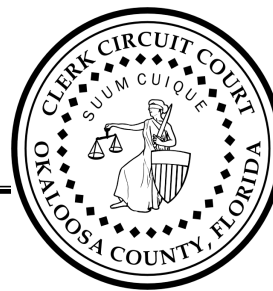


JD PEACOCK II

CLERK OF CIRCUIT COURT & COMPTROLLER, OKALOOSA COUNTY, FLORIDA



June 1, 2020

Dear Chairman Goodwin:

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2020-21. The supporting documentation attached includes comprehensive Clerk's Office general fund information. Our budget request, as related to BCC operations, is summarized below. As you know we are still in the midst of a county, state and national state of emergency over the COVID-19 pandemic. I would like to thank you and the commission, as well as Mr. Hofstad and his staff for the great working relationship that we have developed over the past five years. This relationship, focused on accountability and teamwork, has proven to be a valuable trait of our county government. Even during this trying time our collaborations on improvement have provided exceptional service to our community. I look forward to continuing that high level of service as we navigate an uncertain future.

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

BCC Finance, Including Internal Audit Function (IG)	\$1,578,579
Clerk to BCC	\$163,968

This is a total request from this office of \$1,742,547 or \$45,659 above the current approved funding level.

This request includes a 3% COLA for all employees. Also included are increased healthcare costs for FY 2020-21. You will see that we continue to prioritize the funding of technology in all operations at the clerk's office. We are currently working closely with county Human Resource and Information Systems staff as we implement efficiency enhancements across several county Finance and HR functions. These investments will provide valuable benefits across county departments.

Sincerely,

JD Peacock II

Clerk of Circuit Court & Comptroller

cc: Okaloosa County Commission
John Hofstad, County Administrator
Faye Douglas, County OMB Director
Jordan Steffens, Finance Director

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2020-21
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 18-19 Actual	FY 19-20 Adopted	FY 20-21 Proposed	FY 20-21 % +/-
REVENUE				
Okaloosa County General Fund	1,883,250	1,696,888	1,742,547	2.7% \$ 45,659
Clerk's General Fund	390,652	874,937	666,794	-23.8%
Total Revenue	\$ 2,273,902	\$ 2,571,825	2,409,341	-6.3%
EXPENDITURES				
Clerk to the Board of County Commissioners				
Personal Services	162,078	173,078	157,520	
Operating	7,595	6,988	6,448	
Capital	-	-	-	
Total	\$ 169,672	\$ 180,067	163,968	-8.9%
BCC Finance Department				
Personal Services	887,890	1,079,781	906,031	
Operating	114,068	97,948	134,614	
Capital	1,366	2,188	2,188	
Total	\$ 1,003,325	\$ 1,179,917	1,042,833	-11.6%
Inspector General				
Personal Services	153,534	123,360	169,613	
Operating	14,454	5,888	14,376	
Capital	-	-	-	
Total	\$ 167,988	\$ 129,247	183,989	42.4%
Administrative Support¹	\$ 386,028	\$ 429,380	\$ 351,757	-18.1%
Article V Court IT Costs²				
Personal Services	337,860	531,714	394,928	
Operating	176,492	101,500	256,866	
Capital	32,536	20,000	15,000	
Total	\$ 546,888	\$ 653,214	666,794	2.1%
Total Expenditures	\$ 2,273,902	\$ 2,571,825	2,409,341	-6.3%

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

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.

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

Department 104, Clerk to the BCC

Account	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010 REGULAR SALARIES & WAGES	96,452	106,130	100,879
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	-	-	-
521010 FICA TAXES/MATCHING	7,214	7,392	7,717
522010 RETIREMENT CONTRIBUTION	7,931	7,982	8,353
523010 LIFE & HEALTH INSURANCE	11,422	12,510	14,832
524010 WORKERS COMPENSATION	246	250	335
525010 UNEMPLOYMENT COMPENSATION	-	-	-
531020 PROF SERV - OTHER	60	100	100
531030 PROF SERV - COMP CONSULT	-	-	-
540110 TRAVEL	108	500	500
541010 COMMUNICATIONS	-	-	-
542020 POSTAGE / FREIGHT	-	-	-
544010 RENT/LEASE - EQUIPMENT	1,285	600	1,650
545010 INS & BONDS - PREMIUMS	938	938	938
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
546030 REPAIR/MAINT - COMP EQUIP	-	-	-
547010 PRINTING AND BINDING	-	100	432
549090 OTHER EXPENSE	301	-	78
551010 OFFICE SUPPLIES	167	250	250
552030 SOFTWARE AQUISITION	-	-	-
552090 OTHER SUPPLIES	235	-	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	-	-
554020 DUES & MEMBERSHIPS	-	-	-
Total Department	\$ 126,359	\$ 136,753	136,064
	43,814	43,314	27,904
Total BCC	170,172	180,067	163,968

Courier

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

Department 101, Elected Administration

Account	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
511010 SALARIES ELECTED OFFICIAL	54,328	67,352	47,610
521010 FICA TAXES/MATCHING	3,963	5,221	3,642
522010 RETIREMENT CONTRIBUTION	26,467	33,238	7,294
523010 LIFE & HEALTH INSURANCE	2,353	3,000	4,491
524010 WORKERS COMPENSATION	48	100	58
531020 PROF SERV - OTHER	23	-	16
540110 TRAVEL	1,477	2,500	3,259
541010 COMMUNICATIONS	1,144	750	1,250
541030 COMMUNICATIONS - COURT	1,373	750	1,250
545010 INS & BONDS - PREMIUMS	183	250	183
546020 REPAIR/MAINT - OFC EQUIP	124	-	-
551010 OFFICE SUPPLIES	433	100	500
552010 CLOTHING/WEARING APPAREL	195	-	250
552020 FUEL - FLEET MAINTENANCE	23	-	-
552080 COMPUTER SUPPLIES	1,062	-	269
552090 OTHER SUPPLIES	669	-	700
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	100	-
554020 DUES & MEMBERSHIPS	1,461	1,000	1,500
555010 TRAINING & EDUCATION	199	1,000	250
564010 EQUIPMENT	-	1,000	1,000
Total Department	\$ 95,525	\$ 116,361	\$ 73,522
General Fund Allocation	(69,765)	(58,180)	(36,761)
Total BCC Allocation	\$ 25,760	58,180	36,761

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

Finance Department, (102,1021,1023)

Account	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010 REGULAR SALARIES & WAGES	632,595	892,646	722,982
512020 PART-TIME SAL & WAGES	794	-	-
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	2,536	10,000	2,500
521010 FICA TAXES/MATCHING	45,496	66,962	55,309
522010 RETIREMENT CONTRIBUTION	101,461	135,866	123,738
523010 LIFE & HEALTH INSURANCE	103,762	126,860	129,050
524010 WORKERS COMPENSATION	1,246	1,700	1,885
531010 PROF SERV - ATTORNEY	-	-	-
531020 PROF SERV - OTHER	506	250	565
531030 PROF SERV - COMP CONSULT	348	8,000	5,000
532010 AUDIT-STATE REQUIRED -CPA	2,810	-	-
534030 SOFTWARE MAINTENANCE	40,943	50,000	57,179
534090 MISC CONTRACTUAL SERVICES	25,815	17,500	32,438
540110 TRAVEL	8,420	2,000	3,500
541010 COMMUNICATIONS	1,575	1,000	1,453
542020 POSTAGE / FREIGHT	5,788	1,250	2,976
544010 RENT/LEASE - EQUIPMENT	3,370	2,500	3,318
545010 INS & BONDS - PREMIUMS	4,758	7,391	4,835
545168 INSURANCE - HSA PLAN	-	-	13,611
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
547010 PRINTING AND BINDING	979	200	793
549090 OTHER EXPENSE	997	1,250	578
551010 OFFICE SUPPLIES	2,573	4,500	1,809
552010 CLOTHING/WEARING APPAREL	-	-	-
552020 FUEL - FLEET MAINTENANCE	-	-	-
552030 SOFTWARE AQUISITION	49	1,000	8,798
552080 COMPUTER SUPPLIES	1,796	-	1,000
552090 OTHER SUPPLIES	3,158	-	1,500
554010 BOOKS/PUBS/SUBS/MEMBERSHP	86	600	407
554020 DUES & MEMBERSHIPS	3,217	2,500	3,631
555010 TRAINING & EDUCATION	6,881	12,000	10,454
564010 EQUIPMENT	1,366	2,500	2,500
	-	-	-
Total Department	\$ 1,003,325	\$ 1,348,477	1,191,809
Official Records Allocation	(125,416)	(168,560)	(148,976)
Total BCC Allocation	877,909	1,179,917	1,042,833

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

Department 1081, Administration

Account	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010 REGULAR SALARIES & WAGES	61,126	58,851	57,764
521010 FICA TAXES/MATCHING	4,453	4,502	4,419
522010 RETIREMENT CONTRIBUTION	11,800	11,390	11,677
523010 LIFE & HEALTH INSURANCE	13,210	5,000	5,145
524010 WORKERS COMPENSATION	96	100	116
531010 PROF SERV - ATTORNEY	9,422	15,000	14,501
531020 PROF SERV - OTHER	103	500	16
534030 SOFTWARE MAINTENANCE	-	25,000	78
534090 MISC CONTRACTUAL SERVICES	-	250	250
540110 TRAVEL	1,703	1,000	1,000
541010 COMMUNICATIONS	190	-	146
541030 COMMUNICATIONS - COURT	290	250	274
542020 POSTAGE / FREIGHT	524	-	764
544010 RENT/LEASE - EQUIPMENT	1,941	1,000	2,237
545010 INS & BONDS - PREMIUMS	366	938	938
545168 INSURANCE - HSA PLAN	-	-	1,346
546020 REPAIR/MAINT - OFC EQUIP	15	-	-
547010 PRINTING AND BINDING	353	500	500
549030 ARTICLE IV-D REPAYMENT	239,376	221,723	155,274
549090 OTHER EXPENSE	22,214	1,000	1,000
551010 OFFICE SUPPLIES	745	500	500
552010 CLOTHING/WEARING APPAREL	-	-	-
552020 FUEL - FLEET MAINTENANCE	1,812	3,500	3,600
552080 COMPUTER SUPPLIES	480	-	6,000
552090 OTHER SUPPLIES	991	1,000	1,000
554010 BOOKS/PUBS/SUBS/MEMBERSHP	8,003	2,500	4,017
554020 DUES & MEMBERSHIPS	581	1,500	1,500
555010 TRAINING & EDUCATION	1,458	1,000	2,899
564010 EQUIPMENT	11,602	35,000	35,000
599090 RESERVE FOR CONTINGENCIES	-	75,000	75,000
Total Department	\$ 392,855	\$ 467,004	\$ 386,961
General Fund Allocation	(122,783)	(196,225)	(185,350)
Total BCC Allocation	\$ 270,072	\$ 270,779	\$ 201,611

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Department 106, Records Management

Budget

Account	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010 REGULAR SALARIES & WAGES	116,709	96,130	99,284
521010 FICA TAXES/MATCHING	8,558	7,281	7,595
522010 RETIREMENT CONTRIBUTION	10,223	7,862	8,221
523010 LIFE & HEALTH INSURANCE	25,476	22,833	11,599
524010 WORKERS COMPENSATION	336	239	349
531020 PROF SERV - OTHER	47	-	1,242
534010 CS-PERSONNEL	-	-	-
534090 MISC CONTRACTUAL SERVICES	2,644	1,250	1,250
540110 TRAVEL	643	500	500
541010 COMMUNICATIONS	-	-	-
542020 POSTAGE / FREIGHT	7,683	12,500	12,500
544010 RENT/LEASE - EQUIPMENT	3,881	1,500	6,056
545010 INS & BONDS - PREMIUMS	1,281	1,281	1,281
545168 INSURANCE - HSA PLAN	-	-	1,755
546010 REPAIR/MAINT - FACILITIES	1,954	500	500
546020 REPAIR/MAINT - OFC EQUIP	40	-	1,298
547010 PRINTING AND BINDING	-	-	221
549090 OTHER EXPENSE	545	1,000	428
551010 OFFICE SUPPLIES	458	1,000	1,338
552020 FUEL - FLEET MAINTENANCE	1,665	1,000	1,714
552080 COMPUTER SUPPLIES	-	-	-
552090 OTHER SUPPLIES	1,080	-	1,000
554010 BOOKS/PUBS/SUBS/MEMBERSHP	160	-	120
554020 DUES & MEMBERSHIPS	-	50	38
555010 TRAINING & EDUCATION	100	500	500
564010 EQUIPMENT	1,560	1,500	1,500
Total Department	\$ 185,041	\$ 156,927	\$ 160,289
General Fund Allocation	(148,033)	(125,541)	(128,231)
Total BCC Allocation	\$ 37,008	\$ 31,385	\$ 32,058

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2020-21
Budget**

Department 107, Inspector General

Account		FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010	REGULAR SALARIES & WAGES	116,305	102,214	149,881
513010	OTHER SALARIES & WAGES	-	20,000	20,000
521010	FICA TAXES/MATCHING	8,208	7,819	11,466
522010	RETIREMENT CONTRIBUTION	19,639	17,819	23,594
523010	LIFE & HEALTH INSURANCE	9,087	16,455	20,833
524010	WORKERS COMPENSATION	295	173	377
531010	PROF SERV - ATTORNEY	-	-	-
531020	PROF SERV - OTHER	123	-	341
531030	PROF SERV - COMP CONSULT	-	-	-
534030	SOFTWARE MAINTENANCE	1,050	350	2,187
534090	MISC CONTRACTUAL SERVICES	-	-	-
540110	TRAVEL	2,693	1,500	6,834
541010	COMMUNICATIONS	-	-	-
544010	RENT/LEASE - EQUIPMENT	74	100	100
545010	INS & BONDS - PREMIUMS	1,126	750	750
547010	PRINTING AND BINDING	68	100	100
549090	OTHER EXPENSE	733	900	650
551010	OFFICE SUPPLIES	-	-	75
552020	FUEL - FLEET MAINTENANCE	1,268	1,000	1,649
552030	SOFTWARE AQUISITION	-	-	-
552080	COMPUTER SUPPLIES	200	-	250
552090	OTHER SUPPLIES	418	-	180
554010	BOOKS/PUBS/SUBS/MEMBERSHP	2,309	750	3,383
554020	DUES & MEMBERSHIPS	1,225	400	669
555010	TRAINING & EDUCATION	3,166	2,000	2,000
Total Department		167,988	172,330	245,319
Official Records Allocation		(41,997)	(43,082)	(61,330)
Total BCC Allocation		139,289	139,289	183,989

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

Department 1084, Information Systems

Account		FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010	REGULAR SALARIES & WAGES	162,357	212,288	154,653
514010	OVERTIME	30	-	-
521010	FICA TAXES/MATCHING	11,642	16,240	11,831
522010	RETIREMENT CONTRIBUTION	20,000	23,250	19,116
523010	LIFE & HEALTH INSURANCE	22,370	30,287	23,763
524010	WORKERS COMPENSATION	288	359	407
531020	PROF SERV - OTHER	1,198	1,000	250
531030	PROF SERV - COMP CONSULT	8,906	5,000	9,491
534030	SOFTWARE MAINTENANCE	17,813	15,000	80,000
534040	SOFTWARE MAINTENANCE-CTS	1,092	-	331
534090	MISC CONTRACTUAL SERVICES	-	-	-
540110	TRAVEL	1,423	1,000	1,193
541010	COMMUNICATIONS	6,604	5,000	5,097
542020	POSTAGE / FREIGHT	-	-	-
544010	RENT/LEASE - EQUIPMENT	74	-	-
545010	INS & BONDS - PREMIUMS	1,098	1,500	1,250
545168	INSURANCE - HSA PLAN	-	-	1,755
546010	REPAIR/MAINT - FACILITIES	-	-	-
546020	REPAIR/MAINT - OFC EQUIP	-	-	-
546030	REPAIR/MAINT - COMP EQUIP	272	-	15,995
547010	PRINTING AND BINDING	22	-	7
549010	ADVERTISING - LEGAL	-	-	-
549090	OTHER EXPENSE	-	500	-
551010	OFFICE SUPPLIES	57	-	250
552020	FUEL - FLEET MAINTENANCE	-	-	-
552030	SOFTWARE AQUISITION	1,660	7,500	42,099
552080	COMPUTER SUPPLIES	7,329	20,000	30,079
552090	OTHER SUPPLIES	495	-	500
554010	BOOKS/PUBS/SUBS/MEMBERSHP	276	250	567
555010	TRAINING & EDUCATION	328	1,000	500
564010	EQUIPMENT	607	2,500	7,500
568010	INTANGIBLE ACQUISITION	-	2,500	-
Total Department		\$ 265,942	\$ 345,175	\$ 406,634
General Fund Allocation		(212,753)	(276,140)	(325,307)
Total BCC Allocation		\$ 53,188	\$ 69,035	\$ 81,327

Clerk of Circuit Court and Comptroller

Okaloosa County, Florida

Fiscal Year 2020-21

Budget

Department 1085 Court Information Systems

Account		FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
512010	REGULAR SALARIES & WAGES	253,289	399,669	291,161
521010	FICA TAXES/MATCHING	18,164	30,575	22,274
522010	RETIREMENT CONTRIBUTION	31,198	43,773	35,989
523010	LIFE & HEALTH INSURANCE	34,760	57,021	44,738
524010	WORKERS COMPENSATION	450	676	766
531020	PROF SERV - OTHER	1,854	1,500	15,000
531030	PROF SERV - COMP CONSULT	9,558	3,500	23,315
534030	SOFTWARE MAINTENANCE	46,245	37,500	63,105
534040	SOFTWARE MAINTENANCE-CTS	13,307	-	6,500
534090	MISC CONTRACTUAL SERVICES	-	-	-
540110	TRAVEL	2,019	1,000	2,246
541010	COMMUNICATIONS	8,327	6,000	7,946
541030	COMMUNICATIONS - COURT	2,249	-	3,067
542020	POSTAGE / FREIGHT	786	-	-
544010	RENT/LEASE - EQUIPMENT	116	250	-
545010	INS & BONDS - PREMIUMS	1,717	1,750	-
545168	INSURANCE - HSA PLAN	-	-	-
546010	REPAIR/MAINT - FACILITIES	-	-	-
546020	REPAIR/MAINT - OFC EQUIP	-	-	-
546030	REPAIR/MAINT - COMP EQUIP	2,285	2,500	29,706
547010	PRINTING AND BINDING	34	-	-
549010	ADVERTISING - LEGAL	-	-	-
549090	OTHER EXPENSE	2,261	1,000	-
551010	OFFICE SUPPLIES	89	250	250
552020	FUEL - FLEET MAINTENANCE	-	-	-
552030	SOFTWARE AQUISITION	34,009	10,000	66,137
552080	COMPUTER SUPPLIES	35,564	35,000	37,276
552090	OTHER SUPPLIES	774	-	750
554010	BOOKS/PUBS/SUBS/MEMBERSHP	14,794	250	1,068
555010	TRAINING & EDUCATION	503	1,000	500
564010	EQUIPMENT	32,536	5,000	15,000
568010	INTANGIBLE ACQUISITION	-	15,000	-
Total Department		546,888	653,214	666,794