

JD PEACOCK II

CLERK OF CIRCUIT COURT & COMPTROLLER, OKALOOSA COUNTY, FLORIDA



June 1, 2021

Dear Chair Ketchel,

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2021/22. The supporting documentation attached includes comprehensive Clerk's Office general fund information. Our budget request as related to BCC operations is summarized below. As we recover from the dramatic events of this past year, I'd like to thank you, your fellow commissioners, as well as the county administration for all your efforts to support our community during these challenging times. I believe our county government was well prepared and proved capable to the challenge. We continue to stay focused on accountability and teamwork as we look to the future.

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

BCC Finance, Including Internal Audit Function (IG)	\$ 2,210,315
Clerk to BCC	\$ 96,294

This is a total request from this office of \$2,306,609 or \$564,062 above the current approved funding level.

\$243,589 of this request 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 and we will conclude the repayment plan one year early.

We have included \$409,334 for Court Operational lost revenue related to the Federal American Recovery Act funding. This will assist our office in upgrading our court maintenance software package. We also included an additional auditor position due to increased workload.

For context, had the Child Support repayment, court lost revenue, and additional auditor request not been included, our budget request would have been just \$10,525 more than the previous year (0.7%).

Sincerely,

JD Peacock II
Clerk of Circuit Court & Comptroller

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

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2021-22 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 19-20 Actual	FY 20-21 Adopted	FY 21-22 Proposed	FY 21-22 % +/-
REVENUE				
Okaloosa County General Fund	1,696,888	1,742,547	2,306,609	32.4% \$ 564,062
Clerk's General Fund	907,249	621,667	1,125,263	81.0%
Total Revenue	\$ 2,604,137	\$ 2,364,214	3,431,872	45.2%
EXPENDITURES				
Clerk to the Board of County Commissioners				
Personal Services	161,830	88,575	93,365	
Operating	10,176	2,478	2,929	
Capital	-	-	-	
Total	\$ 172,006	\$ 91,053	96,294	5.8%
BCC Finance Department				
Personal Services	937,623	898,542	912,389	
Operating	131,012	158,315	126,926	
Capital	-	-	-	
Total	\$ 1,068,634	\$ 1,056,857	1,039,315	-1.7%
Inspector General				
Personal Services	153,007	171,489	215,670	
Operating	16,420	13,057	10,010	
Capital	-	-	-	
Total	\$ 169,428	\$ 184,546	225,680	22.3%
Administrative Support¹	\$ 369,842	\$ 343,300	\$ 945,321	175.4%
Article V Court IT Costs²				
Personal Services	431,421	426,099	415,752	
Operating	391,968	262,360	225,511	
Capital	840	-	484,000	
Total	\$ 824,228	\$ 688,459	1,125,263	63.4%
Total Expenditures	\$ 2,604,137	\$ 2,364,214	3,431,872	45.2%

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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.

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

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
512010 REGULAR SALARIES & WAGES	98,539	50,561	53,603
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	-	-	-
521010 FICA TAXES/MATCHING	7,282	3,868	4,101
522010 RETIREMENT CONTRIBUTION	8,469	4,186	4,878
523010 LIFE & HEALTH INSURANCE	9,207	1,887	1,887
524010 WORKERS COMPENSATION	(481)	169	155
525010 UNEMPLOYMENT COMPENSATION	-	-	-
531020 PROF SERV - OTHER	114	100	-
531030 PROF SERV - COMP CONSULT	-	-	-
540110 TRAVEL	0	340	-
541010 COMMUNICATIONS	-	-	-
542020 POSTAGE / FREIGHT	-	-	-
544010 RENT/LEASE - EQUIPMENT	1,100	1,650	1,500
545010 INS & BONDS - PREMIUMS	979	-	340
545168 INSURANCE - HSA PLAN	2,500	-	-
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
546030 REPAIR/MAINT - COMP EQUIP	-	-	-
547010 PRINTING AND BINDING	288	132	989
549090 OTHER EXPENSE	85	78	-
551010 OFFICE SUPPLIES	109	178	-
552030 SOFTWARE AQUISITION	-	-	-
552090 OTHER SUPPLIES	-	-	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	-	100
554020 DUES & MEMBERSHIPS	-	-	-
Total Department	\$ 128,193	\$ 63,149	67,553
	43,814	27,904	28,741
Total BCC	172,006	91,053	96,294

Courier

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

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
511010 SALARIES ELECTED OFFICIAL	48,077	47,610	47,610
521010 FICA TAXES/MATCHING	3,590	3,642	3,642
522010 RETIREMENT CONTRIBUTION	12,967	7,294	7,941
523010 LIFE & HEALTH INSURANCE	3,346	3,971	4,260
524010 WORKERS COMPENSATION	46	59	54
531020 PROF SERV - OTHER	19	16	19
540110 TRAVEL	2,173	3,259	3,500
541010 COMMUNICATIONS	776	608	750
541030 COMMUNICATIONS - COURT	1,013	775	750
545010 INS & BONDS - PREMIUMS	171	-	346
545168 INSURANCE - HSA PLAN	975	520	520
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
551010 OFFICE SUPPLIES	32	-	9
552010 CLOTHING/WEARING APPAREL	-	-	-
552020 FUEL - FLEET MAINTENANCE	-	-	-
552080 COMPUTER SUPPLIES	179	2,500	1,500
552090 OTHER SUPPLIES	-	-	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	-	-
554020 DUES & MEMBERSHIPS	1,246	1,348	1,500
555010 TRAINING & EDUCATION	(111)	52	1,000
564010 EQUIPMENT	-	-	-
Total Department	\$ 74,498	\$ 71,654	\$ 73,401
General Fund Allocation	(48,738)	(35,827)	(36,701)
Total BCC Allocation	\$ 25,760	35,827	36,701

**Clerk of Circuit Court and Comptroller
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Finance Department, (102,1021,1023)

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	
512010	REGULAR SALARIES & WAGES	676,836	739,344	741,700
512020	PART-TIME SAL & WAGES	-	-	-
513010	OTHER SALARIES & WAGES	-	-	-
514010	OVERTIME	769	1,153	-
521010	FICA TAXES/MATCHING	48,447	56,561	56,740
522010	RETIREMENT CONTRIBUTION	120,268	125,092	114,355
523010	LIFE & HEALTH INSURANCE	89,837	102,808	128,195
524010	WORKERS COMPENSATION	1,466	1,947	1,740
531010	PROF SERV - ATTORNEY	-	-	-
531020	PROF SERV - OTHER	2,433	665	541
531030	PROF SERV - COMP CONSULT	-	25,000	17,500
532010	AUDIT-STATE REQUIRED -CPA	910	-	-
534030	SOFTWARE MAINTENANCE	57,570	57,179	60,000
534090	MISC CONTRACTUAL SERVICES	24,599	29,006	23,000
540110	TRAVEL	1,076	1,940	4,665
541010	COMMUNICATIONS	1,995	1,391	1,650
542020	POSTAGE / FREIGHT	3,492	2,976	4,000
544010	RENT/LEASE - EQUIPMENT	2,045	4,718	-
545010	INS & BONDS - PREMIUMS	5,508	-	7,225
545168	INSURANCE - HSA PLAN	15,123	9,000	9,000
546020	REPAIR/MAINT - OFC EQUIP	-	-	-
547010	PRINTING AND BINDING	529	925	500
549090	OTHER EXPENSE	178	296	-
551010	OFFICE SUPPLIES	1,510	1,737	3,000
552010	CLOTHING/WEARING APPAREL	-	-	-
552020	FUEL - FLEET MAINTENANCE	-	-	50
552030	SOFTWARE AQUISITION	4,747	35,000	-
552080	COMPUTER SUPPLIES	-	-	-
552090	OTHER SUPPLIES	462	574	1,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	353	157	3,750
554020	DUES & MEMBERSHIPS	2,568	2,396	1,861
555010	TRAINING & EDUCATION	5,914	7,971	7,316
564010	EQUIPMENT	-	-	-
Total Department		\$ 1,068,634	\$ 1,207,836	1,187,788
Official Records Allocation		(133,579)	(150,980)	(148,474)
Total BCC Allocation		935,055	1,056,857	1,039,315

**Clerk of Circuit Court and Comptroller
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Department 1081, Administration

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
512010 REGULAR SALARIES & WAGES	55,408	57,764	55,138
521010 FICA TAXES/MATCHING	4,108	4,419	4,218
522010 RETIREMENT CONTRIBUTION	11,341	11,677	12,199
523010 LIFE & HEALTH INSURANCE	5,010	4,625	8,521
524010 WORKERS COMPENSATION	91	118	107
531010 PROF SERV - ATTORNEY	10,579	10,666	13,678
531020 PROF SERV - OTHER	19	16	19
534030 SOFTWARE MAINTENANCE	406	78	583
534090 MISC CONTRACTUAL SERVICES	-	-	-
540110 TRAVEL	211	401	-
541010 COMMUNICATIONS	176	146	-
541030 COMMUNICATIONS - COURT	331	274	77
542020 POSTAGE / FREIGHT	516	764	5
544010 RENT/LEASE - EQUIPMENT	1,492	2,237	-
545010 INS & BONDS - PREMIUMS	343	-	692
545168 INSURANCE - HSA PLAN	1,495	520	1,041
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
547010 PRINTING AND BINDING	1,417	96	83
549030 ARTICLE IV-D REPAYMENT	221,723	155,274	243,589
549090 OTHER EXPENSE	786	945	1,799
551010 OFFICE SUPPLIES	469	86	59
552010 CLOTHING/WEARING APPAREL	-	-	-
552020 FUEL - FLEET MAINTENANCE	2,545	3,600	122
552080 COMPUTER SUPPLIES	7	10	94
552090 OTHER SUPPLIES	522	680	520
554010 BOOKS/PUBS/SUBS/MEMBERSHP	4,138	4,017	7,640
554020 DUES & MEMBERSHIPS	639	581	2,086
555010 TRAINING & EDUCATION	2,405	2,899	1,615
564010 EQUIPMENT	-	35,000	-
591151 BT-COURT OPERATIONS	-	-	409,334
599090 RESERVE FOR CONTINGENCIES	-	75,000	75,000
Total Department	\$ 326,177	\$ 371,893	\$ 838,219
General Fund Allocation	(83,563)	(173,295)	(148,237)
Total BCC Allocation	\$ 242,614	\$ 198,598	\$ 689,982

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

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
512010 REGULAR SALARIES & WAGES	99,749	99,284	87,565
521010 FICA TAXES/MATCHING	7,425	7,595	6,699
522010 RETIREMENT CONTRIBUTION	8,801	8,221	8,066
523010 LIFE & HEALTH INSURANCE	7,281	10,559	6,878
524010 WORKERS COMPENSATION	274	353	268
525010 UNEMPLOYMENT COMPENSATION	825	-	-
531020 PROF SERV - OTHER	1,330	1,242	1,956
534010 CS-PERSONNEL	-	-	-
534090 MISC CONTRACTUAL SERVICES	875	543	3,483
540110 TRAVEL	122	183	-
541010 COMMUNICATIONS	-	-	-
542020 POSTAGE / FREIGHT	8,380	5,102	-
544010 RENT/LEASE - EQUIPMENT	6,579	6,056	4,358
545010 INS & BONDS - PREMIUMS	1,028	-	2,058
545168 INSURANCE - HSA PLAN	1,950	1,041	520
546010 REPAIR/MAINT - FACILITIES	-	-	-
546020 REPAIR/MAINT - OFC EQUIP	1,335	1,298	-
547010 PRINTING AND BINDING	148	221	-
549090 OTHER EXPENSE	291	428	16,342
551010 OFFICE SUPPLIES	1,222	1,338	145
552020 FUEL - FLEET MAINTENANCE	1,143	1,714	-
552080 COMPUTER SUPPLIES	-	-	-
552090 OTHER SUPPLIES	437	-	121
554010 BOOKS/PUBS/SUBS/MEMBERSHP	87	120	100
554020 DUES & MEMBERSHIPS	25	38	43
555010 TRAINING & EDUCATION	-	-	-
564010 EQUIPMENT	-	-	25,000
Total Department	\$ 149,308	\$ 145,336	\$ 163,602
General Fund Allocation	(119,446)	(116,269)	(110,882)
Total BCC Allocation	\$ 29,862	\$ 29,067	\$ 52,720

**Clerk of Circuit Court and Comptroller
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Department 107, Inspector General

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	
512010	REGULAR SALARIES & WAGES	114,281	153,006	208,894
513010	OTHER SALARIES & WAGES	-	20,000	-
521010	FICA TAXES/MATCHING	8,074	11,705	15,980
522010	RETIREMENT CONTRIBUTION	20,556	23,852	30,925
523010	LIFE & HEALTH INSURANCE	9,900	19,708	31,297
524010	WORKERS COMPENSATION	195	381	464
531010	PROF SERV - ATTORNEY	-	-	-
531020	PROF SERV - OTHER	246	341	86
531030	PROF SERV - COMP CONSULT	-	-	-
534030	SOFTWARE MAINTENANCE	2,424	2,187	627
534090	MISC CONTRACTUAL SERVICES	-	-	129
540110	TRAVEL	4,556	6,834	-
541010	COMMUNICATIONS	-	-	-
542020	POSTAGE / FREIGHT	30	-	-
544010	RENT/LEASE - EQUIPMENT	-	-	-
545010	INS & BONDS - PREMIUMS	734	-	2,225
545168	INSURANCE - HSA PLAN	-	1,125	1,125
547010	PRINTING AND BINDING	-	-	-
549090	OTHER EXPENSE	119	78	170
551010	OFFICE SUPPLIES	50	75	411
552020	FUEL - FLEET MAINTENANCE	1,174	1,649	44
552030	SOFTWARE AQUISITION	-	-	-
552080	COMPUTER SUPPLIES	7	11	-
552090	OTHER SUPPLIES	120	180	243
554010	BOOKS/PUBS/SUBS/MEMBERSHP	3,569	3,383	3,000
554020	DUES & MEMBERSHIPS	806	669	286
555010	TRAINING & EDUCATION	2,586	877	5,000
Total Department		169,428	246,061	300,906
Official Records Allocation		(42,357)	(61,515)	(75,227)
Total BCC Allocation		139,289	184,546	225,680

**Clerk of Circuit Court and Comptroller
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Department 1084, Information Systems

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	
512010	REGULAR SALARIES & WAGES	178,533	165,904	159,913
514010	OVERTIME	-	-	-
521010	FICA TAXES/MATCHING	13,002	12,692	12,233
522010	RETIREMENT CONTRIBUTION	21,469	20,048	21,052
523010	LIFE & HEALTH INSURANCE	20,087	27,213	27,257
524010	WORKERS COMPENSATION	365	470	375
531020	PROF SERV - OTHER	159	125	139
531030	PROF SERV - COMP CONSULT	11,065	16,000	19,937
534030	SOFTWARE MAINTENANCE	22,284	80,000	100,000
534040	SOFTWARE MAINTENANCE-CTS	221	331	-
534090	MISC CONTRACTUAL SERVICES	-	-	-
540110	TRAVEL	1,028	1,193	193
541010	COMMUNICATIONS	5,324	5,097	6,842
542020	POSTAGE / FREIGHT	-	-	-
544010	RENT/LEASE - EQUIPMENT	6,218	-	12,653
545010	INS & BONDS - PREMIUMS	1,371	-	2,744
545168	INSURANCE - HSA PLAN	1,950	1,041	2,081
546010	REPAIR/MAINT - FACILITIES	-	-	-
546020	REPAIR/MAINT - OFC EQUIP	73	-	-
546030	REPAIR/MAINT - COMP EQUIP	6,894	44,000	50,000
547010	PRINTING AND BINDING	4	7	158
549010	ADVERTISING - LEGAL	-	-	-
549090	OTHER EXPENSE	-	-	-
551010	OFFICE SUPPLIES	-	-	-
552020	FUEL - FLEET MAINTENANCE	-	-	-
552030	SOFTWARE AQUISITION	46,175	12,000	50,000
552080	COMPUTER SUPPLIES	20,519	12,000	25,000
552090	OTHER SUPPLIES	235	352	-
554010	BOOKS/PUBS/SUBS/MEMBERSHP	609	567	892
555010	TRAINING & EDUCATION	-	-	2,119
564010	EQUIPMENT	446	-	56,000
568010	INTANGIBLE ACQUISITION	-	-	-
Total Department		\$ 358,031	\$ 399,040	\$ 549,588
General Fund Allocation		(286,425)	(319,232)	(383,670)
Total BCC Allocation		\$ 71,606	\$ 79,808	\$ 165,918

**Clerk of Circuit Court and Comptroller
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Department 1085 Court Information Systems

Account	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	
512010	REGULAR SALARIES & WAGES	331,003	312,343	301,064
521010	FICA TAXES/MATCHING	24,114	23,894	23,031
522010	RETIREMENT CONTRIBUTION	39,796	37,743	39,634
523010	LIFE & HEALTH INSURANCE	35,831	51,234	51,316
524010	WORKERS COMPENSATION	678	885	707
531020	PROF SERV - OTHER	261	176	262
531030	PROF SERV - COMP CONSULT	24,481	24,000	39,889
534030	SOFTWARE MAINTENANCE	107,311	30,000	82,190
534040	SOFTWARE MAINTENANCE-CTS	415	89,898	-
534090	MISC CONTRACTUAL SERVICES	111,627	-	-
540110	TRAVEL	1,935	2,246	364
541010	COMMUNICATIONS	8,157	7,946	15,951
541030	COMMUNICATIONS - COURT	3,059	3,067	3,117
542020	POSTAGE / FREIGHT	-	-	-
544010	RENT/LEASE - EQUIPMENT	6,021	-	17,001
545010	INS & BONDS - PREMIUMS	2,546	-	5,166
545168	INSURANCE - HSA PLAN	-	1,959	3,919
546010	REPAIR/MAINT - FACILITIES	-	-	80
546020	REPAIR/MAINT - OFC EQUIP	137	-	-
546030	REPAIR/MAINT - COMP EQUIP	12,805	66,000	27,365
547010	PRINTING AND BINDING	-	-	-
549010	ADVERTISING - LEGAL	-	-	-
549090	OTHER EXPENSE	-	-	-
551010	OFFICE SUPPLIES	62	-	-
552020	FUEL - FLEET MAINTENANCE	-	-	-
552030	SOFTWARE AQUISITION	73,812	18,000	20,000
552080	COMPUTER SUPPLIES	38,192	18,000	4,568
552090	OTHER SUPPLIES	-	-	-
554010	BOOKS/PUBS/SUBS/MEMBERSHP	1,146	1,068	1,679
555010	TRAINING & EDUCATION	-	-	3,960
564010	EQUIPMENT	840	-	84,000
568010	INTANGIBLE ACQUISITION	-	-	400,000
Total Department		824,228	688,459	1,125,263