

CLERK OF CIRCUIT COURT



**Manatee County Clerk of Circuit Court
 Summary
 Budget FY19**

| | Base Budget FY18 | | Requested Budget FY19 | | Recommended Budget FY19 | |
|---------------------------------------|-------------------------|-------------------------|------------------------------|-------------------------|--------------------------------|-------------------------|
| | FTE | Amount | FTE | Amount | FTE | Amount |
| FY18 Base Budget | | 7,323,234 | | 7,323,057 | | 7,323,057 |
| Requested Budget Changes | | | | | | |
| Part-Time Position Palmetto Hist Libr | 1PT | | | 45,678 | | |
| Part-Time Position Ag Museum | 1PT | | | | | |
| | | <u>7,323,234</u> | | <u>7,368,735</u> | | <u>7,323,057</u> |
| BCC Adjustments | | | | | | |
| Personnel 4% | | | | 176,334 | | 176,334 |
| FRS | | | | 21,385 | | 21,385 |
| Health Insurance 4% | | | | 32,927 | | 32,927 |
| Total BCC Adjustments | | <u>-</u> | | <u>230,646</u> | | <u>230,646</u> |
| | | <u><u>7,323,234</u></u> | | <u><u>7,599,381</u></u> | | <u><u>7,553,703</u></u> |



Angelina M. Colonneseo

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

1115 Manatee Avenue West, Bradenton, Florida 34205 - Phone (941) 749-1800 - Fax (941) 741-4082
P.O. Box 25400, Bradenton, Florida 34206 - www.manateeclerk.com

Memorandum

Date: April 24, 2018
To: Jan Brewer, Director, Financial Management Department
From: Angelina "Angel" Colonneseo, Clerk of the Circuit Court and Comptroller *AMC*
RE: 2018-2019 Budget Request

Attached is the tentative budget request of the Clerk of the Circuit Court and Comptroller to the Board of County Commissioners for fiscal year 2018-19. This request includes Teen Court and the Law Library, which qualify as local requirements under Article V.

Our base budget request is \$7,323,057, which is slightly (\$178) less than our prior fiscal year's adopted budget. This budget amount is based on the actual operating costs of my office at the current level of service and staffing.

Additionally, we are including the amounts required to provide funds for a 4% salary increase to our staff, should the Board grant such request for their employees, an increase required for the statutory increase in FRS funding and the amount for an increase in the employer share of the health premiums, should the Board adopt them. These amounts are \$176,334, \$21,385 and \$32,927, respectively.

I have been extremely pleased with the continued support of our Historical operations by the Board. We have seen continued growth in our various programs and exhibits. So much so, that I am asking for additional part-time positions in both the Palmetto Historical Library for a Curator and Manatee County Agricultural Museum as a Special Events Coordinator. These positions will help with public outreach programs; build a social media presence in the community, as well as scanning, cataloging and exhibit development. We are requesting \$45,678 to fund these additional staff.

In summary, the Clerk's total request is \$7,599,381:

- Base \$7,323,057
- 4% Salary increase \$176,334
- FRS increase \$21,385
- 4% Employer Health Premium \$32,927
- 2 Part-time positions \$45,678

Please let us know if you have any questions regarding this request or need any additional details.

AMC/drw

cc: Dan Wolfson
Sheila Ballesteros

"Pride in Service with a Vision to the Future"

Clerk of the Circuit Court - Clerk of Board of County Commissioners - County Comptroller - Auditor and Recorder

Page 59



Angelina "Angel" Colonnese

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

1115 Manatee Avenue West, Bradenton, Florida 34205 - Phone (941) 749-1800 - Fax (941) 741-4082
 P.O. Box 25400, Bradenton, Florida 34206 - www.manateeclerk.com

Requested Adopted Budget

Fiscal Year 2018/19

| | Total Approved FY18 | Base Budget FY19 | \$ Change | 4% COLA | 4% Insurance | FRS | Additional Part-time Positions | Total Requested FY 19 |
|------------------------|---------------------------|---------------------|--------------|----------------|-----------------|---------------|--------------------------------------|-----------------------------|
| Admin | 382,799 | 390,904 | 8,105 | 4,217 | 934 | 2,620 | - | 398,675 |
| HR | 157,925 | 157,926 | 1 | 2,151 | 465 | 685 | - | 161,227 |
| Finance | 2,865,115 | 2,842,388 | (22,727) | 84,835 | 14,682 | 8,191 | - | 2,950,096 |
| BCC Cash | 91,395 | 90,849 | (546) | 2,514 | 269 | 198 | - | 93,830 |
| Board Records | 325,655 | 327,827 | 2,172 | 9,665 | 2,683 | 735 | - | 340,910 |
| BCC Records Management | 67,630 | 62,635 | (4,995) | 2,054 | 269 | 157 | - | 65,115 |
| Clerk's Accounting | 92,833 | 93,138 | 305 | 3,028 | 267 | 230 | - | 96,663 |
| Switchboard | 35,945 | 38,544 | 2,599 | 1,291 | 208 | 97 | - | 40,140 |
| Internal Audit | 709,559 | 713,838 | 4,279 | 22,814 | 2,903 | 4,008 | - | 743,563 |
| Data Mgmt | 1,294,380 | 1,294,444 | 64 | 11,993 | 3,639 | 1,748 | - | 1,311,824 |
| Historical Commission | 382,711 | 397,100 | 14,389 | 10,116 | 2,537 | 787 | - | 410,540 |
| Palmetto Library | 155,319 | 151,430 | (3,889) | 4,142 | 1,204 | 332 | 22,841 | 179,949 |
| Ag Museum | 154,754 | 154,522 | (232) | 4,381 | 984 | 352 | 22,837 | 183,076 |
| Cortez | 249,718 | 249,939 | 221 | 6,870 | 1,076 | 542 | - | 258,427 |
| Teen Court | 148,521 | 148,607 | 86 | 4,620 | 538 | 578 | - | 154,343 |
| Law Library | 208,976 | 208,966 | (10) | 1,643 | 269 | 125 | - | 211,003 |
| | 7,323,235 | 7,323,057 | (178) | 176,334 | 32,927 | 21,385 | 45,678 | 7,599,381 |
| General Fund | 7,185,065 | 7,184,887 | (178) | 176,334 | 32,927 | 21,385 | 45,678 | 7,461,211 |
| Technology Fund | 138,170 | 138,170 | - | - | - | - | - | 138,170 |

BCC Budget Request
Administrative Services
Fiscal Year 2018-19

| | 001101120 | 001101220 | 001101820 | 001202440 | 001202420 | 001101520 | Total 18/19 | FY 18 |
|--------------------------|----------------|------------------------|--------------------|----------------------|------------------|----------------------|------------------|-------------------|
| | <u>Admin</u> | <u>Human Resources</u> | <u>Switchboard</u> | <u>BCC Pd Courts</u> | <u>Data BCC</u> | <u>Clerk's Acctg</u> | <u>Requested</u> | <u>Admin Svcs</u> |
| Regular salaries | 145,024 | 88,612 | 28,722 | 42,291 | 466,007 | 67,752 | 838,408 | 811,112 |
| Overtime | - | - | - | - | - | - | - | - |
| Other salaries/wages | - | - | - | - | - | - | - | - |
| FICA | 11,094 | 6,633 | 2,197 | 3,235 | 36,474 | 5,183 | 64,816 | 62,701 |
| Retirement | 42,803 | 13,275 | 2,372 | 3,359 | 41,121 | 5,596 | 108,526 | 99,015 |
| Health Insurance | 27,701 | 19,181 | 6,849 | 12,326 | 95,673 | 13,875 | 175,605 | 157,023 |
| Unemployment | - | 19,345 | - | - | - | - | 19,345 | 19,345 |
| | <u>226,622</u> | <u>147,047</u> | <u>40,140</u> | <u>61,211</u> | <u>639,275</u> | <u>92,406</u> | <u>1,206,700</u> | <u>1,149,196</u> |
| Professional services | 123,035 | 2,128 | - | 15,000 | 20,000 | - | 160,163 | 160,163 |
| Travel | 9,673 | 1,451 | - | - | 5,768 | 774 | 17,666 | 17,666 |
| Communications | 10,000 | 580 | - | 16,554 | 85,021 | - | 112,155 | 112,115 |
| Rents/leases | - | 774 | - | - | - | - | 774 | 774 |
| Insurance | 580 | - | - | - | - | - | 580 | 580 |
| Repairs/maintenance | 2,902 | 193 | - | 41,609 | 353,968 | 97 | 398,769 | 413,889 |
| Printing/binding | 193 | 155 | - | - | - | 97 | 445 | 445 |
| Advertising/promotions | 193 | 774 | - | - | - | 1,935 | 2,902 | 967 |
| Office supplies | 3,869 | 774 | - | - | 580 | 774 | 5,997 | 5,997 |
| Operating supplies | 5,804 | 1,161 | - | - | 851 | 387 | 8,203 | 8,203 |
| Tech operating supplies | 1,935 | - | - | 3,796 | 12,774 | - | 18,505 | 18,505 |
| Books, subs, memberships | 3,869 | 6,190 | - | - | 5,417 | 193 | 15,669 | 15,669 |
| | <u>162,053</u> | <u>14,180</u> | <u>-</u> | <u>76,959</u> | <u>484,379</u> | <u>4,257</u> | <u>741,828</u> | <u>754,973</u> |
| Improvements | - | - | - | - | - | - | - | - |
| Equipment | - | - | - | - | - | - | - | - |
| Tech equipment | 10,000 | - | - | - | 50,000 | - | 60,000 | 59,673 |
| | <u>10,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>50,000</u> | <u>-</u> | <u>60,000</u> | <u>59,673</u> |
| Total | <u>398,675</u> | <u>161,227</u> | <u>40,140</u> | <u>138,170</u> | <u>1,173,654</u> | <u>96,663</u> | <u>2,008,528</u> | <u>1,963,842</u> |

BCC Budget Request
Board Support Services
Fiscal Year 2018-19

| | 001303120 | 001303320 | 001303220 | 001202120 | 001202220 | Total | FY18 |
|----------------------------|-----------------------|-----------------------|-------------------------|----------------------|----------------------|-------------------------|-------------------------|
| | Board | Internal | | Central | Records | Board | Board |
| | <u>Records</u> | <u>Audit</u> | <u>Finance</u> | <u>Cash</u> | <u>Mgmt</u> | <u>Services</u> | <u>Services</u> |
| Regular salaries | 216,320 | 510,607 | 1,898,685 | 56,243 | 45,990 | 2,727,845 | 2,636,904 |
| Other salaries/wages | - | - | 25,000 | 2,000 | - | 27,000 | 52,000 |
| Overtime | - | - | 27,000 | - | - | 27,000 | 30,000 |
| FICA | 16,548 | 39,061 | 147,315 | 4,456 | 3,518 | 210,898 | 204,172 |
| Retirement | 17,868 | 77,712 | 184,274 | 4,811 | 3,799 | 288,464 | 262,691 |
| Health Insurance | 79,274 | 86,283 | 474,322 | 22,620 | 8,808 | 671,307 | 645,587 |
| Unemployment | - | - | - | - | - | - | - |
| | <u>330,010</u> | <u>713,663</u> | <u>2,756,596</u> | <u>90,130</u> | <u>62,115</u> | <u>3,952,514</u> | <u>3,831,354</u> |
| Professional services | - | - | 24,000 | 100 | - | 24,100 | 24,100 |
| Other contractual services | - | - | 15,000 | - | - | 15,000 | - |
| Travel | - | 3,000 | 7,500 | - | 500 | 11,000 | 10,500 |
| Communications | - | 500 | 2,000 | 100 | - | 2,600 | 3,600 |
| Postage | 400 | - | - | - | - | 400 | 400 |
| Rents/leases | - | 800 | - | - | - | 800 | 800 |
| Repairs/maintenance | 5,000 | 5,500 | 12,000 | 1,000 | 1,000 | 24,500 | 24,200 |
| Printing/binding | 500 | 100 | 15,000 | - | - | 15,600 | 15,600 |
| Advertising/promotion | - | 500 | - | - | - | 500 | 500 |
| Office supplies | 3,000 | 1,000 | 42,000 | 500 | 1,000 | 47,500 | 47,500 |
| Operating supplies | 1,000 | 1,300 | 10,000 | 1,000 | 500 | 13,800 | 18,300 |
| Tech operating supplies | 1,000 | 2,500 | 16,000 | 1,000 | - | 20,500 | 20,500 |
| Books, subs, memberships | - | 11,700 | 20,000 | - | - | 31,700 | 29,000 |
| | <u>10,900</u> | <u>26,900</u> | <u>163,500</u> | <u>3,700</u> | <u>3,000</u> | <u>208,000</u> | <u>195,000</u> |
| Equipment | - | - | 15,000 | - | - | 15,000 | 15,000 |
| Tech equipment | - | 3,000 | 15,000 | - | - | 18,000 | 18,000 |
| | <u>-</u> | <u>3,000</u> | <u>30,000</u> | <u>-</u> | <u>-</u> | <u>33,000</u> | <u>33,000</u> |
| Total | <u><u>340,910</u></u> | <u><u>743,563</u></u> | <u><u>2,950,096</u></u> | <u><u>93,830</u></u> | <u><u>65,115</u></u> | <u><u>4,193,514</u></u> | <u><u>4,059,354</u></u> |

Page 63

BCC Budget Request
Historical Resources
Fiscal Year 2018-19

| | 001303620 Historical <u>Commission</u> | 001303621 Palmetto <u>Hist Comm</u> | 001303622 <u>Aq Museum</u> | 001303623 Cortez <u>Schoolhse</u> | Total <u>Hist Res.</u> | FY18 <u>Historical Resources</u> |
|--------------------------|--|---|-------------------------------|---|---------------------------|---|
| Regular salaries | 226,407 | 112,293 | 118,135 | 154,540 | 611,375 | 540,625 |
| Overtime | - | - | - | - | - | - |
| Other salaries/wages | 5,000 | 5,000 | 5,000 | 5,000 | 20,000 | 20,000 |
| FICA | 17,703 | 8,973 | 9,420 | 12,205 | 48,301 | 42,888 |
| Retirement | 19,114 | 9,688 | 10,171 | 13,178 | 52,151 | 44,402 |
| Health Insurance | 75,566 | 35,295 | 29,550 | 35,404 | 175,815 | 173,237 |
| Unemployment | - | - | - | - | - | - |
| | <u>343,790</u> | <u>171,249</u> | <u>172,275</u> | <u>220,327</u> | <u>907,642</u> | <u>821,152</u> |
| Professional services | 3,000 | 2,500 | 1,750 | 5,000 | 12,250 | 12,250 |
| Travel | 3,000 | - | 1,000 | 1,500 | 5,500 | 5,500 |
| Communications | 1,000 | 1,300 | - | 1,000 | 3,300 | 3,300 |
| Postage | - | - | - | - | - | - |
| Utilities | 17,000 | - | - | 13,000 | 30,000 | 27,000 |
| Rents/leases | 2,000 | 1,200 | - | 2,000 | 5,200 | 5,200 |
| Repairs/maintenance | 17,000 | - | 1,400 | 2,100 | 20,500 | 20,500 |
| Printing/binding | 1,000 | 1,000 | 750 | 500 | 3,250 | 3,250 |
| Advertising/promotions | 3,000 | - | - | - | 3,000 | 3,000 |
| Office supplies | 1,250 | 1,000 | 1,000 | 1,000 | 4,250 | 4,250 |
| Operating supplies | 10,000 | 1,200 | 2,200 | 11,500 | 24,900 | 24,900 |
| Tech operating supplies | - | - | 1,000 | - | 1,000 | 1,000 |
| Books, subs, memberships | 8,500 | 500 | 1,700 | 500 | 11,200 | 11,200 |
| | <u>66,750</u> | <u>8,700</u> | <u>10,800</u> | <u>38,100</u> | <u>124,350</u> | <u>121,350</u> |
| Equipment | - | - | - | - | - | - |
| Tech equipment | - | - | - | - | - | - |
| Improvements | - | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total | <u>410,540</u> | <u>179,949</u> | <u>183,075</u> | <u>258,427</u> | <u>1,031,992</u> | <u>942,502</u> |

Page 63

BCC Budget Request
 Local Requirements
 Fiscal Year 2018-19

| | 001303420 | 001808100 | | FY18 |
|-------------------------|----------------|----------------|----------------|------------------|
| | Teen | Law | | Local |
| | <u>Court</u> | <u>Library</u> | <u>Total</u> | <u>Req'ments</u> |
| Regular salaries | 103,401 | 36,796 | 140,197 | 134,833 |
| Other salaries/wages | - | 505 | 505 | 505 |
| Overtime | - | - | - | - |
| FICA | 7,910 | 2,815 | 10,725 | 10,314 |
| Retirement | 11,581 | 3,039 | 14,620 | 13,385 |
| Health Insurance | 17,876 | 8,848 | 26,724 | 25,885 |
| Unemployment | - | - | - | - |
| | <u>140,768</u> | <u>52,003</u> | <u>192,771</u> | <u>184,922</u> |
| Professional services | - | - | - | - |
| Travel | 1,000 | 650 | 1,650 | 1,650 |
| Communications | - | 50 | 50 | 50 |
| Postage | 500 | - | 500 | 500 |
| Rents/leases | 2,000 | - | 2,000 | 2,000 |
| Repairs/maintenance | 2,200 | 1,000 | 3,200 | 3,200 |
| Printing/binding | 375 | 100 | 475 | 475 |
| Advertising/promotion | 1,500 | - | 1,500 | 1,500 |
| Office supplies | 1,000 | 1,000 | 2,000 | 2,000 |
| Operating supplies | 1,000 | 1,200 | 2,200 | 2,200 |
| Tech operating supplies | 3,000 | - | 3,000 | 3,000 |
| Books, subs, mbershps | 1,000 | 155,000 | 156,000 | 156,000 |
| | <u>13,575</u> | <u>159,000</u> | <u>172,575</u> | <u>172,575</u> |
| Equipment | - | - | - | - |
| Tech equipment | - | - | - | - |
| Improvements | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total | <u>154,343</u> | <u>211,003</u> | <u>365,346</u> | <u>357,497</u> |

BCC Budget Request
Final Summary Totals
Fiscal Year 2018-19
Board

| | <u>Admin Services</u> | <u>Support Services</u> | <u>Historical Resources</u> | <u>Total</u> | <u>Local Requirements</u> | <u>Total Requested</u> | <u>FY18 Adopted</u> |
|----------------------------|---------------------------|-----------------------------|---------------------------------|---------------------|-------------------------------|----------------------------|-------------------------|
| Regular salaries | \$ 838,408 | \$ 2,727,845 | \$ 611,375 | \$ 4,177,628 | \$ 140,197 | \$ 4,317,825 | \$ 4,123,474 |
| Other salaries/wages | - | 27,000 | - | 27,000 | 505 | 27,505 | 52,000 |
| Overtime | - | 27,000 | 20,000 | 47,000 | - | 47,000 | 50,505 |
| FICA | 64,816 | 210,898 | 48,301 | 324,015 | 10,725 | 334,740 | 320,075 |
| Retirement | 108,526 | 288,464 | 52,151 | 449,141 | 14,620 | 463,761 | 419,493 |
| Health Insurance | 175,605 | 671,307 | 175,815 | 1,022,727 | 26,724 | 1,049,451 | 1,001,732 |
| Unemployment | 19,345 | - | - | 19,345 | - | 19,345 | 19,345 |
| Personal Service | 1,206,699 | 3,952,515 | 907,642 | 6,066,856 | 192,771 | 6,259,627 | 5,986,624 |
| Professional services | 160,163 | 24,100 | 12,250 | 196,513 | - | 196,513 | 196,513 |
| Other contractual services | | 15,000 | | 15,000 | - | 15,000 | - |
| Travel | 17,666 | 11,000 | 5,500 | 34,166 | 1,650 | 35,816 | 35,316 |
| Communications | 112,155 | 2,600 | 3,300 | 118,055 | 50 | 118,105 | 119,105 |
| Transportation | - | 400 | - | 400 | 500 | 900 | 900 |
| Utilities | - | - | 30,000 | 30,000 | - | 30,000 | 27,000 |
| Rents/leases | 774 | 800 | 5,200 | 6,774 | 2,000 | 8,774 | 8,774 |
| Insurance | 580 | - | - | 580 | - | 580 | 580 |
| Repairs/maintenance | 398,769 | 24,500 | 20,500 | 443,769 | 3,200 | 446,969 | 461,789 |
| Printing/binding | 445 | 15,600 | 3,250 | 19,295 | 475 | 19,770 | 19,770 |
| Advertising/promotion | 2,902 | 500 | 3,000 | 6,402 | 1,500 | 7,902 | 5,967 |
| Office supplies | 5,997 | 47,500 | 4,250 | 57,747 | 2,000 | 59,747 | 59,747 |
| Operating supplies | 8,203 | 13,800 | 24,900 | 46,903 | 2,200 | 49,103 | 53,603 |
| Tech operating supplies | 18,505 | 20,500 | 1,000 | 40,005 | 3,000 | 43,005 | 43,005 |
| Books, subs, memberships | 15,669 | 31,700 | 11,200 | 58,569 | 156,000 | 214,569 | 211,869 |
| Operating | 741,829 | 208,000 | 124,350 | 1,074,178 | 172,575 | 1,246,753 | 1,243,938 |
| Improvements | - | - | - | - | - | - | - |
| Equipment | - | 15,000 | - | 15,000 | - | 15,000 | 15,000 |
| Tech equipment | 60,000 | 18,000 | - | 78,000 | - | 78,000 | 77,673 |
| Capital Outlay | 60,000 | 33,000 | - | 93,000 | - | 93,000 | 92,673 |
| Total | \$ 2,008,528 | \$ 4,193,515 | \$ 1,031,992 | \$ 7,234,034 | \$ 365,346 | \$ 7,599,380 | \$ 7,323,235 |