

May 17, 2019

Commissioner Cecil Pendergrass
Commissioner Brian Hamman, acting Chairman
Commissioner Frank Mann
Commissioner John Manning

County Manager Roger Desjarlais

BOARD BUDGET REQUEST OVERVIEW

The Clerk's Office is requesting \$9,528,755 to fund our operations for the fiscal year ending 2020. This is a \$257,657, or 2.8%, increase in our funding request from fiscal year 2019. In addition to our operating budget request, we are requesting \$1,217,500 for IT and Infrastructure projects planned for fiscal year 2020. This includes projects for the Core Network Upgrade, Data Center Consolidation, ISYS replacement, and reconfiguration of the Minutes office. Below is a summary of our request:

	<u>FY20</u>	<u>FY19</u>
Finance	\$ 3,994,857	\$ 3,581,022
Internal Audit	622,616	613,913
Technology Service for Board-Related Functions	3,510,539	3,629,728
Recording	-	42,827
Minutes	353,121	317,196
Tax Deed Sales	528,684	553,694
Statutory Required Court Support	178,905	192,685
Local Court Programs	340,033	340,033
Total Operating Request	<u>9,528,755</u>	<u>9,271,098</u>
One- Time IT & Infrastructure Request	<u>1,217,500</u>	<u>-</u>
Total Operating and IT & Infrastructure Request	<u>10,746,255</u>	<u>9,271,098</u>

The Clerk's support budget for Fiscal Year 2020 (determined by the County) is \$965,312, which is added to our request and is included in 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 County") direction. In turn, we are not able to eliminate an activity or service without direction from the legislature or the County.

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. We strive to provide these services in the most effective way and to perform our duties while adhering the highest ethical and professional standards. We believe that this mission can be achieved through teamwork, initiative, trust, and effective communication and that the people of the Clerk's Office are the organization's most valuable resource.

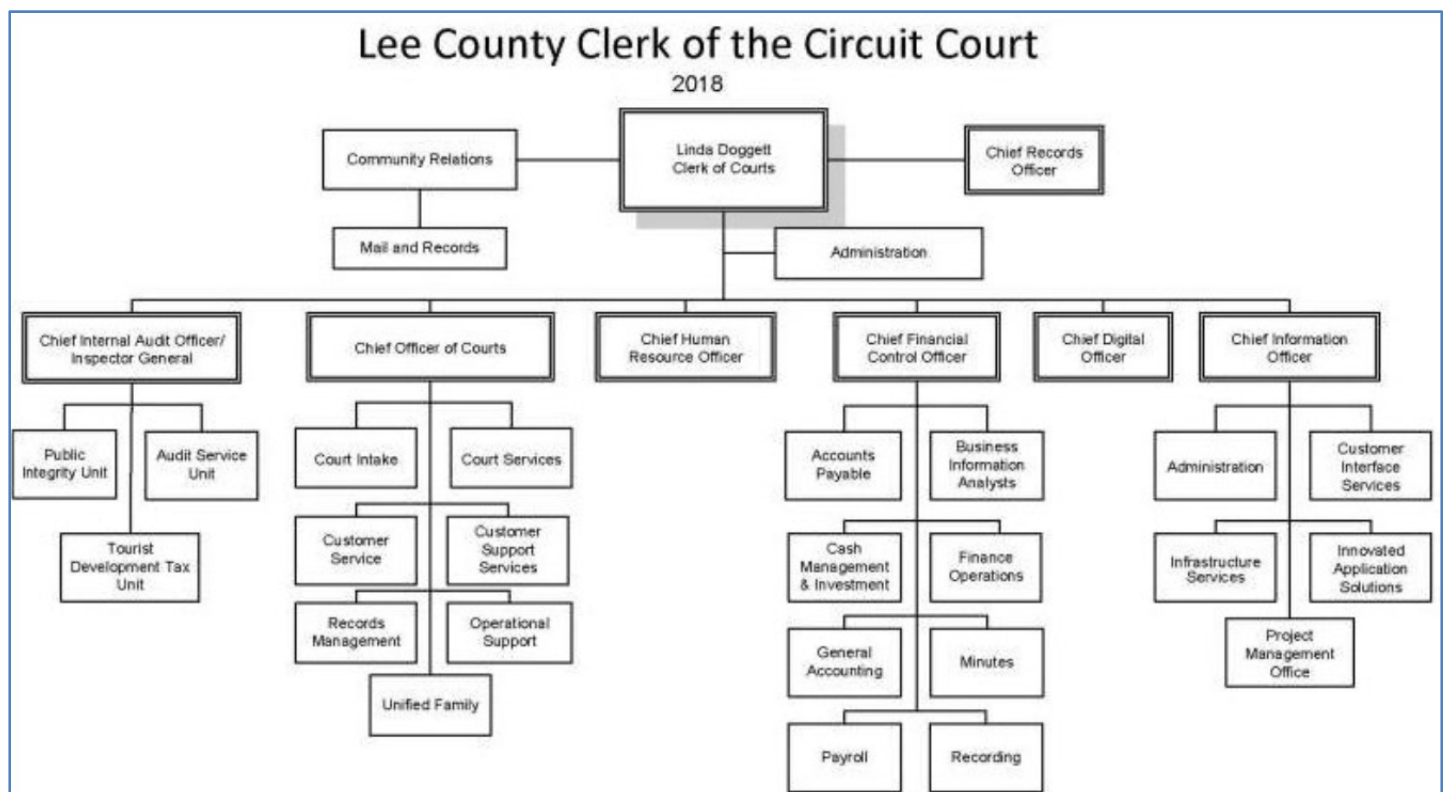
Vision

The vision of the Clerk's Office is to continually strive to improve services and reach out to our community with information and transparency:

- 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 six departments.



CLERK TO THE CIRCUIT AND COUNTY COURTS

Court Department

The Court-related 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. The Court related budget is a revenue based budget, reviewed by Clerk of Courts Operations Corporation and approved by State Legislature.

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 County 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, the Technology Services Department, and the Internal Audit Department/Inspector General, which includes the Tourist Tax collection and enforcement.

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.

The Payroll Office is responsible for processing the payroll for employees within the Clerk, Port Authority ("the Port"), Court Administration (County funded portion), and the County. 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 and 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 2018, the Payroll Office processed payments of approximately \$178 million in salaries to an average of 3,480 employees. 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 tax returns, 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, OnBase/Unity for document imaging, EnterpriseOne 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 County HR, Benefits, and Clerk's 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 flowed by the elimination of paper check stubs and other paperwork/forms by offering on-line paystubs, on-line open enrollment, on-line address changes, line W-4 review, and on-line delivery of the annual W-2’s is now offered.

Accounts Payable Office handles the payment of the vendors for the County, 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, County 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. In fiscal year 2018, Accounts Payable processed approximately 155,000 invoices totaling \$766 million.

Except for the check writing, the Accounts Payable Office is paperless, utilizing OnBase/Unity 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. 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 County, Port Authority, and the Clerk. This includes moving money in or out of liquid investments. The Cash Management and Investment Office evaluates the County 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 fixed income securities. In fiscal year 2018, the investment portfolio averaged \$1.2 billion.

The Cash Management and Investment Office is also responsible for all aspects of the cash management function for the County, 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.

Finance Operations Office is the office that manages the files (hardcopy and imaged), office supplies, mail, administrative functions, data entry, abandoned property reporting, reception responsibilities, and other duties that help support the departments in Finance. We transitioned the file room personnel from working with hardcopy files to scanning and indexing scanned images to 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 County, Port and the Clerk. They monitor the budget and financial transactions for accuracy and proper accounting treatment, record and track fixed assets inventory for the County, Port, and all the Constitutional Offices (except the for the Sheriff). The Office reads all debt 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, and monitor IRS arbitrage calculations and reporting. They also reconcile all the bank accounts for the County, Port, and Clerk.

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 Municipal Securities Rulemaking Board (MRSB); 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; Lee County Leasing Corporation Federal and State Tax Returns; the monthly Financial Report to the Board of County Commissioners; Sales Tax Reporting; Clerk’s Special Purpose Financial Statements; 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 County’s CAFR, avoiding the cost of printing and mailing statements. The Office holds 32 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.

The accounting information business analysts also roll up to General Accounting. The analysts 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. As a result of their in-depth knowledge of the applications, the team also serves 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 (“DoIT”) personnel and the users. The analysts provide user support for PDS (payroll), Kronos (timekeeping), Oracle EnterpriseOne (financial), OnBase/Unity (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 team also focuses on data integrity

and provides training in the various applications to the Clerk, County, Court Administration, and Port employees.

Minutes Office fulfills the requirements for the Ex Officio Clerk to the Board and is 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 lobby district filings and maintaining all lobbyist registrations, quarterly reports and Commissioner and County personnel logs.

The Minutes Office, as the ex-Officio Clerk to the Value Adjustment Board (“VAB”) 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. Proper performance of these duties by the Clerk is essential to the validity of a tax deed sale. 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.

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

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 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 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/Inspector General Department conducts performance/management audits of all the offices under the Clerk, County 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. The Internal Audit Department has recently added the Inspector General function.

In addition to the regular audit, the Tourist Development Tax function (“TDT Office”) of the department is responsible for Tourist Tax collections and enforcement. 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 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. The TDT Office processed returns and collected taxes of approximately \$42,346,000 in fiscal year 2018.

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. 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.

The Inspector General Office has the primary responsibility to establish and conduct the activities of the Public Integrity and Investigations Unit which conforms to standards contained in the Florida Inspectors General Standards Manual and Standards of the Association of Inspectors General.

SUPPORT SERVICES

Technology Services Department (“DoIT”) consists of five areas: Government Application Management, Court Application Management, Internal and Operations Services, Customer Interface Services, and Technology Fiscal Services. DoIT 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 County and Port for the financial and human resources related applications provided by the Clerk’s office. Additionally, DoIT 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, County 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. The Clerk's Human Resources ("HR") is a paperless environment with the use of OnBase/Unity 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 324 currently.

CLERK ACTIVE FULL AND PART TIME EMPLOYEES

Department Name	FT	PT	Temp	On Call	Total
Administration	11	3	0	0	14
Courts	172	0	0	1	173
Finance and Records	80	1	0	0	81
Human Resources	5	0	0	0	5
Innovation & Technology	41	0	2	0	43
Inspector General	15	2	0	0	17
Grand Total	324	6	2	1	333

Administration

Division Name	Division Code	Department Name	FT	PT	Temp	On Call	Total
CLRK - Clerk Administration	0110A	Administration	4	1	0	0	5
CLRK - Clerk of Courts	0110	Administration	1	0	0	0	1
CLRK - Digital Information	0110B	Administration	2	0	0	0	2
CLRK - Mail & Records	0110D	Administration	3	2	0	0	5
CLRK - Mail & Records Admin	0110C	Administration	1	0	0	0	1
Grand Total			11	3	0	0	14

Courts

Division Name	Division Code	Department Name	FT	PT	Temp	On Call	Total
CLRK - Court Customer Service	0410D	Courts	27	0	0	0	27
CLRK - Court Fiscal	0410H	Courts	8	0	0	0	8
CLRK - Court Intake	0410B	Courts	41	0	0	1	42
CLRK - Court Operations	0410E	Courts	17	0	0	0	17
CLRK - Court Records	0410F	Courts	19	0	0	0	19
CLRK - Court Services	0410C	Courts	36	0	0	0	36
CLRK - Court Unified Family	0410A	Courts	21	0	0	0	21
CLRK - Courts CO	0410	Courts	1	0	0	0	1
CLRK - Courts CO Administration	0410J	Courts	2	0	0	0	2
Grand Total			172	0	0	1	173

Finance and Records

Division Name	Division Code	Department Name	FT	PT	Temp	On Call	Total
CLRK - Accounts Payable	0310A	Finance and Records	14	0	0	0	14
CLRK - Cash Mgmt & Investment	0310B	Finance and Records	4	0	0	0	4
CLRK - Finance Operations	0310D	Finance and Records	7	1	0	0	8
CLRK - Finance and Records CO	0310	Finance and Records	1	0	0	0	1
CLRK - General Accounting	0310E	Finance and Records	13	0	0	0	13
CLRK - Minutes	0310F	Finance and Records	5	0	0	0	5
CLRK - Payroll	0310G	Finance and Records	6	0	0	0	6
CLRK - Recording	0310H	Finance and Records	30	0	0	0	30
Grand Total			80	1	0	0	81

Human Resources

Division Name	Division Code	Department Name	FT	PT	Temp	On Call	Total
CLRK - Human Resources	0210A	Human Resources	4	0	0	0	4
CLRK - Human Resources CO	0210	Human Resources	1	0	0	0	1
Grand Total			5	0	0	0	5

Innovation & Technology

Division Name	Division Code	Department Name	FT	PT	Temp	On Call	Total
CLRK - IT Admin	0510A	Innovation & Technology	3	0	0	0	3
CLRK - IT CO	0510	Innovation & Technology	1	0	0	0	1
CLRK - IT Customer Interface Services	0510C	Innovation & Technology	11	0	1	0	12
CLRK - IT Infrastructure Services	0510F	Innovation & Technology	10	0	1	0	11
CLRK - IT Innovative Application Solutions	0510B	Innovation & Technology	11	0	0	0	11
CLRK - IT Project Management Office	0510G	Innovation & Technology	5	0	0	0	5
Grand Total			41	0	2	0	43

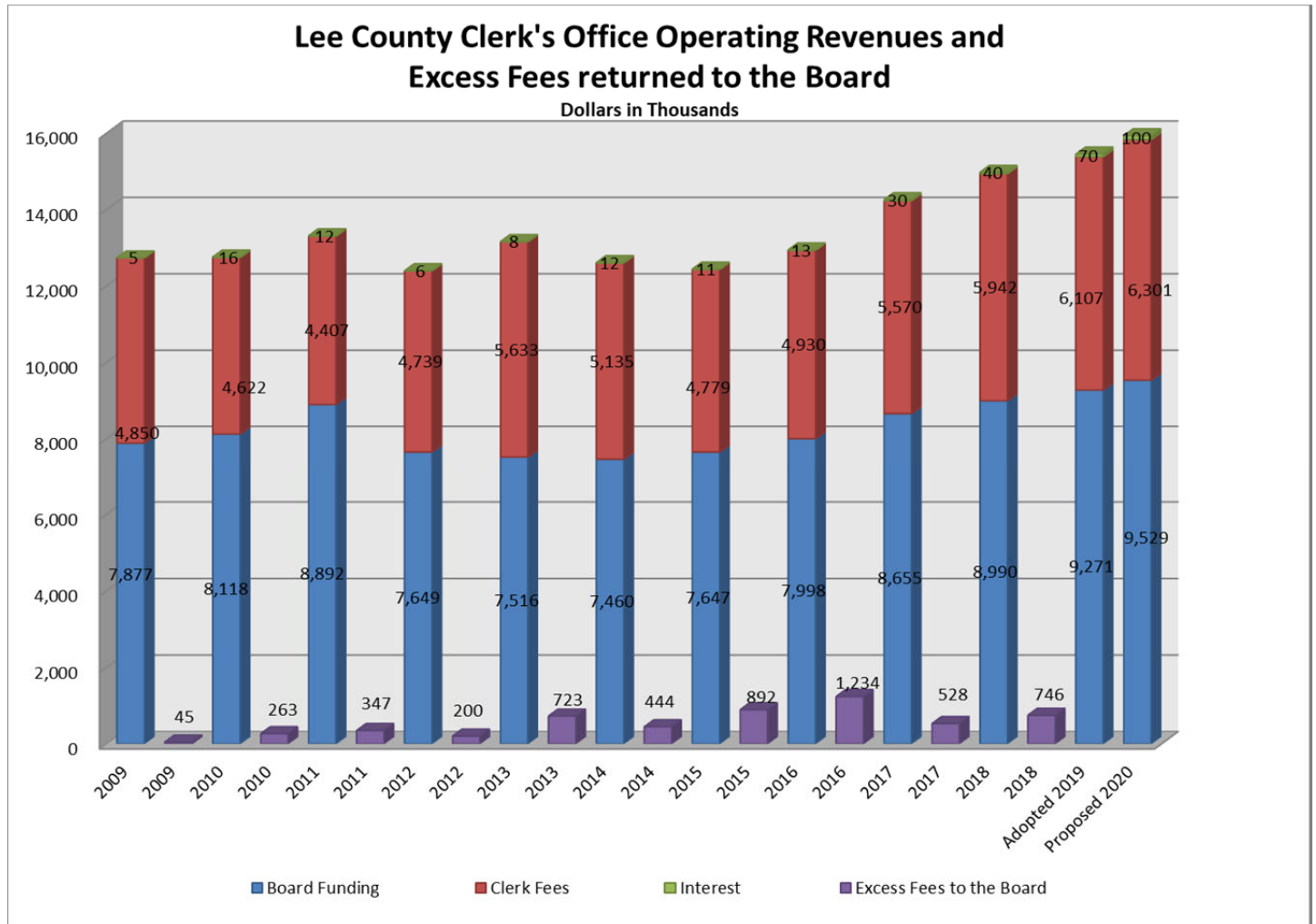
Inspector General

Division Name	Division Code	Department Name	FT	PT	Temp	On Call	Total
CLRK - Audit Services Unit	0610A	Inspector General	9	2	0	0	11
CLRK - Inspector General CO	0610	Inspector General	1	0	0	0	1

CLRK - Public Integrity Unit	0610B	Inspector General	2	0	0	0	2
CLRK - Tourist Development Tax Unit	0610C	Inspector General	3	0	0	0	3
Grand Total			15	2	0	0	17

FUNDING

Following is a graph of the Clerk’s Office’s non-court related funding and excess fees returned to the Board from 2009 through the current budget request.



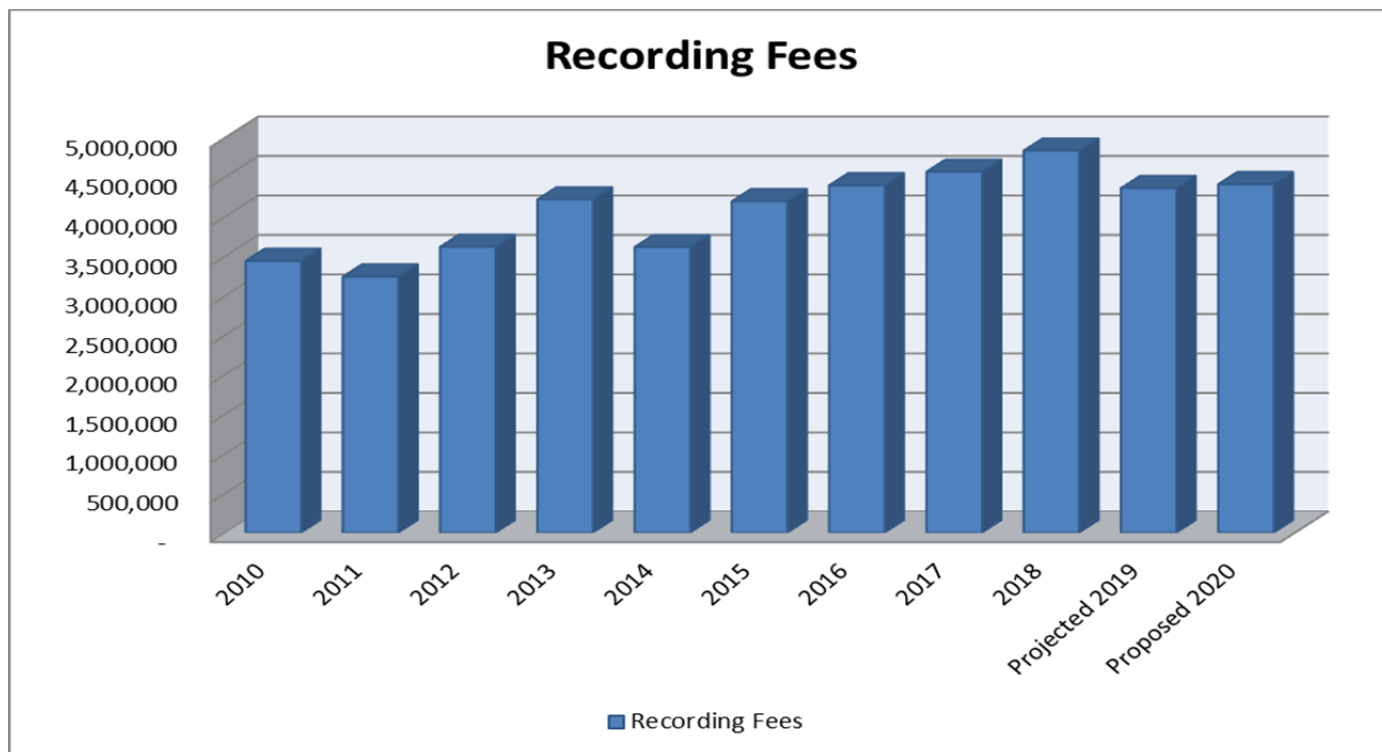
Our funding is derived from three separate sources:

State of Florida- The court-related revenue collected and retained by the Clerk is reviewed by Clerk of Courts Operations Corporation and approved by State Legislature.

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.

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.

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 recording fees collected over the last 9 years as well as the anticipated revenue for fiscal years 2019 and 2020.



Tourist Tax Collections and Enforcement

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 supposed to represent the cost to the County for those items which are required by statute that are to be provided by the County to the Clerk, such as facilities, maintenance, and utilities.

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,

A handwritten signature in dark ink, appearing to read "Linda Doggett", with a stylized flourish at the end.

Linda Doggett
Clerk of Court

Clerk of Circuit Court

Lee County, Florida



Fiscal Year 2020 Budget

Prepared by:
Finance & Records Department

Lee County Clerk of Courts

Fiscal Year 2020 Budget

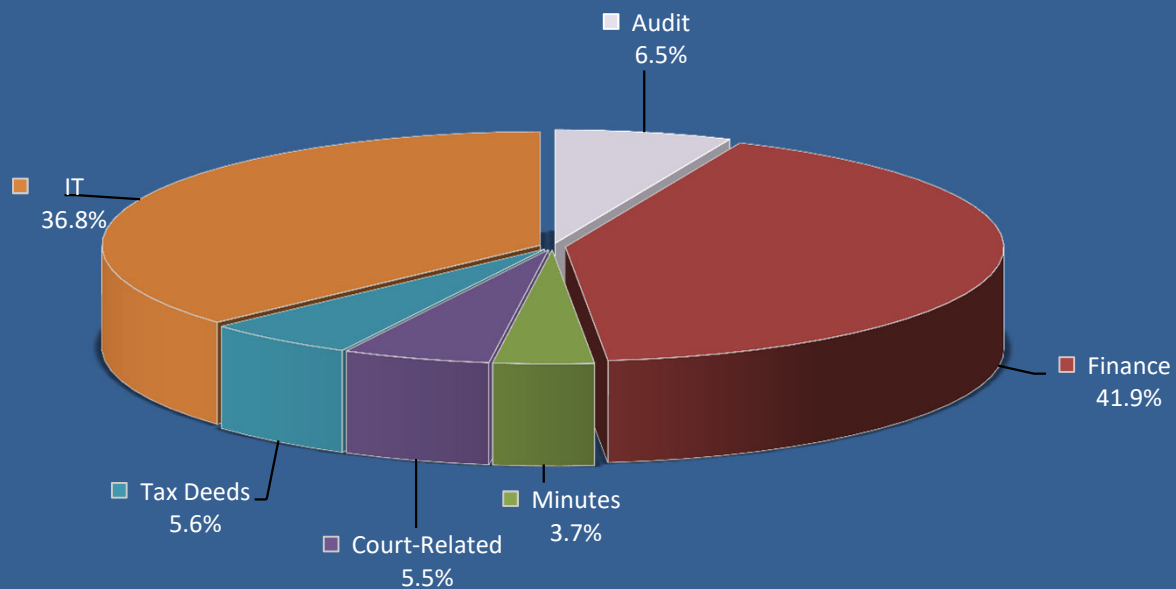
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Lee County Clerk of Courts Fiscal Year 2020 Board Budget Request

Line Item	FY20 Proposed Budget	FY19 Adopted Budget	Variance	Percent Change
Clerk to Board Functions				
Personal Services	\$6,998,813	\$6,716,395	\$282,418	4.20%
Operating Expenses	1,643,685	1,744,919	(101,234)	-5.80%
Capital Outlay & SIP	367,319	277,066	90,253	32.57%
Total Board Functions	\$9,009,817	\$8,738,380	\$271,437	3.11%
State Mandated Article V Court Related Costs & Funding for Local Court Programs				
Article V Court Related Costs	\$178,905	\$192,685	(\$13,780)	-7.15%
Probation Collection	58,369	58,369	0	0.00%
ERC Court	76,788	76,788	0	0.00%
E-First Appearance Weekends	115,553	115,553	0	0.00%
Drug Court	71,712	71,712	0	0.00%
Mental Health Court	17,611	17,611	0	0.00%
Total Court Related	\$518,938	\$532,718	(\$13,780)	-2.59%
Total Operating Board Request	\$9,528,755	\$9,271,098	\$257,657	2.78%
One-time IT & Infrastructure Request				
Core Network Upgrade, Data Center Consolidation, ISYS Replacement, Minutes Office Reconfiguration	\$1,217,500	\$0		
Total Operating & One-time Board Request	\$10,746,255	\$9,271,098		

Lee County Clerk of Courts Fiscal Year 2020 Request Clerk to Board Functions by Department



Lee County Clerk of Courts
Fiscal Year 2020 Non-Court Board Budget Request by Department
Clerk to Board Functions

Line Item	Internal Audit	Finance	Minutes	Tax Deeds	DoIT	Total
Personal Services						
1210 Regular Salaries FT	\$397,404	\$2,616,701	\$225,009	\$346,483	\$1,151,877	\$4,737,474
1230 Regular Salaries PT	23,812	-	-	-	-	23,812
1310 Non-Permanent Labor	3,120	-	-	-	16,765	19,885
1415 Overtime 1.5	-	7,540	-	2,198	42,250	51,988
1510 Special Pay- No Retirement	-	73,666	2,931	8,990	75,219	160,806
2110 FICA Taxes OASDI	26,116	160,710	13,950	21,481	72,374	294,631
2120 Medicare Taxes	6,107	37,945	3,262	5,025	16,945	69,284
2210 Retirement Contribution Regular	45,747	244,088	19,058	25,045	104,043	437,981
2310 Health Insurance	67,978	680,795	68,360	102,218	215,567	1,134,918
2320 Life Insurance	1,280	8,324	672	1,005	3,239	14,520
2330 Dental Insurance	1,954	18,180	2,220	3,058	5,772	31,184
2350 Disability Insurance	1,908	12,430	1,081	1,662	5,249	22,330
Total Personal Services	\$575,426	\$3,860,379	\$336,543	\$517,165	\$1,709,300	\$6,998,813
Operating Expenses						
3120 Legal Services	6,000	-	-	7,326	7,276	20,602
3190 Other Professional Services	-	18,000	-	-	82,233	100,233
3460 Data Processing/Software Services	-	6,500	-	-	200,832	207,332
3490 Other Contractual Services	8,100	32,901	5,050	-	1,833	47,884
4010 Local Travel Per Diem	780	75	250	-	1,310	2,415
4022 Out of County Travel	10,800	18,348	1,538	896	27,720	59,302
4110 Telecommunications	-	-	-	-	255,742	255,742
4120 Advertising	-	225	-	-	-	225
4211 Freight, Postage & Courier	60	17,404	50	2,198	-	19,712
4315 Television Cable Service	-	186	-	-	-	186
4410 Land, Building & Parking Rental	-	-	-	-	46,621	46,621
4430 Office Equipment Rentals	-	-	-	-	26,556	26,556
4630 Office Equipment Maintenance	-	1,955	250	-	13,823	16,028
4640 Data Processing Equip Maintenance	-	-	-	-	511,064	511,064
4690 Internal Repair & Maintenance	600	240	-	-	36,377	37,217
4710 Print Bind Copy External	1,200	6,050	8,440	733	-	16,423
4970 License, Permit, & Application	1,080	1,295	-	-	-	2,375
5120 General Office Supplies	450	7,119	1,000	366	3,638	12,573
5130 Data Processing Supplies	-	-	-	-	6,042	6,042
5280 Minor Equipment	720	620	-	-	173,217	174,557
5410 Reference Materials	600	1,215	-	-	1,237	3,052
5420 Memberships	6,000	3,705	-	-	4,685	14,390
5430 Education	-	2,000	-	-	-	2,000
5531 Training/Seminars/Business Meetings	10,800	11,640	-	-	38,714	61,154
Total Operating Expenses	\$47,190	\$129,478	\$16,578	\$11,519	\$1,438,920	\$1,643,685
Capital Equipment & Software						
Capital Outlay & SIP	-	5,000	-	-	362,319	367,319
Grand Total	\$622,616	\$3,994,857	\$353,121	\$528,684	\$3,510,539	\$9,009,817

Lee County Clerk of Courts Fiscal Year 2020 Other Funding Sources

Line Item	FY20 Proposed Budget	FY19 Adopted Budget	Variance	Variance Percent Change
Clerk Fees Budget - Non-Court				
Total Personal Services	5,376,283	5,092,730	283,553	5.57%
Total Operating Expenses	788,763	907,173	(118,410)	-13.05%
Capital Outlay	136,031	106,934	29,097	27.21%
Total Fees Budget	\$6,301,077	\$6,106,837	\$194,240	3.18%
Special Revenue Funds				
Total Personal Services	2,699,501	2,311,571	387,930	16.78%
Total Operating Expenses	2,650,441	1,406,397	1,244,044	88.46%
Capital Outlay	1,680,000	960,000	720,000	75.00%
Total Special Revenue Fund Budget	\$7,029,942	\$4,677,968	\$2,351,974	50.28%
Court Budget*				
Total Personal Services	12,100,261	11,255,609	844,652	7.50%
Total Operating Expenses	500,056	437,256	62,800	14.36%
Capital Outlay	9,000	10,500	(1,500)	-14.29%
Total Court Budget	\$12,609,317	\$11,703,365	\$905,952	7.74%

* Pursuant to Sections 28.35 and 28.36, Florida Statutes, a balanced court related budget must be prepared on or before June 1 and submitted to the Clerks of Court Operations Corporation. The Corporation shall complete its review and adjustment to the Clerk's budget request and make recommendations to the Legislature by August 1 each year.

Lee County Clerk of Courts
Fiscal Year 2020 Clerk Fees Budget by Department (Non-Court)

Line Item	Clerk Admin	Internal Audit	TDC	Micrographics	DoIT	Recording	Human Resources	Total
Personal Services								
1110 Elected Official Salaries	\$83,830	-	-	-	-	-	-	\$83,830
1210 Regular Salaries FT	232,281	\$312,262	\$329,410	\$151,423	\$620,241	\$1,285,857	\$399,857	3,331,331
1230 Regular Salaries PT	38,883	15,875	40,319	37,776	-	-	-	132,853
1310 Non-Permanent Labor	-	-	-	-	9,027	-	-	9,027
1410 Overtime 1.0	-	-	-	4,306	-	-	-	4,306
1415 Overtime 1.5	-	-	-	-	22,750	8,000	-	30,750
1510 Special Pay- No Retirement	4,536	2,080	5,400	3,577	40,503	23,896	10,813	90,805
2110 FICA Taxes OASDI	20,933	20,345	22,925	11,731	38,970	79,723	23,276	217,903
2120 Medicare Taxes	5,148	4,758	5,362	2,744	9,124	18,647	5,798	51,581
2210 Retirement Contribution- Regular	35,189	34,507	36,920	16,025	56,023	111,782	60,521	350,967
2310 Health Insurance	61,487	58,157	103,578	41,814	116,074	477,033	96,290	954,433
2315 Employee Assistance Program	-	-	-	-	-	-	8,400	8,400
2320 Life Insurance	1,139	973	973	385	1,744	3,475	1,409	10,098
2330 Dental Insurance	1,510	1,598	2,664	1,332	3,108	13,098	2,220	25,530
2350 Disability Insurance	1,518	1,499	1,580	726	2,826	6,175	1,920	16,244
2510 Unemployment Comp	8,000	-	-	-	-	-	-	8,000
2610 OPEB	50,225	-	-	-	-	-	-	50,225
Total Personal Services	544,679	452,054	549,131	271,839	920,390	2,027,686	610,504	5,376,283
Operating Expenses								
3120 Legal Services	5,000	4,000	2,000.00	-	2,725	-	5,000	18,725
3190 Other Professional Services	-	-	-	-	30,795	-	-	30,795
3460 Data Processing/Software Services	-	-	-	-	75,208	-	-	75,208
3490 Other Contractual Services	10,000	5,400.00	4,500	21,000	687	1,133	20,600	63,320
4010 Local Travel Per Diem	100	520	800	200	490	-	-	2,110
4022 Out of County Travel	4,325	7,200	7,000	2,620	10,380	2,702	5,068	39,295
4110 Telecommunications	-	-	-	480	95,770	-	-	96,250
4120 Advertising	1,000	-	-	-	-	-	3,500	4,500
4211 Freight, Postage & Courier	-	40	8,000	2,000	-	14,738	1,000	25,778
4315 Television Cable Services	-	-	-	-	-	36	-	36
4410 Land, Building, & Parking Rental	-	-	-	-	17,459	-	-	17,459
4430 Office Equipment Rental	415	-	-	10,000	9,944	-	-	20,359
4620 Vehicle Maintenance	-	-	-	2,000	-	-	-	2,000
4630 Office Equipment Maintenance	-	-	-	6,000	5,177	1,875	-	13,052
4635 Equipment Repair Parts	-	-	-	2,000	-	-	-	2,000
4640 Data Processing Equip Maintenance	-	-	-	-	191,382	-	-	191,382
4690 Internal Repair & Maintenance	-	400	1,000	5,000	13,623	4,400	-	24,423
4710 Print Bind Copy External	-	800	1,000	-	-	500	500	2,800
4810 Promotional Advertising	-	-	-	-	-	-	1,000	1,000
4970 License, Permit & Application	-	720	-	-	-	540	-	1,260
5120 General Office Supplies	500	300	750	2,500	1,362	-	1,500	6,912
5130 Data Processing Supplies	-	-	-	-	2,263	-	1,000	3,263
5210 Oil, Fuel & Lubricants	-	-	-	2,500	-	-	-	2,500
5240 Chemicals	-	-	-	300	-	-	-	300
5280 Minor Equipment	4,000	480	1,000	350	64,866	1,700	-	72,396
5290 Other Supplies	8,500	-	-	7,000.00	-	-	4,800	20,300
5410 Reference Materials	-	400	1,000	-	463	-	2,000	3,863
5420 Memberships	700	4,000	1,000	280	1,754	445	1,375	9,554
5530 Education Expense	200	-	3,000	-	-	-	-	3,200
5531 Training/Seminars/Business Meetings	2,055	7,200	3,000	600	14,498	250	7,120	34,723
Total Operating Expenses	36,795	31,460	34,050	64,830	538,846	28,319	54,463	788,763
Capital Equipment & Software								
Capital Outlay & SIP	-	-	-	-	135,681	-	350	136,031
Grand Total	\$581,474	\$483,514	\$583,181	\$336,669	\$1,594,917	\$2,056,005	\$665,317	\$6,301,077