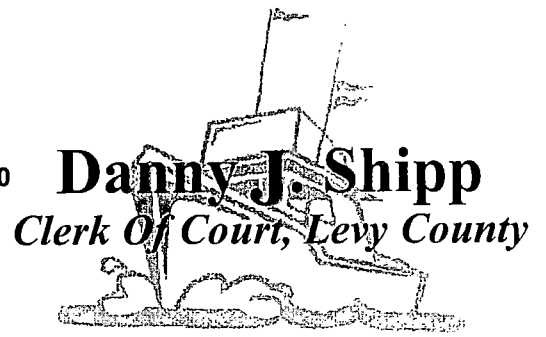




355 South Court Street • Bronson, Florida 32621-6520
 Phone: (352) 486-5266



June 1, 2022

Honorable Board of County Commissioners:

Please find the attached budget request of the Levy County Clerk of Court & Comptroller's Office for Fiscal Year 2022-2023.

I and my staff would like to thank you for your support and cooperation.

For FY 2023, the primary growth drivers of the Clerk and Comptroller's budget are identical to those driving growth of the broader County budget. Roughly 70% of our increase over FY 22 is the cost of the "\$2.50/5%" raise plan, 8.3% is from the cost of State-mandated FRS increases combined with health insurance estimates used for the Board's budget, and 5.4% of our overall increase is applying the same 6% operating inflation allowance used in the BOCC budget to our operating expense budgets.

The remaining 16.2% of increase in our Clerk to BOCC budget is *not* like Board budget increases, but is a factor of shifting administrative overhead cost allocations between Court Operations and County Operations. Realistically, allocating those costs is an imprecise science as it involves approximating time burdens and assigning staff time of a number of personnel, roughly making up about \$600K of total costs. We end up assigning those costs a little differently each year, depending on need. You may recall that in last year's letter we informed you we were planning to shift \$44K of these costs over to Court funding, and we did that.

However, while we likely won't know our full 2023 funding until September, the CCOC has taken the early posture with Florida Clerks that they're only going to fund the mandated increase in FRS. We are asking for funding of health insurance increases, part of the pay raise (the remainder we'll get from eliminating one vacant FTE), and inflation impacts, but it's unlikely we'll receive our entire \$79K request, even though Court-side revenue activity is up \$100K. The result is that this budget request tentatively builds in a reversal of \$35K of last year's \$44K. I say tentatively because we are requesting enough funding from the CCOC to cover more overhead, and if we receive funding, we will allocate more supervisory and admin costs to Court functions.

Should we not receive the funding, we are able to cover the cost of the overhead allocation, as well as our operating inflation, from revenues collected in-house, without asking for additional BOCC transfer for these amounts at this time. Our activity and revenue volumes are up 15% in Recording, especially driven by property transactions. The result is a \$46K increase in our collected revenue budget.

Accordingly, the only charges we are asking for additional BOCC transfer to fund are the cost of BOCC-funded FTE raises, as well as the estimated Health Insurance increase and legally required FRS increases. The result is a net increase of \$167,000 in the BOCC Transfer funding request of \$931,000 for FY 2022. This is a 17.94% increase to arrive at a Total BOCC Transfer Funding Request: \$1,098,000.

Further details are in the following schedules. Please contact Jared or myself with any questions. Thank you for your consideration and continued support and cooperation,

Danny J. Shipp

Danny J. Shipp,
 Levy County Clerk & Comptroller

DANNY J. SHIPP
 CLERK OF CIRCUIT COURT
 LEVY COUNTY, FLORIDA

2022 JUN -1 PM 12:05

FILED

DETAIL OF CLERK INCREASE REQUESTS

SUMMARY:

CLERK FISCAL YEAR 2021-2022 ORIGINAL BUDGET TRANSFER	\$ 931,000	
ADD: FY 2022 APPROPRIATION OF OTHER GENERAL REVENUES COLLECTED BY CLERK	\$ 302,511	
TOTAL APPROPRIATION CURRENTLY IN BOCC FY 2022 BUDGET	\$ 1,233,511	
No New Positions	\$ -	
Raise Cost \$2.50 + 5% FOR BOCC-FUNDED FTE, (Based on BOCC plan - includes benefits)	\$ 149,030	
Net Reallocation of Administrative Staff Overhead Between Functions per workload and job duties (Last Year it was \$43,752 in the other direction)**	\$ 34,590	
OPERATING COST INFLATION OF 6% PER BOCC BUDGET PLAN	\$ 11,468	
INCREASED IT COSTS NET AGAINST REDUCED TRAVEL BUDGET	\$ (98)	
PLUS HEALTH & FRS INCREASES (BASED ON RATE CHANGES, NOT PAY/FTE CHANGE)	\$ 17,830	*
ADJUSTED TOTAL CLERK AND COMPTROLLER BUDGET REQUEST	\$ 1,446,331	
LESS BUDGETED FY 2023 OTHER GENERAL REVENUES COLLECTED BY CLERK	\$ 348,331	15.1%
FY 2023 BOCC TRANSFER REQUEST	\$ 1,098,000	
FY 2023 BOCC TRANSFER REQUEST INCREASE OPTION REQUESTED FOR APPRC	\$ 167,000	
Transfer Request % Increase	17.94%	

***DETAILS OF ADDITIONAL HEALTH AND FRS COSTS:**

FY 2023 Florida Retirement System Rate Increase Component - BOCC-Funded FTE:	\$ 11,300	} \$ 17,830
FY 2023 Health Insurance at 5% Increase Component - BOCC-Funded FTE:	\$ 6,530	
	\$ -	
Total Benefit-Cost Rate increases	\$ 17,830	

** We will likely revert a good portion of this allocation at year-end if the CCOC gives us more than just FRS and Health Insurance costs.

LEVY COUNTY CLERK & COMPTROLLER OPERATIONAL BUDGET - FY 2023
GENERAL FUND

5/31/2022 16:35

JB

Row Labels	2020 Actual	Sum of 2021 Actual	2022 Budget	2023 Budget Request	FY 23 Difference
050 - CLERK GENERAL FUND					
R - Revenue					
3 - Inter Govt	\$ 75,436.07	\$ 78,478.97	\$ 71,300.00	\$ 71,300.00	\$ -
4 - Service Chrg	\$ 230,333.09	\$ 297,275.62	\$ 246,450.00	\$ 295,250.00	\$ 48,800.00
6 - Miscellaneous	\$ 1,028.84	\$ 2,571.82	\$ 761.00	\$ 781.00	\$ 20.00
8 - Other	\$ 870,000.00	\$ 888,221.00	\$ 915,000.00	\$ 1,079,000.00	\$ 164,000.00
R - Revenue Total	\$ 1,176,798.00	\$ 1,266,547.41	\$ 1,233,511.00	\$ 1,446,331.00	\$ 212,820.00
X - Expense					
P - Payroll	\$ (938,789.90)	\$ (938,878.32)	\$ (1,036,381.00)	\$ (1,237,831.00)	\$ (201,450.00)
O - Operating	\$ (157,229.78)	\$ (150,525.31)	\$ (191,130.00)	\$ (202,500.00)	\$ (11,370.00)
C - Capital	\$ -	\$ (1,116.99)	\$ (6,000.00)	\$ (6,000.00)	\$ -
U - Other Use	\$ (80,778.32)	\$ (176,026.79)	\$ -	\$ -	\$ -
X - Expense Total	\$ (1,176,798.00)	\$ (1,266,547.41)	\$ (1,233,511.00)	\$ (1,446,331.00)	\$ (212,820.00)
050 - CLERK GENERAL FUND Total	\$ (0.00)	\$ (0.00)	\$ -	\$ -	\$ -
Grand Total	\$ (0.00)	\$ (0.00)	\$ -	\$ -	\$ -

LEVY COUNTY CLERK & COMPTROLLER OPERATIONAL BUDGET - FY 2023
Clerk General Fund

6/1/2021 0:00

JB

Row Labels	2021 Actual	2022 Budget	2023 Budget Request
050 - CLERK GENERAL FUND			
R - Revenue			
(blank)			
3 - Inter Govt	\$ 78,478.97	\$ 71,300.00	\$ 71,300.00
4 - Service Chrg	\$ 297,275.62	\$ 246,450.00	\$ 295,250.00
6 - Miscellaneous	\$ 2,571.82	\$ 761.00	\$ 781.00
8 - Other	\$ 888,221.00	\$ 915,000.00	\$ 1,079,000.00
(blank) Total	\$ 1,266,547.41	\$ 1,233,511.00	\$ 1,446,331.00
R - Revenue Total	\$ 1,266,547.41	\$ 1,233,511.00	\$ 1,446,331.00
X - Expense			
0002 - FINANCE & BOCC MINUTES			
P - Payroll	\$ (624,775.04)	\$ (701,831.00)	\$ (751,231.00)
O - Operating	\$ (44,153.03)	\$ (64,600.00)	\$ (67,200.00)
C - Capital	\$ -	\$ -	\$ -
0002 - FINANCE & BOCC MINUTES Total	\$ (668,928.07)	\$ (766,431.00)	\$ (818,431.00)
0003 - IT			
P - Payroll	\$ -	\$ -	\$ -
O - Operating	\$ (41,293.73)	\$ (49,100.00)	\$ (52,200.00)
C - Capital	\$ -	\$ (6,000.00)	\$ (6,000.00)
0003 - IT Total	\$ (41,293.73)	\$ (55,100.00)	\$ (58,200.00)
0021 - RECORDING			
P - Payroll	\$ (170,744.18)	\$ (146,400.00)	\$ (267,050.00)
O - Operating	\$ (30,504.48)	\$ (42,180.00)	\$ (45,600.00)
C - Capital	\$ (1,116.99)	\$ -	\$ -
U - Other Use	\$ -	\$ -	\$ -
0021 - RECORDING Total	\$ (202,365.65)	\$ (188,580.00)	\$ (312,650.00)
0025 - 4-D CHILD SUPPORT			
P - Payroll	\$ (51,801.66)	\$ (61,900.00)	\$ (63,300.00)
O - Operating	\$ (1,714.44)	\$ (1,650.00)	\$ (2,100.00)
0025 - 4-D CHILD SUPPORT Total	\$ (53,516.10)	\$ (63,550.00)	\$ (65,400.00)
0040 - BOCC-FUNDED COURT COMMUNICATIONS			
O - Operating	\$ (10,322.19)	\$ (10,300.00)	\$ (11,100.00)
C - Capital	\$ -	\$ -	\$ -
0040 - BOCC-FUNDED COURT COMMUNICATIONS Total	\$ (10,322.19)	\$ (10,300.00)	\$ (11,100.00)
0053 - CLERK NON-COURT ADMIN			
P - Payroll	\$ (91,557.44)	\$ (126,250.00)	\$ (156,250.00)
O - Operating	\$ (11,922.44)	\$ (23,300.00)	\$ (24,300.00)
0053 - CLERK NON-COURT ADMIN Total	\$ (103,479.88)	\$ (149,550.00)	\$ (180,550.00)
9900 -			
U - Other Use	\$ (176,026.79)	\$ -	\$ -
9900 - Total	\$ (176,026.79)	\$ -	\$ -
6004 - OFFICE RESTORATION & RENOVATIONS			
O - Operating	\$ (10,615.00)	\$ -	\$ -
6004 - OFFICE RESTORATION & RENOVATIONS Total	\$ (10,615.00)	\$ -	\$ -
X - Expense Total	\$ (1,266,547.41)	\$ (1,233,511.00)	\$ (1,446,331.00)
050 - CLERK GENERAL FUND Total	\$ (0.00)	\$ -	\$ -
Grand Total	\$ (0.00)	\$ -	\$ -