

May 31, 2013

Commissioner Cecil L. Pendergrass, Chair  
Commissioner John Manning  
Commissioner Larry Kiker  
Commissioner Frank Mann  
Commissioner Tamara Hall  
Interim County Manager Doug Meurer

## BOARD BUDGET REQUEST OVERVIEW

The Clerk's Office is requesting \$7,460,461 to fund our operations for the fiscal year ending 2014. This is a \$55,141 decrease in our funding request from fiscal year 2013. This request consists of:

|   | <u>2014</u>    | <u>2013</u>    |
|---|----------------|----------------|
| Finance   | \$2,809,222    | \$2,837,514    |
| Internal Audit                                  | 614,738        | 574,581        |
| Technology Services for Board-Related Functions | 3,069,661      | 3,083,501      |
| Tax Deed Sales                                  | 198,137        | 265,669        |
| Minutes   | 376,850        | 362,484        |
| Statutory required Court Support                | 135,405        | 135,405        |
| Local Court Programs                            | <u>256,448</u> | <u>256,448</u> |
| Total Request                                   | \$7,460,461    | \$7,515,602    |

The Clerk's support budget for Fiscal Year 2014 (determined by the County) is \$1,058,076, which is a \$76,593 increase from the current year's support budget and \$87,720 higher than the County's projected actual of the current year. The support number is added to our request which is the total number reflected in the County's budget for the Clerk.

## MINISTERIAL OFFICER

The Lee County Clerk of Courts ("the Clerk") is a ministerial officer whose authority and responsibility are derived from both constitutional and statutory provisions. Accordingly, absent some constitutional or statutory authority, the Clerk does not provide services or programs that have not been specifically assigned to her by either law or the Lee County Board of County Commissioner's ("the Board") direction. In turn, we are not able to eliminate an activity or service without direction from the legislature or the Board.

## Mission

It is the mission of the Clerk's Office to provide the citizens of Lee County with the functions of the court clerk, county auditor, county finance officer, county public/official records keeper and Clerk to Board of County Commissioners. These functions are all mandated by the federal, state, and local government statues and laws. These services will be provided in a professional and efficient manner

and at the lowest cost consistent with effective performance for the citizens of Lee County and other constituents. 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.

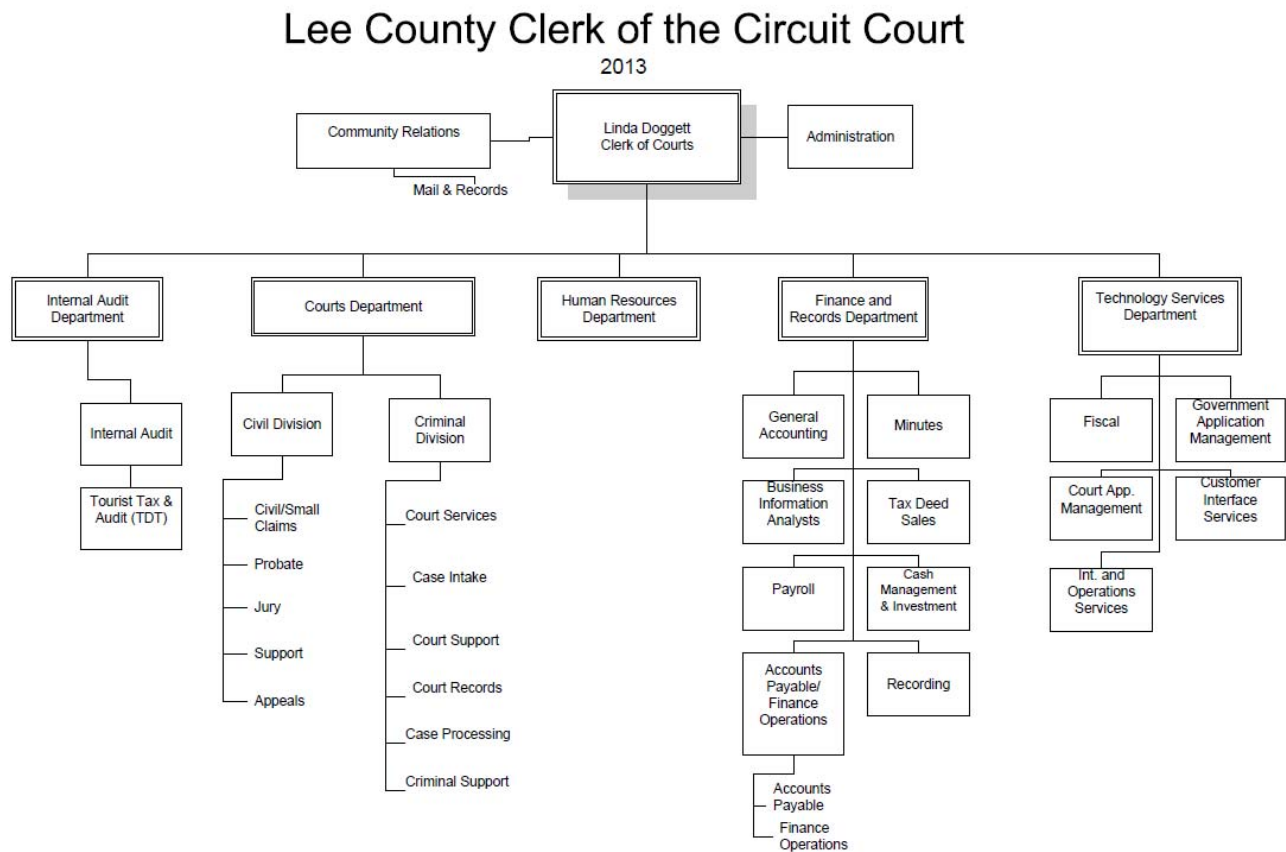
## Vision

The vision of the Clerk's Office is to:

- Work smarter with fewer people and be more efficient and effective
- Use automation to achieve real and long term savings for the tax payers, for example 'paperless' systems and 'work from home' programs
- Strengthen communications and relationships within the Clerk's Office and with outside agencies
- Follow State of Florida standards for Clerk of Courts
- Provide a supportive, safe, reliable and secure environment for both employees and the automated systems they use

## THE CLERK'S OFFICE

The Clerk of Courts is referred to as the Clerk to the Circuit Court and Ex Officio Clerk to the Board in the Florida Constitution and Statutes. This elected Office handles functions for both the State of Florida and the Board of County Commissions. The responsibilities of the Office are divided among five departments.



## **CLERK TO THE CIRCUIT AND COUNTY COURTS**

### **Court Department**

The Court-related Department (“Courts Department”) is responsible for the Clerk to Circuit and County Courts role of the Constitutional Office. It is made up of several offices whose sole function is to manage the flow of information through the court system whether it is a traffic ticket or a felony conviction. The receipt, filing and dissemination of the cases to many agencies and parties to the cases, processing and reporting the case dispositions, and the collection of fines and court fees are all handled by the Courts Department. All monies collected are forwarded to the State of Florida to fund many state activities from the court system to various educational programs. The current Court related State budget is funded and prepared on a State fiscal year- July 1 through June 30 with funds appropriated and approved by the State Legislature and reviewed by the Clerk of Courts Operations Corporation (“CCOC”). Due to recent legislation changes, effective July 1, 2013, the Court related budget will become a revenue based budget, approved by State Legislature and reviewed by CCOC and will be prepared on a County fiscal year- October 1 through September 30.

The local counties are responsible for funding the courts communications services, existing multiagency criminal justice information systems, cost of construction, lease, maintenance, utilities and security of facilities for the offices of the Clerks of the Circuit and County Courts. Any support functions to County court-related implemented local programs are to be fully supported by the Counties. Currently the Board is funding the following local programs: eFirst Appearance weekend support, Drug court, Mental Health Court, County Probation fee collection. In addition, the Board is required to fund certain costs mandated by Article V.

### **EX OFFICIO CLERK TO THE BOARD:**

The Clerk as ex Officio Clerk to the Board is also the Clerk, auditor, recorder and custodian of all County funds for the Board. These roles are spread across the Finance Department, Minutes Office, Tax Deed Sales Office, Recording Office, Internal Audit Department, which includes the Tourist Tax collection and enforcement, the Technology Services Department, and the Micrographics and mailroom.

**Finance Department** is comprised of the functions closely aligned with the Clerk’s ex officio accountant to the Board and custodian of all County funds. These functions are handled by the following offices: Payroll, Accounts Payable, Cash Management and Investments, Finance Administration, Finance Operations, and General Accounting. These operations are fully funded by the Board except for the tourist tax section in the Internal Audit Office. The tourist tax section provides the collection and reporting for the Board’s tourist taxes on a fee basis, per County Ordinances 09-01 and 07-28.

**The Payroll Office** is primarily responsible for processing the payroll for employees within the Clerk, Port Authority (“the Port”), Court Administration (County funded portion), and the Board. Each of the four pay companies has their own policies, leave accruals, and unique requirements. The Board has two unions in their Public Safety Department. The Port has one union for their Fire Department. This brings the total up to seven different policy manuals that the Payroll Office must understand and apply. The Payroll Office processes a minimum of two payrolls a week using a bi-weekly cycle for all companies. In fiscal year 2012, the Payroll Office processed payments in excess of \$150 million in salaries to an average of 3,500

employees. The Payroll Office issued over 4,000 W2's for calendar year 2012. In addition to payroll processing, this office is responsible for numerous voluntary and involuntary deductions, the proper application of the various payroll taxes, the quarterly 941 Reports, Unemployment Compensation reporting, and monthly Florida Retirement System contributions.

Software programs utilized by the Payroll Office are three versions of Kronos for time and attendance tracking (Port, Clerk, and County), OnBase for document imaging, JDE One World (County and Clerk versions) for accounting, and HRMS Vista for the actual application of the payroll. HRMS (also known as PDS) is a shared database used by the four Human Resource Offices and by the Benefit Coordinators. The Payroll Office works with HR, Benefits, and TSD to ensure a smooth experience for all employees from "new hire" to "retirement".

The focus for the last several years has been "going green" while providing enhanced features to the employees and managers. The elimination of paper time sheets was made possible by Kronos. The Payroll Office then focused on the elimination of paper checks. All but 50 employees (who are issued a pay card) out the 3,500 employees are direct deposit which reduced paper checks down to zero. All documents for current employees (plus five prior years of terminated employees) are scanned which removed all "paper folders." On-line paystubs, on-line open enrollment, on-line address changes, on-line W-4 review and on-line delivery of the annual W-2 is now offered with the majority of the employees participating.

**Accounts Payable Office** handles the payment of the vendors for the Board, Port, Court Administration (County funded portion), and the Clerk. They are responsible for: pre-auditing all payment requests made by vendors providing goods and services to the agencies, paying vendor and contract invoices, tracking payments according to the agency's contracts, withholding and balancing contract retainage, reconciling monthly vendor statements to invoices paid. Invoices are monitored for accuracy and compliance with vendor quotes and contracts, Board ordinances and administrative codes, Florida statutes, and Federal law. They also handle the various financial and tax reporting required by federal and state law related to vendor/contractor payments, which includes 1099 reporting to the IRS.

Except for check writing, the Accounts Payable Office is paperless, utilizing OnBase imaging software with workflow to move the image throughout the county offices rather than paper. Most Accounts Payable clerks work from home utilizing remote desktops and images of invoices, statements and contracts. We utilize the bank's positive pay program (all checks are verified at the bank for check number, vendor name and amount) to limit the county's exposure to fraud. We also encourage vendors to utilize electronic check payment processing (ACH) to avoid issuing paper checks. We are also in the implementation phase of an ePayables project which will not only result in additional paperless vendor payments but also a spending rebate for the County. The paperless environment is crucial for business continuity and disaster recovery since it enables us to work from anywhere there is an internet connection available.

**Cash Management and Investments Office** is responsible for managing the daily cash flow movements and needs for the Board, Port Authority, and the Clerk. This includes moving money in or out of liquid investment. The Cash Management and Investment Office evaluates the Board and Port Authority portfolio's short term and long term positions daily and weekly.

On a weekly basis the Cash Management and Investment Office will contact multiple brokers to secure the purchase of a fixed income security.

The Cash Management and Investment Office is also responsible for all aspects of the cash management function for the Board, Port, and Clerk. This involves managing the County's cash and investment portfolio, maintaining all banking functions, preparing daily wires and accurately recording all revenues, confirming all funds have cash and budget availability to allow payments and/or posting of all transactions, and processing the County's interfund loans.

**Finance Administration** consists of the Finance Director, an Administrative Assistant, and the business information analysts. The **Finance Business Information Analysts** ("FBIA") are subject matter experts and initial application testers for project upgrades and implementations. The utilization of these analysts enables the front line personnel to carry on their normal duties with minimal interruption to daily business while these implementations take place. The FBIA team, because of their in-depth knowledge of the applications used by the Clerk, also serve as emergency backup for personnel in a very flexible, wide variety of finance-related positions. As a result of our high dependence on software, it has become beneficial for us to have personnel who can translate between the Technology Services Department ("TSD") personnel and the users. The analysts provide user support for PDS (payroll), Kronos (timekeeping), Oracle JD Edwards EnterpriseOne (financial), OnBase (images and workflow), Axia (Value Adjustment Board petitions), ISYS (meeting minutes) and OnCore (Recording) programs. The analysts are the first line of support for the users. They identify areas impacted and analyze issues such as user error versus a software problem. Their analysis includes suggesting, developing, testing, documenting, training on enhancements, or changes to workflow procedures. They ensure new tools and applications are effectively integrated with office operations and meet the necessary criteria and provisions for technical, security, and statutory requirements. The five member team also provides training in the various applications to the Clerk, Board, Court Administration, and Port employees.

**Finance Operations Office** is the office that manages the files (hardcopy and imaged), office supplies, mail, and reception responsibilities for the Clerk. We have been transitioning the file room personnel from working with hardcopy files to scanning and indexing scanned images as we become a paperless office. With the imaging of our documents we have been reducing our costs for paper, high speed copiers and off-site storage.

**General Accounting Office** provides the final check and balance for the financial information of the Board, Port and the Clerk. They monitor the budget and financial transactions for accuracy and proper accounting treatment, records and tracks fixed assets inventory for the Board, Port, and all the Constitutional Offices (except the for the Sheriff). The Office reads all bond documents for new bond and loan issues, monitors budget and debt compliance including reporting any significant changes to our financial ability to meet our debt commitments to the Electronic Municipal Market Access ("EMMA") portal. They reconcile all the bank accounts for the Board, Port, and Clerk, and prepare IRS arbitrage calculations.

The General Accounting Office prepare various financial reports including those related to bond compliance; federal and state tax returns; audited financial statements; state financial reports; various interim financial reports, and various state and granting agency reports. Reports that they prepare, while not a complete listing, include: Lee County Comprehensive

Annual Financial Report (“CAFR”); Lee County Port Authority Component Unit Report; Lee County Single Audit Report; State of Florida Annual Local Government Financial Report; State of Florida Solid Waste Management Facility Letter from Chief Financial Officer to Demonstrate Financial Assurance; Auditor General Local Governmental Entity Audit Report; Statement of County Funded Court Related Functions; Continuing Disclosure with the Nationally Recognized Municipal Securities Information Repositories; Department of Environmental Protection Petroleum Report; Annual Certification for State Revolving Loans; Commercial Paper Report; Local Highway Finance Report; Public Depositor Annual Report to the Chief Financial Officer; Abandoned Property Reports; Lee County Leasing Corporation Federal and State Tax Returns; the monthly Financial Report to the Board of County Commissioners; Sales Tax Reporting; Clerk’s Annual Budget.

The General Accounting Office utilizes electronic information sharing where possible. The Office utilizes the Clerk’s website to publish several of their reports, including the Board’s CAFR, avoiding the cost of printing and mailing statements. The Office holds 28 Certificates of Achievement for Excellence in Finance Reporting. A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

**Minutes Office** fulfills the requirements for the Ex Officio Clerk to the Board and provides the following functions in accordance with Section 286.001, Florida Statutes (Board Meetings and Minutes), and Section 119.021, Florida Statutes (Custodial requirements and preservation of public records). They are responsible for maintaining the permanent file of all documents presented to the Board, Port, and Governmental Leasing Corporation during their meetings and maintaining the minutes of those meetings. Documents that are presented to the Boards, but not fully executed are tracked until filed with the Minutes Office. Minutes are provided online with scanned images of the documents, once approved by the various Boards. Additionally, Minutes is responsible for all independent district filings in accordance with Chapter 189, Florida Statutes, maintaining all lobbyist registrations, quarterly reports and Commissioner and County personnel lobby logs per Lee County Ordinance No 89-11(as amended by Ordinances 89-24, 89-40 and 90-07).

The Minutes Office, as the ex-Officio Clerk to the Value Adjustment Board (“VAB”), provides the functions described in Chapters 194, 192, 193, 195, and 196, Florida Statutes, and Florida Administrative Code 12D.9 and 129.10. The Minutes Office files, tracks, and archives petitions to the VAB for changes in appraisal value and exemption status. Petitioners can file online or by coming in to the Minutes Office. The petitions are scanned and provided electronically to the special magistrates and Property Appraiser’s Office for the hearing process. The Minutes Office schedules and records the hearings and resulting decisions, distributes the results of the hearing to the petitioners and manages administration of the VAB’s revenues and expenditures.

**Tax Deed Sales Office** is responsible for the sale and disbursement of subsequent overbid monies, if any, for properties which are delinquent on their property taxes. When ad valorem taxes for real property are not paid and therefore delinquent, the county Tax Collector sells tax certificates for the property pursuant to Section, 197.432(1), Florida Statutes. The purchaser of a tax certificate pays the outstanding taxes, interest, plus costs and charges; in turn the purchaser is entitled to collect interest

on the certificate amount when redeemed or if property is sold at a tax deed sale [Section 197.432(5), Florida Statutes]. Two years after April 1 of the year in which the tax certificate was issued, the certificate holder can apply for sale of the property and issuance of a tax deed [Section 197.502(1), Florida Statutes]. The Tax Collector obtains a title search listing titleholders, lien holders and others with an interest in the property. The Tax Collector provides this information to the Clerk of Court, who notifies interested parties, advertises and conducts the sale, issues a tax deed and disburses the sale proceeds [Section 197.502-197.592, Florida Statutes]. Proper performance of these duties by the Clerk is essential to the validity of a tax deed sale. Although statutory language indicates that the failure of an interest holder to receive notice will not affect the legality of a tax deed, a number of courts have held that lack of notice in fact may invalidate a tax deed. It is clear from these decisions that Clerks should take all reasonable precautions to ensure that appropriate tax deed sale procedures are in place and the due process rights of property titleholders are preserved. The sale of a tax deed is a process that involves many tasks, and the cooperation of the whole team. There are many detailed time sensitive tasks that must be followed exactly to ensure that tax deeds are issued correctly. New Tax Deed applications are received each week from the Tax Collector. A new sale date is set each week with approximately 50 tax deed applications. The Tax Deed Office utilizes a checklist to track the multitude of tasks and timelines for each sale. While this checklist helps with organization, each member of the team must have a detailed understanding of the process, and knowledge of why each task is important so that any unusual and/or problematic issues can be identified quickly and handled appropriately.

Once sold, the Tax Deed Office notifies interested parties of any surplus funds available. Surplus funds are disbursed by the Clerk. If there are any governmental liens recorded against the property at the time of sale, the lien is paid first before disbursing funds to previous owners. The office is responsible for determining the validity of any liens as well as the priority. As per Chapter 197.582, Florida Statutes, an Interpleader lawsuit is initiated and the Court determines the disposition of the surplus funds.

**Recording Office** is totally funded from the fees that the Clerk receives for maintaining the official records of the county, processing marriage licenses, and passport applications. The office records and maintains a permanent copy of deeds, death certificates, notices of commencements, lis pendens, judgments, mortgages, liens, and marriage certificates to name a few. The Recording Office recently started offering Passport photos and express stamps so that customers are not directed to several agencies to complete a passport application and submission. In addition, the Recording Office is offering a “wedding package” which includes pictures and a commemorative certificate.

The office is paperless and the clerks work from scanned images of the original documents which are returned to the document originator at the time of recording, permitting approximately one third of the clerks to work from home. Additionally, the office provides an eRecording service where a customer can record documents without leaving their office. The service requires the use of a third party vendor (currently a choice of 6) who, for a fee, provides various quality control reviews prior to sending the document to Recording to be recorded.

In addition to the operation of the Recording Office, the fees generated by this office fund various overhead support services within the Clerk’s Office such as human resources, internal audit, technology services and record retention.

**Internal Audit Department** conducts performance/management audits of all the offices under the Clerk, Board and Port. At times, other agencies such as the Sheriff, Town of Fort Myers Beach, and Lee County School District may contract for specific audits or reviews where time and material are reimbursed to the Clerk.

In addition to the regular audit, the Tourist Development Tax function ("TDT Office") of the department is responsible for Tourist Tax collections and enforcement (accesses). The TDT Office reviews the various short-term rental facilities financial records for underreported bed tax as well as researching various advertising genres to determine if there are unreported short-term rental activities.

The Tourist Tax Excise software database allows for efficient, accurate and timely collection and administration of the tourist development tax. In addition it provides online access to the tourist tax taxpayer allowing them to report, review and pay their taxes online.

The TDT Office is responsible for the collection of the tax, education, audit, compliance, and enforcement functions related to Lee County's Tourist Development Tax Ordinance.

**Collection** – Tourist Tax processed 19,819 transactions for approximately \$26,512,920.58 taxes collected during the fiscal year 2012.

**Education** – There were 8,995 contacts made with taxpayers and prospective taxpayers (3,622 letters and 5,373 phone calls & emails). Education is vital to ensure taxpayers understand not only their role in the collection and remittance process, but to explain what tourist tax is and why it is of vital importance to Lee County. Education in conjunction with ease of use allows taxpayers to pay on time, therefore lowering the costs to collect from taxpayers in non-compliance.

**Audits** – There were 73 tourist tax audits completed during the year. The audits are focused on hotel/motel properties and dealers to ensure the accuracy and reliability of submitted tax returns.

**Compliance** – There were 1,430 new Tourist Development Tax ("TDT") accounts opened during the year, and 1210 (85%) of the new accounts were activated through the research efforts of access employees.

**Enforcement** – Assertively works with taxpayers who will not respond positively to customary tax collection efforts. Cultivating tools and techniques used to address the ever changing landscape of enforcement efforts.

The education, audit, collection, compliance, and enforcement section has worked diligently to add thousands of taxpayers to the TDT rolls. Tax assessments are created whenever unregistered rentals are discovered or taxes are underreported. The Section collected \$1.06 million in tax assessments during fiscal year 2012. In addition to the millions of dollars in direct assessments that have been collected over the years, many of the newly registered taxpayers become compliant over the long-term and remit millions of dollars in ongoing revenues.

The Audit Department is paperless and is able to work from home. The auditors scan in the documents they need for their work papers at the auditee's place of business and work from images.



## **SUPPORT SERVICES:**

**Technology Services Department (“TSD”)** consists of six areas: Court Application Services, Government Application Services, Infrastructure Services, Customer Interface Services, and Technology Fiscal Services. TSD is responsible for all technology services within the Clerk’s Office with the exception of telephone services. The department also provides application support services to the Board and Port for the financial and human resources -related applications provided by the Clerk’s office. Additionally, TSD has collaborated with other local government agencies to provide internet services and disaster recovery co-location services at a reduced cost to all agencies involved.

Technology is at the core of the efficiencies and productivity gains which the Clerk’s Office has made over the past decade. The Clerk processes large amounts of transactions (data and money) daily, handling them according to state statutes, local rules, court rules and policies. All of the Clerk’s departments have successfully digitized their records and most have also eliminated the paper copies. Several technology-based initiatives, such as electronic filing of court documents, enables the Clerk to eliminate all paper records and further improve efficiencies.

The Clerk’s technology infrastructure and applications allow the public and other governmental agencies to access most of our records any day, anytime via the Clerk’s website. Security protocols ensure that confidential information is viewable only by those with authorization, and will soon allow us to make redacted court documents available to everyone. Our infrastructure also provides the ability to recover all of the county and court records quickly in the event of a disaster.

The Clerk’s Office website provides offsite access to several of our databases such as official records, court cases, Board and Port Authority minutes and their associated documents, tax deed sale files, internal audit reports, employment opportunities and the associated employment application, the various financial reports compiled by the Clerk’s Office, and an inventory of forms used throughout the office. In addition to providing transparency, the ability to access the information online provides convenience to the taxpayer who no longer needs to drive to the courthouse to research a court case or property transactions.

**Micrographics and Mail Room** supports the entire Clerk’s Office by handling the mail, microfilming, and record retention.

**Human Resources Department** is responsible for recruiting and retaining employees, employee policies, managing employee benefits, ensuring the Clerk’s Office is in compliance with employer laws and regulations, providing pay plans, employee training, coordination of office safety and risk management, and to be a resource to the Clerk. Human Resources (“HR”) is working towards a paperless environment with the use of OnBase imaging software with workflow to move images from the Department to HR, Kronos time management system, NeoGov applicant tracking system, Personnel Data System (PDS) Human Resources Management System (“HRMS”) Vista for online open enrollment, benefits management and payroll, and Org Publisher.

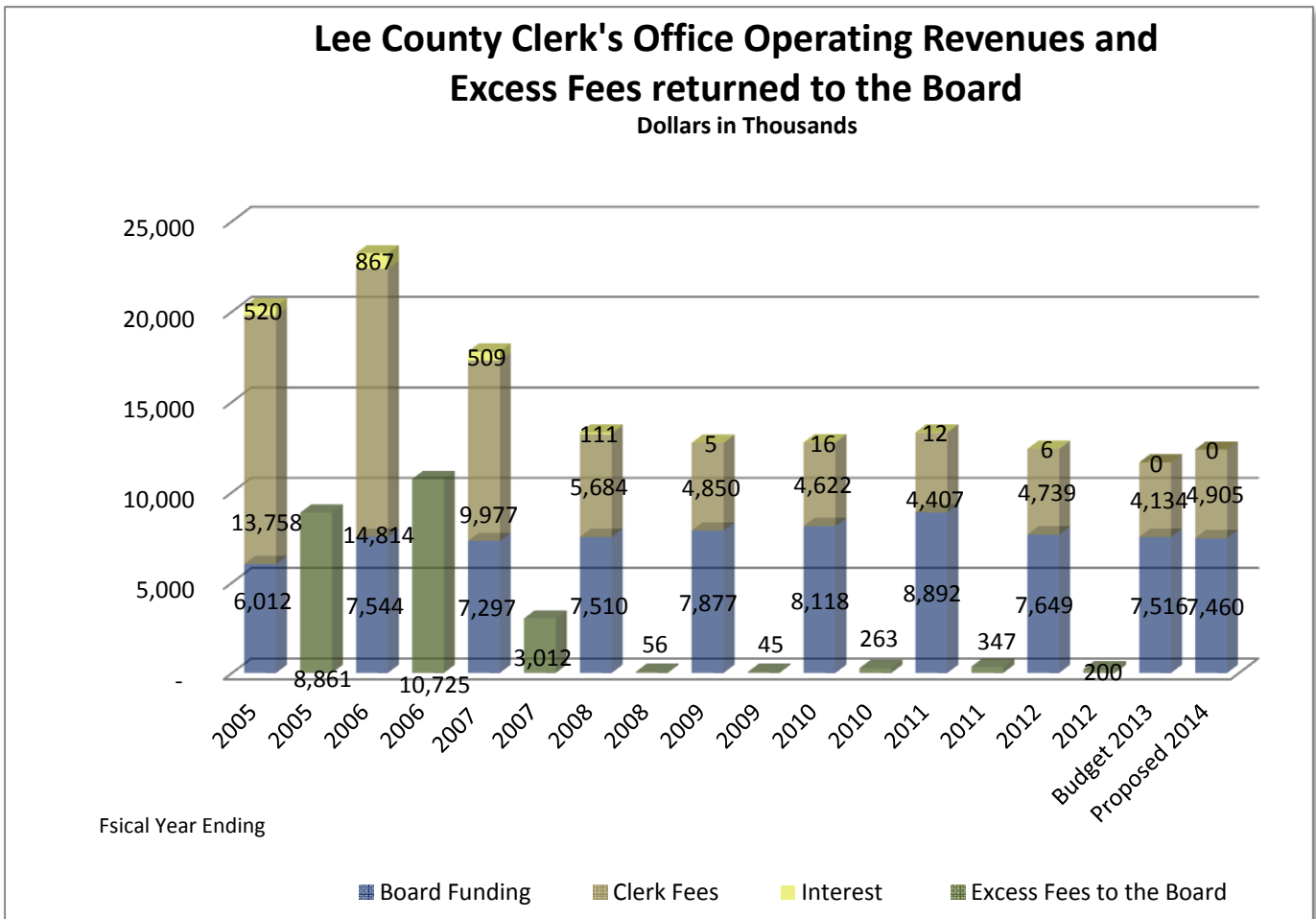
The personnel at all levels in the Clerk’s Office must be technologically proficient as most employees are required to utilize several software applications throughout the day. Our personnel are cross-trained across functions, and employees are utilized where they are needed to meet workflow

demands. The Clerk's Office has reduced its personnel from 396 full time employees in fiscal year 2008 to 335 currently. In the past five (5) years, the Clerk's Office has not budgeted for either a merit or cost of living salary increase for our employees. This trend continues with the proposed 2014 budget.

| <b>ACTIVE FULL AND PART TIME EMPLOYEES BY DEPARTMENT AS OF<br/>5/28/2013</b> |          |               |              |             |                |
|--|----------|---------------|--------------|-------------|----------------|
| <b>Organization</b>  |          | <b>FT</b>     | <b>PT</b>    | <b>Temp</b> | <b>On Call</b> |
| Administration   | ADM0111  | 3.00          | 0.00         | 0.00        | 0.00           |
| Micrographics  | MIC0113  | 4.00          | 2.00         | 0.00        | 0.00           |
| Appeals  | APP0153  | 2.00          | 0.00         | 0.00        | 0.00           |
| Civil  | CIV0151  | 54.00         | 0.00         | 0.00        | 1.00           |
| Criminal Administration Support  | CAS0274  | 11.00         | 0.00         | 0.00        | 0.00           |
| Criminal Case Processing   | CQP0271B | 22.00         | 0.00         | 0.00        | 0.00           |
| Criminal Case Intake   | CCI0271C | 11.00         | 0.00         | 0.00        | 0.00           |
| Criminal Court Support   | CTS0271A | 29.00         | 0.00         | 0.00        | 0.00           |
| Criminal Court Records   | RP0191A  | 8.00          | 3.00         | 1.00        | 0.00           |
| Court Services Division  | CSRV0142 | 31.00         | 2.00         | 0.00        | 0.00           |
| Jury   | JUR0241  | 2.00          | 0.00         | 0.00        | 0.00           |
| Probate Office   | PRO0262  | 6.00          | 0.00         | 0.00        | 0.00           |
| Support Office   | SUP0311  | 5.00          | 0.00         | 0.00        | 0.00           |
| Accounts Payable   | ACP0132  | 13.00         | 0.00         | 0.00        | 0.00           |
| General Accounting   | ACT0131  | 9.00          | 0.00         | 0.00        | 0.00           |
| Finance Operations   | FOP0137  | 4.00          | 0.00         | 0.00        | 0.00           |
| Finance Administration   | FIN0137  | 7.00          | 0.00         | 0.00        | 0.00           |
| Payroll  | PAY0134  | 6.00          | 0.00         | 0.00        | 0.00           |
| Revenue Investment   | REV0133  | 4.00          | 0.00         | 0.00        | 0.00           |
| Minutes Office   | MIN0161  | 6.00          | 0.00         | 0.00        | 0.00           |
| Recording Office   | REC0281  | 33.00         | 3.00         | 0.00        | 0.00           |
| Tax Deed Sales   | DEL0181  | 7.00          | 0.00         | 0.00        | 0.00           |
| Human Resources Department   | HRD0114  | 5.00          | 0.00         | 0.00        | 0.00           |
| Technology Services Department   | ISD0171  | 40.00         | 0.00         | 0.00        | 0.00           |
| Internal Audit Department  | AU0221   | 13.00         | 1.00         | 0.00        | 0.00           |
| <b>Total</b>   |          | <b>335.00</b> | <b>11.00</b> | <b>1.00</b> | <b>1.00</b>    |

## FUNDING

Following is a graph of the Clerk's Office's funding and excess fees returned to the Board (excluding the appropriations from the State) from 2005 through the current budget request.



Our funding is derived from three separate sources:

**State of Florida** appropriations for the Circuit and County Court case maintenance, records management, court preparation and attendance; processing appeals, collection and distribution of fines, fees, service charges and court costs. Until the recent change effective October 1, 2013, the appropriation is based on the state's fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup> and as a consequence is not disclosed in this document.

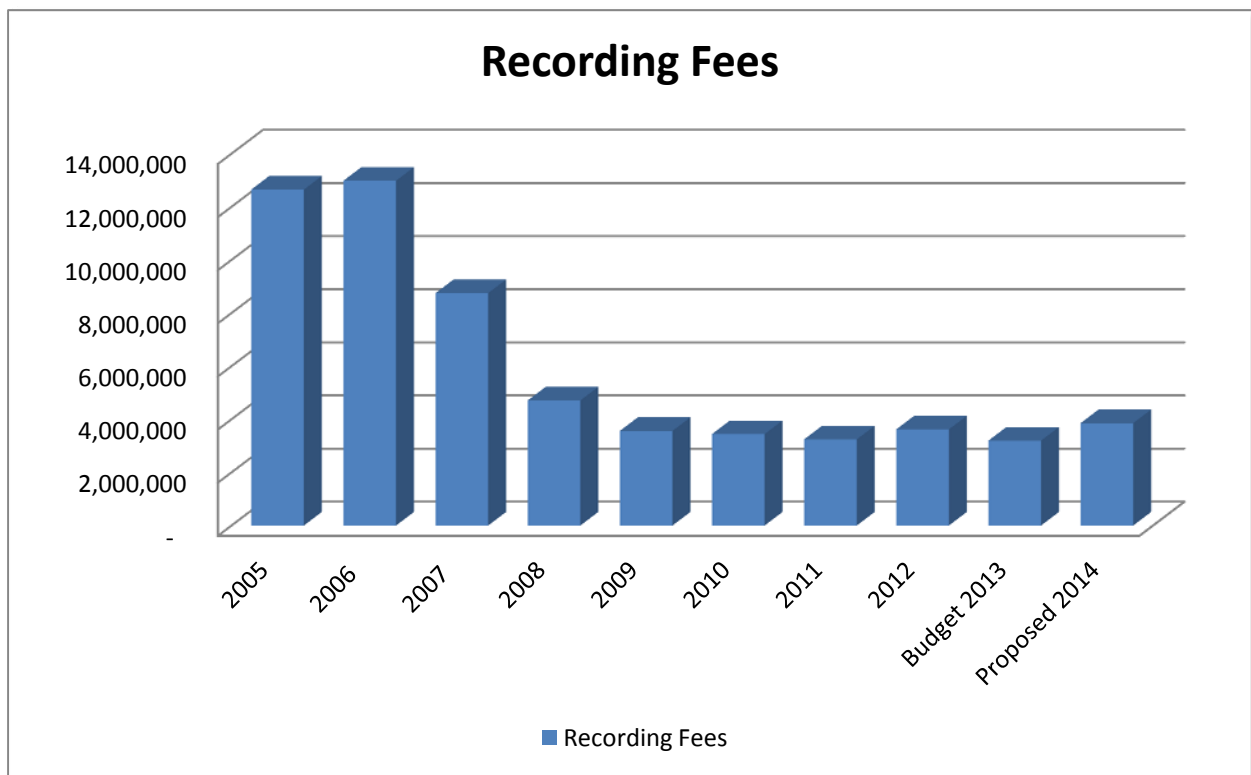
**Board of County Commissioners** provides funding for the following: accountant to the Board; the minutes taking; Value Adjustment Board administration; statute required funding for the Courts; optional local court programs (Drug Court, Mental Health Court); the costs in excess of the fees collected for property tax deed sales and administration; and a percentage of internal audit and technology services. The Board is also required to provide resources in the form of office space, utilities, and property insurance. These amounts are tracked in the Board's General Fund under the

“Clerk Support” program. The Board funded budget is based on an October 1st through September 30th fiscal year.

**Fees** are the third source for recording documents in the official records of the County, sales of property for taxes, tourist tax collections and enforcement commission. The fees budget is based on an October 1st through September 30th fiscal year.

### Recording Fees

The Clerk’s Office is permitted to collect fees for recording documents in the official records of the county. We also receive a commission for collecting document stamps and intangible taxes for the State of Florida, accepting marriage license applications and forwarding the licenses to the State Bureau of Vita Statistics as well as acting as a passport agent on behalf of the United States Department of State. These fees are used to offset the cost of providing these services to the public, as well as the cost of other overhead support functions. The chart below reflects the boom and the bust of our building economy over the last 8 years as well as the anticipated revenue for 2013 and 2014 fiscal years.



## **Tourist Tax Collections and Enforcement**

The Board of County Commissioners, in compliance with Chapters 212 and 125 Florida Statutes, passed Lee County Ordinance 03-18 (later amended by 07-28 and 09-01) initiating the local collection of the tourist tax by the Clerk. The administration fee for providing the services of collection and enforcement charged by the state for the local tax is now paid to the Clerk. By collecting the tax locally, the Board has been able to receive the revenue as collected which is approximately 90 days earlier than when collected by the state. Also with our strong enforcement focus, the number of new accounts we are bringing into compliance each year continues to grow. Our experience indicates that 80% of the new accounts we locate each year were also not reporting to the state.

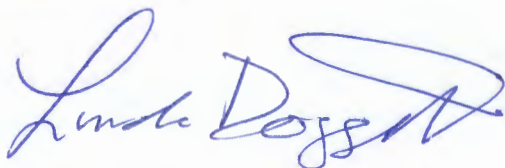
## **BOARD'S GENERAL FUND CLERK SUPPORT**

When the Budget Office presents the Clerk's budget to the Board, the Clerk to Support Budget amounts are included as part of our request. This allocation is out of the Clerk's control as we have no input on what is being built in this budget. The amounts are suppose to represent the cost to the Board for those items, that by statute, are to be provided by the Board to the Clerk, such as facilities, maintenance and utilities. Though we have no input on this budget line, this does not stop us from trying to reduce the various shared costs to the Board. Efforts to reduce these costs include: reducing the amount of office space through our Work from Home Program; the cost of electric through aggressively encouraging our employees to reduce the number of lights in their work units and turning off lights when no one is using the room; reducing the number telephones where possible, utilizing call centers and internet phones.

## **EXCESS FEES**

As with all Constitutional Officers at the end of each fiscal year, the Clerk returns the operating revenues not spent during the year to the Board of County Commissioners. In the Clerk's Office, this amount, referred to as Excess Fees, is a mixture of Fees, Interest Earnings and Board Funding not spent.

Respectfully,



Linda Doggett  
Clerk of Court

# Clerk of Circuit Court

Lee County, Florida

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LINDA DOGGETT : CLERK OF COURT

## Fiscal Year 2014 Budget

# Clerk of Circuit Court

Lee County, Florida

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LINDA DOGGETT : CLERK OF COURT

## Fiscal Year 2014 Budget

Prepared by:

General Accounting, Finance & Records Department

# Lee County Clerk of Courts Fiscal Year 2014 Budget

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

## Total Board Budget Request Summary

|   | Personal<br>Services | Operating   | Capital   | Total              |
|---|----------------------|-------------|-----------|--------------------|
| <i>Funding for Board-Related Functions</i>                      |                      |             |           |                    |
|   | \$5,287,518          | \$1,598,584 | \$182,506 | \$7,068,608        |
| <i>Funding for State Mandated Article V Court-Related Costs</i> |                      |             |           |                    |
|   |                      | \$135,405   |           | \$135,405          |
| <i>Funding for Local Court Programs</i>                         |                      |             |           |                    |
| Probation Collection  | 55,194               | \$1,254     |           | 56,448             |
| E-First Appearance  | 65,000               |             |           | 65,000             |
| Drug Court  | 112,500              |             |           | 112,500            |
| Mental Health Court   | 22,500               |             |           | 22,500             |
| <b>Total Local Court Programs</b>                               | \$255,194            | \$1,254     |           | \$256,448          |
| <b>Total Requests</b>   |                      |             |           | <b>\$7,460,461</b> |

**Lee County Clerk of Courts**  
**Fiscal Year 2014 Non-Court Board Budget Request**

| Line Item                       |                                     | Clerk to Board Functions   |                           |                   |                   |
|---------------------------------|-------------------------------------|----------------------------|---------------------------|-------------------|-------------------|
|                                 |                                     | FY14<br>Proposed<br>Budget | FY13<br>Adopted<br>Budget | Variance          | Percent<br>Change |
| <b>Personal Services</b>        |                                     |                            |                           |                   |                   |
| 1210                            | Regular Salaries FT                 | \$3,626,676                | \$3,758,775               | (\$132,099)       | -3.51%            |
| 1310                            | Non-Permanent Labor                 | 35,880                     | 27,040                    | 8,840             | 32.69%            |
| 1415                            | Overtime 1.5                        | 24,413                     | 41,157                    | (16,744)          | -40.68%           |
| 1510                            | Special Pay- No Retirement          | 81,007                     | 109,791                   | (28,784)          | -26.22%           |
| 2110                            | FICA Taxes OASDI                    | 224,404                    | 232,550                   | (8,146)           | -3.50%            |
| 2120                            | Medicare Taxes                      | 54,402                     | 56,788                    | (2,386)           | -4.20%            |
| 2210                            | Retirement Contribution Regular     | 269,568                    | 215,560                   | 54,008            | 25.05%            |
| 2310                            | Health Insurance                    | 904,035                    | 982,974                   | (78,939)          | -8.03%            |
| 2315                            | Employee Assistance Program         | 1,724                      | 1,953                     | (229)             | -11.73%           |
| 2320                            | Life Insurance                      | 11,273                     | 10,138                    | 1,135             | 11.20%            |
| 2330                            | Dental Insurance                    | 30,196                     | 30,539                    | (343)             | -1.12%            |
| 2350                            | Disability Insurance                | 14,146                     | 15,087                    | (941)             | -6.24%            |
| 2510                            | Unemployment Comp                   | 9,794                      | 16,116                    | (6,322)           | -39.23%           |
| <b>Total Personal Services</b>  |                                     | <b>5,287,518</b>           | <b>5,498,468</b>          | <b>(210,950)</b>  | <b>-3.84%</b>     |
| <b>Operating Expenses</b>       |                                     |                            |                           |                   |                   |
| 3120                            | Legal Services                      | 10,235                     | 11,687                    | (1,452)           | -12.42%           |
| 3190                            | Other Professional Services         | 84,797                     | 92,859                    | (8,062)           | -8.68%            |
| 3460                            | Data Processing/Software Services   | 38,423                     | 45,041                    | (6,618)           | -14.69%           |
| 3490                            | Other Contractual Services          | 42,417                     | 47,222                    | (4,805)           | -10.18%           |
| 4010                            | Local Travel Per Diem               | 2,559                      | 2,432                     | 127               | 5.22%             |
| 4022                            | Out of County Travel                | 48,782                     | 41,418                    | 7,364             | 17.78%            |
| 4110                            | Telecommunications                  | 141,834                    | 172,570                   | (30,736)          | -17.81%           |
| 4211                            | Freight , Postage & Courier         | 29,969                     | 25,292                    | 4,677             | 18.49%            |
| 4315                            | Television Cable Services           | 125                        | 87                        | 38                | 43.68%            |
| 4410                            | Land, Building & Parking Rental     | 35,465                     | 40,047                    | (4,582)           | -11.44%           |
| 4430                            | Office Equipment Rental             | 4,324                      | 4,180                     | 144               | 3.44%             |
| 4630                            | Office Equipment Maintenance        | 4,124                      | 3,540                     | 584               | 16.50%            |
| 4640                            | Data Processing Equip Maintenance   | 883,953                    | 521,626                   | 362,327           | 69.46%            |
| 4690                            | Internal Repair & Maintenance       | 1,330                      | 1,503                     | (173)             | -11.51%           |
| 4710                            | Print Bind Copy External            | 8,704                      | 10,642                    | (1,938)           | -18.21%           |
| 4970                            | License, Permit, & Application      | 0                          | 192                       | (192)             | -100.00%          |
| 4990                            | Misc Expense                        | 86                         | 79                        | 7                 | 8.86%             |
| 5110                            | Pre-printed Forms                   | 299                        | 383                       | (84)              | -21.93%           |
| 5120                            | General Office Supplies             | 10,718                     | 8,793                     | 1,925             | 21.89%            |
| 5130                            | Data Processing Supplies            | 2,659                      | 3,758                     | (1,099)           | -29.24%           |
| 5280                            | Minor Equipment                     | 164,250                    | 138,585                   | 25,665            | 18.52%            |
| 5290                            | Other Supplies                      | 43                         | 40                        | 3                 | 7.50%             |
| 5410                            | Reference Materials                 | 4,192                      | 5,924                     | (1,732)           | -29.24%           |
| 5420                            | Memberships                         | 6,682                      | 6,657                     | 25                | 0.38%             |
| 5531                            | Training/Seminars/Business Meetings | 72,614                     | 65,499                    | 7,115             | 10.86%            |
| <b>Total Operating Expenses</b> |                                     | <b>1,598,584</b>           | <b>1,250,056</b>          | <b>348,528</b>    | <b>27.88%</b>     |
| <b>Capital Outlay &amp; SIP</b> |                                     | <b>182,506</b>             | <b>375,225</b>            | <b>(192,719)</b>  | <b>-51.36%</b>    |
| <b>Grand Total</b>              |                                     | <b>\$7,068,608</b>         | <b>\$7,123,749</b>        | <b>(\$55,141)</b> | <b>-0.77%</b>     |

**Lee County Clerk of Courts**  
**Fiscal Year 2014 Non-Court Board Budget Request by Department**

| Line Item                               | Internal Audit                      | Finance          | Minutes            | Tax Deeds        | TSD              | Total              |                    |
|---|-------------------------------------|------------------|--------------------|------------------|------------------|--------------------|--------------------|
| <b>Personal Services</b>                |                                     |                  |                    |                  |                  |                    |                    |
| 1210                                    | Regular Salaries FT                 | \$463,392        | \$1,785,526        | \$221,098        | \$123,630        | \$1,033,030        | \$3,626,676        |
| 1310                                    | Non-Permanent Labor                 |                  |                    | 35,880           |                  |                    | 35,880             |
| 1415                                    | Overtime 1.5                        |                  | 877                |                  |                  | 23,536             | 24,413             |
| 1510                                    | Special Pay- No Retirement          | 3,612            | 47,623             | 2,437            | 1,991            | 25,344             | 81,007             |
| 2110                                    | FICA Taxes OASDI                    | 28,730           | 110,253            | 13,709           | 7,665            | 64,047             | 224,404            |
| 2120                                    | Medicare Taxes                      | 6,951            | 26,785             | 3,316            | 1,854            | 15,496             | 54,402             |
| 2210                                    | Retirement Contribution Regular     | 32,206           | 142,319            | 15,366           | 7,882            | 71,795             | 269,568            |
| 2310                                    | Health Insurance                    | 63,500           | 539,474            | 79,020           | 41,609           | 180,432            | 904,035            |
| 2315                                    | Employee Assistance Program         | 172              | 945                | 144              | 96               | 367                | 1,724              |
| 2320                                    | Life Insurance                      | 1,511            | 5,720              | 708              | 381              | 2,953              | 11,273             |
| 2330                                    | Dental Insurance                    | 2,709            | 16,898             | 2,700            | 1,008            | 6,881              | 30,196             |
| 2350                                    | Disability Insurance                | 1,807            | 6,965              | 862              | 482              | 4,030              | 14,146             |
| 2510                                    | Unemployment                        |                  | 1,403              |                  | 1,742            | 6,649              | 9,794              |
| <b>Total Personal Services</b>          |                                     | <b>604,590</b>   | <b>2,684,788</b>   | <b>375,240</b>   | <b>188,340</b>   | <b>1,434,560</b>   | <b>5,287,518</b>   |
| <b>Operating Expenses</b>               |                                     |                  |                    |                  |                  |                    |                    |
| 3120                                    | Legal Services                      | 430              | 3,000              |                  | 4,977            | 1,828              | 10,235             |
| 3190                                    | Other Professional Services         |                  |                    |                  |                  | 84,797             | 84,797             |
| 3460                                    | Data Processing/Software Services   |                  |                    |                  |                  | 38,423             | 38,423             |
| 3490                                    | Other Contractual Services          |                  | 35,238             | 475              | 55               | 6,649              | 42,417             |
| 4010                                    | Local Travel Per Diem               | 1,806            | 320                | 200              |                  | 233                | 2,559              |
| 4022                                    | Out of County Travel                | 2,150            | 16,306             | 300              | 373              | 29,653             | 48,782             |
| 4110                                    | Telecommunications                  |                  |                    |                  |                  | 141,834            | 141,834            |
| 4211                                    | Freight, Postage & Courier          | 86               | 24,791             | 275              | 1,493            | 3,324              | 29,969             |
| 4315                                    | Television Cable Service            |                  | 125                |                  |                  |                    | 125                |
| 4410                                    | Land, Building & Parking Rental     |                  |                    | 360              |                  | 35,105             | 35,465             |
| 4430                                    | Office Equipment Rentals            |                  | 3,274              |                  |                  | 1,050              | 4,324              |
| 4630                                    | Office Equipment Maintenance        |                  | 3,493              |                  | 498              | 133                | 4,124              |
| 4640                                    | Data Processing Equip Maintenance   |                  | 137                |                  |                  | 883,816            | 883,953            |
| 4690                                    | Internal Repair & Maintenance       |                  |                    |                  |                  | 1,330              | 1,330              |
| 4710                                    | Print Bind Copy External            |                  | 8,704              |                  |                  |                    | 8,704              |
| 4990                                    | Misc Expense                        | 86               |                    |                  |                  |                    | 86                 |
| 5110                                    | Pre-printed forms                   |                  |                    |                  | 299              |                    | 299                |
| 5120                                    | General Office Supplies             | 430              | 8,046              |                  | 746              | 1,496              | 10,718             |
| 5130                                    | Data Processing Supplies            |                  |                    |                  |                  | 2,659              | 2,659              |
| 5280                                    | Minor Equipment                     |                  | 655                |                  |                  | 163,595            | 164,250            |
| 5290                                    | Other Supplies                      | 43               |                    |                  |                  |                    | 43                 |
| 5410                                    | Reference Materials                 | 129              | 3,132              |                  |                  | 931                | 4,192              |
| 5420                                    | Memberships                         | 688              | 3,585              |                  | 112              | 2,297              | 6,682              |
| 5531                                    | Training/Seminars/Business Meetings | 4,300            | 13,628             |                  | 1,244            | 53,442             | 72,614             |
| <b>Total Operating Expenses</b>         |                                     | <b>10,148</b>    | <b>124,434</b>     | <b>1,610</b>     | <b>9,797</b>     | <b>1,452,595</b>   | <b>1,598,584</b>   |
| <b>Capital Equipment &amp; Software</b> |                                     |                  |                    |                  |                  |                    |                    |
| Capital Outlay & SIP                    |                                     | 0                | 0                  | 0                | 0                | 182,506            | 182,506            |
| <b>Grand Total</b>                      |                                     | <b>\$614,738</b> | <b>\$2,809,222</b> | <b>\$376,850</b> | <b>\$198,137</b> | <b>\$3,069,661</b> | <b>\$7,068,608</b> |



LINDA DOGGETT : CLERK OF COURT

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# Clerk Fees Budget

**Lee County Clerk of Courts**  
**Fiscal Year 2014 Non-Court Clerk Fees Budget**

| Line Item                       |                                       | FY14<br>Proposed<br>Budget | FY13<br>Adopted<br>Budget | Variance         | Variance<br>Percent<br>Change |
|---------------------------------|---------------------------------------|----------------------------|---------------------------|------------------|-------------------------------|
| <b>Personal Services</b>        |                                       |                            |                           |                  |                               |
| 1110                            | Elected Official Salaries             | \$39,252                   | \$44,372                  | (\$5,120)        | -11.54%                       |
| 1210                            | Regular Salaries FT                   | 2,415,517                  | 2,298,614                 | 116,903          | 5.09%                         |
| 1230                            | Regular Salaries PT                   | 142,633                    | 156,453                   | (13,820)         | -8.83%                        |
| 1410                            | Overtime 1.0                          | 2,150                      | 1,650                     | 500              | 30.30%                        |
| 1415                            | Overtime 1.5                          | 13,564                     | 15,464                    | (1,900)          | -12.29%                       |
| 1510                            | Special Pay- No Retirement            | 46,667                     | 47,369                    | (702)            | -1.48%                        |
| 2110                            | FICA Taxes OASDI                      | 159,991                    | 152,798                   | 7,193            | 4.71%                         |
| 2120                            | Medicare Taxes                        | 38,961                     | 37,494                    | 1,467            | 3.91%                         |
| 2210                            | Retirement Contribution- Regular      | 213,439                    | 147,820                   | 65,619           | 44.39%                        |
| 2310                            | Health Insurance                      | 836,964                    | 802,716                   | 34,248           | 4.27%                         |
| 2315                            | Employee Assistance Program           | 1,537                      | 1,596                     | (59)             | -3.70%                        |
| 2320                            | Life Insurance                        | 7,102                      | 6,579                     | 523              | 7.95%                         |
| 2330                            | Dental Insurance                      | 25,439                     | 24,254                    | 1,185            | 4.89%                         |
| 2350                            | Disability Insurance                  | 9,578                      | 9,387                     | 191              | 2.03%                         |
| 2510                            | Unemployment Compensation             | 29,501                     | 30,783                    | (1,282)          | -4.16%                        |
| <b>Total Personal Services</b>  |                                       | <b>3,982,295</b>           | <b>3,777,349</b>          | <b>204,946</b>   | <b>5.43%</b>                  |
| <b>Operating Expenses</b>       |                                       |                            |                           |                  |                               |
| 3120                            | Legal Services                        | 43,300                     | 42,597                    | 703              | 1.65%                         |
| 3190                            | Other Professional Services           | 42,743                     | 30,681                    | 12,062           | 39.31%                        |
| 3460                            | Data Processing/Software Services     | 19,367                     | 14,362                    | 5,005            | 34.85%                        |
| 3480                            | County Graphics Services              | 750                        | 750                       | 0                | 0.00%                         |
| 3490                            | Other Contractual Services            | 88,146                     | 97,023                    | (8,877)          | -9.15%                        |
| 4010                            | Local Travel Per Diem                 | 1,257                      | 1,264                     | (7)              | -0.55%                        |
| 4022                            | Out of County Travel                  | 28,059                     | 19,865                    | 8,194            | 41.25%                        |
| 4110                            | Telecommunications                    | 72,693                     | 58,217                    | 14,476           | 24.87%                        |
| 4120                            | Advertising                           | 7,500                      | 7,500                     | 0                | 0.00%                         |
| 4211                            | Freight, Postage & Courier            | 24,115                     | 27,729                    | (3,614)          | -13.03%                       |
| 4315                            | Television Cable Services             | 147                        | 25                        | 122              | 488.00%                       |
| 4410                            | Land, Building, & Parking Rental      | 17,695                     | 13,113                    | 4,582            | 34.94%                        |
| 4430                            | Office Equipment Rental               | 10,480                     | 9,896                     | 584              | 5.90%                         |
| 4450                            | Other Equipment Rental                | 5,500                      | 5,500                     | 0                | 0.00%                         |
| 4620                            | Vehicle Repair & Maintenance          | 3,000                      | 3,000                     | 0                | 0.00%                         |
| 4630                            | Office Equipment Maintenance          | 8,967                      | 17,929                    | (8,962)          | -49.99%                       |
| 4635                            | Equipment Repair Parts                | 3,000                      | 0                         | 3,000            | 100.00%                       |
| 4640                            | Data Processing Equipment Maintenance | 445,495                    | 172,301                   | 273,194          | 158.56%                       |
| 4690                            | Internal Repair & Maintenance         | 2,970                      | 2,497                     | 473              | 18.94%                        |
| 4710                            | Print Bind Copy External              | 2,230                      | 2,330                     | (100)            | -4.29%                        |
| 4970                            | License, Permit & Application         | 740                        | 300                       | 440              | 146.67%                       |
| 4990                            | Misc Expense                          | 300                        | 300                       | 0                | 0.00%                         |
| 5110                            | Pre-Printed Forms                     | 320                        | 418                       | (98)             | -23.44%                       |
| 5120                            | General Office Supplies               | 20,032                     | 14,866                    | 5,166            | 34.75%                        |
| 5130                            | Data Processing Supplies              | 1,341                      | 1,242                     | 99               | 7.97%                         |
| 5210                            | Oil, Fuel, & Lubricants               | 1,500                      | 847                       | 653              | 77.10%                        |
| 5240                            | Chemicals                             | 525                        | 525                       | 0                | 0.00%                         |
| 5280                            | Minor Equipment                       | 83,761                     | 46,524                    | 37,237           | 80.04%                        |
| 5290                            | Other Supplies                        | 19,300                     | 19,296                    | 4                | 0.02%                         |
| 5410                            | Reference Materials                   | 1,939                      | 1,624                     | 315              | 19.40%                        |
| 5420                            | Memberships                           | 5,329                      | 4,140                     | 1,189            | 28.72%                        |
| 5531                            | Training/Seminars/Business Meetings   | 41,516                     | 26,485                    | 15,031           | 56.75%                        |
| <b>Total Operating Expenses</b> |                                       | <b>1,004,017</b>           | <b>643,146</b>            | <b>360,871</b>   | <b>56.11%</b>                 |
| <b>Capital Outlay &amp; SIP</b> |                                       | <b>92,994</b>              | <b>126,475</b>            | <b>(33,481)</b>  | <b>-26.47%</b>                |
| <b>Grand Total</b>              |                                       | <b>\$5,079,306</b>         | <b>\$4,546,970</b>        | <b>\$532,336</b> | <b>11.71%</b>                 |

**Lee County Clerk of Courts**  
**Fiscal Year 2014 Non-Court Clerk Fees Budget by Function**

| Line Item                               | Clerk Admin                         | Internal Audit   | Micrographics    | TSD              | Recording          | Human Resources    | Total            |                    |
|---|-------------------------------------|------------------|------------------|------------------|--------------------|--------------------|------------------|--------------------|
| <b>Personal Services</b>                |                                     |                  |                  |                  |                    |                    |                  |                    |
| 1110                                    | Elected Official Salaries           | \$39,252         |                  |                  |                    |                    | \$39,252         |                    |
| 1210                                    | Regular Salaries FT                 | 21,642           | \$268,576        | \$109,160        | \$520,707          | \$1,177,137        | \$318,295        | 2,415,517          |
| 1230                                    | Regular Salaries PT                 |                  | 56,774           | 29,140           |                    | 56,719             |                  | 142,633            |
| 1410                                    | Overtime 1.0                        |                  |                  | 500              |                    | 1,650              |                  | 2,150              |
| 1415                                    | Overtime 1.5                        |                  |                  | 1,500            | 11,864             | 200                |                  | 13,564             |
| 1510                                    | Special Pay- No Retirement          | 2,000            | 2,300            | 1,500            | 12,775             | 15,850             | 12,242           | 46,667             |
| 2110                                    | FICA Taxes OASDI                    | 3,329            | 20,173           | 8,574            | 32,284             | 76,497             | 19,134           | 159,991            |
| 2120                                    | Medicare Taxes                      | 913              | 4,879            | 2,075            | 7,811              | 18,509             | 4,774            | 38,961             |
| 2210                                    | Retirement Contribution- Regular    | 14,457           | 22,612           | 9,613            | 36,189             | 94,150             | 36,418           | 213,439            |
| 2310                                    | Health Insurance                    | 14,106           | 98,970           | 51,480           | 90,948             | 495,660            | 85,800           | 836,964            |
| 2315                                    | Employee Assistance Program         | 12               | 200              | 120              | 185                | 900                | 120              | 1,537              |
| 2320                                    | Life Insurance                      | 252              | 805              | 280              | 1,488              | 3,152              | 1,125            | 7,102              |
| 2330                                    | Dental Insurance                    | 370              | 2,700            | 1,350            | 3,469              | 15,300             | 2,250            | 25,439             |
| 2350                                    | Disability Insurance                | 237              | 1,049            | 425              | 2,032              | 4,594              | 1,241            | 9,578              |
| 2510                                    | Unemployment Comp                   |                  |                  | 7,150            | 3,351              | 14,000             | 5,000            | 29,501             |
| <b>Total Personal Services</b>          |                                     | <b>96,570</b>    | <b>479,038</b>   | <b>222,867</b>   | <b>723,103</b>     | <b>1,974,318</b>   | <b>486,399</b>   | <b>3,982,295</b>   |
| <b>Operating Expenses</b>               |                                     |                  |                  |                  |                    |                    |                  |                    |
| 3120                                    | Legal Services                      | 35,278           | 1,600            | 1,000            | 922                | 2,000              | 2,500            | 43,300             |
| 3190                                    | Other Professional Services         |                  |                  |                  | 42,743             |                    |                  | 42,743             |
| 3460                                    | Data Processing/Software Services   |                  |                  |                  | 19,367             |                    |                  | 19,367             |
| 3480                                    | County Graphics Services            |                  |                  |                  |                    |                    | 750              | 750                |
| 3490                                    | Other Contractual Services          | 56,595           | 2,500            | 10,500           | 3,351              | 5,200              | 10,000           | 88,146             |
| 4010                                    | Local Travel Per Diem               |                  | 600              |                  | 117                | 240                | 300              | 1,257              |
| 4022                                    | Out of County Travel                | 2,112            | 6,500            |                  | 14,947             | 1,500              | 3,000            | 28,059             |
| 4110                                    | Telecommunications                  |                  | 1,200            |                  | 71,493             |                    |                  | 72,693             |
| 4120                                    | Advertising                         |                  |                  |                  |                    |                    | 7,500            | 7,500              |
| 4211                                    | Freight, Postage & Courier          | 139              | 12,000           | 2,800            | 1,676              | 7,500              |                  | 24,115             |
| 4315                                    | Television Cable Services           | 120              |                  |                  |                    | 27                 |                  | 147                |
| 4410                                    | Land, Building, & Parking Rental    |                  |                  |                  | 17,695             |                    |                  | 17,695             |
| 4430                                    | Office Equipment Rental             |                  |                  | 8,600            | 530                | 1,350              |                  | 10,480             |
| 4450                                    | Other Equipment Rental              | 5,500            |                  |                  |                    |                    |                  | 5,500              |
| 4620                                    | Vehicle Maintenance                 |                  |                  | 3,000            |                    |                    |                  | 3,000              |
| 4630                                    | Office Equipment Maintenance        |                  |                  | 6,000            | 67                 | 1,000              | 1,900            | 8,967              |
| 4635                                    | Equipment Repair Parts              |                  |                  | 3,000            |                    |                    |                  | 3,000              |
| 4640                                    | Data Processing Equip Maintenance   |                  |                  |                  | 445,495            |                    |                  | 445,495            |
| 4690                                    | Internal Repair & Maintenance       |                  |                  | 2,000            | 670                | 300                |                  | 2,970              |
| 4710                                    | Print Bind Copy External            |                  | 1,480            |                  |                    |                    | 750              | 2,230              |
| 4970                                    | License, Permit & Application       |                  |                  |                  |                    | 740                |                  | 740                |
| 4990                                    | Misc Expense                        |                  | 100              |                  |                    |                    | 200              | 300                |
| 5110                                    | Pre-Printed Forms                   |                  |                  |                  |                    | 320                |                  | 320                |
| 5120                                    | General Office Supplies             | 278              | 500              | 4,500            | 754                | 11,000             | 3,000            | 20,032             |
| 5130                                    | Data Processing Supplies            |                  |                  |                  | 1,341              |                    |                  | 1,341              |
| 5210                                    | Oil, Fuel & Lubricants              |                  |                  | 1,500            |                    |                    |                  | 1,500              |
| 5240                                    | Chemicals                           |                  |                  | 525              |                    |                    |                  | 525                |
| 5280                                    | Minor Equipment                     |                  |                  |                  | 82,461             | 300                | 1,000            | 83,761             |
| 5290                                    | Other Supplies                      |                  |                  | 19,300           |                    |                    |                  | 19,300             |
| 5410                                    | Reference Materials                 |                  |                  |                  | 469                | 70                 | 1,400            | 1,939              |
| 5420                                    | Memberships                         | 1,833            | 200              |                  | 1,158              | 138                | 2,000            | 5,329              |
| 5531                                    | Training/Seminars/Business Meetings | 1,833            | 2,745            | 1,000            | 26,938             | 500                | 8,500            | 41,516             |
| <b>Total Operating Expenses</b>         |                                     | <b>103,688</b>   | <b>29,425</b>    | <b>63,725</b>    | <b>732,194</b>     | <b>32,185</b>      | <b>42,800</b>    | <b>1,004,017</b>   |
| <b>Capital Equipment &amp; Software</b> |                                     |                  |                  |                  |                    |                    |                  |                    |
| Capital Outlay & SIP                    |                                     | 0                | 0                | 0                | 91,994             | 0                  | 1,000            | 92,994             |
| <b>Grand Total</b>                      |                                     | <b>\$200,258</b> | <b>\$508,463</b> | <b>\$286,592</b> | <b>\$1,547,291</b> | <b>\$2,006,503</b> | <b>\$530,199</b> | <b>\$5,079,306</b> |



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LINDA DOGGETT : CLERK OF COURT

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Total  
Non-Court Board  
Request & Fees  
Budgets

## Lee County Clerk of Courts

### Fiscal Year 2014 Total Non-Court Board Request & Fees Budgets

|                                 |                                     | FY14<br>Proposed<br>Budget | FY13<br>Adopted<br>Budget | Variance         | Variance<br>Percent<br>Change |
|---------------------------------|-------------------------------------|----------------------------|---------------------------|------------------|-------------------------------|
| <b>Personal Services</b>        |                                     |                            |                           |                  |                               |
| 1110                            | Elected Official Salaries           | \$39,252                   | \$44,372                  | (\$5,120)        | -11.54%                       |
| 1210                            | Regular Salaries FT                 | 6,042,193                  | 6,057,389                 | (15,196)         | -0.25%                        |
| 1230                            | Regular Salaries PT                 | 142,633                    | 156,453                   | (13,820)         | -8.83%                        |
| 1310                            | Non-Permanent Labor                 | 35,880                     | 27,040                    | 8,840            | 32.69%                        |
| 1410                            | Overtime 1.0                        | 2,150                      | 1,650                     | 500              | 30.30%                        |
| 1415                            | Overtime 1.5                        | 37,977                     | 56,621                    | (18,644)         | -32.93%                       |
| 1510                            | Special Pay- No Retirement          | 127,674                    | 157,160                   | (29,486)         | -18.76%                       |
| 2110                            | FICA Taxes OASDI                    | 384,395                    | 385,348                   | (953)            | -0.25%                        |
| 2120                            | Medicare Taxes                      | 93,363                     | 94,282                    | (919)            | -0.97%                        |
| 2210                            | Retirement Contribution Regular     | 483,007                    | 363,380                   | 119,627          | 32.92%                        |
| 2310                            | Health Insurance                    | 1,740,999                  | 1,785,690                 | (44,691)         | -2.50%                        |
| 2315                            | Employee Assistance Program         | 3,261                      | 3,549                     | (288)            | -8.11%                        |
| 2320                            | Life Insurance                      | 18,375                     | 16,717                    | 1,658            | 9.92%                         |
| 2330                            | Dental Insurance                    | 55,635                     | 54,793                    | 842              | 1.54%                         |
| 2350                            | Disability Insurance                | 23,724                     | 24,474                    | (750)            | -3.06%                        |
| 2510                            | Unemployment Compensation           | 39,295                     | 46,899                    | (7,604)          | -16.21%                       |
| <b>Total Personal Services</b>  |                                     | <b>9,269,813</b>           | <b>9,275,817</b>          | <b>(6,004)</b>   | <b>-0.06%</b>                 |
| <b>Operating Expenses</b>       |                                     |                            |                           |                  |                               |
| 3120                            | Legal Services                      | 53,535                     | 54,284                    | (749)            | -1.38%                        |
| 3190                            | Other Professional Services         | 127,540                    | 123,540                   | 4,000            | 3.24%                         |
| 3460                            | Data Processing/Software Services   | 57,790                     | 59,403                    | (1,613)          | -2.72%                        |
| 3480                            | County Graphics Services            | 750                        | 750                       | 0                | 0.00%                         |
| 3490                            | Other Contractual Services          | 130,563                    | 144,245                   | (13,682)         | -9.49%                        |
| 4010                            | Local Travel Per Diem               | 3,816                      | 3,696                     | 120              | 3.25%                         |
| 4022                            | Out of County Travel                | 76,841                     | 61,283                    | 15,558           | 25.39%                        |
| 4110                            | Telecommunications                  | 214,527                    | 230,787                   | (16,260)         | -7.05%                        |
| 4120                            | Advertising                         | 7,500                      | 7,500                     | 0                | 0.00%                         |
| 4210                            | Freight, Postage & Courier          | 54,084                     | 53,021                    | 1,063            | 2.00%                         |
| 4315                            | Television Cable Services           | 272                        | 112                       | 160              | 142.86%                       |
| 4410                            | Land & Building Rental              | 53,160                     | 53,160                    | 0                | 0.00%                         |
| 4430                            | Office Equipment Rental             | 14,804                     | 14,076                    | 728              | 5.17%                         |
| 4450                            | Other Equipment Rental              | 5,500                      | 5,500                     | 0                | 0.00%                         |
| 4620                            | Vehicle Repair & Maintenance        | 3,000                      | 3,000                     | 0                | 0.00%                         |
| 4630                            | Office Equipment Maintenance        | 13,091                     | 21,469                    | (8,378)          | -39.02%                       |
| 4635                            | Equipment Repair Parts              | 3,000                      | 0                         | 3,000            | 100.00%                       |
| 4640                            | Data Processing Equip Maintenance   | 1,329,448                  | 693,927                   | 635,521          | 91.58%                        |
| 4690                            | Internal Repair and Maintenance     | 4,300                      | 4,000                     | 300              | 7.50%                         |
| 4710                            | Print Bind Copy External            | 10,934                     | 12,972                    | (2,038)          | -15.71%                       |
| 4970                            | License, Permit & Application       | 740                        | 492                       | 248              | 50.41%                        |
| 4990                            | Misc Expense                        | 386                        | 379                       | 7                | 1.85%                         |
| 5110                            | Pre-Printed Forms                   | 619                        | 801                       | (182)            | -22.72%                       |
| 5120                            | General Office Supplies             | 30,750                     | 23,659                    | 7,091            | 29.97%                        |
| 5130                            | Data Processing Supplies            | 4,000                      | 5,000                     | (1,000)          | -20.00%                       |
| 5210                            | Oil, Fuel, & Lubricants             | 1,500                      | 847                       | 653              | 77.10%                        |
| 5240                            | Chemicals                           | 525                        | 525                       | 0                | 0.00%                         |
| 5280                            | Minor Equipment                     | 248,011                    | 185,109                   | 62,902           | 33.98%                        |
| 5290                            | Other Supplies                      | 19,343                     | 19,336                    | 7                | 0.04%                         |
| 5410                            | Reference Materials                 | 6,131                      | 7,548                     | (1,417)          | -18.77%                       |
| 5420                            | Memberships                         | 12,011                     | 10,797                    | 1,214            | 11.24%                        |
| 5531                            | Training/Seminars/Business Meetings | 114,130                    | 91,984                    | 22,146           | 24.08%                        |
| <b>Total Operating Expenses</b> |                                     | <b>2,602,601</b>           | <b>1,893,202</b>          | <b>709,399</b>   | <b>37.47%</b>                 |
| <b>Total Capital Outlay</b>     |                                     | <b>275,500</b>             | <b>501,700</b>            | <b>(226,200)</b> | <b>-45.09%</b>                |
| <b>Sub-Total</b>                |                                     | <b>12,147,914</b>          | <b>11,670,719</b>         | <b>477,195</b>   | <b>4.09%</b>                  |
| <b>Grand Total</b>              |                                     | <b>\$12,147,914</b>        | <b>\$11,670,719</b>       | <b>\$477,195</b> | <b>4.09%</b>                  |

# Court Fees Budget

**Lee County Clerk of Courts  
County Fiscal Year 2014 Court Budget\***

| <b>Revenue</b>                                     |                                 |                     |
|--|---------------------------------|---------------------|
| Allotment From State                               |                                 | \$11,819,493        |
| Allocations from Fund 004                          |                                 | \$354,482           |
| Transfer from Fund 128 - Child Support Enforcement |                                 | \$600,000           |
| <b>Total Revenue</b>                               |                                 | <b>12,773,975</b>   |
| <b>Personal Services</b>                           |                                 |                     |
| 1110   | Elected Official Salary         | 143,247             |
| 1210   | Regular Salaries FT             | 6,303,500           |
| 1230   | Regular Salaries PT             | 76,472              |
| 1310   | Non-Permanent Labor             | 300,000             |
| 1410   | Overtime 1.0                    | 2,550               |
| 1415   | Overtime 1.5                    | 39,510              |
| 1510   | Special Pay- No Retirement      | 131,000             |
| 2110   | FICA Taxes OASDI                | 404,701             |
| 2120   | Medicare Taxes                  | 98,355              |
| 2210   | Retirement Contribution Regular | 467,038             |
| 2230   | Elected Official Retirement     | 47,314              |
| 2310   | Health Insurance                | 2,551,950           |
| 2315   | Employee Assistance Program     | 4,976               |
| 2320   | Life Insurance                  | 17,990              |
| 2330   | Dental Insurance                | 76,275              |
| 2350   | Disability Insurance            | 25,134              |
| 2510   | Unemployment Comp               | 41,000              |
| Allocations to Fund 004                            |                                 | 701,039             |
| <b>Total Personal Services</b>                     |                                 | <b>11,432,051</b>   |
| <b>Operating Expenses</b>                          |                                 |                     |
| 3120   | Legal Services                  | 8,000               |
| 3191   | Juror Payments                  | 42,000              |
| 3490   | Other Contractual Services      | 839,662             |
| 4022   | Out of County Travel            | 8,500               |
| 4120   | Advertising                     | 500                 |
| 4211   | Freight & Postage               | 141,700             |
| 4430   | Office Equipment Rental         | 15,800              |
| 4630   | Equipment Maintenance           | 21,300              |
| 4710   | Print Bind Copy External        | 39,100              |
| 4970   | License, Permit & Applications  | 300                 |
| 5120   | General Office Supplies         | 120,300             |
| 5251   | Juror Meals                     | 5,000               |
| 5280   | Minor Equipment                 | 3,400               |
| 5410   | Reference Materials             | 1,500               |
| 5420   | Memberships                     | 3,000               |
| 5531   | Seminars & Training             | 9,500               |
| Allocations to Fund 004                            |                                 | 80,549              |
| <b>Total Operating Expenses</b>                    |                                 | <b>1,340,111</b>    |
| <b>Capital Equipment &amp; Software</b>            |                                 |                     |
| Allocations to Fund 004                            |                                 | 1,813               |
| <b>Total Capital Outlay</b>                        |                                 | <b>1,813</b>        |
| <b>Total Expenditures</b>                          |                                 | <b>\$12,773,975</b> |

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

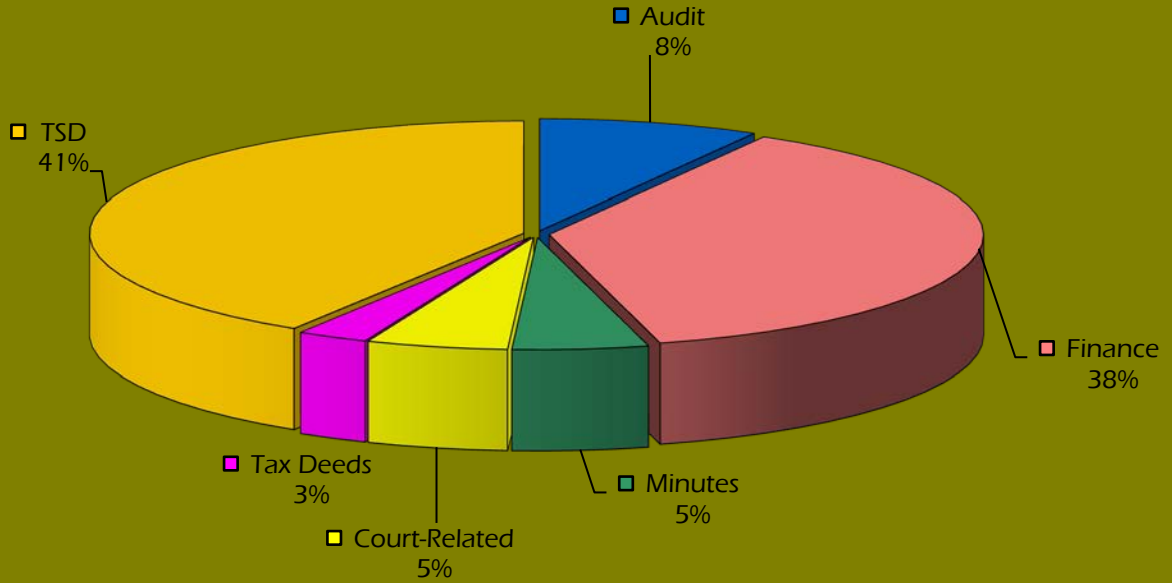
\*The Court budget was funded in prior years based on the State fiscal year of July 1 - June 30. Due to changes recently adopted by the Florida Legislature the Court budget will switch back to being funded on a County fiscal year of October 1 - September 30 beginning with Fiscal Year 2014.

# Other Information

**Lee County Clerk of Courts**  
**Fiscal Year 2014 Special Revenue Funds**

| Line Item                           |                                       | Public Records   | Court Technology   | 10% Court Fines SB2108 | Child Support Enforcement |
|-------------------------------------|---------------------------------------|------------------|--------------------|------------------------|---------------------------|
| <b>Revenues</b>                     |                                       |                  |                    |                        |                           |
| 331650                              | CSE State Reimbursement               |                  |                    |                        | \$600,000                 |
| 341100                              | Recording Fees                        | \$422,400        |                    |                        |                           |
| 341150                              | Recording Fees                        |                  | \$1,170,000        |                        |                           |
| 351800                              | 10% Court Fines                       |                  |                    | \$650,000              |                           |
| 361101                              | Interest                              |                  |                    | 1,500                  |                           |
| 421100                              | Fund Balance Appropriated             |                  | 136,007            | 452,688                | 375,000                   |
| <b>Total Revenue</b>                |                                       | <b>422,400</b>   | <b>1,306,007</b>   | <b>1,104,188</b>       | <b>975,000</b>            |
| <b>Personal Expenses</b>            |                                       |                  |                    |                        |                           |
| 1210                                | Regular Salaries FT                   |                  | 652,783            | 790,645                |                           |
| 1415                                | Overtime 1.5                          |                  | 4,000              | 18,500                 |                           |
| 1510                                | Special Pay- No Retirement            |                  | 16,893             | 17,500                 |                           |
| 2110                                | FICA Taxes OASDI                      |                  | 40,472             | 48,226                 |                           |
| 2120                                | Medicare Taxes                        |                  | 9,793              | 11,859                 |                           |
| 2210                                | Retirement Contribution- Regular      |                  | 45,368             | 69,600                 |                           |
| 2310                                | Health Insurance                      |                  | 122,520            | 138,480                |                           |
| 2315                                | Employee Assistance Program           |                  | 216                | 240                    |                           |
| 2320                                | Life Insurance                        |                  | 1,901              | 2,621                  |                           |
| 2330                                | Dental Insurance                      |                  | 3,600              | 3,600                  |                           |
| 2350                                | Disability Insurance                  |                  | 2,545              | 2,917                  |                           |
| 2510                                | Unemployment Comp                     |                  |                    |                        |                           |
| <b>Total Personal Expenditures</b>  |                                       | <b>0</b>         | <b>900,091</b>     | <b>1,104,188</b>       | <b>0</b>                  |
| <b>Operating Expenses</b>           |                                       |                  |                    |                        |                           |
| 3190                                | Other Professional Services           |                  |                    |                        | 50,000                    |
| 4640                                | Data Processing Equipment Maintenance |                  | 405,916            |                        |                           |
| <b>Total Operating Expenditures</b> |                                       | <b>0</b>         | <b>405,916</b>     | <b>0</b>               | <b>50,000</b>             |
| <b>Capital &amp; Other</b>          |                                       |                  |                    |                        |                           |
| 6410                                | Furniture & equipment                 |                  |                    |                        | 200,000                   |
| 6510                                | Professional Services CIP             |                  |                    |                        | 125,000                   |
| 9910                                | Miscellaneous Contingency             | 422,400          |                    |                        |                           |
| <b>Total Capital &amp; Other</b>    |                                       | <b>422,400</b>   | <b>0</b>           | <b>0</b>               | <b>325,000</b>            |
| 9110                                | Transfers                             |                  |                    |                        | 600,000                   |
| <b>Total Transfers</b>              |                                       |                  |                    |                        | <b>600,000</b>            |
| <b>Total Expenditures</b>           |                                       | <b>\$422,400</b> | <b>\$1,306,007</b> | <b>\$1,104,188</b>     | <b>\$975,000</b>          |

### Lee County Clerk of Courts, Fiscal Year 2014 Board Budget Request by Department



### Lee County Clerk of Courts Fiscal Year 2014 Board Budget Request by Department

