

JD PEACOCK II

CLERK OF CIRCUIT COURT & COMPTROLLER, OKALOOSA COUNTY, FLORIDA



June 1, 2017

Okaloosa County Commission
Honorable Carolyn Ketchel, Chair
1250 Eglin Parkway
Shalimar, FL 32579

Dear Mrs. Ketchel:

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2017-2018. The supporting documentation attached includes comprehensive Clerk's Office general fund information. Our budget request as related to BCC operations is summarized below. Line item departmental detail pages and the budget summary have been submitted to the County Finance Office to be made available to the County Administrator and the Board when Budget Workshops begin.

The amounts requested for the departments funded by the Board are as follows:

BCC Finance, Including Internal Audit Function (IG)	\$1,350,745
Clerk to BCC	\$151,668

This is a total request from this office of **\$1,502,413** or **\$92,217** below the current approved funding level, a decrease of **5.8%**. This request includes a 3% COLA for all employees as well as anticipated increased insurance costs for the coming year. Additionally, this request includes the reduction of 2 FTEs related to a shift of administrative duties of grants to the county.

Sincerely,

JD Peacock II
Clerk of Circuit Court & Comptroller

Cc: John Hofstad, County Administrator
Kay Godwin, Deputy County Administrator
Katie Sharon, Chief Finance Officer
Frank Hart, County Budget Officer
Gary Stanford, Finance Director

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2017 - 2018 Budget**

Clerk's Board of County Commission Responsibilities

The budget relating to the responsibilities of the Clerk as the Ex Officio Clerk to the Board, County Auditor, County Recorder, and Custodian and Treasurer of all County funds and other county-related duties, and for Chapter 29 obligations. An appropriation is received from the Board of County Commissioners for these obligations. Additional funding is provided from fee revenue.

	FY 15-16 Actual	FY 16-17 Adopted	FY 17-18 Proposed	FY 17-18 % +/-	
<u>REVENUE</u>					
Okaloosa County General Fund	1,491,258	1,594,630	1,502,413	-5.8%	\$ (92,217)
Clerk's General Fund	260,477	388,970	403,840	3.8%	
Total Revenue	\$ 1,751,735	\$ 1,983,600	\$ 1,906,253	-3.9%	

EXPENDITURES

Clerk to the Board of County Commissioners

Personal Services	121,273	145,788	117,143		
Operating	4,732	3,900	3,350		
Capital	-	-	-		
Total	\$ 126,005	\$ 149,688	\$ 120,493	-19.5%	

BCC Finance Department

Personal Services	969,674	993,631	982,315		
Operating	133,511	99,000	80,100		
Capital	19,272	10,000	-		
Total	\$ 1,122,457	\$ 1,102,631	\$ 1,062,415	-3.6%	

Inspector General

Personal Services	87,495	148,195	139,168		
Operating	61,095	12,655	12,500		
Capital	700	2,500	-		
Total	\$ 149,290	\$ 163,350	\$ 151,668	-7.2%	

Administrative Support¹

	\$ 93,506	\$ 187,271	\$ 167,837	-10.4%	
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Article V Court IT Costs²

Personal Services	90,374	235,150	276,090		
Operating	120,975	145,420	112,750		
Capital	25,729	8,400	15,000		
Total	\$ 237,078	\$ 388,970	\$ 403,840	3.8%	

Total Expenditures	\$ 1,728,336	\$ 1,991,910	\$ 1,906,253	-4.3%	
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**Clerk of Circuit Court and Comptroller
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NOTES

- 1 Administrative Support includes allocated Finance, Payroll, Human Resources and Information Services provided from other sections of the clerk's office.
- 2 In 2000, the State mandated that certain costs of the courts would be funded by the counties. The new chapter 29 defined the courts to include the costs for the circuit and county courts for the Clerk in addition to the judges and attorneys. Counties in accordance with F.S. 29.008 are required to fund the cost of communications services, existing radio systems, existing multiagency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities. Each year, an audit is done of the expenditures and reported to the State of Florida's Chief Financial Officer.

Personnel (FTE), BCC

	FY 15-16	FY 16-17	FY 17-18	
	Actual	Adopted	Proposed	% Diff.
Clerk to BCC	1.5	1.5	2.0	
BCC Finance Department	12.5	12.5	10.0	
Inspector General (Internal Audit)	2.0	2.0	2.0	
Article V Court Information Technology	4.0	4.0	4.0	
Total FTE	20.0	20.0	18.0	-10.0%

Clerk to the BCC Performance Measures

VAB Fillings	74	65	65	
Meetings Attended	45	40	45	
Minutes Prepared	45	40	45	
Time to post Official Minutes	5 weeks	4 weeks	3.5 weeks	-12.5%

BCC Finance

Vendor Payments	3,106	3,156	3,131	-0.8%
Payroll Transactions	22,648	21,534	22,091	2.6%
Invoices Processed	20,815	19,532	20,173	3.3%
P-Card Transactions Processed	2,084	1,968	2,026	2.9%
Purchase Orders Processed	1,660	1,343	1,501	11.8%
Contract Payments Processed	5,976	5,289	5,632	6.5%
Budget Amendments	151	135	135	
Invoice (Average Receipt to Paid, Days)	20.8	22	15	-31.8%
Contract Payments (Average Receipt to Paid,	24.7	23.1	15	-35.1%
Biweekly Payroll (Avg processing time in hours)	30	30	25	-16.7%

Inspector General (Internal Audit)

Audits	2	3	3	
Hours on BCC Audits	1,635	2,100	2,100	
Hours Consulting BCC Departments	621	1,200	1,200	

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
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Department 104, Clerk to the BCC

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
512010 REGULAR SALARIES & WAGES	94,110	108,640	90,345
513010 OTHER SALARIES & WAGES	-	100	-
514010 OVERTIME	-	200	206
521010 FICA TAXES/MATCHING	7,158	8,310	6,911
522010 RETIREMENT CONTRIBUTION	10,538	8,150	6,794
523010 LIFE & HEALTH INSURANCE	9,241	20,188	12,647
524010 WORKERS COMPENSATION	226	200	240
525010 UNEMPLOYMENT COMPENSATION	-	100	-
531020 PROF SERV - OTHER	-	100	-
531030 PROF SERV - COMP CONSULT	-	200	-
540110 TRAVEL	748	500	500
541010 COMMUNICATIONS	-	100	-
542020 POSTAGE / FREIGHT	-	100	-
544010 RENT/LEASE - EQUIPMENT	-	100	250
545010 INS & BONDS - PREMIUMS	1,320	500	1,500
546020 REPAIR/MAINT - OFC EQUIP	-	500	-
546030 REPAIR/MAINT - COMP EQUIP	-	500	-
547010 PRINTING AND BINDING	50	250	100
551010 OFFICE SUPPLIES	2,614	500	1,000
552030 SOFTWARE AQUISITION	-	250	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	100	-
554020 DUES & MEMBERSHIPS	-	100	-
Total Department	\$ 126,005	\$ 149,688	\$ 120,493

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
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Department 102, BCC Finance

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
512010 REGULAR SALARIES & WAGES	755,401	759,605	718,341
513010 OTHER SALARIES & WAGES	5,870	100	103
514010 OVERTIME	-	250	235
521010 FICA TAXES/MATCHING	57,001	57,380	54,800
522010 RETIREMENT CONTRIBUTION	83,933	83,950	96,995
523010 LIFE & HEALTH INSURANCE	66,139	90,846	109,241
524010 WORKERS COMPENSATION	1,330	1,400	2,600
525010 UNEMPLOYMENT COMPENSATION	-	100	100
531010 PROF SERV - ATTORNEY	4,692	5,000	5,000
531020 PROF SERV - OTHER	456	1,000	500
531030 PROF SERV - COMP CONSULT	21,266	2,000	2,000
532010 AUDIT-STATE REQUIRED -CPA	23,119	1,000	1,000
534030 SOFTWARE MAINTENANCE	502	5,000	-
534090 MISC CONTRACTUAL SERVICES	19,874	18,000	18,000
540110 TRAVEL	12,497	10,000	10,000
541010 COMMUNICATIONS	119	1,000	250
542020 POSTAGE / FREIGHT	141	5,000	5,000
544010 RENT/LEASE - EQUIPMENT	3,780	5,000	2,500
545010 INS & BONDS - PREMIUMS	7,779	6,600	6,600
546010 REPAIR/MAINT - FACILITIES	-	500	-
546020 REPAIR/MAINT - OFC EQUIP	-	200	-
546030 REPAIR/MAINT - COMP EQUIP	-	200	-
547010 PRINTING AND BINDING	668	4,000	2,000
549010 ADVERTISING - LEGAL	-	500	-
549090 CURR CHG - OTHER MISC EXP	456	500	-
551010 OFFICE SUPPLIES	15,426	12,000	10,400
552010 CLOTHING/WEARING APPAREL	-	500	250
552020 FUEL - FLEET MAINTENANCE	4,140	5,000	1,000
552030 SOFTWARE AQUISITION	1,025	2,000	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	3,440	5,000	2,500
554020 DUES & MEMBERSHIPS	1,731	3,000	3,000
555010 TRAINING & EDUCATION	12,399	6,000	10,000
564010 EQUIPMENT	15,642	5,000	-
568010 INTANGIBLE ACQUISITION	3,630	5,000	-
Total Department	\$ 1,122,457	\$ 1,102,631	\$ 1,062,415

**Clerk of Circuit Court and Comptroller
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Department 1020, Inspector General

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
512010 REGULAR SALARIES & WAGES	115,554	111,420	136,544
513010 OTHER SALARIES & WAGES	-	50	-
514010 OVERTIME	-	175	-
521010 FICA TAXES/MATCHING	8,398	8,525	10,446
522010 RETIREMENT CONTRIBUTION	6,911	8,745	15,707
523010 LIFE & HEALTH INSURANCE	9,783	18,990	15,761
524010 WORKERS COMPENSATION	345	190	247
525010 UNEMPLOYMENT COMPENSATION	-	100	100
531010 PROF SERV - ATTORNEY	-	700	1,500
531020 PROF SERV - OTHER	-	100	100
531030 PROF SERV - COMP CONSULT	-	350	100
534030 SOFTWARE MAINTENANCE	174	600	650
534090 MISC CONTRACTUAL SERVICES	-	700	500
540110 TRAVEL	2,225	2,500	2,500
541010 COMMUNICATIONS	-	500	100
542020 POSTAGE / FREIGHT	-	100	-
544010 RENT/LEASE - EQUIPMENT	-	350	1,000
545010 INS & BONDS - PREMIUMS	2,014	905	950
546020 REPAIR/MAINT - OFC EQUIP	-	100	-
546030 REPAIR/MAINT - COMP EQUIP	-	100	-
547010 PRINTING AND BINDING	100	350	100
549090 CURR CHG - OTHER MISC EXP	-	350	-
551010 OFFICE SUPPLIES	670	700	1,000
552020 FUEL - FLEET MAINTENANCE	-	-	250
552030 SOFTWARE AQUISITION	-	350	300
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	700	500
554020 DUES & MEMBERSHIPS	1,390	700	1,000
555010 TRAINING & EDUCATION	1,879	2,500	2,500
564010 EQUIPMENT	-	2,500	-
Total Department	149,443	163,350	191,856
Official Records Allocation			(40,188)
		Total BCC Allocation	151,668

**Clerk of Circuit Court and Comptroller
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Department 101, Elected Administration

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
511010 SALARIES ELECTED OFFICIAL	57,606	64,941	64,941
521010 FICA TAXES/MATCHING	4,160	4,968	4,968
522010 RETIREMENT CONTRIBUTION	24,384	27,550	27,550
523010 LIFE & HEALTH INSURANCE	2,221	5,000	5,000
524010 WORKERS COMPENSATION	-	-	-
531020 PROF SERV - OTHER	21	50	50
540110 TRAVEL	2,643	4,000	4,000
541010 COMMUNICATIONS	-	-	-
545010 INS & BONDS - PREMIUMS	-	-	-
549090 CURR CHG - OTHER MISC EXP	-	-	-
551010 OFFICE SUPPLIES	-	-	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	200	200
554020 DUES & MEMBERSHIPS	943	250	250
555010 TRAINING & EDUCATION	154	1,000	1,000
Total Department	\$ 92,131	\$ 107,959	\$ 107,959
General Fund Allocation	(57,413)	(87,169)	(82,199)
Total BCC Allocation	\$ 34,718	\$ 20,790	\$ 25,760

**Clerk of Circuit Court and Comptroller
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Department 1010, Administration

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	
512010	REGULAR SALARIES & WAGES	97,380	97,445	128,750
513010	OTHER SALARIES & WAGES	4,046	-	5,000
514010	OVERTIME	-	50	-
521010	FICA TAXES/MATCHING	4,723	7,455	10,300
522010	RETIREMENT CONTRIBUTION	7,751	14,790	24,720
523010	LIFE & HEALTH INSURANCE	5,916	9,690	11,500
524010	WORKERS COMPENSATION	7,415	120	240
531010	PROF SERV - ATTORNEY	31,432	500	25,000
531020	PROF SERV - OTHER	18,309	100	5,000
531030	PROF SERV - COMP CONSULT	640	250	-
534010	CS-PERSONNEL	-	-	-
534030	SOFTWARE MAINTENANCE	-	250	-
534040	SOFTWARE MAINTENANCE-CTS	-	-	-
534090	MISC CONTRACTUAL SERVICES	105	150	250
540110	TRAVEL	2,564	2,500	5,000
541010	COMMUNICATIONS	332	1,500	1,500
541030	COMMUNICATIONS - COURT	1,548	4,000	500
542020	POSTAGE / FREIGHT	15	100	100
544010	RENT/LEASE - EQUIPMENT	23	100	100
544020	RENT/LEASE - BUILDINGS	800	1,200	-
545010	INS & BONDS - PREMIUMS	43,357	600	850
546010	REPAIR/MAINT - FACILITIES	-	1,000	-
546020	REPAIR/MAINT - OFC EQUIP	-	150	-
546030	REPAIR/MAINT - COMP EQUIP	-	250	-
547010	PRINTING AND BINDING	83	150	150
549010	ADVERTISING - LEGAL	97	150	-
549090	CURR CHG - OTHER MISC EXP	3,571	1,500	1,500
551010	OFFICE SUPPLIES	5,568	1,500	8,000
552020	FUEL - FLEET MAINTENANCE	-	-	1,000
552030	SOFTWARE AQUISITION	800	250	-
554010	BOOKS/PUBS/SUBS/MEMBERSHP	645	275	1,500
554020	DUES & MEMBERSHIPS	2,271	275	1,000
555010	TRAINING & EDUCATION	2,058	2,500	2,500
564010	EQUIPMENT	22,498	-	-
599090	RESERVE FOR CONTINGENCIES	-	104,482	50,000
Total Department		\$ 263,951	\$ 253,282	\$ 284,460
General Fund Allocation		(226,351)	(215,597)	(259,140)
Total BCC Allocation		\$ 37,600	\$ 37,685	\$ 25,320

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
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Department 105, Clerk Finance

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
512010 REGULAR SALARIES & WAGES	82,198	78,784	100,508
513010 OTHER SALARIES & WAGES	5	50	100
514010 OVERTIME	-	50	100
521010 FICA TAXES/MATCHING	4,459	6,027	7,613
522010 RETIREMENT CONTRIBUTION	12,731	9,900	14,153
523010 LIFE & HEALTH INSURANCE	8,703	9,690	7,017
524010 WORKERS COMPENSATION	141	165	274
531020 PROF SERV - OTHER	84	150	50
534030 SOFTWARE MAINTENANCE	-	1,000	-
534090 MISC CONTRACTUAL SERVICES	3,488	3,000	3,000
540110 TRAVEL	847	320	500
541010 COMMUNICATIONS	-	100	-
542020 POSTAGE / FREIGHT	151	250	100
544010 RENT/LEASE - EQUIPMENT	1,220	1,350	1,000
545010 INS & BONDS - PREMIUMS	822	810	800
546020 REPAIR/MAINT - OFC EQUIP	-	150	-
546030 REPAIR/MAINT - COMP EQUIP	-	250	-
547010 PRINTING AND BINDING	131	150	-
549090 CURR CHG - OTHER MISC EXP	-	100	100
551010 OFFICE SUPPLIES	1,507	1,000	1,000
552030 SOFTWARE AQUISITION	-	250	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	150	150
554020 DUES & MEMBERSHIPS	151	100	250
555010 TRAINING & EDUCATION	810	320	1,000
Total Department	\$ 117,450	\$ 114,116	\$ 137,715
General Fund Allocation	(66,517)	(84,709)	(106,086)
Total BCC Allocation	\$ 50,933	\$ 29,407	\$ 31,629

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
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Department 106, Records Management

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
512010 REGULAR SALARIES & WAGES	60,781	100,863	100,741
513010 OTHER SALARIES & WAGES	9,899	300	-
514010 OVERTIME	-	100	-
521010 FICA TAXES/MATCHING	3,968	7,716	7,706
522010 RETIREMENT CONTRIBUTION	4,857	7,662	8,845
523010 LIFE & HEALTH INSURANCE	7,556	19,380	24,272
524010 WORKERS COMPENSATION	213	165	308
525010 UNEMPLOYMENT COMPENSATION	-	100	100
531020 PROF SERV - OTHER	42	100	100
534010 CS-PERSONNEL	-	-	100
534090 MISC CONTRACTUAL SERVICES	1,514	100	2,500
540110 TRAVEL	192	150	1,000
541010 COMMUNICATIONS	-	1,250	100
542020 POSTAGE / FREIGHT	75	100	100
544010 RENT/LEASE - EQUIPMENT	1,092	1,265	1,500
545010 INS & BONDS - PREMIUMS	1,245	845	1,500
546010 REPAIR/MAINT - FACILITIES	-	100	100
546020 REPAIR/MAINT - OFC EQUIP	-	150	100
547010 PRINTING AND BINDING	-	150	100
549090 CURR CHG - OTHER MISC EXP	23	100	100
551010 OFFICE SUPPLIES	848	500	500
552020 FUEL - FLEET MAINTENANCE	2,236	1,000	1,000
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	100	100
554020 DUES & MEMBERSHIPS	-	100	100
555010 TRAINING & EDUCATION	208	100	1,000
564010 EQUIPMENT	-	-	-
Total Department	\$ 94,749	\$ 142,396	\$ 151,972
General Fund Allocation	(54,547)	(105,197)	(117,372)
Total BCC Allocation	\$ 40,202	\$ 37,199	\$ 34,600

**Clerk of Circuit Court and Comptroller
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Department 1015, Information Systems

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	
512010	REGULAR SALARIES & WAGES	140,458	109,960	153,319
513010	OTHER SALARIES & WAGES	-	-	-
514010	OVERTIME	205	500	-
521010	FICA TAXES/MATCHING	9,945	8,412	11,729
522010	RETIREMENT CONTRIBUTION	18,443	13,250	17,888
523010	LIFE & HEALTH INSURANCE	13,723	12,920	24,272
524010	WORKERS COMPENSATION	213	200	350
525010	UNEMPLOYMENT COMPENSATION	-	100	-
531010	PROF SERV - ATTORNEY	-	150	-
531020	PROF SERV - OTHER	419	100	250
531030	PROF SERV - COMP CONSULT	6,027	3,200	5,000
534010	CS-PERSONNEL	-	-	-
534030	SOFTWARE MAINTENANCE	6,706	10,000	10,000
534090	MISC CONTRACTUAL SERVICES	1,266	500	750
540110	TRAVEL	1,351	1,280	1,200
541010	COMMUNICATIONS	6,268	7,500	7,500
542020	POSTAGE / FREIGHT	20	50	50
544010	RENT/LEASE - EQUIPMENT	-	300	500
545010	INS & BONDS - PREMIUMS	1,244	1,000	1,000
546010	REPAIR/MAINT - FACILITIES	-	150	100
546020	REPAIR/MAINT - OFC EQUIP	-	250	100
546030	REPAIR/MAINT - COMP EQUIP	3,345	10,000	2,500
547010	PRINTING AND BINDING	16	150	100
549010	ADVERTISING - LEGAL	-	150	100
549090	CURR CHG - OTHER MISC EXP	-	150	100
551010	OFFICE SUPPLIES	13,289	10,000	5,000
552030	SOFTWARE AQUISITION	1,420	5,000	5,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	-	150	100
554020	DUES & MEMBERSHIPS	32	150	100
555010	TRAINING & EDUCATION	1,771	500	2,500
564010	EQUIPMENT	11,531	5,000	2,500
568010	INTANGIBLE ACQUISITION	-	1,500	2,500
Total Department		\$ 237,693	\$ 202,572	\$ 254,507
General Fund Allocation		(127,713)	(150,647)	(203,981)
Total BCC Allocation		\$ 109,980	\$ 51,925	\$ 50,526

**Clerk of Circuit Court and Comptroller
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Department 1115, Court Information Systems

Account	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed
512010 REGULAR SALARIES & WAGES	-	173,722	204,067
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	436	500	-
521010 FICA TAXES/MATCHING	21,133	13,289	15,611
522010 RETIREMENT CONTRIBUTION	39,191	21,350	23,807
523010 LIFE & HEALTH INSURANCE	29,162	25,739	32,306
524010 WORKERS COMPENSATION	452	300	300
525010 UNEMPLOYMENT COMPENSATION	-	250	-
531010 PROF SERV - ATTORNEY	-	350	-
531020 PROF SERV - OTHER	11,652	150	100
531030 PROF SERV - COMP CONSULT	18,913	8,500	8,500
534010 CS-PERSONNEL	-	-	-
534030 SOFTWARE MAINTENANCE	-	38,725	38,000
534090 MISC CONTRACTUAL SERVICES	14,150	1,725	2,000
540110 TRAVEL	3,743	2,720	2,750
541010 COMMUNICATIONS	13,319	17,250	15,000
542020 POSTAGE / FREIGHT	6,042	200	100
544010 RENT/LEASE - EQUIPMENT	3,119	700	700
545010 INS & BONDS - PREMIUMS	2,645	1,750	1,750
546010 REPAIR/MAINT - FACILITIES	-	350	100
546020 REPAIR/MAINT - OFC EQUIP	-	500	100
546030 REPAIR/MAINT - COMP EQUIP	9,358	28,000	20,000
547010 PRINTING AND BINDING	34	350	100
549010 ADVERTISING - LEGAL	-	350	100
549090 CURR CHG - OTHER MISC EXP	70	350	100
551010 OFFICE SUPPLIES	30,993	25,000	10,000
552030 SOFTWARE AQUISITION	3,104	17,250	10,000
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	350	750
554020 DUES & MEMBERSHIPS	69	350	100
555010 TRAINING & EDUCATION	3,764	500	2,500
564010 EQUIPMENT	25,729	5,000	10,000
568010 INTANGIBLE ACQUISITION	-	3,400	5,000
Total Department	237,078	388,970	403,841