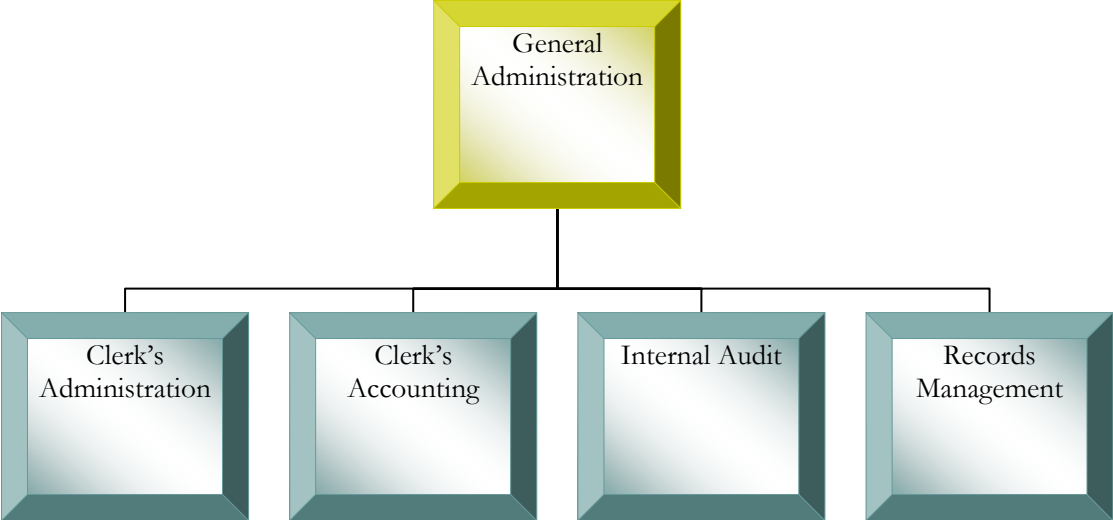

DEPARTMENT BUDGET DETAILS

GENERAL ADMINISTRATION



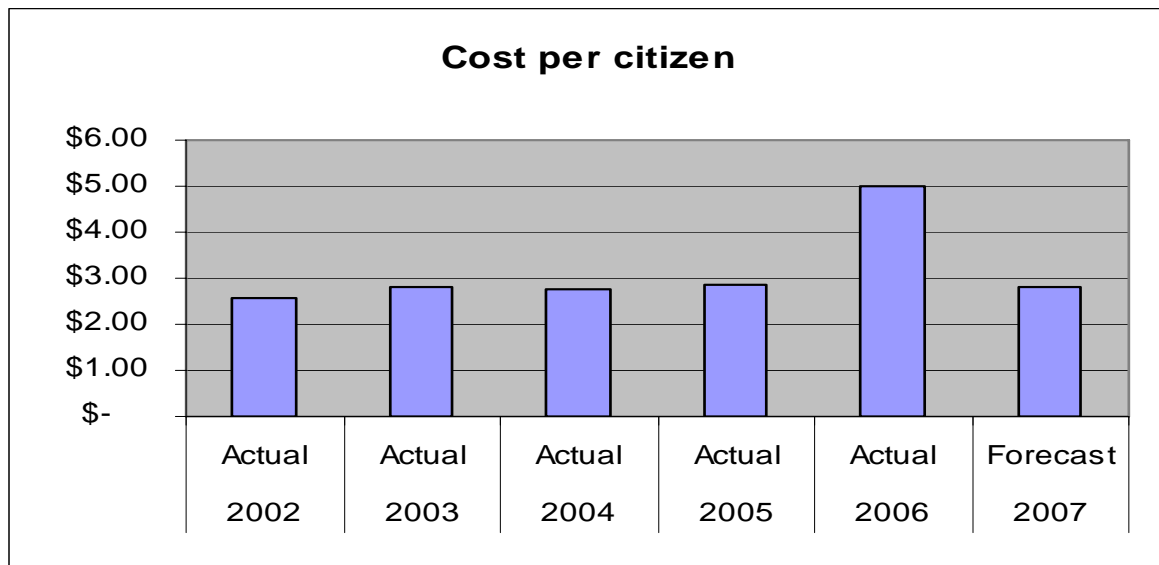
GENERAL ADMINISTRATION – CLERK’S ADMINISTRATION

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

Key Objectives:

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

Performance Measures:



Efficiency:

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

GENERAL ADMINISTRATION – CLERK’S ADMINISTRATION

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	534,645	583,100	561,900	624,900	-	624,900	41,800	7.17%
Operating Expenses	330,778	209,300	333,500	286,300	-	286,300	77,000	36.79%
Capital Expenses	16,505	8,500	8,500	8,500	-	8,500	-	0.00%
Total Appropriations	881,928	800,900	903,900	919,700	-	919,700	118,800	12.92%
Permanent Positions	5.00	5.00	5.00	5.00	-	5.00	-	0.00%

Budget Highlights:

Forecast FY 2006:

- The forecast expenditures for the fiscal-year 2006 cycle are expected to be approximately \$103,000 or 12.86 percent more than the budget due to legal fees occurred in FY 06.

Current FY 2007:

- The fiscal-year 2007 budget in total reflects an increase of \$118,800 or 12.92 percent when compared to the FY 2006 budget.

Expanded FY 2007:

- There are no expanded positions recommended for fiscal-year 2007.

Major Accomplishments Fiscal-Year 2006:

- Evaluated Pay Plan for recruitment and retention of qualified applicants.
- Enhanced internal audit capabilities and audit workload to review major areas of risk. Effectively managed the operations of the Clerk’s Office to ensure compliance with local, state, and federal laws and regulations.

Major Goals Fiscal-Year 2007:

- Continue aggressive modernization of records system.

GENERAL ADMINISTRATION – CLERK’S ACCOUNTING

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

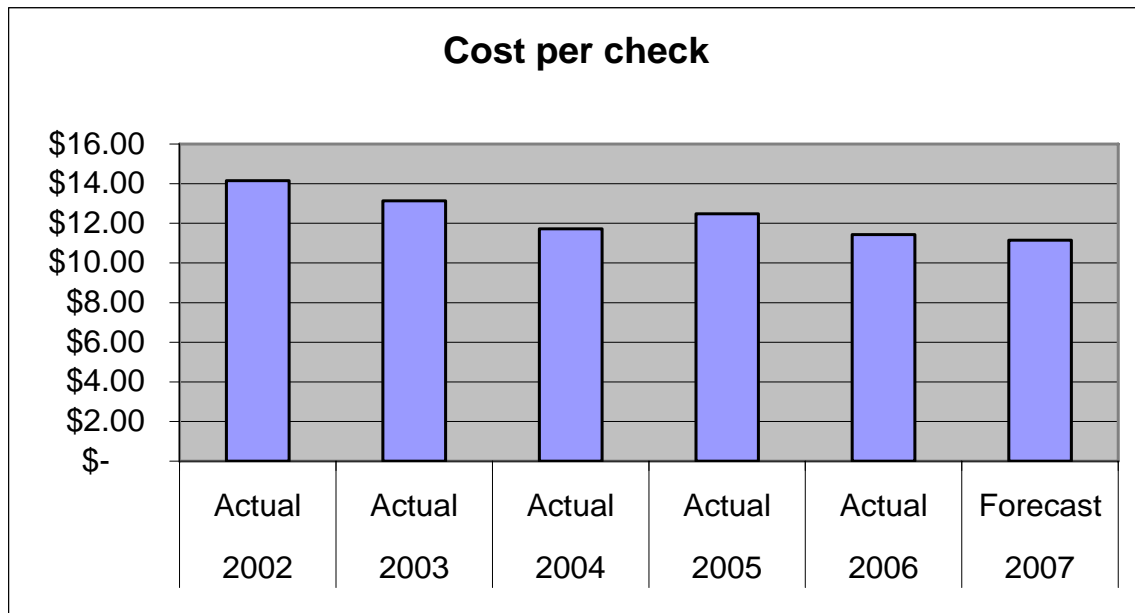
Key Objectives:

- Provide the Clerk of the Circuit Court with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that all transactions are properly recorded to permit the preparation of financial statements in accordance with generally accepted accounting principles and audited annually.
- Provide cash management services including the investment of excess operating funds in accordance with adopted policy.

Workload:

	2002	2003	2004	2005	2006	2007
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>
Number of checks issued	25,808	26,200	24,998	24,615	27,800	29,607

PERFORMANCE: To maintain or reduce cost per check issued.



GENERAL ADMINISTRATION - CLERK'S ACCOUNTING

<i>Appropriation Unit</i>	<i>FY 2005 Actual</i>	<i>FY 2006 Budget</i>	<i>FY 2006 Forecast</i>	<i>FY 2007 Current</i>	<i>Expanded Service</i>	<i>FY 2007 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	303,785	341,000	331,600	390,700	-	390,700	49,700	14.57%
Operating Expenses	32,412	26,700	28,003	33,200	-	33,200	6,500	24.34%
Capital Expenses	-	2,200	-	1,500	-	1,500	(700)	-31.82%
Total Appropriations	336,197	369,900	359,603	425,400	-	425,400	55,500	13.05%
Permanent Positions	6.00	6.00	6.00	6.00	-	6.00	-	0.00%

Budget Highlights:

Forecast FY 2006:

- Total expenditures for the fiscal-year 2006 cycle are expected to be approximately \$10,297 or 2.78 percent less than the prior year budget. This reflects the department's conservative approach to management and its keen awareness of its position within the Clerk's Agency as fiscal monitor.

Current FY 2007:

- The fiscal-year 2007 budget represents an increase of \$55,500 or 13.05 percent when compared to the fiscal-year 2006 budget.

Expanded FY 2007:

- There are no expanded positions budgeted in fiscal-year 2007 request.

Major Accomplishments Fiscal-Year 2006:

- Moved Clerk's accounting to SAP financial management system by October 2006.
- 100% timely reporting to all required agencies and Board of County Commissioners.

Major Goals Fiscal-Year 2007:

- Receive GFOA Distinguished Budget Award.
- Update procedure manuals for change to SAP financial management system.

GENERAL ADMINISTRATION – INTERNAL AUDIT

The Clerk’s Internal Audit provides an independent, objective assurance and consulting activity designed to add value and improve the organization’s operations for the Clerk’s Agency and Board of County Commissioners departments. To assist the organization in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Key Objectives:

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

Workload:

	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	2006 <u>Actual</u>	2007 <u>Forecast</u>
Number of audits/special projects	6	9	10	8	16*	17
Number of audit/special project hours	7,056	7,756	6,917	8,983	9,848	10,796

*In 2006, special projects will be included in the totaled.

Performance: Reduce cost per audit hour.



GENERAL ADMINISTRATION - INTERNAL AUDIT

<i>Appropriation Unit</i>	<i>FY 2005 Actual</i>	<i>FY 2006 Budget</i>	<i>FY 2006 Forecast</i>	<i>FY 2007 Current</i>	<i>Expanded Service</i>	<i>FY 2007 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	352,550	386,600	420,900	460,100	-	460,100	73,500	19.01%
Operating Expenses	13,428	25,700	22,475	23,000	-	23,000	(2,700)	-10.51%
Capital Expenses	1,495	3,500	2,000	2,000	-	2,000	(1,500)	-42.86%
Total Appropriations	367,473	415,800	445,375	485,100	-	485,100	69,300	14.29%
Permanent Positions	5.00	5.00	5.00	5.00	-	5.00	-	0.00%

Budget Highlights:

Forecast FY 2006:

- The forecast expenditures for fiscal-year 2006 are anticipated to be approximately \$29,575 or 7.11 percent more than the budget. This variance is primarily attributed to personal services which are forecast to be \$34,300 more than the appropriation and recognizes higher than expected salaries for new employees.

Current FY 2007:

- The fiscal-year 2007 budget reflects an increase of approximately \$69,300 or 14.29 percent, when compared to the previous fiscal cycle.

Expanded FY 2007:

- There are no expanded positions included in this year's budget.

Major Accomplishments Fiscal-Year 2006:

- Conducted evaluations of the tax and reporting implications of a number of transactions including purchasing card expenditures and lease payments.
- Led the on-site Random Moment Sampling project.
- Instituted a number of business process improvements to Internal Audit operations.

Major Goals Fiscal-Year 2007:

- Continue refining audit tools and methodologies.
- Seek ways to achieve efficiencies and reduce hours spent on audit projects.
- Increase the return on investment provided through our audit services.

GENERAL ADMINISTRATION – RECORDS MANAGEMENT

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

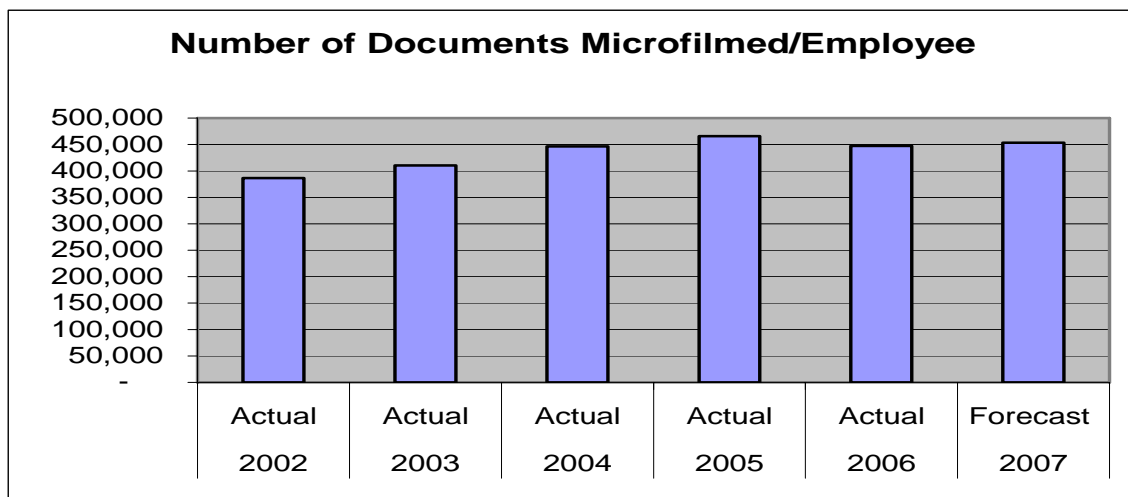
Key Objectives:

- To sustain a highly efficient storage/retrieval and microfilm processing division for the historical public records and court data submitted to the Office of the Clerk of the Circuit Court.
- To meet the demands of the various agencies related to archival documents in an efficient and effective manner.
- To ensure the historical records are maintained in a proper climatic environment.

Workload:

	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	2006 <u>Actual</u>	2007 <u>Forecast</u>
Number of boxes stored	2,225	2,225	2,225	2,225	2,225	2,225
Documents microfilmed	2,340,000	2,689,000	3,593,711	3,750,000	3,600,000	3,650,000
Number of records requested	20,850	25,600	28,000	31,000	34,000	34,000

Efficiency:



GENERAL ADMINISTRATION – RECORDS MANAGEMENT

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	417,619	469,800	453,200	508,300	-	508,300	38,500	8.19%
Operating Expenses	40,680	70,200	69,605	73,500	-	73,500	3,300	4.70%
Capital Expenses	12,818	-	-	-	-	-	-	0.00%
Total Appropriations	471,117	540,000	522,805	581,800	-	581,800	41,800	7.18%
Permanent Positions	8.05	8.05	8.05	8.05	-	8.05	-	0.00%

Budget Highlights:

Forecast FY 2006:

- Based on historical trends and current spending patterns, total expenditures are forecast to be approximately \$17,195 or 3.18 percent below the FY 2006 budget. This represents the conservative approach employed by this department in controlling expenditures.

Current FY 2007:

- The cost for current services increased by \$41,800 or 7.18 percent when compared to FY 2006 budget. Personal Services represent an increase of approximately \$38,500.

Expanded FY 2007:

- There are no expanded positions included in the Fiscal Year 2006 budget.

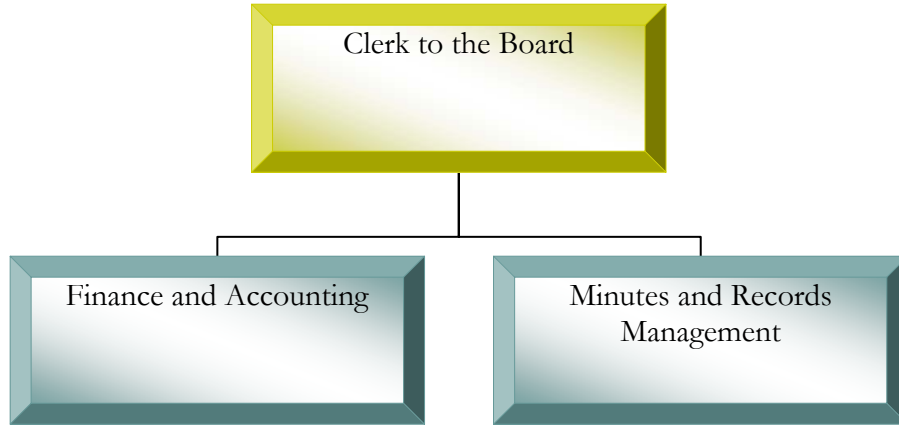
Major Accomplishments Fiscal-Year 2006:

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

Major Goals Fiscal-Year 2007:

- Improve technology and enhance records distribution through use of computer disks (CD) versus paper or microfilm.

CLERK TO THE BOARD



CLERK TO THE BOARD – FINANCE AND ACCOUNTING

Finance pre-audits all accounting and finance related transactions of the Board of County Commissioners to assure compliance with laws, ordinances, resolutions, and adopted policies; to account for all Board transactions in conformity with generally accepted accounting principles; to safeguard all County funds; to advise the Board of County Commissioners on finance and accounting matters.

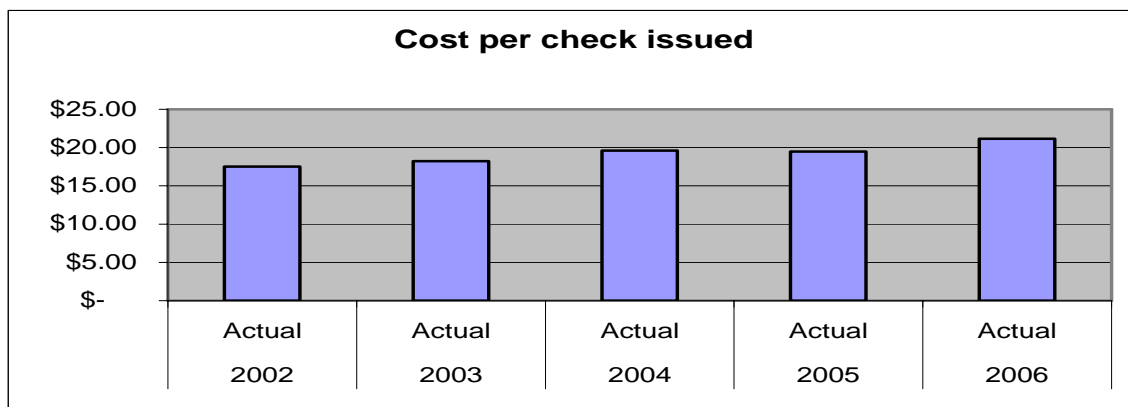
Key Objectives:

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

Workload:

	2002	2003	2004	2005	2006	2007
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>
Number of vendor checks issued	47,109	50,156	53,145	55,800	59,700	63,872
Number of payroll checks issued	<u>45,907</u>	<u>50,425</u>	<u>52,100</u>	<u>49,278</u>	<u>51,381</u>	<u>53,573</u>
Total checks issued	93,016	100,581	105,245	105,078	111,081	117,445

Efficiency:



CLERK TO THE BOARD - FINANCE AND ACCOUNTING

<i>Appropriation Unit</i>	<i>FY 2005 Actual</i>	<i>FY 2006 Budget</i>	<i>FY 2006 Forecast</i>	<i>FY 2007 Current</i>	<i>Expanded Service</i>	<i>FY 2007 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	1,913,095	2,282,100	2,227,500	2,512,200	69,100	2,581,300	299,200	13.11%
Operating Expenses	134,374	165,400	128,662	156,900	-	156,900	(8,500)	-5.14%
Capital Expenses	-	14,500	-	6,300	-	6,300	(8,200)	-56.55%
Total Appropriations	2,047,469	2,462,000	2,356,162	2,675,400	69,100	2,744,500	282,500	10.29%
Permanent Positions	34.00	35.00	35.00	35.00	1.00	36.00	1.00	2.94%

Budget Highlights:

Forecast FY 2006:

- Expenditures are forecast to be \$105,838 or approximately 4.30 percent less than appropriated. This variance is primarily attributed to personal services which is forecast to be \$54,600 less than the appropriation and recognizes that the department was not fully staffed throughout the period.

Current FY 2007:

- The current forecast of the FY 07 budget reflects an increase of \$282,500 or 10.29 percent. The majority of this increase is contained within personal services which is increasing by \$299,200 and recognizes the cost of living and merit increases adopted by the Board of County Commissioners.
- Beginning in Fiscal Year 2006 - 2007, the cost of managing the Investment Portfolio will be netted against the investment earnings. The total cost for portfolio management is currently programmed at \$105,000.

Expanded FY 2007:

- There is one expanded position budgeted for FY 07.

Major Accomplishments Fiscal-Year 2006:

- Submitted the Collier County Board of County Commissioners Comprehensive Annual Financial Report for the “Certificate of Excellence in Financial Reporting” for FY 2005.
- Received CAFR Certificate of Excellence in reporting for Fiscal Year 2005.

Major Goals Fiscal-Year 2007:

- Receive CAFR Certificate of Excellence in reporting for Fiscal Year 2006.
- Prepare Board of County Commissioners and SOE financial statements for FY 2006 in compliance with GASB.

CLERK TO THE BOARD – BOARD MINUTES AND RECORDS

Board Minutes and Records provides/produces accurate, concise minutes of the Board of County Commissioners’ meetings and related committees, for the benefit of the general public and/or staff, so they can be informed about the County’s current policies and procedures.

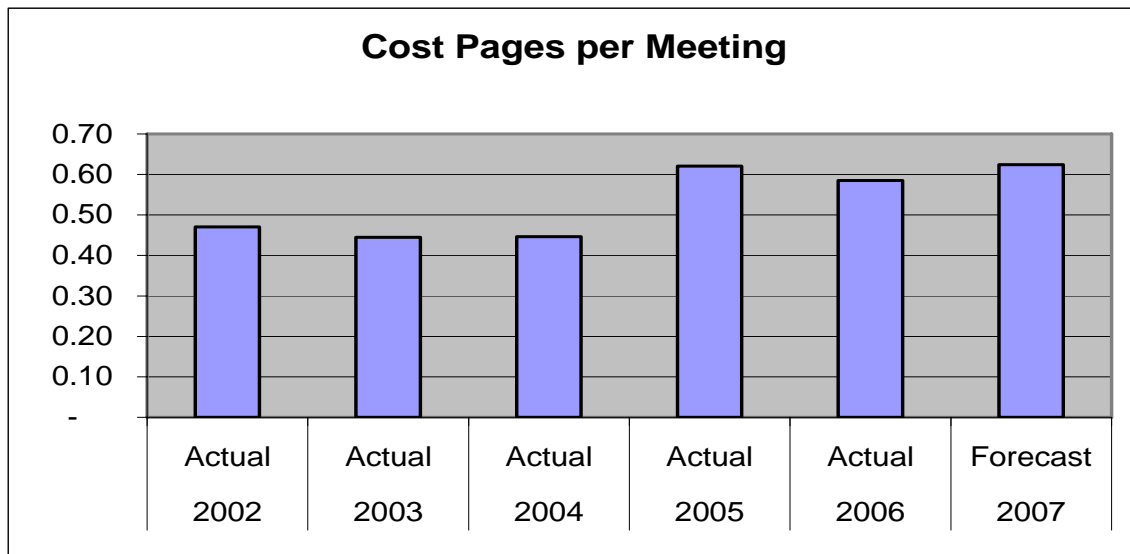
Key Objectives:

- Prepare and index official minutes of the Board of County Commissioners.
- Process ordinances and resolutions resulting from those meetings.
- Maintain all County contracts. Store these documents and make them available for public inspection when requested.
- Maintain the Registered Lobbyist list.

Workload:

	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	2006 <u>Actual</u>	2007 <u>Forecast</u>
Number of Board Meetings	72	75	78	70	73	75
Number of Pages	9,412	9,600	9,984	7,834	8,651	9,553

Efficiency:



CLERK TO THE BOARD - BOARD MINUTES AND RECORDS

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	155,059	220,900	206,500	233,800	-	233,800	12,900	5.84%
Operating Expenses	185,161	170,700	180,700	210,900	-	210,900	40,200	23.55%
Capital Expenses	-	2,500	2,500	2,500	-	2,500	-	0.00%
Total Appropriations	340,220	394,100	389,700	447,200	-	447,200	53,100	11.87%
Permanent Positions	4.00	4.00	4.00	4.00	-	4.00	-	0.00%

Budget Highlights:

Forecast FY 2006:

- Forecast expenditures for fiscal-year 2006 are anticipated to be approximately \$4,400 or 1.12 percent less than the FY 2006 budget.

Current FY 2007:

- The fiscal-year 2007 budget reflects an increase of approximately \$53,100 or 11.87 percent, when compared to the prior year amended budget. The increase is directly attributable to the court reporting contract expiring and the increases expected with the new contract and expectations of remaining fully staffed.

Expanded FY 2007:

- There are no expanded positions requested in this year budget.

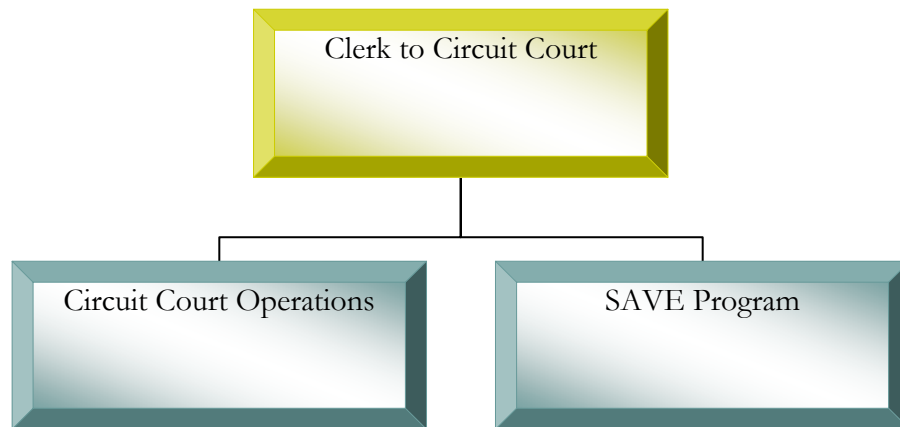
Major Accomplishments Fiscal-Year 2006:

- Continued to capture Official Minutes of Board meetings into the computer for the Clerk's website.
- Learned new/latest technology for recording and transcribing Board of County Commissioners' minutes.
- Evaluated the current Certified Court Reporting Contract to determine if it is the most advantageous to the citizens of Collier County.

Major Goals Fiscal-Year 2007:

- Improve availability of records and enhance access to public records through improved technology.

CLERK TO THE CIRCUIT COURT



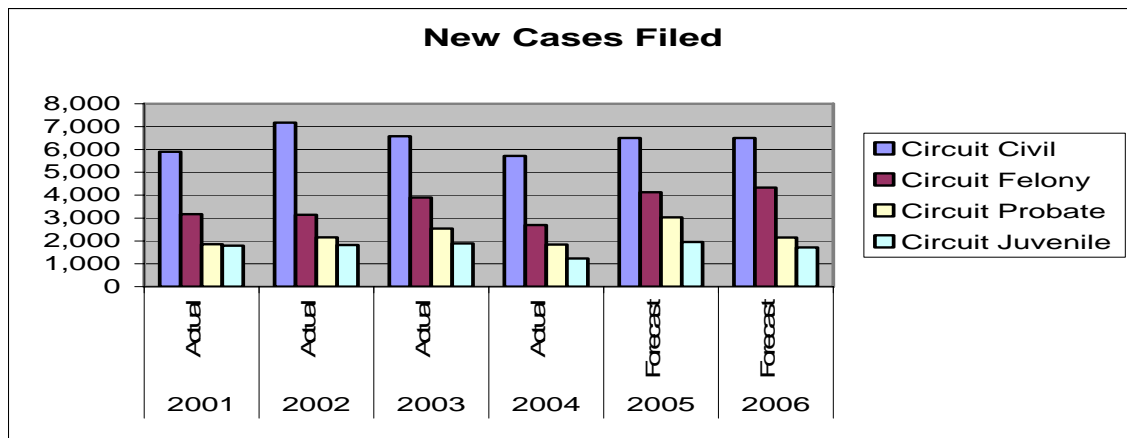
CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

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

Key Objectives:

- Process all felony, probate, juvenile, guardianship, and circuit civil cases.
- Prepare court calendars, attend court hearings and trials, record and maintain court evidence.
- Process circuit court level appeals and prepare for the District Court.

Caseload:



Efficiency:

	State Standards		Actuals				Annual
			1 10/1/05- 12/31/05	2 1/1/06- 3/31/06	3 4/1/06- 6/30/06	4 7/1/06- 9/30/06	10/1/05- 9/30/06
	ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in						
Civil							
Circuit (<i>defendants</i>)	80%	2 bus. days	89.4%	96.0%	98.3%	95.4%	94.7%
Juvenile Delinquency (<i>juveniles</i>)	80%	2 bus. days	94.9%	96.6%	99.3%	98.7%	97.4%
Circuit (<i>cases</i>)	80%	2 bus. days	99.3%	99.8%	99.2%	99.5%	99.4%
Circuit Probate (<i>cases</i>)	80%	2 bus. days	94.5%	96.3%	95.2%	99.0%	95.3%
Family (<i>cases</i>)	80%	3 bus. days	99.8%	100.0%	99.9%	99.5%	99.8%
Juvenile Dependency (<i>cases</i>)	80%	2 bus. days	70.8%	88.9%	100.0%	96.9%	90.0%
	ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date						
Civil							
Circuit (<i>defendants</i>)	80%	3 bus. days	97.1%	98.3%	98.2%	98.4%	97.7%
Juvenile Delinquency (<i>juveniles</i>)	80%	3 bus. days	95.1%	98.6%	99.5%	98.5%	97.9%
Circuit (<i>cases</i>)	80%	3 bus. days	96.9%	99.2%	98.6%	99.1%	98.4%
Circuit Probate (<i>cases</i>)	80%	3 bus. days	92.6%	98.1%	94.9%	95.1%	94.0%
Family (<i>cases</i>)	80%	3 bus. days	95.0%	96.4%	95.5%	96.3%	95.7%
Juvenile Dependency (<i>cases</i>)	80%	3 bus. days	94.8%	99.4%	99.7%	98.3%	97.9%

CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

<i>Appropriation Unit</i>	<i>FY 2005 Actual</i>	<i>FY 2006 Budget</i>	<i>FY 2006 Forecast</i>	<i>FY 2007 Current</i>	<i>Expanded Service</i>	<i>FY 2007 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	2,612,824	3,133,600	2,998,900	3,607,400	43,700	3,651,100	517,500	16.51%
Operating Expenses	196,162	290,900	231,098	341,700	4,100	345,800	54,900	18.87%
Capital Expenses	1,213	181,200	23,261	33,000	2,000	35,000	(146,200)	-80.68%
Total Appropriations	2,810,199	3,605,700	3,253,259	3,982,100	49,800	4,031,900	426,200	10.57%
Permanent Positions	56.06	63.84	67.32	67.32	1.07	68.39	4.55	8.12%

Budget Highlights:

Forecast FY 2006:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$322,441 or 9.77 percent less than the prior cycle adopted budget. The majority of the difference is within the Personal Services and Capital Expenses which are expected to be approximately \$134,700 and \$151,939 less than the budget respectively. The variances represent the department not being fully staffed during the cycle.

Current FY 2007:

- The fiscal-year 2007 budget reflects an increase of \$423,200 or 10.50 percent, when compared to the prior year’s adopted budget. This increase is directly attributable to personal services and reflects a planned cost of living increase and the significant increase in both health care and pension costs.

Expanded FY 2007:

- Expanded positions include 1.07 full-time equivalent Court Clerks at a cost of \$49,800. These positions are necessary to ensure that the mandated services are performed in an efficient and effective manner.

Major Accomplishments Fiscal-Year 2006:

- Implemented a fully integrated court information system.
- Completed software conversion to new court records information system.
- Updated levy procedures for use as reference information for deputy clerk.
- Increased timeliness of opening and docketing cases further above state standards.

Major Goals Fiscal-Year 2007:

- Implement new ACS Jury Management System program.
- Meet state timeless requirements for opening cases after initial documents are clocked in.
- Meet state docketed entries requirements after initial documents are clocked in.

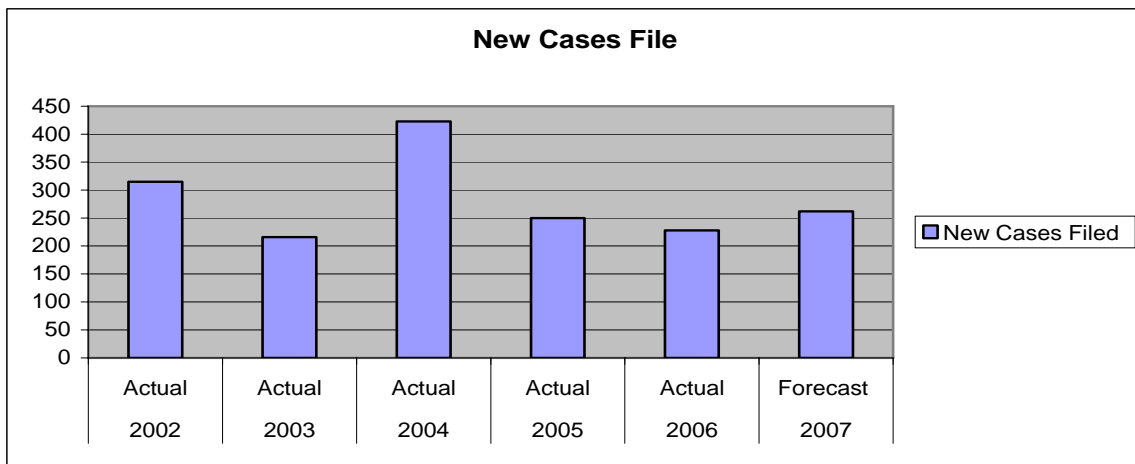
CLERK OF THE CIRCUIT COURT – SUPPORT, ALIMONY, VISITATION, AND ENFORCEMENT (SAVE)

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

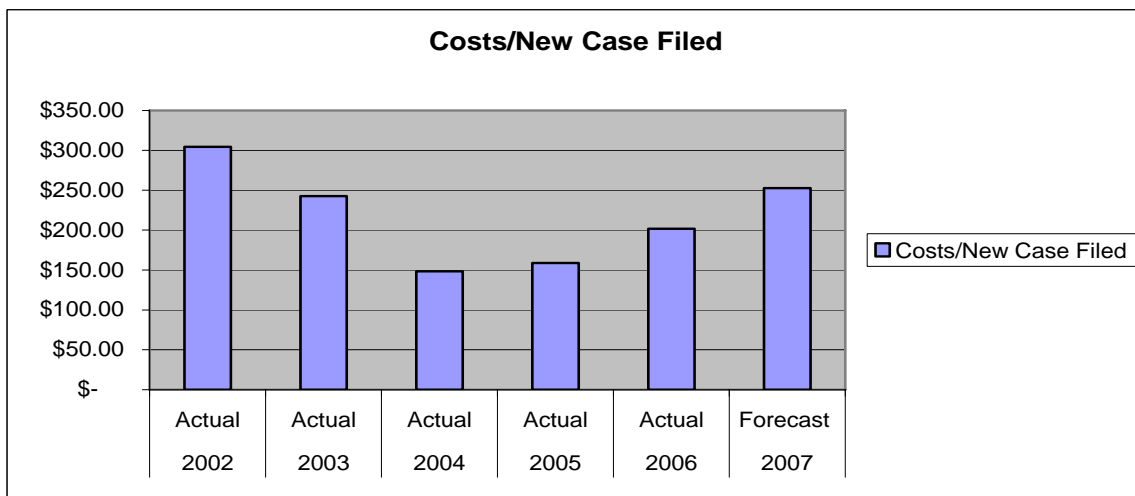
Key Objectives:

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

Caseloads:



Efficiency:



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

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	37,617	59,200	51,900	62,600	-	62,600	3,400	5.74%
Operating Expenses	2,084	2,500	2,550	3,100	-	3,100	600	24.00%
Capital Expenses	-	1,000	500	500	-	500	(500)	-50.00%
Total Appropriations	39,701	62,700	54,950	66,200	-	66,200	3,500	5.29%
Permanent Positions	1.00	1.00	1.00	1.00	-	1.00	-	0.00%

Budget Highlights:

Forecast FY 2006:

- Total expenditures are anticipated to be \$7,750 or 12.36 percent less than the FY 2006 budget.

Current FY 2007:

- The fiscal-year 2007 budget reflects an increase of \$3,500 or 5.29 percent, when compared to the prior year's budget.

Expanded FY 2007:

- There are no expanded positions requested in this year budget.

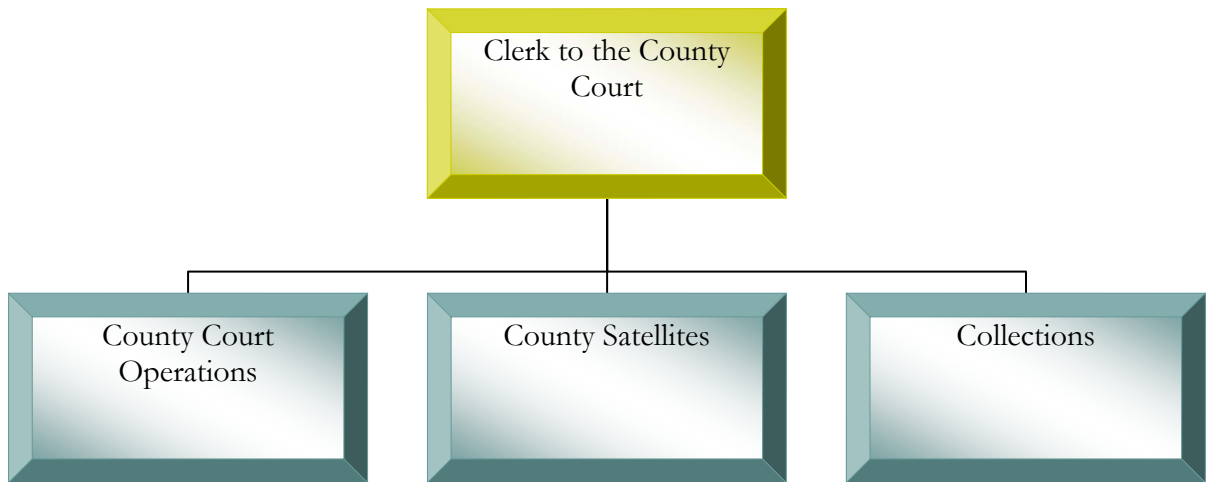
Major Accomplishments Fiscal-Year 2006:

- Provided efficient and equitable resolutions for problems encountered in the issues of child support, visitation, and alimony for the 300 families enrolled in SAVE.
- Finished analysis of the organizational structure for six months to determine the critical staff needs.

Major Goals Fiscal-Year 2007:

- To exceed by ten percent the actual number of cases enrolled during FY 2007.
- To inform and educate all new Magistrates on SAVE.

CLERK OF THE COUNTY COURT



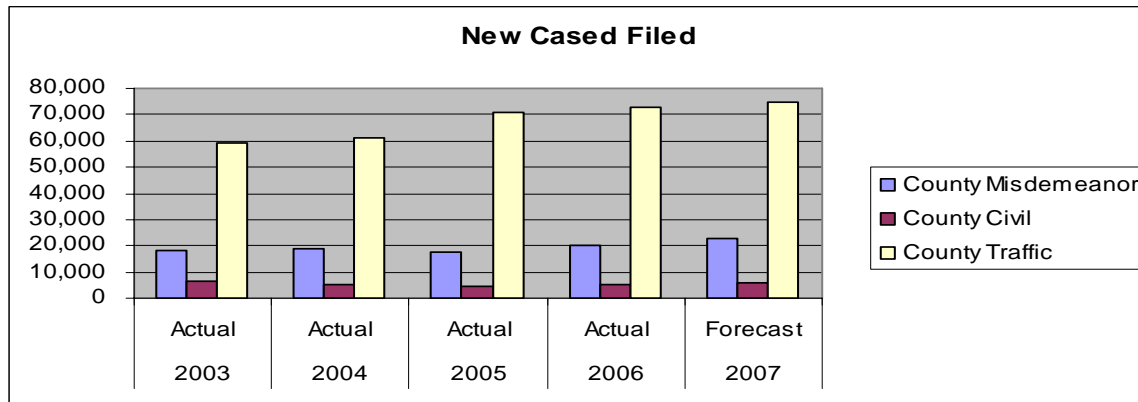
CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

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

Key Objectives:

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

Caseload:



Efficiency:

	State Standards		Actuals				Annual
			1 10/1/05- 12/31/05	2 1/1/06- 3/31/06	3 4/1/06- 6/30/06	4 7/1/06- 9/30/06	10/1/05- 9/30/06
ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in							
County							
County (<i>defendants</i>)	80%	3 bus. days	92.9%	98.7%	99.7%	98.9%	97.6%
Traffic (<i>UTC</i>)	80%	2 bus. days	94.2%	99.4%	95.4%	99.6%	98.3%
County (<i>cases</i>)	80%	2 bus. days	99.7%	100.0%	99.7%	99.8%	99.8%
Traffic (<i>UTC</i>)	80%	4 bus. days	99.6%	99.6%	97.7%	99.8%	99.1%
ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date							
County							
County (<i>defendants</i>)	80%	3 bus. days	94.0%	98.0%	98.1%	97.4%	96.6%
Traffic (<i>UTC</i>)	80%	3 bus. days	94.0%	97.9%	98.2%	97.4%	96.7%
County (<i>cases</i>)	80%	3 bus. days	97.3%	98.7%	98.5%	99.0%	98.3%
Traffic (<i>UTC</i>)	80%	4 bus. days	93.4%	97.4%	96.4%	98.4%	96.3%

CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	2,467,724	2,864,200	2,778,800	3,212,000	78,500	3,290,500	426,300	14.88%
Operating Expenses	150,777	212,000	187,100	241,100	6,100	247,200	35,200	16.60%
Capital Expenses	1,407	42,800	27,639	22,600	1,100	23,700	(19,100)	-44.63%
Total Appropriations	2,619,908	3,119,000	2,993,539	3,475,700	85,700	3,561,400	442,400	12.42%
Permanent Positions	52.60	59.82	62.84	62.84	1.93	64.77	4.95	9.41%

Budget Highlights:

Forecast FY 2006:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$125,461 or 4.02 percent less than the adopted budget due to not being to fill the positions for the additional personnel to meet state reporting and performance standards.

Current FY 2007:

- The cost for current services increased by \$442,400 or 12.42 percent when compared to the prior cycle adopted budget. Personal Services represents an increase of \$426,300 or 14.88 percent.

Expanded FY 2007:

- Expanded positions include 1.93 full-time equivalent Court Clerks at a cost of \$85,700. These positions are necessary to ensure that the mandated services are performed in an efficient and effective manner.

Major Accomplishments Fiscal-Year 2006:

- Complied with TCATS, the state mandated electronic transfer of traffic dispositions and driver license suspensions.
- Completed the criminal system computer upgrade. This will improve reporting to other agencies.
- Continued the cross training of employees.

Major Goals Fiscal-Year 2007:

- Update court computer system.
- Complete software conversion to new court records information system.
- Meet state timeless requirements for opening cases after initial documents are clocked in.
- Meet state docketed entries requirements after initial documents are clocked in.

CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

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

Key Objectives:

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

With the new cash receipt system being developed, we are developing new performance measures for the County Satellites offices

CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

<i>Appropriation Unit</i>	<i>FY 2005 Actual</i>	<i>FY 2006 Budget</i>	<i>FY 2006 Forecast</i>	<i>FY 2007 Current</i>	<i>Expanded Service</i>	<i>FY 2007 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	591,629	696,700	670,400	781,300	81,300	862,600	165,900	23.81%
Operating Expenses	54,850	46,700	48,315	55,250	1,050	56,300	9,600	20.56%
Capital Expenses	-	-	3,500	-	3,500	3,500	3,500	n/a
Total Appropriations	646,479	743,400	722,215	836,550	85,850	922,400	179,000	19.41%
Permanent Positions	13.75	14.75	14.75	14.75	2.00	16.75	2.00	14.55%

Budget Highlights:

Forecast FY 2006:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$21,185 or 2.85 percent less than the FY 2006 budget. This is within an acceptable range and reflects the conservative management practices employed in this department.

Current FY 2007:

- The cost for current services increased by \$179,000 or 19.41 percent when compared to the prior cycle amended budget.

Expanded FY 2007:

- There is two expanded Satellite Clerk requested in the FY 2007 budget due to the opening of an additional facility during the second quarter of 2006.

Major Accomplishments Fiscal-Year 2006:

- Opened & staffed new satellite office on Orange Blossom Drive.
- Crossed train clerks and cashiers for enhance backup capabilities.
- Enhanced training on all Courts/Finance related systems.

Major Goals Fiscal-Year 2007:

- Expand the department with two additional positions.
- Move the North County offices to a larger location.
- Assist in development with the MIS department for New Court Information and Receipting system.

CLERK OF THE COUNTY COURT – COLLECTIONS

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

Key Objectives:

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

PERFORMANCE MEASURES:

Court Type	Amount Assessed	Amount Collected	Rolling Average of % Collected 2 nd Quarter Through 09/30/06	Annual Standard Criteria
Circuit Criminal	\$1,903,766	\$74,449	3.91%	9%
County Criminal	696,633	255,318	36.65%	40%
Juvenile Delinquency	24,769	3,067	12.39%	40%
Traffic Criminal	2,183,882	1,142,509	52.32%	40%
Circuit Civil	283,641	265,340	93.55%	90%
County Civil	451,627	451,028	99.87%	90%
Traffic Civil	5,539,849	3,755,064	97.79%	90%
Circuit Probate	193,063	193,063	100.00%	90%
Family	323,360	316,198	97.79%	75%
Juvenile Dependency	N/A	N/A	N/A	N/A

CLERK OF THE COUNTY COURT – COLLECTIONS

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	317,350	337,800	336,600	394,100	-	394,100	56,300	16.67%
Operating Expenses	13,996	13,500	11,750	12,550	-	12,550	(950)	-7.04%
Capital Expenses	-	7,000	5,000	5,000	-	5,000	(2,000)	-28.57%
Total Appropriations	331,346	358,300	353,350	411,650	-	411,650	53,350	12.96%
Permanent Positions	5.85	6.55	6.55	6.55	-	6.55	-	0.00%

Budget Highlights:

Forecast FY 2006:

- Based on current spending patterns, total expenditures are anticipated to be \$4,950 less than budgeted.

Current FY 2007:

- The cost for current services increased by \$53,350 or 12.96 percent when compared to the prior cycle's budget.

Expanded FY 2007:

- There are no expanded positions budgeted for FY 2007.

Major Accomplishments Fiscal-Year 2006:

- Collected more than \$1,000,000 through the Collections Program.
- Reduced the percentage amount of uncollected fines and fees by five percent.
- Completed the imaging project of ledger cards for fines assessed prior to 1987.

Major Goals Fiscal-Year 2007:

- Meet all state collections criteria.

RECORDING



RECORDING

Recording records in the official records all deeds, leases, mortgages and all other instruments that may be required or authorized by law to be recorded and to process passport applications and marriage licenses.

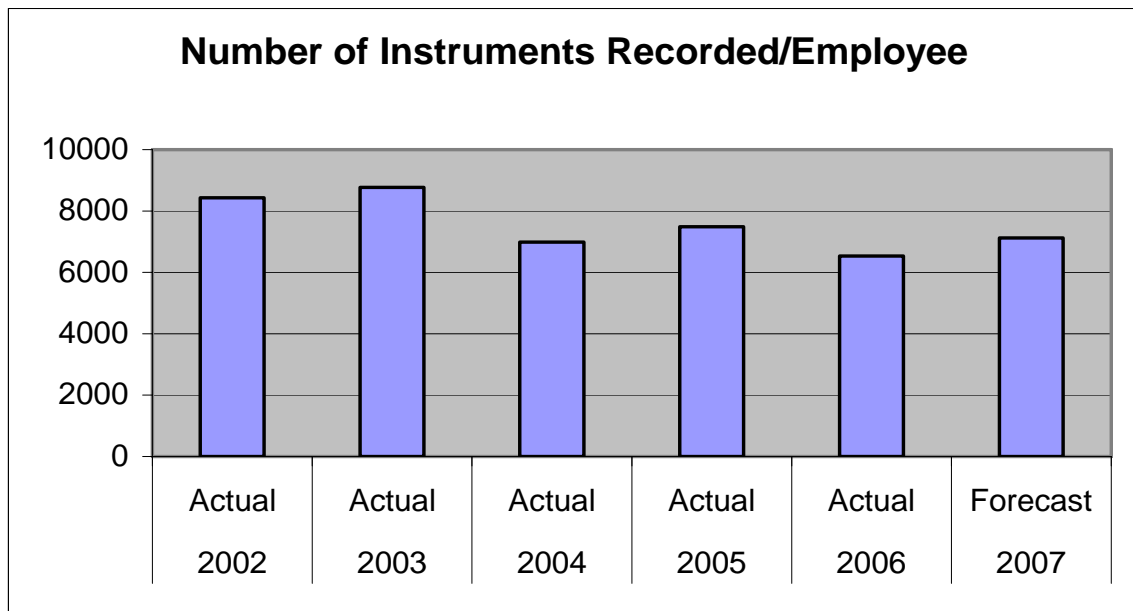
Key Objectives:

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

Workload:

	2002	2003	2004	2005	2006	2007
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>
Number of instruments recorded	193,441	218,820	211,095	226,063	164,358	179,150

Efficiency:



RECORDING

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	1,313,332	1,552,600	1,502,200	1,707,500	-	1,707,500	154,900	9.98%
Operating Expenses	139,739	226,600	207,150	223,200	-	223,200	(3,400)	-1.50%
Capital Expenses	-	7,500	-	-	-	-	(7,500)	-100.00%
Total Appropriations	<u>1,453,071</u>	<u>1,786,700</u>	<u>1,709,350</u>	<u>1,930,700</u>	<u>-</u>	<u>1,930,700</u>	<u>144,000</u>	<u>7.46%</u>
Permanent Positions	<u>30.19</u>	<u>30.19</u>	<u>30.19</u>	<u>30.19</u>	<u>-</u>	<u>30.19</u>	<u>-</u>	<u>0.00%</u>

Budget Highlights:

Forecast FY 2006:

- Based on historical trends and current year spending patterns, total expenditures are forecast to be \$77,350 less than budgeted. This represents approximately 4.33 percent of the total budget. The majority of the difference is attributable to personal services which are forecast to be \$50,400 less than budget.

Current FY 2007:

- The cost for current services increased by \$144,000, or 7.46 percent when compared to the prior year appropriation. The increase is primarily attributable to personal services which are increasing by \$154,900, which reflect the cost of living and merit increases recommended by the Board of County Commissioners.

Expanded FY 2007:

- There are no expanded Recording positions requested for this year's budget.

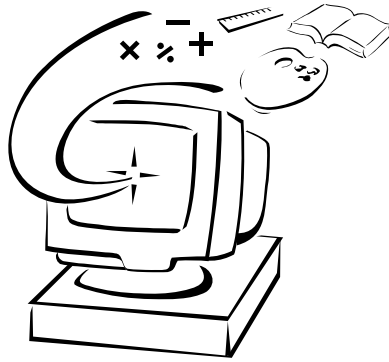
Major Accomplishments Fiscal-Year 2006:

- Implemented all procedures necessary to ensure public confidentiality as prescribed in the recently revised Florida Statutes, Chapters 28 and 119.
- Introduced certain enhancements to the imaging system.

Major Goals Fiscal-Year 2007:

- Improve access to records by providing website access.

MANAGEMENT INFORMATION SYSTEMS



MANAGEMENT INFORMATION SYSTEM

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

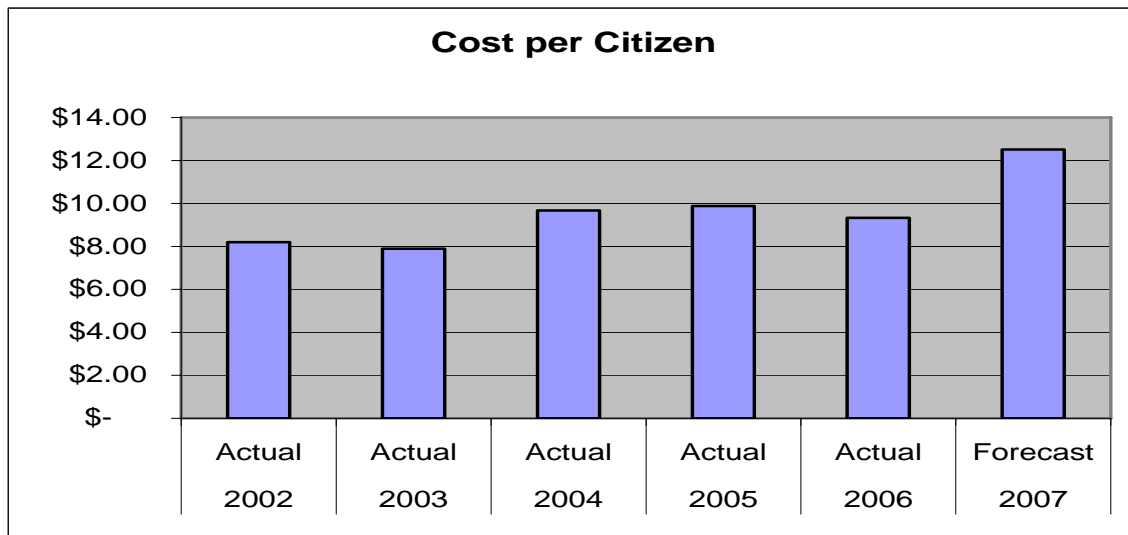
Key Objectives:

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

Workload:

	2001	2002	2003	2004	2005	2006	2007
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>
Authorized Users Alpha	1,200	1,199	1,211	978	900	900	900
Authorized Users NT		248	275	297	310	310	350
Disk space used	55GB	63GB	69GB	80GB	80GB	80GB	100GB
NT Servers	55GB	107.75GB	161GB	1.5TB	3TB	3TB	4TB
CPU hours per month	150	20	20	14	6	6	6
Software development hours	18,720	19,760	20,236	25,176	27,600	27,600	30,784
PC's and LAN Connections	220	246	275	300	320	320	350

Efficiency:



MANAGEMENT INFORMATION SYSTEMS

<u>Appropriation Unit</u>	<i>FY 2005</i> <i>Actual</i>	<i>FY 2006</i> <i>Budget</i>	<i>FY 2006</i> <i>Forecast</i>	<i>FY 2007</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2007</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	1,916,319	2,324,100	2,234,100	2,561,400	69,100	2,630,500	306,400	13.18%
Operating Expenses	893,965	1,007,100	833,100	1,071,000	-	1,071,000	63,900	6.34%
Capital Expenses	318,193	440,500	52,700	577,800	-	577,800	137,300	31.17%
Total Appropriations	<u>3,128,477</u>	<u>3,771,700</u>	<u>3,119,900</u>	<u>4,210,200</u>	<u>69,100</u>	<u>4,279,300</u>	<u>507,600</u>	<u>11.86%</u>
Permanent Positions	<u>27.00</u>	<u>29.00</u>	<u>29.00</u>	<u>29.00</u>	<u>1.00</u>	<u>30.00</u>	<u>1.00</u>	<u>3.70%</u>

Budget Highlights:

Forecast FY 2006:

- Based on historical trends and current year spending patterns, total expenditures are forecast to be \$173,426 less than budgeted. This represents approximately 13.61 percent of the total budget. Personal services are forecast to be \$85,800 less than budget and recognize low turnover in the department. Operating expenses are forecast to be \$384,282 less than budget and reflect the department's successful negotiation of current maintenance agreements that will carry forward to the next period. Capital outlay is forecast to slightly outpace the budget by \$31,600 due to the necessary replacement of computers.

Current FY 2007:

- The cost for current services increased by \$507,600 or 11.86 percent when compared to the prior year appropriation. The increase is primarily attributable to personal services which is programmed to increase by \$306,400 and recognizes the upgrade of several servers employed by the department. Capital Expenses increased \$137,300 due to

Expanded FY 2007:

- One expanded FTE is programmed for this cycle. The additional cost to the Board is \$69,100. This position is necessary to keep current with the ever increasing demands placed on the MIS Department primarily for SAP and State reporting.

Major Accomplishments Fiscal-Year 2006:

- Converted Clerk's accounting to SAP financial system by October 1, 2006.
- Implemented new Court Records Information System for Probate department.
- Established Immokalee Hotsite for Financial & Court systems.

Major Goals Fiscal-Year 2007:

- Implement new Clerk's Public Inquiry System for Criminal.
- Complete SAP Financial System upgrade.
- Implement new Court Records Information System for Traffic, Civil, and Criminal departments.

SPECIAL REVENUE FUNDS



SPECIAL REVENUES – PUBLIC RECORDS MODERNIZATION

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

Key Objectives:

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

Major Accomplishments Fiscal-Year 2006:

- Completed the installation of the SAP Financial Management package related to the Clerk of the Circuit Court.

Major Goals Fiscal-Year 2007:

- Continue the rewrite and implementation of the Courts Information System.
- Ensure that all data processing staff are properly trained and certified.
- Complete the SAP Financial Management package upgrade for the Board of County Commissioners and the Clerk of the Circuit Court.

Budget Highlights:

The fiscal-year 2007 budget reflects a continuing migration from traditional mainframe computer service to distributed processing, using local area networks. Productivity tools, such as software utilities and shared services are budgeted. This new environment will ultimately eliminate expenses as mainframe maintenance.

PUBLIC RECORDS MODERNIZATION

<u>Appropriation Unit</u>	<i>FY 2005</i>	<i>FY 2006</i>	<i>FY 2006</i>	<i>FY 2007</i>	<i>Expanded</i>	<i>FY 2007</i>	<i>Increase/</i>	<i>Percent</i>
	<i>Actual</i>	<i>Budget</i>	<i>Forecast</i>	<i>Current</i>	<i>Service</i>	<i>Total</i>	<i>(Decrease)</i>	<i>Change</i>
Personal Services	-	-	-	-	-	-	-	n/a
Operating Expenses	318,039	974,000	497,706	902,500	-	902,500	(71,500)	-7.34%
Capital Expenses	7,922	2,000,000	3,242	2,000,000	-	2,000,000	-	0.00%
Reserve for Contingency	-	479,800	-	941,600	-	941,600	461,800	96.25%
Total Appropriations	325,962	3,453,800	500,948	3,844,100	-	500,948	(2,952,852)	-85.50%
 <u>Revenues</u>								
Recording Fee	600,134	600,000	512,273	600,000	-	600,000	-	0.00%
Interest	68,962	50,000	122,252	75,000	-	75,000	25,000	50.00%
US Dept of Justice Grant	29,269	84,700	27,290	26,250	-	26,250	(58,450)	-69.01%
Revenue Reserve	-	(32,500)	-	(33,800)	-	(33,800)	(1,300)	4.00%
Carry Forward*	-	2,751,600	-	3,176,650	-	3,176,650	425,050	15.45%
Total Revenues	698,365	3,453,800	661,815	3,844,100	-	3,844,100	390,300	11.30%
 Permanent Positions	 -	 -	 -	 -	 -	 -	 -	 n/a

*Carryforward or "Fund Balance" is expected to fund ongoing project costs for Software upgrades to the accounting system as well as other modernization projects in 2007 – 2008.

SPECIAL REVENUES – COURTS INFORMATION TECHNOLOGY

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

Key Objectives:

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

Major Accomplishments Fiscal-Year 2006:

- Completed the installation of the SAP Financial Management package related to the Clerk of the Circuit Court.

Major Goals Fiscal-Year 2007:

- Continue the rewrite and implementation of the Courts Information System.
- Ensure that all data processing staff are properly trained and certified.
- Complete the SAP Financial Management package upgrade for the Board of County Commissioners and the Clerk of the Circuit Court.

Budget Highlights:

The fiscal-year 2007 budget reflects a continuing migration from traditional mainframe computer service to distributed processing, using local area networks in the court system. Productivity tools, such as software utilities and shared services are budgeted. This new environment will ultimately eliminate expenses as mainframe maintenance.

COURTS INFORMATION TECHNOLOGY

<u>Appropriation Unit</u>	<i>FY 2005</i>	<i>FY 2006</i>	<i>FY 2006</i>	<i>FY 2007</i>	<i>Expanded</i>	<i>FY 2007</i>	<i>Increase/</i>	<i>Percent</i>
	<i>Actual</i>	<i>Budget</i>	<i>Forecast</i>	<i>Current</i>	<i>Service</i>	<i>Total</i>	<i>(Decrease)</i>	<i>Change</i>
Transfer to General Fund	-	2,089,300	-	2,853,900	-	2,853,900	764,600	36.60%
Transfer to Fine & Forf. Fund	27,009	269,500	61,708	166,100	-	166,100	(103,400)	-38.37%
Reserve for Contingency	-	-	-	1,000,000	-	1,000,000	1,000,000	n/a
Data Processing Equipment	-	2,284,200	112,447	3,213,000	-	3,213,000	928,800	40.66%
Total Appropriations	27,009	4,643,000	174,155	7,233,000	-	7,233,000	2,590,000	55.78%
<u>Revenues</u>								
Recording Fee	1,891,156	1,710,000	1,599,401	1,500,000	-	1,500,000	(210,000)	-12.28%
Interest	36,560	-	169,611	-	-	-	-	n/a
Revenue Reserve	-	(85,500)	-	(75,000)	-	(75,000)	10,500	-12.28%
Carry Forward*	-	3,028,000	-	4,808,000	-	4,808,000	1,780,000	58.78%
Transfer from Fund 178	1,000,000	-	2,000,000	1,000,000	-	1,000,000	1,000,000	n/a
Total Revenues	2,927,716	4,652,500	3,769,012	7,233,000	-	7,233,000	2,580,500	55.46%
Permanent Positions	-	-	-	-	-	-	-	n/a

*Carryforward or "Fund Balance" is expected to offset costs of the Court Record Information System over the next 1-2 years. The increase in 2007 is attributable to the \$2 million transfer from Fund 178 – the Board of County Commissioners Technology Fund for Court Related Technology.

SPECIAL REVENUES – JUVENILE ASSESSMENT CENTER

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

Key Objectives:

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

Major Accomplishments Fiscal-Year 2006:

- Successfully monitored and processed the payments on the JAC contract for the Fiscal Year 2006.

Major Goals Fiscal-Year 2007:

- Monitor and process payments on the JAC contract for Fiscal Year 2007.

Budget Highlights:

The Fiscal Year 2007 budget reflects the agreement to extend the Juvenile Assessment Center contract.

