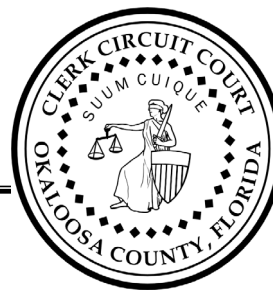


JD PEACOCK II

CLERK OF CIRCUIT COURT & COMPTROLLER, OKALOOSA COUNTY, FLORIDA



June 1, 2019

Dear Chairman Windes:

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2019-20. 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 are 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)	\$ 1,738,544
Clerk to BCC	\$ 180,067

This is a total request from this office of \$1,918,611 or \$328,409 above the current approved funding level.

\$221,723 of this increase is related to the liability for overpayments for indirect costs for Child Support operations. Due to an external services provider to the Department of Revenue the county was incorrectly reimbursed during fiscal years 2015-16, 2016-17 and 2017-18. We have entered into a repayment plan which includes the indicated amount for FY2019-20.

This request includes a 3% COLA for all employees as well as an additional accountant position due to increased financial requirements within county operations. You will also see that we are increasing our use of information technology in all operations at the clerk's office. Again, this year we anticipate being able to fund these costs from supplemental funding outside the county's general fund.

Sincerely,

JD Peacock II
Clerk of Circuit Court & Comptroller

cc: Okaloosa County Commission
John Hofstad, County Administrator
Faye Douglas, County OMB Director
Gary Stanford, County Finance Officer

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 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 17-18 Actual	FY 18-19 Adopted	FY 19-20 Proposed	FY 19-20 % +/-
REVENUE				
Okaloosa County General Fund	1,594,285	1,590,202	1,918,611	20.7% \$ 328,409
Clerk's General Fund	403,840	420,651	653,214	55.3%
Total Revenue	\$ 1,998,125	\$ 2,010,853	2,571,825	27.9%
EXPENDITURES				
Clerk to the Board of County Commissioners				
Personal Services	117,143	162,846	173,078	
Operating	3,350	7,178	6,988	
Capital	-	-	-	
Total	\$ 120,493	\$ 170,024	180,067	5.9%
BCC Finance Department				
Personal Services	982,315	976,862	1,079,781	
Operating	80,100	120,885	97,948	
Capital	-	-	2,188	
Total	\$ 1,062,415	\$ 1,097,747	1,179,917	7.5%
Inspector General				
Personal Services	139,168	127,489	123,360	
Operating	12,500	11,800	5,888	
Capital	-	-	-	
Total	\$ 151,668	\$ 139,289	129,247	-7.2%
Administrative Support¹	\$ 259,709	\$ 183,142	429,380	134.5%
Article V Court IT Costs²				
Personal Services	276,090	373,888	531,714	
Operating	112,750	26,763	101,500	
Capital	15,000	20,000	20,000	
Total	\$ 403,840	\$ 420,651	653,214	55.3%
Total Expenditures	\$ 1,998,125	\$ 2,010,853	2,571,825	27.9%

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 104, Clerk to the BCC

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed
512010 REGULAR SALARIES & WAGES	94,027	93,816	106,130
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	-	-	-
521010 FICA TAXES/MATCHING	7,012	7,177	7,392
522010 RETIREMENT CONTRIBUTION	7,439	7,749	7,982
523010 LIFE & HEALTH INSURANCE	11,422	12,623	12,510
524010 WORKERS COMPENSATION	312	230	250.01
525010 UNEMPLOYMENT COMPENSATION	-	-	-
531020 PROF SERV - OTHER	60	100	100
531030 PROF SERV - COMP CONSULT	-	-	-
540110 TRAVEL	187	500	500
541010 COMMUNICATIONS	-	-	-
542020 POSTAGE / FREIGHT	-	-	-
544010 RENT/LEASE - EQUIPMENT	-	250	600
545010 INS & BONDS - PREMIUMS	978	978	938
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
546030 REPAIR/MAINT - COMP EQUIP	-	-	-
547010 PRINTING AND BINDING	-	100	100
551010 OFFICE SUPPLIES	82	250	250
552030 SOFTWARE AQUISITION	-	-	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	-	-
554020 DUES & MEMBERSHIPS	-	-	-
Total Department	\$ 121,521	\$ 123,773	136,753
	-	46,251	43,814
Total BCC	121,521	170,024	180,567

Courier

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 101, Elected Administration

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed
511010 SALARIES ELECTED OFFICIAL	58,019	67,641	67,352
521010 FICA TAXES/MATCHING	4,343	5,175	5,221
522010 RETIREMENT CONTRIBUTION	26,934	32,941	33,238
523010 LIFE & HEALTH INSURANCE	2,527	2,856	3,000
524010 WORKERS COMPENSATION	67	58	100
531020 PROF SERV - OTHER			
540110 TRAVEL	2,621	2,000	2,500
541010 COMMUNICATIONS	938	1,500	750
541030 COMMUNICATIONS-COURT	1,090		750
545010 INS & BONDS - PREMIUMS	210	245	250
552020 FUEL - FLEET MAINTENANCE	441	-	-
551010 OFFICE SUPPLIES	71	-	100
554010 BOOKS/PUBS/SUBS/MEMBERSHP	46	-	100
554020 DUES & MEMBERSHIPS	1,611	250	1,000
555010 TRAINING & EDUCATION	1,162	250	1,000
564010 EQUIPMENT	933		1,000
Total Department	\$ 101,015	\$ 112,915	116,361
General Fund Allocation	(75,255)	(56,458)	(58,180)
Total BCC Allocation	\$ 25,760	\$ 56,457	58,180

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Finance Department, (102,1021,1023)

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed
512010	REGULAR SALARIES & WAGES	807,662	818,103
513010	OTHER SALARIES & WAGES	-	-
514010	OVERTIME	12,289	10,000
521010	FICA TAXES/MATCHING	56,821	62,585
522010	RETIREMENT CONTRIBUTION	119,036	129,482
523010	LIFE & HEALTH INSURANCE	87,098	112,076
524010	WORKERS COMPENSATION	1,895	1,437
525010	UNEMPLOYMENT COMPENSATION	-	-
531010	PROF SERV - ATTORNEY	-	475
531020	PROF SERV - OTHER	21,536	413
531030	PROF SERV - COMP CONSULT	-	7,655
532010	AUDIT-STATE REQUIRED -CPA	-	10,190
534030	SOFTWARE MAINTENANCE	21,719	50,000
534090	MISC CONTRACTUAL SERVICES	20,995	13,759
540110	TRAVEL	8,317	5,000
541010	COMMUNICATIONS	2,269	1,000
542020	POSTAGE / FREIGHT	6,096	100
544010	RENT/LEASE - EQUIPMENT	2,896	2,359
545010	INS & BONDS - PREMIUMS	6,359	7,391
546010	REPAIR/MAINT - FACILITIES	-	-
546020	REPAIR/MAINT - OFC EQUIP	6	-
546030	REPAIR/MAINT - COMP EQUIP	-	-
547010	PRINTING AND BINDING	43	1,000
549010	ADVERTISING - LEGAL	-	-
549090	CURR CHG - OTHER MISC EXP	1,259	108
551010	OFFICE SUPPLIES	4,479	3,350
552010	CLOTHING/WEARING APPAREL	-	-
552020	FUEL - FLEET MAINTENANCE	-	-
552030	SOFTWARE AQUISITION	983	1,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	662	1,700
554020	DUES & MEMBERSHIPS	2,497	3,985
555010	TRAINING & EDUCATION	11,533	11,400
564010	EQUIPMENT	-	2,500
568010	INTANGIBLE ACQUISITION	-	-
Total Department		\$ 1,196,451	\$ 1,254,569
Official Records Allocation		-	(156,821)
Total BCC Allocation		1,196,451	1,097,747
			1,348,477
			(168,560)
			1,179,917

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 1081, Administration

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	
512010	REGULAR SALARIES & WAGES	65,348	57,137	58,851
513010	OTHER SALARIES & WAGES	-	-	
514010	OVERTIME	-	-	
521010	FICA TAXES/MATCHING	4,653	4,371	4,502
522010	RETIREMENT CONTRIBUTION	11,882	11,058	11,390
523010	LIFE & HEALTH INSURANCE	18,006	4,730	5,000
524010	WORKERS COMPENSATION	135	86	100
531010	PROF SERV - ATTORNEY	11,907	15,000	15,000
531020	PROF SERV - OTHER	45	500	500
531030	PROF SERV - COMP CONSULT	-	-	
534010	CS-PERSONNEL	-	-	
534030	SOFTWARE MAINTENANCE	-	25,000	25,000
534040	SOFTWARE MAINTENANCE-CTS	-	-	-
534090	MISC CONTRACTUAL SERVICES	-	250	250
540110	TRAVEL	2,754	750	1,000
541010	COMMUNICATIONS	206	-	-
541030	COMMUNICATIONS - COURT	274	250	250
542020	POSTAGE / FREIGHT	-	50	-
544010	RENT/LEASE - EQUIPMENT	1,257	-	1,000
544020	RENT/LEASE - BUILDINGS	-	-	-
545010	INS & BONDS - PREMIUMS	418	800	938
546010	REPAIR/MAINT - FACILITIES	-	-	-
546020	REPAIR/MAINT - OFC EQUIP	-	-	-
546030	REPAIR/MAINT - COMP EQUIP	-	-	-
547010	PRINTING AND BINDING	224	250	500
549030	ARTICLE IV-D REPAYMENT	78,068	61,556	221,723
549090	CURR CHG - OTHER MISC EXP	2,600	1,000	1,000
551010	OFFICE SUPPLIES	404	250	500
552020	FUEL - FLEET MAINTENANCE	3,583	1,500	3,500
552090	OTHER SUPPLIES	919	-	1,000
552030	SOFTWARE AQUISITION	-	-	
554010	BOOKS/PUBS/SUBS/MEMBERSHP	3,372	2,500	2,500
554020	DUES & MEMBERSHIPS	1,407	500	1,500
555010	TRAINING & EDUCATION	2,588	1,000	1,000
564010	EQUIPMENT	-	25,000	35,000
599090	RESERVE FOR CONTINGENCIES	-	75,000	75,000
Total Department		\$ 210,049	\$ 236,982	467,004
			(189,586)	(196,225)
Total BCC Allocation			\$ 47,396	270,779

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 106, Records Management

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed
512010 REGULAR SALARIES & WAGES	104,600	90,607	96,130
513010 OTHER SALARIES & WAGES	-	-	
514010 OVERTIME	-	-	
521010 FICA TAXES/MATCHING	7,555	6,931	7,281
522010 RETIREMENT CONTRIBUTION	9,615	8,676	7,862
523010 LIFE & HEALTH INSURANCE	21,834	21,172	22,833
524010 WORKERS COMPENSATION	402	259	239
525010 UNEMPLOYMENT COMPENSATION	-	-	
531020 PROF SERV - OTHER	866	100	
534010 CS-PERSONNEL	-	-	
534090 MISC CONTRACTUAL SERVICES	2,316	1,250	1,250
540110 TRAVEL	2,738	600	500
541010 COMMUNICATIONS	-	-	
542020 POSTAGE / FREIGHT	19,809	9,000	12,500
544010 RENT/LEASE - EQUIPMENT	1,242	1,500	1,500
545010 INS & BONDS - PREMIUMS	1,258	1,500	1,281
546010 REPAIR/MAINT - FACILITIES	-	-	500
546020 REPAIR/MAINT - OFC EQUIP	-	-	
547010 PRINTING AND BINDING	13	-	
549090 CURR CHG - OTHER MISC EXP	1,665	500	1,000
551010 OFFICE SUPPLIES	1,124	1,000	1,000
552020 FUEL - FLEET MAINTENANCE	1,329	1,000	1,000
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	-	
554020 DUES & MEMBERSHIPS	50	-	50
555010 TRAINING & EDUCATION	1,624	500	500
564010 EQUIPMENT		-	1,500
Total Department	\$ 178,042	\$ 144,595	156,927
General Fund Allocation	(178,042)	(115,676)	(125,541)
Total BCC Allocation		\$ 28,919	31,385

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 107, Inspector General

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	
512010	REGULAR SALARIES & WAGES	119,487	129,303	102,214
513010	OTHER SALARIES & WAGES	-	-	20,000
514010	OVERTIME	-	-	-
521010	FICA TAXES/MATCHING	8,756	9,892	7,819
522010	RETIREMENT CONTRIBUTION	16,615	18,764	17,819
523010	LIFE & HEALTH INSURANCE	6,749	15,729	16,455
524010	WORKERS COMPENSATION	314	230	173
525010	UNEMPLOYMENT COMPENSATION	-	-	
531010	PROF SERV - ATTORNEY	-	1,500	
531020	PROF SERV - OTHER	149	200	
531030	PROF SERV - COMP CONSULT	-	-	
534030	SOFTWARE MAINTENANCE	1,356	1,000	350
534090	MISC CONTRACTUAL SERVICES	-	-	
540110	TRAVEL	3,299	1,500	1,500
541010	COMMUNICATIONS	-	100	
542020	POSTAGE / FREIGHT	-	-	
544010	RENT/LEASE - EQUIPMENT	1,242	1,000	100
545010	INS & BONDS - PREMIUMS	983	1,000	750
546020	REPAIR/MAINT - OFC EQUIP	-	-	
546030	REPAIR/MAINT - COMP EQUIP	-	-	
547010	PRINTING AND BINDING	99	100	100
549090	CURR CHG - OTHER MISC EXP	50	500	900
551010	OFFICE SUPPLIES	358	500	-
552020	FUEL - FLEET MAINTENANCE	1,557	750	1,000
552030	SOFTWARE AQUISITION	450	-	
554010	BOOKS/PUBS/SUBS/MEMBERSHP	4,706	1,250	750
554020	DUES & MEMBERSHIPS	1,220	1,400	400
555010	TRAINING & EDUCATION	1,131	1,000	2,000
564010	EQUIPMENT	-	-	
Total Department		168,521	185,718	172,330
Official Records Allocation		-	(46,430)	(43,082)
Total BCC Allocation			139,289	129,247

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 1084, Information Systems

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	
512010	REGULAR SALARIES & WAGES	155,965	165,856	212,288
513010	OTHER SALARIES & WAGES	-	-	
514010	OVERTIME	-	-	
521010	FICA TAXES/MATCHING	11,094	12,688	16,240
522010	RETIREMENT CONTRIBUTION	19,097	19,918	23,250
523010	LIFE & HEALTH INSURANCE	23,713	25,282	30,287
524010	WORKERS COMPENSATION	402	302	359
525010	UNEMPLOYMENT COMPENSATION	-	-	-
531010	PROF SERV - ATTORNEY	-	-	-
531020	PROF SERV - OTHER	129	250	1,000
531030	PROF SERV - COMP CONSULT	67	2,500	5,000
534010	CS-PERSONNEL	-	-	
534030	SOFTWARE MAINTENANCE	300	-	15,000
534090	MISC CONTRACTUAL SERVICES	-	500	
540110	TRAVEL	3,451	2,300	1,000
541010	COMMUNICATIONS	7,336	5,000	5,000
542020	POSTAGE / FREIGHT	40	-	
544010	RENT/LEASE - EQUIPMENT	1,242	1,000	
545010	INS & BONDS - PREMIUMS	1,258	1,250	1,500
546010	REPAIR/MAINT - FACILITIES	-	-	
546020	REPAIR/MAINT - OFC EQUIP	-	-	
546030	REPAIR/MAINT - COMP EQUIP	1,358	2,500	
547010	PRINTING AND BINDING	-	-	
549010	ADVERTISING - LEGAL	-	-	
549090	CURR CHG - OTHER MISC EXP	133	-	500
551010	OFFICE SUPPLIES	301	1,000	-
552030	SOFTWARE AQUISITION	436	500	7,500
552080	COMPUTER SUPPLIES			20,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	3,304	3,500	250
554020	DUES & MEMBERSHIPS		-	
555010	TRAINING & EDUCATION	1,282	2,500	1,000
564010	EQUIPMENT	1,076	2,500	2,500
568010	INTANGIBLE ACQUISITION		2,500	2,500
Total Department		\$ 231,983	\$ 251,846	\$ 345,175
			(201,477)	(276,140)
Total BCC Allocation			\$ 50,369	\$ 69,035

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2019-20 Budget**

Department 1085 Court Information Systems

Account	FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	
512010	REGULAR SALARIES & WAGES	216,818	276,781	399,669
513010	OTHER SALARIES & WAGES	-	-	
514010	OVERTIME	-	-	
521010	FICA TAXES/MATCHING	15,417	21,174	30,575
522010	RETIREMENT CONTRIBUTION	26,533	33,239	43,773
523010	LIFE & HEALTH INSURANCE	31,589	42,191	57,021
524010	WORKERS COMPENSATION	536	503	676
525010	UNEMPLOYMENT COMPENSATION	-	-	-
531010	PROF SERV - ATTORNEY	-	-	-
531020	PROF SERV - OTHER	171	100	1,500
531030	PROF SERV - COMP CONSULT	9,402	2,500	3,500
534010	CS-PERSONNEL	-	-	-
534030	SOFTWARE MAINTENANCE	115,135	-	37,500
534090	MISC CONTRACTUAL SERVICES		2,000	
540110	TRAVEL	3,608	2,750	1,000
541010	COMMUNICATIONS	12,002	5,000	6,000
542020	POSTAGE / FREIGHT		100	-
544010	RENT/LEASE - EQUIPMENT	1,654	700	250
545010	INS & BONDS - PREMIUMS	1,678	1,750	1,750
546010	REPAIR/MAINT - FACILITIES	-	100	
546020	REPAIR/MAINT - OFC EQUIP	-	100	
546030	REPAIR/MAINT - COMP EQUIP	1,809	1,000	2,500
547010	PRINTING AND BINDING	-	100	
549010	ADVERTISING - LEGAL	-	100	
549090	CURR CHG - OTHER MISC EXP	17,974	100	1,000
551010	OFFICE SUPPLIES	35	5,000	250
552030	SOFTWARE AQUISITION	25,994	-	10,000
552080	COMPUTER SUPPLIES			35,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	4,176	2,300	250
554020	DUES & MEMBERSHIPS		-	
555010	TRAINING & EDUCATION	5,687	3,063	1,000
564010	EQUIPMENT	69,581	5,000	5,000
568010	INTANGIBLE ACQUISITION		15,000	15,000
Total Department		559,797	420,651	653,214