

June 1, 2010

Commissioner Tamara Hall, Chair  
Commissioner Brian Bigelow  
Commissioner Ray Judah  
Commissioner Frank Mann  
County Manager Karen Hawes

The Clerk's Office is requesting \$8,883,313 for fiscal year 2010-2011 funding.

## Mission and Vision Statement

The Clerk's Office's mission is to provide to the citizens of the county the functions of the court clerk, county auditor, county finance officer, county and public official records keeper and Clerk to Board of County Commissioners as mandated by the federal, state and local government statutes and laws.

The Vision of the Clerk is to work smarter, with fewer people and be more efficient and effective; to use automation to achieve real and long term savings for the taxpayers.

We believe that this mission can be achieved through teamwork, initiative and open and honest communication and that the people of the Clerk's Office are the organization's most valuable resource.

The Office is responsible for providing Circuit and County Court case maintenance, and clerking court cases, taking minutes, auditing, recording and keeping all county funds for the Board of County Commissioners of Lee County (Board). Our Technology Services Department supports and hosts applications that support the Board, State Attorney, Public Defender, the Port Authority, and Court Administration in addition to the Clerk's operations. They also provide support to the public to access official records, court dockets, Board minutes, delinquent tax inquiries, and Value Adjustment Board petition filings.

The Clerk's Office is ministerial – by law we may only provide services within our defined role as accountant, auditor, county recorder and clerk to the Board and Courts. We are not permitted to broaden our role or assess fees. Consequently, to decrease our budget, we can only reduce costs through efficiencies such as paperless processing or reducing/eliminating a service.

## Courts –State Funding Update:

The State Appropriations continue to fund the standard list of court-related functions listed in Section 28.35, Florida Statutes, which are performed by the Clerk's Court Department. The funding will once again be provided on a state fiscal year (SFY). For the SFY10-11, Lee County will be funded at the same amount as the SFY09-10 as long as the caseload remains the same or higher. If the actual caseload for the first three quarters drops below projections, the fourth quarter appropriation release will be decreased accordingly. This follows the state mandated 18% budget reduction for the SFY09-10 budget. Further, several law changes passed during the most recent legislative session created a significant amount of additional duties during SFY10-11 for which no funding was provided. The Clerk is continuing to promote technology projects (*efiling*, etc) to compensate for the ever shrinking funding available for personnel. However, we must receive the Supreme Court's approval prior to beginning these money saving projects. Continued delays could result in a negative impact to our customers – the judiciary, the attorneys, and the public – in terms of slower service,

court delays and extended time to dispose cases. The county continues to be responsible for funding those functions identified in Chapter 29, Florida Statutes, specified as county funded.

## **Successful Collaboration between Agencies:**

- ✓ A request for proposal for banking services that combined of all five constitutional offices' banking needs. The total annual savings for all constitutional offices was approximately \$29,500. The contract locks in the banking fees for the requested services for 5 years.
- ✓ Application Hosting for Port Authority- Initial cost estimates from Oracle showed costs of \$734,000 for software/hardware plus \$800,000 in deployment services. TSD delivered the complete system including software, hardware and deployment services for \$186,000 with ongoing annual support costs of only \$8,500. Deployment savings were \$1,347,000. Estimated annual savings are \$250,000.
- ✓ TSD (the Clerk's Technology Services Department) established a partnership with the Lee County Board of County Commissioners and CJIS (the Criminal Justice Information System) Consortium members to provide fully redundant internet services. Cost reduction annually is \$80,000. We are looking to expand the partnership to include the City of Cape Coral for additional savings.
- ✓ TSD partnered with CJIS Consortium members (State Attorney, Public Defender and Court Administration) to provide disaster recovery co-location services. Annual cost reduction is \$120,000.
- ✓ TSD utilized United Threat Management (UTM) Virtual Doman (VDOM) slicing technologies to provide fully licensed virtual UTM firewalls to CJIS, State Attorney and Public Defender. Annual cost reduction is \$130,000.
- ✓ TSD partnered with CJIS Consortium members to become an aggregate member of the Florida LambdaRail (FLR), a high-speed research and education network providing dedicated statewide communications. Membership in the FLR allowed us to move our disaster recover equipment to a more distant and more robust site by reducing communications costs by \$45,000 annually. In August 2010, we will be able to offer high speed data transport on the FLR to other county agencies with at a 75% discount over commercially-available communications lines. Possible future savings from this initiative include the elimination of one or more local datacenters. Annual cost reduction is \$45,000.

## **Internal Savings:**

- ✓ TSD reduced the total cost of ownership for hardware and software assets. Costs analyses were conducted in areas of Service agreements/ contracts and asset disposition. In several areas we were able to shift from a fixed annual service agreement/contract to a time and materials billing process; in other areas we were able to eliminate maintenance services all together by stocking spares. With no degradation in service levels, these changes have resulted in a cost reduction in excess of \$200,000 annually.

## **Budget Request Overview**

Included in the request is the Board's pro-rata share of our technology costs; operating costs for Minutes, Finance, Delinquent Tax and Internal Audit, locally-funded court costs and state-mandated funding for the court system. As in the prior year, the below funding request does not include any merit or cost-of-living adjustments.

**Budget Year 2011**

\$ 3,103,598  
 358,792  
 508,016  
 3,864,336  
 120,350  
 305,843  
 70,604  
  
 261,767  
 24,675  
 75,000  
190,332  
\$8,883,313

Finance  
 Minutes  
 Internal Audit  
 Technology  
 State –mandated  
 Local court programs  
 County Probation and  
 Pre-Trial Office Technology Support  
 Delinquent Tax  
 RRTIS  
 One time financial system conversion  
 Annual maintenance for financial system  
 Total Request

**Budget Year 2010**

\$ 3,133,902  
 395,241  
 645,706  
 \$3,366,915  
 108,755  
 293,572  
  
 0  
 0  
 0  
 0  
173,832  
\$8,117,923

**Continued Funding Requests:****Board Functions**

- ✓ The largest portion of the increase in our request for funding for the operating offices represents the statutory contribution increase in Florida Retirement and the Board's health insurance premiums, which represents over \$236,000 for the Board funded operations. We have been able to offset some of these increases via efficiencies we have implemented throughout the year.

**Court Functions**Local Optional Programs

- ✓ Continued funding for eFirst personnel for weekends and holidays is for court personnel to operate the eFirst program for First Appearance Court on weekends and holidays, clerks to prep the court orders for court, and leadership support as needed. The eFirst program is used to generate an electronic court order that is electronically distributed to the jail and expedites releases. Court clerks operate eFirst on normal working days but it takes extra clerks to cover the weekends and holidays. The Sheriff's Office has stated they are unable to operate the eFirst program during the weekends and holidays citing budgetary and expertise limitations. Savings for using eFirst on weekends and holidays (115 days) are conservatively estimated to be \$88,000 annually. Due to an increase of personnel required depending on the volume of cases and late delivery from the jail, we are requesting \$65,000 (an increase of \$20,700) to continue providing this service.
- ✓ Continued funding for Pay or Appear (POA) Child Support Collections program began in 2002 as a two year pilot program funded by a grant from the Florida Bar Foundation. Goals include: maximize child support collections with minimal judicial time, behavior modification of payers, avoid public assistance, provide job opportunity information and enrich children's relationship with parents due to reduced conflict. An oversight committee guides the program. Members include CPAs, mental health professionals, a county commissioner, court personnel and AFLP and AFCC members. The most noteworthy results of the POA program have been a significant reduction in court time and an increase in delinquent support payments. Additionally, we have witnessed behavior modification even from the most non-compliant parties. We are requesting \$49,345 (a decrease of \$8,429) due to the elimination of Service of Process expenditures to continue providing this service.

- ✓ Continued funding for County Probation Office that utilizes the Clerk's customer service and court fiscal operations personnel to collect the cost of supervision (COS) payments. The arrangement to use the Clerk's Office to collect and disburse COS payments eliminates duplication of these customer service and fiscal duties in the Probation Office. We are requesting \$56,448 to continue providing this service.
- ✓ Continued funding for Drug and Mental Health Court programs are local optional court programs designed to address the special needs of defendants with drug addiction or mental health issues in order to reduce or eliminate recidivism for those who complete the programs. If defendants qualify they are ordered into treatment programs rather than sent to jail. Compliance with the terms of the treatment is coupled with regular court appearances to encourage compliance. Waivers of jail or prison sentences are earned if the defendants comply and graduate from the programs. Clerk employees are needed by the courts to prepare cases and attend court for these local optional programs and pursuant to Chapter 28.35 FS cannot be funded from court filing fees, service charges, court costs or fines. To provide adequate administrative support for these two programs, we are requesting \$135,000 to continue providing this service.

Mandated Article V Revision 7 Requests

- ✓ Article V Revision 7 identifies certain costs of the Courts to be carried locally by the counties. These costs include facilities, telecommunications, security and courier costs. This budget includes \$120,350 of these costs which is made up of \$10,000 for courier service between the Cape Coral Office and the Justice Center; \$52,185 for offsite storage of court records; \$55,000 for security in the County/City Complex, \$1,165 Alarm Monitoring and Suppression System Inspections and \$2,000 for facility moves.

**New Funding Requests:**

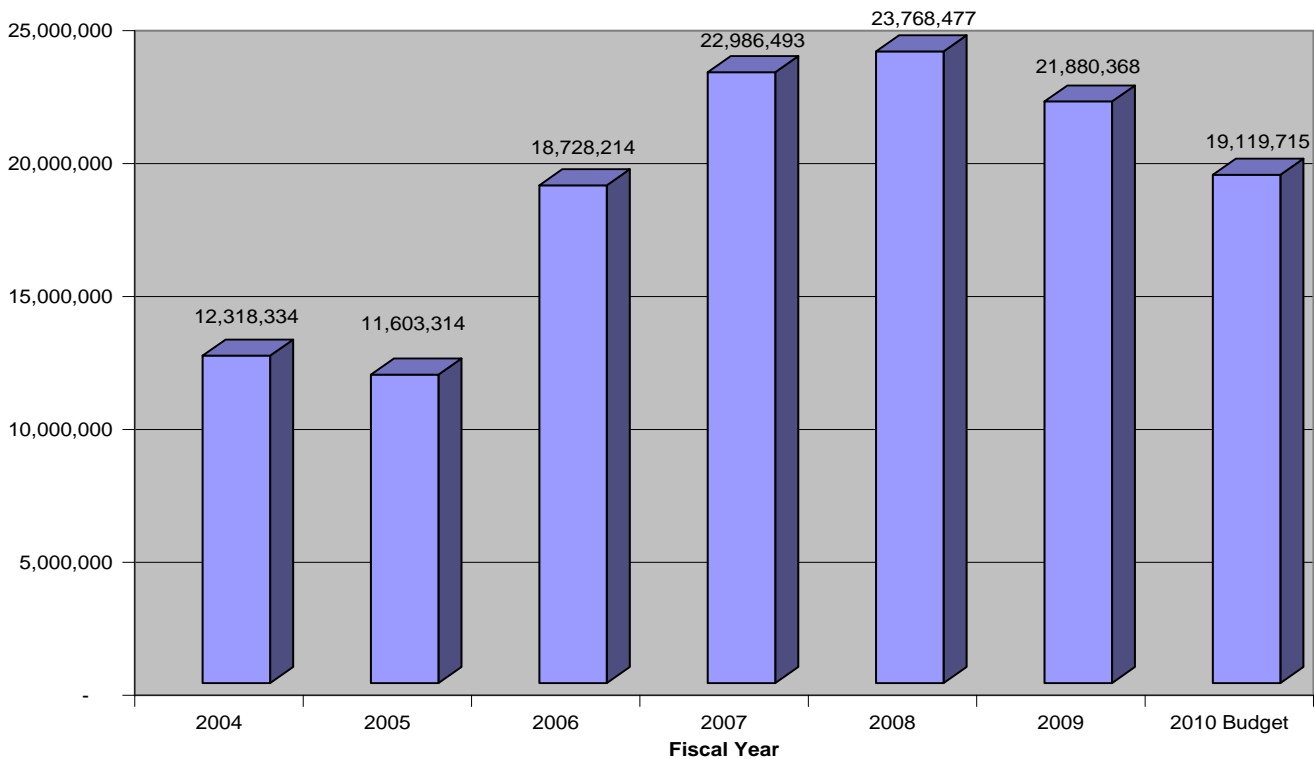
- ✓ Delinquent Tax Office Operating Costs: This year, for the first time, we have included funding for the Delinquent Tax Office in our request. The Clerk has been absorbing the cost of operating the Delinquent Tax Office through the Recording Office's fees. We were able to carry this office when the recording fees were bringing in \$3 to 6 million; however this is no longer the case. Although the Delinquent Tax Office collects a fee for managing the sale of property for delinquent property taxes for all county taxing agencies, the fee does not cover our costs of providing this service. The office increased in funding for this office is \$261,767.
- ✓ Maintenance costs for Budget Office software application (RRTIS): In 2007, the Clerk's Office purchased Insight Software (formerly known as GL Inquiry or the Really Real Time Inquiry System) is an "add on" module to the JDEdwards OneWorld Financial system that is used by Board's Budget Services. This software was originally purchased by the Clerk for a joint project to provide real-time access to the Board's financial data via highly flexible and fast inquiries and reports for the budget analysts. Three years of annual maintenance were paid in advance by the Clerk. It has become a highly prized tool used by Budget Services for analysis and projections. Since Budget Services is the only office using the licenses we purchased, we are requesting that the Board fund the annual maintenance, increasing our FY10-11 funding request by \$24,675. The charge is subject to annual incremental increases.
- ✓ Upgrade and maintenance costs for the county financial software application: The County's financial application, OneWorld Xe, is three years from end-of-life, (i.e., the vender will no longer support it). Before we can upgrade to a newer version, our software license, which was issued by JDEdwards, must be *migrated* to fit within the licensing structure of Oracle, which acquired JDEdwards in 2005. The cost of this license migration plus the additional middleware required to *web-enable* the application is a one-time charge of \$75,000 and an additional annual maintenance charge of \$16,500, which will be subject to annual incremental increases.

- ✓ Funding for the technology services provided to the County Probation and Pre-Trial Offices:  
The Clerk's Technology Services Department hosts the Odyssey Supervision software application used by the 45 employees in these two county offices. This service includes technology infrastructure (servers, data and image storage, and network), disaster recovery and business continuity, network and systems security, application maintenance and upgrades, Service Desk and Tier Two support during business hours, on-call systems support off-hours, vendor management, and application administration. We are requesting \$36,120 for the direct cost of software maintenance and \$34,484.00 for the remainder of the services.

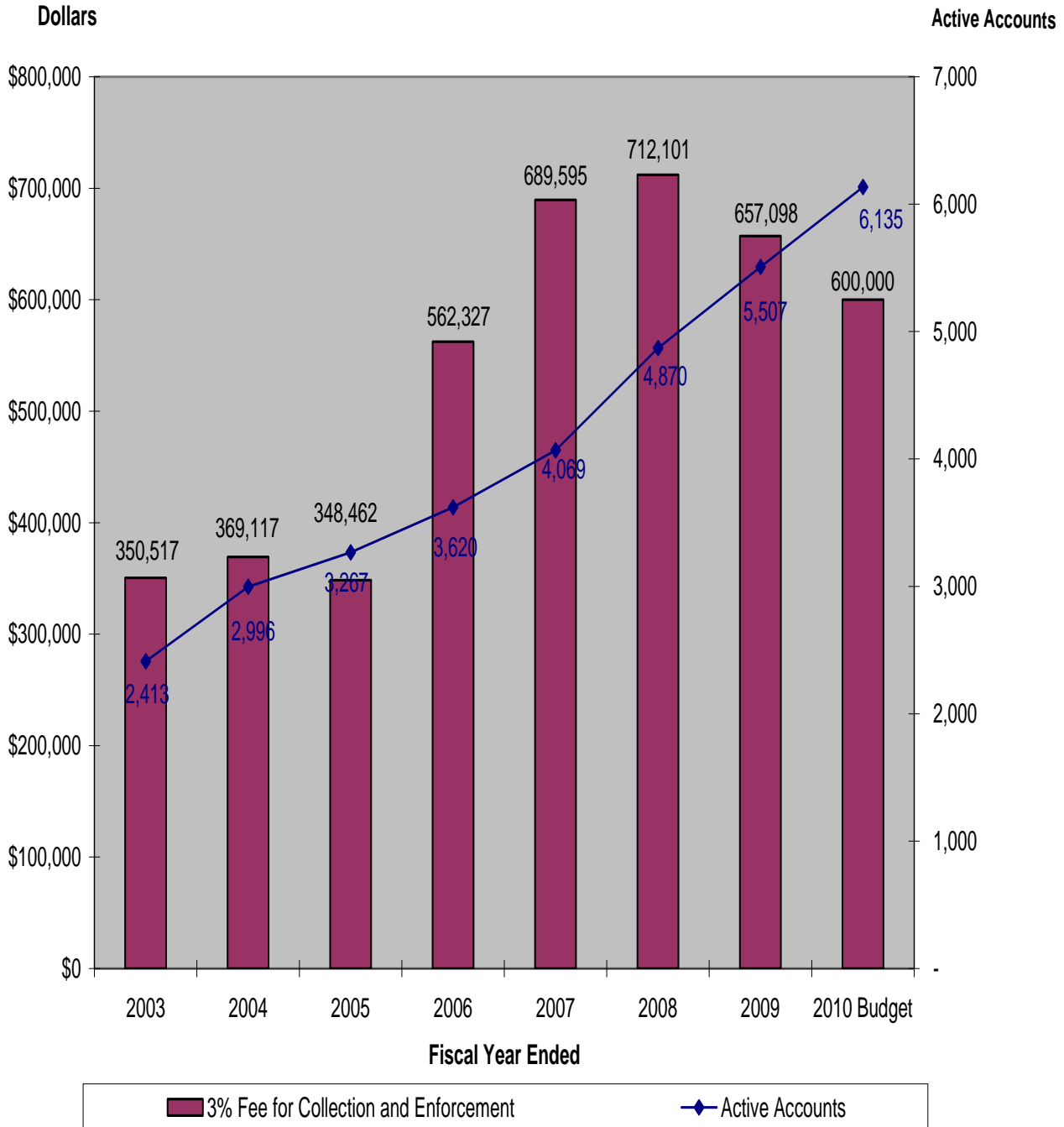
### Tourist Tax Development Collection and Enforcement Fee

The Clerk per Board Ordinance 09-01 which amended Ordinance 07-28, manages the local collection and enforcement of the Board's tourist development tax on the leasing of transient accommodations. The Clerk by administering the collection of the tourist tax locally, has expedited the receipt of the tax by the Board by 60 days, increased the number of active accounts from approximately 2,400 to the current 6,500 accounts utilizing the internet and routine audits of the local transient accommodation providers. The Ordinance provides that the Clerk will receive 1.5% of the amount of taxes collected for the administration of the accounts and another 1.5% for the enforcement of those collections. Following are graphs of the last seven years of tourist development tax collections and the fees the Clerk's Office received for providing the service.

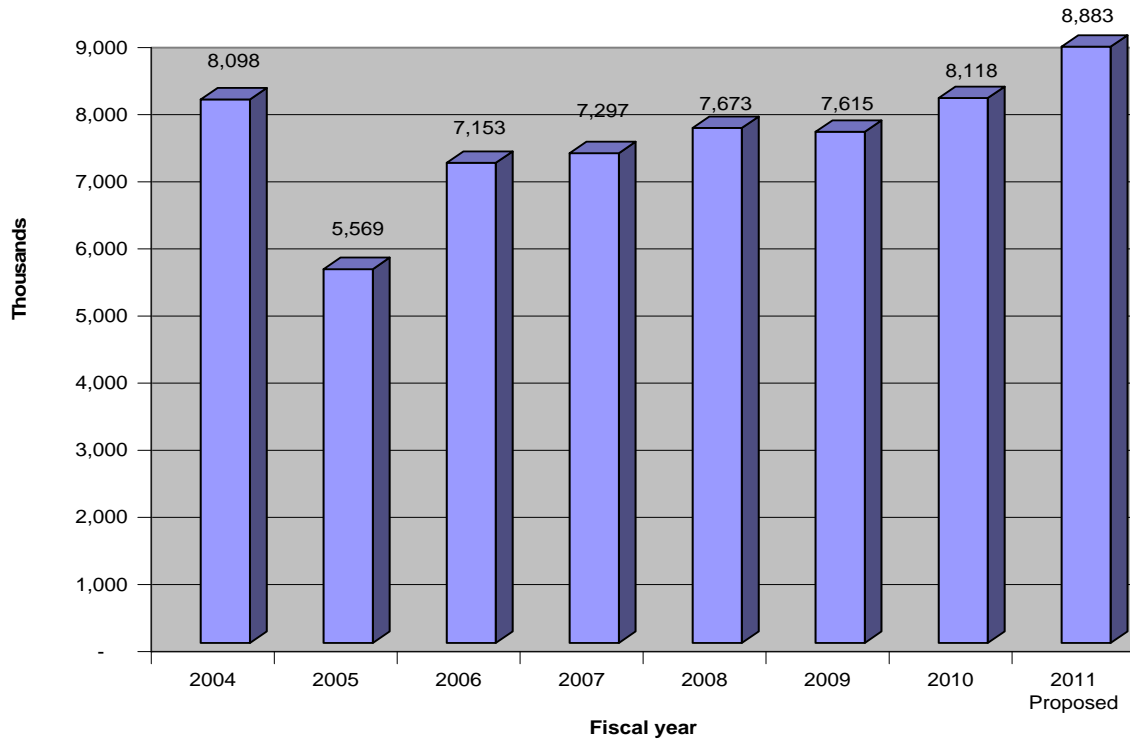
**Tourist Development Tax**



### 3% Fee for Tourist Tax Collection and Enforcement and Number of Active Accounts at September 30



### History of Clerk's Office Budget Requests



Respectfully,

Charlie Green  
Clerk of Court





# Clerk of Circuit Court

Lee County, Florida



## Fiscal Year 2011 Budget



# Clerk of Circuit Court

Lee County, Florida

**LeeClerk**.ORG

CHARLIE GREEN: CLERK OF COURT

## Fiscal Year 2011 Budget

Prepared by:

General Accounting, Finance & Records Department



# Lee County Clerk of Courts

## Fiscal Year 2011 Budget

### TABLE OF CONTENTS

	PAGE
Fiscal Year 2011 Total Board Budget Request Summary.....	3
Fiscal Year 2011 Non-Court Board Budget Request.....	4
Fiscal Year 2011 Non-Court Board Budget Request by Department.....	5
Fiscal Year 2011 Non-Court Clerk Fees Budget.....	8
Fiscal Year 2011 Non-Court Clerk Fees Budget by Function.....	9
Fiscal Year 2011 Total Non-Court Budget .....	12
State Fiscal Year 2011 Court Budget.....	14
Pie Chart- Fiscal Year 2011 Board Budget Request by Department.....	16
Bar Graph- Fiscal Year 2011 Board Budget Request by Department.....	16



This page intentionally left blank

# Non-Court Board Budget Request and Court Requests & Funding Requirements

## Total Board Budget Request Summary

	Personal Services	Operating	Capital	Total
<i>Funding for Board-Related Functions</i>				
	\$6,973,098	\$757,858	\$726,164	\$8,457,120
<i>Funding for State Mandated Article V Court-Related Costs</i>				
		\$120,350		\$120,350
<i>Funding for Local Court Programs</i>				
Pay-Or Appear	\$48,495	\$900		\$49,395
Probation Collection	55,194	1,254		55,194
E-First Appearance	65,000			65,000
Drug Court	112,500			112,500
Mental Health Court	22,500			23,754
<b>Total Local Court Programs</b>	\$303,689	\$2,154		\$305,843
<b>Total Requests</b>				<b>\$8,883,313</b>

**Lee County Clerk of Courts**  
**Fiscal Year 2011 Non-Court Board Budget Request**

Line Item		Clerk to Board Functions			
		FY11 Proposed Budget	FY10 Adopted Budget	Variance	Percent Change
<b>Personal Services</b>					
1210	Regular Salaries FT	\$4,679,266	\$4,197,989	\$481,277	11.46%
1230	Regular Salaries PT	36,222	65,023	(28,801)	-44.29%
1410	Overtime 1.0	0	500	(500)	-100.00%
1415	Overtime 1.5	35,959	34,752	1,207	3.47%
1510	Special Pay- No Retirement	136,413	77,966	58,447	74.96%
2110	FICA Taxes OASDI	282,410	261,524	20,886	7.99%
2120	Medicare Taxes	69,075	63,944	5,131	8.02%
2210	Retirement Contribution Regular	534,085	443,250	90,835	20.49%
2310	Health Insurance	1,073,939	936,719	137,220	14.65%
2315	Employee Assistance Program	1,669	1,241	428	34.49%
2320	Life Insurance	13,270	11,033	2,237	20.28%
2330	Dental Insurance	37,310	38,011	(701)	-1.84%
2350	Disability Insurance	15,990	15,273	717	4.69%
2510	Unemployment Comp	57,490	46,239	11,251	24.33%
<b>Total Personal Services</b>		<b>6,973,098</b>	<b>6,193,464</b>	<b>779,634</b>	<b>12.59%</b>
<b>Operating Expenses</b>					
3120	Legal Services	11,362	3,571	7,791	218.17%
3130	Financial Services	0	25	(25)	-100.00%
3190	Other Professional Services	43,902	43,163	739	1.71%
3460	Data Processing/Software Services	79,300	88,894	(9,594)	-10.79%
3490	Other Contractual Services	57,278	62,969	(5,691)	-9.04%
4010	Local Travel Per Diem	2,089	2,242	(153)	-6.82%
4022	Out of County Travel	26,812	26,776	36	0.13%
4110	Telecommunications	112,645	206,033	(93,388)	-45.33%
4211	Freight , Postage & Courier	34,977	38,634	(3,657)	-9.47%
4410	Land, Building & Parking Rental	33,234	17,947	15,287	85.18%
4630	Office Equipment Maintenance	16,398	14,524	1,874	12.90%
4640	Data Processing Equip Maintenance	106,202	531,932	(425,730)	-80.03%
4710	Print Bind Copy External	15,125	19,551	(4,426)	-22.64%
4970	License, Permit, & Application	111	300	(189)	-63.00%
4990	Misc Expense	50	60	(10)	-16.67%
5120	General Office Supplies	15,726	15,224	502	3.30%
5130	Data Processing Supplies	23,707	40,024	(16,317)	-40.77%
5280	Minor Equipment	123,469	148,721	(25,252)	-16.98%
5290	Other Supplies	50	60	(10)	-16.67%
5410	Reference Materials	7,033	6,517	516	7.92%
5420	Memberships	7,489	7,558	(69)	-0.91%
5531	Training/Seminars/Business Meetings	40,899	38,213	2,686	7.03%
<b>Total Operating Expenses</b>		<b>757,858</b>	<b>1,312,938</b>	<b>(555,080)</b>	<b>-42.28%</b>
<b>Capital Outlay &amp; SIP</b>		<b>726,164</b>	<b>209,194</b>	<b>516,970</b>	<b>247.12%</b>
<b>Grand Total</b>		<b>\$8,457,120</b>	<b>\$7,715,596</b>	<b>\$741,524</b>	<b>9.61%</b>



**Lee County Clerk of Courts**  
**Fiscal Year 2011 Non-Court Board Budget Request by Department**

Line Item	Internal Audit	Finance	Minutes	Delinquent Tax	ISD	Total	
<b>Personal Services</b>							
1210	Regular Salaries FT	\$339,413	\$1,914,785	\$226,574	\$157,464	\$2,041,030	\$4,679,266
1230	Regular Salaries PT	36,222					36,222
1415	Overtime 1.5		4,350			31,609	35,959
1510	Special Pay- No Retirement	1,711	62,258	2,594	3,686	66,164	136,413
2110	FICA Taxes OASDI	22,743	113,683	13,718	9,535	122,731	282,410
2120	Medicare Taxes	5,503	28,047	3,319	2,307	29,899	69,075
2210	Retirement Contribution Regular	41,919	219,039	25,093	17,440	230,594	534,085
2310	Health Insurance	46,257	549,054	77,272	54,963	346,393	1,073,939
2315	Employee Assistance Program	101	722	101	86	659	1,669
2320	Life Insurance	1,040	5,494	602	423	5,711	13,270
2330	Dental Insurance	1,800	18,450	2,700	1,716	12,644	37,310
2350	Disability Insurance	1,157	6,544	775	538	6,976	15,990
2510	Unemployment		26,700		4,449	26,341	57,490
<b>Total Personal Services</b>		<b>497,866</b>	<b>2,949,126</b>	<b>352,748</b>	<b>252,607</b>	<b>2,920,751</b>	<b>6,973,098</b>
<b>Operating Expenses</b>							
3120	Legal Services	750	2,500		6,356	1,756	11,362
3190	Other Professional Services					43,902	43,902
3460	Data Processing/Software Services		2,000			77,300	79,300
3490	Other Contractual Services		50,375	550	207	6,146	57,278
4010	Local Travel Per Diem	1,250	200	200		439	2,089
4022	Out of County Travel	2,000	9,986	300	477	14,049	26,812
4110	Telecommunications	600		15		112,030	112,645
4211	Freight, Postage & Courier	2,000	30,000	275	419	2,283	34,977
4410	Land, Building & Parking Rental			360		32,874	33,234
4630	Office Equipment Maintenance	500	6,850	3,144	636	5,268	16,398
4640	Data Processing Equip Maintenance		175			106,027	106,202
4710	Print Bind Copy External	100	14,771		254		15,125
4970	License, Permit, & Application				111		111
4990	Misc Expense	50					50
5120	General Office Supplies	500	9,200	1,000	636	4,390	15,726
5130	Data Processing Supplies					23,707	23,707
5280	Minor Equipment	50	2,050	200		121,169	123,469
5290	Other Supplies	50					50
5410	Reference Materials	50	6,105			878	7,033
5420	Memberships	500	3,965			3,024	7,489
5531	Training/Seminars/Business Meetings	1,750	6,295		64	32,790	40,899
<b>Total Operating Expenses</b>		<b>10,150</b>	<b>144,472</b>	<b>6,044</b>	<b>9,160</b>	<b>588,032</b>	<b>757,858</b>
<b>Capital Equipment &amp; Software</b>							
Capital Outlay & SIP		0	10,000	0	0	716,164	726,164
<b>Grand Total</b>		<b>\$508,016</b>	<b>\$3,103,598</b>	<b>\$358,792</b>	<b>\$261,767</b>	<b>\$4,224,947</b>	<b>\$8,457,120</b>



This page intentionally left blank

# Clerk Fees Budget

**Lee County Clerk of Courts**  
**Fiscal Year 2011 Non-Court Clerk Fees Budget**

Line Item	FY11 Proposed Budget	FY10 Adopted Budget	Variance	Variance Percent Change
<b>Personal Services</b>				
1110	Elected Official Salaries	\$26,153	\$25,441	\$712 2.80%
1210	Regular Salaries FT	2,724,434	2,993,841	(269,407) -9.00%
1230	Regular Salaries PT	122,183	166,883	(44,700) -26.79%
1310	Non-Permanent Labor	0	4,190	(4,190) -100.00%
1410	Overtime 1.0	1,000	5,000	(4,000) -80.00%
1415	Overtime 1.5	6,891	11,248	(4,357) -38.74%
1510	Special Pay- No Retirement	47,793	74,684	(26,891) -36.01%
2110	FICA Taxes OASDI	162,326	197,651	(35,325) -17.87%
2120	Medicare Taxes	39,602	47,789	(8,187) -17.13%
2210	Retirement Contribution- Regular	307,298	377,310	(70,012) -18.56%
2230	Retirement Contribution- Elected	0	4,706	(4,706) -100.00%
2310	Health Insurance	733,358	782,277	(48,919) -6.25%
2315	Employee Assistance Program	1,192	1,364	(172) -12.61%
2320	Life Insurance	7,513	7,830	(317) -4.05%
2330	Dental Insurance	25,118	33,940	(8,822) -25.99%
2350	Disability Insurance	8,810	10,802	(1,992) -18.44%
2510	Unemployment Compensation	10,809	39,211	(28,402) -72.43%
<b>Total Personal Services</b>		<b>4,224,480</b>	<b>4,784,167</b>	<b>(559,687) -11.70%</b>
<b>Operating Expenses</b>				
3120	Legal Services	8,231	23,917	(15,686) -65.59%
3190	Other Professional Services	6,098	11,837	(5,739) -48.48%
3460	Data Processing/Software Services	10,738	12,906	(2,168) -16.80%
3480	County Graphics Services	750	750	0 0.00%
3490	Other Contractual Services	20,782	26,896	(6,114) -22.73%
4010	Local Travel Per Diem	1,766	1,475	291 19.73%
4022	Out of County Travel	11,034	12,441	(1,407) -11.31%
4110	Telecommunications	16,162	8,303	7,859 94.65%
4120	Advertising	2,000	2,000	0 0.00%
4210	Freight, Postage & Courier	19,937	31,034	(11,097) -35.76%
4410	Land, Building, & Parking Rental	4,566	4,823	(257) -5.33%
4450	Other Equipment Rental	13,005	6,600	6,405 97.05%
4520	Insurance & Bonds	0	12	(12) -100.00%
4620	Vehicle Repair & Maintenance	3,000	3,150	(150) -4.76%
4630	Office Equipment Maintenance	32,308	39,720	(7,412) -18.66%
4640	Data Processing Equipment Maintenance	14,728	18,438	(3,710) -20.12%
4710	Print Bind Copy External	4,760	3,134	1,626 51.88%
4970	License, Permit & Application	700	1,307	(607) -46.44%
4990	Misc Expense	250	240	10 4.17%
5110	Pre-Printed Forms	1,150	0	1,150 100.00%
5120	General Office Supplies	18,871	24,136	(5,265) -21.81%
5130	Data Processing Supplies	3,293	10,976	(7,683) -70.00%
5210	Oil, Fuel, & Lubricants	847	847	0 0.00%
5240	Chemicals	525	525	0 0.00%
5280	Minor Equipment	18,402	3,295	15,107 458.48%
5290	Other Supplies	19,346	19,168	178 0.93%
5410	Reference Materials	1,702	1,954	(252) -12.90%
5420	Memberships	3,577	4,208	(631) -15.00%
5531	Training/Seminars/Business Meetings	14,077	18,145	(4,068) -22.42%
<b>Total Operating Expenses</b>		<b>252,605</b>	<b>292,237</b>	<b>(39,632) -13.56%</b>
<b>Capital Outlay &amp; SIP</b>		<b>50,390</b>	<b>55,626</b>	<b>(5,236) -9.41%</b>
<b>Grand Total</b>		<b>\$4,527,475</b>	<b>\$5,132,030</b>	<b>(\$604,555) -11.78%</b>

**Lee County Clerk of Courts**  
**Fiscal Year 2011 Non-Court Clerk Fees Budget by Function**

Line Item	Clerk Admin	Internal Audit	Micrographics	ISD	Finance	Recording	Human Resources	Total	
<b>Personal Services</b>									
1110	Elected Official Salaries	\$26,153						\$26,153	
1210	Regular Salaries FT	222,185	\$339,413	\$159,018	\$283,517	\$72,136	\$1,337,458	\$310,707	2,724,434
1230	Regular Salaries PT		36,222				85,961		122,183
1410	Overtime 1.0						1,000		1,000
1415	Overtime 1.5				4,391		2,500		6,891
1510	Special Pay- No Retirement	830	1,711	3,230	9,191	2,710	22,047	8,074	47,793
2110	FICA Taxes OASDI	4,020	22,744	9,628	17,049	4,367	86,179	18,339	162,326
2120	Medicare Taxes	1,155	5,503	2,329	4,153	1,056	20,855	4,551	39,602
2210	Retirement Contribution- Regular	10,139	41,919	18,332	32,032	7,989	157,647	39,240	307,298
2310	Health Insurance	12,658	46,257	53,879	48,117	30,486	465,746	76,215	733,358
2315	Employee Assistance Program	14	101	68	91	34	800	84	1,192
2320	Life Insurance	351	1,040	422	793	192	3,570	1,145	7,513
2330	Dental Insurance	412	1,800	1,800	1,756	900	16,200	2,250	25,118
2350	Disability Insurance	269	1,157	543	969	247	4,563	1,062	8,810
2510	Unemployment Comp				3,639		7,150		10,809
<b>Total Personal Services</b>		<b>278,186</b>	<b>497,867</b>	<b>249,249</b>	<b>405,718</b>	<b>120,117</b>	<b>2,211,676</b>	<b>461,667</b>	<b>4,224,480</b>
<b>Operating Expenses</b>									
3120	Legal Services	737	750	1,000	244		3,000	2,500	8,231
3190	Other Professional Services				6,098				6,098
3460	Data Processing/Software Services				10,738				10,738
3480	County Graphics Services							750	750
3490	Other Contractual Services			6,178	854		6,250	7,500	20,782
4010	Local Travel Per Diem	55	1,250		61		100	300	1,766
4022	Out of County Travel	1,383	2,000		1,951	700	2,000	3,000	11,034
4110	Telecommunications		600		15,562				16,162
4120	Advertising							2,000	2,000
4211	Freight, Postage & Courier	46	2,000	6,504	317	220	10,000	850	19,937
4410	Land, Building, & Parking Rental				4,566				4,566
4450	Other Equipment Rental	6,000		7,005					13,005
4620	Vehicle Maintenance			3,000					3,000
4630	Office Equipment Maintenance	147	500	25,029	732		4,000	1,900	32,308
4640	Data Processing Equip Maintenance				14,728				14,728
4710	Print Bind Copy External		100			3,760	150	750	4,760
4970	License, Permit & Application						700		700
4990	Misc Expense		50					200	250
5110	Pre-Printed Forms						1,150		1,150
5120	General Office Supplies	535	500	2,226	610		12,000	3,000	18,871
5130	Data Processing Supplies				3,293				3,293
5210	Oil, Fuel & Lubricants			847					847
5240	Chemicals			525					525
5280	Minor Equipment	221	50		16,831		300	1,000	18,402
5290	Other Supplies		50	19,296					19,346
5410	Reference Materials	30	50		122			1,500	1,702
5420	Memberships	737	500		420		120	1,800	3,577
5531	Training/Seminars/Business Meetings	147	1,750		4,555	125	500	7,000	14,077
<b>Total Operating Expenses</b>		<b>10,038</b>	<b>10,150</b>	<b>71,610</b>	<b>81,682</b>	<b>4,805</b>	<b>40,270</b>	<b>34,050</b>	<b>252,605</b>
<b>Capital Equipment &amp; Software</b>									
Capital Outlay & SIP		0	0	0	49,390	0	0	1,000	50,390
<b>Grand Total</b>		<b>\$288,224</b>	<b>\$508,017</b>	<b>\$320,859</b>	<b>\$536,790</b>	<b>\$124,922</b>	<b>\$2,251,946</b>	<b>\$496,717</b>	<b>\$4,527,475</b>



This page intentionally left blank

Total  
Non-Court  
Budget

**Lee County Clerk of Courts**  
Fiscal Year 2011 Total Non-Court Budget

Line Item		FY11 Proposed Budget	FY10 Adopted Budget	Variance	Variance Percent Change
<b>Personal Services</b>					
1110	Elected Official Salaries	\$26,153	\$25,441	\$712	2.80%
1210	Regular Salaries FT	7,403,700	7,366,843	36,857	0.50%
1230	Regular Salaries PT	158,405	231,906	(73,501)	-31.69%
1310	Non-Permanent Labor	0	4,190	(4,190)	-100.00%
1410	Overtime 1.0	1,000	5,500	(4,500)	-81.82%
1415	Overtime 1.5	42,850	50,022	(7,172)	-14.34%
1510	Special Pay- No Retirement	184,206	156,850	27,356	17.44%
2110	FICA Taxes OASDI	444,736	470,036	(25,300)	-5.38%
2120	Medicare Taxes	108,677	114,290	(5,613)	-4.91%
2210	Retirement Contribution Regular	841,383	839,373	2,010	0.24%
2230	Retirement Contribution- Elected	0	4,706	(4,706)	-100.00%
2310	Health Insurance	1,807,297	1,785,109	22,188	1.24%
2315	Employee Assistance Program	2,861	2,699	162	6.00%
2320	Life Insurance	20,783	19,351	1,432	7.40%
2330	Dental Insurance	62,428	74,426	(11,998)	-16.12%
2350	Disability Insurance	24,800	26,913	(2,113)	-7.85%
2510	Unemployment Compensation	68,299	85,450	(17,151)	-20.07%
<b>Total Personal Services</b>		<b>11,197,578</b>	<b>11,263,105</b>	<b>(65,527)</b>	<b>-0.58%</b>
<b>Operating Expenses</b>					
3120	Legal Services	19,593	27,488	(7,895)	-28.72%
3130	Financial Services	0	25	(25)	-100.00%
3190	Other Professional Services	50,000	55,000	(5,000)	-9.09%
3460	Data Processing/Software Services	90,038	101,800	(11,762)	-11.55%
3480	County Graphics Services	750	750	0	0.00%
3490	Other Contractual Services	78,060	188,320	(110,260)	-58.55%
4010	Local Travel Per Diem	3,855	3,717	138	3.71%
4022	Out of County Travel	37,846	39,217	(1,371)	-3.50%
4110	Telecommunications	128,807	214,336	(85,529)	-39.90%
4120	Advertising	2,000	2,000	0	0.00%
4210	Freight, Postage & Courier	54,914	80,593	(25,679)	-31.86%
4410	Land & Building Rental	37,800	22,770	15,030	66.01%
4450	Other Equipment Rental	13,005	6,600	6,405	97.05%
4520	Insurance & Bonds	0	12	(12)	-100.00%
4620	Vehicle Repair & Maintenance	3,000	3,150	(150)	-4.76%
4630	Office Equipment Maintenance	48,706	54,544	(5,838)	-10.70%
4640	Data Processing Equip Maintenance	120,930	550,370	(429,440)	-78.03%
4710	Print Bind Copy External	19,885	22,685	(2,800)	-12.34%
4909	Service of Process	0	5,220	(5,220)	-100.00%
4970	License, Permit & Application	811	1,607	(796)	-49.53%
4990	Misc Expense	300	300	0	0.00%
5110	Pre-Printed Forms	1,150	0	1,150	100.00%
5120	General Office Supplies	34,597	40,060	(5,463)	-13.64%
5130	Data Processing Supplies	27,000	51,000	(24,000)	-47.06%
5210	Oil, Fuel, & Lubricants	847	847	0	0.00%
5240	Chemicals	525	525	0	0.00%
5280	Minor Equipment	141,871	152,016	(10,145)	-6.67%
5290	Other Supplies	19,396	20,481	(1,085)	-5.30%
5410	Reference Materials	8,735	8,471	264	3.12%
5420	Memberships	11,066	11,766	(700)	-5.95%
5531	Training/Seminars/Business Meetings	54,976	56,358	(1,382)	-2.45%
<b>Total Operating Expenses</b>		<b>1,010,463</b>	<b>1,722,028</b>	<b>(711,565)</b>	<b>-41.32%</b>
<b>Total Capital Outlay</b>		<b>776,554</b>	<b>264,820</b>	<b>511,734</b>	<b>193.24%</b>
<b>Sub-Total</b>		<b>12,984,595</b>	<b>13,249,953</b>	<b>(265,358)</b>	<b>-2.00%</b>
<b>Grand Total</b>		<b>\$12,984,595</b>	<b>\$13,249,953</b>	<b>(\$265,358)</b>	<b>-2.00%</b>



# Court Fees Budget

**Lee County Clerk of Courts  
State Fiscal Year 2011 Court Budget\***

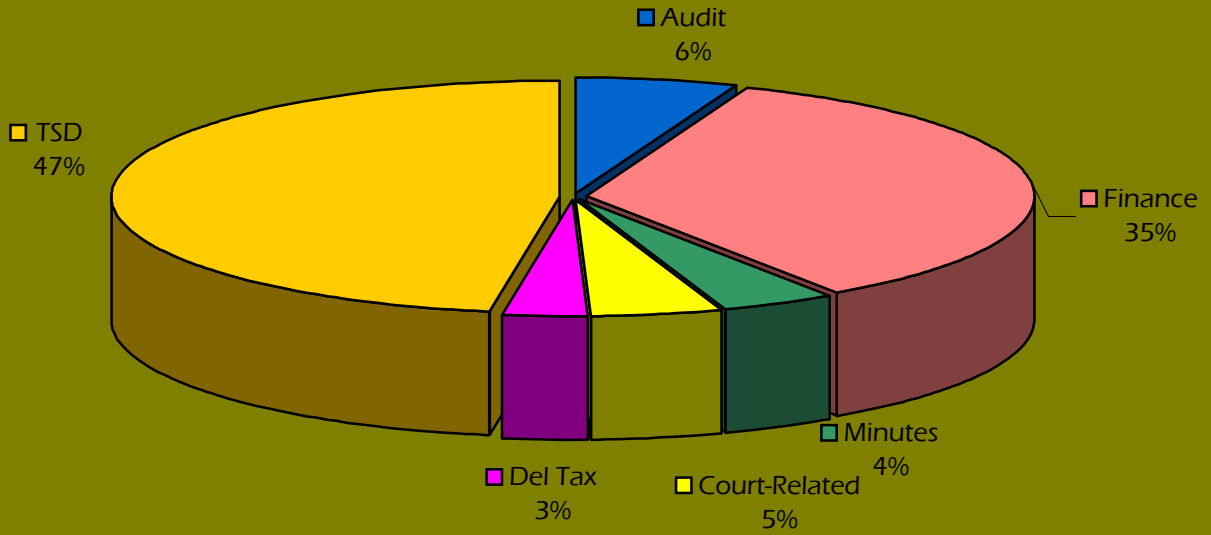
<b>Revenue</b>		
Allotment From State		\$11,978,428
Allocations from Fund 004		\$367,313
CSE State Reimbursement Grant		437,800
<b>Total Revenue</b>		<b>12,783,541</b>
<b>Personal Services</b>		
1110	Elected Official Salary	142,821
1210	Regular Salaries FT	6,928,769
1230	Regular Salaries PT	205,907
1310	Non-Permanent Labor	94,052
1410	Overtime 1.0	14,800
1415	Overtime 1.5	111,500
1510	Special Pay- No Retirement	134,581
2110	FICA Taxes OASDI	452,854
2120	Medicare Taxes	110,586
2210	Retirement Contribution Regular	840,382
2310	Health Insurance	2,571,561
2315	Employee Assistance Program	3,343
2320	Life Insurance	20,029
2330	Dental Insurance	85,500
2350	Disability Insurance	24,615
2510	Unemployment Comp	32,500
Allocations to Fund 004		315,602
<b>Total Personal Services</b>		<b>12,089,402</b>
<b>Operating Expenses</b>		
3120	Legal Services	13,000
3191	Juror Payments	90,000
3490	Other Contractual Services	232,715
4010	Local Travel Per Diem	550
4022	Out of County Travel	10,400
4120	Advertising	800
4211	Freight & Postage	132,450
4520	Insurance & Bonds	260
4630	Equipment Maintenance	46,765
4710	Print Bind Copy External	43,530
5120	General Office Supplies	79,800
5251	Juror Meals	13,000
5280	Minor Equipment	3,700
5410	Reference Materials	1,209
5420	Memberships	4,075
5431	Seminars & Training	2,300
Allocations to Fund 004		19,085
<b>Total Operating Expenses</b>		<b>693,639</b>
<b>Capital Equipment &amp; Software</b>		
Allocations to Fund 004		500
<b>Total Capital Outlay</b>		<b>500</b>
<b>Total Expenditures</b>		<b>\$12,783,541</b>

NOTE: The Court-Relate budget is subject to change due to revisions of Article V and its interpretation.

\*The Court budget is funded by the State and on a State fiscal year therefore this budget is for July 1, 2010 - June 30, 2011.

# Other Information

**Lee County Clerk of Court; Fiscal Year 2011 Board Budget Request by Department**



**Lee County Clerk of Courts  
Fiscal Year 2011 Board Budget Request by Department**

