

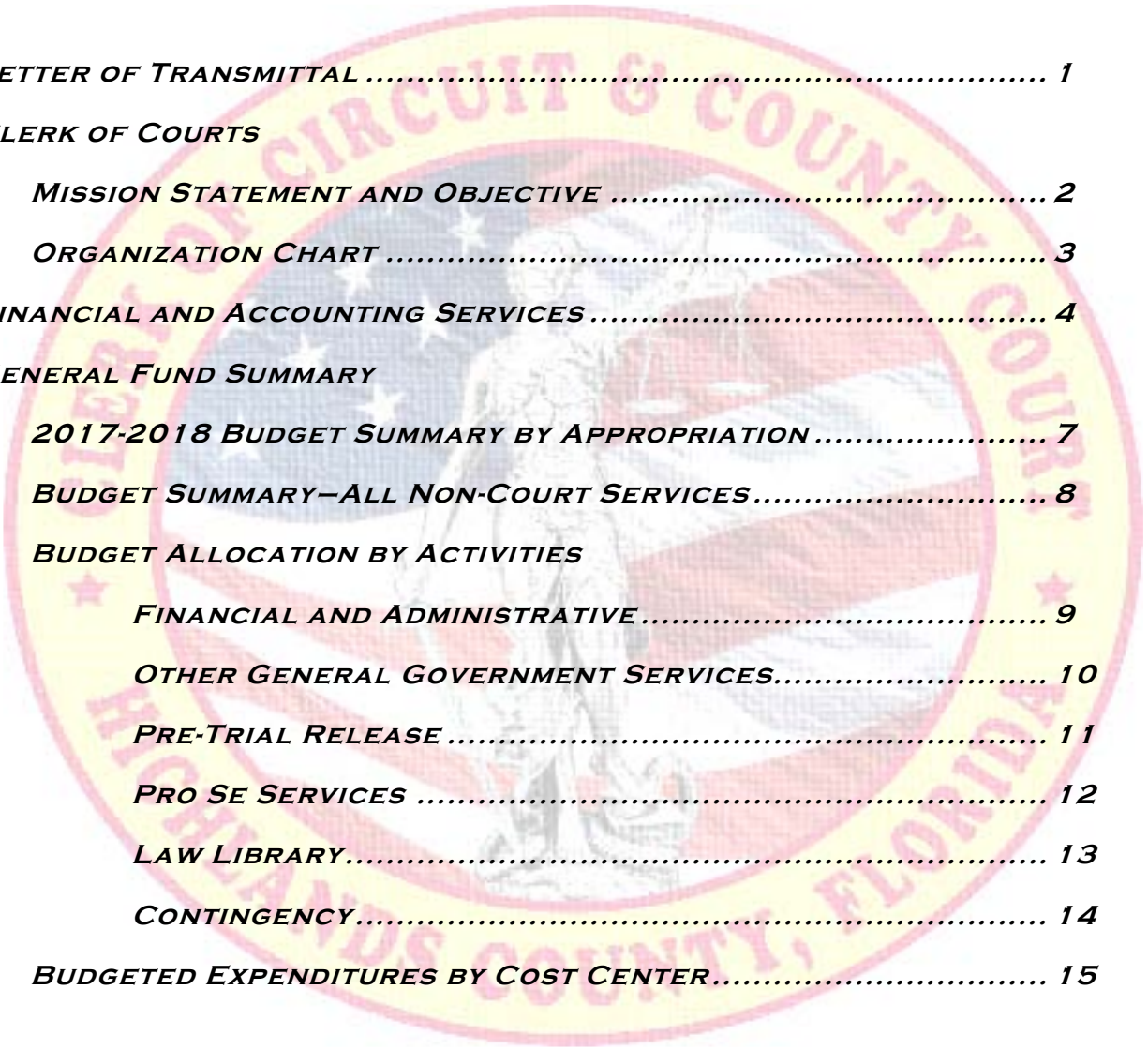
REVISED BUDGET  
FISCAL YEAR 2018-2019



**ROBERT W. GERMAINE  
HIGHLANDS COUNTY  
CLERK OF COURTS**

HIGHLANDS COUNTY CLERK OF COURTS  
REVISED ANNUAL BUDGET  
FISCAL YEAR  
2018-2019

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## ROBERT W. GERMAINE

CLERK OF COURTS – HIGHLANDS COUNTY, FLORIDA  
OFFICE LOCATION: 430 SOUTH COMMERCE AVENUE  
THE COURTHOUSE

CLERK OF CIRCUIT COURT  
CLERK OF COUNTY COURT  
COUNTY AUDITOR  
COUNTY RECORDER  
CLERK TO THE BOARD OF COUNTY COMMISSIONERS

PLEASE REPLY TO:  
590 SOUTH COMMERCE AVENUE  
SEBRING, FLORIDA 33870-3867  
PHONE (863) 402-6564  
SUNCOM 742-6564  
FAX (863) 402-6768

*JULY 31, 2018*

*HONORABLE R. GREG HARRIS  
HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS  
600 S. COMMERCE AVE.  
SEBRING, FL 33870*

*CHAIRMAN HARRIS:*

*IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 129.03 AND 218.35, FLORIDA STATUTES, I AM SUBMITTING MY PROPOSED BUDGET FOR THE HIGHLANDS COUNTY CLERK OF COURTS FOR OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019.*

*MY ORIGINAL BUDGET REQUEST OF \$4,098,832 (\$259,274, A 6.75% INCREASE) HAS BEEN REDUCED TO **\$3,993,028** (\$153,470, A 4.00% INCREASE). THIS IS A REDUCTION OF \$105,804 FROM MY ORIGINAL PROPOSED BUDGET. THIS REQUEST INCLUDES ONLY THOSE EXPENDITURES NECESSARY TO OPERATE THE CLERK'S NON-COURT SERVICES FOR FISCAL YEAR 2018-2019.*

*THIS REDUCTION WAS PRIMARILY DUE TO A DECREASE IN THE IT OPERATING BUDGET.*

*I AM ASKING THE BOARD TO PROVIDE ONLY THOSE RESOURCES NECESSARY TO ADEQUATELY FUND THE CLERK'S BOARD RELATED FUNCTIONS. SHOULD THERE BE ANY QUESTIONS REGARDING MY BUDGET SUBMITTAL I AM AVAILABLE TO DISCUSS AT YOUR CONVENIENCE.*

*RESPECTFULLY SUBMITTED,*

*ROBERT W. GERMAINE  
CLERK OF COURTS*

*CC: COMMISSIONERS  
RANDY VOSBURG, COUNTY ADMINISTRATOR  
TASHA MORGAN, ASSISTANT COUNTY ADMINISTRATOR  
CHRISTOPHER BENSON, DIRECTOR OF BUSINESS SERVICES  
DAVID NITZ, OMB SENIOR MANAGER*

# CLERK OF COURTS

THE CLERK OF COURTS IS AN ELECTED OFFICIAL MANDATED BY ARTICLE V, SECTION 16 OF THE CONSTITUTION OF THE STATE OF FLORIDA. THE OFFICE OF THE CLERK IS A COMPLEX ORGANIZATION THAT PERFORMS A WIDE RANGE OF RECORD KEEPING, INFORMATION MANAGEMENT AND FINANCIAL MANAGEMENT TASKS ON BEHALF OF THE JUDICIAL SYSTEM AND COUNTY GOVERNMENT. THE CLERK IS CHARGED WITH 926 ADMINISTRATIVE RESPONSIBILITIES ESSENTIAL TO THE EFFICIENT OPERATION OF THE JUDICIAL AND EXECUTIVE FUNCTION OF THE OFFICE.



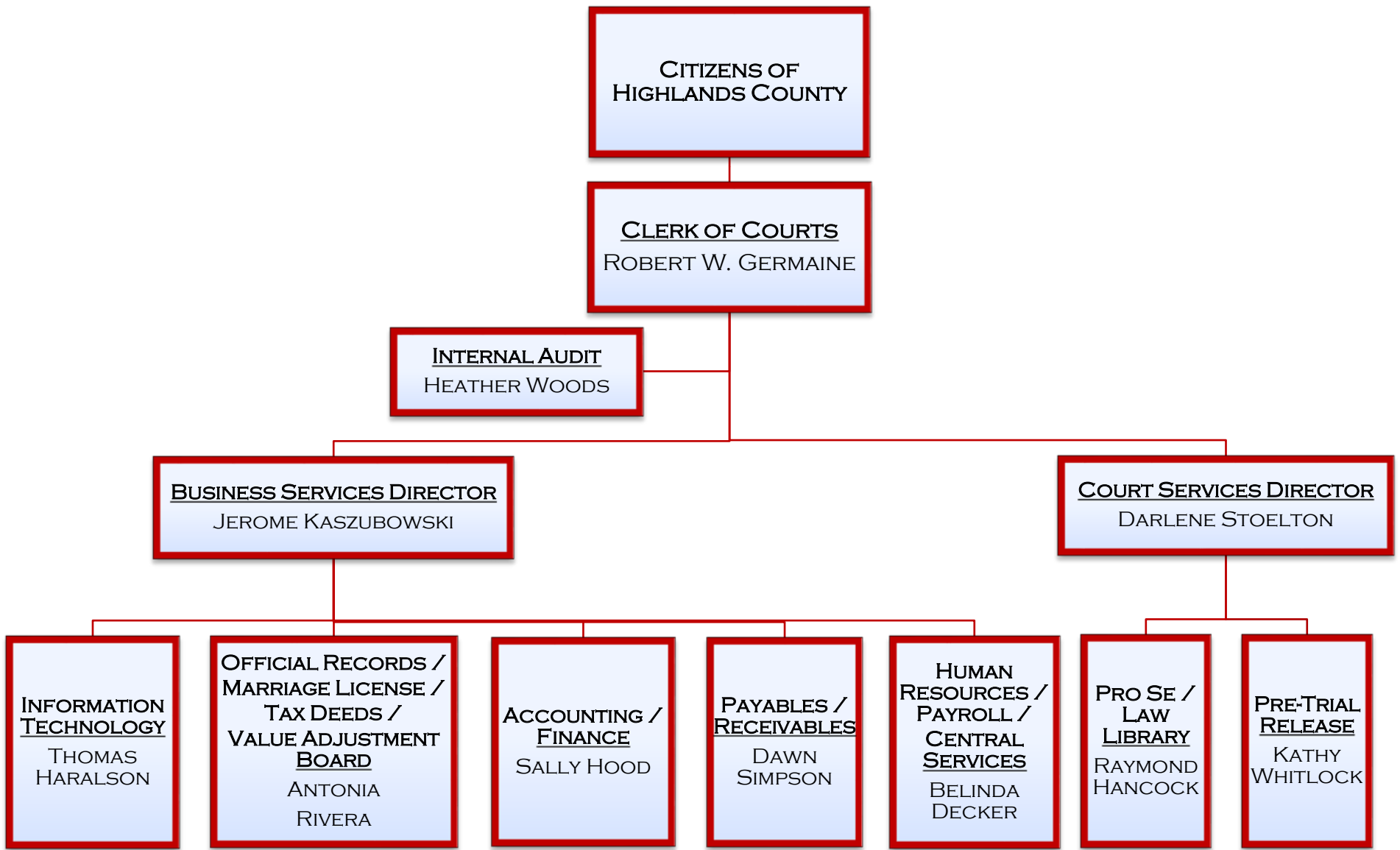
## MISSION STATEMENT

THE MISSION OF THE CLERK OF COURTS IS TO PROVIDE COURTEOUS, EFFICIENT, AND PROFESSIONAL SERVICE WHILE BEING A GREAT STEWARD OF YOUR TAX DOLLARS WITH CONSERVATIVE FISCAL SPENDING.

## OBJECTIVE

IN ACCORDANCE WITH THE MISSION STATEMENT, THE CLERK'S OBJECTIVE IS TO EXECUTE HIS DUTIES IN AN EFFICIENT, EFFECTIVE, PROFESSIONAL, AND COURTEOUS MANNER.

WHILE THE DUTIES OF THE CLERK ARE DICTATED BY STATUTE, THE STATUTES DO NOT STIPULATE HOW THEY ARE TO BE ACCOMPLISHED. THE CLERK'S APPROACH TO FULFILLING HIS DUTIES IS TO FORMULATE POLICIES, PROCEDURES, PROGRAMS AND TOOLS TO EFFICIENTLY AND EFFECTIVELY DISCHARGE HIS DUTIES TO THE PUBLIC AND PRIVATE SECTORS. BY MANDATE, ALL ACTIONS AND DECISIONS ARE SUBJECT TO RESTRAINT AND PUBLIC EVALUATION DUE TO THE VERY NATURE OF THE OFFICE. THE MOST IMPORTANT FUNCTION OF THE CLERK'S OFFICE IS SERVICE TO THE PUBLIC.



# FINANCIAL AND ACCOUNTING SERVICES

AS BOTH THE COMPTROLLER AND FINANCE OFFICER FOR THE BOARD OF COUNTY COMMISSIONERS, THE CLERK OF COURTS ACTS AS THE CUSTODIAN OF ALL COUNTY FUNDS. AS SUCH, THE CLERK IS RESPONSIBLE FOR THE SAFE DEPOSITING AND INVESTMENT OF THESE FUNDS AND FOR THE PAYMENT OF AUTHORIZED EXPENDITURES IN ACCORDANCE WITH LAW AND PROPER BUDGETARY PRACTICES.

<b>TABLE I</b>	
<b>INTEREST EARNED ON INVESTMENTS</b>	
<b>FOR FISCAL YEAR ENDING SEPTEMBER 30, 2017</b>	
<b>CLERK OF COURTS</b>	
CLERK INTEREST REMITTED TO BOARD FUNDS	\$ 1,654
	\$ 1,654
<b>BOARD OF COUNTY COMMISSIONERS INTEREST EARNED ON BOARD FUNDS</b>	
TD BANK - CHECKING & CD	192,862
HARBOR COMMUNITY BANK - CD	7,856
WAUCHULA STATE BANK - CD	5,277
SEACOAST NATIONAL BANK - CD	639
FLORIDA PRIME / STATE BOARD OF ADMINISTRATION	212,352
FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST	93,335
FLORIDA EDUCATION INVESTMENT TRUST FUND	210,409
FLORIDA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM	49,662
FLORIDA SURPLUS ASSET FUND TRUST	308
	\$ 772,700
<b>TOTAL INVESTMENT EARNINGS</b>	<b>\$ 774,354</b>

THE CLERK OF COURTS ALSO PROVIDES ACCOUNTING AND FINANCIAL SERVICES TO THE BOARD OF COUNTY COMMISSIONERS. THESE SERVICES INCLUDE THE RESPONSIBILITY FOR ALL FINANCIAL TRANSACTIONS INCLUDING PAYROLL, PAYABLES, RECEIVABLES, AND FINANCIAL REPORTING, WHICH INCLUDES THE PREPARATION AND ISSUANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR). DURING THE COURSE OF A YEAR, THE CLERK'S OFFICE PRE-AUDITS AND PROCESSES PAYMENTS ON APPROXIMATELY 14,883 INVOICES AND PROCESSES AND ISSUES PAYROLL FOR APPROXIMATELY 355 BOARD OF COUNTY COMMISSIONERS AND OTHER PERSONAL SERVICES EMPLOYEES. IN ADDITION, THE CLERK'S OFFICE PROVIDES TECHNOLOGY SERVICES, CONSISTING OF A BROAD VARIETY OF SOFTWARE APPLICATIONS AND PRODUCTIVITY TOOLS, TO APPROXIMATELY 650 USERS COUNTY-WIDE. THE CLERK'S OFFICE ALSO PROVIDES FINANCIAL AND ACCOUNTING SERVICES OF VARIOUS LEVELS TO ALL OTHER CONSTITUTIONAL OFFICERS.



THE CLERK OF COURTS PROVIDES THE FOLLOWING NON-COURT SERVICES DIRECTLY TO THE PUBLIC:

- MARRIAGE LICENSES
- TAX DEEDS
- RECORDING

THESE SERVICES ARE SUPPORTED BY THE BOARD OF COUNTY COMMISSIONERS THROUGH THE CLERK'S NON-COURT BUDGET. THE FOLLOWING TABLE REPRESENTS THE COLLECTION AND DISBURSEMENT OF REVENUES GENERATED BY THE MARRIAGE LICENSE, TAX DEED, AND RECORDING DIVISION FOR THE LAST FISCAL YEAR:

<b>TABLE II</b>			
<b>FEES COLLECTED AND REMITTED TO THE BOARD OF COUNTY COMMISSIONERS AND TO STATE AGENCIES</b>			
<b>FOR FISCAL YEAR ENDING SEPTEMBER 30, 2017</b>			
<b>LAW LIBRARY</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
MISCELLANEOUS CHARGES	\$	10,607	\$ 10,607
			<b>TOTAL LAW LIBRARY \$ 10,607</b>
<b>MARRIAGE LICENSE</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
MARRIAGE LICENSE FEES	\$	42,692	GENERAL FUND \$ 42,692
<i>STATE OF FLORIDA</i>			
DEPARTMENT OF HEALTH	\$	2,325	
DEPARTMENT OF CHILD AND FAMILY SVCS.	\$	14,534	
DEPARTMENT OF EDUCATION	\$	3,017	
STATE COURTS ADMINISTRATOR	\$	12,158	
GENERAL REVENUE	\$	284	\$ 32,318
			<b>TOTAL MARRIAGE LICENSE \$ 75,010</b>
<b>RECORDING</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
COPIES	\$	8,685	GENERAL FUND
NOTARY FEES	\$	1,186	GENERAL FUND
MYFLORIDA COPIES	\$	836	GENERAL FUND
OVERPAYMENTS	\$	1,548	GENERAL FUND
RECORDING FEES	\$	334,834	GENERAL FUND
STATE STAMPS - MORTGAGE	\$	7,270	GENERAL FUND
STATE STAMPS - DEEDS	\$	18,895	GENERAL FUND
INTANGIBLE TAX CLASS C	\$	3,623	GENERAL FUND \$ 376,877
COURT TECHNOLOGY	\$	145,011	SPECIAL REVENUE FUND \$ 145,011
<i>FLORIDA ASSOCIATION OF COURT CLERKS</i>			
COMPREHENSIVE CASE INFORMATION	\$	7,251	FACC \$ 7,251
<i>STATE OF FLORIDA</i>			
STATE STAMPS - MORTGAGE	\$	1,413,923	DEPARTMENT OF REVENUE
STATE STAMPS - DEEDS	\$	3,663,739	DEPARTMENT OF REVENUE
INTANGIBLE TAX CLASS C	\$	721,051	DEPARTMENT OF REVENUE
GENERAL REVENUE	\$	778	DEPARTMENT OF REVENUE \$ 5,799,491
			<b>TOTAL RECORDING \$ 6,328,630</b>
<b>TAX DEED</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
PROCESSING FEE	\$	49,256	GENERAL FUND \$ 49,256
			<b>TOTAL TAX DEED \$ 49,256</b>
<b>TOTAL</b>			<b>\$ 6,463,503</b>



THE CLERK'S NON-COURT OPERATIONS GENERATED \$6,463,503 IN REVENUE FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2017 OF WHICH:



- \$624,443 WAS DEPOSITED IN ACCOUNTS OF THE BOARD OF COUNTY COMMISSIONERS
- \$5,799,491 IN STATE STAMPS AND INTANGIBLE TAXES WERE COLLECTED AND FORWARDED TO THE STATE OF FLORIDA, DEPARTMENT OF REVENUE
- \$2,325 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE DEPARTMENT OF HEALTH
- \$14,534 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE DEPARTMENT OF CHILD AND FAMILY SERVICES
- \$3,017 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE DEPARTMENT OF EDUCATION
- \$12,158 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE OFFICE OF THE STATE COURTS ADMINISTRATOR
- \$284 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO STATE GENERAL REVENUE
- \$7,251 IN RECORDING FEES WERE COLLECTED AND FORWARDED TO THE FLORIDA ASSOCIATION OF COURT CLERKS FOR THE COMPREHENSIVE CASE INFORMATION SYSTEM

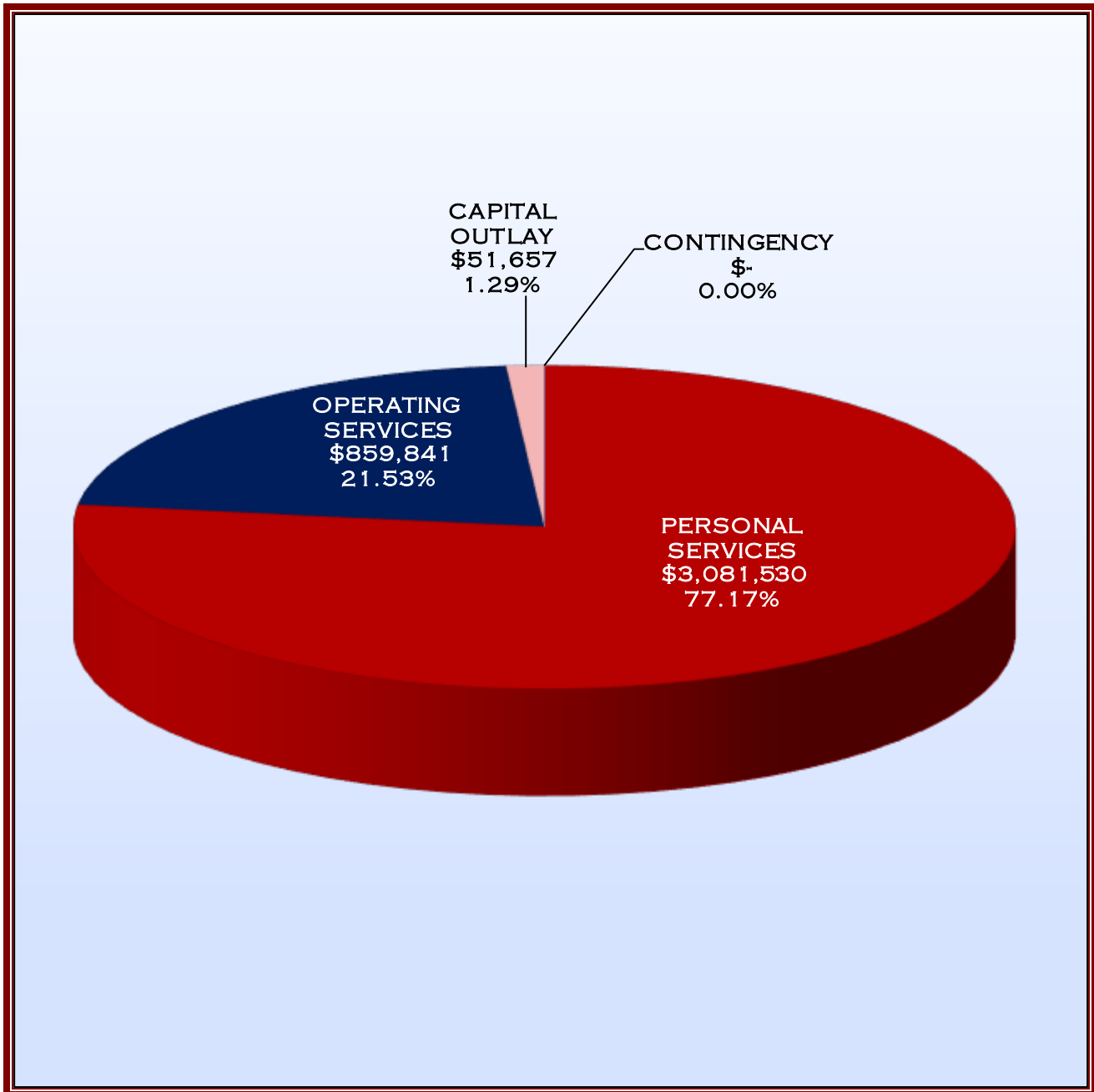
THE CLERK'S NON-COURT FUNCTIONS PERFORMED THE FOLLOWING SERVICES DURING THE 2016-2017 FISCAL YEAR:

DOCUMENTS RECORDED	37,829
E-RECORDING DOCUMENTS PROCESSED	11,817
DEEDS RECORDED	6,934
MORTGAGES RECORDED	2,854
TAX DEEDS ISSUED	400
BOARD MEETINGS RECORDED	32
MARRIAGE LICENSES ISSUED	592
BOARD INVOICES PAID	14,252
TOTALING	\$86,521,948
AUDITS ISSUED	102
IT WORK ORDERS COMPLETED	14,636



# CLERK OF COURTS

## 2018-2019 BUDGET SUMMARY BY APPROPRIATION

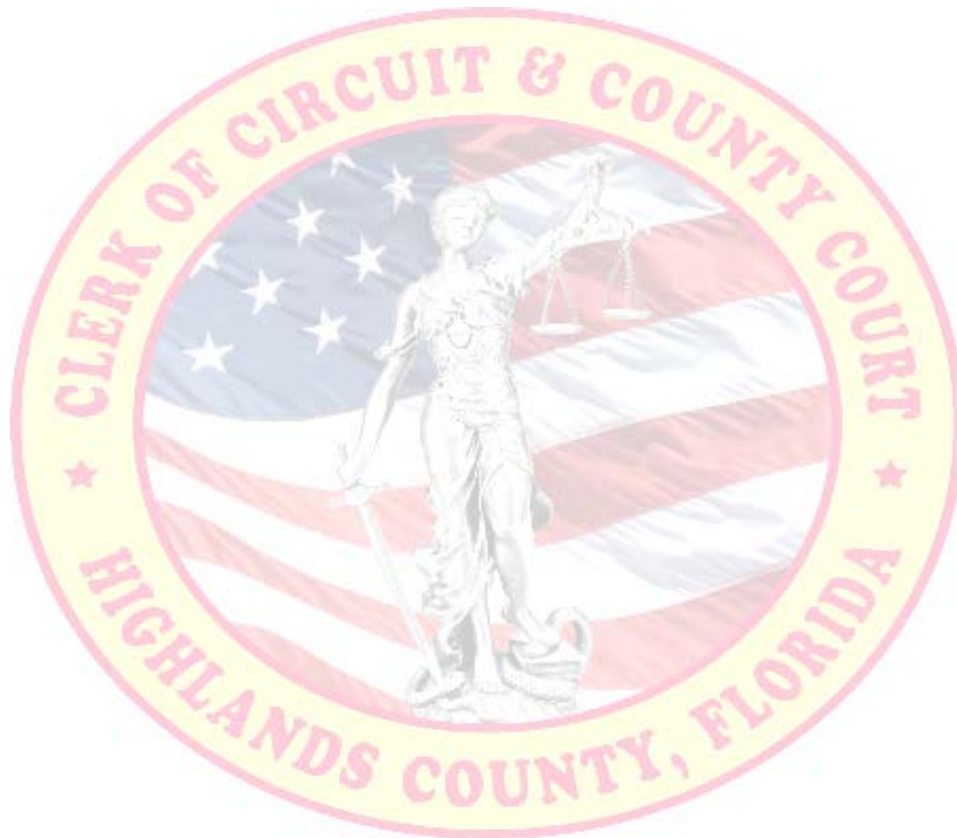


# HIGHLANDS COUNTY CLERK OF COURTS

## FISCAL YEAR 2018-2019

### ALL CLERK NON-COURT SERVICES

		TOTAL
PERSONAL SERVICES	\$	3,081,530
OPERATING SERVICES		859,841
CAPITAL OUTLAY		51,657
CONTINGENCY		-
TOTAL	\$	3,993,028



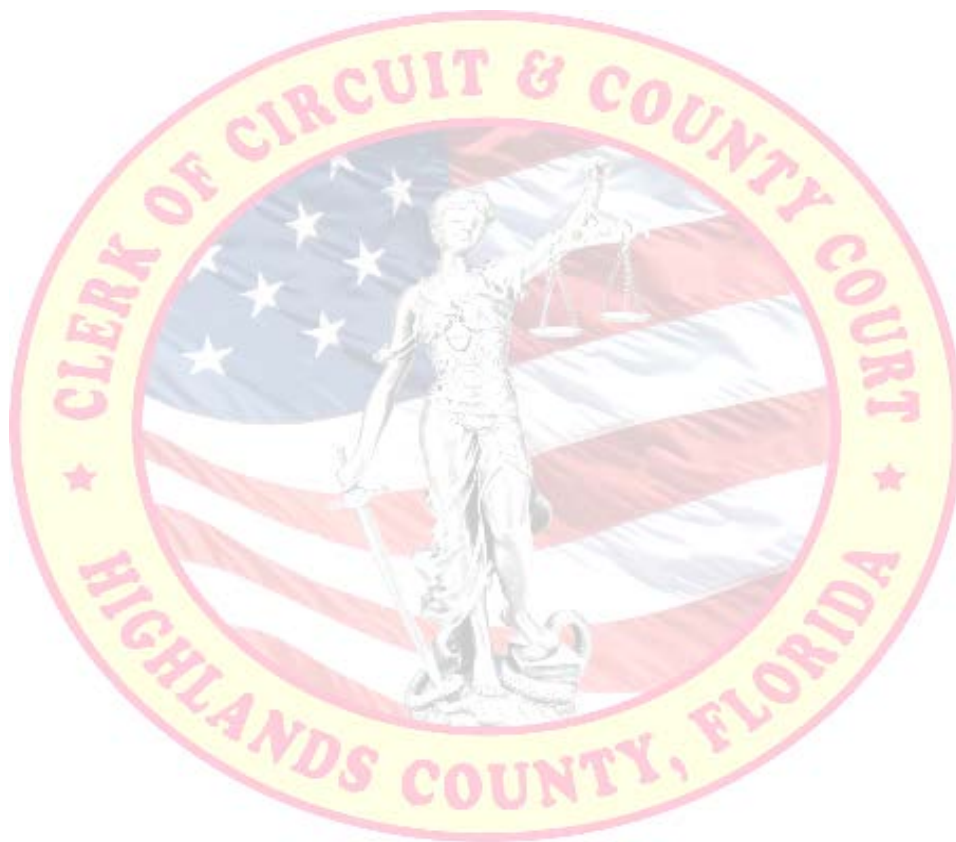
# HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2018-2019

**FUND - 008 - GENERAL FUND**

**FUNCTION - 51000 - GENERAL GOVERNMENT SERVICES**

**ACTIVITY - 51300 - FINANCIAL AND ADMINISTRATIVE**

		<b>TOTAL</b>
PERSONAL SERVICES	\$	2,260,016
OPERATING SERVICES		719,379
CAPITAL OUTLAY		-
<b>TOTAL</b>	<b>\$</b>	<b>2,979,395</b>



# HIGHLANDS COUNTY CLERK OF COURTS

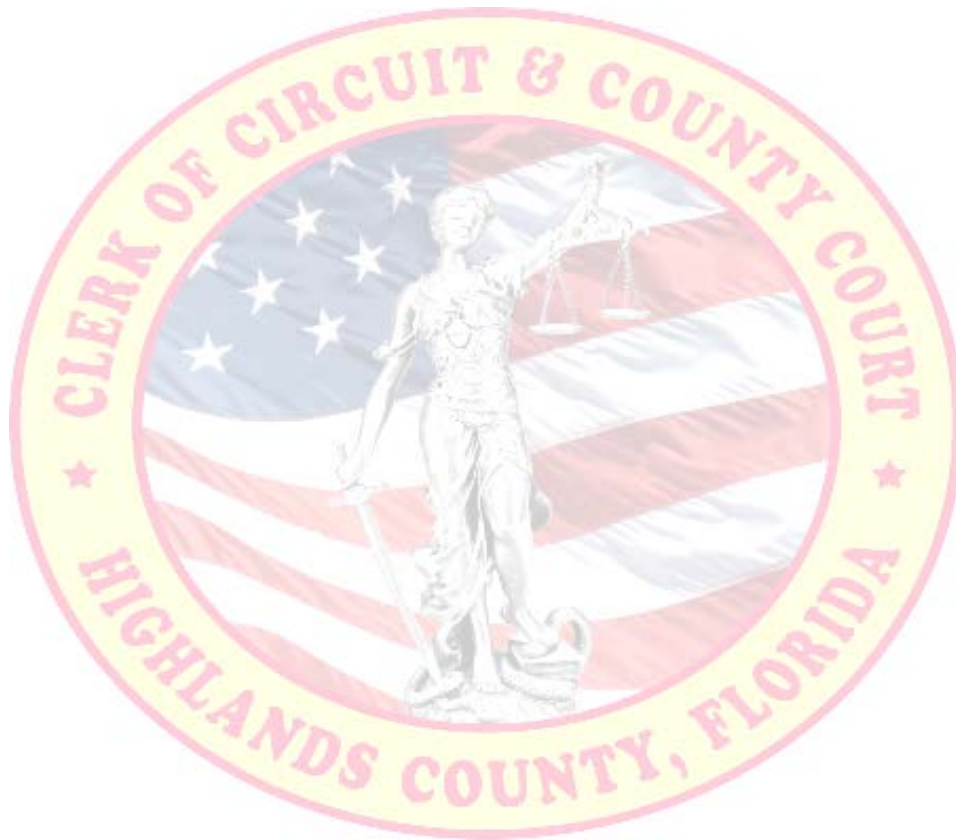
## FISCAL YEAR 2018-2019

**FUND - 008 - GENERAL FUND**

**FUNCTION - 51000 - GENERAL GOVERNMENT SERVICES**

**ACTIVITY - 51900 - OTHER GENERAL GOVERNMENT SERVICES**

		TOTAL
PERSONAL SERVICES	\$	542,659
OPERATING SERVICES		127,587
CAPITAL OUTLAY		-
<b>TOTAL</b>	<b>\$</b>	<b>670,246</b>



# HIGHLANDS COUNTY CLERK OF COURTS

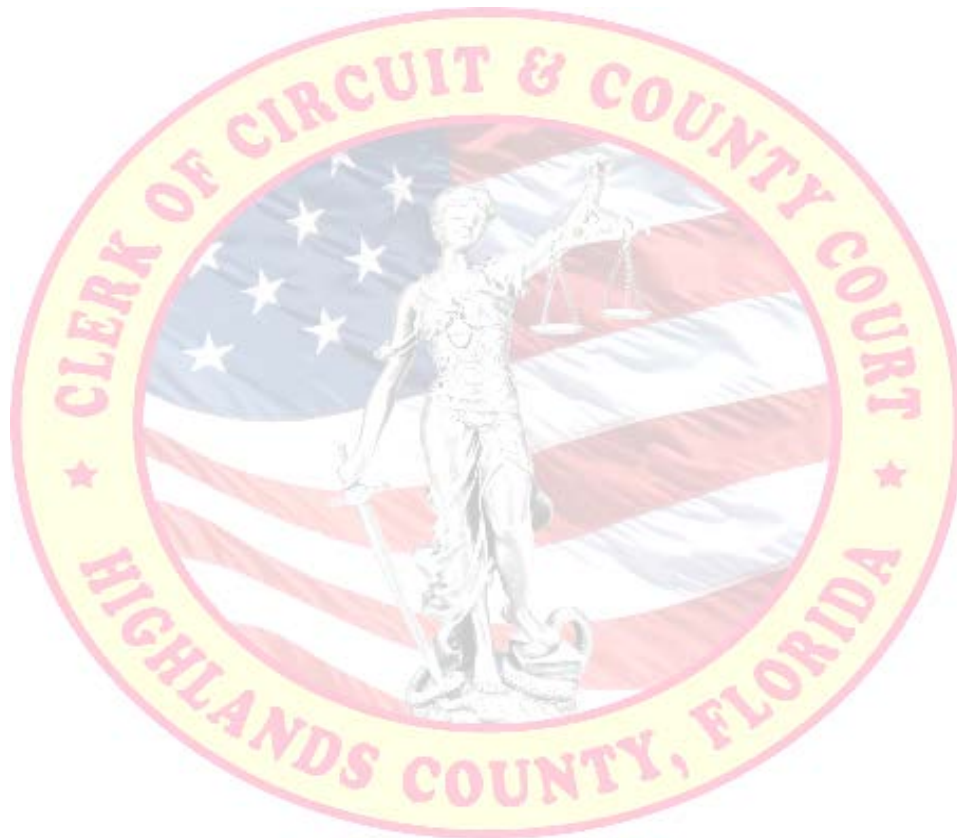
## FISCAL YEAR 2018-2019

FUND - 008 - GENERAL FUND

FUNCTION - 62000 - CIRCUIT COURT - CRIMINAL

ACTIVITY - 62300 - PRE-TRIAL RELEASE

		TOTAL
PERSONAL SERVICES	\$	116,029
OPERATING SERVICES		4,050
CAPITAL OUTLAY		-
<b>TOTAL</b>	<b>\$</b>	<b>120,079</b>



# HIGHLANDS COUNTY CLERK OF COURTS

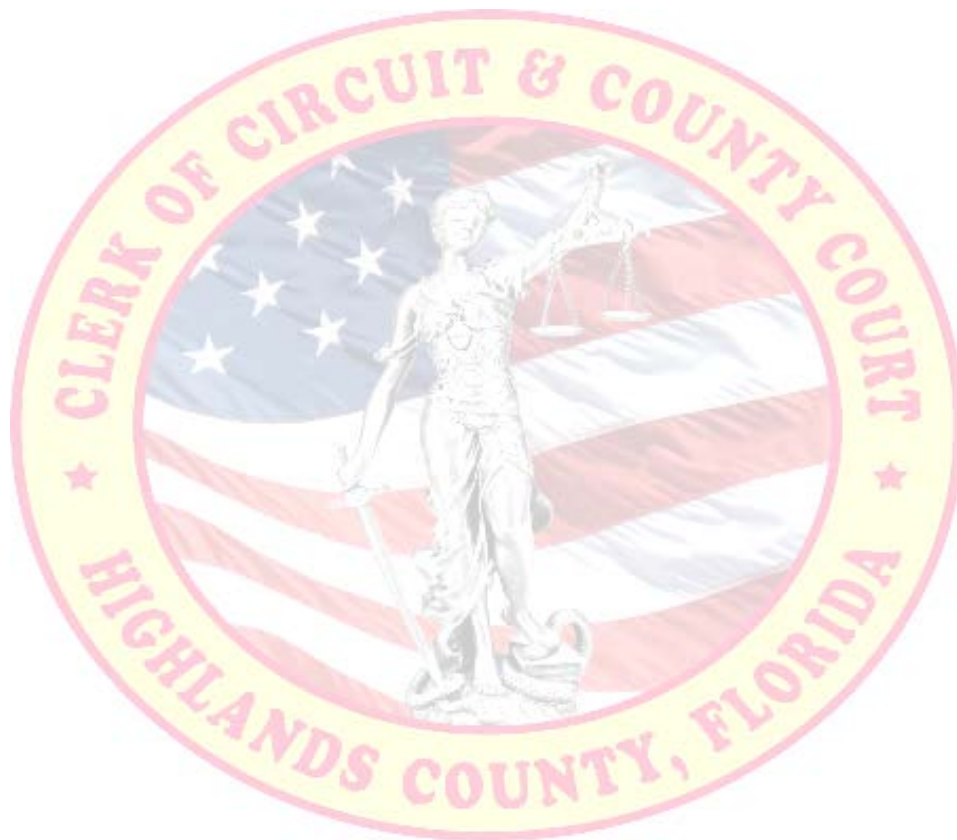
## FISCAL YEAR 2018-2019

FUND - 008 - GENERAL FUND

FUNCTION - 66000 - CIRCUIT COURT - FAMILY

ACTIVITY - 66300 - PRO SE SERVICES

		TOTAL
PERSONAL SERVICES	\$	103,803
OPERATING SERVICES		4,350
CAPITAL OUTLAY		-
<b>TOTAL</b>	<b>\$</b>	<b>108,153</b>





# HIGHLANDS COUNTY CLERK OF COURTS

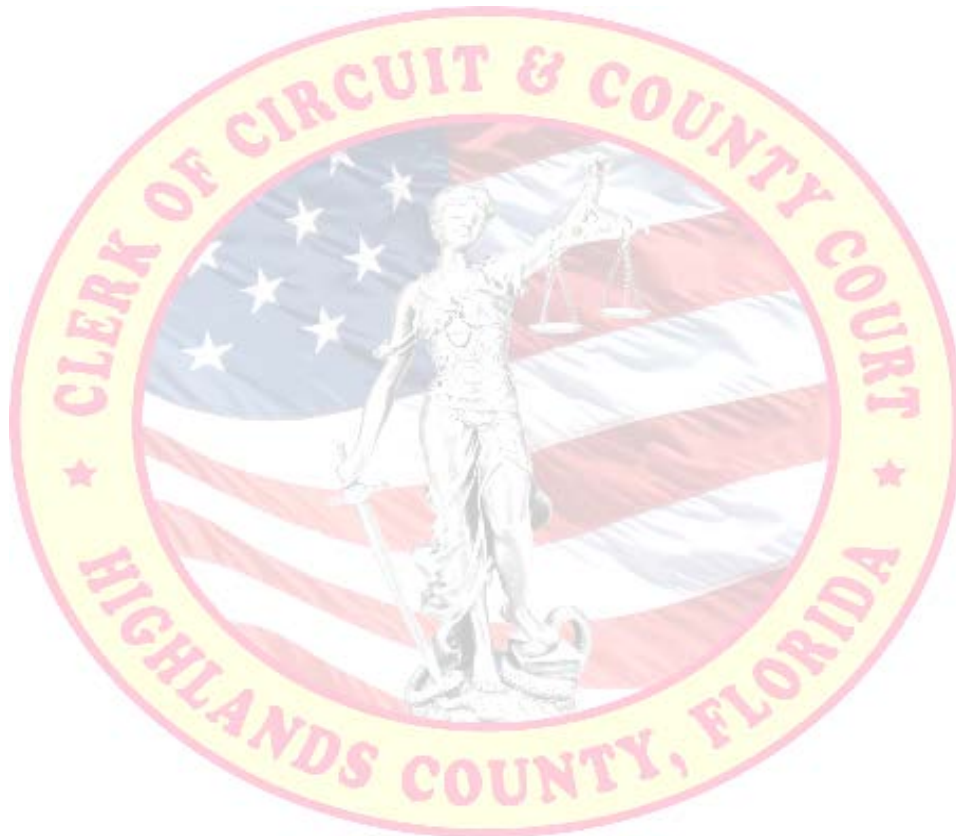
## FISCAL YEAR 2018-2019

FUND - 008 - GENERAL FUND

FUNCTION - 71000 - COURT GENERAL OPERATIONS

ACTIVITY - 71400 - LAW LIBRARY

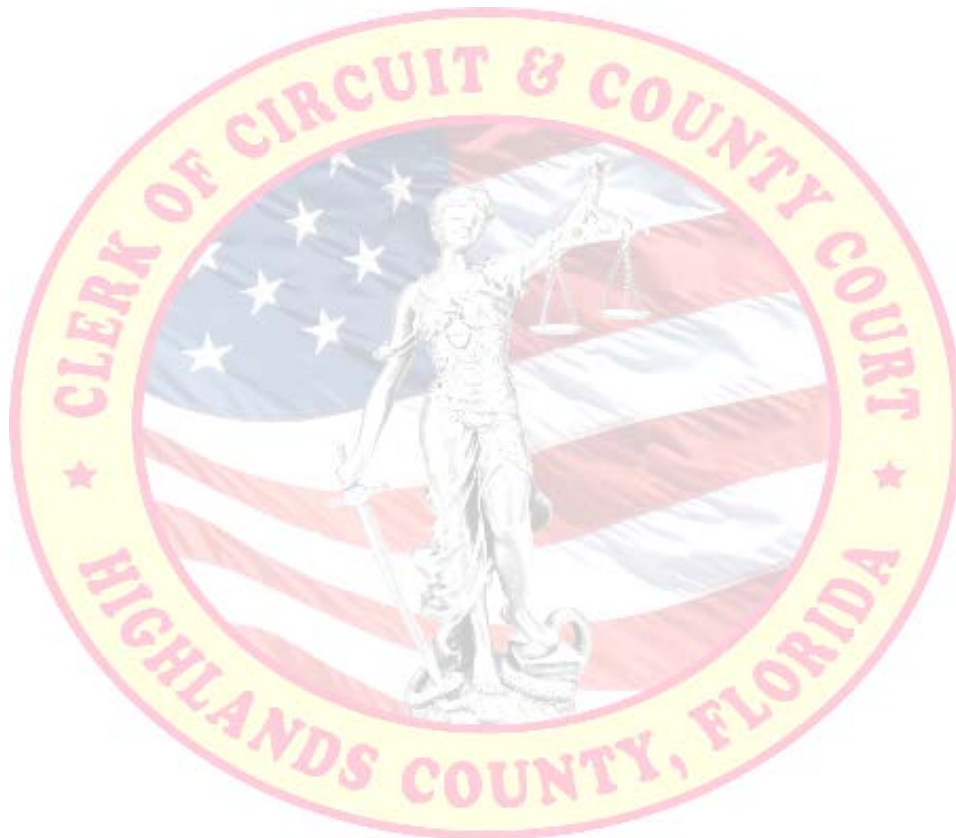
		TOTAL
PERSONAL SERVICES	\$	59,023
OPERATING SERVICES		4,475
CAPITAL OUTLAY		51,657
<b>TOTAL</b>	<b>\$</b>	<b>115,155</b>



# HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2018-2019

**FUND - 008 - GENERAL FUND**  
**FUNCTION - 58000 - OTHER USES**

		TOTAL
CONTINGENCY	\$	-
TOTAL	\$	-



## BUDGETED EXPENDITURES BY COST CENTER

COST CENTER		PERSONAL	OPERATING	CAPITAL	TOTAL
2	CLERK OF COURT ADMIN - BCC	\$ 77,180	\$ 27,500	\$ -	\$ 104,680
7	PAYABLES & RECEIVABLES - BCC	230,747	3,447	-	234,194
8	PAYROLL- BCC	171,859	2,675	-	174,534
14	RECORDING- BCC	99,798	5,590	-	105,388
16	INFORMATION TECHNOLOGY - BCC	20,672	51,965	-	72,637
100	MULTI-AGENCY IT INFRASTRUCTURE	927,437	490,704	-	1,418,141
101	INFORMATION TECHNOLOGY - GENERAL BCC	20,671	72,427	-	93,098
18	ACCOUNTING - BCC	319,736	7,175	-	326,911
19	COMPLIANCE & INTERNAL AUDIT - BCC	252,408	10,896	-	263,304
37	CENTRAL SERVICES - BCC	16,495	16,350	-	32,845
39	SENIOR DIRECTOR OF COURT SERVICES - BCC	17,901	-	-	17,901
90	SENIOR DIRECTOR OF BUSINESS SERVICES - BCC	105,112	30,650	-	135,762
<b>TOTAL FINANCIAL &amp; ADMINISTRATION</b>		<b>2,260,016</b>	<b>719,379</b>	<b>-</b>	<b>2,979,395</b>
43	MARRIAGE LICENSE / TAX DEEDS - OTHER	122,424	7,575	-	129,999
50	SENIOR DIRECTOR OF BUSINESS SERVICES - OTHER	34,007	275	-	34,282
52	PAYABLES & RECEIVABLES - OTHER	14,676	861	-	15,537
53	PAYROLL - OTHER	21,651	255	-	21,906
54	RECORDING - OTHER	230,367	25,220	-	255,587
56	INFORMATION TECHNOLOGY - OTHER	31,013	81,826	-	112,839
57	ACCOUNTING - OTHER	33,350	185	-	33,535
58	CLERK OF COURT ADMIN - OTHER	46,715	11,300	-	58,015
59	CENTRAL SERVICES - OTHER	8,456	90	-	8,546
<b>TOTAL OTHER GENERAL GOVERNMENT SERVICES</b>		<b>542,659</b>	<b>127,587</b>	<b>-</b>	<b>670,246</b>
96	PRE-TRIAL RELEASE	116,029	4,050	-	120,079
<b>TOTAL PRE-TRIAL RELEASE</b>		<b>116,029</b>	<b>4,050</b>	<b>-</b>	<b>120,079</b>
25	PRO SE SERVICES	103,803	4,350	-	108,153
<b>TOTAL PRO SE SERVICES</b>		<b>103,803</b>	<b>4,350</b>	<b>-</b>	<b>108,153</b>
95	LAW LIBRARY	59,023	4,475	51,657	115,155
<b>TOTAL PUBLIC LAW LIBRARY</b>		<b>59,023</b>	<b>4,475</b>	<b>51,657</b>	<b>115,155</b>
15	BUDGETARY EXPENDITURES (CONTINGENCY)	-	-	-	-
		<b>\$3,081,530</b>	<b>\$ 859,841</b>	<b>\$ 51,657</b>	<b>\$3,993,028</b>

