

**DWIGHT E. BROCK
CLERK OF THE COURT
COLLIER COUNTY, FLORIDA
ANNUAL BUDGET**



**FOR THE FISCAL YEAR
OCTOBER 1, 2008 - SEPTEMBER 30, 2009**

A Message From The Clerk of Courts



Dwight E. Brock, Clerk

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”

To the Citizens of Collier County:

As the elected Clerk of Courts of Collier County, I am presenting to you the fiscal year 2009 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 of 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 2009 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 \$19,887,500 reflects a decrease in anticipated expenditures due primarily to the downturn in the economy for the housing and service industries.

This year's budget will enable our office to meet the needs of an ever growing community with continued emphasis on automation and technological enhancements. Our goal is to provide effective and efficient services to the citizens of Collier County through county-wide 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. Currently, there is pending litigation by the Board of County Commissioners to block the ability of the Clerk of Courts to audit Board functions. These constraints would significantly hinder our ability to perform the Constitutional duties of this office.

In prior years, the Clerk's office was partially funded by a transfer from the Board of County Commissioners for those items statutorily required, under Florida Statute 29.008, to be funded by the Board and for functions as Clerk to the Board. During the Board's June 2008 budget workshops the Board of County Commissioners approved transfers to the Clerk to cover the mandatory court costs as required by Article V revision to the Florida Statutes and minimal funding for attendance at Board meetings. While we believe that this action is contrary to statute and historical practice, the Clerk's office is able to continue operations from fees and other revenues.

Pursuant to Florida Statute 28.33, and a settlement of litigation between the Clerk of Courts and Board of County Commissioners, interest on investments accruing from moneys deposited is deemed income of the Office of the Clerk and treated the same as other fees and commissions of the Clerk's office. All surplus fees earned are returned to the Board of County Commissioners at the end of the fiscal year.

In our role as Clerk to the Courts, fees charged are governed by statute and the court budget is submitted to the State by August 15th for approval. State guidelines dictate spending caps and additional court staffing (FTE's) is state authorized. Due to Collier County cost of living and competitive pay structure state funding of \$36,484 per FTE does not cover costs per position in Collier County of \$41,100. This shortfall requires enhanced automation to minimize the need for additional staffing. For fiscal year 2008, it is estimated that our office will return \$3,099,119 to the State. This is \$756,626 in excess of our budgeted return.

The fiscal year 2009 budget includes sufficient dollars for technology enhancements for both Court operations and financial packages for our role as accountant and auditor to the Board of County Commissioners. The Court Records Information System 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 Board of County Commissioners, Supervisor of Elections, and Clerk's operations.

The fiscal year 2009 budget reflects the minimum funding necessary to efficiently and effectively serve the citizens of Collier County. Entering my 17th year serving the community as Clerk of Courts, and Clerk to the Board, provides challenges and opportunities, I appreciate the opportunity to serve.

I also appreciate the ongoing support of the community. 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) 530-6299.

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 - 2009
CLERK OF COURTS
COLLIER COUNTY, FLORIDA

CLERK OF COURTS
Dwight E. Brock

EXECUTIVE ASSISTANT
J. Walter Cross

ASSISTANT DIRECTORS OF COURTS/RECORDING
Jill M. Lennon Darlene M. Muszynski Teresa S. Hart

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's Fiscal Operations Manager

H. Anthony Bermudez
Accountant II

Ronald S. Dortch
Senior Auditor



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Collier County Clerk of the Courts
Florida**

For the Fiscal Year Beginning

October 1, 2007

Charles S. Cox

President

Jeffrey R. Emswiler

Executive Director

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, 2007. 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.

TABLE OF CONTENTS

Introduction to Collier County	2
History & Community	3
Transportation & Demographics.....	4
Statistical Comparison	7
Cities	8
Economic Conditions.....	10
County Organization Chart.....	13
In Summary	14
Office of the Clerk of Circuit Court.....	15
Duties and Function of the Clerk of Courts & Organization Structure.....	16
Collier County Clerk of the Circuit Court Organizational Chart.....	17
Short term organization wide policies/Initiatives	18
Strategic Plan.....	19
Accounting Concepts.....	22
Budget Procedures and Budget Book Format.....	23
Annual Budget Calendar Fiscal Year 2009.....	25
Specific Budget Policies for Fiscal Year 2008/2009.....	26
Existing Budget Policies for FY 2009	28
Financial Policies	31
Long Term Budget Concerns and Issues	38
Capital Improvement Plan.....	43
Capital Improvement Plan Overview.....	44
Revenue Budget Summary	47
Revenue Policy.....	49
Major & Key Revenue Sources	50
Assumptions For Revenue Estimates	51
Expenditure Summary	55
Department Budget Details	59
General Administration	60
General Administration – Clerk’s Administration	61
General Administration – Clerk’s Accounting	63
General Administration – Internal Audit	65
General Administration – Records Management.....	67
Clerk to the Board.....	69
Clerk to the Board – Finance and Accounting.....	70
Clerk to the Board – Board Minutes and Records.....	72
Clerk of the Circuit Court	74
Clerk of the Circuit Court – Circuit Operations.....	75
Clerk of the Circuit Court – Support, Alimony, Visitation, and Enforcement (SAVE).....	77
Clerk of the County Court	79
Clerk of the County Court – County Court Operations.....	80
Clerk of the County Court – County Satellite Offices	82
Clerk of the County Court – Collections.....	84
Recording.....	86
Management Information Systems	89
Special Revenues – Public Records Modernization.....	94
Special Revenues – Courts Information Technology	96
Special Revenues – Juvenile Assessment Center.....	98
Glossary.....	99
Index.....	107

INTRODUCTION TO COLLIER COUNTY

HISTORY & COMMUNITY

History

In 1922, Barron Giff Collier purchased 2,025 square miles of land on the southwest coast of Florida that in 1923 became Collier County. 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’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.

The Clerk’s Office performs nearly 1,200 different constitutional and statutory functions or duties, the broadest and most diverse role of any elected public official. The Clerk’s Office ensures that all county and state programs are administered correctly, efficiently and in full public view.

Education

The School District of Collier County operates 50 schools, including two charter schools. The district serves a total student population of 42,000. There are twenty nine (29) elementary schools, ten (10) middle schools and eight (8) high schools, plus a Pre-Kindergarten Center (The Learning Center in Immokalee), and a Pre-K through 12 school (Everglades City School). Additionally, Collier County also has 12 Alternative School programs. Lorenzo Walker Institute of Technology (LWIT) serves nearly 1,700 workforce education adult students during any given semester. There are approximately 17 private schools located in the county. The school system employs nearly 3,000 teachers.

There are three colleges that are located in Collier County: Ave Maria University, Hodges University and Edison College. Ave Maria University is a private catholic university that offers 13 graduate and undergraduate programs. Hodges University is a private four year college that offers bachelor’s and master’s degrees in 16 disciplines. Edison College, with campuses in Naples and Ft. Myers, offers 36 different associate degrees and professional certificate programs.

There are additional universities serving the region. Florida Gulf Coast University, the newest state university offers 57 graduate and undergraduate 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 West Coast in cooperation with an Educational partnership at Edison College. Nova South Eastern University offers over 78 graduate and undergraduate degree 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 (11) community parks, three (3) regional parks, The Caribbean Gardens Zoo, and two (2) specialty BMX Skate Parks provide a wide variety of recreational opportunities. One of Collier's newest attractions is the Naples Botanical Gardens. The newly expanded world class sub-tropical garden paradise is expected to open in 2010. The area is also home to more than 85 golf courses.

Healthcare

Collier County is served by NCH Healthcare System which has three locations, and Health Management Associates, Inc., which has two locations.

Utilities

The area 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/People 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.

TRANSPORTATION & DEMOGRAPHICS

Highways

The main north south highway is Interstate 75, it is a four lane highway that stretches from the Lee County line on the north to Miami Dade in the east. Transportation and road expansion are primary concerns of the citizens. The current construction six-laning of Interstate 75 between Ft. Myers and Naples will provide enhanced north south access and open both tourism and workforce markets.

Airports

Collier County is served by the Naples Municipal Airport. This small airport offers connections through Yellow Air Taxi and Continental Connections. 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. 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 cargo service airport strategically located between Miami and Naples. 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 through 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. Additionally, the railroad offers local passenger excursions.

Demographics

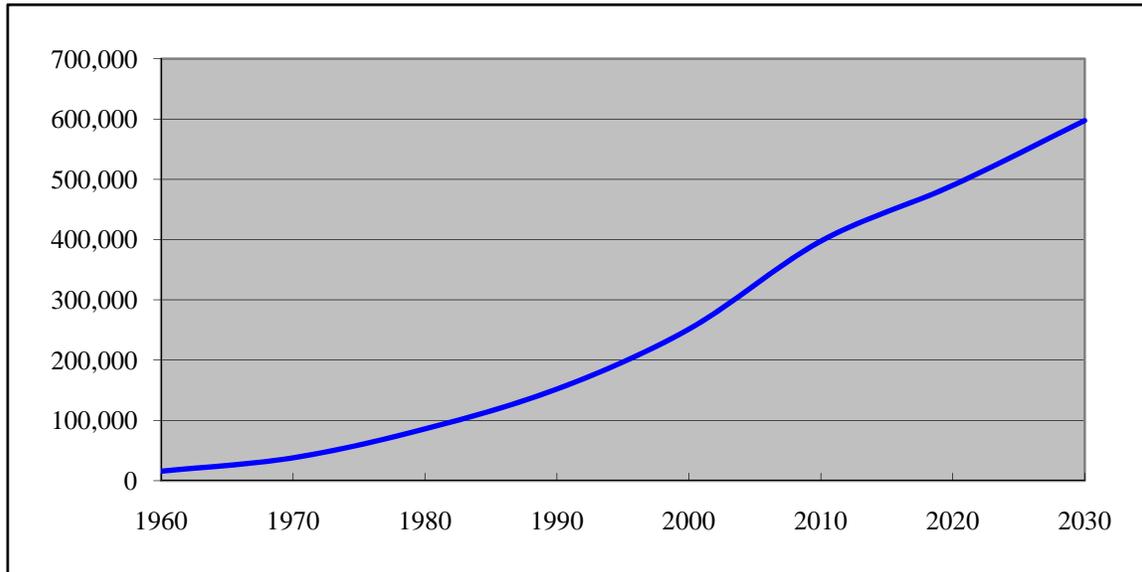
Collier County has experienced tremendous growth in population over the past few decades. The permanent population has increased from approximately 38,000 residents in 1970 to 333,746 in 2007. The county is currently experiencing moderate growth due to a national economic downturn and a significant decline in the housing market. The county's population has grown in the past eight years considering the population was 251,377 in 2000 per U.S. Census. The population is expected to grow to 397,434 by the year 2010.

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 2007 was 481,465 and the projection for 2008 is 485,500. Additionally, areas within Collier County have significant population increases due to the influx of migrant farm workers during the variety of crop seasons.

The 2000 U.S. Census reported Collier County's median age to be 44.1 years compared to the State of Florida median of 38.7 years. The 2008 projection is for 75% of Collier County's population to be younger than age 65. The 2005 Florida Department of Health reported Collier County's population by race was 59.3% White Non Hispanic, 24.5 Hispanic or Latino origin, 4.9% African American and 11.3% other.

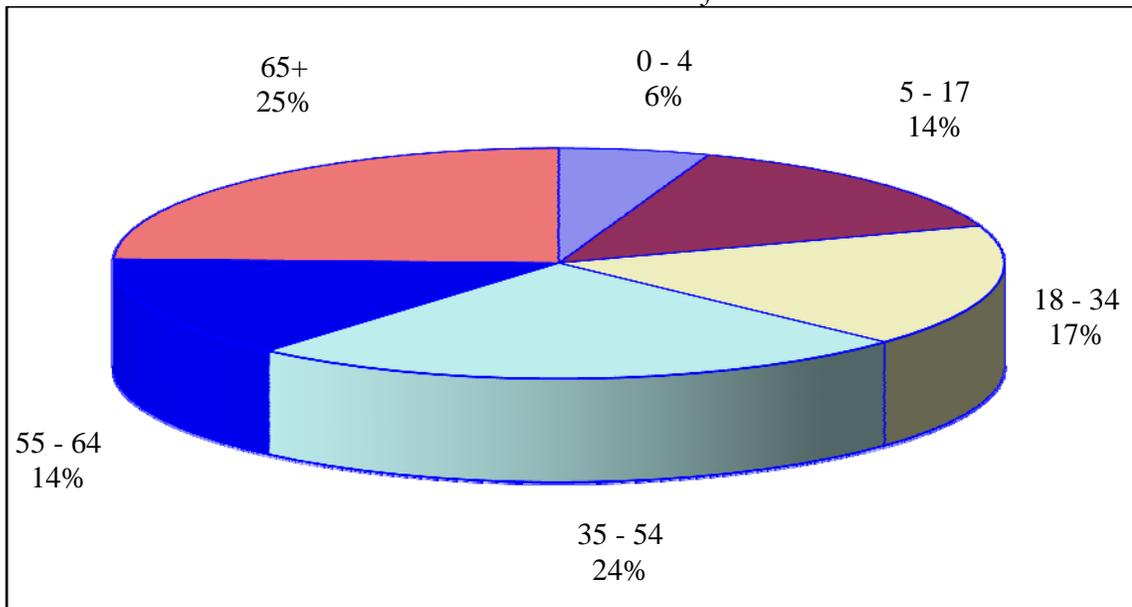
During 2006, the U.S. Department of Housing and Urban Development estimated that the median family income was \$54,816, the highest in the State of Florida. According to the State of Florida, the 2007 County unemployment rate was 5.3%, primarily due to the decline in construction jobs. The total number of people reported as employed in Collier County has increased to 149,301 in 2007 from 137,243 in 2005. According to Enterprise Florida, Collier County's labor force was ranked the fastest growing in the State of Florida from 1995 to 2005. From 1995 to 2005, Collier County's labor force grew 72.7%. While the employment continues to grow, significant declines in housing related jobs has moderated the previously rapid growth.

POPULATION GROWTH AND PROJECTIONS 1960 - 2030



Source: Economic Development Council of Collier County.

AGE DISTRIBUTION – 2008 PROJECTIONS



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

STATISTICAL COMPARISON

This is a statistical comparison of the Southwest Florida area in comparison with the state of Florida and the United States.

CLERK OF THE CIRCUIT COURT	COLLIER	CHARLOTTE	LEE	FLORIDA	UNITED STATES
FY 2007-08 Clerk of the Circuit Court Budget ¹	\$ 9,717,807	\$ 4,098,638	\$ 12,516,132	\$ 515,280,860	
Clerk of the Circuit Court Positions FY 2007-08	195.69	72.60	228.53	9,378.83	
Projected Cases for FY 2007-08	137,888	46,218	231,863	8,186,009	
Demographics ²					
2005 Population	318,533	158,425	539,477	17,926,011	296,410,404
White Non Hispanic (2005)	59.3%	87.0%	73.4%	56.6%	66.3%
African American (2005)	4.9%	5.0%	7.4%	15.4%	12.8%
Asian (2005)	0.8%	1.1%	1.0%	2.0%	N/A
Other (2005)	10.5%	2.6%	6.0%	6.5%	6.8%
Hispanic Latino Origin (2005)	24.5%	4.3%	12.2%	19.5%	14.1%
Population Under the Age of 65	73.6%	64.0%	73.2%	81.9%	87.6%
Population Growth, % Change 2005/2000	25.2%	9.0%	29.6%	13.2%	6.4%
Per Capital Personal Income (2005)	\$ 37,597	\$ 25,875	\$ 28,806	\$ 25,688	\$ 36,048
Median Household Income (2005)	\$ 57,693	\$ 41,983	\$ 46,779	\$ 45,531	\$ 65,093
Crime Data (Reported Offenses) 2007 ³	7,456	5,405	25,951	876,981	11,556,854
Labor Force - 2007 ⁴	152,288	68,262	287,090	9,240,675	2,143,781,727
Unemployment - 2007 ⁴	4.4%	5.2%	4.7%	4.5%	5.1%
Median Home Price - 2006	\$ 464,300	\$ 216,300	\$ 278,200	\$ 235,100	\$ 219,600
Total Building Permits Issued 2007	2,934	1,188	2,391	205,744	1,610,500
Total County Square Miles (Land Area)	2,025.5	693.7	803.6	53,937.0	3,537,438.0

¹2007 Clerk Budget information derived from FLCCOC Website for Article V Budgets

²www.doh.state.fl.us/Workforce/CommunityHealthResources/LHCCountyProfilesOne

³Florida Uniform Crime Report - 2007 Annual Statewide County Report

⁴US Department of Labor - Bureau of Labor Statistics

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 feet 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 22,000, however, from November to April the population swells to over 33,500, as part-time residents migrate from the Northern States to the sunny South. The 2000 U.S. Census reported Naples's population by race was 93% White Non Hispanic, 4.6% African American and 2.4% other. The 2000 U.S. Census reported Naples's median age to be 60.7 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 was, at that time, estimated to be \$40,121, compared to the state average of \$27,764. The median income for a household in the city is \$65,641, and the median income for a family is \$83,831 (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 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. Marco Island's permanent population is 15,000 with a peak winter seasonal growth to 35,000. The per capital income in the city is \$36,667, and the median income for a family is \$38,929.

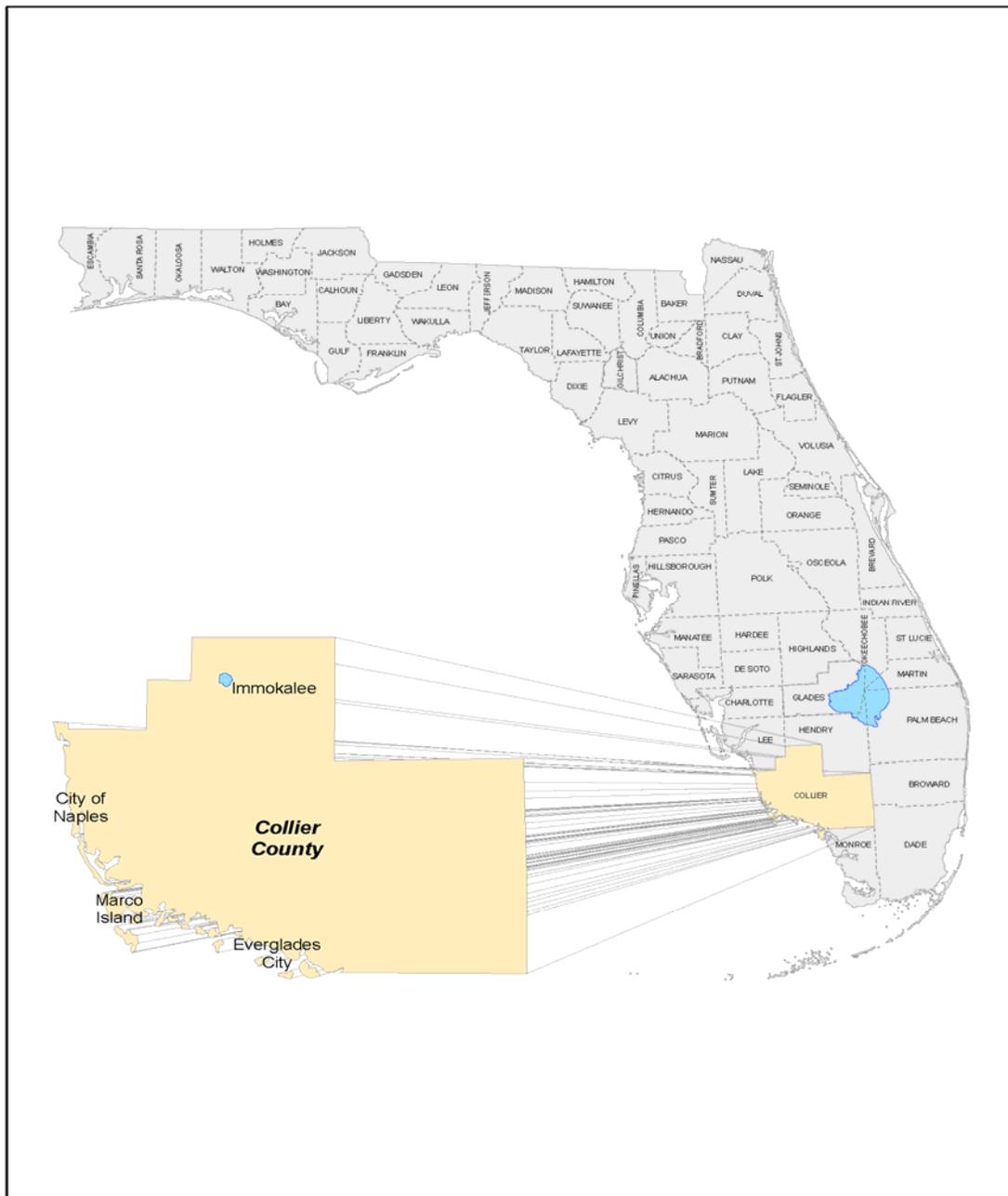
Everglades City

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 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.

The 2000 U.S. census reported the population to be 479. The racial makeup of the city is 96.5% White, 0.8% African American and 2.7% other. The median age is 55.8 years. The per capita income for the city is \$20,535.

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 and services all 2,025 square miles.



ECONOMIC CONDITIONS

The major industries within Collier County are leisure and hospitality, retail, professional and business services, construction, educational and health services, public administration, natural resources and mining, finance, manufacturing, wholesale trade, information, retail trade, transportation and utilities. All industrial sectors have achieved substantial growth since the early '70's. The workforce grew from 83,596 in 1995 to 151,870 in 2006. In addition, Florida's Economic Climate ranks #1 in the U.S. according to Forbes' Best States for Business (August 2008). Ranking 8th overall, Florida scored among the Top 5 in the labor and growth prospects category.

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 approximately 481,465 in 2007) coupled with seasonality in the agriculture industry. The average number of people employed in 2006 was 147,740. The following table identifies the top twenty major non-public employers in Collier County in 2007.

Top Twenty Employers

<u>Company</u>	<u>Employees</u>	<u>Company</u>	<u>Employees</u>
Collier County Public Schools	6,685	California Pizza Kitchen	576
NCH Healthcare System	3,007	Physicians Regional Medical Center	551
Publix Supermarkets	2,214	Robert Forbis, Inc.	543
Board of County Commissioners	2,021	Home Depot	542
Wal-Mart	1,547	Moorings Park	522
Collier County Sheriff's Office	1,369	City of Naples	509
Marriott	743	United States Postal Service	504
Fifth Third Bank	733	Classic Bentley Village Inc	501
Naples Grande Resort	605	Moorings, Inc.	500
Barron Collier Partnership	600	Kraft Construction Company	464

Source: Economic Development Council of Collier County, 2007

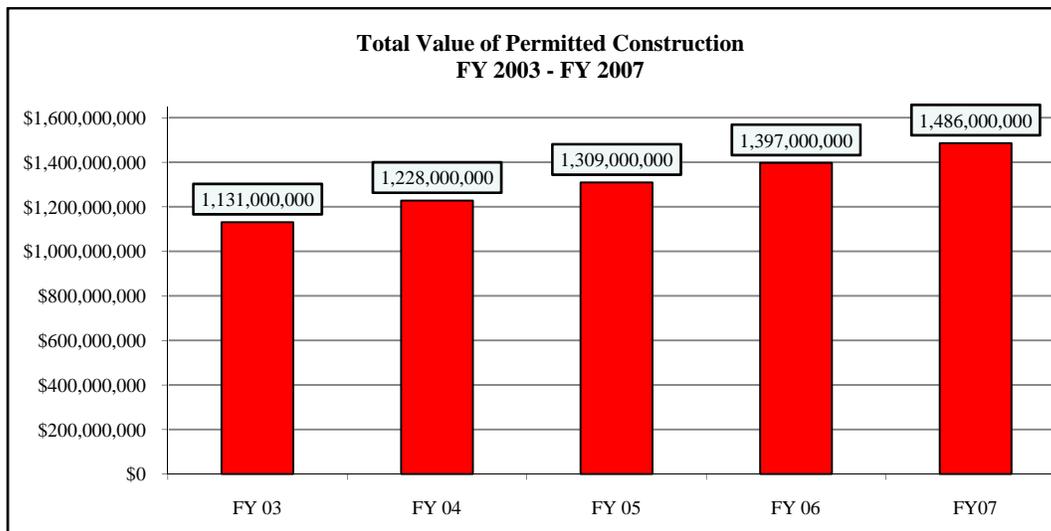
During 2006, the average employment rate of the retail trade, transportation and utilities industry was 24,736. Growth in retail shopping has continued showing increases due to low interest rates, low inflation and increases in equity markets. These factors all aid in the continuing development of Collier County and Southwest Florida. Also, established specialty shops and boutiques continue to target the ever-present and rebounding tourist market. The consumer trade industry provides 15.7% of wage and salary jobs in the County. Industry workers experienced average annual earnings of \$37,853 during the 2006 fiscal year.

The education and health sector employs 9.59% of the wage and salary work force with \$44,471 in average annual wages. The Florida Agency for Workforce Innovation projects from 2004 to 2011 that one of the top ten fastest growing sectors in Southwest Florida will be in the education and health sector with annual growth of at least 5.0% or better.

The leisure and hospitality sector employed 22,035 people in 2004 with an average annual wage of \$24,376. This represents 14.0% of the jobs in Collier County and there are no indications that this industry is going to slow any time soon.

Employment decreased in the construction industry for the first time in recent history as the demand for new homes declined. There were 29,415 buildings permits issued in 2007.

Construction firms located in Collier County provided 20,741 jobs. The construction industry generated 13.2% of all wages earned. Average income in this sector was \$37,770. Construction employees represent 13.3% of the work force. The graph below shows the growth in the value of construction permitted from FY 2003 through FY 2007.



Source: U.S. Census Bureau

Professional and business services accounted for 11.2% of the jobs in Collier County in 2006. These positions typically encompass such jobs as professional, scientific and technical services, management of companies and enterprises, administration and support, and remediation services. The average annual salary for these positions was \$46,291.

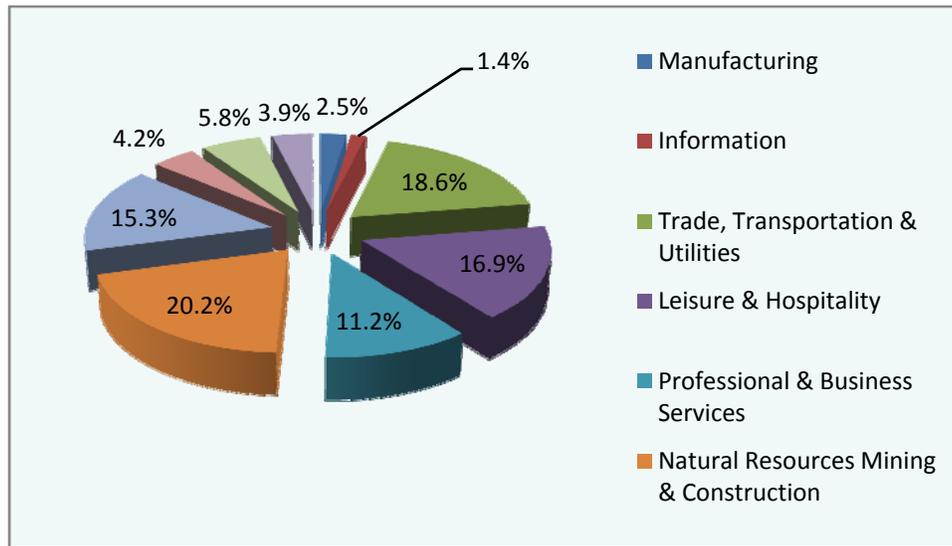
Collier County is one of the highest producing agricultural counties in the United States. Natural resources and mining remained steady in available jobs during 2006 with 6,457 total employees. Farming activities are located 40 miles inland and surround the community of Immokalee. Major crops include tomatoes, peppers, cucumbers and melons as well as the recently developed citrus business. 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 4.1% of the wage and salary work force with \$19,810 in average annual wages.

Financial activities account for 5.0% of the wage and salary work force in Collier County. During 2006, financial services and real estate provided 7,806 jobs and generated 4.96% of all wages earned. Average annual earnings were approximately \$64,872.

Public Administration is the other major employer in the area and represents 9.59% 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 15,094 jobs and an average salary of \$47,673.

Industries including manufacturing, wholesale trade, communications, transportation and public utilities are 15.72% of the labor force. The remaining 11.88% of the labor force is made up of Self Employed workers. The following pie chart provides a summary of employment by industry in Collier County.

Employment by Industry - 2007



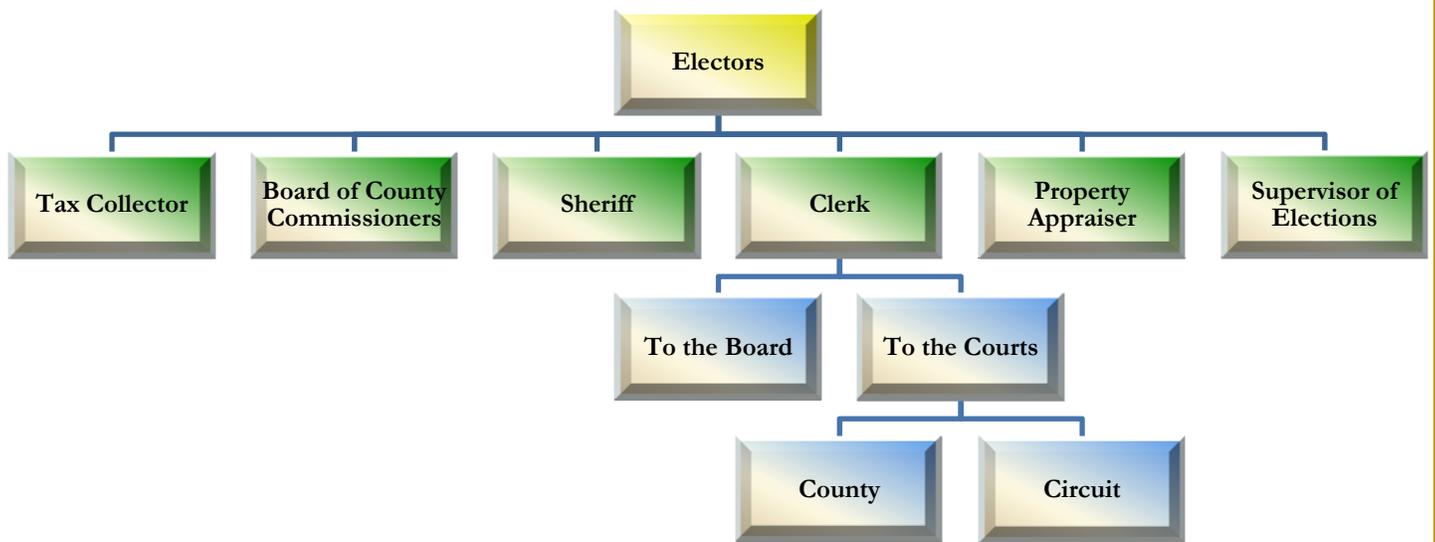
Source: Florida Agency for Workforce Innovation, Labor Market Statistics

The county has faced serious housing issues with the 2006 median price of a home at \$486,500 according to the Florida Association of Realtors. Salaries have not increased to sustain these levels of housing costs. This issue is facing all employers including the Clerk of Courts. As the county grows, the ability to fill necessary positions to support services will become more difficult.

FY 2008 saw a significant increase in housing foreclosures due primarily to the economic downturn in the building and housing industry. Housing speculations of 2007 added to the previously high cost of property in Collier County. The current market adjustment in housing should moderate housing costs and provide additional available affordable housing. 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 order to meet the growing demands on the court systems and Clerk's operations, conservative budgeting of revenues and cost reductions were required for FY 2009.

COUNTY ORGANIZATION CHART



IN SUMMARY

An excellent financial base, a strong infrastructure, proximity to world-class ports, low tax rates, and according to the Travel Channel - Number one best all around beach in the ranking of "America's Best Beaches for 2005", makes Collier County an attractive place to live, work and visit. Inc Magazine ranked the Naples Marco Island area as the 7th hottest small city in America. Forbes Magazine's 2006 survey of "Best Places for Business and Careers" ranked Florida #1 in Economic Climate and 8th overall. Collier County remains a vital part of Florida's Economic Growth.

According to the Naples Daily News, Collier County's primary newspaper, future job growth is projected to remain very strong as a result of continued development and the incentives provided by the Enterprise and Foreign Trade Zones and through the expedited permitting program. Three companies are in the process of making the Florida Tradeport in Immokalee home. The companies are C-Tech Manufacturing LLC, Salazar Machine and Steel Inc. and Premier Electric. C-Tech Manufacturing LLC is a manufacturer of pre-engineered factory built homes and commercial and industrial building plans to build a 196,000 square foot headquarters on 15 acres at the tradeport. The company would create 200 new jobs with an annual wage of \$37,000. Premier Electric, an electric contractor, plans to build a 35,000 square foot assembly, packaging, and warehousing and distribution center on 11 acres at the tradeport. The company will import and export electrical products and will be the first one to use the Tradeport Foreign Trade Zone, which allows them to defer duties on products until they leave the tradeport. Salazar Machine and Steel is already located at the tradeport, but the company wants to expand from 3,000 to 20,000 square feet. The project would create 15 new jobs paying an average annual wage of \$27,000. The company manufactures machinery for the agriculture industry.

The ongoing development of Ave Maria University, a Catholic institution of higher education, is expected to influence the county's growth. The university and surrounding community is developing a permanent campus on 932 acres in eastern Collier County near the new community of Ave Maria. The University expects to have a future enrollment of more than 5,000 students.

The groundbreaking ceremony was held in February 2006 for the new community of Ave Maria. In 2008, residents and businesses continued to move in to the community. When completed, the community will have close to 11,000 residential dwellings, retail and commercial properties as well as parks and schools.

In 2007, Collier County experienced a downturn in housing that is expected to last into 2009. While this downturn negatively impacts revenues, it is expected to moderate housing costs, and positively impact availability of workforce housing.

The push for future growth is enhanced by the educated workforce that southwest Florida enjoys. The 2000 census reported 27.9% of the residents were college graduates or higher compared with Florida average of 22.3% and the United States average of 24.4%. The population is still growing and is creating demand for residential and commercial construction, and consumer goods. All of these economic indicators point to long term stability for Collier County and its citizens, even though, nationally economic conditions continue to decline.

OFFICE OF THE CLERK OF CIRCUIT COURT

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

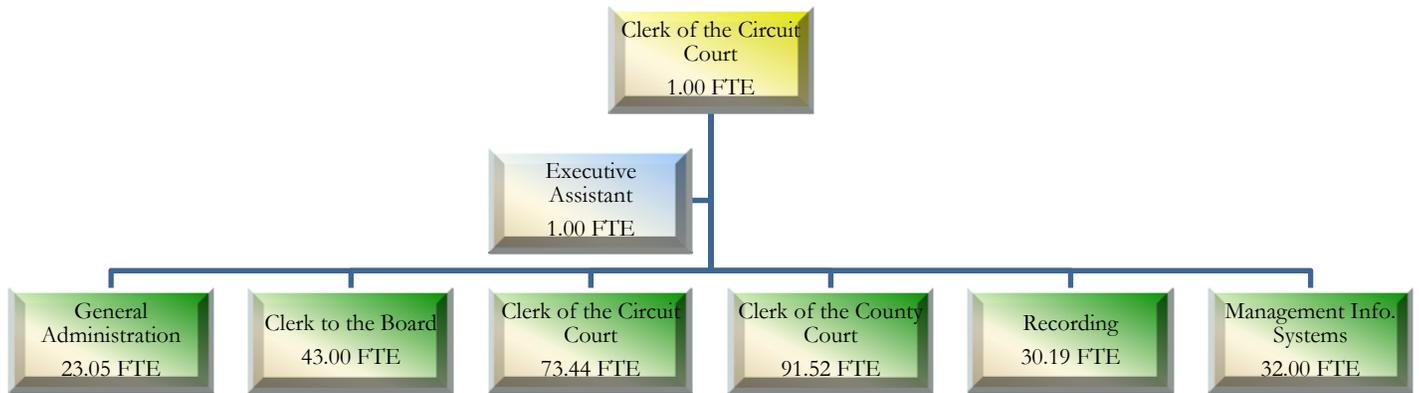
Collier County is a political subdivision of the State of Florida pursuant to Article VIII, Section (1), of the Constitution of the State of Florida. It is guided by an elected Board of County Commissioners (the Board), which is governed by State statutes. In addition to the members of the Board, there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

The 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. Florida Statutes require the applicable 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 six 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 of the Clerk's Office is headed by a Director. 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.

**COLLIER COUNTY CLERK OF THE CIRCUIT COURT
ORGANIZATIONAL CHART**



SHORT TERM ORGANIZATION WIDE POLICIES/INITIATIVES

Clerk of Courts

Collier County, Florida

STRATEGIC PLAN

Fiscal Years 2008 – 2013

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 and other alternative scheduling methods.
 - C. Maintain high levels of customer service in a reduced labor market.
 - D. Review opportunities for position consolidation and streamlining through technology to reduce Personnel Costs.

II. Financial Resources

- A. Maintain Internal Audit work plan to validate costs.
- B. Meet all reporting requirements for financial reporting.
- C. Streamline year-end closing procedures related to the production of the Comprehensive Annual Financial Report.

III. Physical Resources

- A. Address the issue of office space for the Clerk's Office, both short term and long term. It is increasingly obvious that the office space is inadequate, especially in regards to Finance and Accounting and Recording. It is a major objective of the Clerk to relocate the functions under his purview to a central location and advocate the proper study, planning, and implementation of those plans for our long- range space needs.
- B. Pursue co-location possibilities for satellite operations to enhance customer service.

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.
- 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.
- C. Evaluate an imaging solution in the Finance and Accounting Department to improve efficiencies.
- D. Upgrading and further automate Recording Systems.

- E. Implement SAP Road-mapping strategy in conjunction with user department and the Board of County Commissioners.
- F. Make it easier for the public to do business with the Clerk's Office by using various technologies such as installing online traffic citation payment kiosks at various satellite locations .

V. Customer Relations

- A. Develop and implement a Clerk's community partnership initiative with select civic, business and homeowner associations in Collier County.
- B. Provide services, including live website tours of www.collierclerk.com, and by sending electronic newsletters, press releases, announcements and notices of public interest.
- C. Design Clerk's office educational curriculum to be offered through online access via the Clerk's webpage.
- D. Provide instructional videos on the website and increase the Clerk's public speaking events.

VI. Other/Operational

- A. Continue aggressively microfilming records for preservation purposes and for efficient utilization of storage space.
- 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.

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 of the Circuit Court, Clerk of the County Court, Recording and Management Information Systems.

Special Revenue Fund – used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

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.

Account Group:

General Long Term Debt Account Group – to account for compensated absences. The Clerk uses two operating funds, Non-Court General Fund (011) and Fines and Forfeitures (013), to account for all operating revenues and expenditures. Other funds include two special revenue funds, and two agency funds. 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 agency funds are used to record amounts held on behalf of an individual or other entity. The general fund and 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 agency funds are not budgeted since they are only asset and liability accounts. The budget is prepared in accordance with generally accepted accounting principles and follows the State Uniform Chart of Accounts.

BUDGET PROCEDURES AND BUDGET BOOK FORMAT

Florida Statutes Chapter 129, Section 129.03(2) states that on or before June 1 of each year, 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 office 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 proposed if necessary for the Clerk's approval.

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 2009 (FY09) 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 budget comparisons; actual for FY 2007, forecasts for FY 2008, and budgets for FY 2009 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. 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 2008. The FY 2009 Budget is compared in the "Percent Change" column to the FY08 adopted budget. In order to illustrate projected activity, a forecast of estimated revenues and expenditures for FY 2008 is presented. The rationale for projecting FY 2008 activity is to improve carry forward (fund balance) estimates and to reflect the policy/program decisions and budget amendments that occurred throughout the year. Also included are FY 2007 budget and actual revenues and expenses that represent a three year history of financial activity.

ANNUAL BUDGET CALENDAR FISCAL YEAR 2009

Date	Description
February 29	Budget preparation materials distributed to Division Directors
March 12	Budget packets due to Accounting no later than 5:00 p.m.
Beginning March 14	Review of Division Budgets with Directors and Finance
March 19	Preliminary review of Budgets with Clerk
March 31	Final review of Budgets
Week of April 2	Final proof of numbers, text and layout of budget book
Week of April 21	Copy and bind budget books for distribution
May 1	Board related budget due to the Board of County Commissioners
June 19 & 20	Public Presentations and Workshop with the Board of County Commissioners
July 22	Tentative millage rates set by BOCC
August 15	Budget submitted for Article V Court Related Budgets to Clerk of Court Operations Corporation (CCOC)
September 1st	Budget Submitted to Clerk of Courts
September 4 & 18 @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 2009 Budget commences
October 15	Court Budgets submitted to the State Legislature Department of Revenue and State Chief Financial Officer by the CCOC

SPECIFIC BUDGET POLICIES FOR FISCAL YEAR 2008/2009

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 no more than their respective percentages in the adopted FY04 budget with limits of 2% less than adopted FY08 budgets.
- 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, 2008, the Board authorized \$888,700 for rent, facilities and staff attendance at the Board meetings. The Board made no provision for paying fees for the Clerk to the Board functions.
- At present, funding is provided for continuation of services to the Supervisor of Elections.
- Currently the Clerk is in litigation with the Board of County Commissioners concerning his status as a fee officer.

Compensation Administration

The Clerk of Courts, as a separately elected constitutional officer, has full authority over policies of his agency. The philosophy of 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.

Meeting these goals under tightening economic conditions is difficult.

The Board of County Commissioners compensation plan has been limited for FY 09 as follows:

Program Component	FY 08	FY 09
Cost of Living	4.10%	4.20%
Merit Plan	1.50%	0%
Pay Plan Maintenance	.25%	0%
Total	5.85%*	4.20%

*This is the Board of County Commissioners Pay Plan Policy.

The Clerk plans to remain competitive locally and will continue to monitor market salaries, revenues and budget constraints to determine the best application of available funds. The FY 09 budget includes a 4.2% COLA adjustment. Implementation of this adjustment is contingent upon sustaining revenue levels.

Limitations on Expanded Positions to Maximize Organizational Efficiencies

To maximize organizational efficiencies, no new positions in the Clerk's operations will be implemented in FY 2009. This recognizes the fact that 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 FY09 budget does not provide funding for full staffing but recognizes vacancies and reduced funding for 31.30 positions.

Limitations on Current Service Discretionary Operating Expenses

The Clerk's office adopted limiting current service operating expense increases to current service levels.

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.

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 goal of an 80%-20% cost sharing arrangement has been maintained for the FY 09 budget.

EXISTING BUDGET POLICIES FOR FY 2009

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 09. Premiums are budgeted at \$9,700 per year for an employee or family with the employee's 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 current Board budget for FY2009 does not include a reserve for Clerk's operations.
- The Clerk's reserves for the state related operations are budgeted at \$323 keeping well within the state budgetary cap of no more than 10% of expenditures.

Excess Fees Turnback

- 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 \$13,706,700 for 2009. State funds in excess of expenses by statute are required to be returned prior to January 1, 2010 to the State Department of Revenue and are expected to be \$1,714,577 for FY 2009.

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. The Clerk's capital budget for 2009 is to fund capital expenses of the M.I.S. department as well as various software and hardware upgrades and purchases within operating departments.
- 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 Clerk's Office is expected to relocate in FY 09 to the new Courthouse Annex (pictured below). Costs associated with this move are not included in the Clerk's FY 09 Budget.

Costs associated with facilities are required by State Statute to be funded by the Board of County Commissioners.

- The relocating of existing Clerk functions should not have a significant impact on operational costs.



Courthouse Annex taking shape, Summer 2008

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 August 15th for approval. 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. 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 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). In addition, expenses for capital improvements in the proprietary funds are depreciated in the CAFR. 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 comparison 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 policy addressed the major components 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 no new staff positions. The employee's anniversary date as the effective date for salary increases, which are budgeted at 4.20%.
- 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 2009. 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.
- The Clerk's office continues to be a "donor" office providing excess revenues to the Board of County Commissioners and the State of Florida.
- *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.
- Section 28.37(4), *Florida Statutes*, further provides that by January 1, 2010, for the period October 1, 2008 through September 30, 2009, the Clerk must remit to the Department of Revenue the accumulation of all fees, service charges, court costs and fines retained by the Clerk over the amount needed to meet the approved budget amounts established by Section 28.36, *Florida Statutes*.

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 insured. The Clerk's Office does not have debt and does not intend to issue debt in FY 09. The Clerk's operating funds are turn back funds and cannot issue debt encompassing more than a single fiscal year.

Investment Policy

Investments of Clerks 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.

As of July 1, 2004, all capital purchases 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 and interest earned on these investments is income to the Clerk pursuant to Florida Statute 28.33.

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 to establish 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, encumbered 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 Clerks 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.

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.

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 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.

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

Juvenile Assessment Fund (176) - Established to account for revenues and expenditures applicable to the contract administration of the Juvenile Assessment Center. Statutorily defined fees are used to replenish this fund.

OPERATING BUDGET SUMMARY

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 interest income. The primary sources of funding are charges for services and interest income. The Board has made no budget provisions to fund the Clerk to Board functions other than an estimated portion of facility related costs required by Statute and funding of a partial position to attend Board meetings.

All the activities of the Clerk's office funded by the above sources are accounted for in the general fund (011 & 013). In addition, 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 Juvenile Assessment Fund (176) provides contract administration and payment for the Juvenile Assessment Center.

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. The general fund and special revenue funds are subject to budgetary control.

By statute, all non-court excess fees of the Clerk's office must be transferred to the Board by October 31 of each year. All court excess fees must be transferred to the Department of Revenue for the State of Florida by December 31 of each year. Thus, the Clerk retains no equity from operations from year to year. The special revenue funds, however, 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 2008 and FY 2009 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)			
	2007	2008	2009
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Beginning Fund Balance	\$ 2,946,682	\$ 2,494,639	\$ 2,226,139
Revenues	559,767	373,300	354,500
Expenditures	<u>(1,011,810)</u>	<u>(641,800)</u>	<u>(2,580,639)</u>
Ending Fund Balance	\$ <u>2,494,639</u>	\$ <u>2,226,139</u>	\$ <u>-</u>

Currently revenues are not at sufficient levels to sustain annual expenditures requiring the use of fund balance.

COURTS INFORMATION TECHNOLOGY SPECIAL REVENUE FUND (177)

The funds in the Courts Information Technology Fund are designated for use in paying expenditures related to providing information technology services to the court system. In FY 2009, funds are allocated to support the Court Systems development and a percentage of the personnel and operational costs of the information technology department (MIS).

COURTS INFORMATION TECHNOLOGY FUND (177)			
	2007	2008	2009
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Beginning Fund Balance	\$ 6,794,231	\$ 6,920,525	\$ 3,159,025
Revenues	2,099,056	1,119,000	997,500
Expenditures	(1,972,762)	(4,880,500)	(3,345,975)
Reserves	-	-	(810,550)
Ending Fund Balance	\$ <u>6,920,525</u>	\$ <u>3,159,025</u>	\$ <u>-</u>

Currently revenues are not at sufficient levels to sustain annual expenditures requiring the use of fund balance.

JUVENILE ASSESSMENT CENTER FUND (176)

The Juvenile Assessment Center Fund provides contract administration and payment for the Juvenile Assessment Center contract with the David Lawrence Center.

JUVENILE ASSESSMENT CENTER FUND (176)			
	2007	2008	2009
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Beginning Fund Balance	13,300	11,123	11,123
Revenues	97,823	100,000	100,000
Expenditures	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>
Ending Fund Balance	<u>11,123</u>	<u>11,123</u>	<u>11,123</u>

Revenues are based upon collection of ordinance 04-42, which currently provides funding for approximately 70% of operations.

Performance Measurement

Throughout the year, budget performance is monitored monthly through reports generated by the Clerk's Accounting Department, including detailed revenue and expenditure reports. 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 quarterly 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 page 39 summarizes the budget for FY 2007, FY 2008 and the adopted budget for FY 2009 with a comparison of FY 2008 & FY 2009 by dollars and percent change. The expenditure section of this exhibit is further divided into activities funded by the Board transfer and activities funded by service charges. This presentation is necessary to satisfy the statutory requirement to prepare a budget in two parts, indicating the two primary functions of the Clerk as it relates to the Courts system and to the Board of County Commissioners. As can be seen in the following pages, the Board has elected to provide minimal funding to the Clerk FY 2009. Board funding does not include sufficient funding for Clerk to Board functions.

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.

As indicated by this summary, revenues and other funding sources are expected to increase by 6.64 percent while total expenditures less the non-operating expenditures are expected to decrease 2.22 percent. Net operating revenue is expected to decrease 10.80 percent. This decrease is related to a decline in the economy. Receivables have increased as more defendants have received jail time. Any shortfall in court funding may be upon request and justification supplemented from a Trust fund established by the State. Adding to this decreased revenue is the Board of County Commissioners election to not fund the activities of Clerk to the Board functions.

Major Highlights

Charges for services, excluding Clerk's interest, are expected to decrease 12.97 percent in 2009. The decrease is primarily due to the changes outlined above. Other non-court charges included in this budget are from Recording. This amount is expected to see a significant decrease due to the flattening of real estate activity and an additional filing fee that was recently imposed by the State legislature.

In fiscal year 2002, the Clerk began reporting investment income derived from surplus County funds as income to the Clerk of the Circuit Court, pursuant to Chapter 28.33 of the Florida Statutes. As is highlighted on Page 39, interest income from this source of revenue is budgeted at a level of \$20,000,000. Interest income earned on fees of the Clerk's Office is expected to increase to a level of \$789,000 or 35.10 percent more when compared to FY 2008. The increase in interest income is due to investment activity. The increase in interest income is attributable to the current market conditions and the forecast carrying forward in FY 2009.

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 \$1,189,600 for reserves or 5% of non-court revenues.

The decrease of 2.22 percent in overall spending for fiscal year 2009 reflects the change in methodology of the Clerk's office to allocate certain cost to special revenue funds. Prior to this year, these costs were in the operating funds to support the ever-increasing costs of health insurance and retirement contributions, and the additional costs of maintaining the SAP financial system. Of the proposed expenditure budget of \$19,887,500, approximately 84 percent is for personal services, approximately 16 percent is for operating expenses, and less than 1 percent is for capital expenditures.

This year's budget reflects an estimated transfer to the Board's general fund in the amount of \$13,706,700. This is in response to the implementation of Chapter 28.33 of the Florida Statutes, recognizing interest revenue on investments as revenue of the Clerk. In addition, this budget reflects an estimated transfer to the State of \$1,714,577 which reflects budgeted surplus court related fees.

The majority of the expenses, which are reflected in personal services, are budgeted for fiscal year 2009 to be approximately \$16,667,000 (pg. 56) and represent an increase of \$250,500 or 1.53 percent when compared to fiscal year 2008. This includes no full-time equivalents added in the current budget cycle. There are no expanded services for FY 2009.

Operating expenditures are \$3,127,800 (pg. 56) or \$276,900 less than fiscal year 2008 for an 8.13 percent reduction.

In summary, although the fiscal year 2009 expenditure budget reflects a decrease of 2.22 percent, many factors included within the budget are outside the sole control of the Clerk of the Circuit Court and are dictated by State Statute.

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

- Ensure the SAP financial software package meets the requirements of the Board of County Commissioners and Supervisor of Elections, as well as that of the Clerk's Office.
- Ensure strict compliance with Revision 7 to Article V of the State Constitution.
- Continue to provide a high level of service to all citizens of Collier County that reflects our dedication to 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 attract and retain employees with the high cost of living associated with employment in Collier County. 3) Future automation of processes to meet the ever increasing demands of record retention and volume of records.

Even though revenues have increased from year to year, 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 has been one of the fastest growing counties in Florida. In the last year, 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 addition of the Ave Maria community in Immokalee will help to somewhat offset this decline, but continued downturn in housing and associated employment recession will impact Clerk Revenues. Court revenues are also declining slightly due to the economic downturn. Revenues are tied to statutorily set fees and steadily increasing population of Collier County has sustained a slight growth in overall revenues. This year a significant rise in the housing foreclosures has offset a position of the declines in recording revenues. However, the 2008 slowing of building and construction, should it continue, will inhibit revenues even as costs may continue to increase.

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 needs in a growth county. Mandated services without adequate levels of corresponding revenues may create additional operational concerns during FY 09 and beyond.

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 2008 fiscal year, we continued our program of microfilming court records in order to meet retention requirements set forth by statute 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 in the process of implementing 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

	2007 Budget	2008 Budget	2009 Budget	Variance	% Change
REVENUES BY SOURCE:					
<i>Operating Revenues:</i>					
Charges for Services	18,552,900	17,564,700	15,285,900	(2,278,800)	(12.97%)
Interest Income	15,365,300	16,132,300	20,789,200	4,656,900	28.87%
5% Statutory Reduction	(1,072,100)	(1,069,000)	(1,189,600)	(120,600)	11.28%
<i>Net Operating Revenues</i>	<u>32,846,100</u>	<u>32,628,000</u>	<u>34,885,500</u>	<u>2,257,500</u>	<u>6.92%</u>
<i>Transfers:</i>					
Transfer from 177	3,015,300	-	-	-	0.00%
Transfer other funds	-	-	66,000	66,000	0.00%
Board Transfers	<u>5,117,000</u>	<u>364,800</u>	<u>357,600</u>	<u>(7,200)</u>	<u>(1.97%)</u>
<i>Total Transfers</i>	<u>8,132,300</u>	<u>364,800</u>	<u>423,600</u>	<u>58,800</u>	<u>16.12%</u>
Total Revenue	<u><u>40,978,400</u></u>	<u><u>32,992,800</u></u>	<u><u>35,309,100</u></u>	<u><u>2,316,300</u></u>	<u><u>7.02%</u></u>
EXPENDITURES BY SOURCE:					
<i>Operating Expense</i>					
Clerk to the Board	105,000	3,785,300	3,717,700	(67,600)	(1.79%)
General Administration	1,803,600	3,189,700	3,258,800	69,100	2.17%
Clerk of the Circuit Court	3,995,000	3,938,350	4,309,100	370,750	9.41%
Clerk of the County Court	4,771,850	4,753,700	4,958,300	204,600	4.30%
Recording	1,930,700	2,121,500	2,003,500	(118,000)	(5.56%)
Management Information Systems	<u>3,081,100</u>	<u>2,186,050</u>	<u>1,409,700</u>	<u>(776,350)</u>	<u>(35.51%)</u>
<i>Total Operating Expenses</i>	<u>15,687,250</u>	<u>19,974,600</u>	<u>19,657,100</u>	<u>(317,500)</u>	<u>(1.59%)</u>
<i>Transfers:</i>					
Clerk of Board	3,086,700	60,000	-	(60,000)	(100.00%)
General Administration	608,400	-	-	-	0.00%
Clerk of Circuit Court	100,100	157,700	106,400	(51,300)	(32.53%)
Clerk of County Court	123,600	147,100	124,000	(23,100)	(15.70%)
Recording	-	-	-	-	0.00%
Management Information Systems	<u>1,198,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>Total Transfers</i>	<u>5,117,000</u>	<u>364,800</u>	<u>230,400</u>	<u>(134,400)</u>	<u>(36.84%)</u>
Total Expenditures	<u><u>20,804,250</u></u>	<u><u>20,339,400</u></u>	<u><u>19,887,500</u></u>	<u><u>(451,900)</u></u>	<u><u>(2.22%)</u></u>
Reserve for Contingencies	22	720,107	323	(719,784)	(99.96%)
Transfer to Board	17,581,600	9,590,800	13,706,700	4,115,900	42.92%
Transfer to State	2,592,528	2,342,493	1,714,577	(627,916)	(26.81%)
Total Expenditures and Transfer	<u><u>40,978,400</u></u>	<u><u>32,992,800</u></u>	<u><u>35,309,100</u></u>	<u><u>2,316,300</u></u>	<u><u>7.02%</u></u>

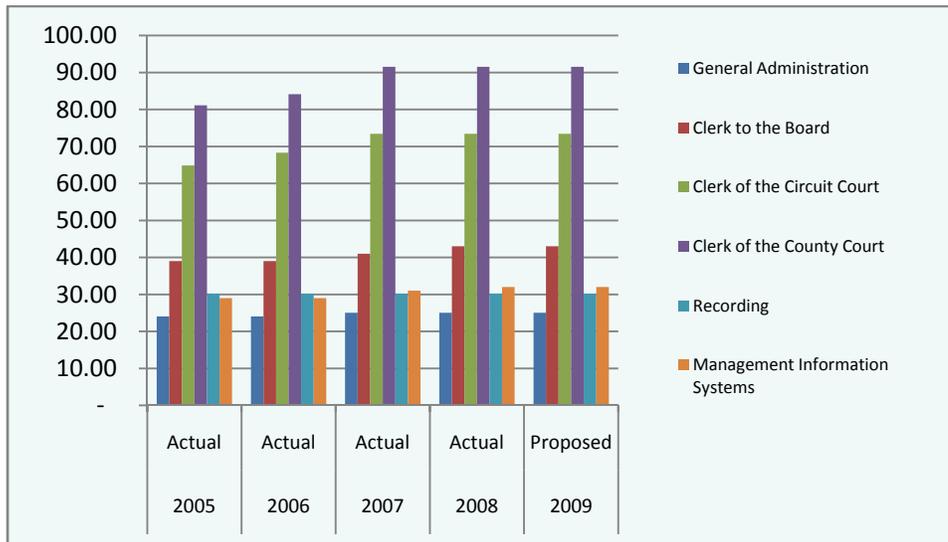
PERSONNEL COUNT 2005 - 2009

<i>Department</i>	<i>2005 Actual</i>	<i>2006 Actual</i>	<i>2007 Actual</i>	<i>2008 Actual</i>	<i>2009 Proposed</i>
General Administration	24.05	24.05	25.05	25.05	25.05
Clerk to the Board	39.00	39.00	41.00	43.00	43.00
Clerk of the Circuit Court	64.84	68.32	73.44	73.44	73.44
Clerk of the County Court	81.12	84.14	91.52	91.52	91.52
Recording	30.19	30.19	30.19	30.19	30.19
Management Information Systems	29.00	29.00	31.00	32.00	32.00
Total Employees	268.20	274.70	292.20	295.20	295.20

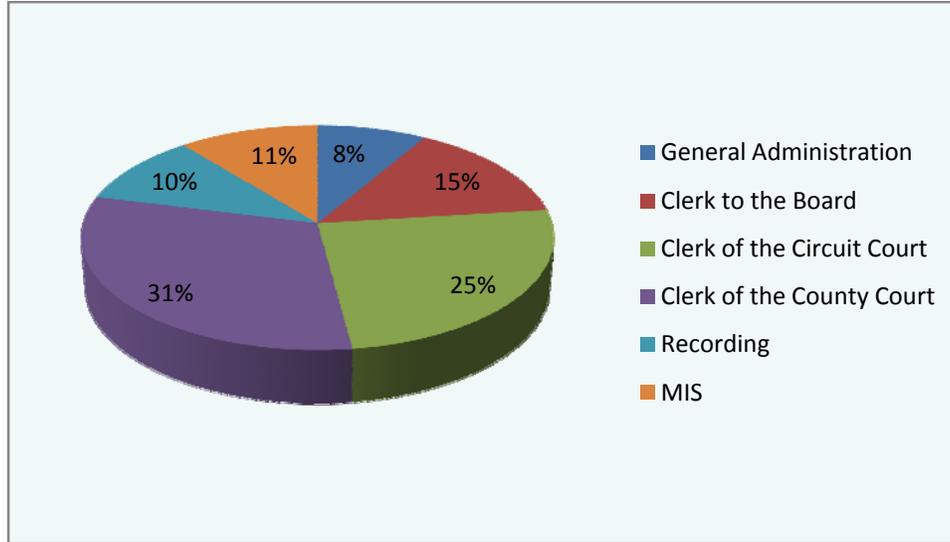
During FY 2008 the Clerk implemented a hiring freeze on vacant positions due to anticipated decreases in revenues and volatile economic indicators.

The Clerk's Office has 295.2 authorized positions for FY 2009, requested funding is for 263.9 positions a reduction of 31.3 positions. This reduction in budget is in direct response to the economic decline and funding limitations placed upon the Clerk's Office by the state.

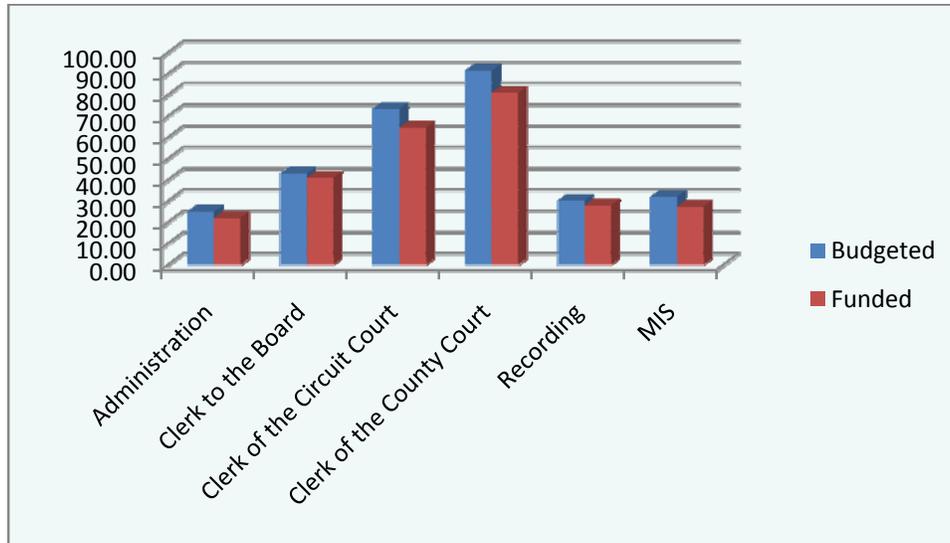
Full Time Equivalent 2005 - 2009



PERSONNEL DISTRIBUTION – FISCAL YEAR 2009
 STAFFING SUMMARY BY DEPARTMENT
 AUTHORIZED FULL-TIME EQUIVILANTS



BUDGETED POSITITIONS AS COMPARED TO FUNDED POSITIONS



FISCAL YEAR 2009 STAFFING LEVELS

<i>Department</i>	2008 <i>Budgeted</i> <i>FTE</i>	2009 <i>Budgeted</i> <i>FTE</i>	2009 <i>Funded *</i> <i>FTE</i>
<i>General Administration</i>			
Clerk's Administration	6.00	6.00	6.00
Clerk's Bookkeeping	6.00	6.00	4.00
Internal Audit	5.00	5.00	5.00
Records Management	8.05	8.05	7.00
<i>Total Administration and Internal Audit</i>	<u>25.05</u>	<u>25.05</u>	<u>22.00</u>
<i>Clerk to the Board</i>			
Finance and Accounting	39.00	39.00	37.00
Board Minutes and Records	4.00	4.00	4.00
<i>Total Clerk to the Board</i>	<u>43.00</u>	<u>43.00</u>	<u>41.00</u>
<i>Clerk of the Circuit Court</i>			
Circuit Civil	31.69	31.69	28.71
Circuit Felony	27.62	27.62	22.81
SAVE Program	1.00	1.00	1.00
Jury Management	2.00	2.00	2.00
Circuit Probate	7.05	7.05	6.00
Juvenile	4.08	4.08	4.05
<i>Total Clerk of the Circuit Court</i>	<u>73.44</u>	<u>73.44</u>	<u>64.57</u>
<i>Clerk of the County Court</i>			
County Satellites	16.75	16.75	14.75
County Misdemeanor	33.78	33.78	27.89
County Civil	19.08	19.08	17.29
County Traffic	15.36	15.36	15.25
Court Collections	6.55	6.55	5.75
<i>Total Clerk of the County Court</i>	<u>91.52</u>	<u>91.52</u>	<u>80.93</u>
<i>Recording</i>	30.19	30.19	28.00
<i>Management Information Systems</i>	32.00	32.00	27.40
<i>Total Staff</i>	<u>295.20</u>	<u>295.20</u>	<u>263.90</u>

*Due to budgetary constraints budgeted positions are not fully funded. Funded positions are 31.3 less than those budgeted. Unfunded positions will remain vacant until funding becomes available.

CAPITAL IMPROVEMENT PLAN

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. Many of the following items are funded through the Public Records Modernization fund and or the Court Technology Fund in addition to the General Fund.

FIVE-YEAR FORECAST CIP

<u>Capital Projects</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
Personal Computers	\$ 90,000	100,000	110,000	110,000	110,000
Data Processing Equipment	1,650,000	600,000	550,000	350,000	250,000
Software	560,000	470,000	460,000	480,000	200,000
Office Equipment	50,000	50,000	35,000	25,000	25,000
Vehicles	-	17,500	-	20,000	-
<i>Total</i>	<u>\$ 2,350,000</u>	<u>1,237,500</u>	<u>1,155,000</u>	<u>985,000</u>	<u>585,000</u>

A brief description of these projects follows:

Personal Computers

The purchase of personal computers 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 give the clerks the ability to perform 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.

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 Emergency Operations Center are included in the FY 2009 CIP. The outer years include upgrades to existing hardware and expansion in certain key areas.

Software

There are several projects slated over the next five-year span including the upgrades to the financial management system as well as the implementation of an imaging package in the Domestic Violence Unit and the Finance and Accounting Department with SAP enhancements, new recording software system (COR) and Microsoft SQL system enhancements. Systems utilized by the Clerk's Office require annual evaluation and planning for replacement.

In FY 2008 the Clerk's Office implemented SAP Project Management Systems, Budget Control Systems, a Traffic Court System module, began the Recording System upgrade and implemented Paymetrics interface for the accounts payable department.

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 Court Systems with the traffic module going live in June. The system has several modules that will be implemented throughout FY 2009 including the Civil, Criminal, 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 ever-growing caseload.

Office Equipment

The Clerk is preparing a disaster recovery office located at our 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.

Vehicles

The Clerk's Office currently has three vehicles. 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 2010 and one in 2012.

Impact of Capital on Other Operating Expenditures

The new system expenditures will have associated software/hardware maintenance and training costs that will increase operating expenditures. As new systems come on-line there will be a recurring maintenance costs. Many of the maintenance and training items are funded through the Public Records Modernization fund and or the Court Technology Fund in addition to the General Fund.

The following chart summarizes the increases in maintenance and training costs for all systems listed in this section:

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
Maintenance Costs	\$ 543,800	500,000	500,000	500,000	500,000
Training Costs	89,700	90,000	100,000	100,000	100,000
<i>Net Operating Impact</i>	<u>\$ 633,500</u>	<u>590,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>

It is our expectation that the new systems will provide productivity improvements. The improvements will enhance the clerk's ability to meet the ever-increasing workload without adding the corresponding amount of new personnel. While there is an increase in operating costs relating to technology due to maintenance, these costs should be moderate and somewhat offset by a reduction in the need to hire additional staff.

This page intentionally left blank.

REVENUE BUDGET SUMMARY

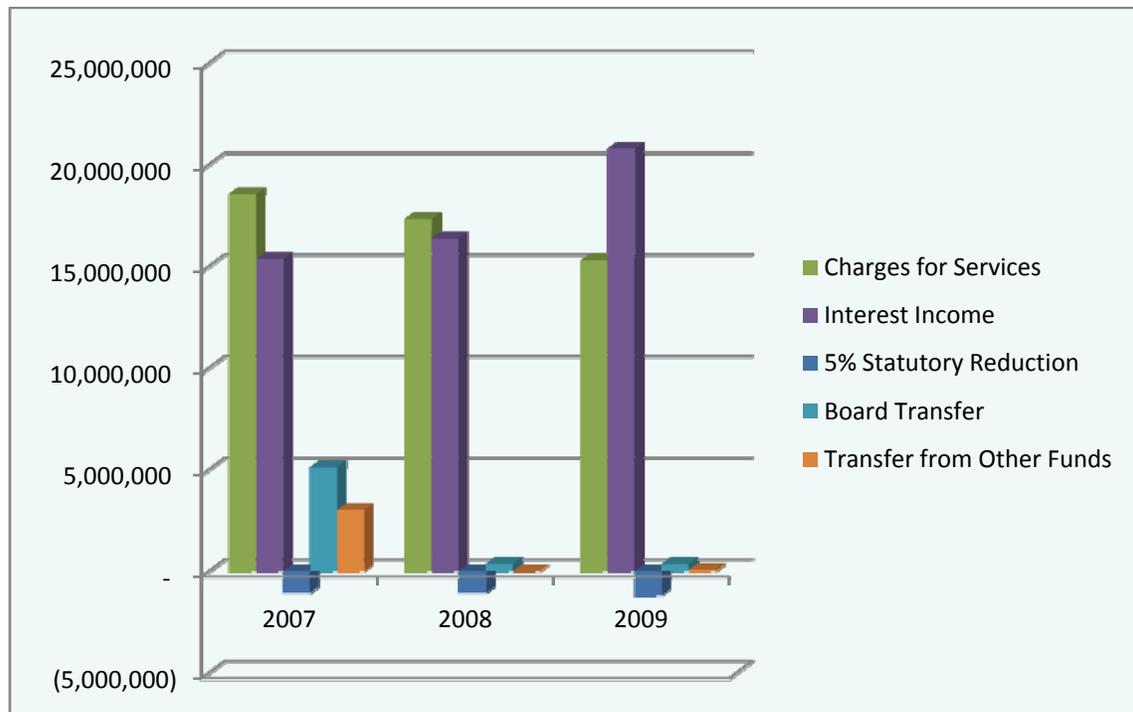
<i>Revenues by Major Class</i>	<i>2007 Budget</i>	<i>2008 Budget</i>	<i>2009 Budget</i>
Charges for Services	\$ 18,552,900	17,328,000	15,285,900
Interest Income	15,365,300	16,369,000	20,789,200
5% Statutory Reduction	(1,072,100)	(1,069,000)	(1,189,600)
Board Transfer	5,117,000	364,800	357,600
Transfer from Other Funds	3,015,300	-	66,000
Total Available for Operations	40,978,400	32,992,800	35,309,100

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 declining housing market. The increased interest is a result of the strong portfolio that the Clerk's office manages.

The decrease in Board Transfer was a result of the Board of County Commissioners decision to provide funding for only the statutorily required court expenses and S.A.V.E., the Board has not allocated funding for the Clerk to the Board functions.

Transfer from outer Funds includes \$40,000 from the Supervisor of Elections and \$26,000 from the Tax Collector to fund accounting processes provided by the Clerk to other constitutions.

Revenues by Major Category



REVENUE POLICY

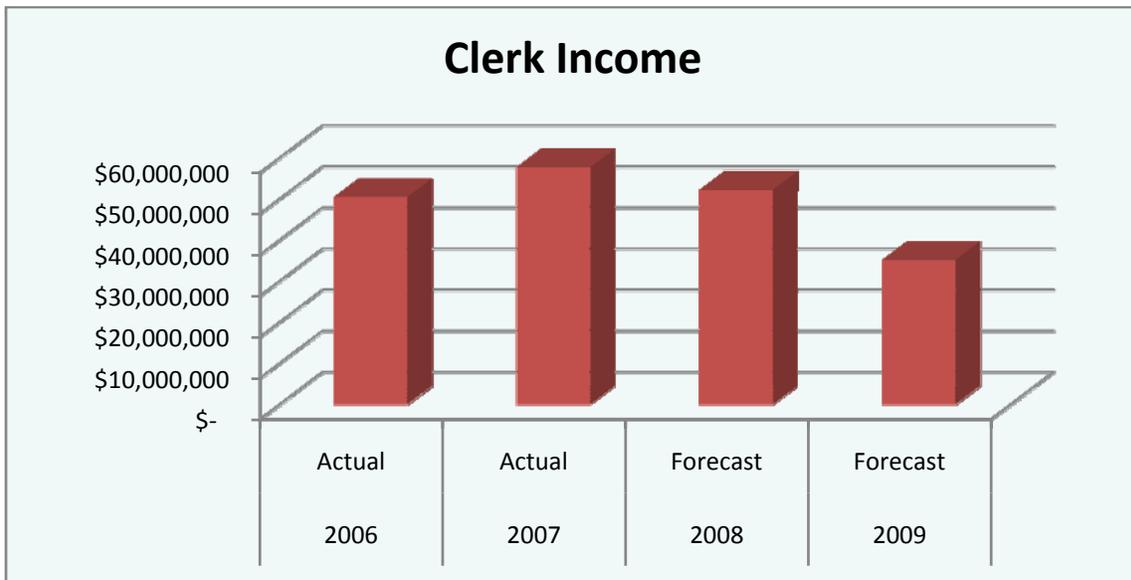
User charges for services derived by the Clerk for services rendered for court and non-court services activities are classified as fees and are available to offset functions of the Clerk's Office. These fees are collected by the Clerk and are deposited to the Clerk's General Fund. In addition, the General 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 income to the Clerk pursuant to Florida Statute 28.33.

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 guideline of establishing a 5% reserve against non-court projected revenues.

GROSS REVENUES 2006 – 2009

	2006 Actual	2007 Actual	2008 Forecast	2009 Forecast
Clerk Income	\$ 50,492,338	\$ 57,768,346	\$ 52,226,706	\$ 35,181,900



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
- Interest earned on investments

Key Revenues:

Clerk of the Circuit Court: Fees paid to the Clerk for services or charges in relation to the Circuit Court system.

- Filing Fees – Filing fees for civil and criminal proceedings in Circuit Court.
- Service Charges – Any other statutorily authorized charges other than filing fees associated with court activity in the Circuit Court. Anticipated to decline slightly due to the downturn in overall economic conditions. Service charges were increased by Statute on July 1, 2008. Revenues derived from these increases must be remitted to the State.

Clerk of the County Court: Fees paid to the Clerk for services or charges in relation to the County Court system.

- Filing Fees – Filing fees for civil and criminal proceedings in County Court.
- Service Charges – Any other statutorily authorized charges other than filing fees associated with court activity in the County Court. Service charges were increased by statute on July 1, 2008, revenues derived from these increases must be remitted to the State.

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

- Board Transfer – Transfer to cover Finance and Board Minutes and Records and certain statutorily mandated court costs. (The proposed Board of County Commissioners budget includes \$357,600 to fund limited facilities related costs and a partial position to attend BCC Meetings.)

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 due to the downturn in housing sales.
- Documentary Stamp Commissions: Commissions collected in processing documentary stamp sales. These fees are declining due to the regression 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.

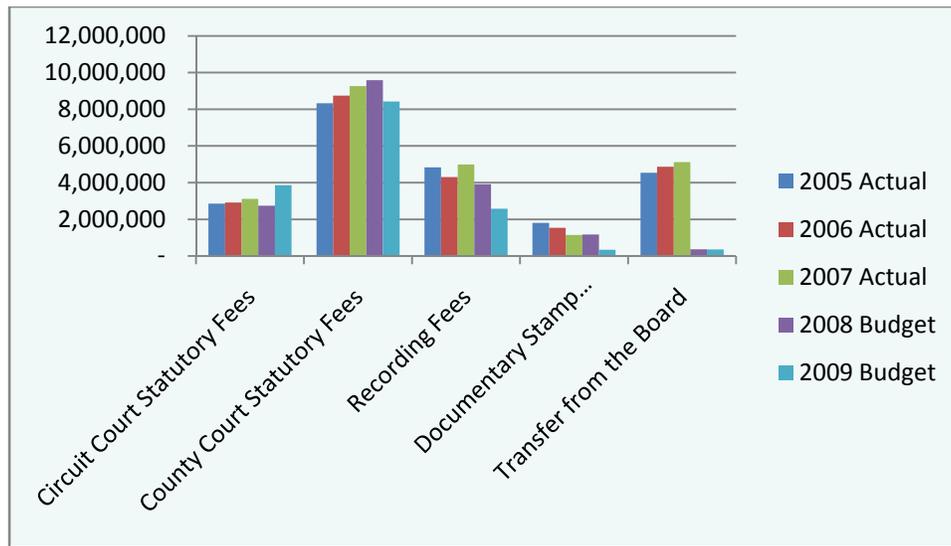
- Interest (Including profit on investments): Earnings on investments maintained and managed by the Clerk. Cash balances are expected to decline due to the significant funding of ongoing county construction projects. Interest rates have declined in the past year but are expected to moderate in FY 2009.

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 Court State Authorized Fees, costs, and service charges: Based on the estimated number of cases expected to be filed in the upcoming year based upon prior year activity, multiplied by the filing fee allowed by state law or ordinance.
- Clerk of the County Court State Authorized Fees, costs and service charges: Based on the estimated number of cases expected to be filed in the upcoming year based upon prior year activity, multiplied by the filing fee allowed by state law or ordinance.
- Special Revenue Funds revenues are linked directly to the statute changes in Article V for the court system, effective July 1, 2004, and are expected to remain moderate
- On July 1, 2008 a law signed by the Governor of Florida increasing the statutory fees went in to effect. This law however, excluded these increases when calculating our allowable expenditures cap for this budget cycle.

SIGNIFICANT REVENUE TRENDS



Clerk of the Circuit 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. It is expected that this increase coupled with the forecast levels of activity will yield approximately \$3,858,900. When compared to the prior fiscal cycles budget this reflects an increase of \$1,119,000 or 40.84 percent.

Clerk of the 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 county court activity. It is expected that this increase coupled with the forecast levels of activity will yield approximately \$8,427,000. When compared to the prior fiscal cycles budget this reflects a decrease of \$1,156,900 or 12.08 percent.

Recording and Documentary Stamp Fees: These fees combined are expected to decrease \$2,164,500 or approximately 42.56 percent when compared to the prior fiscal cycle budget. This is due to a continuing trend of the depressed housing market.

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 \$357,600 for the payment of these costs in FY 2009. This is far below the projected costs of Clerk to Board Functions of \$5,315,500.

REVENUE HISTORY AND FORECASTS

Description	2007 Actual	2008 Budget	2009 Budget
General Administration:			
Copies	\$ 369	200	100
Interest	35,251,674	16,132,300	20,701,000
Administrative Fee	(94,001)	19,900	29,700
Miscellaneous Fees and Charges	7,229	400	500
Total General Administration	\$ 35,165,271	16,152,800	20,731,300
Clerk to the Board:			
Copies	\$ 131,895	122,000	124,500
Lobbyist Registration Fees	6,375	5,000	3,000
Miscellaneous	11,803	400	2,500
Total Clerk to the Board	\$ 150,073	127,400	130,000
Clerk of the Circuit Court:			
State Authorized Fees, Cost, Service Charges	\$ 3,111,790	2,739,900	3,858,900
Total Clerk of the Circuit Court	\$ 3,111,790	2,739,900	3,858,900
Clerk of the County Court:			
State Authorized Fees, Cost, Service Charges	\$ 9,267,690	9,583,900	8,427,000
Total Clerk of the County Court	\$ 9,267,690	9,583,900	8,427,000
Recording:			
User Fees	\$ 4,947,265	5,085,600	2,921,100
Total Recording	\$ 4,947,265	5,085,600	2,921,100
Management Information Systems:			
User Fees	\$ 9,257	7,400	6,800
Total Management Information Systems	\$ 9,257	7,400	6,800
Total Service Charges	\$ 52,651,346	33,697,000	36,075,100
5% Statutory Reduction (non-court)	-	(1,069,000)	(1,189,600)
Net Service Charges	\$ 52,651,346	32,628,000	34,885,500
Board Transfer	5,117,000	364,800	357,600
Transfer from other funds	-	-	66,000
Total Operating Revenue & Transfer	\$ 57,768,346	32,992,800	35,309,100

This page intentionally left blank.

EXPENDITURE SUMMARY

CLERK OF THE COURTS DEPARTMENTAL BUDGET SUMMARIES

EXPENDITURES

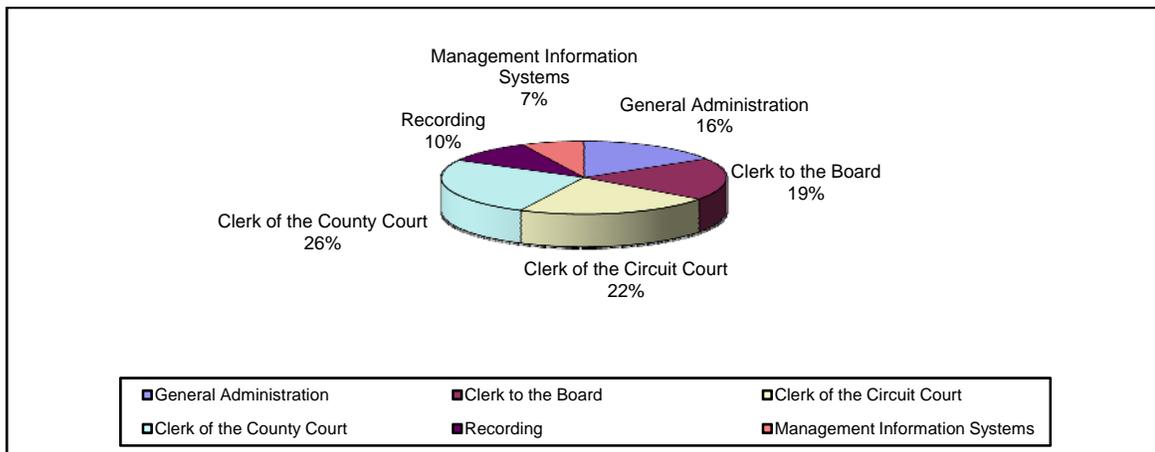
DOLLAR & PERCENT CHANGES 2008 TO 2009

Department/Object Class	2007 Actuals	2008 Budget	2009 Budget	2008-2009 % Variance	% Change
General Administration					
Personal Services	2,065,032	2,109,700	2,161,100	51,400	2.44%
Operating Expense	1,424,911	1,073,600	1,092,200	18,600	1.73%
Capital Outlay	1,503	6,400	5,500	(900)	(14.06%)
Total	3,491,446	3,189,700	3,258,800	69,100	2.17%
Clerk to the Board					
Personal Services	2,806,731	3,278,300	3,133,000	(145,300)	(4.43%)
Operating Expense	410,560	558,500	563,200	4,700	0.84%
Capital Outlay	3,976	8,500	21,500	13,000	152.94%
Total	3,221,266	3,845,300	3,717,700	(127,600)	(3.32%)
Clerk of the Circuit Court					
Personal Services	3,417,003	3,604,400	4,003,300	398,900	11.07%
Operating Expense	207,725	463,850	412,200	(51,650)	(11.14%)
Capital Outlay	-	27,800	-	(27,800)	(100.00%)
Total	3,624,728	4,096,050	4,415,500	319,450	7.80%
Clerk of the County Court					
Personal Services	4,406,812	4,493,000	4,730,500	237,500	5.29%
Operating Expense	204,865	400,000	351,800	(48,200)	(12.05%)
Capital Outlay	-	7,800	-	(7,800)	(100.00%)
Total	4,611,676	4,900,800	5,082,300	181,500	3.70%
Recording					
Personal Services	1,728,995	1,844,900	1,667,200	(177,700)	(9.63%)
Operating Expense	303,736	276,600	336,300	59,700	21.58%
Capital Outlay	-	-	-	-	0.00%
Total	2,032,731	2,121,500	2,003,500	(118,000)	(5.56%)
Management Information Systems					
Personal Services	964,956	1,086,200	971,900	(114,300)	(10.52%)
Operating Expense	785,867	632,150	372,100	(260,050)	(41.14%)
Capital Outlay	163,586	467,700	65,700	(402,000)	(85.95%)
Total	1,914,408	2,186,050	1,409,700	(776,350)	(35.51%)
Summary					
Personal Services	15,389,528	16,416,500	16,667,000	250,500	1.53%
Operating Expense	3,337,663	3,404,700	3,127,800	(276,900)	(8.13%)
Capital Outlay	169,065	518,200	92,700	(425,500)	(82.11%)
Total Expenditures	18,896,256	20,339,400	19,887,500	(451,900)	(2.22%)
Reserves	-	720,107	323	(719,784)	(99.96%)
Total Expenditures and Reserves	18,896,256	21,059,507	19,887,823	(1,171,684)	(5.56%)

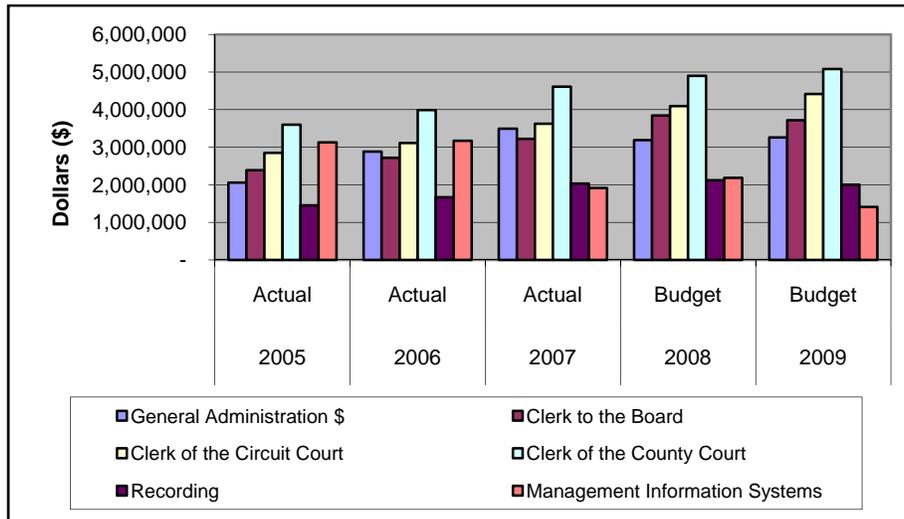
APPROPRIATIONS 2005 - 2009

Department	2005	2006	2007	2008	2009
	Actual	Actual	Actual	Budget	Budget
General Fund					
General Administration	\$ 2,360,497	2,881,838	3,491,447	3,189,700	3,258,800
Clerk to the Board	2,387,689	2,720,196	3,221,266	3,845,300	3,717,700
Clerk of the Circuit Court	2,812,281	3,113,472	3,624,728	4,096,050	4,415,500
Clerk of the County Court	3,598,178	3,964,676	4,611,676	4,900,800	5,082,300
Recording	1,453,071	1,669,440	2,032,731	2,121,500	2,003,500
Management Information Systems	3,128,477	3,170,904	1,914,408	2,186,050	1,409,700
Total	\$ 15,740,193	17,520,526	18,896,256	20,339,400	19,887,500

2009 APPROPRIATIONS ALLOCATION



HISTORY OF EXPENDITURES BY DIVISION

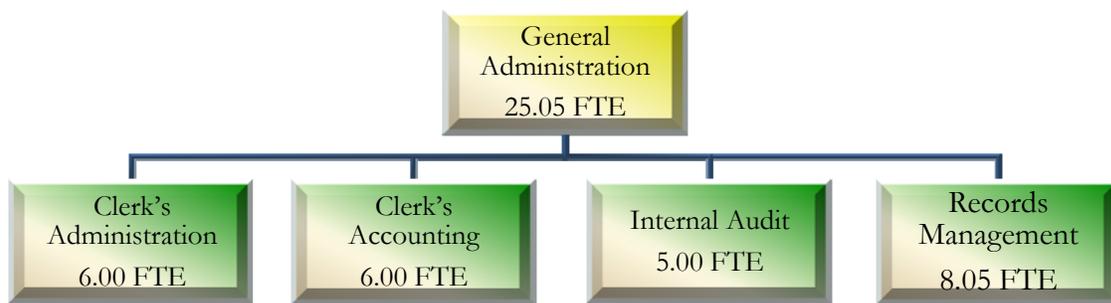


CAPITAL BUDGETS BY DIVISION

Capital Outlay	2007 Actual	2008 Budget	2009 Budget	Variance	% Change
General Fund					
General Administration	\$ 1,503	6,400	5,500	(900)	(14.06%)
Clerk of the Board	3,976	8,500	21,500	13,000	152.94%
Clerk of the Circuit Court	-	27,800	-	(27,800)	(100.00%)
Clerk of the County Court	-	7,800	-	(7,800)	(100.00%)
Recording	-	-	-	-	0.00%
Management Information Systems	163,586	467,700	65,700	(402,000)	(85.95%)
Total	\$ 169,065	518,200	92,700	(425,500)	(82.11%)

DEPARTMENT BUDGET DETAILS

GENERAL ADMINISTRATION



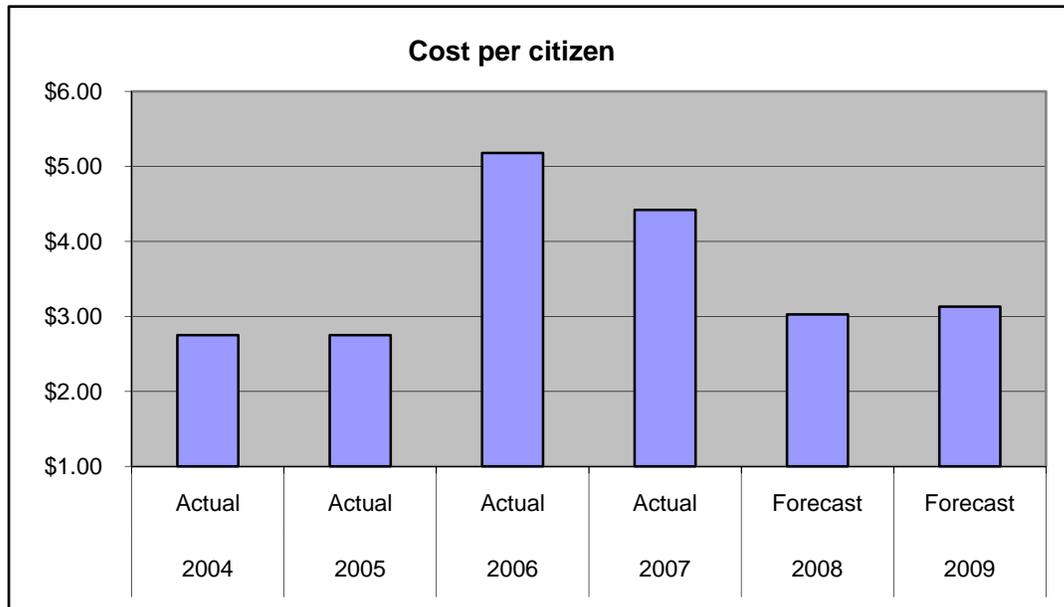
GENERAL ADMINISTRATION – CLERK’S ADMINISTRATION

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 2009:

- Provides for the general management of the Clerk’s departments.
- Provides executive secretarial support and special project support.
- Maintains and updates Clerk’s office policies and procedures.
- Ensures all procurements of goods and services are acquired in an efficient and effective manner.
- Ensures that the Human Resources function is operated in compliance with state and federal laws and regulations.

Performance Measures:



Efficiency:

- Continue to provide the general management of the Clerk’s Office in a manner pursuant to Florida Statutes.
- Administer policies and procedures.

GENERAL ADMINISTRATION – CLERK’S ADMINISTRATION

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	226,989	232,400	245,300	258,100	-	258,100	25,700	11.06%
Operating Expenses	1,246,232	831,800	789,400	834,750	-	834,750	2,950	0.35%
Capital Expenses	1,503	-	-	2,500	-	2,500	2,500	0.00%
Total Appropriations	1,474,725	1,064,200	1,034,700	1,095,350	-	1,095,350	31,150	2.84%
Permanent Positions	5.00	6.00	6.00	6.00	-	6.00	-	0.00%

Budget Highlights:

Current FY 2009:

- It is anticipated that current litigation between the Board of County Commissioners and the Clerk of Courts will be completed by the end of the current fiscal year 2008 or early fiscal year 2009.

Expanded FY 2009:

- There are no expanded positions and services planned for Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- Published and distributed four issues of CollierClerk.com Newsletter through Clerk’s offices, other constitutional offices, public libraries and the Chamber of Commerce.
- Enhanced audio, video and interactive capabilities of the Clerk’s website. Wrote and produced instructional video/test scripts.
- Expanded Community Outreach efforts with a Community Partnership program through new services, online educational curriculum and public relations handouts.
- Created and published a series of 10 articles in the Naples Sun Times that were replicated and published in other local newspapers and magazines.
- Created and published 6 public service announcements, 10 press releases and various court notices via email distribution lists and the website.
- Installed 3 new Traffic payment kiosks around the county for ease of payment.
- Arranged and provided technical support for 25 outreach activities with various civic, media and educational groups (including an internship program with the local universities).

Major Goals Fiscal-Year 2009:

- Continue to publish four quarterly newsletters related to the Clerk’s office, Clerk’s highlights magazine and various press releases.
- Implement and expand community outreach initiatives related to Home Owner Associations and Public Schools in Collier County.
- Set-up and staff approximately 20 outreach activities including speaking engagements, seminars, organization and media visits for the Clerk.
- Manage the ongoing process to update, edit and enhance the CollierClerk.com website with respect to both design and content to ensure timely changes and quality information throughout the web pages.

GENERAL ADMINISTRATION – CLERK’S ACCOUNTING

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

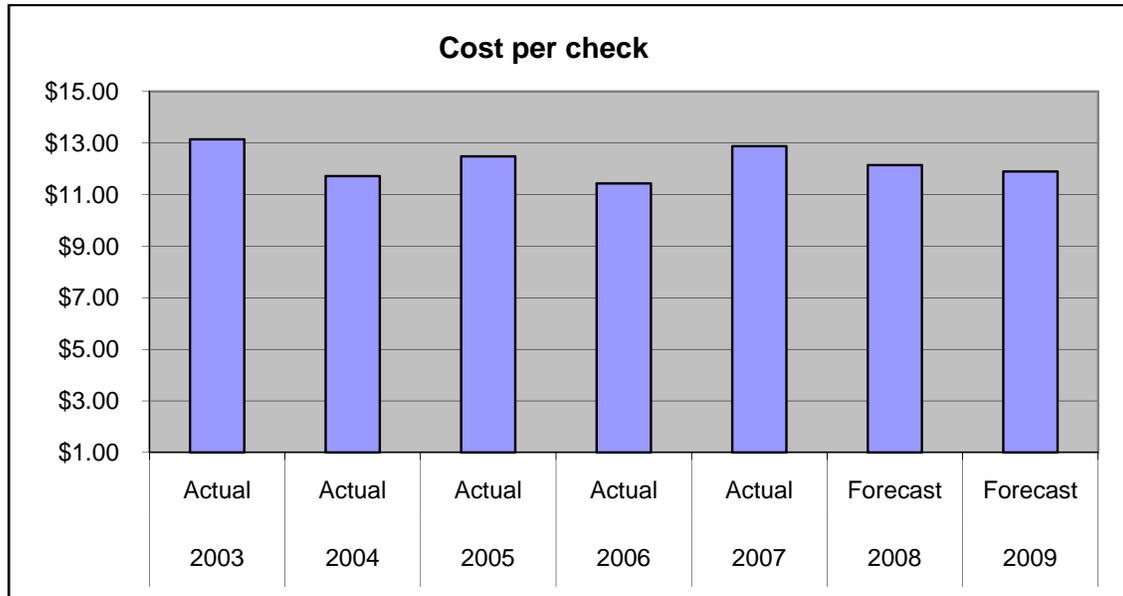
Key Objectives for 2009:

- 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.
- Court Systems interface with SAP.

Workload:

	2003	2004	2005	2006	2007	2008	2009
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of checks/wires issued	26,200	24,998	24,615	27,800	25,913	28,000	29,000

PERFORMANCE: To maintain or reduce cost per check issued.



GENERAL ADMINISTRATION - CLERK'S ACCOUNTING

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	120,122	130,100	130,300	124,000	-	124,000	(6,100)	(4.69%)
Operating Expenses	17,730	18,900	15,200	21,200	-	21,200	2,300	12.17%
Capital Expenses	-	1,500	-	1,500	-	1,500	-	0.00%
Total Appropriations	137,852	150,500	145,500	146,700	-	146,700	(3,800)	(2.59%)
Permanent Positions	6.00	6.00	6.00	6.00	-	6.00	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Total expenditures for the fiscal-year 2008 cycle are expected to be approximately \$5,000 or 3.32 percent less than budgeted due to savings in personal services and operating expenses.

Current FY 2009:

- The fiscal-year 2009 budget represents a decrease of \$3,800 or 2.59 percent when compared to the fiscal-year 2008 budget. The majority of the decrease is due to reduction in funded personnel services for a retirement that was filled with lower cost personnel.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- 100% timely reporting to all required agencies and Board of County Commissioners.
- Received the GFOA Budget for the sixth consecutive year.
- Conversion of Court Traffic System.

Major Goals Fiscal-Year 2009:

- 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.

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 pending litigation, the Clerk has been precluded from auditing Board Departments beyond a pre-disbursement review. To assist 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 2009:

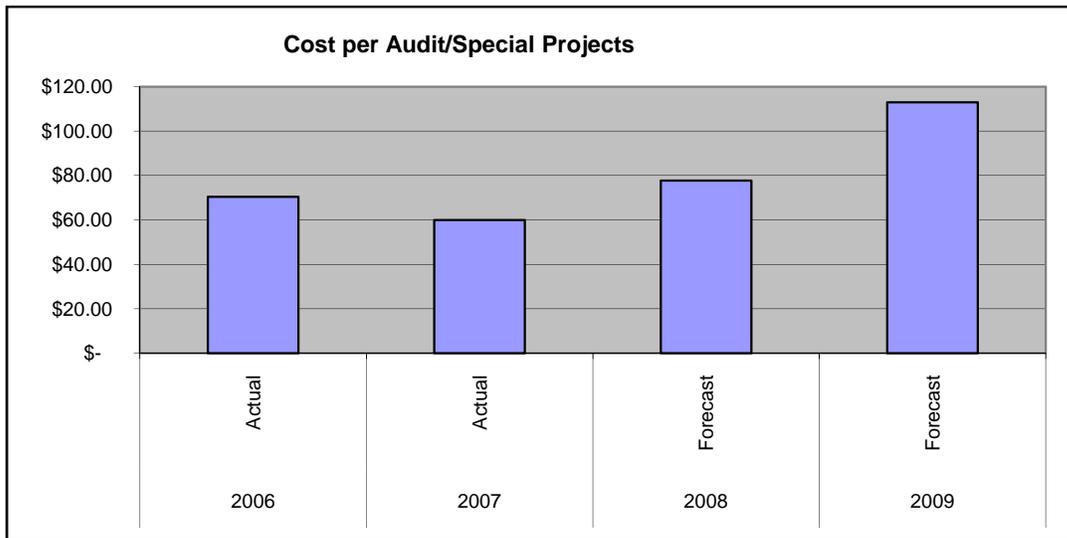
- Provide auditing services in an efficient and effective manner and operate as a management tool to continue to improve government services. This service includes reviews of the reliability and integrity of information, compliance with fiscal policies and regulations, the safeguarding of assets, the economical and efficient use of resources, and established goals and objectives.
- 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:

	2006 <u>Actual</u>	2007 <u>Actual</u>	2008 <u>Forecast</u>	2009 <u>Forecast</u>
Number of audits/special projects	16	19	20	16
Number of audit/special project hours	5,491	5,800	4,600	3,000
Number of Guardianship Audits	816	893	823	850

*Beginning in 2006, special projects are included in the total.

Performance: Reduce cost per audit.



GENERAL ADMINISTRATION - INTERNAL AUDIT

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	387,878	394,300	410,200	414,900	-	414,900	20,600	5.22%
Operating Expenses	13,300	19,200	11,500	18,700	-	18,700	(500)	(2.60%)
Capital Expenses	-	3,000	-	1,500	-	1,500	(1,500)	(50.00%)
Total Appropriations	401,178	416,500	421,700	435,100	-	435,100	18,600	4.27%
Permanent Positions	5.00	5.00	5.00	5.00	-	5.00	-	0.00%

Budget Highlights:

Forecast FY 2008:

- The forecast expenditures for fiscal-year 2008 are anticipated to be approximately \$5,200 or 1.24 percent more than the budget. This slight variance is primarily attributed to personal services which are forecast to be \$15,900 more than the appropriation due to a retirement payout.

Current FY 2009:

- The fiscal-year 2009 budget reflects an increase of approximately \$18,600 or 4.27 percent, when compared to the previous fiscal cycle. This variance is primarily attributed to personal services for the replacement of the retired personnel.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- Projected completion of five audit reports and a number of special projects.
- Projected completion of 662 guardianship accountings and 161 verified inventories.
- Audit work identified approximately \$6.5M (deferred impact fees) that needed to be recorded as accounts receivable.
- Worked to resolve issues associated with affordable housing grants valued at more than \$4M.

Major Goals Fiscal-Year 2009:

- 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 Statutes which consist of applying procedures to the annual accounting and inventory reports filed by court appointed guardians.
- 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, continues to reduce paperwork proliferation, to provide efficient access to needed information, to dispose of obsolete records, to provide documentation of compliance with laws, ordinances and other regulations and to maintain historical records.

Key Objectives for 2009:

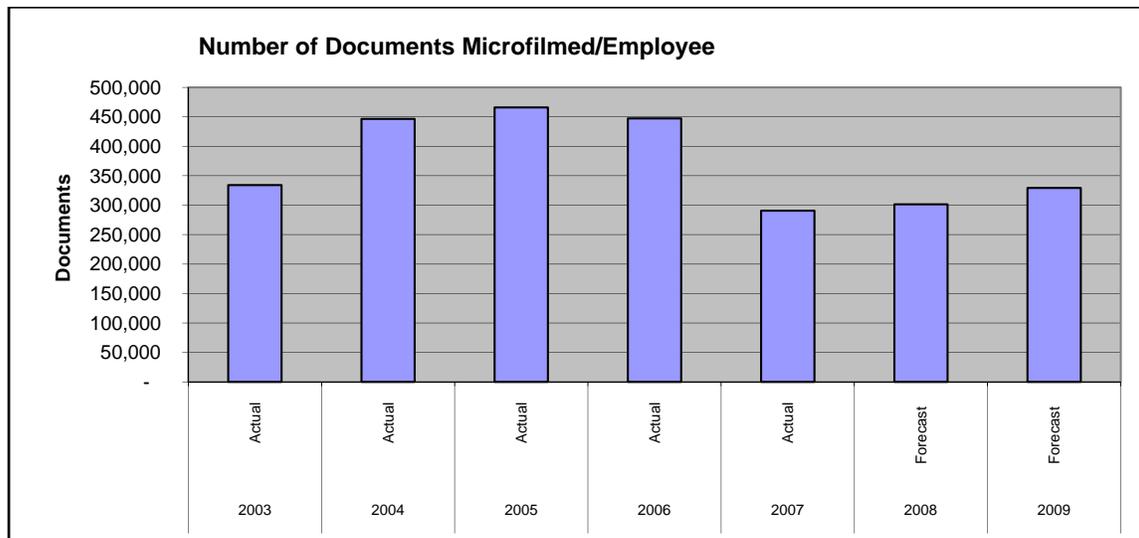
- To sustain a highly efficient storage/retrieval and microfilm processing division for the historical public records and court data submitted to the Office of the Clerk of the Circuit Court.
- To meet the demands of the various agencies related to archiving documents in an efficient and effective manner.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

Workload:

	2003	2004	2005	2006	2007	2008	2009
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of boxes stored	2225*	2225*	2225*	2225*	2225*	2225*	2225*
Documents microfilmed	2,689,000	3,593,711	3,750,000	3,600,000	2,340,000	2,426,050	2,650,000
Number of records requested	25,600	28,000	31,000	34,000	20,850	23,232	25,250

* Maximum capacity

Efficiency:



GENERAL ADMINISTRATION – RECORDS MANAGEMENT

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	104,054	156,100	159,200	165,900	-	165,900	9,800	6.28%
Operating Expenses	45,505	48,300	52,100	51,400	-	51,400	3,100	6.42%
Capital Expenses	-	1,900	-	-	-	-	(1,900)	(100.00%)
Total Appropriations	149,559	206,300	211,300	217,300	-	217,300	11,000	5.06%
Permanent Positions	8.05	8.05	8.05	8.05	-	8.05	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Based on historical trends and current spending patterns, total expenditures are forecast to be approximately \$5,000 or 2.42 percent above the FY 2008 budget due to an increase in personal services and operating costs.

Current FY 2009:

- The cost for current services increased by \$11,000 or 5.06 percent when compared to FY 2008 budget. Personal Services represent an increase of approximately \$9,800.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

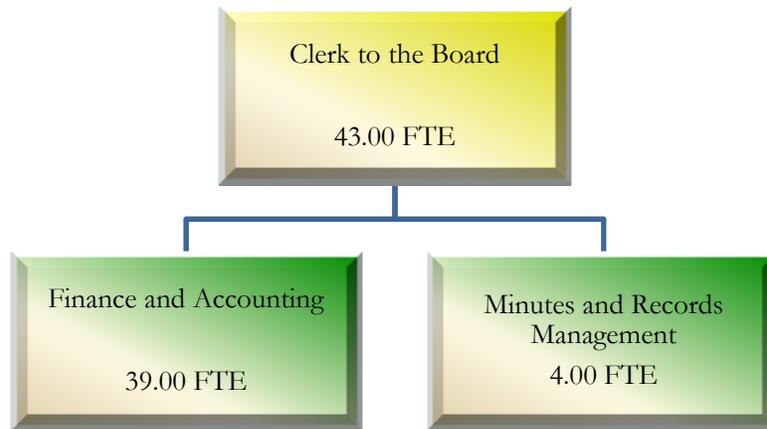
Major Accomplishments Fiscal-Year 2008:

- Converted microfilm to digital images in the back-file conversion stage.

Major Goals Fiscal-Year 2009:

- 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.

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.

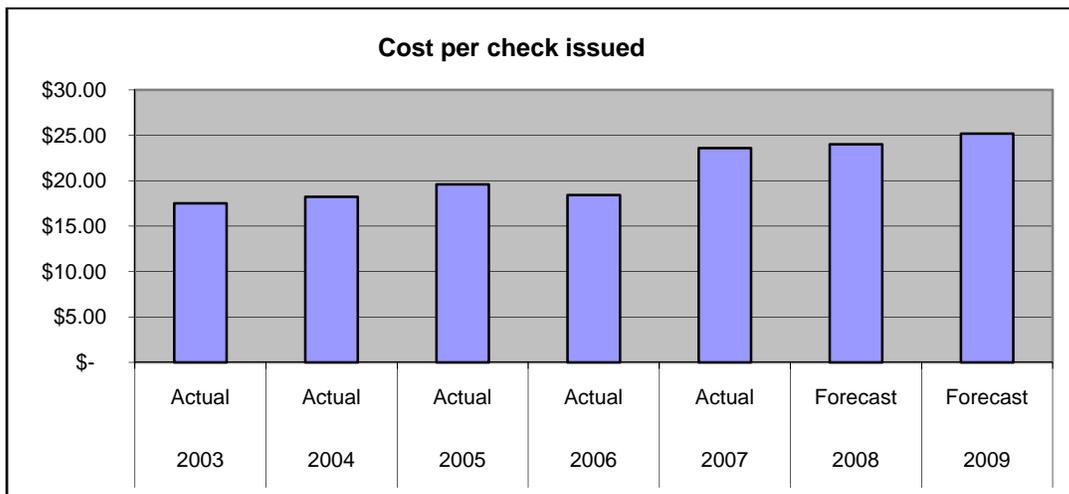
Key Objectives for 2009:

- 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 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.

Workload:

	2003	2004	2005	2006	2007	2008	2009
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of vendor checks/wires	50,156	53,145	55,800	59,700	63,872	67,000	69,000
Number of payroll checks/wires	<u>50,425</u>	<u>52,100</u>	<u>49,278</u>	<u>51,381</u>	<u>53,573</u>	<u>56,000</u>	<u>56,000</u>
Total checks issued	100,581	105,245	105,078	111,081	117,445	123,000	125,000

Efficiency:



CLERK TO THE BOARD - FINANCE AND ACCOUNTING

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	2,599,021	3,035,300	2,751,200	2,908,000	-	2,908,000	(127,300)	(4.19%)
Operating Expenses	168,134	230,500	197,000	234,700	-	234,700	4,200	1.82%
Capital Expenses	3,976	6,000	6,000	4,500	-	4,500	(1,500)	(25.00%)
Total Appropriations	2,771,130	3,271,800	2,954,200	3,147,200	-	3,147,200	(124,600)	(3.96%)
Permanent Positions	35.00	39.00	36.00	39.00	-	39.00	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Expenditures are forecast to be \$317,600 or approximately 9.70 percent less than appropriated due to unfilled vacancies.

Current FY 2009:

- The FY 09 budget reflects a decrease of \$124,600 or 3.96 percent. The majority of this decrease is contained within personal services for vacant positions that remain unfilled due to budget constraints.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget. Additional vacancies are only filled upon workload justification.

Major Accomplishments Fiscal-Year 2008:

- Submitted the Collier County Board of County Commissioners Comprehensive Annual Financial Report for the “Certificate of Excellence in Financial Reporting” for FY 2007.
- Received CAFR Certificate of Excellence in reporting for Fiscal Year 2006.

Major Goals Fiscal-Year 2009:

- Receive CAFR Certificate of Excellence in reporting for Fiscal Year 2007.
- Prepare Board of County Commissioners and SOE financial statements for FY 2008 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.

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 and/or staff.

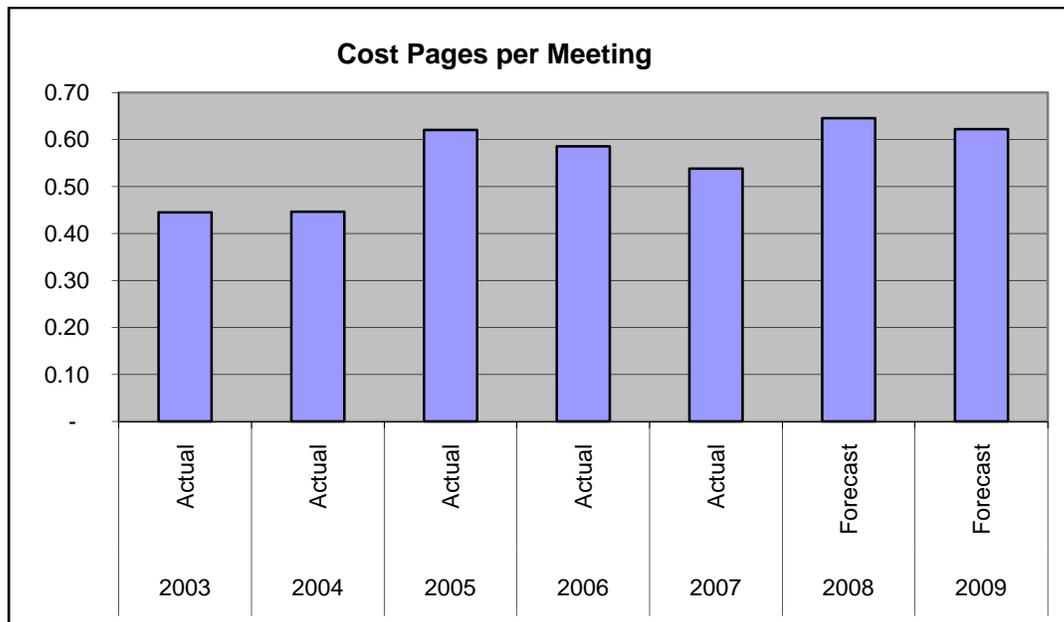
Key Objectives for 2009:

- Continue to provide the most efficient processing of minutes, ordinances, resolutions, contracts and any formal document produced by the direction and approval of the Board of County Commissioners.
- Maintain the Registered Lobbyist list and files produced.
- Assist staff and public in obtaining requested documents. Customer service is a priority.
- Indexing and preparation for microfilming all documents received as public record.

Workload:

	2003	2004	2005	2006	2007	2008	2009
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of Board Meetings	75	78	70	73	80	85	85
Number of Pages	9,600	9,984	7,834	8,651	10,459	10,451	10,790

Efficiency:



CLERK TO THE BOARD - BOARD MINUTES AND RECORDS

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	207,710	243,000	226,800	225,000	-	225,000	(18,000)	(7.41%)
Operating Expenses	242,426	328,000	297,700	328,500	-	328,500	500	0.15%
Capital Expenses	-	2,500	-	17,000	-	17,000	14,500	580.00%
Total Appropriations	450,136	573,500	524,500	570,500	-	570,500	(3,000)	(0.53%)
Permanent Positions	4.00	4.00	4.00	4.00	-	4.00	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Forecast expenditures for fiscal-year 2008 are anticipated to be approximately \$49,000 or 8.54 percent less than the FY 2008 budget. This is due to a decrease in Personal Services and Operating Expenses.

Current FY 2009:

- The fiscal-year 2009 budget reflects a decrease of approximately \$3,000 or 0.53 percent, when compared to the prior year amended budget.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

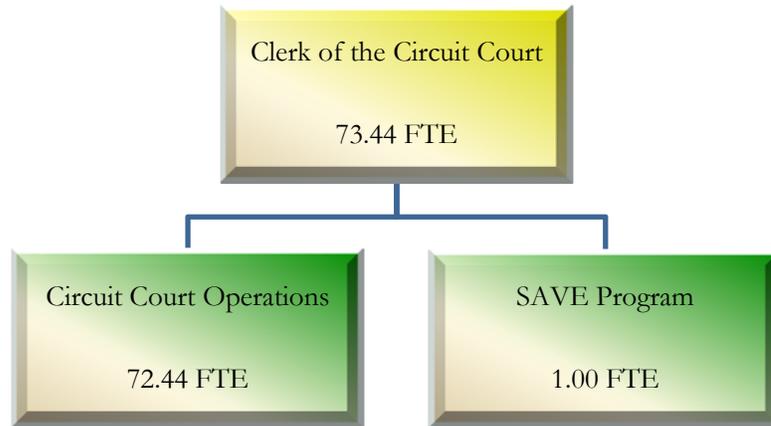
Major Accomplishments Fiscal-Year 2008:

- Increase in the number of meetings transcribed.
- Value Adjustment Board meetings/hearings increased in petitions received by approximately three times greater than the previous fiscal year.

Major Goals Fiscal-Year 2009:

- Finalize the automation process for lobbyist registration, client updates and annual renewals through internet access.
- Automate the Value Adjustment Board process as cost effective as possible, within the next couple of years, 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.

CLERK OF THE CIRCUIT COURT



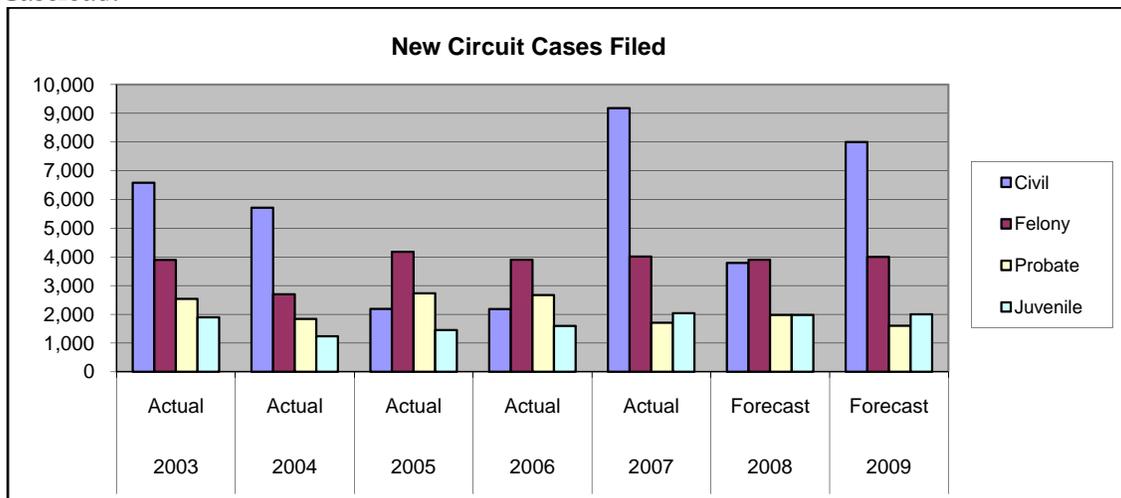
CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

The Clerk as Clerk of to 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 2009:

- Process all felony, probate, juvenile, guardianship, and circuit civil cases.
- 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		Quarters				Annual
	ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in		1 10/1/06- 12/31/06	2 1/1/07- 3/31/07	3 4/1/07- 6/30/07	4 7/1/07- 9/30/07	10/1/06- 9/30/07
Circuit							
Criminal (<i>defendants</i>)	80%	2 bus. days	95.6%	99.3%	99.8%	99.1%	98.5%
Juvenile Delinquency (<i>juveniles</i>)	80%	2 bus. days	99.8%	99.2%	99.6%	100.0%	99.6%
Civil (<i>cases</i>)	80%	2 bus. days	99.4%	99.7%	99.3%	99.7%	99.5%
Circuit Probate (<i>cases</i>)	80%	2 bus. days	98.2%	99.6%	98.4%	100.0%	99.1%
Family (<i>cases</i>)	80%	3 bus. days	99.7%	99.8%	100.0%	99.9%	99.8%
Juvenile Dependency (<i>cases</i>)	80%	2 bus. days	96.6%	97.5%	95.0%	98.0%	96.9%
	ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date		10/1/06- 12/31/06	1/1/07- 3/31/07	4/1/07- 6/30/07	7/1/07- 9/30/07	10/1/06- 9/30/07
Circuit							
Criminal (<i>defendants</i>)	80%	3 bus. days	97.6%	98.2%	98.9%	98.5%	98.3%
Juvenile Delinquency (<i>juveniles</i>)	80%	3 bus. days	99.5%	99.7%	99.1%	99.4%	99.4%
Civil (<i>cases</i>)	80%	3 bus. days	98.8%	99.0%	99.4%	99.4%	99.2%
Circuit Probate (<i>cases</i>)	80%	3 bus. days	93.7%	97.8%	98.8%	98.6%	97.3%
Family (<i>cases</i>)	80%	3 bus. days	95.1%	96.0%	96.5%	95.2%	95.7%
Juvenile Dependency (<i>cases</i>)	80%	3 bus. days	99.9%	99.8%	97.7%	100.0%	99.4%

CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	3,361,820	3,538,200	3,346,800	3,939,000	-	3,939,000	400,800	11.33%
Operating Expenses	205,602	460,400	192,400	409,300	-	409,300	(51,100)	(11.10%)
Capital Expenses	-	27,800	-	-	-	-	(27,800)	(100.00%)
Total Appropriations	3,567,422	4,026,400	3,539,200	4,348,300	-	4,348,300	321,900	7.40%
Permanent Positions	67.32	72.44	72.44	72.44	-	72.44	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$487,200 or 12.10 percent less than the adopted budget. The majority of the difference is within the Operating Expenses which are expected to be approximately \$268,000 less than the budget.

Current FY 2009:

- The fiscal-year 2009 budget reflects an increase of \$321,900 or 7.40 percent, when compared to the prior year’s adopted budget due to salary increases and full staffing for the department.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- Completed software conversion to new court records information system for the Traffic department.
- Updated levy procedures for use as reference information for deputy clerk.
- Increased timeliness of opening and docketing cases further above state standards.
- Met state standards as required in Article V reporting.

Major Goals Fiscal-Year 2009:

- Continued conversion to the new court system for the remaining departments.
- 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.

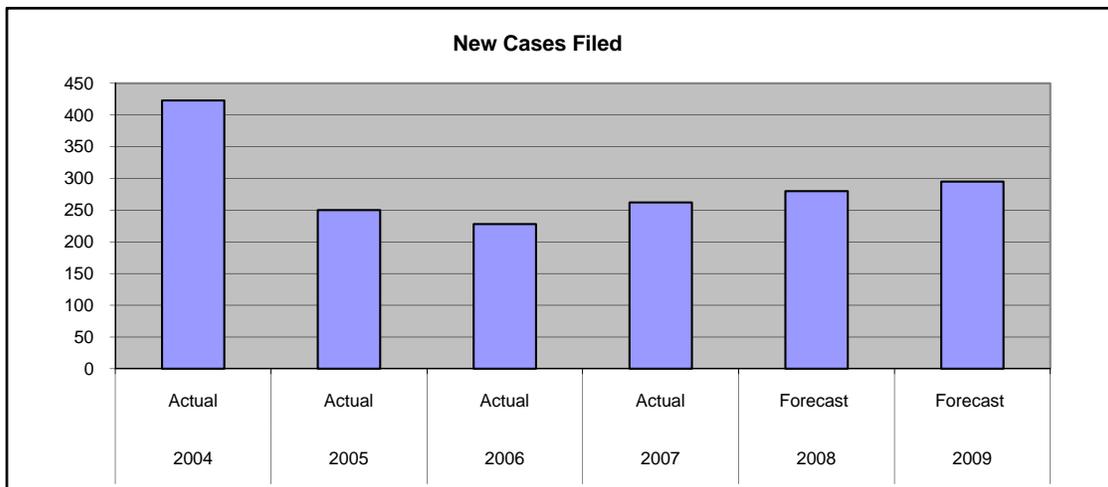
CLERK OF THE CIRCUIT COURT – SUPPORT, ALIMONY, VISITATION, AND ENFORCEMENT (SAVE)

SAVE provides the structure and the professional assistance necessary to automatically monitor support cases, enforce court orders, resolve visitation disputes, form equitable agreements on collateral issues, and support the citizens of Collier County as a “Friend of the Court.”

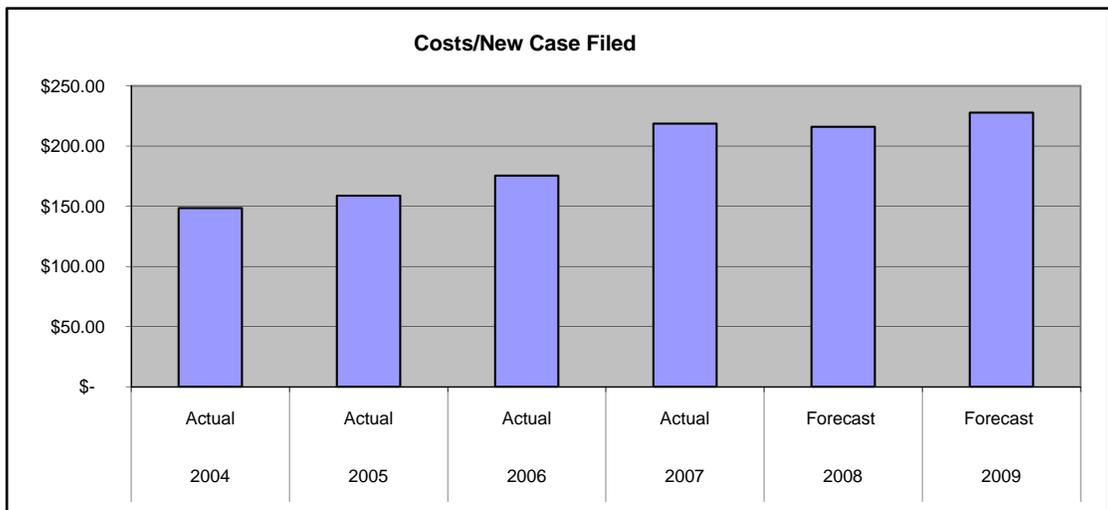
Key Objectives for 2009:

- Contact enrolled clients thirty days before anniversary date in order to increase the possibility of re-enrollment.
- Attend the monthly meetings of the Family Law attorneys in order to make them aware of the services the program can offer their clients.

Caseloads:



Efficiency:



CLERK OF THE CIRCUIT COURT – SUPPORT, ALIMONY, VISITATION, AND ENFORCEMENT (SAVE)

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	55,182	66,200	59,200	64,300	-	64,300	(1,900)	(2.87%)
Operating Expenses	2,123	3,450	1,300	2,900	-	2,900	(550)	(15.94%)
Capital Expenses	-	-	-	-	-	-	-	0.00%
Total Appropriations	57,305	69,650	60,500	67,200	-	67,200	(2,450)	(3.65%)
Permanent Positions	1.00	1.00	1.00	1.00	-	1.00	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Total expenditures are anticipated to be \$9,150 or 13.14 percent less than the FY 2008 budget due in large part to reduced overtime in the personnel expense.

Current FY 2009:

- The fiscal-year 2009 budget reflects a decrease of \$2,450 or 3.65 percent, when compared to the prior year's budget.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

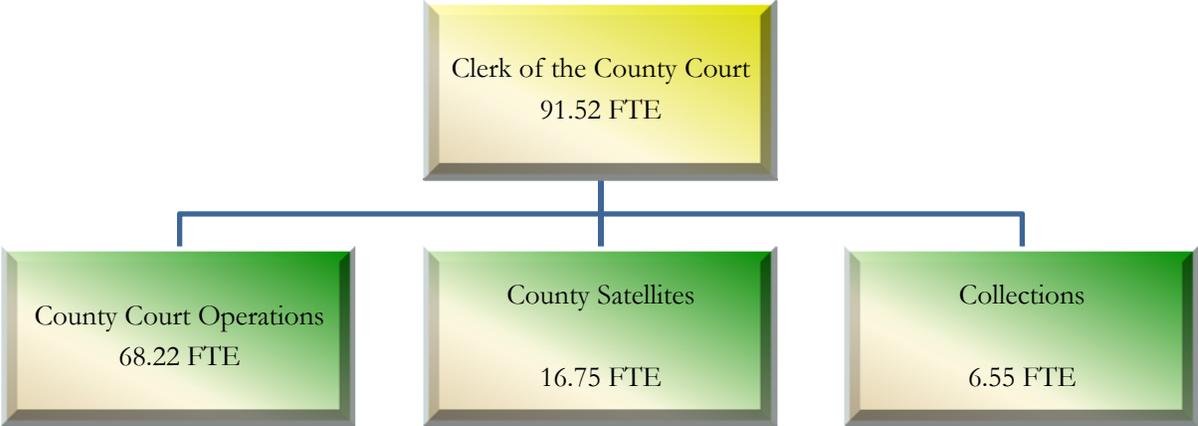
Major Accomplishments Fiscal-Year 2008:

- Increased re-enrollment rate to 80%.
- Incorporated court directed enrollees in Pay or Appear Program.
- Accomplished transition to new magistrate/hearing officer.

Major Goals Fiscal-Year 2009:

- Increase re-enrollment rate to 85%.
- Reduce time in court for non-compliance hearings by 15%.

CLERK OF THE COUNTY COURT



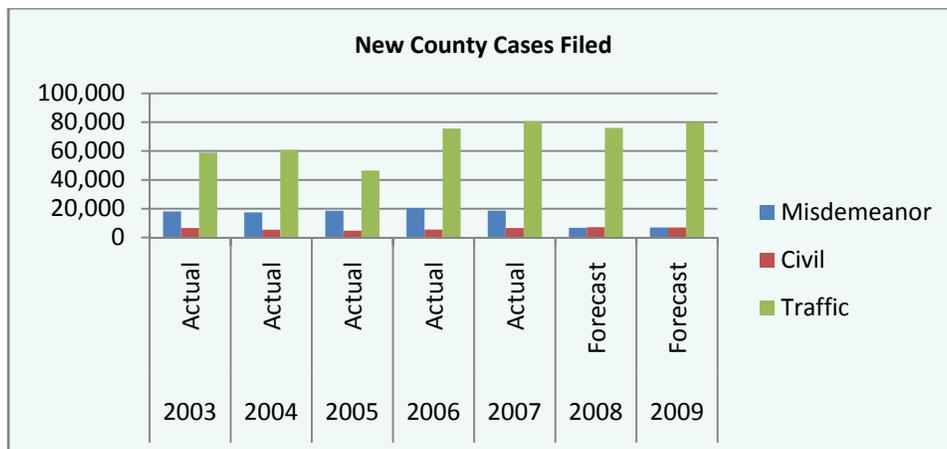
CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

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 2009:

- 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		Quarters				Annual
			1	2	3	4	
	ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in		10/1/06-12/31/06	1/1/07-3/31/07	4/1/07-6/30/07	7/1/07-9/30/07	10/1/06-9/30/07
County							
Criminal (<i>defendants</i>)	80%	3 bus. days	99.3%	99.6%	99.8%	99.8%	99.6%
Traffic (<i>UTC</i>)	80%	2 bus. days	99.7%	99.9%	99.8%	100.0%	99.9%
Civil (<i>cases</i>)	80%	2 bus. days	99.6%	99.9%	99.7%	99.7%	99.8%
Traffic (<i>UTC</i>)	80%	4 bus. days	100.0%	99.9%	99.9%	99.9%	99.9%
	ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date		10/1/06-12/31/06	1/1/07-3/31/07	4/1/07-6/30/07	7/1/07-9/30/07	10/1/06-9/30/07
County							
Criminal (<i>defendants</i>)	80%	3 bus. days	97.3%	96.2%	98.1%	98.4%	97.5%
Traffic (<i>UTC</i>)	80%	3 bus. days	94.8%	93.4%	96.6%	96.5%	95.2%
Civil (<i>cases</i>)	80%	3 bus. days	98.2%	98.8%	98.6%	98.6%	98.6%
Traffic (<i>UTC</i>)	80%	4 bus. days	97.8%	98.2%	97.6%	97.6%	97.8%

CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	3,238,309	3,309,900	3,281,400	3,537,200	-	3,537,200	227,300	6.87%
Operating Expenses	155,940	316,900	109,900	279,700	-	279,700	(37,200)	(11.74%)
Capital Expenses	-	7,800	-	-	-	-	(7,800)	(100.00%)
Total Appropriations	3,394,249	3,634,600	3,391,300	3,816,900	-	3,816,900	182,300	4.78%
Permanent Positions	62.84	68.22	68.22	68.22	-	68.22	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$243,300 or 6.70 percent less than the adopted budget due to position vacancies in personal services allowed to aid in meeting state reporting and performance standards.

Current FY 2009:

- The cost for current services increased by \$182,300 or 4.78 percent when compared to the prior cycle adopted budget, anticipating personal services increases.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- 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 2009:

- Update 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.

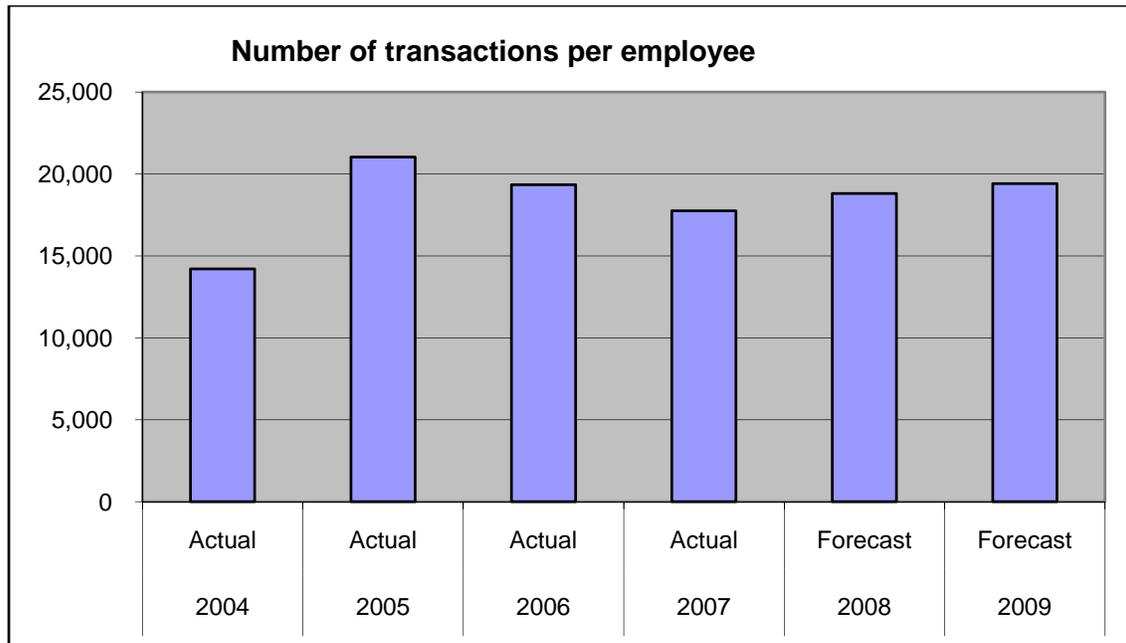
CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

The Satellite offices provide the citizens of Collier County an alternative to traveling to the Courthouse by having remote offices located throughout the County.

Key Objectives for 2009:

- Increase court revenues by providing services throughout the County.
- Ensure that revenues received are properly deposited to increase interest revenue.
- Provide satellite services in a courteous, efficient and effective manner.
- Successful conversion of court information management system.

Efficiency:



CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	805,367	826,700	754,000	816,000	-	816,000	(10,700)	(1.29%)
Operating Expenses	34,537	61,200	29,900	47,700	-	47,700	(13,500)	(22.06%)
Capital Expenses	-	-	-	-	-	-	-	0.00%
Total Appropriations	839,903	887,900	783,900	863,700	-	863,700	(24,200)	(2.80%)
Permanent Positions	16.75	16.75	16.75	16.75	-	16.75	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$104,000 or 11.72 percent less than the FY 2008 budget. This is primarily due to vacancies in personal services.

Current FY 2009:

- The cost for current services decreased by \$24,200 or 2.80 percent when compared to the prior cycle amended budget due to savings in personal services.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

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

Major Goals Fiscal-Year 2009:

- Conversion of all court related systems to new technology.
- Cross-training for cashiers and satellite staff with all cashier functions and accounting systems.

CLERK OF THE COUNTY COURT – COLLECTIONS

Misdemeanor Collections provides a cost effective method for the collection of current and past due fines and fees imposed by the judicial system.

Key Objectives for 2009:

- Establish a payment program for every defendant ordered by the Court to pay fines or fees.
- Monitor of contracts on a 28 day cycle.
- Immediate contact with parties when payments are missed.

PERFORMANCE MEASURES:

Court Type	Amount Assessed	Amount Collected	Percentage collected for reporting control groups through 09/30/07	Annual Standard Criteria
Circuit Criminal	\$ 4,769,239.03	\$ 440,175.11	9.23%	9%
County Criminal	\$ 1,380,328.76	\$ 700,947.24	50.78%	40%
Juvenile Delinquency	\$ 45,380.50	\$ 20,585.50	45.36%	40%
Traffic Criminal	\$ 4,785,653.57	\$ 3,853,099.22	80.51%	40%
Circuit Civil	\$ 545,471.91	\$ 543,146.65	99.57%	90%
County civil	\$ 958,221.32	\$ 956,999.00	99.87%	90%
Traffic Civil	\$ 9,761,612.17	\$ 8,970,614.22	91.90%	90%
Circuit Probate	\$ 371,450.24	\$ 370,987.24	99.88%	90%
Family	\$ 612,886.59	\$ 601,946.59	98.22%	75%

CLERK OF THE COUNTY COURT – COLLECTIONS

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	363,136	356,400	352,400	377,300	-	377,300	20,900	5.86%
Operating Expenses	14,388	21,900	13,300	24,400	-	24,400	2,500	11.42%
Capital Expenses	-	-	-	-	-	-	-	0.00%
Total Appropriations	377,524	378,300	365,700	401,700	-	401,700	23,400	5.83%
Permanent Positions	6.55	6.55	6.55	6.55	-	6.55	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Based on current spending patterns, total expenditures are anticipated to be \$12,600 or 3.33 percent less than budgeted due to salary increases not implemented till the end of the fiscal year.

Current FY 2009:

- The cost for current services increased by \$23,400 or 5.83 percent when compared to the prior cycle’s budget due to increased personal services costs.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- Met all of the state standard collections requirements for the quarterly control groups ending with the September, 2008 collection period.

Major Goals Fiscal-Year 2009:

- Continue to exceed the requirements for state standard collections.
- Increase collection rates through driver’s license suspension for failure to pay fines.

RECORDING

Recording

30.19 FTE

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.

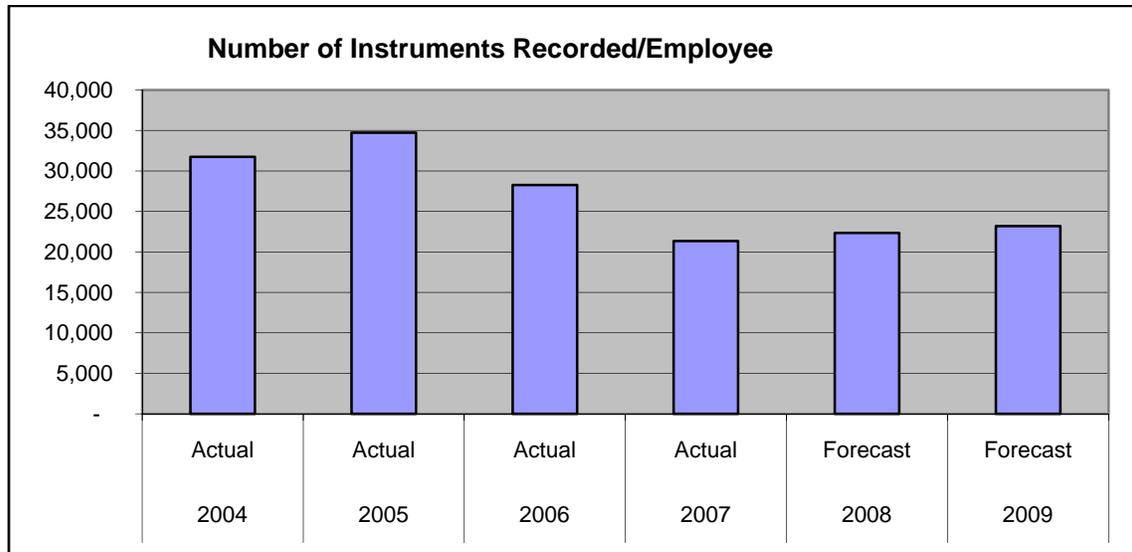
Key Objectives for 2009:

- 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.

Workload:

	2003	2004	2005	2006	2007	2008	2009
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of instruments recorded	1,007,033	958,191	1,048,664	853,563	644,480	675,000	700,000

Efficiency:



RECORDING

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	1,728,995	1,844,900	1,693,100	1,667,200	-	1,667,200	(177,700)	(9.63%)
Operating Expenses	303,736	276,600	249,500	336,300	-	336,300	59,700	21.58%
Capital Expenses	-	-	-	-	-	-	-	0.00%
Total Appropriations	<u>2,032,731</u>	<u>2,121,500</u>	<u>1,942,600</u>	<u>2,003,500</u>	<u>-</u>	<u>2,003,500</u>	<u>(118,000)</u>	<u>(5.89%)</u>
Permanent Positions	<u>30.19</u>	<u>30.19</u>	<u>30.19</u>	<u>30.19</u>	<u>-</u>	<u>30.19</u>	<u>-</u>	<u>0.00%</u>

Budget Highlights:

Forecast FY 2008:

- Based on historical trends and current year spending patterns, total expenditures are forecast to be \$178,900 less than budgeted. This represents approximately 8.44 percent of the their total budget. The majority of the difference is attributable to personal services which are forecast to be \$151,800 less than budget due to the retirement of individuals whose positions were not filled.

Current FY 2009:

- The cost for current services decreased by \$118,000, or 5.89 percent when compared to the prior year appropriation. The decrease is primarily attributable to personal services which are decreasing by \$177,700, which reflect the vacant positions not being filled and efficiencies from newer software.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- Complete the first stage of Official Records Imaging System (ORIS) for recording and cashiering.
- Maintain a low turnover rate in the department.
- Completed a smooth transition from retiring assistant director to new assistant director.

Major Goals Fiscal-Year 2009:

- Finish development of the ORIS software.
- 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
Systems
32.00 FTE

MANAGEMENT INFORMATION SYSTEM

Management Information System (MIS) provide 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 2009:

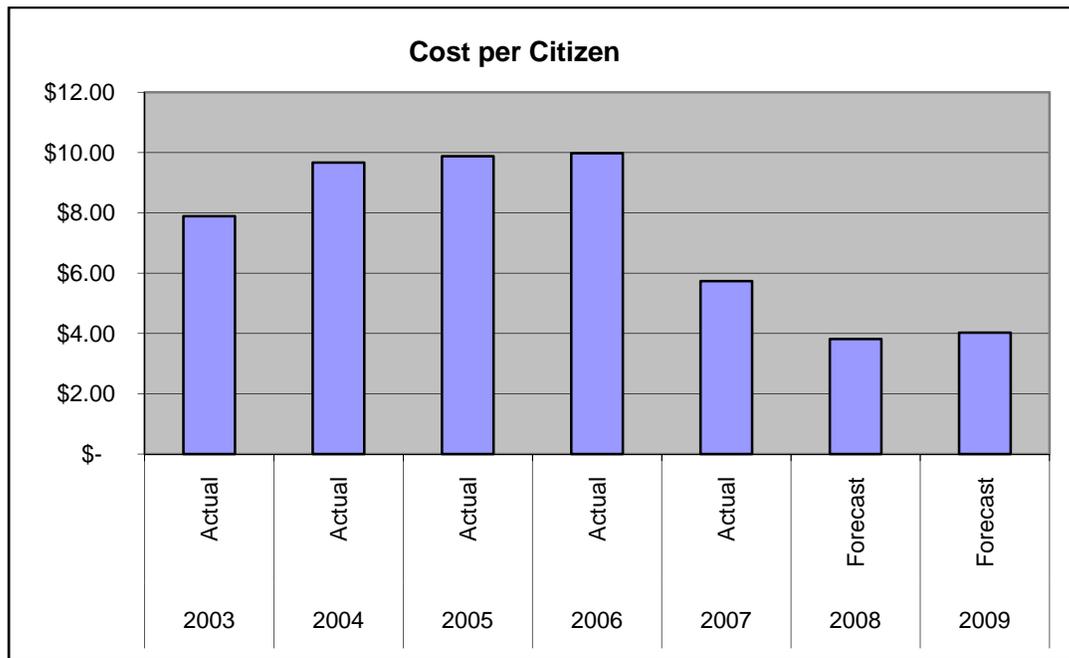
- Provide the technology requirements necessary to support current and future information needs.
- Provide high quality services and support for Clerk's Office personnel, as well as Collier County departments and outside groups/agencies that rely on Clerk's data.

Workload:

Performance Measures:

	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	2006 <u>Actual</u>	2007 <u>Actual</u>	2008 <u>Forecast</u>	2009 <u>Forecast</u>
Authorized Users Alpha	1,199	1,211	978	900	900	690	704	663
Authorized Users NT	248	275	297	310	330	350	350	375
Disk space used	63GB	69GB	80GB	80GB	3TB	7.1TB	15TB	10TB
NT Servers	107.75GB	161GB	1.5TB	3TB	12TB	32.6TB	45TB	50TB
CPU hours per month	20	20	14	6	N/A	N/A	N/A	N/A
Software development hours	19,760	20,236	25,176	27,600	28,000	29,500	28,000	28,000
PC's and LAN Connections	246	275	300	320	330	406	425	430

Efficiency:



MANAGEMENT INFORMATION SYSTEMS

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	964,956	1,086,200	943,600	971,900	-	971,900	(114,300)	(10.52%)
Operating Expenses	785,867	632,150	360,800	372,100	-	372,100	(260,050)	(41.14%)
Capital Expenses	163,586	467,700	-	65,700	-	65,700	(402,000)	(85.95%)
Total Appropriations	1,914,408	2,186,050	1,304,400	1,409,700	-	1,409,700	(776,350)	(35.51%)
Permanent Positions	30.00	32.00	32.00	32.00	-	32.00	-	0.00%

Budget Highlights:

Forecast FY 2008:

- Based on historical trends and current year spending patterns, total expenditures are forecast to be \$881,650 less than budgeted. This represents approximately 40.33 percent of the total budget. The MIS department is now partially funded by the Court Technology Fund 177 and the Public Records Modernization Fund 197.

Current FY 2009:

- The FY2009 budget was decreased \$776,350 or 35.51 percent. Previously all MIS expenses were paid through the department and reimbursed with a transfer allocation. With this budget cycle we are charging these costs directly to the special revenue fund that had been reimbursing them. This budget is now allocated between Fund 177 Court Technology and Fund 197 Public Records Modernization due to requirements from auditors to maintain financial statements in GAAP compliance.

Expanded FY 2009:

- There are no expanded positions included in the Fiscal Year 2009 budget.

Major Accomplishments Fiscal-Year 2008:

- 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 2009:

- Implement additional SAP modules after the completion of the upgrade, according to the County-wide road-mapping schedule.
- Implement additional Court System modules for Civil, Criminal, Probate, Jury and Probation departments.

This page intentionally left blank.

SPECIAL REVENUE FUNDS

SPECIAL REVENUES – PUBLIC RECORDS MODERNIZATION

Public Records Modernizations, 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 2009:

- 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 2008:

- 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 2009:

- 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 2009 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 such expenses such as mainframe maintenance.

PUBLIC RECORDS MODERNIZATION

<u>Appropriation Unit</u>	<i>FY 2007</i> <i>Actual</i>	<i>FY 2008</i> <i>Budget</i>	<i>FY 2008</i> <i>Forecast</i>	<i>FY 2009</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2009</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	-	-	-	-	-	-	-	0.00%
Operating Expenses	420,210	1,348,900	139,700	1,432,300	-	1,432,300	83,400	6.18%
Capital Expenses	591,600	2,003,200	502,100	1,148,300	-	1,148,300	(854,900)	(42.68%)
Reserve for Contingency	-	-	-	-	-	-	-	0.00%
Total Appropriations	1,011,810	3,352,100	641,800	2,580,600	-	2,580,600	(771,500)	(23.02%)
<u>Revenues</u>								
Recording Fee	407,979	525,000	261,300	275,000	-	275,000	(250,000)	(47.62%)
Interest	151,788	75,000	112,000	93,300	-	93,300	18,300	24.40%
Revenue Reserve	-	(30,000)	-	(13,800)	-	(13,800)	16,200	(54.00%)
Carry Forward*	-	2,782,100	-	2,226,100	-	2,226,100	(556,000)	(19.98%)
Total Revenues	559,767	3,352,100	373,300	2,580,600	-	2,580,600	(771,500)	(23.02%)
Permanent Positions	-	-	-	-	-	-	-	0.00%

*Carryforward or "Fund Balance" is expected to fund ongoing project costs for Software upgrades to the accounting system as well as other modernization projects in 2008 – 2009.

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 2009:

- 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 2008:

- Funded additional personnel, operating and capital expenses in the MIS department.

Major Goals Fiscal-Year 2009:

- 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 2009 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.

COURTS INFORMATION TECHNOLOGY

<i>Appropriation Unit</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Budget</i>	<i>FY 2008 Forecast</i>	<i>FY 2009 Current</i>	<i>Expanded Service</i>	<i>FY 2009 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Transfer to General Fund	-	-	-	-	-	-	-	0.00%
Transfer to Fine & Forf. Fund	-	-	-	-	-	-	-	0.00%
Reserve for Contingency	-	981,800	-	810,550	-	810,550	(171,250)	(17.44%)
Personal services	1,681,659	2,057,000	1,617,500	1,836,900	-	1,836,900	-	0.00%
Operating Expenses	278,359	2,575,000	890,100	997,250	-	997,250	-	0.00%
Capital Outlay	12,745	2,401,600	2,372,900	511,800	-	511,800	(1,889,800)	(78.69%)
Total Appropriations	1,972,762	8,015,400	4,880,500	4,156,500	-	4,156,500	(3,858,900)	(48.14%)
<i>Revenues</i>								
Recording Fee	1,271,799	1,350,000	786,600	750,000	-	750,000	(600,000)	(44.44%)
Interest	327,257	150,000	332,400	300,000	-	300,000	150,000	100.00%
Revenue Reserve	-	(75,000)	-	(52,500)	-	(52,500)	22,500	(30.00%)
Carry Forward*	-	6,590,400	-	3,159,000	-	3,159,000	(3,431,400)	(52.07%)
Transfer from Fund 178	500,000	-	-	-	-	-	-	0.00%
Total Revenues	2,099,056	8,015,400	1,119,000	4,156,500	-	4,156,500	(3,858,900)	(48.14%)
Permanent Positions*	-	-	-	-	-	-	-	0.00%

*Carryforward 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.

SPECIAL REVENUES – JUVENILE ASSESSMENT CENTER

Juvenile Assessment Center (JAC), Fund 176, provides contract administration and payment for the Juvenile Assessment Center contract with the David Lawrence Center.

Key Objectives:

- Provide services for improvement and operation of the Juvenile Assessment Center by providing comprehensive clinical assessment for arrested, ungovernable and “at-risk” juveniles presented at the JAC.

Major Accomplishments Fiscal-Year 2008:

- Successfully monitored and processed the payments on the JAC contract for the Fiscal Year 2008.

Major Goals Fiscal-Year 2009:

- Monitor and process payments on the JAC contract for Fiscal Year 2009.

Budget Highlights:

The Fiscal Year 2009 budget reflects the agreement to extend the Juvenile Assessment Center contract.

JUVENILE ASSESSMENT CENTER

<u>Appropriation Unit</u>	<i>FY 2007</i> <i>Actual</i>	<i>FY 2008</i> <i>Budget</i>	<i>FY 2008</i> <i>Forecast</i>	<i>FY 2009</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2009</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Operating Expenses	100,000	100,000	100,000	100,000	-	100,000	-	0.00%
Total Appropriations	100,000	100,000	100,000	100,000	-	100,000	-	0.00%
 <u>Revenues</u>								
Interest	637	1,300	1,300	1,300	-	1,300	-	0.00%
Transfer from Fund 175	96,789	98,700	98,700	74,000	-	74,000	(24,700)	(25.03%)
Transfer from Clerk's Agency Fund	-	-	-	24,700	-	24,700	24,700	0.00%
Total Revenues	97,427	100,000	100,000	100,000	-	100,000	-	0.00%
Permanent Positions	-	-	-	-	-	-	-	0.00%

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.

BCC – Board of County Commissioners

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 which runs from October 1 through September 30.

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

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 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 176 – Juvenile Assessment Center Fund.

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

Fund 178 – The Board of County Commissioners Technology Fund for Court Related Technology.

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.

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.

Turnback Fund – The Clerk is required by statute 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.

This page intentionally left blank.

INDEX

INDEX

Accounting Concepts	Error! Bookmark not defined.
Annual Budget Calendar	25
Appropriations 2009	57
Assumptions for Revenue Estimates	51
Budget Procedures	23
Capital Budget by Division	58
Capital Improvement Plan	43
Clerk of Court Budgeted Statement of Operations	39
Clerk to Circuit Court – Circuit Operations	75
Clerk to Circuit Court – Support, Alimony, Visitation and Enforcement (SAVE)	77
Clerk to the Board – Board Minutes and Records	72
Clerk to the Board – Finance and Accounting	70
Clerk to the County Court – County Court Operations	80
Clerk to the County Court – County Satellite Offices	82
Clerk to the County Court – Collections	84
Collier County Clerk of the Circuit Court Organization Chart	17
Collier County Organization Chart	13
Department Budget Summaries – Dollar & Percent Changes 2008 to 2009	56
Duties and Functions of the Clerk	16
Economic Conditions	10
Existing County Budget Policies	28
Financial Policies	31
Fiscal Year 2009 Staffing Levels	42
General Administration – Clerk’s Administration	61
General Administration – Clerk’s Accounting	63
General Administration – Internal Audit	65
General Administration – Records Management	67
Glossary	99
History of Collier County	3
History of Expenditures by Division	58
Major & Key Revenue Sources	50
Management Information Systems	89
Operating Budget Summary	34
Personnel Count	40

Recording	86
Revenue History and Forecast	53
Revenue Policy	49
Revenues by Major Class	48
Significant Revenue Trends	52
Special Revenue Funds – Courts Information Technology	96
Special Revenue Funds – Juvenile Assessment Center	98
Special Revenue Funds – Public Records Modernization	93

This page intentionally left blank.

Clerk of Court Locations

City of Naples Satellite

735 8th St. South
Naples City Hall, 1st Floor
Naples, Florida 34112

Golden Gate Satellite

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

Everglades City Satellite

102 Copeland Avenue N
Everglades City, Florida
34139
Phone: 239/695-2511

Immokalee Satellite

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

Eagle Creek Satellite

12668 Tamiami Trail East
Naples, Florida 34114
Phone: 239/642-7202

North Collier Government Services Center

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

Greentree Satellite

2348 Immokalee Road
In the Green Tree Shopping
Center
Naples, Florida 34110
Phone: 239/598-4942

(From Front Cover)