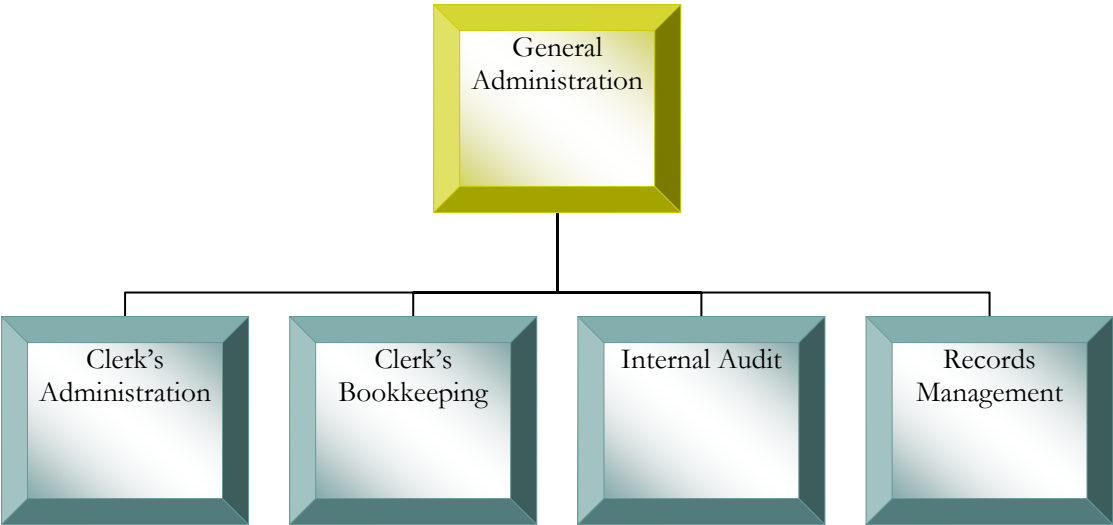

GENERAL ADMINISTRATION



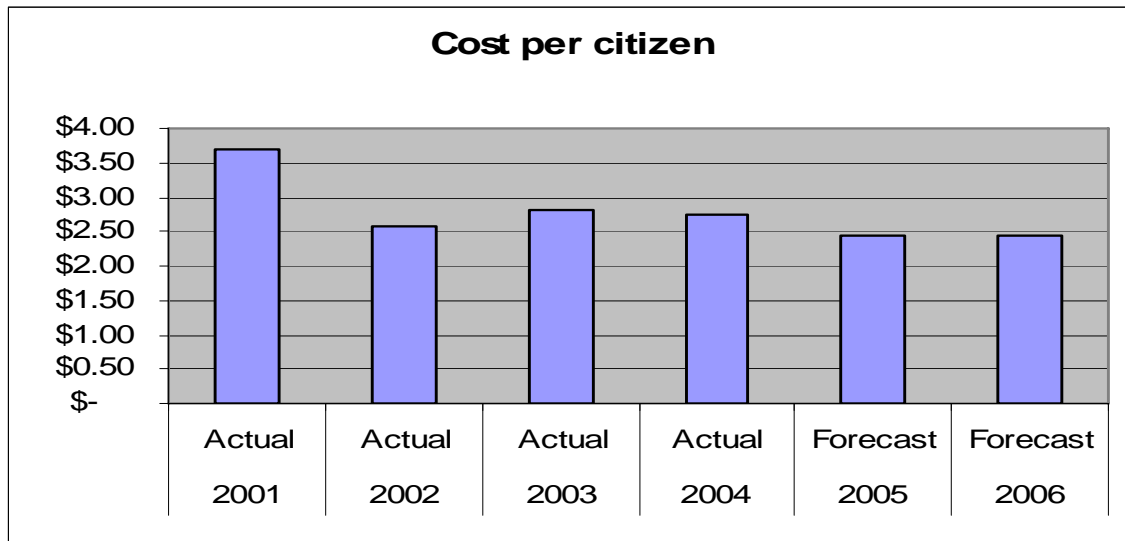
GENERAL ADMINISTRATION – CLERK’S ADMINISTRATION

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.
- Ensure 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 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	525,412	561,600	677,900	583,100	-	583,100	21,500	3.83%
Operating Expenses	307,875	206,100	157,620	209,300	-	209,300	3,200	1.55%
Capital Expenses	1,810	8,500	3,850	8,500	-	8,500	-	0.00%
Total Appropriations	835,097	776,200	839,370	800,900	-	800,900	24,700	3.08%
Permanent Positions	5.00	5.00	5.00	5.00	-	5.00	-	0.00%

Budget Highlights:

Forecast FY 2005:

- The forecast expenditures for the fiscal-year 2005 cycle are expected to be approximately \$63,170 or 7.52 percent more than the budget due to projected retirements during FY 05.

Current FY 2006:

- The fiscal-year 2006 budget in total reflects an increase of \$24,700 or 3.08 percent when compared to the FY 2005 budget. Capital expenses include four personal computers which are included in the Clerk’s computer replacement program.

Expanded FY 2006:

- There are no expanded positions recommended for fiscal-year 2006.

Major Accomplishments Fiscal-Year 2005:

- Continued working closely with the FACC in evaluating the impacts as a result of the revision to the State Constitution.
- Continued developing and implementing an office wide strategic plan in the areas of human resources, financial resources, physical resources, technical resources, and customer relations.
- Effectively managed the operations of the Clerk’s Office to ensure compliance with local, state, and federal laws and regulations.

Major Goals Fiscal-Year 2006:

- Evaluate Pay Plan for recruitment and retention of qualified applicants.
- Enhance internal audit capabilities and audit workload to review major areas of risk.
- Continue aggressive modernization of records system.

GENERAL ADMINISTRATION – CLERK’S BOOKKEEPING

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

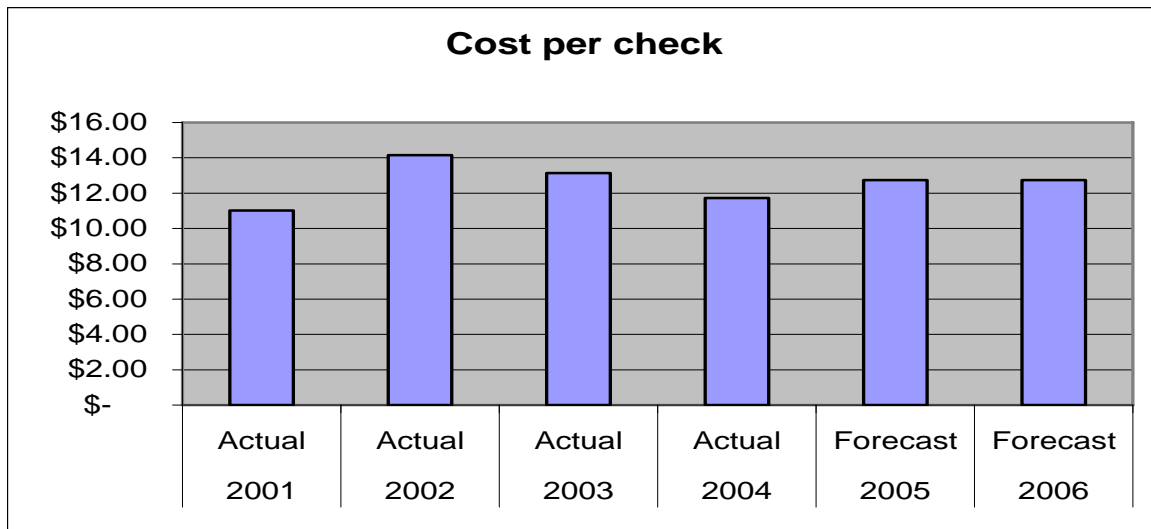
Key Objectives:

- 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:

	2001	2002	2003	2004	2005	2006
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of checks issued	26,803	25,808	26,200	26,500	27,800	27,800

PERFORMANCE: To maintain or reduce cost per check issued.



GENERAL ADMINISTRATION - CLERK'S BOOKKEEPING

<u>Appropriation Unit</u>	<i>FY 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	281,251	326,500	313,000	341,000	-	341,000	14,500	4.44%
Operating Expenses	26,688	24,100	24,300	26,700	-	26,700	2,600	10.79%
Capital Expenses	2,593	3,600	-	2,200	-	2,200	(1,400)	-38.89%
Total Appropriations	310,532	354,200	337,300	369,900	-	369,900	15,700	4.24%
Permanent Positions	6.00	6.00	6.00	6.00	-	6.00	-	0.00%

Budget Highlights:

Forecast FY 2005:

- Total expenditures for the fiscal-year 2005 cycle are expected to be approximately \$16,900 or 4.77 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 2006:

- The fiscal-year 2006 budget represents an increase of \$15,700 or 4.24 percent when compared to the fiscal-year 2005 budget. This is due to increase in both health care and pension cost. Capital expenditures include two personal computers which are part of the Clerk's computer replacement program.

Expanded FY 2006:

- There are no expanded positions budgeted in fiscal-year 2006 request.

Major Accomplishments Fiscal-Year 2005:

- Implemented the cross-training program for all positions.
- Continued the implementation of the financial management system.
- Evaluated all processes to ensure internal controls are adequate for the protection of Clerk's assets.
- Evaluated Court Registry procedures in anticipation of increased activity.

Major Goals Fiscal-Year 2006:

- Move Clerk's accounting to SAP financial management system by October 2006.
- 100% timely reporting to all required agencies and BCC.
- Receive GFOA Distinguished Budget Award.

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 BCC 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.

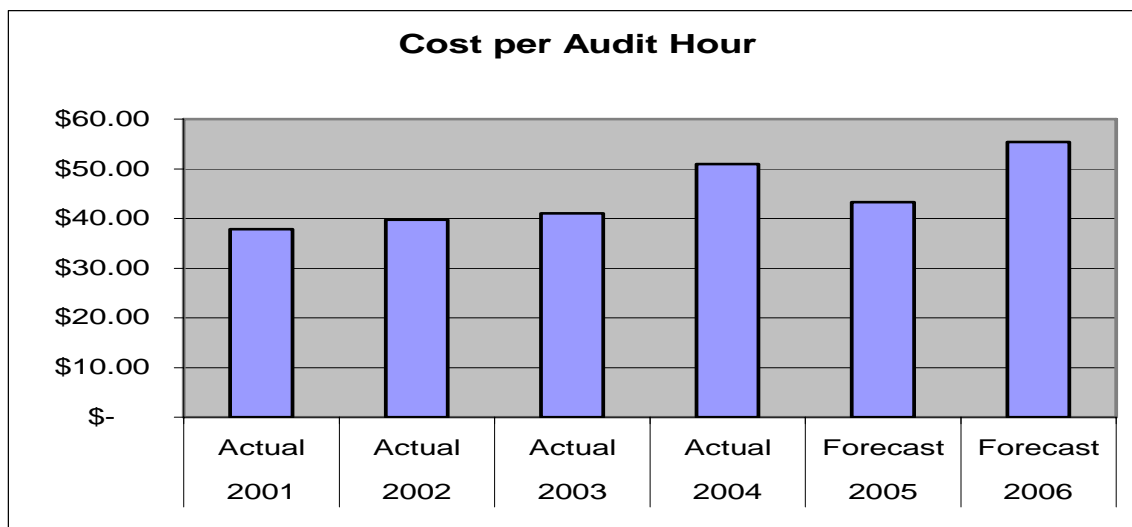
Key Objectives:

- 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:

	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	2006 <u>Forecast</u>
Number of audits	4	6	9	10	8	12
Number of audit hours	5,800	7,056	7,756	6,917	8,983	7,500

Performance: Reduce cost per audit hour.



GENERAL ADMINISTRATION - INTERNAL AUDIT

<i>Appropriation Unit</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Budget</i>	<i>FY 2005 Forecast</i>	<i>FY 2006 Current</i>	<i>Expanded Service</i>	<i>FY 2006 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	323,635	366,200	361,800	386,600	-	386,600	20,400	5.57%
Operating Expenses	18,774	20,400	21,200	25,700	-	25,700	5,300	25.98%
Capital Expenses	9,832	5,900	5,900	3,500	-	3,500	(2,400)	-40.68%
Total Appropriations	352,241	392,500	388,900	415,800	-	415,800	23,300	5.60%
Permanent Positions	5.00	5.00	5.00	5.00	-	5.00	-	0.00%

Budget Highlights:

Forecast FY 2005:

- The forecast expenditures for fiscal-year 2005 are anticipated to be approximately \$3,600 or 0.91 percent less than the budget.

Current FY 2006:

- The fiscal-year 2006 budget reflects an increase of approximately \$23,300 or 5.60 percent, when compared to the previous fiscal cycle. This is primarily due to increase in both health care and pension costs.

Expanded FY 2006:

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

Major Accomplishments Fiscal-Year 2005:

- Evaluated automated internal audit software that will aid in performing audits and allow for continuous monitoring of critical applications.
- Evaluated internal control structure in the new financial management application.
- Evaluated opportunities to reduce the turnaround times for audits and increase audit coverage.

Major Goals Fiscal-Year 2006:

- Reduce hours to complete audits through enhanced training, increased technology and improve staff expertise.
- Increase the number of audits performed particularly in high risk areas.

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.

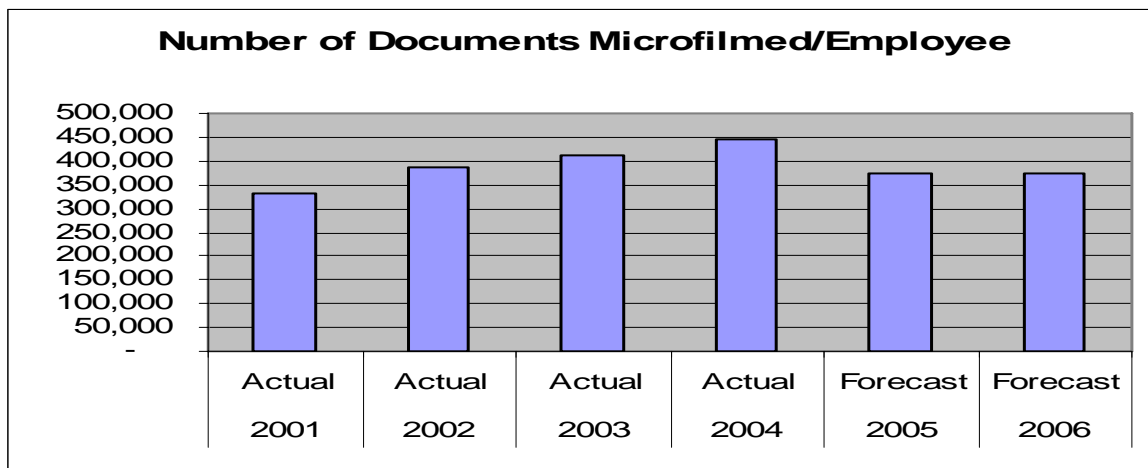
Workload:

Records Management

Performance Measures:

	2001	2002	2003	2004	2005	2006
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of boxes stored	2,030	2,225	2,225	2,225	2,225	2,225

Efficiency:



GENERAL ADMINISTRATION – RECORDS MANAGEMENT

General Administration - Records Management

<u>Appropriation Unit</u>	<i>FY 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	386,964	445,700	432,400	469,800	-	469,800	24,100	5.41%
Operating Expenses	71,774	68,200	58,105	70,200	-	70,200	2,000	2.93%
Capital Expenses	-	21,000	-	-	-	-	(21,000)	-100.00%
Total Appropriations	458,738	534,900	490,505	540,000	-	540,000	5,100	0.94%

Budget Highlights:

Forecast FY 2005:

- Based on historical trends and current spending patterns, total expenditures are forecast to be approximately \$44,395 or 8.30 percent below the FY 2005 budget. This represents the conservative approach employed by this department in controlling expenditures.

Current FY 2006:

- The cost for current services increased by \$5,100 or 0.94 percent when compared to FY 2005 budget. Personal Services represent an increase of approximately \$24,100 and is due to the increases in both health care and pension costs. Operating expenses represents an increase of \$2,000, while capital expenses decreased \$21,000.

Expanded FY 2006:

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

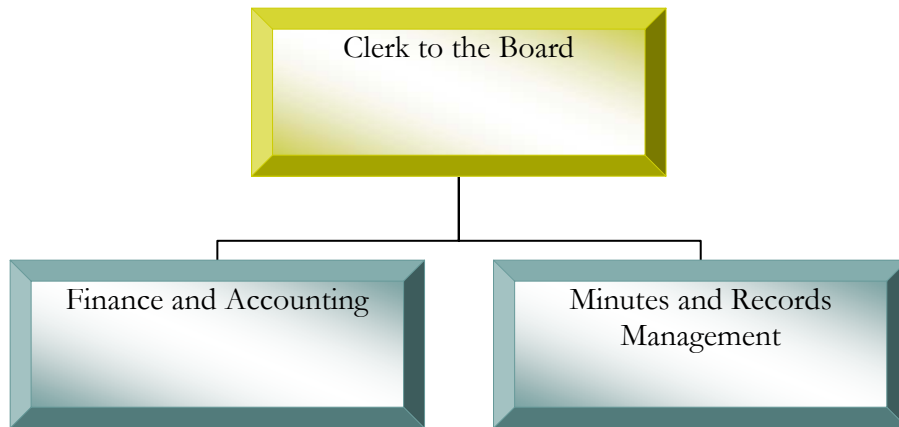
Major Accomplishments Fiscal-Year 2005:

- Implemented the process of making microfilm from images as opposed to paper documents.
- Converted microfilm to images in the back-file conversion stage.

Major Goals Fiscal-Year 2006:

- 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.

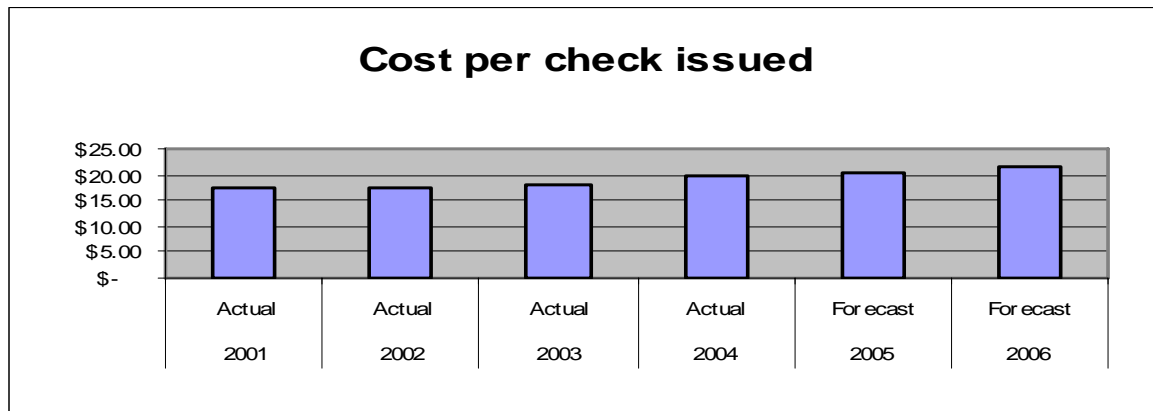
Key Objectives:

- 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:

	2001	2002	2003	2004	2005	2006
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Forecast</u>
Number of vendor checks issued	45,669	47,109	50,156	53,145	55,800	59,700
Number of payroll checks issued	<u>39,903</u>	<u>45,907</u>	<u>50,425</u>	<u>52,100</u>	<u>54,700</u>	<u>56,100</u>
Total checks issued	85,572	93,016	100,581	105,245	110,500	115,800

Efficiency:



CLERK TO THE BOARD - FINANCE AND ACCOUNTING

<i>Appropriation Unit</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Budget</i>	<i>FY 2005 Forecast</i>	<i>FY 2006 Current</i>	<i>Expanded Service</i>	<i>FY 2006 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	1,877,379	2,175,400	2,030,000	2,282,100	-	2,282,100	106,700	4.90%
Operating Expenses	177,793	157,000	176,100	165,400	-	165,400	8,400	5.35%
Capital Expenses	7,359	16,700	12,200	14,500	-	14,500	(2,200)	-13.17%
Total Appropriations	2,062,531	2,349,100	2,218,300	2,462,000	-	2,462,000	112,900	4.59%
Permanent Positions	34.00	35.00	35.00	35.00	-	35.00	-	0.00%

Budget Highlights:

Forecast FY 2005:

- Expenditures are forecast to be \$130,800 or approximately 5.89 percent less than appropriated. This variance is primarily attributed to personal services which is forecast to be \$145,400 less than the appropriation and recognizes that the department was not fully staffed throughout the period.

Current FY 2006:

- The current forecast of the FY 06 budget reflects an increase of \$112,900 or 4.59 percent. The majority of this increase is contained within personal services which is increasing by \$106,700 and recognizes the cost of living and merit increases adopted by the Board of County Commissioners.
- Beginning in Fiscal Year 2005 - 2006, 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 2006:

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

Major Accomplishments Fiscal-Year 2005:

- Submitted the Collier County Board of County Commissioners Comprehensive Annual Financial Report for the “Certificate of Excellence in Financial Reporting” for FY 2004.
- Prepared BCC and SOE financial statements for FY 2005 in compliance with GASB 34 reporting requirements and developed beginning balances for 2006.
- Facilitated financial documents in support of bond issues \$196.3 million.

Major Goals Fiscal-Year 2006:

- Receive CAFR Certificate of Excellence in reporting for Fiscal Year 2005.

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.

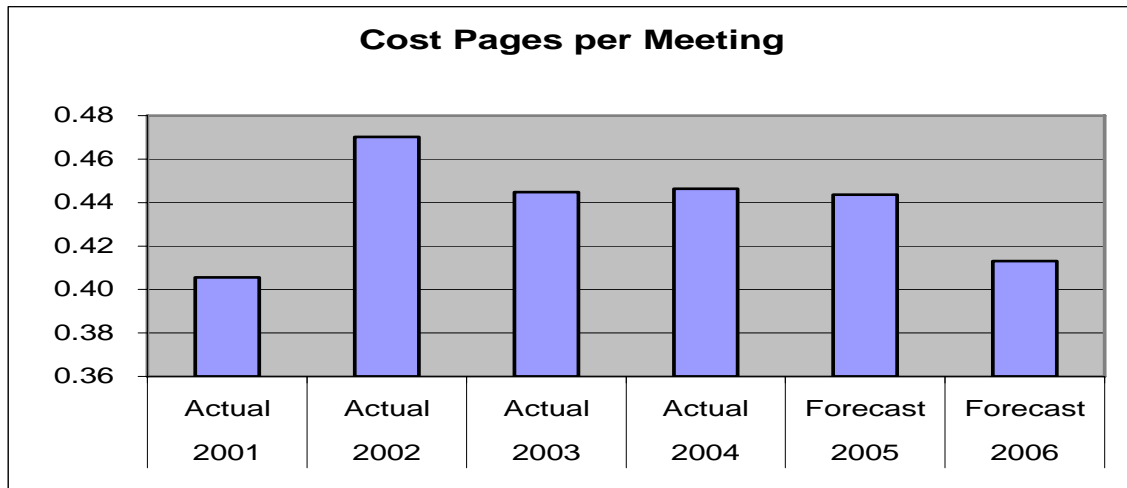
Key Objectives:

- 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:

	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Forecast</u>	2006 <u>Forecast</u>
Number of Board Meetings	64	72	75	78	82	90
Number of pages	9,006	9,412	9,600	9,984	10,493	10,600

Efficiency:



CLERK TO THE BOARD - BOARD MINUTES AND RECORDS

<i>Appropriation Unit</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Budget</i>	<i>FY 2005 Forecast</i>	<i>FY 2006 Current</i>	<i>Expanded Service</i>	<i>FY 2006 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	200,530	211,600	178,000	220,900	-	220,900	9,300	4.40%
Operating Expenses	147,028	167,600	160,100	170,700	-	170,700	3,100	1.85%
Capital Expenses	-	2,500	2,500	2,500	-	2,500	-	0.00%
Total Appropriations	347,558	381,700	340,600	394,100	-	394,100	12,400	3.15%
Permanent Positions	4.00	4.00	4.00	4.00	-	4.00	-	0.00%

Budget Highlights:

Forecast FY 2005:

- Forecast expenditures for fiscal-year 2005 are anticipated to be approximately \$41,100 or 10.76 percent less than the FY 2005 budget. This difference is attributable to the department not being fully staffed throughout the cycle and the cost for court reporting services being less than anticipated.

Current FY 2006:

- The fiscal-year 2006 budget reflects an increase of approximately \$12,400 or 3.15 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 2006:

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

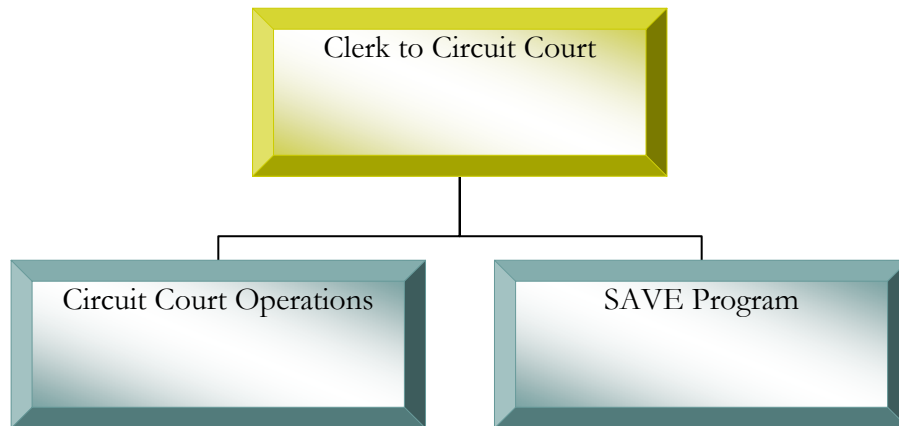
Major Accomplishments Fiscal-Year 2005:

- Continued to capture Official Minutes of Board meetings into the computer for the Clerk's website.
- Learned new/latest technology for recording and transcribing BCC 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 2006:

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

CLERK TO THE CIRCUIT COURT



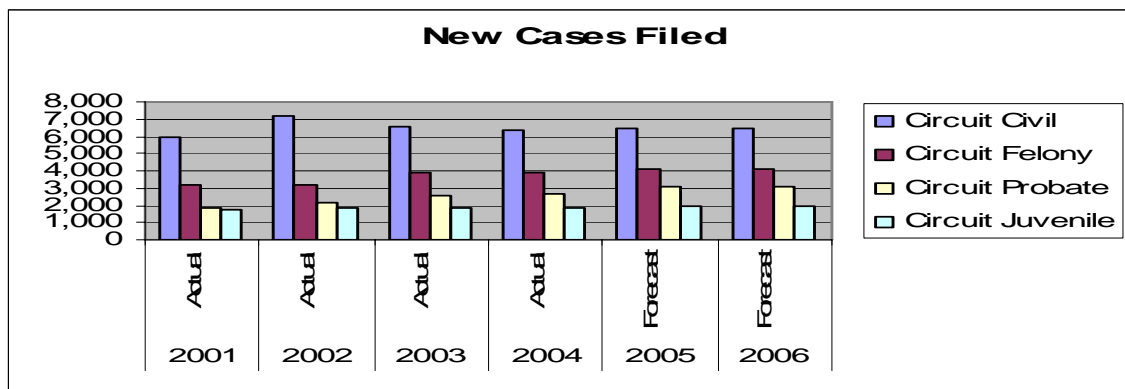
CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

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:

	ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in	Quarters				Annual
		1 10/1/04-12/31/04	2 1/1/05-3/31/05	3 4/1/05-6/30/05	4 7/1/05-9/30/05	10/1/04-9/30/05
Civil						
Circuit (<i>defendants</i>)	80% 2 bus. days	97.1%	92.8%	98.1%	97.5%	96.4%
Juvenile Delinquency (<i>juveniles</i>)	80% 2 bus. days	95.7%	98.6%	96.0%	99.4%	97.2%
Circuit (<i>cases</i>)	80% 2 bus. days	99.6%	99.9%	99.9%	99.9%	99.8%
Circuit Probate (<i>cases</i>)	80% 2 bus. days	95.1%	96.4%	98.4%	98.5%	97.2%
Family (<i>cases</i>)	80% 3 bus. days	99.8%	100.0%	100.0%	100.0%	99.9%
Juvenile Dependency (<i>cases</i>)	80% 2 bus. days	68.8%	96.0%	91.9%	100.0%	90.3%
	ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date	10/1/04-12/31/04	1/1/05-3/31/05	4/1/05-6/30/05	7/1/05-9/30/05	10/1/04-9/30/05
Civil						
Circuit (<i>defendants</i>)	80% 3 bus. days	91.1%	93.5%	96.6%	99.0%	95.1%
Juvenile Delinquency (<i>juveniles</i>)	80% 3 bus. days	89.6%	97.5%	98.4%	98.9%	96.0%
Circuit (<i>cases</i>)	80% 3 bus. days	98.2%	99.0%	98.9%	97.8%	98.4%
Circuit Probate (<i>cases</i>)	80% 3 bus. days	92.1%	95.6%	96.2%	97.2%	94.9%
Family (<i>cases</i>)	80% 3 bus. days	94.2%	94.8%	95.2%	96.2%	95.1%
Juvenile Dependency (<i>cases</i>)	80% 3 bus. days	83.5%	94.0%	94.2%	99.0%	92.4%

CLERK OF THE CIRCUIT COURT – CIRCUIT OPERATIONS

Circuit Court Operations

<i>Appropriation Unit</i>	<i>FY 2004</i>	<i>FY 2005</i>	<i>FY 2005</i>	<i>FY 2006</i>	<i>Expanded</i>	<i>FY 2006</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	2,542,356	2,889,200	2,767,700	3,018,700	114,900	3,133,600	244,400	8.46%
Operating Expenses	159,382	262,300	282,025	281,200	9,700	290,900	28,600	10.90%
Capital Expenses	27,877	57,400	55,900	165,500	15,700	181,200	123,800	215.68%
Total Appropriations	2,729,615	3,208,900	3,105,625	3,465,400	140,300	3,605,700	396,800	11.00%

Budget Highlights:

Forecast FY 2005:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$103,275 or 3.22 percent less than the prior cycle adopted budget. The majority of the difference is within the Personal Services which are expected to be approximately \$121,500 less than the budget. The variances represent aggressive purchasing habits and the department not being fully staffed during the cycle.

Current FY 2006:

- The fiscal-year 2006 budget reflects an increase of \$396,800 or 11.00 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 2006:

- Expanded positions include 2.69 full-time equivalent Court Clerks at a cost of \$42,700. These positions are necessary to ensure that the mandated services are performed in an efficient and effective manner.

Major Accomplishments Fiscal-Year 2005:

- Continued to function as a dedicated team to serve the public by maintaining accurate records, furnishing assistance in a professional manner and to provide services with competence and courtesy in compliance with Statutes, Rules, and Administrative Orders.
- Incorporated the responsibilities of Domestic Violence into the organizational chart at no additional costs to the users.

Major Goals Fiscal-Year 2006:

- Implement a fully integrated court information system.
- Complete software conversion to new court records information system.
- Update levy procedures for use as reference information for deputy clerk.
- Increase timeliness of opening and docketing cases further above state standards.

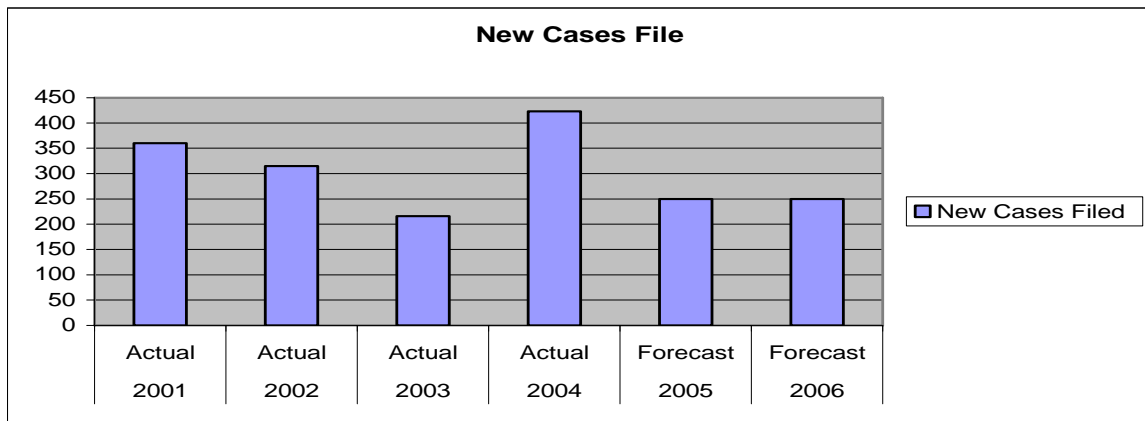
CLERK OF THE CIRCUIT COURT – SUPPORT, ALIMONY, VISITATION, AND ENFORCEMENT (SAVE)

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.”

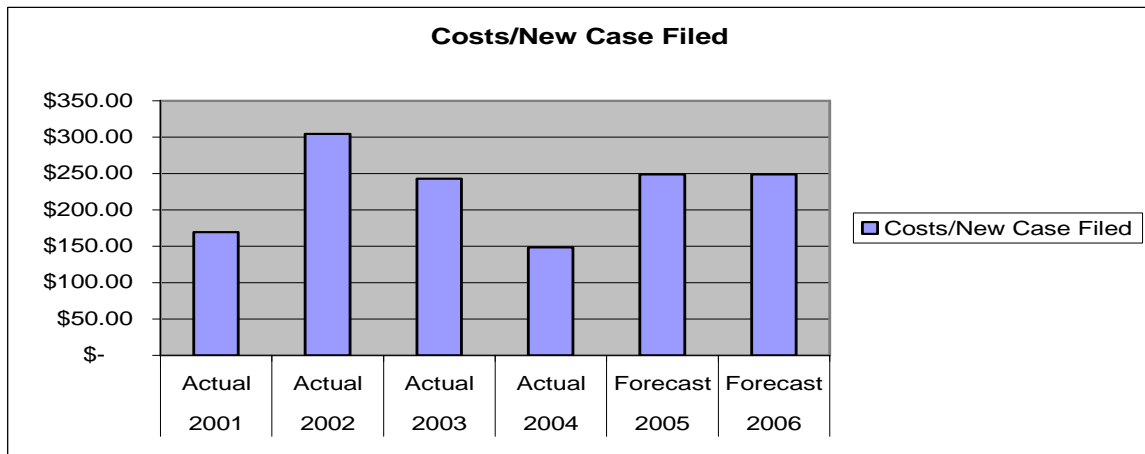
Key Objectives:

- 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)

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Budget Highlights:

Forecast FY 2005:

- Total expenditures are anticipated to be \$8,155 or 13.11 percent less than the FY 2005 budget. This variance is primarily limited to personnel services and recognizes a planned shift during the cycle.

Current FY 2006:

- The fiscal-year 2006 budget reflects an increase of \$500 or 0.80 percent, when compared to the prior year's budget.

Expanded FY 2006:

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

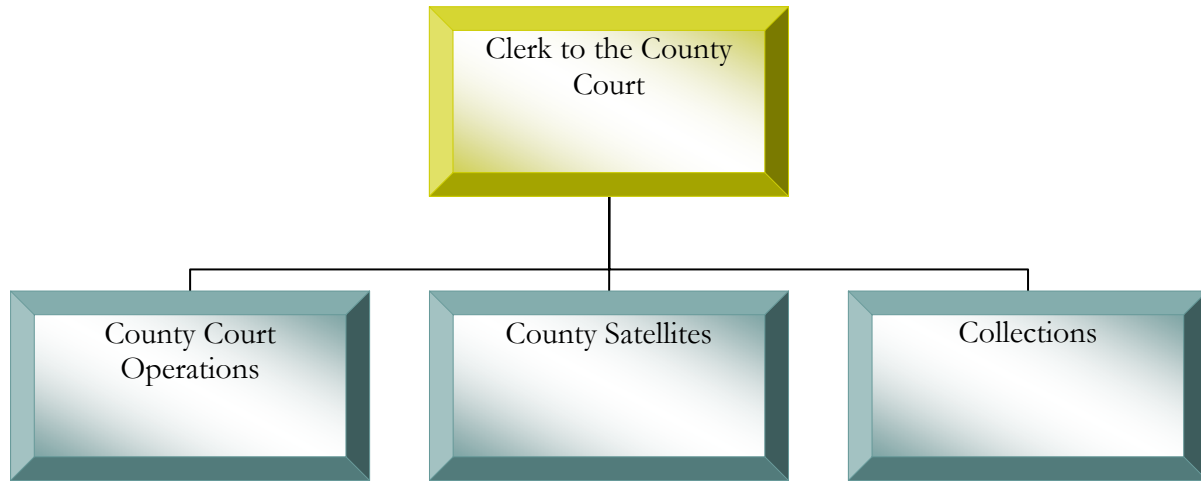
Major Accomplishments Fiscal-Year 2005:

- Provided efficient and equitable resolutions for problems encountered in the issues of child support, visitation, and alimony for the 300 families enrolled in SAVE.

Major Goals Fiscal-Year 2006:

- To exceed by ten percent the actual number of cases enrolled during FY 2005.
- Finished analysis of the organizational structure for six months to determine the critical staff needs.

CLERK OF THE COUNTY COURT



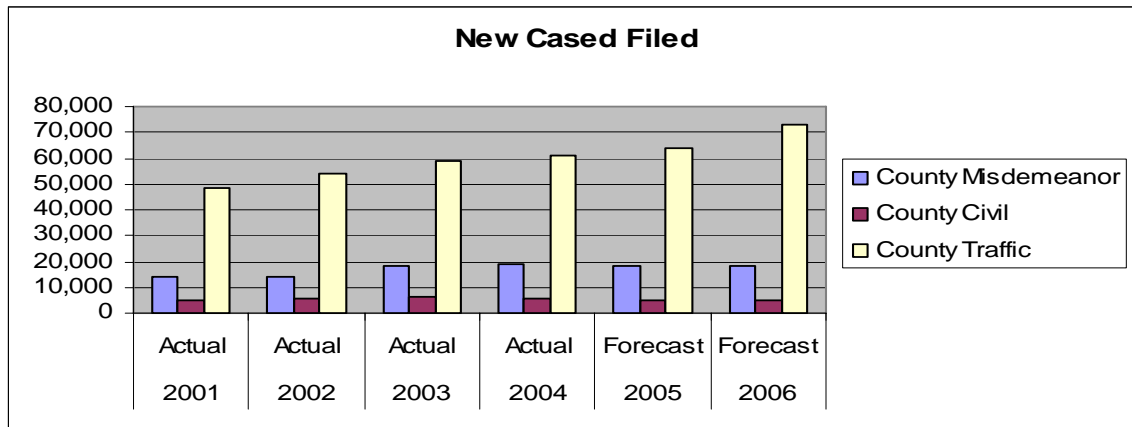
CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

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:

	ANNUAL Projected % of new cases OPENED within X business days after initial documents are clocked in	Quarters				Annual
		1 10/1/04- 12/31/04	2 1/1/05- 3/31/05	3 4/1/05- 6/30/05	4 7/1/05- 9/30/05	10/1/04- 9/30/05
County						
County (defendants)	80% 3 bus. days	95.3%	97.5%	98.8%	99.3%	97.8%
Traffic (UTC)	80% 2 bus. days	80.2%	72.2%	99.0%	94.8%	84.9%
County (cases)	80% 2 bus. days	99.8%	99.6%	99.9%	99.9%	99.8%
Traffic (UTC)	80% 4 bus. days	98.4%	99.6%	99.8%	99.9%	99.6%
	ANNUAL Projected % of docket entries entered within X business days after clock in/action taken date	10/1/04- 12/31/04	1/1/05- 3/31/05	4/1/05- 6/30/05	7/1/05- 9/30/05	10/1/04- 9/30/05
County						
County (defendants)	80% 3 bus. days	92.2%	90.0%	96.4%	99.0%	94.5%
Traffic (UTC)	80% 3 bus. days	91.0%	88.0%	94.7%	98.9%	93.3%
County (cases)	80% 3 bus. days	97.2%	98.1%	97.8%	98.2%	97.8%
Traffic (UTC)	80% 4 bus. days	93.0%	93.7%	92.1%	92.0%	92.6%

CLERK OF THE COUNTY COURT – COUNTY COURT OPERATIONS

County Court Operations

<u>Appropriation Unit</u>	<i>FY 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	2,358,124	2,029,800	2,525,200	2,764,900	99,300	2,864,200	834,400	41.11%
Operating Expenses	124,750	180,500	188,500	205,000	7,000	212,000	31,500	17.45%
Capital Expenses	24,210	44,600	39,600	29,500	13,300	42,800	(1,800)	-4.04%
Total Appropriations	2,507,084	2,254,900	2,753,300	2,999,400	119,600	3,119,000	864,100	27.70%

Budget Highlights:

Forecast FY 2005:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$498,400 or 22.10 percent more than the adopted budget due to replacement of data processing equipment in county civil and additional personnel to meet state reporting and performance standards.

Current FY 2006:

- The cost for current services increased by \$864,100 or 27.70 percent when compared to the prior cycle adopted budget. Personal Services represents an increase of \$834,400 or 41.11 percent.

Expanded FY 2006:

- Expanded positions include 3.31 full-time equivalent Court Clerks at a cost of \$99,300. These positions are necessary to ensure that the mandated services are performed in an efficient and effective manner.

Major Accomplishments Fiscal-Year 2005:

- 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 2006:

- Update court computer system.
- Complete software conversion to new court records information system.
- Meet all state reporting standards.
- Increase timeliness of opening and docketing cases further above state standards.

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:

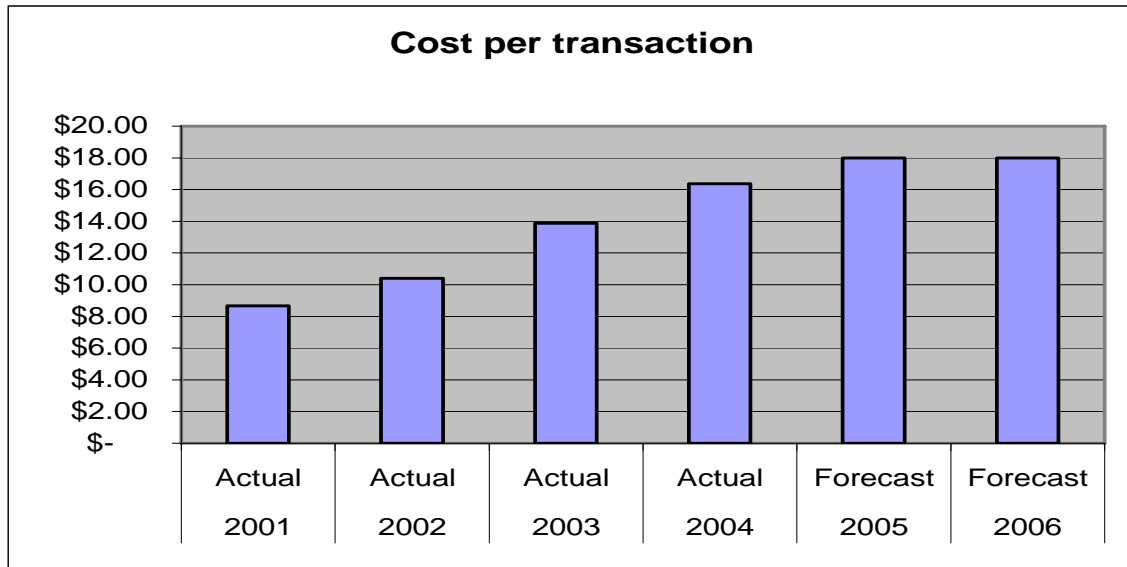
- Increase court revenues by providing services throughout the County.
- Ensure that revenues received are properly deposited to increase interest revenue.
- Provide satellite services in a courteous, efficient and effective manner.

Workload:

Performance Measures:

2001 2002 2003 2004 2005 2006

Efficiency:



CLERK OF THE COUNTY COURT – COUNTY SATELLITE OFFICES

County Satellites

<i>Appropriation Unit</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Budget</i>	<i>FY 2005 Forecast</i>	<i>FY 2006 Current</i>	<i>Expanded Service</i>	<i>FY 2006 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	559,259	666,200	625,400	696,700	-	696,700	30,500	4.58%
Operating Expenses	39,461	40,200	41,300	46,700	-	46,700	6,500	16.17%
Capital Expenses	-	-	-	-	-	-	-	n/a
Total Appropriations	598,720	706,400	666,700	743,400	-	743,400	37,000	4.98%

Budget Highlights:

Forecast FY 2005:

- Based on historical trends and current year patterns, total expenditures are anticipated to be \$39,700 or 5.62 percent less than the FY 2005 budget. This is within an acceptable range and reflects the conservative management practices employed in this department.

Current FY 2006:

- The cost for current services increased by \$37,000 or 4.98 percent when compared to the prior cycle amended budget. This increase is reflects planned cost of living increases and the increases in health care and pension costs.

Expanded FY 2006:

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

Major Accomplishments Fiscal-Year 2005:

- Continued to offer professional service in an efficient and effective manner.
- Opened larger Satellite Office in Greentree Shopping Plaza.

Major Goals Fiscal-Year 2006:

- Open & staff satellite office on Orange Blossom Drive.
- Cross train clerks and cashiers for enhance backup capabilities.
- Enhance training on all Courts/Finance related systems.

CLERK OF THE COUNTY COURT – COLLECTIONS

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

Key Objectives:

- 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 09/30/05	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

Court Collections

<u>Appropriation Unit</u>	<i>FY 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	218,216	298,600	316,000	315,500	22,300	337,800	39,200	13.13%
Operating Expenses	10,109	10,500	9,980	13,500	-	13,500	3,000	28.57%
Capital Expenses	1,063	5,000	4,000	7,000	-	7,000	2,000	40.00%
Total Appropriations	229,388	314,100	329,980	336,000	22,300	358,300	44,200	12.34%

Budget Highlights:

Forecast FY 2005:

- Based on current spending patterns, total expenditures are anticipated to be \$15,880 more than budgeted. This represents an increase in personnel due to the increasing the number of collection contracts.

Current FY 2006:

- The cost for current services increased by \$44,200 or 12.34 percent when compared to the prior cycle's budget. This increase reflects cost of living adjustments and the acquisition of three computers which are in the Clerk's computer replacement program.

Expanded FY 2006:

- There is one expanded position for FY 2006.

Major Accomplishments Fiscal-Year 2005:

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

Major Goals Fiscal-Year 2006:

- 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.

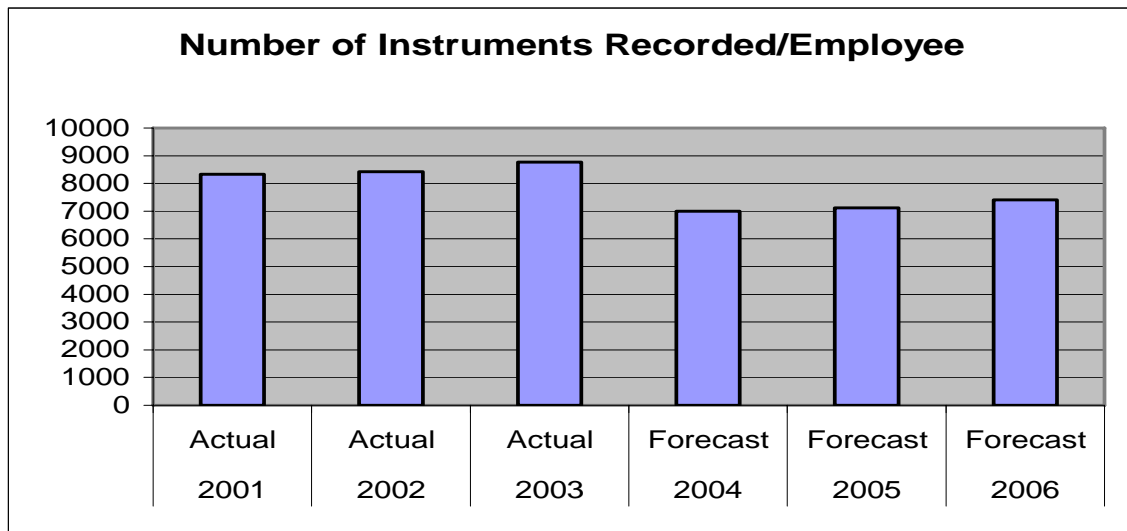
Workload:

Recording

Performance Measures:

2001 2002 2003 2004 2005 2006

Efficiency:



RECORDING

Recording

<i>Appropriation Unit</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Budget</i>	<i>FY 2005 Forecast</i>	<i>FY 2006 Current</i>	<i>Expanded Service</i>	<i>FY 2006 Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	1,302,785	1,477,500	1,397,650	1,552,600	-	1,552,600	75,100	5.08%
Operating Expenses	201,973	186,400	205,300	226,600	-	226,600	40,200	21.57%
Capital Expenses	77,273	18,000	4,500	7,500	-	7,500	(10,500)	-58.33%
Total Appropriations	1,582,031	1,681,900	1,607,450	1,786,700	-	1,786,700	104,800	5.87%

Budget Highlights:

Forecast FY 2005:

- Based on historical trends and current year spending patterns, total expenditures are forecast to be \$76,450 less than budgeted. This represents approximately 4.54 percent of the total budget. The majority of the difference is attributable to personal services which are forecast to be \$79,850 less than budget. Operating expenses are forecast to be \$18,900 more than budget and capital outlay is forecast to be \$13,500 less than budget.

Current FY 2006:

- The cost for current services increased by \$104,800, or 5.87 percent when compared to the prior year appropriation. The increase is primarily attributable to personal services which are increasing by \$75,100, which reflect the cost of living and merit increases recommended by the Board of County Commissioners.
- Operating expenses are programmed to increase by \$40,200 and reflects the on-going cost of maintaining the imaging solution recently implemented. Capital outlay is programmed to decrease by \$10,500.

Expanded FY 2006:

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

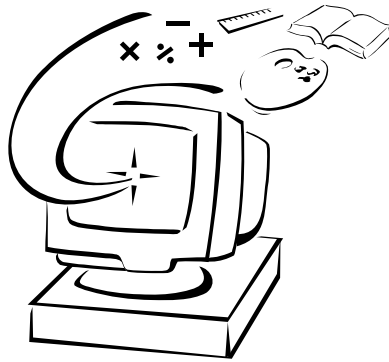
Major Accomplishments Fiscal-Year 2005:

- 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 2006:

- 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:

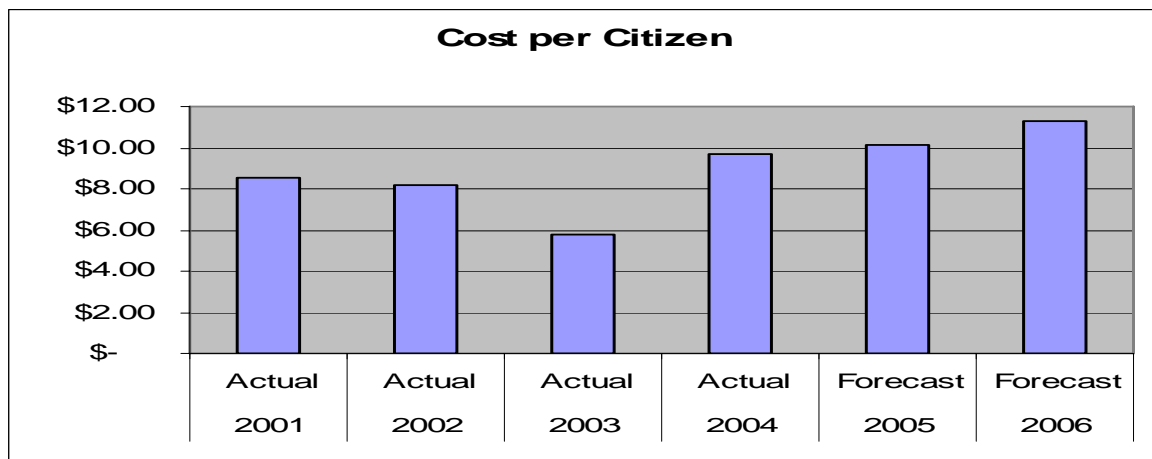
- Provide the technology requirements necessary to support current and future information needs.
- Provide high quality services and support for Clerk's Office personnel, as well as Collier County departments and outside groups/agencies that rely of Clerk's data.

Workload:

Performance Measures:

	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Forecast</u>	2006 <u>Forecast</u>
Authorized Users Alpha	1,200	1,199	1,211	978	900	900
Authorized Users NT		248	275	297	310	310
Disk space used	55GB	63GB	69GB	80GB	80GB	80GB
NT Servers	55GB	107.75GB	161GB	1.5TB	3TB	3TB
CPU hours per month	150	20	20	14	6	6

Efficiency:



MANAGEMENT INFORMATION SYSTEMS

Management Information Systems

<u>Appropriation Unit</u>	<i>FY 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/ (Decrease)</i>	<i>Percent Change</i>
Personal Services	1,880,074	2,142,200	2,056,400	2,259,200	64,900	2,324,100	181,900	8.49%
Operating Expenses	583,758	1,121,700	737,418	1,007,100	-	1,007,100	(114,600)	-10.22%
Capital Expenses	365,546	395,800	427,400	440,500	-	440,500	44,700	11.29%
Total Appropriations	2,829,378	3,659,700	3,221,218	3,706,800	64,900	3,771,700	112,000	2.97%

Budget Highlights:

Forecast FY 2005:

- 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 2006:

- The cost for current services increased by \$112,000 or 2.97 percent when compared to the prior year appropriation. The increase is primarily attributable to personal services which is programmed to increase by \$181,900 and recognizes the upgrade of several servers employed by the department. This is offset by an operating expense reduction of \$114,600.

Expanded FY 2006:

- One expanded FTE is programmed for this cycle. The additional cost to the Board is \$22,200. 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 2005:

- Implementation of an Imaging System for Finance and Accounting along with Domestic Violence.
- Provided continuing support after Go-Live of the new financial management system and the imaging solution.
- Provided more information to the citizens of Collier County via the Internet.
- Implemented a fully integrated court information system.

Major Goals Fiscal-Year 2006:

- Convert Clerk's bookkeeping to SAP Financial System by October 1, 2006.

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 2005:

- Completed the installation/purchase of the imaging project in the Domestic Violence Unit and Finance and Accounting.

Major Goals Fiscal-Year 2006:

- Complete the rewrite and implementation of the Courts Information System.
- Complete the installation of the SAP Financial Management package related to the Clerk of the Circuit Court.
- Ensure that all data processing staff were properly trained and certified.

Budget Highlights:

The fiscal-year 2006 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.

In addition, this budget continues the migration of record storage to digital imaging and includes the cost of implementing the imaging solution in the Domestic Violence Unit and the Finance and Accounting Department.

PUBLIC RECORDS MODERNIZATION

Public Records Modernization Special Revenue Fund

<u>Appropriation Unit</u>	<i>FY 2004</i> <i>Actual</i>	<i>FY 2005</i> <i>Budget</i>	<i>FY 2005</i> <i>Forecast</i>	<i>FY 2006</i> <i>Current</i>	<i>Expanded</i> <i>Service</i>	<i>FY 2006</i> <i>Total</i>	<i>Increase/</i> <i>(Decrease)</i>	<i>Percent</i> <i>Change</i>
Personal Services	-	-	-	-	-	-	-	n/a
Operating Expenses	127,424	489,510	318,039	974,000	-	974,000	484,490	98.97%
Capital Expenses	14,708	1,400,000	9,922	2,000,000	-	2,000,000	600,000	42.86%
Reserve for Contingency	-	293,547	-	479,800	-	479,800	186,253	n/a
Total Appropriations	142,132	2,183,057	327,961	3,453,800	-	327,961	(1,855,096)	-84.98%
 <u>Revenues</u>								
Recording Fee	538,942	525,000	600,134	600,000	-	600,000	75,000	14.29%
Interest	28,042	21,100	68,962	50,000	-	50,000	28,900	136.97%
US Dept of Justice Grant	-	113,757	29,269	84,700	-	84,700	(29,057)	n/a
Revenue Reserve	-	(27,300)	-	(32,500)	-	(32,500)	(5,200)	n/a

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 2005:

- Completed the installation/purchase of the imaging project in the Domestic Violence Unit.

Major Goals Fiscal-Year 2006:

- Complete the rewrite and implementation of the Courts Information System.
- Ensure that all data processing staff are properly trained and certified.

Budget Highlights:

The fiscal-year 2006 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.

In addition, this budget continues the migration of record storage to digital imaging and includes the cost of implementing the imaging solution in the Domestic Violence Unit.

COURTS INFORMATION TECHNOLOGY

Courts Information Technology Special Revenue Fund

<u>Appropriation Unit</u>	<i>FY 2004</i>	<i>FY 2005</i>	<i>FY 2005</i>	<i>FY 2006</i>	<i>Expanded</i>	<i>FY 2006</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	110,733	1,508,400	1,891,156	2,089,300	-	2,089,300	580,900	38.51%
Transfer to Fine & Forf. Fund	995	116,100	27,009	269,500	-	269,500	153,400	132.13%
Reserve for Contingency	-	-	-	-	-	-	-	n/a
Data Processing Equipment	-	-	-	2,284,200	-	2,284,200		
Total Appropriations	111,728	1,624,500	1,918,165	4,643,000	-	4,643,000	3,018,500	185.81%
 <u>Revenues</u>								
Recording Fee	410,149	1,710,000	36,560	1,700,000	-	1,700,000	(10,000)	-0.58%
Interest	247	-	-	-	-	-	-	n/a
Revenue Reserve	-	(85,500)	-	(85,000)	-	(85,000)	500	-0.58%
Carry Forward	-	-	-	3,028,000	-	3,028,000	3,028,000	n/a
Transfer from Fund 178	-	-	1,000,000	-	-	-	-	n/a
Total Revenues	410,396	1,624,500	1,036,560	4,643,000	-	4,643,000	3,018,500	185.81%

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 2005:

- Successfully monitored and processed the payments on the JAC contract for the Fiscal Year 2005.

Major Goals Fiscal-Year 2006:

- Monitor and process payments on the JAC contract for Fiscal Year 2006.

Budget Highlights:

The Fiscal Year 2006 budget reflects the agreement to extend the Juvenile Assessment Center contract.

