addition of the re-instituted Internal Audit department and some capital improvements projected for replacement of out of warranty networking equipment.

IN SUMMARY

Collier County's is economy less volatile than most, even in nationally declining economic times. With a strong financial base, strong infrastructure, proximity to world-class ports and airports, low tax rates, and beautiful beaches, the "Paradise Coast" of Naples, Marco Island, and the Everglades provides an exceptional place to live, work and visit.

Collier County's future job growth is projected to remain steady in spite of the downturn in the state and national economy and recent declines in the construction industry.

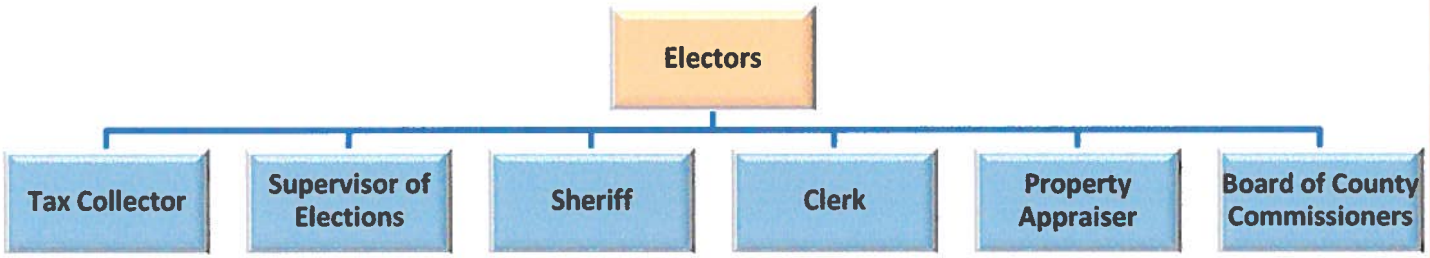
Collier County's industry focus on clean, alternative energy, computer software and services, and healthcare should provide a strengthened economic base.

Collier County anticipates the beginning of an economic recovery in 2012. Consensus opinion is that conditions will not immediately return to the incredible growth seen in 2007 and 2008. However, a correction of housing market costs and an improved job market should assist in a more rapid recovery than in other parts of the country.

Stabilization of the housing and job markets should help in providing revenues sufficient to meet the Clerks operational costs.

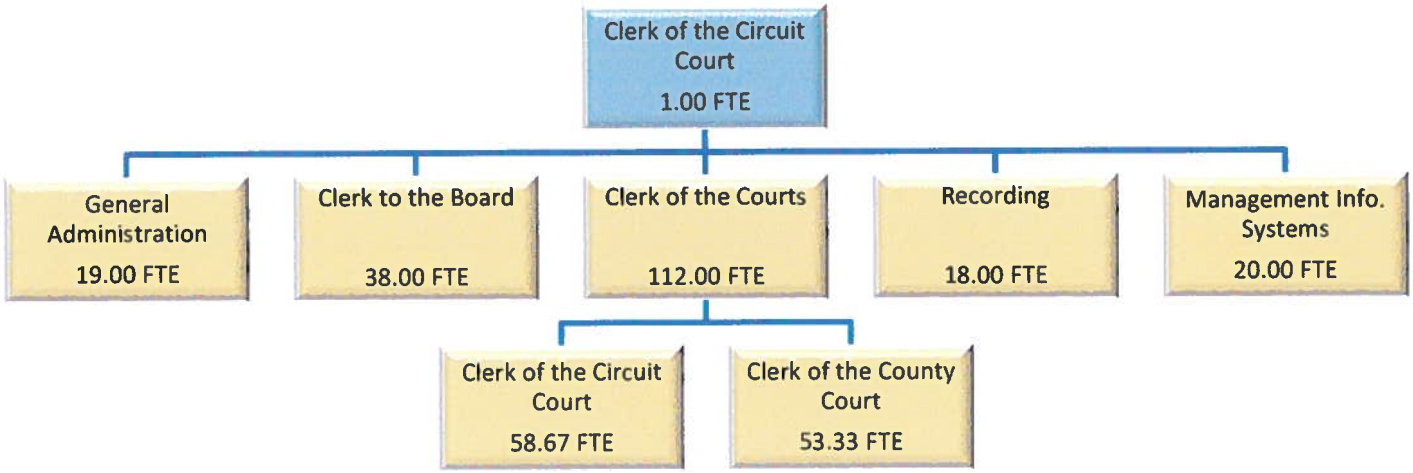
The Florida Legislature continues to assess the funding of the court side budgets. The last three years the legislature has started the Clerk's office with a continuation of the previous years' budget, but during the year has been making amendments to reduce the funding available. While the court revenues continue to sustain Collier's activities overall, state-wide the funding for Clerk's offices is declining and further cuts by the legislature could negatively impact Clerk's court operations. The Collier County Clerk continues to be a "donor" county to State revenues (we provide more revenue to the State than cost of our operations.)

COUNTY ORGANIZATIONAL CHART – ELECTED OFFICIALS



OFFICE OF THE CLERK OF THE CIRCUIT COURT

COLLIER COUNTY CLERK OF THE CIRCUIT COURT
ORGANIZATIONAL CHART



DUTIES AND FUNCTION OF THE CLERK OF COURTS & ORGANIZATION STRUCTURE

The Clerk of Courts is an elected office established by the Florida Constitution of 1838. The duties of the office are provided for by the Constitution, by act of the Florida Legislature and by order of the Court. The Clerk of Courts in Collier County is a Fee Officer.

The Florida Constitution provides that the Clerk of Courts shall be: Clerk of the Circuit Court, Clerk of the County Court, County Comptroller/Treasurer, County Auditor, County Recorder and the Secretary/Ex-officio Clerk to the Board of County Commissioners.

Organization Structure

Collier County is a political subdivision of the State of Florida pursuant to Article VIII, Section (1), of the Constitution of the State of Florida. It is guided by an elected Board of County Commissioners (the Board), which is governed by State statutes. In addition to the members of the Board, there are five separately elected constitutional officers: Clerk of Courts, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

The Clerk's budget, by state statute, is prepared in two parts: 1) Clerk of Court and 2) Clerk to the Board. The Board funds a portion, or in certain instances all, of the budgets of the County's constitutional officers. In the case of the Clerk, the County funds the portion of the Clerk's duties as Clerk of County Court, County Comptroller/Treasurer, County Auditor and Secretary/Ex-Officio Clerk to the Board of County Commissioners. Court services are funded through state appropriations and income generated by the Clerk. Florida Statutes require the non-court budget excess of the Constitutional Officers to be paid to the Board at the close of the fiscal year.

In order to administer the duties and functions of the office, as discussed above, the Clerk has created functional departments: General Administration, Clerk to the Board, Clerk of the Circuit Court, Clerk of the County Court, Recording, and Management Information Systems. Each of these departments is organized into divisions.

Each department is headed by a director with the exception of the Recording Department, which is headed by an assistant director who reports to the Clerk. The professional and clerical staff is grouped into categories based upon common qualifications, experience and responsibility of the position. The supervisory personnel are supervising senior clerks, who supervise both quality and quantity of work as well as supervising the individual employees with respect to office policy. The Directors report to the Clerk of the Circuit Court.

SHORT TERM ORGANIZATION WIDE POLICIES/INITIATIVES

Clerk of Courts

Collier County, Florida

STRATEGIC PLAN

Fiscal Years 2012 – 2016

MISSION STATEMENT

"Strive to build confidence in the Clerk's Office through perceptive planning, efficient operations, and an unwavering commitment to the highest ethical standards for the citizens of Collier County."

Focus Area/Goals

I. Human Resources

A. Maintain positive employee relations and maximize employee retention under declining economic conditions.
B. Evaluate creative initiatives to enhance productivity. Explore the feasibility of utilizing flexible scheduling.
C. Maintain high levels of customer service in a reduced labor market through staff cross training.
D. Review opportunities for position consolidation and streamlining through technology to reduce Personnel Costs.

II. Financial Resources

A. Develop an Internal Audit work plan to validate costs and review processes under the recent Supreme Court decision.
B. Meet all reporting requirements for financial reporting.
C. Continue to qualify for Government Finance Officers Association (GFOA) Budget and Comprehensive Annual Financial Report (CAFR) recognition.
D. Streamline year-end closing procedures related to the production of the Comprehensive Annual Financial Report.
E. Provide prudent cash management and maximize return on investment (ROI).
F. Efficiency enhancements to accounts payable, payroll and financial processes.
G. Remain compliant with bond/debt covenants if applicable.

III. Physical Resources

A. Pursue the efficient use of office space by the implementation of public computer kiosks to minimize space needs while still providing information sharing throughout the office.

B. Maintain strategic County-wide locations to enhance customer service while minimizing costs.

IV. Technology Resources

A. Continue to evaluate enhancements to the integrated financial management software currently utilized by the Board of County Commissioners, Clerk of Courts and Supervisor of Elections to ensure optimum efficiency, including enhanced document retrieval.
B. Implement an integrated courts system that will facilitate such technologies as internet access to courts information, imaging of court documents, and electronic filing of paperwork, including enhanced document retrieval.
C. Evaluate an imaging solution in the Finance and Accounting Department to improve efficiencies, including document management systems, including workflow and treasury management
D. Continue enhancements to the automated Recording Systems.
E. Implement additional credit and debit card acceptance programs to offer additional payment methodologies.
F. Implement credit and fee collection system to reduce outstanding assessments and shorten collection times.
G. Implement annual SAP road-mapping strategy in conjunction with user departments and the Board of County Commissioners.

V. Customer Relations

A. Continue implementation of the Clerk's community outreach programs with select civic, business associations, homeowner associations, condominium associations and schools in Collier County.
B. Continue to expand educational services, including live website tours of www.collierclerk.com, sending electronic newsletters, press releases, announcements and notices of public interest through the use of various email distribution lists
C. Design and update the Clerk's information and programs offered via the CollierClerk.com website. Maintain currency of site information including the Clerk's Outreach Schedule, Photo Gallery, News Room and all the various Clerk's court and county program and service information.
D. Continue to update and provide instructions on various programs and services through the use of audio, video and text to reach a wide community audience and to accommodate different learning styles.

VI. Other/Operational

A. Continue efficient and effective preservation of records and utilization of storage space including conversion of microfilm to digital images.
B. Continue and expand the collection process for the court system to meet state standards.
C. Expand and improve the "checks and balances" process in the expenditures of taxpayers' dollars.

The strategic plan is updated annually in conjunction with the Clerk's budget but covers a five year plan.

ACCOUNTING CONCEPTS

The accounts of the Clerk are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which the spending activities are controlled. The purpose of the Clerk's various funds and account groups are as follows:

Governmental Fund Types:

General Fund – used to account for all resources except those required to be accounted for in another fund. The fund includes General Administration, Clerk to the Board, Clerk of the Circuit Court, Clerk of the County Court, Recording and Management Information Systems. The Clerk uses two operating funds, Non-Court General Fund (011) and Court Services Fund (013), to account for all operating revenues and expenditures. The governmental funds are budgeted on a modified accrual basis. The funds are available (collectible revenues within the current period or soon enough thereafter to be used to pay liabilities of the current period) and measurable (the amount of the transaction that can be reasonably estimated). The Court Services Fund will have a fund balance each year. This balance represents the unspent portion of the budget for the first three months of the state budget cycle (July through June) since they operate on a different cycle than the other funds. This balance is restricted and can only be used to pay for court services.

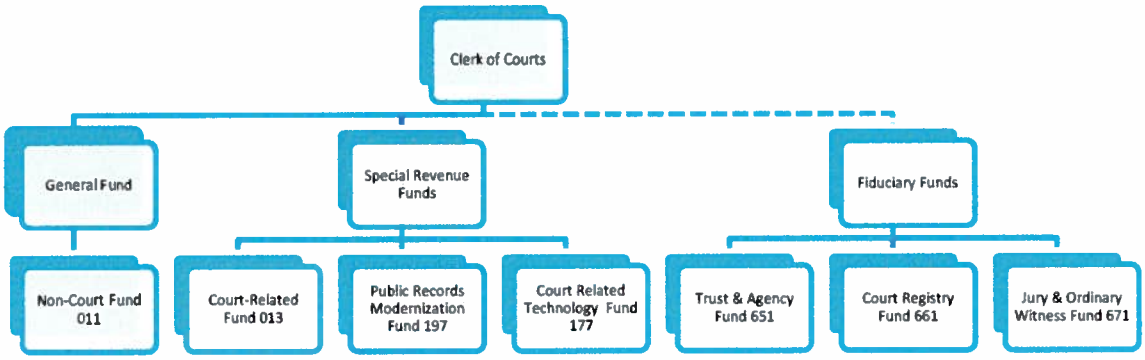
Special Revenue Fund – used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. This covers these Public Records Modernization Fund and the Court Technology Trust Fund. These funds can only be used for records or technology enhancements with slightly different restrictions for each fund. The special revenue funds are budgeted on a modified accrual basis. The funds are available (collectible revenues within the current period or soon enough thereafter to be used to pay liabilities of the current period) and measurable (the amount of the transaction that can be reasonably estimated). The special revenue funds are used to account for the additional $3.90 collected for each instrument recorded in the official records and is entitled to the Public Records Modernization Special Revenue Fund (197) and the Court Information Technology Special Revenue Fund (177). Revenues in these funds have limited use prescribed by Florida Statutes. The balances in these funds are both restricted to their use and can only be used to pay expenditures per Florida Statutes.

Fiduciary Fund Types:

Trust and Agency Funds – to account for the assets held by the Clerk as an agent for individuals, private organizations, other governments and/or other funds. Fiduciary Funds are balance sheet funds only and a budget is not prepared for balance sheet funds. This fund consists of the Trust & Agency Fund 651, Court Registry Fund 661 and the Jury & Ordinary Witness Fund 671.

The budget is prepared in accordance with generally accepted accounting principles and follows the State Uniform Chart of Accounts.

The following chart depicts the relationship between the various funds of the Clerk of Courts. As stated on the previous page, the General Fund, Court-Related Fund, and the Special Revenue Funds are the only funds presented in the budget book. The funds depicted by the dashed line are Fiduciary funds (only having assets and liabilities) and therefore not presented in the budgeted operations for the Clerk of Courts.



Non-Court Operations Fund 011 includes:

- Allocated Administration, Accounting, Internal Audit and Records Management
- Finance & Accounting
- Board Minutes and Records
- Circuit Court Operating Costs*
- County Court Operating Costs*
- Recording
- Satellite Offices
- Allocated Management Information Systems Costs

*Salaries are in Fund 013 pursuant to Florida Statute.

Court-Related Operations Fund 013 includes:

- Allocated Administration, Accounting, Internal Audit and Records Management
- Circuit Court Operations
- Support, Alimony, Visitation and Enforcement
- County Court Operations
- Satellite Offices
- Collections

Public Records Modernization Fund 197 includes:

- Hardware and Software purchases

Court Related Technology Fund 177 includes:

- Hardware and Software purchases
- Allocated Management Information Systems Costs

BUDGET PROCEDURES AND BUDGET BOOK FORMAT

Florida Statutes Chapter 129, Section 129.03(2) states that on or before June 1 of each year (unless May 1 voted per Board of County Commissioners which has been the case in Collier), the Clerk of Courts and County Comptroller shall submit to the Board of County Commissioners a tentative budget for the Clerk's office for the ensuing fiscal year. While the Board of County Commissioners does not approve the Clerk's Budget, a budget book is provided to make them aware of the costs of Clerk to Board functions and statutorily required items they are to fund.

The Clerk of Courts in Collier County is a Fee Officer. Florida Statute Chapter 218, Section 218.35 provides:

1. Each county fee officer shall establish an annual budget for his office, which shall clearly reflect the revenues available to said office and the functions for which money is to be expended. The budget shall be balanced; that is, the total estimated receipts, including balances brought forward, shall equal the total estimated expenditures and reserves. The budgeting of segregated funds shall be made in such manner that the relation between program and revenue source as provided by law are retained.

2. The Clerk of Circuit Court, functioning in his capacity as Clerk of the Circuit and County Court, and as Clerk of the Board of County Commissioners, shall prepare his budget in two parts:

   a) The budget relating to the state court system which shall be filed with the Florida Clerks of Court Operations Corporation as well as with the Florida Legislature; and

   b) The budget relating to the requirements of the Clerk as Clerk of the Board of County Commissioners, County Auditor, and custodian or treasurer of all county funds and other county-related duties.

3. Each county fee officer shall make provision for establishing a fiscal year beginning October 1 and ending September 30 of the following year, and shall report his finances annually upon the close of each fiscal year to the County fiscal offices for inclusion in the annual financial report for the County.
4. The proposed budget of a County fee officer shall be filed with the Clerk of the County governing authority by September 1 preceding the fiscal year for the budget.

The Clerk maintains the authority to amend his appropriation budget. Quarterly at a minimum, all Division Directors are given a report indicating the adopted budget, amended budget and year-to-date actual revenues and expenditures. These reports are reviewed and budget amendments for the Clerk's approval are proposed if necessary.

Budget Book Format

The budget document is organized according to functional categories. Division budgets, representing basic operating units, have been grouped and tabbed by operating division or agency. Division budgets are presented programmatically and by appropriation unit.

Program budgets provide a brief description of the program, the relative priority of each program in a department, the number of full time equivalent positions necessary to perform the program, Fiscal year 2012 (FY12) dollars necessary for the program, offsetting revenues generated by each program, and the net cost of each program. The administration/overhead program base level of service encompasses the minimum level service mandated by Federal or State law or judicial order necessary to protect the health and safety of Collier County residents or necessary to maintain capital asset value for a particular department.

Performance measures including the number of activities (quantitative) and the effectiveness of the actions (qualitative) are included. Three year activity comparisons; actual for FY 2007, FY 2008, FY 2009, FY 2010, FY 2011 and budgets for FY 2012 are presented for each department.

The appropriation unit presentations, i.e. personal services, operating expenses and capital outlay, break out costs in two categories, current and expanded services. In the departmental budget presentations the current services reflect the ongoing cost of existing programs. Expanded services include new programs and enhancements to existing services. Budget highlights are incorporated to identify significant changes from FY 2011. The FY 2012 Budget is compared to the FY 2011 adopted budget in dollars in the Increase/ (Decrease) column with percentage differences in the "Percent Change" column. Actuals for FY 2010 and FY 2011 are presented along with budget for FY 2011 and FY 2012.

ANNUAL BUDGET CALENDAR FISCAL YEAR 2012

Date	Description
February 28	Budget preparation materials distributed to Division Directors
March 10	Budget packets due to Accounting no later than 5:00 p.m.
Beginning March 11	Review of Division Budgets with Directors and Finance
March 18	Preliminary review of Budgets with Clerk
March 31	Final review of Budgets
Week of April 4	Final proof of numbers, text and layout of budget book
Week of April 19	Copy and bind budget books for distribution
May 1	Board related budget due to the Board of County Commissioners
June 16 & 17	Public Presentations and Workshop with the Board of County Commissioners
July 15	Tentative budget to BOCC
July 26	Tentative millage rates set by BOCC
September 1	File budget with the Clerk
September 8 & 22 @5:05 p.m.	Two public hearings and Board of County Commissioners vote/approval of Board related costs
September 9	Clerk of Courts Operations Corporation approves Clerk's Court Budget
October 1	New Fiscal Year 2012 Budget commences
October 1	Budgets for Court (State Fiscal Year) submitted to Clerk of Court Operations Corporation
December 1	Court Budgets submitted to the State Legislature Department of Revenue and State Chief Financial Officer by the CCOC

SPECIFIC BUDGET POLICIES FOR FISCAL YEAR 2011/2012

Financial Management/Financial Budget Development

Florida Statutes require the annual adoption of a balanced budget (total budgeted revenues = total budgeted expenses). This definition applies to the overall budget and to individual county funds. Florida Statutes further require that all funds, including estimated fund balance, be appropriated.

General Fund Agency Budget Limitations

- Board policy limited General Fund Agency budget appropriations to at least 3% less than adopted FY11 budgets. The FY 2012 budget follows this process but an exception was given to the Clerk for the re-establishment of the Internal Audit department.
- On May 1, the Clerk submitted to the Board proposed costs for statutorily funding requirements and costs for functions as Clerk to the Board.
- At the budget workshops in June, 2011, the Board authorized $5,238,000 for paying fees for the Clerk to the Board functions.
- Funding was also provided for continuation of services to the Supervisor of Elections.
- The Clerk in litigation with the Board of County Commissioners had filed a lawsuit concerning his ability to audit transactions. Subsequent to budget submission last year the Supreme Court on November 10, 2010 dismissed the appeal of the Board of County Commissioners of Collier County v. Dwight Brock and in doing so reaffirmed the right of Clerk of Courts, Dwight Brock to audit all public funds used in county operations. The Florida Supreme Court upheld an earlier decision by The Florida Second District Court of Appeals issued on September 23, 2009. Funds for a full year for Internal Audit function have been included in the FY 2012 budget.

Compensation Administration

The Clerk of Courts, as a separately elected constitutional officer, has full authority over policies of his agency. The philosophy of the Clerk of Courts is to provide a market-based compensation program that meets the following goals:

1. Eliminates the salary discrepancies between the Clerk's Office, Board of County Commissioners, and the surrounding employment market by annually evaluating both the salary levels and classifications of the affected employees within the office.
2. Evaluates creative initiatives to enhance productivity. Explores the feasibility of utilizing flexible scheduling and other alternative scheduling methodologies.
3. Facilitates the hiring and retention of the most knowledgeable, skilled and experienced employees available.
4. Supports continuous training, professional development and enhanced career mobility.
5. Recognizes and rewards individual and team achievement.

The goals stated above are limited by the current economic conditions. The Clerk's office follows Board policy and State legislature when preparing personnel budgets.

The Board of County Commissioners compensation plan has been limited for FY 12 as follows:

Program Component	FY 11	FY 12
Cost of Living (COLA)	0%	0%
Merit Plan	0%	0%
Pay Plan Maintenance	0%	0%
Total	0%	0%

This is the Board of County Commissioners Pay Plan Policy.

The Clerk attempts to remain competitive locally and will continue to monitor market salaries, revenues and budget constraints to determine the best application of available funds. The Clerk's FY 12 budget does not include pay or COLA adjustments. The Clerk's Office has not increased pay for the last five budgets due to decline in economy and consequential budget constraints.

Limitations on Expanded Positions to Maximize Organizational Efficiencies

The FY 12 budget reflects a net increase of 2.0 FTEs. The net FTE increase is a result of an increase in Internal Audit offset by reductions in other areas where possible. In service organizations such as local governments, the primary expense is for salaries and associated fringe benefits; limited resources continue to force economies within the Clerk's office through more effective use of current staff. In FY08 the Clerk's Office initiated a hiring freeze on vacant positions; the current staffing levels are equal to FY 2001 staffing levels.

Limitations on Current Service Discretionary Operating Expenses

The Clerk's office adopted policies limiting current service operating expenses to current service levels there are no additional services budgeted for FY 2012.

Florida Retirement

This budget reflects a significant change in the Florida Retirement System which now requires 3% employee contributions to the retirement system. Previously retirement was 100% employer paid. The retirement rates paid by employers were reduced.

Health Care Program Cost Sharing

Collier County provides a self-funded Group Benefits Plan for health care and prescription drug coverage. Coverage extends to all Clerks' employees. The Clerk's office participates in the Board of County Commissioners health plan. Nationally, as well as here in Florida, medical plan costs, and the premium dollars required to fund them, continue to increase annually at double–digit levels. The County's medical plan is similarly impacted by these rising costs. Management and employees continue to work together to hold down the impact of future increases by restructuring benefit levels and initiating further cost shifting measures. In addition, staff continues to negotiate with providers for discounted physician and hospital fees and promote corporate wellness and preventive health care initiatives including an employee clinic on campus.

The Board of County Commissioners continues to move toward its goal of requiring employees to absorb a greater share of medical plan premium costs. The Board maintains a goal of 80%-20% cost sharing. In FY 12, the County is absorbing an increase in health premiums due to the 3% required retirement contribution and continued salary levels without COLA increases.

BUDGET POLICIES FOR FY 2012

Budget Policies Affecting Operating Budgets:

Self-Insurance

- The Clerk participates in the County-wide self-insurance plan. Premiums are budgeted according to a County-wide allocation plan for FY 2012. Premiums are budgeted at $12,746 per year for an employee or family with the employee paying approximately 20% of the premium costs.

Reserves

- Operating funds may budget, at a minimum, a 2.0% reserve for contingency. A reserve for contingency is typically budgeted in all operating funds, with the exception of the Constitutional Officer funds. Reserves for the Constitutional Officer funds including the Clerk of Courts are appropriated within the County General Fund.

- The Clerk's reserves for the state related operations are budgeted at $0, keeping well within the state budgetary cap of no more than 10% of expenditures.

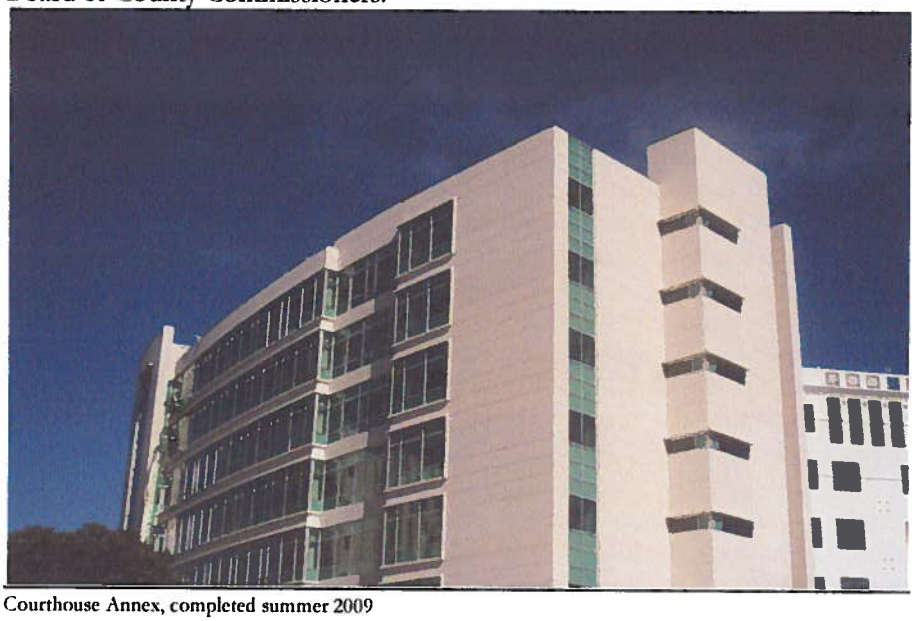
Excess Fees Turn Back

- Excess operating (revenues minus expenses) funds are returned to the Board of County Commissioners at the close of the fiscal year and are budgeted at $0 for FY 2012. State funds in excess of expenses by statute are required to be returned prior to August 15, 2012 due to the change in fiscal year to the State Department of Revenue and are projected to be $0 for FY 2012. In prior years the Clerk has contributed significantly to both the State and the Board (excess in FY 2010 and FY 2011 of $2,480,201 and $1,133,130 respectively.) Due to the continued reductions in funding and fees the Clerk does not anticipate continued high levels of excess fees.

Budget Policies Affecting Capital Expenditures and Capital Projects:

- The Clerk's capital items are limited to equipment, vehicles and operating assets. Facilities or major construction projects are required by State Statute to be funded by the Board of County Commissioners and are not part of the Clerk's budget. Capital facility needs are communicated to the Board of County Commissioners during the budget hearings. The Clerk's capital budget for FY 2012 is to fund capital expenses of the M.I.S. department as well as various software and hardware upgrades and purchases within operating departments, there are no vehicles or other capital purchases expected.

- Capital expenditure analysis includes assessment of efficiencies gained through enhanced applications compared to the cost of applications including maintenance, or return on investment (ROI).
- The majority of the Clerk's Office relocated in FY 09 to the new Courthouse Annex (pictured next page). The financial departments relocated to the administration building in FY 10. Costs associated with facilities are required by State Statute to be funded by the Board of County Commissioners.



Courthouse Annex, completed summer 2009

Budget Review

Division directors prepare program and line item budgets based on Clerk's Policy. Budget instructions provide details regarding the implementation of the policies such as proposed salary adjustment, equipment replacement schedules, and state allocation criteria.

Each division director is provided an opportunity to discuss and defend budget submissions with the Clerk. The Clerk makes the final decision for the recommended budgets from the department heads for the court, non-court and special revenue funds.

The Board of County Commissioners proposes millage rates and finalizes the Board of County Commissioners budget policy in March. In July, the Board of County Commissioners adopts proposed millage rates based on the tentative spending plan and assessed taxable values provided by the Property Appraiser.

The Clerk's court related budget is submitted to the Clerk of Courts Operation Corporation by October 1st 2010 for FY 2012 approval. The State reviews the budgets grouping counties into peer groups for analysis. Each peer group is then evaluated on a unit cost on ten different court types. The goal of the State is to reduce the higher unit cost counties down to a more normal peer group average cost. The Clerk's total budget is submitted to the Clerk by September 1 each year for approval.

Public hearings are held in September to allow for citizen input on the County budget (including the Clerk's non-court budget.) The final county budget is adopted at the second hearing following a legal notice summarizing the proposed plan and tax rates.

Budget Amendment Process

Budgetary authority is legally maintained at the fund level. However, the Clerk's computerized financial system imposes budget controls at the appropriation unit levels by department.

Amendments to the adopted budget that do not affect the transfer from the Board can occur at any time during the fiscal year with approval of the Clerk.

Basis of Accounting and Budgeting

The Clerk's accounting records and budgetary basis for general government operations are maintained on a modified accrual basis, the same as in the financial statements, with revenues being recorded when available and measurable and expenditures being recorded when the services or goods are received and the related liabilities are incurred.

Expenditures are recognized when commitments are made (i.e., through purchase orders) and revenues are recognized when available and measurable. Depreciation expense is not budgeted; however, expenditures for capital outlays are budgeted. These outlays are capitalized into fixed assets and eliminated from the results of operations in accordance with generally accepted accounting principles (GAAP).

The Comprehensive Annual Financial Report (CAFR) shows the status of the County's finances on a GAAP basis. In most cases, this conforms to the way the Clerk prepares his budget. Exceptions are the treatment of depreciation expense (the budget reflects the full purchase price of equipment and capital improvements, but does not reflect depreciation expenses). Compensated absences (accrued but unused sick and vacation leave) are not budgeted, but are reflected in the CAFR as an outstanding liability. The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and a budget basis for comparative purposes.

Finally, fund balance allocations (residual non-appropriated liquid assets resulting from prior years' operations) are budgeted and included as revenue on a budgetary basis but are eliminated on a GAAP basis for financial reporting. The Clerk only has fund balances in his special revenue funds. The operating funds excess, by statute, are returned to the Board of County Commissioners (for non-court operations) and to the Florida Department of Revenue (for court operations.)

FINANCIAL POLICIES

Budget Policy

The budget as presented in the subsequent sections was prepared in accordance with the policy directives of the Clerk's Office. These policies were established early in the budget process through briefings and memoranda from the Clerk. The Clerk's office is unique in that his budget is prepared in two parts: Court funded operations and Non-court funded operations. The Clerk makes every effort to also comply with the Board of County Commissioner requests for reductions.

The policy addressed the major components (from both the State for court funded operations and the Board for the non-court funded operations) of the budget: personal services, operating expenditures and capital outlay. The following is a summary of the budget policy in each of these areas.

- Personal Services – The department budgets were prepared reducing funding for vacant positions and 2 net FTEs. No salary increases were budgeted.
- Operating Expenditures – The policy directive regarding operating expenditures was to reduce expenditures where possible, maintain the current level to the extent possible and allocate budget as necessary for escalating costs of fuel and operations.
- Capital Outlay – Only purchases necessary for the effective operation of the agency were budgeted for 2012. All equipment is reviewed for effectiveness and useful life. Capital costs associated with the relocation of Clerk's Operations are budgeted in the County-wide budget pursuant to State Statute, requiring counties to provide operational facilities.
- Section 28.37, *Florida Statutes*, further provides that all revenues from court-related fines, fees, service charges and costs for the period July 1, 2010 through June 30, 2011, are considered revenue and the Clerk must remit these to the Department of Revenue.
- *Florida Statutes* provide that the amount by which revenues and transfers exceed annual expenditures for the general fund be remitted to the Board immediately following the fiscal year for which the funding was provided or following the fiscal year during which other revenues were recognized.
- The Clerk's office continued to be a "donor" office providing excess revenues to the State of Florida and the Board of County Commissioners. In 2011 we provided $1,038,516 to the State in unexpended funds from Court operations and $94,614 to the Board of County Commissioners from non-court operations in unexpended funds.

Debt Policy

Although the Clerk's service charges are a bondable revenue source, the Clerk's Office has no outstanding debt. The Clerk's policy is to incur debt only for specific projects lasting within the current fiscal year when a funding source is assured. The Clerk's Office does not have debt and does not intend to issue debt in FY 2012. The Clerk's operating funds are turn back funds and cannot issue debt encompassing more than a single fiscal year. As a result, the Clerk's policy is to not issue debt for the operations of the Clerk. No debt has been issued during the current Clerk's tenure.

Investment Policy

Investments of Clerk's funds are based on 24 hour liquidity. All Clerk funds are held in local banks or short term investment instruments. The Clerk makes investments on behalf of the Board of County Commissioners based upon Board of County Commissioners investment policy.

The following investment policy applies to all financial assets under the direct control of the Clerk for the Board of County Commissioners.

Primary Objectives:

1. Preservation of capital and protection of investment principal.
2. Maintain sufficient liquidity to meet reasonably anticipated operating and capital requirements.
3. Match assets to liabilities, to the extent possible.

Secondary Objectives:

1. Maximize return and preserve purchasing power as measured by a noted market index such as the Consumer Price Index.
2. Control risks and diversify investments through appropriate oversight and regular reporting.

Purchasing Policy

It is the Clerk's Policy to purchase only those goods and services necessary to service the taxpayers. Purchases valued over $1,000 are capitalized pursuant to Florida Statute 274.02. All other purchases are expensed.

Revenue Policy

User charges for services derived by the Clerk for services rendered for court and non-court service activities are classified as fees and are available to offset functions of the Clerk's Office. These fees are collected by the Clerk and are deposited to the Clerk's General Fund. In addition, the General Fund is supported by intra-governmental transfers.

A discussion of the fees derived by the Clerk's office follows. Chapter 28, Florida Statutes, is the principal authority and establishes the rates for these fees. Information regarding specific fees is available on the Clerk's internet site at www.collierclerk.com. Statutes govern interest earnings and investment activities. The Clerk, as custodian of funds, invests funds. Interest earned on these investments is income to the Board of County Commissioners pursuant to Florida Statute 28.33 (amended July 1, 2009).

Revenues are forecast based on current and historical activity levels. The forecast assumes no significant increase in activity and an anticipated reduction in fees based upon a general downturn in economic conditions. Note that the Clerk follows the statutory guidelines in Florida Statutes 129 establishing a 5% reserve against non-court projected revenues.

Expense Policy

Purchase orders for goods or services that have been budgeted and will be received during the fiscal year are encumbrances and recorded as budgeted expenditures in the year of receipt. Inter-governmental charges, i.e. vehicle maintenance, telephone allocations, and postage charges, are direct expense items, and are paid monthly, or accrued at year end according to modified accrual basis.

Expenditures are recorded when related fund liability is incurred, except for certain compensated absences which are recognized as expenditures to the extent they are expected to mature.

FUND STRUCTURE AND DESCRIPTION OF FUNDS SUBJECT TO APPROPRIATION

Government resources are allocated to, and accounted for, in individual funds based upon the purpose for which they are controlled. Funds are appropriated by budget amendment when actual grant awards are known. The purpose and description of the Clerk's funds and account groups are as follows:

Governmental Funds *Governmental Funds* are used to account for the proceeds collected that are not collected for specific or restricted use.

The General Fund (011) - The General Fund is used to account for revenues and expenditures applicable to the general operations of the Clerk, which are not accounted for in another fund. All operating revenue, which is not specifically restricted or designated as to use, is recorded in the General Fund. Primarily funds the Finance and Accounting Department, Recording Department and the General Administration Department, which supports the Clerk's Office.

Clerk's Special Revenue Funds *Special Revenue Funds* are used to account for the proceeds of specific revenue sources that are for specified purposes or are restricted in use.

Court Services Fund (013) - The Court Services Fund is used to account for court related filing fees, service charges, fines and court costs of the Clerk as mandated by Section 28.35 of the Florida Statutes. Since July 1, 2009 the Court Services Fund is funded through an appropriation from the State of Florida and all filing fees, service charges, fines and court costs are now State revenues and remitted monthly to the State of Florida. This appropriation primarily funds court related operations of the Clerk's Office. General Administration costs are allocated to both court and non-court funds based upon full time equivalents (FTEs). With the changes on July 1, 2009 this fund now operates on the State fiscal year (July 1 – June 30). For purposes of this reporting portions of two state year budgets have been combined for presentation of the budget from October 1 through September 30, 2012.

Court Information Technology (177) - Established to upgrade and maintain the Official Records System of the Clerk's Office. Funds can only be used for Court Room technology enhancement. A portion of document recording fees offset costs. Effective July 1, 2009 the revenue source was increased to include 10% of all fines assessed in the various court departments.

Public Records Modernization (197) - Established to upgrade and maintain the Official Records System of the Clerk's Office. Document recording fees offset costs.

Financial Framework

As permitted by the Florida Statutes, the Clerk functions as a fee officer. This requires the Clerk to budget and expend fees earned by the office for expenditures incurred as Clerk of Courts and County Recorder. Expenditures for services provided as clerk and accountant to the Board are funded by a transfer from the Board in lieu of fees. The primary sources of funding are charges for services, state appropriation, and Board of County Commissioners transfer for Clerk to Board operations.

All the activities of the Clerk's office funded by the above sources are accounted for in the general and court services funds (011 & 013). Revenues collected specifically for the improvement of the public records system are accounted for in the Records Modernization Special Revenue Fund (197), while improvements to court technology are accounted for in the Courts Information Technology Special Revenue Fund (177).

The Clerk maintains agency funds for the collection of fines and charges, which are forwarded to other government units, or as in the case of uniform support payments, to individuals.

By statute, all non-court excess fees of the Clerk's office must be transferred to the Board by October 31st for the preceding year. With the July 1st, 2009 law changes, all court excess fees must be transferred to the Department of Revenue for the State of Florida by August 15th for the State fiscal year ended June 30th. Special Revenue funds are allowed to carry over unspent funds to the next year.

Projected Changes in Fund Balances

In the Public Records Modernization Fund, funds are required by statute to be spent on equipment, maintenance of equipment, personnel training and technical assistance in modernizing the public records system of the office. In FY 2012, funds are budgeted to support modernization of financial systems and the update and/or replacement of the existing hardware systems.

PUBLIC RECORDS MODERNIZATION FUND (197)

	FY2009 Actual	FY 2010 Actual	FY 2011 Projected	FY 2012 Budget
Beginning Fund Balance	$ 2,232,442	$ 1,723,896	$ 1,794,288	$ 1,273,750
Revenues	219,782	214,689	219,083	208,500
Expenditures	(728,328)	(144,297)	(739,620)	(1,066,500)
Reserves	-	-	-	(415,750)
Ending Fund Balance	$ 1,723,896	$ 1,794,288	$ 1,273,750	$ -

Current revenues are not at sufficient levels to sustain annual expenditures requiring the use of fund balance. As these funds are depleted, services will have to be eliminated, other revenue streams identified or the costs will have to be borne by the Clerk's general fund.

COURTS INFORMATION TECHNOLOGY SPECIAL REVENUE FUND (177)

The funds in the Courts Information Technology Fund are designated for expenditures related to providing information technology services to the court system. In FY 2012, funds are allocated to support the Court Systems development and a percentage of the personnel and operational costs of the management information systems department (MIS).

COURTS INFORMATION TECHNOLOGY FUND (177)

	FY2009 Actual	FY 2010 Actual	FY 2011 Projected	FY 2012 Budget
Beginning Fund Balance	$ 4,037,113	$ 2,566,579	$ 1,954,885	$ 1,508,421
Revenues	683,115	921,229	947,316	923,200
Expenditures	(2,153,649)	(1,532,923)	(1,393,780)	(1,501,189)
Reserves	-	-	-	(930,432)
Ending Fund Balance	$ 2,566,579	$ 1,954,885	$ 1,508,421	$ -

Current revenues are not at sufficient levels to sustain annual expenditures requiring the use of fund balance. As these funds are depleted, services will have to be eliminated, other revenue streams identified or the costs will have to be borne by the Clerk's general fund.

Performance Measurement

Throughout the year, budget performance is monitored monthly through detailed revenue and expenditure reports generated by the Clerk's Accounting Department. These reports give information on revenues and expenditure amounts including budgeted amounts, actual receipts and expenditures for the month and year to date. Division directors review these reports monthly and follow up where unfavorable variances are indicated. Likewise, at mid-year all accounts are reviewed and budget amendments are recommended based upon revised financial forecasts or expenditure estimates.

Operating Budget Overview

The exhibit on pages 41 and 42 summarize the budgets for FY 2009, FY 2010, FY 2011 and the approved budget for FY 2012 with a comparison of FY 2011 & FY 2012 by dollars and percent change. The expenditure section of this exhibit is further divided into activities by budget category.

In fiscal year 2002, the Clerk began reporting interest income derived from surplus County funds as revenue to the Clerk of the Circuit Court as outlined in Chapter 28.33, of the Florida Statutes. This revenue stream ended with the amendment to the statute in July, 2009 resulting in a significant decrease in Clerk's revenue.

As indicated by this summary, revenues and other funding sources are expected to increase by 2.46 percent. Any shortfall in court funding may be upon request and justification supplemented from a Trust fund established by the State. Shortfalls in general revenues could be provided by the Board of County Commissioners. However either scenario is unlikely under current economic conditions.

Major Highlights

Charges for services, excluding transfers and carry forward, are expected to decline 11.38 percent in 2012. The decrease is primarily due to the Recording revenues associated with Foreclosures.

As is highlighted on Page 55, interest income earned on fees of the Clerk's Office is expected to increase to a level of $25,000. The small increase in interest income is slight projected increase in interest rates, and the interest on the carry forward (or fund balances) in the Special Revenue Funds being larger than projected last year.

The Clerk of the Circuit Court follows Florida Statutes for reducing non-court operating revenues by five percent in accordance with Section 129.01, Florida Statutes. This Statute requires county governments to include in receipts only 95 percent of the revenues reasonably anticipated to be collected from all revenue sources. Thus revenues are reduced $158,100 for reserves or five percent of non-court revenues.

The increase of 2.46 percent in overall spending for FY 2012 budget, compared to FY 2011 budget is a result of the use of special revenues fund balances. Of the proposed expenditure budget of $19,657,488, approximately 72 percent is for personal services, approximately 11 percent is for operating expenses, and approximately 9 percent is for capital expenditures.

The majority of the expenses, which are reflected in personal services, are budgeted for fiscal year 2012 to be approximately $14,171,717 (pg. 42) and represent a decrease of $228,583 or 1.59 percent when compared to fiscal year 2011 budget. This includes only two full-time equivalents added in the current budget cycle. There are no expanded services for FY 2012. The Clerk's policy is to maintain staffing levels as long as the budget allows. We do not wish to repeat the large layoff experienced at the end of FY 2009.

Operating expenditures are $2,205,189 (pg. 42) or $550,120 less than fiscal year 2011 budget for a 19.97 percent decrease.

In summary, the fiscal year 2012 expenditure budget reflects an increase of 2.46 percent to the prior year's budget. Many factors included within the budget are outside the control of the Clerk of the Circuit Court and are dictated by State Statute. Insurance and retirement rates are projected to increase during FY 2012. Even though the Clerk submits his budget for the court related expenditures to the State, for the last several years the State has reduced the Clerk's budgets as their revenues have declined. By not replacing terminated employees and reaping the benefits of efficiencies related to prior capital improvements have been able to maintain our current staff while still remaining within the constraints from the State.

The funding levels outlined in this budget will allow the Office of the Clerk of the Circuit Court to continue to:

- Support the SAP financial software system to meet the requirements of the Board of County Commissioners, Supervisor of Elections, and the Clerk's Office for reporting and information analysis needs.
- Ensure strict compliance with Revision 7 to Article V of the State Constitution to meet the needs of the court and state reporting requirements.
- Continue to provide service to citizens of Collier County that reflects our dedication to maintaining an efficient and effective operation.

LONG TERM BUDGET CONCERNS AND ISSUES

There are several long term concerns facing the Clerk's office: 1) the ability to maintain revenues sufficient for operations; 2) the ability to retain employees under current economic conditions; and 3) the ability to meet the ever increasing demands of record retention and volume of records and efficient operations to enhance and sustain automation of processes.

The Clerk's office has two distinct revenue sources, non-court revenues and court fees. The non-court revenues are tied primarily to recording of documents. Collier County, for years was one of the fastest growing counties in Florida. In the last two years, as with many areas of the country, we have seen a significant decline in the housing market and consequently revenues associated with the housing market (Recording of Documents and Doc Stamps) are decreasing. The continued downturn in housing and associated employment recession will impact Clerk Revenues. Court revenues are also declining due to the economic downturn and allocations determined by the Clerk of Courts Operations Corporation. This past several years a significant decline in the housing foreclosures has offset a portion of the declines in recording revenues. However, the current slowing of building and construction, should it continue, will inhibit revenues sufficient to sustain operations.

On November 3, 1998 Florida voters approved several revisions to the Florida Constitution. Among the changes was Revision 7 to Article V of the Constitution, which dramatically changed the way state trial courts were to be funded. This issue was complex and touched many facets of state and local governments. Article V revenues were implemented on July 1, 2004 and we continue to monitor and recommend improvements at the state level to ensure the maximum benefit to the taxpayers of Collier County. For FY2008 court related budget, the state shifted the costs of jury fees to local budgets. While the state authorized estimated costs increases to local budget caps, they did not provide funds for juror services. Legislative impacts on local governments' ability to generate revenues are of concern and continue to be monitored. Legislative budget guidelines further constrain our ability to meet the increasing local needs. Mandated services without adequate levels of corresponding revenues create additional operational concerns during FY 12 and beyond.

Employee retention is an area of concern for the Clerk's office. Due to budget constraints and the depressed economy, we have not budgeted salary increases in the last five budget cycles. Layoffs, employee furlough days and increasing insurance costs are concerns for employee stability and retention.

Another of the long term concerns of the Office of the Clerk of the Circuit Court is record retention and storage. As the county grows, we must continue to develop methods to efficiently store records. During the 2011 fiscal year, we continued our program of microfilming court records in order to meet retention requirements set forth by statue and at the same time conserve floor space. The Clerk's Office is continuing its efforts in the optical imaging arena to increase efficiency in the duplication, storage and retrieval of documents required to be filed in the public records of the County.

The County implemented the SAP financial software package on January 1, 2003. A major system upgrade was completed in late 2007 over the next 5 years costs associated with system enhancements will grow. Revenues to sustain these operations will be critical to ongoing technological improvements. The Clerk of Courts is continuing implementation of a new court information system to improve court processes and enhance the requirements of Article V reporting. The system will streamline and automate the majority of the reports that are now required to be manually prepared. Of major concern are the state mandated changes that are done

from year to year on Article V reporting that create local workloads without corresponding revenue to support these changes.

CLERK OF COURTS BUDGETED STATEMENT OF OPERATIONS

Revenues

	2009 Budget	2010 Budget	2011 Budget	2012 Approved	2011 Budget/ 2012 Approved Variance	% Change
REVENUES BY CATEGORY:						
Charges for Services						
Fund 011 General Fund	2,936,300	1,968,000	2,287,100	2,167,400	(119,700)	(5.23%)
Fund 013 Court Services Fund	12,195,100	219,000	219,000	219,000	-	0.00%
Fund 177 Court Technology Trust Fund	750,000	500,000	434,800	918,200	483,400	111.18%
Fund 197 Public Records Modernization	275,000	175,000	142,400	204,000	61,600	43.26%
Total Personnel Expenditures	16,156,400	2,862,000	3,083,300	3,508,600	425,300	13.79%
Interest Income						
Fund 011 General Fund	19,665,900	167,000	30,000	25,000	(5,000)	(16.67%)
Fund 013 Court Services Fund	88,200	-	-	-	-	0.00%
Fund 177 Court Technology Trust Fund	300,000	40,000	3,500	5,000	1,500	42.86%
Fund 197 Public Records Modernization	93,300	20,000	2,500	4,500	2,000	80.00%
Total Operating Expenditures	20,147,400	227,000	36,000	34,500	(1,500)	(4.17%)
Transfers						
Fund 011 General Fund	423,600	5,273,500	5,009,900	5,238,000	228,100	4.55%
Fund 013 Court Services Fund	-	8,467,608	8,467,609	7,969,217	(498,392)	(5.89%)
Fund 177 Court Technology Trust Fund	-	-	-	-	-	0.00%
Fund 197 Public Records Modernization	-	-	-	-	-	0.00%
Total Operating Expenditures	423,600	13,741,108	13,477,509	13,207,217	(270,292)	(2.01%)
Carryforward						
Fund 011 General Fund	-	-	-	-	-	0.00%
Fund 013 Court Services Fund	-	-	-	-	-	0.00%
Fund 177 Court Technology Trust Fund	3,106,500	2,485,700	1,508,032	1,508,421	389	0.03%
Fund 197 Public Records Modernization	2,212,300	1,135,800	1,080,026	1,398,750	318,724	29.51%
Total Capital Expenditures	5,318,800	3,621,500	2,588,058	2,907,171	319,113	12.33%
Total	42,046,200	20,451,608	19,184,867	19,657,488	472,621	2.46%
BUDGET BY FUND:						
Fund 011 General Fund	23,025,800	7,408,500	7,327,000	7,430,400	103,400	1.41%
Fund 013 Court Services Fund	12,283,300	8,686,608	8,686,609	8,188,217	(498,392)	(5.74%)
Fund 177 Court Technology Trust Fund	4,156,500	3,025,700	1,946,332	2,431,621	485,289	24.93%
Fund 197 Public Records Modernization	2,580,600	1,330,800	1,224,926	1,607,250	382,324	31.21%
Total Clerk Budget	42,046,200	20,451,608	19,184,867	19,657,488	472,621	2.46%

CLERK OF COURTS BUDGETED STATEMENT OF OPERATIONS

Expenditures

	2009 Budget	2010 Budget	2011 Budget	2012 Approved	2011 Budget/ 2012 Approved Variance	% Change
EXPENDITURES BY CATEGORY:						
Personnel Expenditures						
Fund 011 General Fund	6,778,600	5,554,750	5,604,900	5,700,700	95,800	1.71%
Fund 013 Court Services Fund	9,888,400	7,990,300	7,996,200	7,668,617	(327,583)	(4.10%)
Fund 177 Court Technology Trust Fund	1,836,900	1,119,300	799,200	802,400	3,200	0.40%
Fund 197 Public Records Modernization	-	-	-	-	-	0.00%
Total Personnel Expenditures	18,503,900	14,664,350	14,400,300	14,171,717	(228,583)	(1.59%)
Operating Expenditures						
Fund 011 General Fund	2,447,800	1,765,850	1,605,500	1,337,400	(268,100)	(16.70%)
Fund 013 Court Services Fund	680,000	696,308	690,409	519,600	(170,809)	(24.74%)
Fund 177 Court Technology Trust Fund	997,250	503,000	152,700	157,189	4,489	2.94%
Fund 197 Public Records Modernization	1,432,300	291,000	306,700	191,000	(115,700)	(37.72%)
Total Operating Expenditures	5,557,350	3,256,158	2,755,309	2,205,189	(550,120)	(19.97%)
Capital Expenditures						
Fund 011 General Fund	92,700	87,900	116,600	392,300	275,700	236.45%
Fund 013 Court Services Fund	-	-	-	-	-	0.00%
Fund 177 Court Technology Trust Fund	511,800	514,600	498,900	541,600	42,700	8.56%
Fund 197 Public Records Modernization	1,148,300	772,500	527,000	875,500	348,500	66.13%
Total Capital Expenditures	1,752,800	1,375,000	1,142,500	1,809,400	666,900	58.37%
Total Expenditures	25,814,050	19,295,508	18,298,109	18,186,306	(111,803)	(0.61%)
Reserves						
Fund 011 General Fund	13,706,700	-	-	-	-	0.00%
Fund 013 Court Services Fund	1,714,900	-	-	-	-	0.00%
Fund 177 Court Technology Trust Fund	810,550	888,800	495,532	930,432	434,900	87.76%
Fund 197 Public Records Modernization	-	267,300	391,226	540,750	149,524	38.22%
Total Reserves	16,232,150	1,156,100	886,758	1,471,182	584,424	65.91%
Total Budget	42,046,200	20,451,608	19,184,867	19,657,488	472,621	2.46%
BUDGET BY FUND:						
Fund 011 General Fund	23,025,800	7,408,500	7,327,000	7,430,400	103,400	1.41%
Fund 013 Court Services Fund	12,283,300	8,686,608	8,686,609	8,188,217	(498,392)	(5.74%)
Fund 177 Court Technology Trust Fund	4,156,500	3,025,700	1,946,332	2,431,621	485,289	24.93%
Fund 197 Public Records Modernization	2,580,600	1,330,800	1,224,926	1,607,250	382,324	31.21%
Total Clerk Budget by Fund	42,046,200	20,451,608	19,184,867	19,657,488	472,621	2.46%

STAFFING

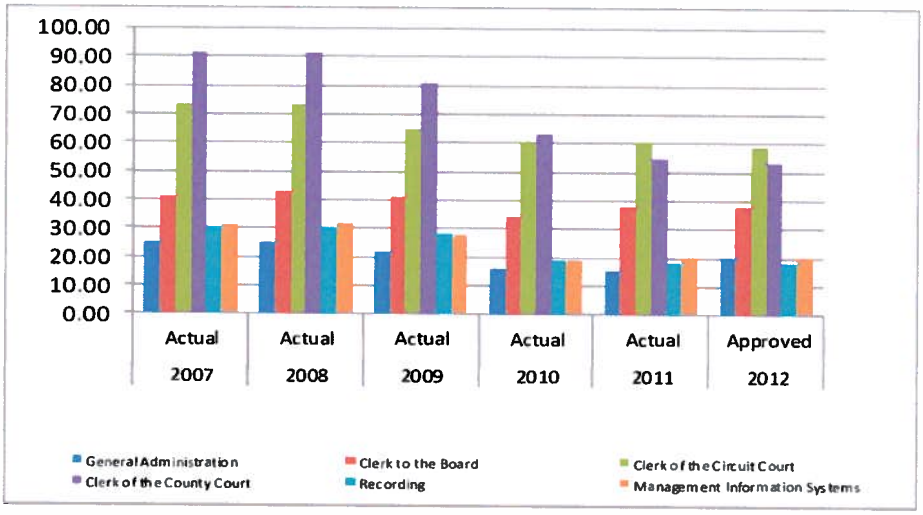
PERSONNEL COUNT 2007 - 2012

Department	*2007 Actual*	*2008 Actual*	*2009 Actual*	*2010 Actual*	*2011 Actual*	*2012 Approved*
General Administration	25.05	25.05	22.00	16.00	15.00	20.00
Clerk to the Board	41.00	43.00	41.00	34.00	38.00	38.00
Clerk of the Circuit Court	73.44	73.44	64.57	60.30	60.49	58.67
Clerk of the County Court	91.52	91.52	80.93	63.30	54.51	53.33
Recording	30.19	30.19	28.00	19.00	18.00	18.00
Management Information Systems	31.00	32.00	27.40	19.00	20.00	20.00
Total Employees	292.20	295.20	263.90	211.60	206.00	208.00

During FY 2008 the Clerk implemented a hiring freeze on vacant positions due to anticipated decreases in revenues and volatile economic indicators. In September 2009, 52.3 FTE positions were eliminated in anticipation of the FY 2010 Budget reductions. In FY 2010 six furlough days were used to preserve positions. These reductions while necessary to meet budgetary constraints cause hardship for the employees as well as the residents of the county. The remaining employees are left to still complete the workload with fewer people. The residents of the county suffer through the closing of our satellite offices. Now most people have to commute farther and wait longer to conduct their business with the Clerk's office.

The Clerk's Office has 208.0 authorized positions for FY 2012. The Clerk is adding five positions in the Internal Audit department, while three positions in the court departments were vacated this year resulting in a net increase of 2 positions. This stabilization in the budget is in direct response to the economic decline and funding limitations placed upon the Clerk's Office by the State of Florida and the Board.

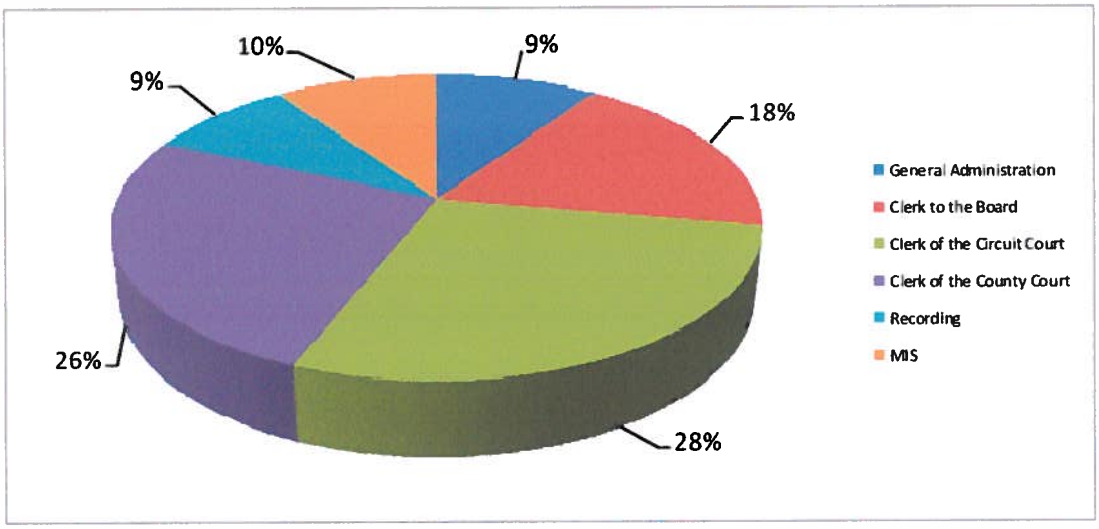
Full Time Equivalents 2007 - 2012



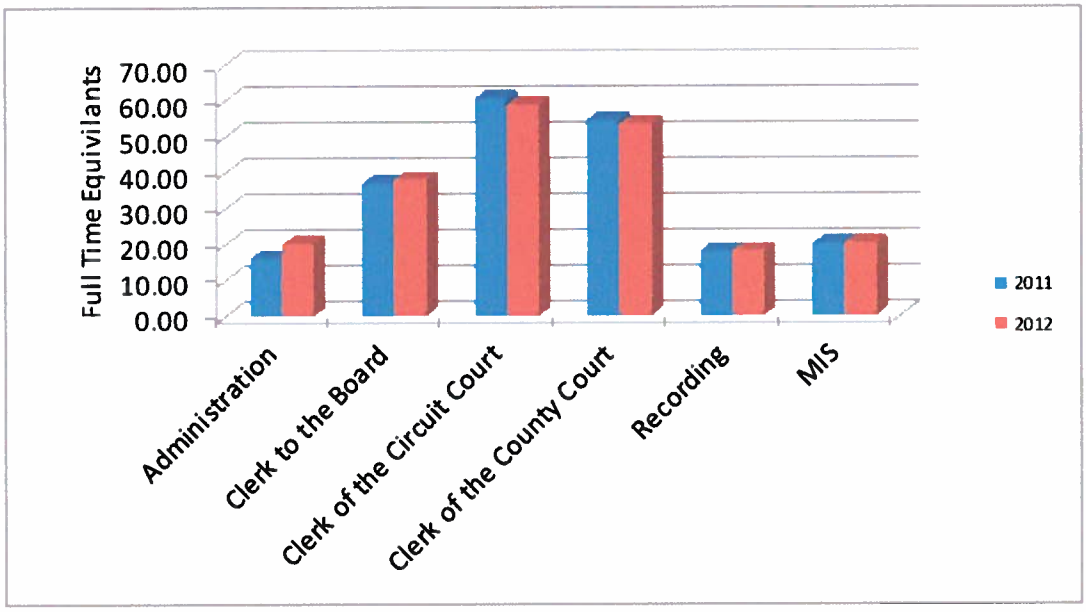
PERSONNEL DISTRIBUTION – FISCAL YEAR 2012

STAFFING SUMMARY BY DEPARTMENT

AUTHORIZED FULL-TIME EQUIVILANTS



BUDGETED POSITIONS AS COMPARED TO PRIOR YEAR



STAFFING LEVEL COMPARISONS

2009 - 2012

Department	2009 *Budgeted FTE*	2010 *Budgeted FTE*	2011 *Budgeted FTE*	2012 *Budgeted FTE*
General Administration				
Clerk's Administration	6.00	6.00	6.00	6.00
Clerk's Bookkeeping	4.00	5.00	5.00	5.00
Internal Audit	5.00	1.00	1.00	5.00
Records Management	7.00	4.00	4.00	4.00
Total Administration and Internal Audit	*22.00*	*16.00*	*16.00*	*20.00*
Clerk to the Board				
Finance and Accounting	37.00	30.00	33.00	34.00
Board Minutes and Records	4.00	4.00	4.00	4.00
Total Clerk to the Board	*41.00*	*34.00*	*37.00*	*38.00*
Clerk of the Circuit Court				
Circuit Civil	28.71	28.40	34.16	32.79
Circuit Felony	22.81	19.80	16.33	15.88
SAVE Program	1.00	0.00	0.00	0.00
Jury Management	2.00	2.00	0.00	0.00
Circuit Probate	6.00	6.00	6.00	6.00
Juvenile	4.05	4.10	4.00	4.00
Total Clerk of the Circuit Court	*64.57*	*60.30*	*60.49*	*58.67*
Clerk of the County Court				
County Satellites	14.75	4.30	4.00	5.00
County Misdemeanor	27.89	24.80	19.85	19.30
County Civil	17.29	17.10	16.38	15.43
County Traffic	15.25	13.30	14.28	13.60
Court Collections	5.75	3.80	0.00	0.00
Total Clerk of the County Court	*80.93*	*63.30*	*54.51*	*53.33*
Recording	*28.00*	*19.00*	*18.00*	*18.00*
Management Information Systems	*27.40*	*19.00*	*20.00*	*20.00*
Total Staff	*263.90*	*211.60*	*206.00*	*208.00*

CAPITAL IMPROVEMENT PLAN OVERVIEW

A Capital Improvement Plan (CIP) is essentially a planning tool whereby the local government puts forth a substantial effort to identify and schedule capital improvements over an extended period of years. Projects included in the CIP are typically those which replace or improve the local government's infrastructure in terms of its buildings, roads, land, storm-water facilities, vehicles and heavy equipment, computer equipment or related items which serve to facilitate local government in the provision of services as required by local mandate or state law.

By state law, the Board of County Commissioners is required to provide the Clerk with the infrastructure necessary to perform the duties of the Clerk as outlined in the Constitution of the State and in Florida Statutes. Therefore, buildings and infrastructure are not included as an element in the Clerk's Office CIP. The following capital items will be funded through the Public Records Modernization Fund, the Court Technology Fund, or the General Fund:

FIVE-YEAR FORECAST CIP

Capital	*FY 2012*	*FY 2013*	*FY 2014*	*FY 2015*	*FY 2016*
Desktop Equipment	$ 17,000	$ 28,750	$ 69,000	$ 28,750	$ 28,750
Data Processing Equipment	150,000	1,650,625	91,500	222,600	78,500
Software	1,613,600	306,000	477,600	1,663,875	278,000
Office Equipment	28,800	7,500	7,500	10,000	7,500
Vehicles	-	-	-	22,500	-
Total	$ 1,809,400	$ 1,992,875	$ 645,600	$ 1,947,725	$ 392,750

A brief description of these projects follows:

Desktop Equipment

The purchase or replacement of desktop and laptop computers is part of an ongoing process of upgrading operations in the Clerk's Office, and is part of a migration to a fully distributed client server network. These expenditures are necessary to meet future growth and upgrade requirements based on historical trends. The new configuration will enable a broader range of computer activities than has been possible with the existing computer system. The Clerk's Management Information Systems department supports court functions as well as financial systems for the Clerk, Board of County Commissioners and the Supervisor of Elections. In FY12 we will be replacing the desktop equipment in the finance areas and adding small desk scanners for the Civil Department. FY2013 is scheduled to have a total disaster recovery site completed. Desktop equipment has a useful life of three years.

Data Processing Equipment

This includes ongoing consideration for the advancement of hardware to ensure the Clerk's Office utilizes technology to its fullest extent. Several servers to maintain additional imaging software, scanners and equipment for the accounts payable enhancements are included in the FY 2012 CIP. The outer years include upgrades to existing hardware and expansion in certain key areas to meet the anticipated needs of the court and financial systems. In FY12 we expect to replace our network switches. Data processing equipment has a scheduled useful life of seven years.

Software

There are several projects slated over the next five-years, including upgrades to the financial management system, the implementation of an imaging package for accounts payable, and SAP enhancements for financial reporting. Systems utilized by the Clerk's Office require annual

evaluation and planning for replacement. Current economic conditions significantly impact the availability of funds to sustain or enhance systems.

The Clerk's Office is continually working in concert with the Collier County Judiciary to evaluate how courtroom productivity can be enhanced using technology. In 2008, we began conversion of the various Court Systems, with the traffic module going live in June 2008. In May 2009, the criminal module went live and the recording upgrade was completed in June 2009. In September 2011 the civil department was integrated to the court system. The Court system has several modules that will be implemented throughout FY 2012 including the Child Support, Jury and Probation components. We are continually evaluating the courtroom activities to identify those acquisitions that will be of greatest benefit to improve the ability of the judiciary and clerks to handle the caseload. In FY12 we will be adding the account payable imaging software and the probate, probation and child support software to our case management packages. FY2015 will have a replacement of the recording software. Software is only capitalized if it is specifically programmed for the Clerk's office and has a useful life of 3 to 10 years (dependent upon the individual item).

Office Equipment

The Clerk has established a base disaster recovery office located at the Immokalee satellite office. The office will enable 15-20 key people to perform the major functions of the office until our main locations can be brought back to full service in the case of disaster or emergency. Items in this category are typically replacements for desk chairs and minor office equipment. Office equipment has a useful life of 5 years.

Vehicles

The Clerk's Office currently has three vehicles for operations. The replacement program includes not only consideration for mileage, but also the age of the vehicles. As such, we have one vehicle scheduled for replacement in year 2015. This schedule can be varied as reductions in travel and the elimination of the courier have greatly reduced vehicle usage. We do not anticipate adding any vehicles in FY12. Vehicles typically have a useful life of 6 years.

Impact of Capital on Other Operating Expenditures

The new system expenditures will have associated software/hardware maintenance and training costs that will require sustained operating expenditures. As new systems come on-line there will be a recurring maintenance costs. Many of the maintenance and training items can be funded through the Public Records Modernization fund and or the Court Technology Fund. Funding can also be supplemented by the Clerk's General Fund.

Training for our new components will be minimal as our technology department works with the vendors to become "resident experts" on new equipment and software. The following chart summarizes anticipated maintenance and training costs for all systems listed in this section:

	FY 2012	*FY 2013*	*FY 2014*	*FY 2015*	*FY 2016*
Maintenance Costs	$ 543,050	$ 668,050	$ 668,050	$ 668,050	$ 668,050
Training Costs	30,000	30,000	30,000	30,000	30,000
Net Operating Impact	$ 573,050	$ 698,050	$ 698,050	$ 698,050	$ 698,050

It is our expectation that the new systems will provide productivity improvements. The improvements will enhance the clerk's ability to meet the workload without adding personnel and in the outer years of the projection, perhaps being able to eliminate or reassign positions within the agency.

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REVENUE BUDGET SUMMARY

REVENUE POLICY

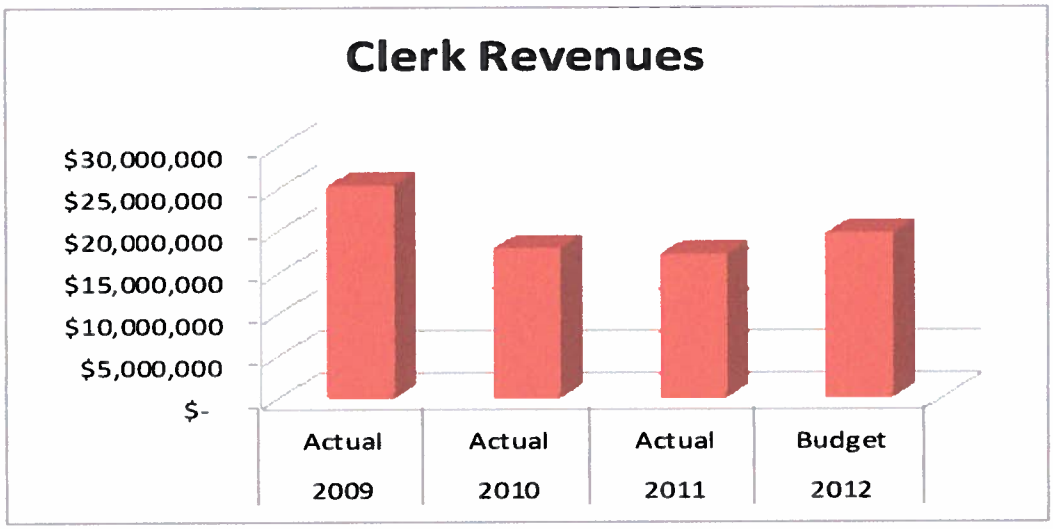
User charges for services derived by the Clerk for services rendered for court and non-court service activities are classified as fees and are available to offset functions of the Clerk's Office. These fees are collected by the Clerk and are deposited to the Clerk's General Fund. In addition, the General Fund is supported by intra-governmental transfers.

A discussion of the fees derived by the Clerk's office follows. Chapter 28, Florida Statutes, is the principal authority and establishes the rates for these fees. Information regarding specific fees is available on the Clerk's internet site at www.collierclerk.com. Statutes govern interest earnings and investment activities. The Clerk, as custodian of funds, invests funds and interest earned on these investments is no longer income to the Clerk pursuant to Florida Statute 28.33, amended effective July 1, 2009, which accounts for the significant drop in revenues from the years 2009 through 2011 (a $8,210,306 decrease).

Revenues are forecast based on current and historical activity levels. The forecast assumes a slight increase in activity and an anticipated reduction in court fees based upon a general downturn in economic conditions. Note that the Clerk follows the statutory guideline of establishing a 5% reserve against non-court projected revenues.

GROSS REVENUES 2009 – 2012

	2009 Actual	*2010* Actual	*2011* Actual	*2012* Budget
Clerk Revenue	$25,367,742	$ 17,915,892	$ 17,157,436	$ 19,657,488



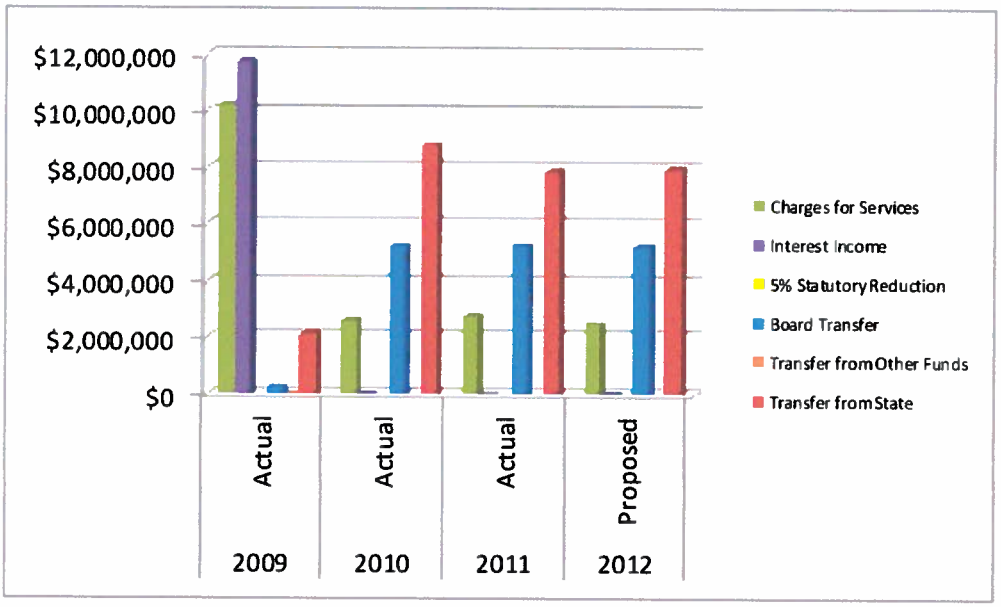
Revenues, Carry Forward & Transfers by Major Class	*2009 Actual*	*2010 Actual*	*2011 Actual*	*2012 Proposed*
Charges for Services	$ 10,243,461	$ 2,650,168	$ 2,788,684	$ 2,501,700
Carry Forward	-	-	-	2,907,171
Interest Income	11,754,132	29,713	21,101	25,000
5% Statutory Reduction	-	-	-	(158,100)
Board Transfer	297,600	5,273,500	5,273,200	5,238,000
PRM Revenues	902,897	1,135,917	1,188,393	1,174,500
Transfer from State	2,132,652	8,826,594	7,886,058	7,969,217
Transfer from Other Funds	37,000	-	-	-
Total Available for Operations	*$ 25,367,742*	*$ 17,915,892*	*$ 17,157,436*	*$ 19,657,488*

The decrease in budgeted charges for services is largely a result of the decreased recording fees expected during the next fiscal year due to the decline in recording of foreclosure sales. The legislative changes enacted on July 1, 2009 also eliminated all charges for services in the court related budgets and provided an appropriation from the state to fund that portion of the budget. The decrease in interest is a result of statue changes effective July 1, 2009 removing investment interest as a source of revenue to the Clerk.

The increase in Board Transfer was a result of a negotiated agreement with Board of County Commissioners for the Board to provide funding for the Clerk to the Board functions including the Internal Audit Department.

In FY 2012 transfer from the Supervisor of Elections is included in charges for services to fund accounting processes provided by the Clerk on their behalf was recorded in charges for services. Both revenues are now recorded in charges for services to simplify county wide financial statement consolidation.

Revenues by Major Category



MAJOR & KEY REVENUE SOURCES

Major Revenues:

The following charges for services comprise the major sources of the operating revenues collected by the Clerk's Office:

- Recording Fees
- Clerk of the Circuit Court State Authorized Fess, Cost, and Service Charges
- Transfer from BCC for services provided to BCC

Key Revenues:

Clerk of the Circuit and County Courts: Appropriations awarded through the budget cycle from the state.

- Appropriations – Effective July 1, 2009 the court system is funded through an appropriation from the State of Florida based upon approved budget submittal. These appropriations may be adjusted throughout the year based on state revenues collected and economic trends.

Clerk to the Board: Transfer from the Board of County Commissioners to pay for activities of the Clerk's Office.

- Board Transfer – Transfer to cover Finance, Board Minutes and Records, and certain statutorily mandated court costs. The proposed Board of County Commissioners transfer of $5,238,000 funds costs of services provided to the Board.

Recording: Fees paid to the Clerk for recording the official records of Collier County and collecting documentary and intangible tax due the Department of Revenue.

- Recording of Legal Documents – Charges for indexing and recording, making transcripts of records, and preparing Affidavits of Domicile. These fees have decreased dramatically when compared to several years ago. But this budget shows a slight increase in comparison to last budget due to the State mandated directive to reduce the outstanding foreclosures and process these homes for sale.
- Documentary Stamp Commissions: Commissions collected in processing documentary stamp sales. These fees are declining due to the recession in the housing market and the state's elimination of a one percent (1%) documentary fee effective June 1, 2008.

Miscellaneous: Revenue from sources not otherwise provided for above.

- Interest: Cash balances are expected to remain stable in FY 12. The Clerk no longer receives income from interest earned on investments. A minimal interest increase is expected on Special Revenue Funds carry forward balance.

ASSUMPTIONS FOR REVENUE ESTIMATES

The procedures used to estimate fees are as follows:

- Recording Fees: Based on an analysis of the historical trend, a prediction as to the amount of real estate and general economic activity for the coming year and an estimate of the number of documents to be recorded this year based on last year's activity.

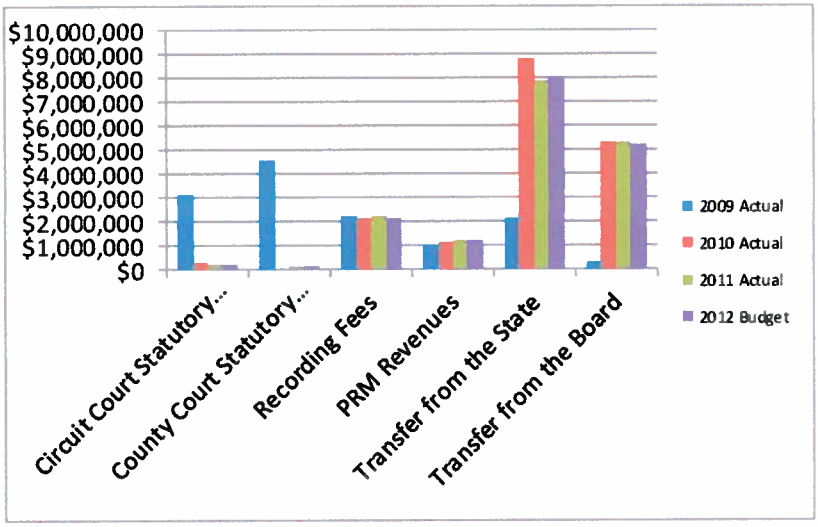
- Clerk of the Circuit and County Court revenue is based upon legislature policy. Budget policy for the courts is based upon Florida Statute and policies developed by the Florida Clerk of Courts Operation Corporation (FLCCOC). Budget Caps are established by the FLCCOC and approved by the legislature. The expenditure budget is prepared and submitted to the FLCCOC for approval. This becomes the basis for the state appropriation. This budget is controlled through a unit cost measurement (costs for court department divided by the number of new cases in that department). This measurement may result in a further reduction of the court related budgets if the number of court cases fall short of projections.

- Special Revenue Funds are linked directly to the statute changes in Article V for the court system. Effective July 1, 2009, 10% of all fines collected for the state are deemed revenue to the Court Technology Special Revenue Fund.

- On July 1, 2009 a law signed by the Governor of Florida significantly changing the court related budget of the Clerk of Courts. The budget cycle was shifted to a July 1 to June 30 reporting period to match the state budget cycle (from a county fiscal cycle of October 1 to September 30.) Funding for the court related budgets was changed to a state appropriation. This appropriation replaces the collected fees, fines, court costs and service charges from previous years. The collected fees, fines, court costs and service charges collected by the Clerk are now state revenues and are remitted monthly to the state of Florida.

- For Budget Reporting purposes in this document the Court Budget is comprised of 9 Months Budget of the current State Fiscal Year (October thru June), and 3 Months of the next State Fiscal Year (July thru September). While this can be confusing, we have attempted to simplify the reporting by combining the reporting periods into one comparable document.

SIGNIFICANT REVENUE TRENDS



Clerk of the Circuit and County Court State Authorized Fees, Cost, Service Charges: The previously mentioned revision to the State Constitution increased the fees, cost and service charges assessed against circuit court activity. These revenues are now State revenues and this portion of the budget is funded solely by state appropriations.

Recording and Documentary Stamp Fees: These fees combined are expected to slightly decrease to $2,095,700 or approximately 4.60 percent less than the prior fiscal cycle budget. This is due to reduced foreclosure filings and home sales.

Transfer from the Board of County Commissioners: These funds are transferred to the Clerk's office to pay for the Clerk to Board functions (Finance, Board Minutes and Records and statutorily obligated court costs). The Board of County Commissioners has budgeted $5,238,000 for the payment of these costs in FY 2012.

Transfers for the Juvenile Assessment Center: This fund was closed at the beginning of FY10 and the remaining fund balance was transferred to the Sheriff's office. The Sheriff will process all transactions with this fund moving forward. This transfer has been eliminated from the budget but remains in prior years for historical reporting and comparison purposes.

REVENUE HISTORY AND FORECASTS

Description	2009 Actual	2010 Actual	2011 Actual	2012 Budget
General Administration:				
Copies	$ 437	$ 597	$ 212	$ 300
Interest	11,754,132	29,713	21,101	25,000
Administrative Fee	15,147	44,764	44,326	44,500
Miscellaneous Fees and Charges	39,309	30,383	104,025	37,200
Total General Administration	$ 11,809,025	$ 105,457	$ 169,664	$ 107,000
Clerk to the Board:				
Copies	$ 119,035	$ 85,278	$ 27,025	$ 20,000
Lobbyist Registration Fees	4,675	6,050	5,275	9,000
Miscellaneous	88,336	77,020	132,313	25,000
Total Clerk to the Board	$ 212,046	$ 168,348	$ 164,613	$ 54,000
Clerk of the Circuit Court:				
State Authorized Fees,Cost, Service Charges	$ 3,097,981	$ 261,808	$ 223,077	$ 219,000
Clerk of the County Court:				
State Authorized Fees,Cost, Service Charges	$ 4,555,187	$ -	$ 40,347	$ 50,000
Recording:				
User Fees	$ 2,211,697	$ 2,142,953	$ 2,205,989	$ 2,095,700
Management Information Systems:				
User Fees	$ 5,315	$ 1,315	$ 6,095	$ 1,000
Public Records Modernization (PRM)				
Charges for Services	$ 868,704	$ 1,125,327	$ 1,179,455	$ 1,165,000
Interest Income	34,193	10,590	8,938	9,500
	$ 902,897	$ 1,135,917	$ 1,188,393	$ 1,174,500
Juvenile Assessment Center				
Transfer from other funds	$ 106,342	$ -	$ -	$ -
Total Service Charges	$ 22,900,490	$ 3,815,798	$ 3,998,178	$ 3,701,200
5% Statutory Reduction (non-court)	-	-	-	(158,100)
Net Service Charges	$ 22,900,490	$ 3,815,798	$ 3,998,178	$ 3,543,100
Board Transfer	297,600	5,273,500	5,273,200	5,238,000
State of Florida Transfer	2,132,652	8,826,594	7,886,058	7,969,217
Transfer from other funds	37,000	-	-	-
Carry forward PRM	-	-	-	2,907,171
Total	$ 25,367,742	$ 17,915,892	$ 17,157,436	$ 19,657,488

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EXPENDITURE SUMMARY

EXPENDITURE POLICIES

The Clerk of Courts in order to remain in compliance with Florida Statutes and maintain a balanced budget follows several policies each year in preparing the budgets for the State and local portions of the budget.

By statute several costs can only be charged to one area of the budget. Examples are facilities costs and technology which cannot be a part of the State court budget. Costs associated with the State court budget for personnel and operations are contained in the Court Services fund and only statutorily required costs (telephone, technology and facilities costs) are charged separately in the general fund or one of the Public Records Modernization funds.

The following chart illustrates the allocation of expenditures to the various funds of the Clerk's office:

Expenditure Type:	011 General Fund	013 Court Services	177 Court Technology	197 Public Records Modernization
General Administration	X	X		
Clerk to Board	X			
Clerk of Circuit Court	X	X		
Clerk of County Court	X	X		
Recording	X			
Management Information Systems	X		X	X
Public Records Modernization			X	X

CLERK OF THE COURTS BUDGET SUMMARIES

EXPENDITURES

DOLLAR & PERCENT CHANGES 2011 TO 2012

	2009 Budget	2010 Budget	2011 Budget	2012 Approved	2011 Budget/ 2012 Approved Variance	% Change
EXPENDITURES BY CATEGORY:						
Personnel Expenditures						
Fund 011 General Fund	6,778,600	5,554,750	5,604,900	5,700,700	95,800	1.71%
Fund 013 Court Services Fund	9,888,400	7,990,300	7,996,200	7,668,617	(327,583)	(4.10%)
Fund 177 Court Technology Trust Fund	1,836,900	1,119,300	799,200	802,400	3,200	0.40%
Fund 197 Public Records Modernization	-	-	-	-	-	0.00%
Total Personnel Expenditures	18,503,900	14,664,350	14,400,300	14,171,717	(228,583)	(1.59%)
Operating Expenditures						
Fund 011 General Fund	2,447,800	1,765,850	1,605,500	1,337,400	(268,100)	(16.70%)
Fund 013 Court Services Fund	680,000	696,308	690,409	519,600	(170,809)	(24.74%)
Fund 177 Court Technology Trust Fund	997,250	503,000	152,700	157,189	4,489	2.94%
Fund 197 Public Records Modernization	1,432,300	291,000	306,700	191,000	(115,700)	(37.72%)
Total Operating Expenditures	5,557,350	3,256,158	2,755,309	2,205,189	(550,120)	(19.97%)
Capital Expenditures						
Fund 011 General Fund	92,700	87,900	116,600	392,300	275,700	236.45%
Fund 013 Court Services Fund	-	-	-	-	-	0.00%
Fund 177 Court Technology Trust Fund	511,800	514,600	498,900	541,600	42,700	8.56%
Fund 197 Public Records Modernization	1,148,300	772,500	527,000	875,500	348,500	66.13%
Total Capital Expenditures	1,752,800	1,375,000	1,142,500	1,809,400	666,900	58.37%
Total Expenditures	25,814,050	19,295,508	18,298,109	18,186,306	(111,803)	(0.61%)
Reserves						
Fund 011 General Fund	13,706,700	-	-	-	-	0.00%
Fund 013 Court Services Fund	1,714,900	-	-	-	-	0.00%
Fund 177 Court Technology Trust Fund	810,550	888,800	495,532	930,432	434,900	87.76%
Fund 197 Public Records Modernization	-	267,300	391,226	540,750	149,524	38.22%
Total Reserves	16,232,150	1,156,100	886,758	1,471,182	584,424	65.91%
Total Budget	42,046,200	20,451,608	19,184,867	19,657,488	472,621	2.46%
BUDGET BY FUND:						
Fund 011 General Fund	23,025,800	7,408,500	7,327,000	7,430,400	103,400	1.41%
Fund 013 Court Services Fund	12,283,300	8,686,608	8,686,609	8,188,217	(498,392)	(5.74%)
Fund 177 Court Technology Trust Fund	4,156,500	3,025,700	1,946,332	2,431,621	485,289	24.93%
Fund 197 Public Records Modernization	2,580,600	1,330,800	1,224,926	1,607,250	382,324	31.21%
Total Clerk Budget by Fund	42,046,200	20,451,608	19,184,867	19,657,488	472,621	2.46%

CLERK OF THE COURTS DEPARTMENTAL BUDGET SUMMARIES

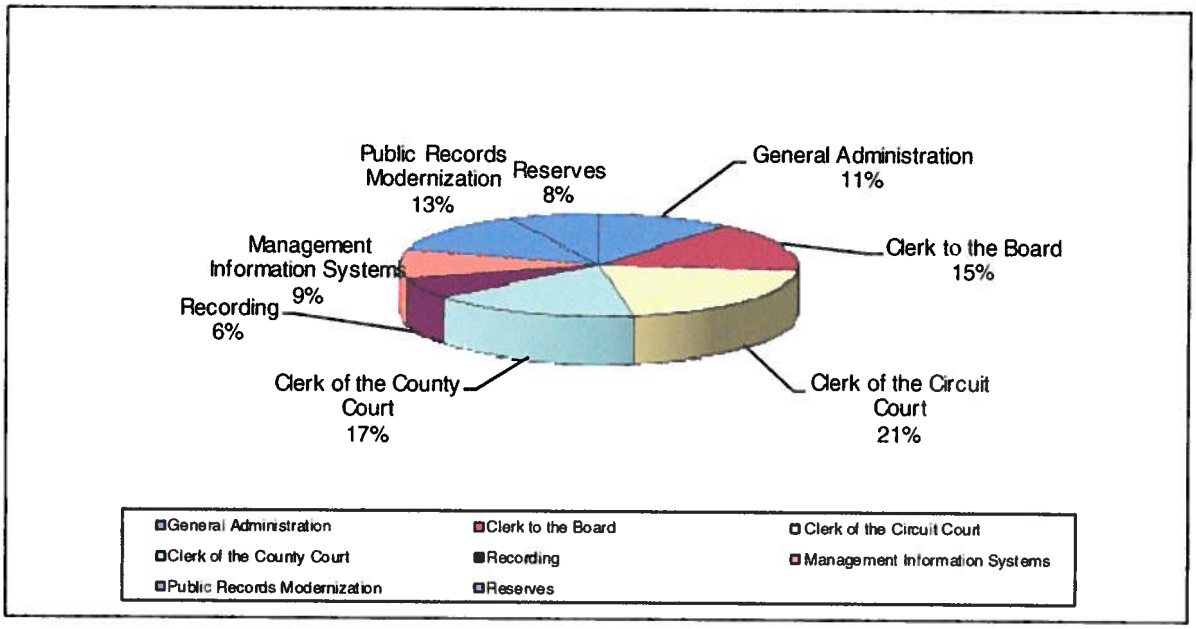
OF ACTUAL EXPENDITURES 2009 - 2011

Department/Object Class	2009 Actuals	2010 Actuals	2011 Actuals
General Administration			
Personal Services	1,800,074	1,388,517	1,518,332
Operating Expense	830,631	306,797	326,357
Capital Outlay	1,015	-	-
Total	2,631,720	1,695,314	1,844,689
Clerk to the Board			
Personal Services	2,611,870	2,395,449	2,389,709
Operating Expense	386,551	329,080	250,802
Capital Outlay	-	-	10,786
Total	2,998,421	2,724,529	2,651,297
Clerk of the Circuit Court			
Personal Services	3,285,055	3,193,932	3,198,306
Operating Expense	272,924	264,887	244,610
Total	3,557,979	3,458,819	3,442,916
Clerk of the County Court			
Personal Services	4,057,330	3,169,063	2,953,822
Operating Expense	160,827	171,452	293,392
Total	4,218,157	3,340,515	3,247,214
Recording			
Personal Services	1,536,998	1,089,684	1,047,682
Operating Expense	125,258	110,330	105,299
Capital Outlay	-	-	5,845
Total	1,662,256	1,200,014	1,158,826
Management Information Systems			
Personal Services	897,275	768,017	1,122,799
Operating Expense	301,852	494,407	894,562
Capital Outlay	574,172	175,896	865,507
Total	1,773,299	1,438,320	2,882,868
Public Records Modernization Funds			
Personal Services	1,697,946	1,104,914	781,649
Operating Expense	586,040	528,826	382,451
Capital Outlay	597,991	43,480	150,720
Total	2,881,977	1,677,220	1,314,820
Juvenile Assessment Center			
Operating Expense	100,000	-	-
Total	100,000	-	-
Summary			
Personal Services	15,886,548	13,109,576	13,012,299
Operating Expense	2,764,083	2,205,779	2,497,473
Capital Outlay	1,173,178	219,376	1,032,858
Total Expenditures	19,823,809	15,534,731	16,542,630

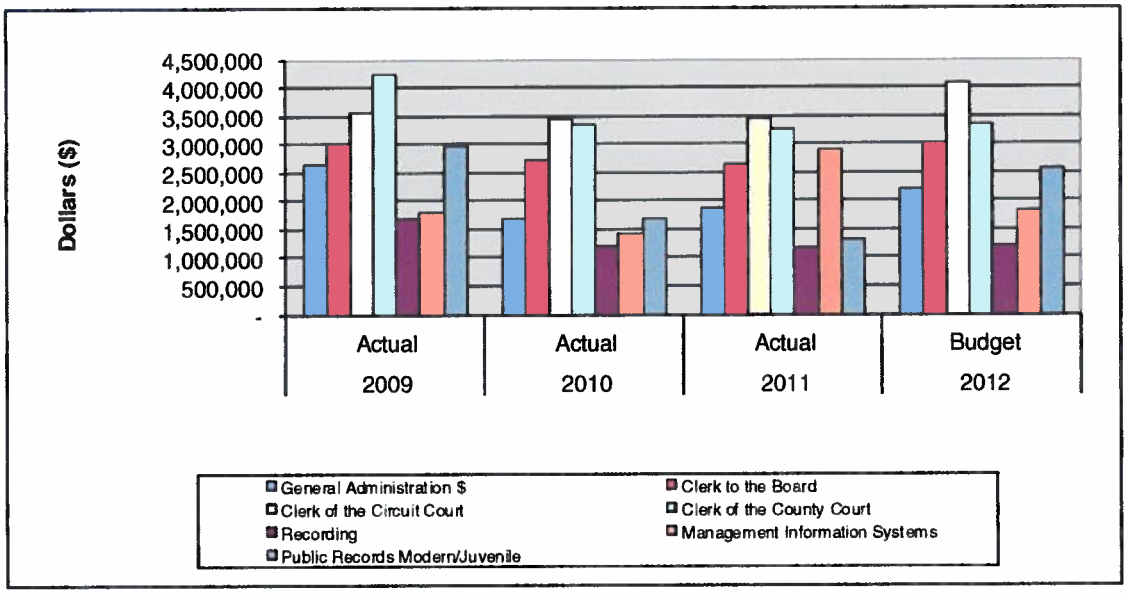
APPROPRIATIONS 2009 - 2012

All Funds Presentation By Function	2009 Actual	2010 Actual	2011 Actual	2012 Budget
General Administration	$ 2,631,720	$ 1,695,314	$ 1,844,689	$ 2,177,600
Clerk to the Board	2,998,421	2,724,529	2,651,297	3,017,100
Clerk of the Circuit Court	3,557,979	3,458,819	3,442,916	4,063,517
Clerk of the County Court	4,218,157	3,340,515	3,247,214	3,341,800
Recording	1,662,256	1,200,014	1,158,826	1,208,000
Management Information Systems	1,773,299	1,438,320	2,882,868	1,810,600
Public Records Modernization	2,981,977	1,677,220	1,314,820	2,567,689
Reserves	-	-	-	1,471,182
Total	$ 19,823,809	$ 15,534,731	$ 16,542,630	$ 19,657,488

2011 APPROPRIATIONS ALLOCATION



HISTORY OF EXPENDITURES BY DIVISION



CAPITAL BUDGETS BY DIVISION

Capital Outlay - General Fund	2009 Actual	2010 Actual	2011 Actual	2012 Budget	Variance	% Change
General Administration	$ 1,015	$ -	$ -	$ 31,300	$ 31,300	0.00%
Clerk of the Board	-	-	10,786	81,500	70,714	0.00%
Clerk of the Circuit Court	-	-	-	-	-	0.00%
Clerk of the County Court	-	-	-	-	-	0.00%
Recording	-	-	5,845	-	(5,845)	0.00%
Management Information Systems	574,172	175,896	865,507	279,500	(586,007)	(67.71%)
Public Records Modernization	597,991	43,480	150,720	1,417,100	1,266,380	840.22%
Total	$ 1,173,178	$ 219,376	$ 1,032,858	$ 1,809,400	$ 776,542	353.98%

ASSUMPTIONS FOR EXPENDITURE ESTIMATES

The procedures used to estimate expenditures are as follows:

- Total expenditures are largely personnel related, historically 75-80% of total expenditures. We do not anticipate any significant drop in our staffing levels for this budget cycle. We will be adding the staff for the Internal Audit department.
- There are no raises budgeted for the fifth consecutive year. Due to budget restrictions from the State and the Board of County Commissioners we are unable to offer merit increases, promotions or cost of living adjustments.
- The Florida State Retirement System will increase the rates for all classes of employees on July 1, 2012. On July 1, 2011 the legislature changed the laws to provide that all employees will contribute 3% towards their retirement.
- Operating expenses projected by the departments are to remain relatively stable.
- Capital expenditures will increase in FY 2012 as the Probate, Probation and Child Support areas will be added to the case management system. These software purchases along with the replacement of network switching equipment for the Clerk's network will significantly increase capital purchases.
- Legal fees will be declining since the conclusion of the lawsuit with the Board regarding the Internal Audit abilities of the Clerk's office.
- The non-court budget was created with the expectation of a 3% reduction from the prior year's budget. The net slight increase was due to the addition of annualized audit services.
- The State court budget was reduced by 5% from the prior budget based upon Florida Clerk of Courts Operations Corporation budget directives.

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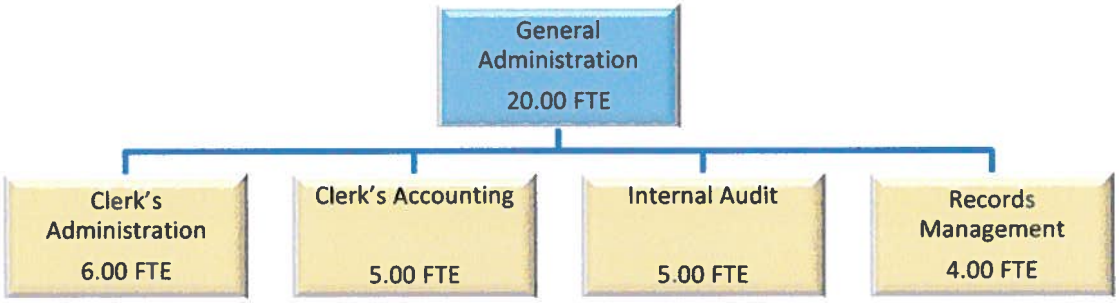
DEPARTMENT BUDGET DETAILS

GENERAL ADMINISTRATION

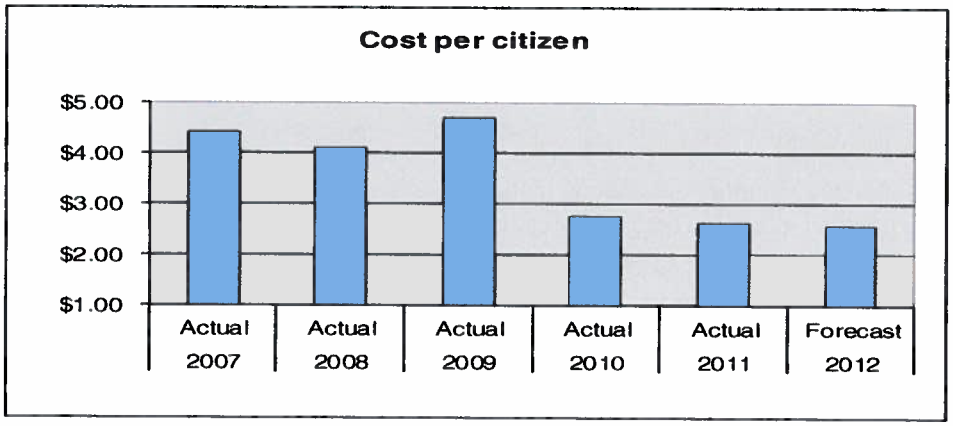


The Clerk's Administration office provides the services required by the Florida Constitution, which includes: Clerk of the Circuit Court, Clerk of the County Court, County Comptroller/Treasurer, County Auditor, County Recorder, and Secretary/Ex-Officio Clerk of the County Commissioners.

Key Objectives for 2012:

- Provide for the general management of the Clerk's departments.
- Maintain and update Clerk's office policies and procedures.
- Ensure all procurements of goods and services are acquired in an efficient and effective manner.
- Ensure that the Human Resources function is operated in compliance with state and federal laws and regulations.
- Continue to update and evolve CollierClerk.com
- Provide newsletters, press releases, notices and promotional materials utilizing print, audio, video and other electronic media.
- Expand education seminars, speaking engagements, one on one meetings with the public as requested.
- Respond to media requests for data and information related to court, official records and county government minutes and records.
- Expansion of the county-wide initiatives, like Sunshine Week by coordinating outreach events and media activities.

Performance Measures:



Efficiency:

- Continue to provide the general management of the Clerk's Office in a manner pursuant to Florida Statutes.
- Expansion of educational programs to enhance citizen awareness of the Clerk's office.

GENERAL ADMINISTRATION – CLERK'S ADMINISTRATION

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
General Fund 011						
Personal Services	$ 208,658	207,000	205,934	205,700	(1,300)	(0.63%)
Operating Expenses	192,204	144,900	137,801	146,100	1,200	0.83%
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	400,862	351,900	343,735	351,800	(100)	(0.03%)
Permanent Positions	1.93	1.93	1.93	1.93	-	0.00%
Court Services Fund 013						
Personal Services	424,587	487,100	438,230	463,200	(23,900)	(4.91%)
Operating Expenses	38,063	89,500	29,275	37,100	(52,400)	(58.55%)
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	462,651	576,600	467,505	500,300	(76,300)	(13.23%)
Permanent Positions	4.07	4.07	4.07	4.07	-	0.00%
Total All Fund Sources						
Personal Services	633,245	694,100	644,164	668,900	(25,200)	(3.63%)
Operating Expenses	230,267	234,400	167,076	183,200	(51,200)	(21.84%)
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	$ 863,512	928,500	811,240	852,100	(76,400)	(8.23%)
Permanent Positions	6.00	6.00	6.00	6.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- Litigation between the Board of County Commissioners and the Clerk of Courts was completed in early fiscal year 2010 with the one exception of one item to be heard by the Florida Supreme Court. This was finalized in FY 11.

Current FY 2012:

- The FY2012 budget represents a decrease of $76,400 or 8.23% when compared to the FY2011 budget. The reduction is largely in the operating expenses due to the reduced legal fees from completion of the litigation between the Board of County Commissioners and the Clerk of Courts.

Expanded FY 2012:

- There are no expanded positions and services planned for Fiscal Year 2012 budget.

Major Accomplishments Fiscal-Year 2011:

- Published and distributed four issues of CollierClerk.com Newsletter through Clerk's offices, other constitutional offices, public libraries, community groups and organizations including the Chamber of Commerce.
- Trained all Clerks staff in the use and functionality of the Clerk's website in order to facilitate use and customer service.

- Enhanced audio, video and interactive capabilities of the Clerk's website. Wrote and produced instructional video/test scripts.
- Received approximately 3000 "hits" per day to the newly enhanced Clerk's Website.
- Expanded Community Outreach efforts through new services, online educational curriculum and public relations handouts.
- Installed self-service Traffic payment kiosks in all satellite offices around the county to increase efficiency and access by the public.
- Organized and delivered over 30 outreach activities with various civic, media and educational groups.

Major Goals Fiscal-Year 2012:

- Maximize employee retention using flexible hours.
- Implement and expand community outreach initiatives related to Homeowner associations, public schools and civic groups in Collier County.
- Set-up and staff approximately 30 community outreach activities.
- Manage the ongoing process to update, edit and enhance the CollierClerk.com website.
- To increase public awareness and understanding of the Office of the Clerk of Courts.
- Utilize a multifaceted approach to bring the Clerk's programs and services to citizens by delivering timely, accurate, useful and cost efficient information.

GENERAL ADMINISTRATION – CLERK'S ACCOUNTING

Clerk's Accounting provides financial services to the Clerk's Office to ensure that each department effectively and efficiently accomplishes their stated goals.

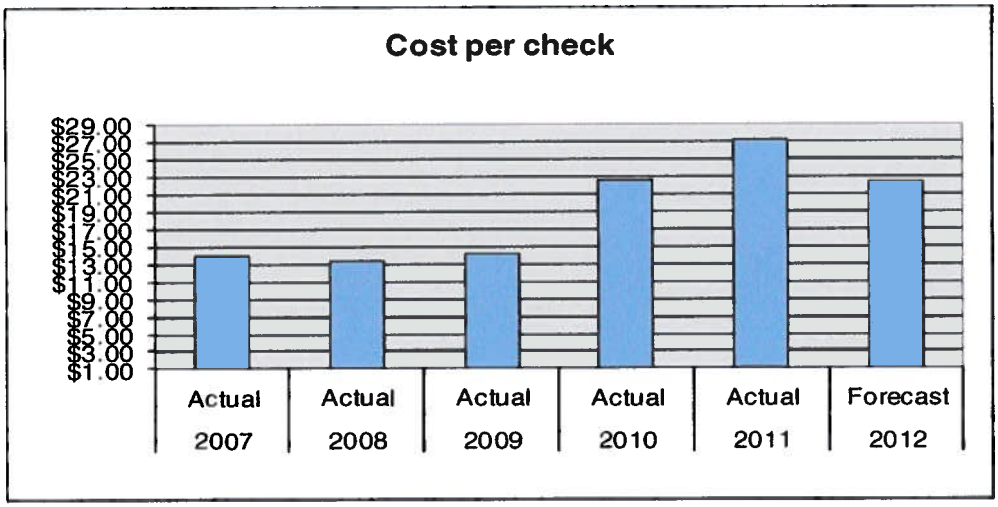
Key Objectives for 2012:

- Provide the Clerk of the Circuit Court with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that all transactions are properly recorded to permit the preparation of financial statements in accordance with generally accepted accounting principles.
- Provide cash management services including the investment of excess operating funds in accordance with adopted policy.
- Provide ongoing reporting to departments regarding budget and activities.
- Maintain 100% on time reporting to departments and State and local agencies.
- Provide systems conversion support for Clerk Activities.
- Continue Court Systems interface with SAP.
- Continue timely reporting of all 121 Article V (court related) reports.
- Continue to provide timely responses to all additional surveys and data requests as requested by the Florida Clerk of Courts Operation Corporation and other agencies.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Number of checks/wires issued	28,729	27,124	24,177	18,776	16,431	20,500

PERFORMANCE: To maintain or reduce cost per check issued. With the reallocation of one internal auditor into the accounting department in FY2010 the costs have increased. Since the department has been re-established this cost is expected to decline in FY 2012.



GENERAL ADMINISTRATION - CLERK'S ACCOUNTING

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
General Fund 011						
Personal Services	$ 131,251	139,400	138,195	135,000	(4,400)	(3.16%)
Operating Expenses	11,954	12,400	12,214	12,100	(300)	(2.42%)
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	143,204	151,800	150,409	147,100	(4,700)	(3.10%)
Permanent Positions	1.61	1.61	1.61	1.61	-	0.00%
Court Services Fund 013						
Personal Services	277,083	310,900	292,659	302,100	(8,800)	(2.83%)
Operating Expenses	6,360	8,700	6,297	12,300	3,600	41.38%
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	283,443	319,600	298,956	314,400	(5,200)	(1.63%)
Permanent Positions	3.39	3.39	3.39	3.39	-	0.00%
Total All Fund Sources						
Personal Services	408,333	450,300	430,853	437,100	(13,200)	(2.93%)
Operating Expenses	18,314	21,100	18,511	24,400	3,300	15.64%
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	$ 426,647	471,400	449,364	461,500	(9,900)	(2.10%)
Permanent Positions	5.00	5.00	5.00	5.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- Total expenditures for the fiscal-year 2011 are $22,036 or 4.67 percent less than budgeted due to savings in personal services. This was accomplished through a shift in one employee back to the Internal Audit department for 50% of his time.

Current FY 2012:

- The fiscal-year 2012 budget represents a decrease of $9,900 or 2.10 percent when compared to the fiscal-year 2011 budget. The savings is attributable to the shift in allocation of one employee to the internal audit department.

Expanded FY 2012:

- There are no expanded positions or programs included in the Fiscal Year 2012 budget.

Major Accomplishments Fiscal-Year 2011:

- 100% timely reporting to all required agencies and Board of County Commissioners.
- Received the GFOA Budget for the eighth consecutive year.

Major Goals Fiscal-Year 2012:

- Receive GFOA Distinguished Budget Award.
- Maintain 100% on time reporting to all required agencies.
- Complete the annual financial and all state audits with no audit comments.
- Complete conversion of Court Systems.
- Implement systems integration for additional credit cards and collections interfaces.

GENERAL ADMINISTRATION – INTERNAL AUDIT

The Clerk's Internal Audit provides an independent, objective assurance of the accuracy of financial data. Audit plans are designed to add value and improve the organization's operations for the Clerk's Agency and Board of County Commissioner departments. Due to ongoing litigation, the Clerk was precluded from auditing Board Departments beyond a pre-disbursement review since 2005. In November 2010 the pending litigation was finalized in favor of the Clerk's ability to audit. The original FY11 funding did not include funding for the Internal Audit department, this was added in the second quarter of FY11. Activity forecast for FY12 includes full year funding for the department. Internal Audit assists the organization in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

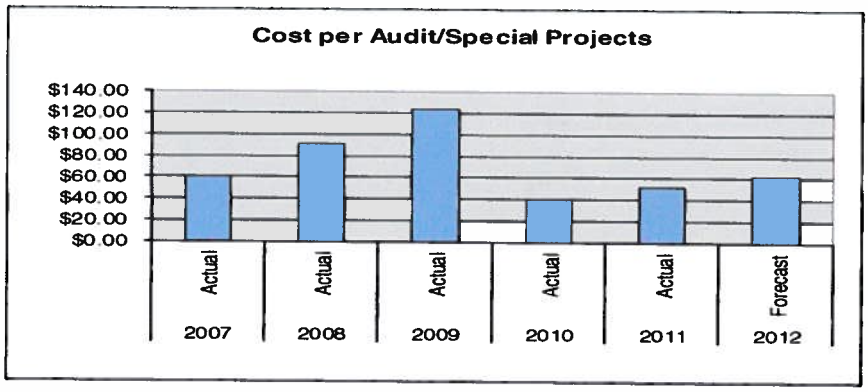
Key Objectives for 2012:

- Provide auditing services in an efficient and effective manner and operate as a management tool to improve government services. This service includes reviews of the reliability and integrity of information, compliance with fiscal policies and regulations, the safeguarding of assets, and the economical and efficient use of resources.
- Provide guardianship audits required by Florida Statutes which consist of applying procedures to the annual accounting and inventory reports filed by Court appointed guardians. A nominal statutory fee is received by the Clerk's Office for guardianship audits.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Number of audits/special projects	19	20	10	10	21	34
Number audit/special project hours	5,800	4,600	1,600	1600	5997	7267
Number of Guardianship Audits	893	796	790	795	786	792

Performance: Reduce cost per audit.



The large reduction in FY 2010 is a result of the reallocation of Internal Audit staff during the litigaton.

GENERAL ADMINISTRATION - INTERNAL AUDIT

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
General Fund 011							
Personal Services	$	-	253,800	247,901	379,100	125,300	49.37%
Operating Expenses		1,516	6,500	5,838	10,200	3,700	56.92%
Capital Expenses		-	3,000	3,000	4,000	1,000	33.33%
Total Appropriations	$	1,516	263,300	256,739	393,300	130,000	49.37%
Permanent Positions		-	4.00	3.00	4.00	-	0.00%
Court Services Fund 013							
Personal Services		94,284	98,800	94,651	104,700	5,900	5.97%
Operating Expenses		311	1,400	253	500	(900)	(64.29%)
Capital Expenses		-	-	-	-	-	0.00%
Total Appropriations		94,595	100,200	94,903	105,200	5,000	4.99%
Permanent Positions		1.00	1.00	1.00	1.00	-	0.00%
Total All Fund Sources							
Personal Services		94,284	352,600	342,551	483,800	131,200	37.21%
Operating Expenses		1,827	7,900	6,091	10,700	2,800	35.44%
Capital Expenses		-	3,000	3,000	4,000	1,000	33.33%
Total Appropriations	$	96,110	363,500	351,642	498,500	135,000	37.14%
Permanent Positions		1.00	5.00	4.00	5.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- The expenditures for fiscal-year 2011 are $11,858 or 3.26 percent less than the budget. This variance is primarily attributed to personal costs which are $10,049 less than the appropriation due to the department only being re-established during the second quarter of the budget cycle.

Current FY 2012:

- The fiscal-year 2012 budget reflects an increase of approximately $135,000 or 37.14 percent, when compared to the previous fiscal cycle due to the annualized costs of added personal in the department.

Expanded FY 2012:

- There is one additional position scheduled to be added to bring staffing levels to pre-litigation levels.

Major Accomplishments Fiscal-Year 2011:

- Completion of 21 audit reports and special projects.
- Completion of 786 guardianship audits.

Major Goals Fiscal-Year 2012:

- Develop formalized internal audit work plan to validate costs and controls.
- Provide auditing services to the County in an efficient and effective manner and operate as a management tool to continue to improve government services.
- Provide guardianship audits required by the Florida Statues
- Provide auditing services for Clerk of Court Operations.

GENERAL ADMINISTRATION – RECORDS MANAGEMENT

The Clerk's Records Management provides a systematic approach to controlling all phases of records. They continue to reduce the proliferation of paper providing efficient access to needed information, properly dispose of obsolete records, provide documentation of compliance with laws, ordinances and other regulations and to maintain historical records.

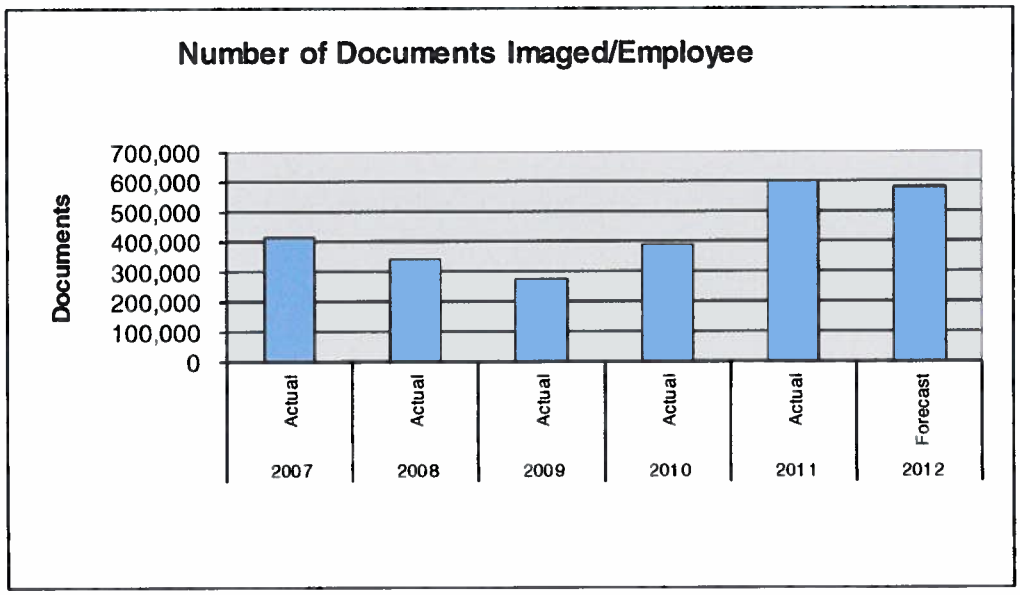
Key Objectives for 2011:

- To sustain a highly efficient storage/retrieval and microfilm processing division for the historical public records and court data submitted to the Office of the Clerk of the Circuit Court.
- To meet the demands of the various agencies related to archiving documents in an efficient and effective manner.
- To ensure that historical records are maintained in a proper climatic environment.
- To maintain records according to records retention laws and efficiently executes destruction of obsolete records to maximize storage space.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Boxes stored	2225*	2225*	2225*	2225*	2225*	2225*
Documents microfilmed	3,311,017	2,742,072	2,182,425	2,700,823	2,392,224	2,300,000

Efficiency:



GENERAL ADMINISTRATION – RECORDS MANAGEMENT

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
General Fund 011							
Personal Services	$	81,566	83,600	82,028	84,900	1,300	1.56%
Operating Expenses		37,819	46,200	45,313	49,100	2,900	6.28%
Capital Expenses		-	-	-	27,300	27,300	0.00%
Total Appropriations		119,385	129,800	127,342	161,300	31,500	24.27%
Permanent Positions		2.34	1.28	1.28	1.28	-	0.00%
Court Services Fund 013							
Personal Services		171,089	186,500	160,913	188,000	1,500	0.80%
Operating Expenses		18,570	26,900	20,843	16,200	(10,700)	(39.78%)
Capital Expenses		-	-	-	-	-	0.00%
Total Appropriations		189,659	213,400	181,756	204,200	(9,200)	(4.31%)
Permanent Positions		4.66	2.72	2.72	2.72	-	0.00%
Total All Fund Sources							
Personal Services		252,656	270,100	242,941	272,900	2,800	1.04%
Operating Expenses		56,388	73,100	66,157	65,300	(7,800)	(10.67%)
Capital Expenses		-	-	-	27,300	27,300	0.00%
Total Appropriations	$	309,044	343,200	309,097	365,500	22,300	6.50%
Permanent Positions		7.00	4.00	4.00	4.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- Total expenditures are $309,097 or 9.94 percent below the FY 2011 budget due to a decrease in personal services and operating costs. This reduction is due to a partial year staffing vacancy.

Current FY 2012:

- The cost for current services increased by $22,300 or 6.50 percent when compared to FY 2011 budget. This increase is for equipment to replace aging microfilming equipment currently being utilized in the department.

Expanded FY 2012:

- There are no expanded positions included in the Fiscal Year 2012 budget.

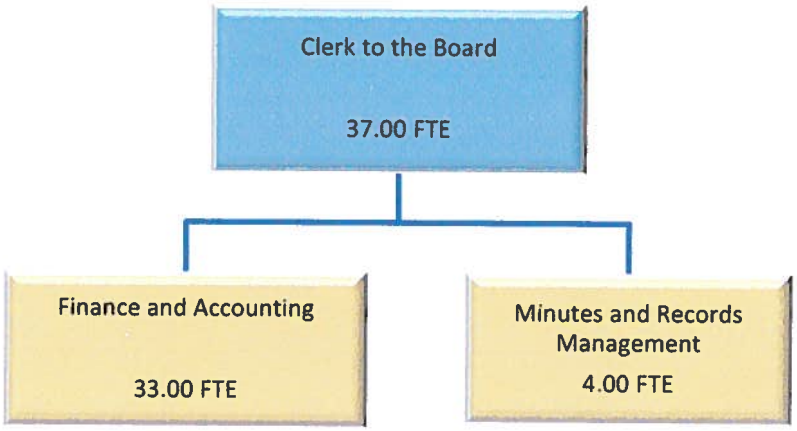
Major Accomplishments Fiscal-Year 2011:

- Converted microfilm to digital images.

Major Goals Fiscal-Year 2012:

- Improve technology and enhance records distribution through use of computer disks (CD) versus paper or microfilm.
- Enhance document retrieval through automation.
- Maintain or improve the number of documents imaged per employee.
- Aggressively microfilm or otherwise preserve records and enhanced retrieval capabilities.

CLERK TO THE BOARD



CLERK TO THE BOARD – FINANCE AND ACCOUNTING

Finance audits all accounting and finance related transactions of the Board of County Commissioners to assure compliance with laws, ordinances, resolutions, and adopted policies; accounts for all Board transactions in conformity with generally accepted accounting principles; safeguards all County funds; manages investment and debt; and advises the Board of County Commissioners on finance and accounting matters.

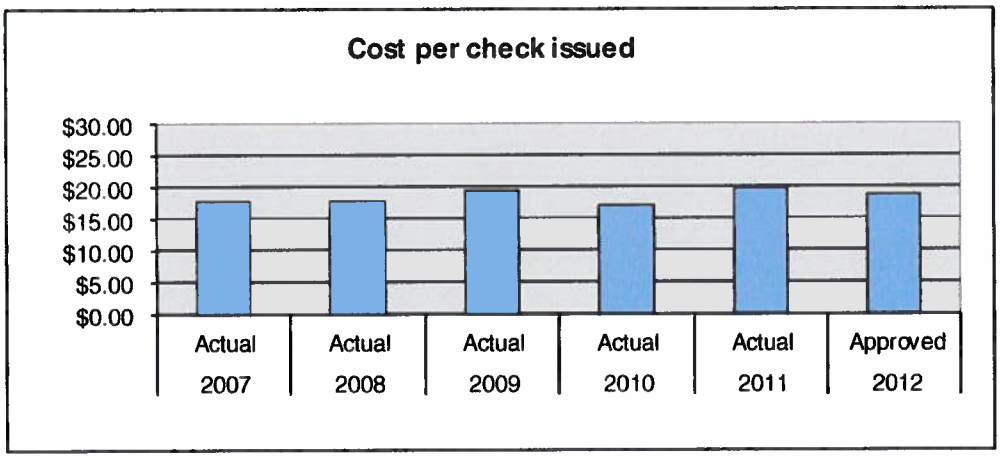
Key Objectives for 2012:

- Maintain books and accounts for the Board of County Commissioners in accordance with generally accepted accounting principles and in compliance with statutory requirements.
- Ensure that the financial statements of the Board and Clerk are prepared and audited annually in accordance with generally accepted auditing standards.
- Ensure that the proper reports and financial statements are filed with the Office of the Auditor General and Federal and State agencies.
- Provide cash management services including the investment of excess operating funds in accordance with the County's Investment Policy and state statute.
- Monitor debt service requirements and compliance with bond covenants.
- Obtain GFOA CAFR recognition.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Vendor invoices processed	102,603	104,922	93,893	88,887	91,336	92,000
Payroll checks/wires	53,573	53,043	48,984	47,394	48,629	48,500
Total	156,176	157,965	142,877	136,281	139,965	140,500

Efficiency:



CLERK TO THE BOARD - FINANCE AND ACCOUNTING

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$ 2,181,456	2,628,200	2,478,789	2,313,700	(314,500)	(11.97%)
Operating Expenses	139,559	139,200	139,074	137,800	(1,400)	(1.01%)
Capital Expenses	-	6,000	6,000	5,000	(1,000)	(16.67%)
Total Appropriations	$ 2,321,015	2,773,400	2,623,863	2,456,500	(316,900)	(11.43%)
Permanent Positions	35.00	33.00	33.00	34.00	1	3.03%

Budget Highlights:

Actual FY 2011:

- Expenditures are $2,623,863 or approximately 5.40 percent less than appropriated due to unfilled vacancies.

Current FY 2012:

- The FY12 budget reflects a decrease of $316,900 or 11.43 percent. The majority of this decrease is personal expenses as FTEs have shifted to the Internal Audit department.

Expanded FY 2012:

- There is an increase of 1 FTE in FY12 to assist with grants accounting.

Major Accomplishments Fiscal-Year 2011:

- Submitted the Collier County Board of County Commissioners Comprehensive Annual Financial Report for the "Certificate of Excellence in Financial Reporting" for FY 2010.
- Received CAFR Certificate of Excellence in reporting for FY 2008, FY 2009 and FY 2010.
- Continued timely processing of invoices and payroll.
- Restructured the Contracts and Accounts Payable staff to provide continuity of services.

Major Goals Fiscal-Year 2012:

- Receive CAFR Certificate of Excellence in reporting for Fiscal Year 2011.
- Prepare Board of County Commissioners and SOE financial statements for FY 2011 in compliance with GASB.
- Timely submission of all financial reports.
- Continue implementation of SAP modules or other integrated packages to maximize technology and minimize the need to expand personnel.
- Provide prudent cash management and maximize return on investment while safeguarding principal.

CLERK TO THE BOARD – BOARD MINUTES AND RECORDS

Board Minutes and Records provides/produces accurate, concise minutes of the Board of County Commissioners' meetings and related committees, for the benefit of the general public, staff, and the Board.

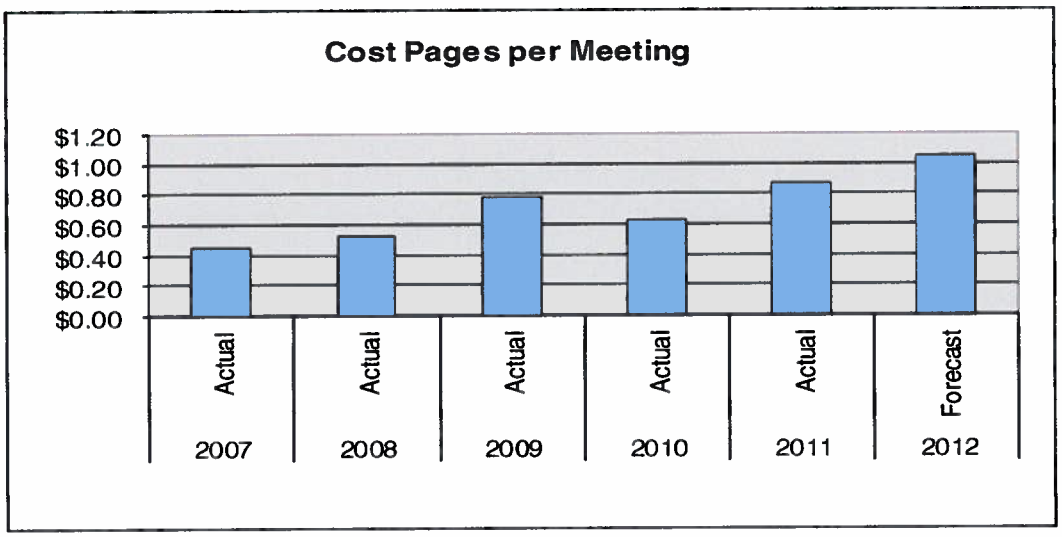
Key Objectives for 2012:

- To readily make available minutes, ordinances, resolution, contracts and other formal document to the public, the staff, and all Constitutional Officers as approved by the Board.
- Provide quality customer service.
- Continue to maintain the annual lobbyist list by administering the registration process and client quarterly updates.
- Archival of the public record by electronic means and microfilming.
- Administration of the Value Adjustment Board for Collier County.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Board/Committee Meetings	80	84	69	78	78	65
Number of Pages Transcribed	10,459	10,275	8,885	8,223	8,419	8,200

Efficiency:



CLERK TO THE BOARD - BOARD MINUTES AND RECORDS

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$ 213,994	222,100	222,065	212,600	(9,500)	(4.28%)
Operating Expenses	189,521	281,900	268,301	271,500	(10,400)	(3.69%)
Capital Expenses	-	76,500	76,500	76,500	-	0.00%
Total Appropriations	$ 403,515	580,500	566,866	560,600	(19,900)	(3.43%)
Permanent Positions	4.00	4.00	4.00	4.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- Total expenditures for fiscal-year 2011 are $566,866 or 3.35 percent less than the FY 2011 budget. This is due to a decrease in Operating Expenses. This was accomplished through controlled expenditures and reduced transcription fees.

Current FY 2012:

- The fiscal-year 2012 budget reflects a decrease of approximately $19,900 or 3.43 percent, when compared to the prior year budget due to expected reduction in transcription fees and reduced personal services from the 3% employee contribution towards retirement.

Expanded FY 2012:

- There are no expanded positions included in the Fiscal Year 2012 budget.

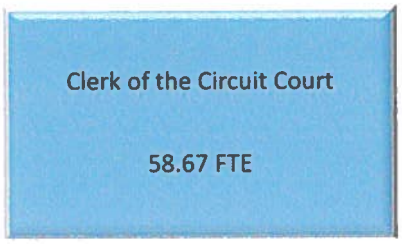
Major Accomplishments Fiscal-Year 2011:

- Efficiently and effectively transcribed meetings.
- Efficiently and effectively processed Value Adjustment Board petitions which increased dramatically over the previous fiscal years.

Major Goals Fiscal-Year 2012:

- Finalize the automation process for lobbyist registration, client updates and annual renewals through internet access.
- Automate the Value Adjustment Board process as cost effectively as possible, due to the continued increase of petitions filed.
- Processing of payments for lobbyist registration/renewals, VAB petitions and copy charges by use of credit/debit card payments.
- Interactive web access of the complete Value Adjustment Board process, including the processing of payment by use of credit/debit cards or ACH.
- Continue automation of lobbyist registration and file maintenance.
- Digitize archived documents from microfilm to web access in order to make more information available to the public via the collierclerk.com website.

CLERK OF THE CIRCUIT COURT

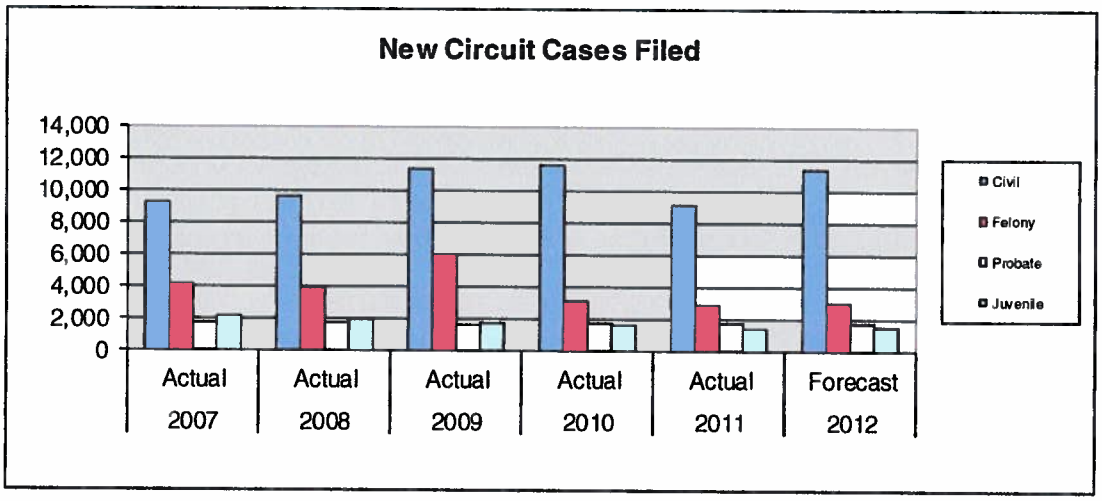


The Clerk as Clerk of the Circuit Courts performs the constitutional and statutory duties of the Circuit Courts in maintaining Court Records and in providing responsible service to the judiciary, the legal community and the public.

Key Objectives for 2012:

- Process all felony, probate, juvenile, guardianship, and circuit civil cases in a timely manner consistent with state standards.
- Prepare court calendars, attend court hearings and trials, record and maintain court evidence.
- Process circuit court level appeals and prepare for the District Court.

Caseload:



Efficiency:

	State Standards		Quarterly Reporting					Annual
	ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in		1 07/01/10-09/30/10	2 10/01/10-12/31/10	3 01/01/11-03/31/11	4 04/01/11-06/30/11		07/01/10-06/30/11
Circuit								
Criminal *(defendants)*	80%	2 bus. days	97.7%	97.5%	97.3%	97.5%		97.5%
Juvenile Delinquency *(juveniles)*	80%	2 bus. days	100.0%	99.7%	99.4%	98.9%		99.5%
Civil (cases)	80%	2 bus. days	99.6%	99.8%	99.3%	99.3%		99.5%
Circuit Probate (cases)	80%	2 bus. days	100.0%	100.0%	100.0%	100.0%		100.0%
Family (cases)	80%	3 bus. days	99.7%	99.2%	100.0%	99.2%		99.5%
Juvenile Dependency (cases)	80%	2 bus. days	100.0%	100.0%	98.4%	89.7%		97.0%
	ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date		07/01/10-09/30/10	10/01/10-12/31/10	01/01/11-03/31/11	04/01/11-06/30/11		07/01/10-06/30/11
Circuit								
Criminal *(defendants)*	80%	3 bus. days	98.8%	99.0%	98.8%	98.7%		98.8%
Juvenile Delinquency *(juveniles)*	80%	3 bus. days	99.6%	99.7%	99.6%	99.7%		99.7%
Civil (cases)	80%	3 bus. days	89.4%	98.9%	99.3%	99.1%		96.7%
Circuit Probate *(cases)*	80%	3 bus. days	98.0%	97.8%	98.1%	98.4%		98.1%
Family *(cases)*	80%	3 bus. days	85.5%	96.5%	100.0%	97.1%		94.8%
Juvenile Dependency *(cases)*	80%	3 bus. days	99.6%	99.7%	99.5%	95.7%		98.6%

CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$	3,193,931	3,739,200	3,302,662	3,663,817	(75,383)	(2.02%)
Operating Expenses		264,886	301,309	176,070	399,700	98,391	32.65%
Capital Expenses		-	-	-	-	-	0.00%
Total Appropriations	$	3,458,817	4,040,509	3,478,732	4,063,517	23,008	0.57%
Permanent Positions		60.30	60.49	55.80	55.80	(4.69)	(7.75%)

Budget Highlights:

Actual FY 2011:

- Total expenditures are $3,478,732 or 13.91 percent less than the adopted budget. The majority of the difference is within the personal services. This is attributable to unfilled positions from retirement and departmental re-organization in the court areas.

Current FY 2012:

- The fiscal-year 2012 budget reflects an increase of $23,008 or 0.57 percent, when compared to the prior year's adopted budget due to increases in telephone charges resulting from the office relocation and minor office furniture replacements.

Expanded FY 2012:

- There are no expanded positions included in the Fiscal Year 2012 budget however there was an allocated reduction of existing position of 4.69 FTEs.

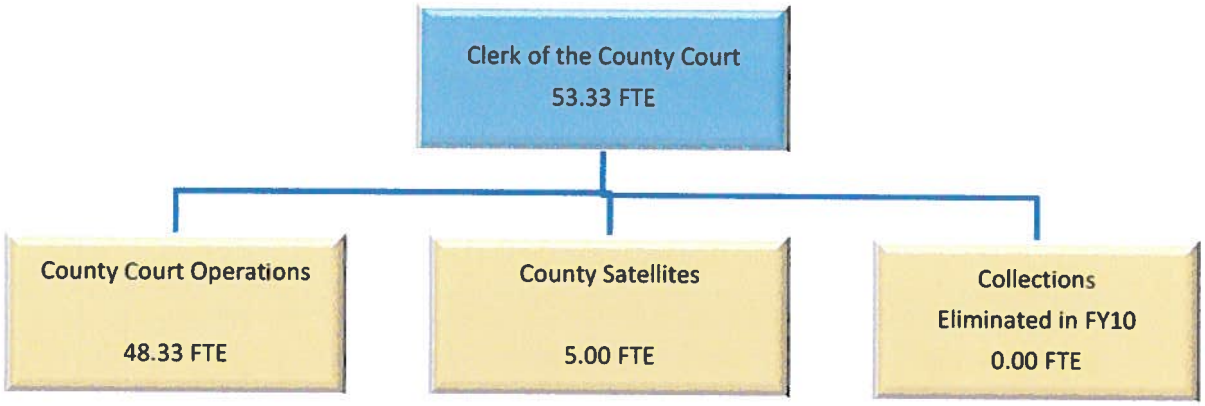
Major Accomplishments Fiscal-Year 2011:

- Continue software conversion for the Civil department and enhancements to court records information system for the Traffic and Criminal departments.
- Updated levy procedures for use as reference information for deputy clerk.
- Increased timeliness of opening and docketing cases further above state standards.
- Consistently met state standards as required in Article V reporting in all but one department.

Major Goals Fiscal-Year 2012:

- Continue conversion to the new court system for the remaining departments (Civil, Probate and Child Support).
- Meet state timeless requirements for opening cases after initial documents are clocked into the system.
- Meet state docketed entry requirements after initial documents are clocked into the system.
- Cross-train employees to work in all departments with the new court system.

CLERK OF THE COUNTY COURT



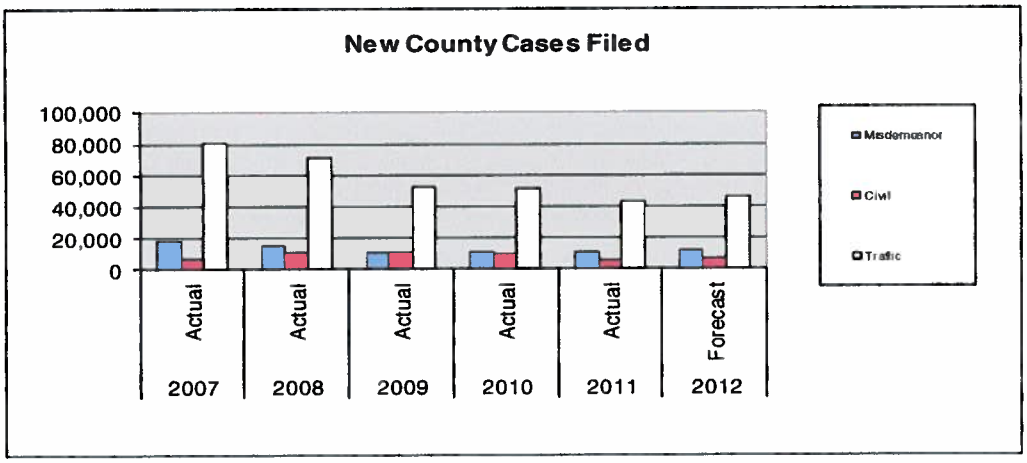
CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

Clerk to the County Court performs the constitutional and statutory duties of the County Courts in maintaining Court Records and in providing responsible service to the judiciary, the legal community and the public.

Key Objectives for 2012:

- Process traffic infractions, criminal actions (traffic and misdemeanors), and all civil actions with claims under $15,000.
- Assist customers in filing small claims and landlord tenant actions, prepare court calendars, attend hearings and trials, and record and maintain court evidence.
- Process appeals to the Circuit Court level and assemble the jury pool for all local courts.
- Prepare statistical reports for reporting to the state.

Caseload:



Efficiency:

	State Standards		Quarterly Reporting					Annual
	ANNUAL Projected %of new cases OPENED within X business days after initial documents are clocked in		1 07/01/10-09/30/10	2 10/01/10-12/31/10	3 01/01/11-03/31/11	4 04/01/11-06/30/11		07/01/10-06/30/11
County								
Criminal *(defendants)*	80%	3 bus. days	96.8%	95.0%	94.9%	95.4%		95.5%
Criminal Traffic *(UTC)*	80%	2 bus. days	94.3%	94.1%	95.4%	96.5%		95.1%
Civil (cases)	80%	2 bus. days	99.3%	99.7%	99.9%	99.3%		99.6%
Civil Traffic (UTC)	80%	4 bus. days	98.8%	99.4%	99.8%	99.8%		99.5%
	ANNUAL Projected %of docket entries entered within X business days after clock in/action taken date		07/01/10-09/30/10	10/01/10-12/31/10	01/01/11-03/31/11	04/01/11-06/30/11		07/01/10-06/30/11
County								
Criminal *(defendants)*	80%	3 bus. days	98.5%	97.8%	98.0%	97.1%		97.9%
Criminal Traffic *(UTC)*	80%	3 bus. days	98.6%	98.0%	98.8%	97.0%		98.1%
Civil (cases)	80%	3 bus. days	91.3%	98.6%	98.9%	98.8%		96.9%
Civil Traffic (UTC)	80%	4 bus. days	99.5%	99.6%	99.5%	99.5%		99.5%

CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$	2,726,362	3,044,900	2,724,482	2,820,500	(224,400)	(7.37%)
Operating Expenses		145,769	405,500	256,624	207,400	(198,100)	(48.85%)
Capital Expenses		-	-	-	-	-	0.00%
Total Appropriations	$	2,872,131	3,450,400	2,981,106	3,027,900	(422,500)	(12.24%)
Permanent Positions		35.25	50.51	53.33	53.33	2.82	5.58%

Budget Highlights:

Actual FY 2011:

- Total expenditures are $2,981,106 or 13.61 percent less than the adopted budget. This decrease is attributable to unfilled positions from retirement and departmental re-organization in the court areas.

Current FY 2012:

- The cost for current services decreased by $422,500 or 12.24 percent when compared to the prior budget year, anticipating personal services decreases due to the reallocation of personnel within the Clerk court departments.

Expanded FY 2012:

- There are no expanded positions included in the Fiscal Year 2012 budget.
- Changes are a result of shifting personnel into other departments from the county court areas.

Major Accomplishments Fiscal-Year 2011:

- Complied with TCATS, the state mandated electronic transfer of traffic dispositions and driver license suspensions.
- Completed the criminal system computer upgrade. This will improve reporting to other agencies.
- Continued the cross training of employees.
- Met all eight performance measures on timeliness each quarter.
- Met all four collection measures each quarter.

Major Goals Fiscal-Year 2012:

- Continue to upgrade court computer system.
- Complete software conversion to new court records information system.
- Meet state timeliness requirements for opening cases after initial documents are clocked into the system.
- Meet state docketed entries requirements after initial documents are clocked into the system.
- Continue cross-training for employees as new department are added to the new court system.

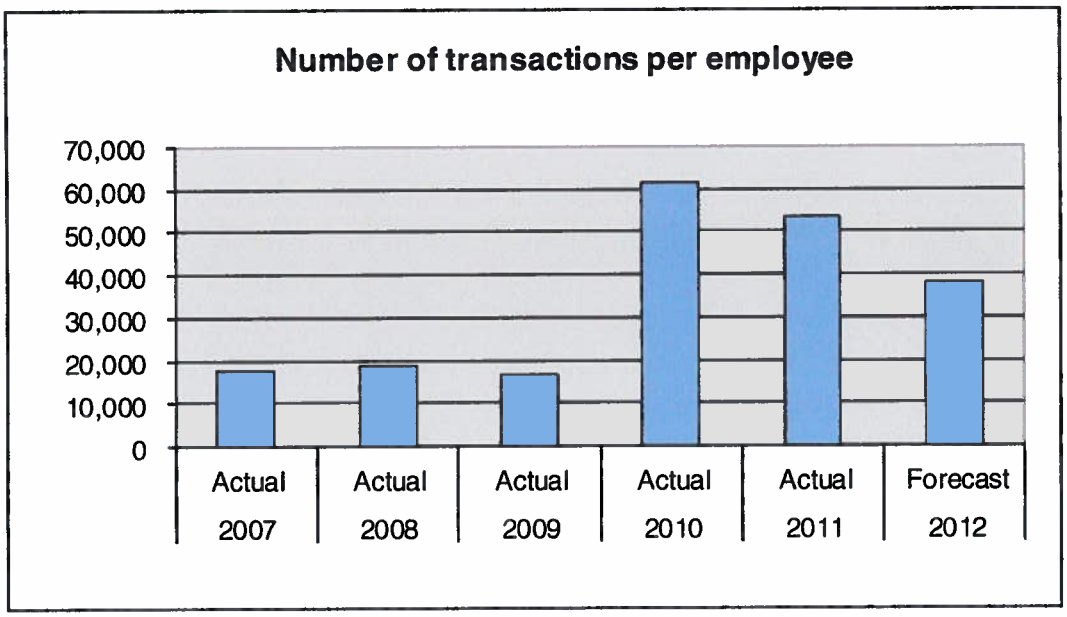
CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

The Satellite offices provide the citizens of Collier County an alternative to traveling to the Courthouse by having remote offices located throughout the County. In FY 2010, due to budgetary constraints, 4 satellite offices were closed eliminating 10.75 satellite clerk positions.

Key Objectives for 2012:

- Providing services throughout the County to best serve citizens in declining economic conditions.
- Successful conversion of court information management system including cross training of employees on new systems.

Efficiency:



Note: With the closing of 4 satellite offices, activity has increased at the Courthouse. The closing of offices has reduced the number of locations available for citizens to conduct their business. The satellite offices are located for convenience to the citizens and we are experiencing more usage in the remaining offices. The number of transactions processed by the remaining satellite clerks has increased on a per clerk basis.

CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$ 283,866	259,200	245,361	285,700	26,500	10.22%
Operating Expenses	23,157	24,400	21,063	28,200	3,800	15.57%
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	$ 307,023	283,600	266,424	313,900	30,300	10.68%
Permanent Positions	4.00	4.00	4.00	5.00	1.00	25.00%

Budget Highlights:

Actual FY 2011:

- Total expenditures are $266,424 or 6.06 percent less than the FY 2011 budget. This is primarily due to reduced personal services costs.

Current FY 2012:

- The cost for current services increased by $30,300 or 10.68 percent when compared to the prior budget due to the increase of 1 FTE.

Expanded FY 2012:

- There is an increase of 1.00 FTEs in satellite operations. This is a "floater" position to cover all locations.

Major Accomplishments Fiscal-Year 2011:

- Crossed trained clerks and cashiers on court information system for Traffic.
- Enhanced training on all Courts/Finance related systems.

Major Goals Fiscal-Year 2012:

- Conversion of all court related systems to new technology.
- Cross-training for courthouse cashiers and satellite staff with all cashier functions and accounting systems.
- Maintain adequate customer service in a declining economic market using enhanced technology, including customer self-service kiosks.
- Pursue possible site locations for kiosks or satellite operations.

CLERK OF THE COUNTY COURT – COLLECTIONS

Per State statute Misdemeanor Collections was outsourced in FY 2010 to two collection agencies. Outsourcing this function provides a cost effective method for the collection of current and past due fines and fees imposed by the judicial system.

Key Objectives for 2012:

- Enhance collection of fines and fees through mandated outsourcing after assessments become 90 days past due.

PERFORMANCE MEASURES:

Court Type	Amount Assessed	Amount Collected	Percentage collected for reporting control groups through 06/30/11	FLCCOC Statewide Annual Standard Criteria
Cicuit Criminal	$ 6,505,987	$ 203,544	3.13%	9%
County Criminal	$ 1,103,002	$ 508,894	46.14%	40%
Juvenile Delinquency	$ 76,587	$ 27,480	35.88%	9%
Traffic Criminal	$ 2,474,648	$ 1,655,633	66.90%	40%
Circuit Civil	$ 10,957,095	$ 10,918,333	99.65%	90%
County civil	$ 1,943,991	$ 1,935,128	99.54%	90%
Traffic Civil	$ 8,067,567	$ 7,427,737	92.07%	90%
Circuit Probate	$ 596,600	$ 596,620	100.00%	90%
Family	$ 621,359	$ 605,311	97.42%	75%

Note: Circuit Criminal does not meet standards due to incarceration and probation of defendants.

CLERK OF THE COUNTY COURT – COLLECTIONS

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$ 145,167	-	-	-	-	0.00%
Operating Expenses	2,527	-	-	-	-	0.00%
Capital Expenses	-	-	-	-	-	0.00%
Total Appropriations	$ 147,694	-	-	-	-	0.00%
Permanent Positions	5.75	-	-	-	-	0.00%

Budget Highlights:

Actual FY 2011

- There is no budget for this department. It is presented for historical information purposes only. A statutory change require that all past due balances now be submitted to attorneys or collection agencies. In June, 2010 the Clerk's office contracted with two collection firms for the pursuit of these past due balances.

Current FY 2012:

- There is no budget for this department.

Major Accomplishments Fiscal-Year 2011:

- Met all of the state standard collections requirements for the quarterly control groups ending with the September, 2010 collection period except circuit criminal due to incarceration of individuals.
- Converted all records for referral to external collection agencies after 90 days.

Major Goals Fiscal-Year 2012:

- Refer records after 90 days to be processed to collection agency through an automated system in the court management system.

RECORDING

RECORDING

The Recording Department records all deeds, leases, mortgages and all other instruments that may be required or authorized by law to be recorded and processes passport applications and marriage licenses.

Key Objectives for 2012:

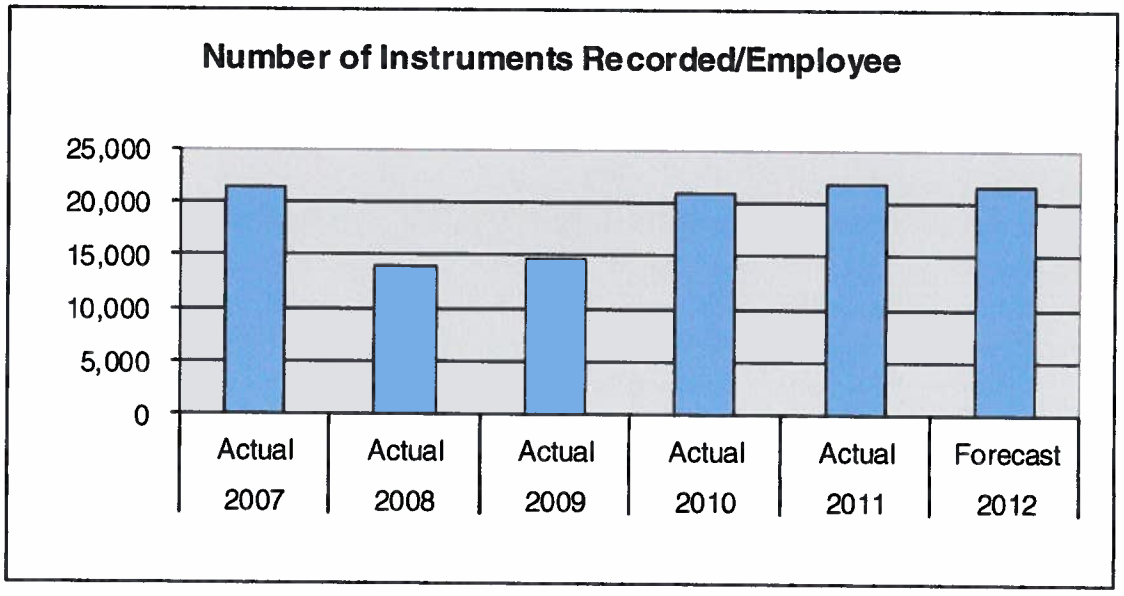
- Record and store documents that need to be recorded in the public record.
- Assist customers researching the public record.
- Collect documentary and intangible stamp tax due the Florida Department of Revenue.
- Maintain a daily register of recorded documents and maintain an index to the Official Records.
- Continue enhancement to the new recording software package.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Number of instruments recorded	644,480	421,183	408,332	397,891	393,151	390,000

Note: The significant decreases in documents recorded can be attributed to the downturn in the economy, specifically the housing market.

Efficiency:



Efficiencies were increased by reduction of 9 FTEs in FY2010 and 1 FTE in FY2011. While the number of overall documents declined the number of documents per FTE increased.

RECORDING

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Personal Services	$	1,089,684	1,069,300	1,065,172	1,072,000	2,700	0.25%
Operating Expenses		110,330	152,700	142,178	136,000	(16,700)	(10.94%)
Capital Expenses		-	-	-	-	-	0.00%
Total Appropriations	$	1,200,013	1,222,000	1,207,351	1,208,000	(14,000)	(1.15%)
Permanent Positions		19.00	18.00	18.00	18.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- Total expenditures are $1,207,351 or approximately 1.20 percent less than budget due to reduced operating expenses as a result of further office automation of the recording system.

Current FY 2012:

- The cost for current services decreased by $14,000, or 1.15 percent when compared to the prior year appropriation. The decrease is primarily attributable to operating expenses which reflect the office automation efforts within the department.

Expanded FY 2012:

- There are no expanded positions included in the Fiscal Year 2012 budget.

Major Accomplishments Fiscal-Year 2011:

- Completed the first stage of Official Records Imaging System (ORIS) for recording and cashiering.
- Maintained a low turnover rate in the department.
- Completed upgrade of recording software.

Major Goals Fiscal-Year 2012:

- Finish development of the ORIS software for automated recording systems.
- Prepare for electronic recording of documents.
- Update indexing and verification software for recorded documents.
- Prepare and make available Marriage License applications and Passport applications online to allow easier completion and processing.

MANAGEMENT INFORMATION SYSTEMS

MANAGEMENT INFORMATION SYSTEM

Management Information System (MIS) provides data processing software, hardware and administrative support to the Board of County Commissioners and its staff, the Clerk of the Circuit Court, the Supervisor of Elections and the Judiciary.

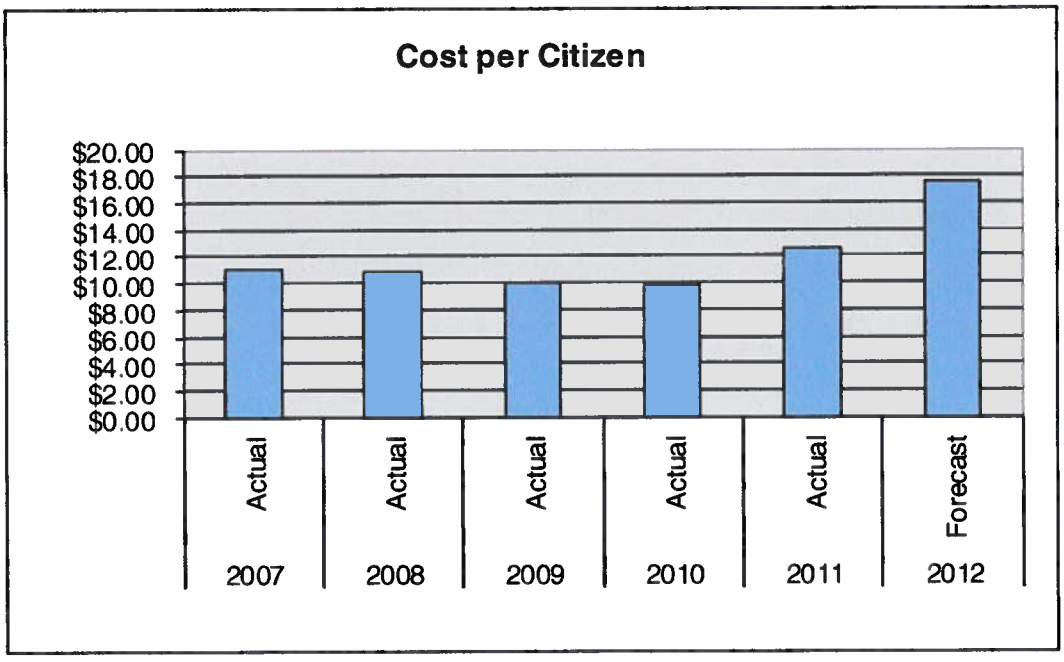
Key Objectives for 2012:

- Provide the technology requirements necessary to support current and future information needs.
- Provide high quality services and support for Clerk's Office personnel, as well as Collier County departments and outside groups/agencies that rely on Clerk's data.

Workload:

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Forecast
Authorized Users Alpha	690	704	340	300	200	100
Authorized Users NT	350	350	210	220	230	250
Disk space used	7.1TB	10TB	17TB	20TB	25TB	35TB
NT Servers	32.6TB	45TB	29TB	37TB	45TB	55TB
Software development hours	29,500	28,000	27,000	26,000	25,000	25,000
PC's and LAN Connections	406	425	400	420	390	400

Efficiency:



Note: The increase in cost per citizen in the FY2011 and 2012 is discussed in the highlights section on the following pages.

MANAGEMENT INFORMATION SYSTEMS

Appropriation Unit	FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
General Fund 011						
Personal Services	$ 768,017	1,138,900	1,136,701	1,138,300	(600)	(0.05%)
Operating Expenses	494,407	646,900	603,688	392,800	(254,100)	(39.28%)
Capital Expenses	175,896	34,100	34,100	279,500	245,400	719.65%
Reserves	-	-	-	-	-	0.00%
Total Appropriations	1,438,320	1,819,900	1,774,490	1,810,600	(9,300)	(0.51%)
Permanent Positions	8.26	11.55	11.55	11.74	0.19	1.65%
Court Technology Fund 177						
Personal Services	1,104,914	799,200	787,502	802,400	3,200	0.40%
Operating Expenses	424,244	152,700	107,378	157,189	4,489	2.94%
Capital Expenses	3,765	498,900	498,900	541,600	42,700	8.56%
Reserves	-	495,532	-	930,432	434,900	87.76%
Total Appropriations	1,532,923	1,946,332	1,393,780	2,431,621	485,289	24.93%
Permanent Positions	11.74	8.45	8.45	8.26	(0.19)	(2.25%)
Public Records Modernization 197						
Personal Services	-	-	-	-	-	0.00%
Operating Expenses	104,582	306,700	212,620	191,000	(115,700)	(37.72%)
Capital Expenses	39,715	527,000	527,000	875,500	348,500	66.13%
Reserves	-	391,226	-	540,750	149,524	38.22%
Total Appropriations	144,297	1,224,926	739,620	1,607,250	382,324	31.21%
Permanent Positions	-	-	-	-	-	0.00%
Total All Fund Sources						
Personal Services	1,872,931	1,938,100	1,924,203	1,940,700	2,600	0.13%
Operating Expenses	1,023,234	1,106,300	923,686	740,989	(365,311)	(33.02%)
Capital Expenses	219,376	1,060,000	1,060,000	1,696,600	636,600	60.06%
Reserves	-	886,758	-	1,471,182	584,424	65.91%
Total Appropriations	$ 3,115,541	4,991,158	3,907,890	5,849,471	858,313	17.20%
Permanent Positions	20.00	20.00	20.00	20.00	-	0.00%

Budget Highlights:

Actual FY 2011:

- Total expenditures are $3,907,890 or approximately 4.79 percent less than budget (excluding reserves). This is primarily due to reduced operating expenses via office automation and replacement of aging equipment with newer more effective and less expensive replacements. The MIS department is now partially funded by the Court Technology Fund 177 and the Public Records Modernization Fund 197.

Current FY 2012:

- The FY2012 budget was increased $858,313 or 17.20 percent to continue the upgrade of network equipment. With this budget cycle costs are charged directly to the special revenue fund. MIS costs are allocated between Fund 177 Court Technology, Fund 197 Public Records Modernization, and Fund 011 Non-Court.

Expanded FY 2012:

- There are no expanded positions included in the Fiscal Year 2012 budget.

Major Accomplishments Fiscal-Year 2011:

- Implemented new Clerk's Public Inquiry System for Criminal.
- Completed SAP, scheduled road-mapped changes, including Paymetrics and Project Systems.
- Completed the Traffic module of the new court information system.

Major Goals Fiscal-Year 2012:

- Implement additional SAP modules after the completion of the upgrade, according to the County-wide road-mapping schedule, including Grants Management.
- Implement additional Court System modules for Civil, Probate, Jury and Probation departments.
- Continue integration of subsystems with SAP.

SPECIAL REVENUE FUNDS

SPECIAL REVENUES – PUBLIC RECORDS MODERNIZATION

Public Records Modernization, Fund 197, provides equipment, training, and support to the Clerk's Office and others who use the public records of Collier County so that they can have convenient access to the information needed to conduct their business.

Key Objectives for 2011:

- The Public Records Modernization Fund provides funding to the Clerk of Courts to purchase new or upgraded equipment to enhance productivity or improve the level of services provided by the Clerk's Office.
- The Fund was established pursuant to Chapter 28.24, Florida Statutes. This statute requires that an additional service charge be paid to the Clerk for deposit into the Fund for each instrument recorded in the official records with $1 for the first page and $.50 for each additional page. These funds can only be used for equipment, training, and associated services as provided by the statute.

Major Accomplishments Fiscal-Year 2011:

- Completed the SAP Financial Management changes for the Board of County Commissioners, Supervisor of Elections and the Clerk of the Circuit Court.

Major Goals Fiscal-Year 2012:

- Ensure that all data processing staff are properly trained and certified.
- Continue to implement the SAP Financial Management road-mapped enhancements.
- Fund additional personnel, operating and capital expenses in the MIS department related to Public Records Modernization.

Budget Highlights:

The fiscal-year 2012 budget reflects a continuing migration from traditional mainframe computer service to distributed processing, using local area networks. Productivity tools, such as software utilities and shared services are budgeted. This new environment will minimize expenses such as mainframe maintenance. The addition of more integrated software with the SAP financial reporting system will increase the reporting capabilities and timeliness of information to all users.

PUBLIC RECORDS MODERNIZATION – FUND 197

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Expenditures							
Operating Expenses	$	104,582	306,700	212,620	191,000	(115,700)	(37.72%)
Capital Expenses		39,715	527,000	527,000	875,500	348,500	66.13%
Total Expenditures		144,297	833,700	739,620	1,066,500	232,800	27.92%
Reserve for Contingency		-	391,226	-	540,750	149,524	38.22%
Total	$	144,297	1,224,926	739,620	1,607,250	382,324	31.21%
Revenues							
Recording Fee	$	210,153	150,000	214,688	215,000	65,000	43.33%
Interest		4,536	2,500	4,395	4,500	2,000	80.00%
Revenue Reserve		-	(7,600)	-	(11,000)	(3,400)	44.74%
Total Revenues		214,689	144,900	219,083	208,500	63,600	43.89%
Carry Forward		-	1,080,026	-	1,398,750	318,724	29.51%
Total	$	214,689	1,224,926	219,083	1,607,250	382,324	31.21%
Permanent Positions		-	-	-	-	-	0.00%

Carry forward or "Fund Balance" is expected to fund ongoing project costs for Software upgrades to the accounting system as well as other modernization projects in 2011 – 2012.

Note: Fund 197 current revenues are not sufficient to fund current operations. The fund balance is sufficient to fund costs in FY2012, however the long term sustainability of modernization efforts will be significantly impacted when the fund balance is depleted. Long term technology resources are necessary for the continued streamlining of processes and systems stabilization.

Failure to replace the declining revenues with a sustainable revenue stream will degrade services or eliminate the ability to continue some services. In striving for streamlining and efficiencies a decline in investment in automation and technology significantly hinders the ability to keep pace with current processes.

SPECIAL REVENUES – COURTS INFORMATION TECHNOLOGY

Courts Information and Technology, Fund 177, provides personnel, equipment, training, and support to the information technology needs of the court system to ensure an effective means of maintaining court data.

Key Objectives for 2012:

- The Courts Information Technology Fund provides funding to the Clerk of Courts to provide information technology services to the court system. This includes personal services, operating expenses and to purchase new or upgraded equipment to enhance productivity or improve the level of services provided by the Clerk's Office.
- The Fund was established pursuant to Chapter 28.24, Florida Statutes and became effective June 1st of 2004. This statute requires that an additional $1.90 service charge be paid to the Clerk for deposit into the Fund for each instrument recorded in the official records. The use of these funds is limited by statute. Funds can only be used for information services related to the court system.

Major Accomplishments Fiscal-Year 2011:

- Funded personnel, operating and capital expenses in the MIS department.
- Upgrade several court related systems.

Major Goals Fiscal-Year 2012:

- Continue implementation of the Courts System modules.
- Continue integration of additional financial elements.
- Ensure that all data processing staff are properly trained and certified.
- Continue funding personnel, operating and capital expenses in the MIS department.

Budget Highlights:

The fiscal-year 2012 budget reflects a continuing migration from traditional mainframe computer service to distributed processing, using local area networks in the court system. Productivity tools, such as software utilities and shared services are budgeted. This new environment will minimize expenses as mainframe maintenance. The expected completion and migration to the Showcase (court) system will enhance information availability. This new system will also allow cross training for departments to offer greater flexibility to the staffing needs of the Clerk's office.

COURTS INFORMATION TECHNOLOGY – FUND 177

Appropriation Unit		FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Proposed	Increase/ (Decrease)	Percent Change
Expenditures							
Personal Services	$	1,104,914	799,200	787,502	802,400	3,200	0.40%
Operating Expenses		424,244	152,700	107,378	157,189	4,489	2.94%
Capital Expenses		3,765	498,900	498,900	541,600	42,700	8.56%
Total Expenditures		1,532,923	1,450,800	1,393,780	1,501,189	50,389	3.47%
Reserve for Contingency		-	495,532	-	930,432	434,900	87.76%
Total	$	1,532,923	1,946,332	1,393,780	2,431,621	485,289	24.93%
Revenues							
Recording Fee	$	915,174	450,000	942,112	950,000	500,000	111.11%
Interest		6,054	3,500	5,204	5,000	1,500	42.86%
Revenue Reserve		-	(15,200)	-	(31,800)	(16,600)	109.21%
Total Revenues		921,229	438,300	947,316	923,200	484,900	110.63%
Carry Forward		-	1,508,032	-	1,508,421	389	0.03%
Total	$	921,229	1,946,332	947,316	2,431,621	485,289	24.93%
Permanent Positions		11.74	8.45	8.45	8.26	(0.19)	(2.30%)

Carry forward or "Fund Balance" is expected to offset costs of the Court Record Information System over the next 1-2 years. The permanent positions for the personal services in this fund are reported in the Management Information Technology department.

Note: Fund 177 current revenues are not sufficient to fund current operations. The fund balance is sufficient to fund costs in FY2012, however the long term sustainability of modernization efforts will be significantly impacted when the fund balance is depleted. Long term technology resources are necessary for the continued streamlining of processes and systems stabilization. If sustainable revenues are not authorized by the legislature or alternative transfers authorized by BOCC, services will be impacted. FY12 reflects a 0.19 percent decrease in FTEs and a 3.47% increase in costs due to increased capital purchases. Reserves continue to be depleted for ongoing costs of MIS.

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GLOSSARY

GLOSSARY

Accrual – A method of accounting in which each expense or revenue item is entered as it is earned or incurred regardless of when actual payments are received or made.

Adopted Budget – The financial plan of revenues and expenditures for a fiscal year as approved by the Clerk.

Amendment – A change to an adopted budget which may increase or decrease a fund total.

Appropriation – A specific amount of funding authorized by the Clerk of Courts to a Department from which obligations may be incurred and expenditures may be made.

Available – Collectible revenues within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Balanced Budget –A financial plan where the total sum of money collected in a year is equal to the amount it spends on goods, services, debt and interest.

BOCC – Board of County Commissioners also referred to BCC or the Board

Budget – A financial plan for the operation of a program or organization for a specified period of time (fiscal year) that matches anticipated revenues with proposed expenditures.

Budget Calendar – The schedule of key dates involved in the process of preparing a budget for the ensuing fiscal year.

Budget Document – The official written statement which details the annual fiscal year financial plan for the Clerk of Courts.

CAFR (Comprehensive Annual Financial Report) – A report on the financial condition of Collier County at the end of the fiscal year. This report is prepared annually and submitted to the State of Florida. Prior to submission, the CAFR is reviewed by Collier County's external auditors, who render an opinion on its accuracy.

COCC – Clerk of the Circuit Court

Capital Budget – The capital budget is that portion of the Budget that deals with projects for the construction, renovation, improvement, acquisition and original furniture and equipment of any building, structure, facility, land or land rights. The Clerk's capital only consists of items purchased with a value greater than $1,000 and a useful life greater than 12 months.

Capital Special Revenue Fund – These are funds used to finance particular activities from the receipts of specific taxes or other revenue. Such a fund is created by constitution or statute to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by equivalent authority. Accounting transactions are treated the same as they are in the General Fund.

Compensated Absences – Accrued but unused vacation or sick leave that an employee can receive compensation for, for future absences, when certain conditions are met. A liability is accrued for vacation leave that has been earned and vested. This liability is noted on the financial statements but not budgeted by the Clerk.

Current Service – An existing program or service. The current service budget is the amount necessary to continue to provide existing programs.

Department – An organizational unit responsible for carrying out a major governmental function.

Division – A basic organizational unit which is functionally unique in its service delivery.

Encumbrance – The commitment and setting aside, but not yet expending, of appropriated funds to purchase an item or service.

Expanded Service – A new program or enhancement to an existing program. The expanded service budget includes the costs to provide new services and enhancements to existing services.

Expenditure – Decreases in fund financial resources, through actual payments or transfers for the procurement of assets or the cost of goods and/or services received.

FLCCOC – The Florida Clerk of Courts Operation Corporation.

Fees – A charge by government associated with providing a service, permitting an activity, or imposing a fine or penalty.

Fiduciary Funds – Fiduciary funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, governments, and other funds.

Fiscal Policy – The county government's policies with respect to taxes, spending and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – The annual budget year runs from October 1 through September 30. The State fiscal year runs from July 1 through June 30.

Fringe Benefits – These employee benefits include social security, retirement, group health, dental and life insurance.

Full Time Equivalents – This is a measure of the number of full time employees allocated to a department or cost center.

Function – A major class of grouping of tasks directed toward a common goal, such as executive, financial and administrative, other general government, and judicial. For the purposed utilized in budgetary analysis, the categories of functions have been established by the State of Florida and financial reports must be grouped according to those established functions.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance – The excess of fund assets over fund liabilities. These unspent funds can be carried forward to the following year's budget. This only occurs in the Clerk's budget in the Special Revenue Funds.

Fund 177 – Court Information Technology Fund established by State Statute 28.24.

Fund 197 – Public Records Modernization Fund established by State Statute 28.24.

GAAFR (Governmental Accounting, Auditing and Financial Reporting) – The "blue book" published by the Government Finance Officers Association to provide detailed guidance for the application of accounting principles for governments.

GAAP (Generally Accepted Accounting Principles) – Accounting rules and procedures established by authoritative bodies or conventions that have evolved through custom and common usage.

General Fund – The primary operating fund of the County, used to account for all County revenues not designated for a special purpose. All local tax dollars are channeled into the General Fund, which supports most general purpose County government services and day-to-day operations, including police, fire, and education.

GFOA – Governmental Finance Officers Association

Goal – A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and enterprise funds.

Grant – A contribution of assets (usually cash) by one governmental unit or other organization to another made for a specified purpose.

Indirect Costs – Costs associated with, but not directly attributable to, the providing of a product or service. These are usually costs incurred by service departments in the support of operating departments.

Infrastructure – The public facilities and services needed to support residential development, including highways, bridges, schools and sewer and water systems.

Intergovernmental Revenue – Revenue received from another governmental unit.

ICMA – International City/County Management Association.

Level of Service – The existing or current services, programs and facilities provided by government for its citizens. Level of service is dependent upon needs, alternatives, and available resources.

Levy – To impose taxes, special assessments or services. Or, another term used for millage rate.

Line-item Budget – A budget that lists each account category separately along with the dollar amount budgeted for each account, such as office supplies, travel and per diem, or rent.

Management Information Services – Technical support department of the Clerk of Courts.

Mandate – Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive or judicial action as a direct order, or that is required as a condition of aid.

Measurable – the amount of the transaction that can be reasonably estimated.

Modified Accrual Basis of Accounting – A basis of accounting whereby revenues are recognized when they become measurable and available. Expenditures are recognized when a liability is incurred.

Object Code – An account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made by governments. These are normally grouped into personal services, operating expenditures, capital outlay and other categories for budgetary analysis and financial reporting purposes. Certain object codes are mandated by the State of Florida Uniform Accounting System.

Objective – The planned attainment of an accomplishment which contributes to reaching an established goal.

Operating Budget – A comprehensive plan, expressed in financial terms, by which an operating program is funded for a single fiscal year. It includes estimates of a) the services, activities and sub activities comprising the Clerk's operations; b) the resultant expenditure requirements and c) the resources available for their support.

Operating Expenditures – These are expenditures of day-to-day operations such as office supplies, repairs and maintenance, and travel and per diem.

Personal Services – Costs related to compensating employees, including salaries and wages and fringe benefit costs.

Reserve – An account used to indicate that a portion of fund balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Return on Investment (ROI) – Analysis of cost benefit of purchase.

Revenue – Funds that a government receives as income. These receipts may include tax payments, interest earnings, service charges, grants and intergovernmental payments.

Revenue Estimate – A formal estimate of how much revenue will be earned from a specific revenue source for some future period, such as the next fiscal year.

SAP – Integrated software system for financial applications servicing the Board of County Commissioners, Clerk of Courts and the Supervisor of Elections.

S.A.V.E. – Support, Alimony, Visitation and Enforcement Program

Transmittal Letter – A brief written statement presented by the Clerk of Courts to explain principal budget issues.

Turn Back Fund – The Clerk is required by statue to return his excess of revenues over expenditures at the end of each fiscal year. Court related funds are remitted to the State, non-court funds are remitted to the Board of County Commissioners.

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of funds available for future needs.

Uniform Accounting System – The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.

User Fees – The fees charged for direct receipt of public services.

Zero Based Budgeting – A method of budgeting in which all expenditures must be justified each year and not just increased from the previous year.

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Clerk of Court Locations

Collier County Courthouse
3301 Tamiami Trail East Naples,
Florida 34112
Phone: 239/252-2646

Immokalee Satellite
106 South First Street Immokalee,
Florida 34142
Phone: 239/657-2689

Golden Gate Satellite
4715 Golden Gate Parkway
Naples, Florida 34116
Phone: 239/455-5911

North Collier Government Services Center
2335 Orange Blossom Dr North
Collier Government Center
Naples, Florida 34109
Phone: 239/732-2646 extension 5477