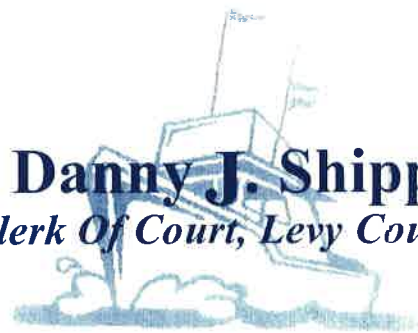




355 South Court Street • Bronson, Florida 32621-6520

Phone: (352) 486-5266

Danny J. Shipp
Clerk Of Court, Levy County



June 1, 2021

Honorable Board of County Commissioners:

Please find the attached budget request of the Levy County Clerk of Court & Comptroller's Office for Fiscal Year 2021-2022.

I and my staff would like to thank you for your support and cooperation through an unusual 15 months.

The growth of the County budget, as well as the level of additional complication arising from grant programs, capital needs, additional restricted funding sources, and external reporting mandates, have impacted the Finance staff workload particularly. As the County grows in both size and complexity, so does the workload required for Finance and Budget staff to properly account for monies, solve daily problems with transactions or payroll, manage investments, write, oversee, and revise policies, keep abreast of, and give advice on, legal requirements, ensure compliance, investigate fraud, and strategize and plan for budgetary/resource needs.

Our Sr. Analyst is an experienced retiree in a temporary 2nd career, and has been essential these last 2 years in managing various backlogged projects, assisting with high level analysis, helping with policy development and implementation, and staff development. However, the workload has continued to grow and this position cannot also assist with detailed and technical budget mechanics to the degree that is needed, so the salaried Finance Officer is doing approximately 80%-90% of that work, much of it after hours, as well as trying to manage the rest of the office and advise the County. Additionally, our Sr. Analyst has made it clear that he does not intend to stay for more than a couple of years, and so we are needing both a position to take some of the technical load for the budget, and also be trained by the Sr. Analyst and the Finance Officer for succession. This budget includes a new Budget Analyst position for a total of \$70K, including pay and benefits.

We are also requesting the price per FTE of the same raise and health insurance increases that are built into the BOCC budget. That, along with the FRS increases, total \$35K.

However, we are also reallocating some personnel to our CCOC Court Operations budget to request they fund more of those positions, as we think the workload for Recording, Management, and Finance in providing oversight to Court Operations warrants it. If that request is funded by the CCOC, that will *reduce* our BOCC burden by \$44K. Additionally, our net revenue is up approximately \$43K. Other increases in IT, software, communications, postage, and training costs net together for a total of \$23K.

The result is a net increase of \$42,779 in the BOCC Transfer funding request of \$888,221 for FY 2021. This is a 4.82% increase to arrive at a Total BOCC Transfer Funding Request: \$931,000.

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,

A handwritten signature in blue ink that reads "Danny J. Shipp".

Danny J. Shipp,

Levy County Clerk & Comptroller

DETAIL OF CLERK INCREASE REQUESTS

SUMMARY:

CLERK FISCAL YEAR 2020-2021 ORIGINAL BUDGET TRANSFER	\$ 888,221
ADD: FY 2021 APPROPRIATION OF OTHER GENERAL REVENUES COLLECTED BY	\$ 260,917
TOTAL APPROPRIATION CURRENTLY IN BOCC FY 2021 BUDGET	\$ 1,149,138

NEW POSITION: BUDGET ANALYST (Includes Benefits)	\$ 69,719
\$1,000 RAISE AS REQUESTED FOR BOCC-FUNDED FTE, (Based on BOCC plan)	\$ 19,029
NET REALLOCATION OF ADMIN, FINANCE, AND RECORDING STAFF TO CCOC COURT FUNCTION BUDGET COMMENSURATE WITH ACTUAL DUTIES	\$ (43,752)
INCREASE IN MANAGED IT CONTRACT AND ACCOUNTING SOFTWARE COSTS	\$ 12,584
INCREASE IN COMMUNICATIONS COSTS	\$ 3,400
INCREASE IN POSTAGE / MAILING EXPENSE	\$ 5,000
TRAINING COST INCREASES	\$ 3,080
REDUCTION OF EQUIPMENT LEASE COSTS WITH NEW VENDOR CONTRACT	\$ (3,900)
OTHER OPERATING COST INCREASES (NET)	\$ 2,808
PLUS HEALTH & FRS INCREASES	\$ 16,405 *
ADJUSTED TOTAL CLERK AND COMPTROLLER BUDGET REQUEST	\$ 1,233,511

LESS BUDGETED FY 2022 OTHER GENERAL REVENUES COLLECTED BY CLERK **\$ 302,511**

FY 2022 BOCC TRANSFER REQUEST	\$ 931,000
FY 2022 BOCC TRANSFER REQUEST INCREASE OPTION REQUESTED FOR APPRC	\$ 42,779
Transfer Request % Increase	4.82%

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

FY 2022 Florida Retirement System Rate Increase Component - BOCC-Funded FTE:	\$ 6,445
FY 2022 Health Insurance at 8% Increase Component - BOCC-Funded FTE:	\$ 9,960
	\$ -
Total Benefit-Cost Rate increases	\$ 16,405

LEVY COUNTY CLERK & COMPTROLLER OPERATIONAL BUDGET - FY 2022
GENERAL FUND

6/1/2021 10:00

JB

Row Labels	'2019 Actual	'2020 Actual	'2021 Budget	2022 Budget Reques	FY 22 Difference
050 - CLERK GENERAL FUND					
R - Revenue					
3 - Inter Govt	\$ 64,944.62	\$ 75,436.07	\$ 60,000.00	\$ 71,300.00	\$ 11,300.00
4 - Service Chrg	\$ 217,148.14	\$ 230,337.09	\$ 213,650.00	\$ 246,450.00	\$ 32,800.00
6 - Miscellaneous	\$ 3,167.55	\$ 1,038.38	\$ 1,000.00	\$ 761.00	\$ (239.00)
8 - Other	\$ 842,000.00	\$ 870,000.00	\$ 874,488.00	\$ 915,000.00	\$ 40,512.00
R - Revenue Total	\$ 1,127,260.31	\$ 1,176,811.54	\$ 1,149,138.00	\$ 1,233,511.00	\$ 84,373.00
X - Expense					
P - Payroll	\$ (846,161.58)	\$ (938,789.90)	\$ (974,980.00)	\$ (1,036,381.00)	\$ (61,401.00)
O - Operating	\$ (162,966.49)	\$ (157,229.78)	\$ (168,158.00)	\$ (191,130.00)	\$ (22,972.00)
C - Capital	\$ -	\$ -	\$ (6,000.00)	\$ (6,000.00)	\$ -
U - Other Use	\$ (118,132.24)	\$ (80,778.32)	\$ -	\$ -	\$ -
X - Expense Total	\$ (1,127,260.31)	\$ (1,176,798.00)	\$ (1,149,138.00)	\$ (1,233,511.00)	\$ (84,373.00)
050 - CLERK GENERAL FUND T	\$ 0.00	\$ 13.54	\$ -	\$ -	\$ -
Grand Total	\$ 0.00	\$ 13.54	\$ -	\$ -	\$ -

LEVY COUNTY CLERK & COMPTROLLER OPERATIONAL BUDGET - FY 2022
Clerk General Fund

6/1/2021 0:00

JB

Row Labels	'2020 Actual	'2021 Budget	'2022 Budget Request
050 - CLERK GENERAL FUND			
R - Revenue			
(blank)			
3 - Inter Govt	\$ 75,436.07	\$ 60,000.00	\$ 71,300.00
4 - Service Chrg	\$ 230,337.09	\$ 213,650.00	\$ 246,450.00
6 - Miscellaneous	\$ 1,038.38	\$ 1,000.00	\$ 76.00
8 - Other	\$ 870,000.00	\$ 874,488.00	\$ 915,000.00
(blank) Total	\$ 1,176,811.54	\$ 1,149,138.00	\$ 1,233,511.00
R - Revenue Total	\$ 1,176,811.54	\$ 1,149,138.00	\$ 1,233,511.00
X - Expense			
0002 - FINANCE & BOCC MINUTES			
P - Payroll	\$ (600,449.85)	\$ (642,300.00)	\$ (711,951.00)
O - Operating	\$ (53,608.09)	\$ (45,550.00)	\$ (64,600.00)
C - Capital	\$ -	\$ -	\$ -
0002 - FINANCE & BOCC MINUTES Total	\$ (654,057.94)	\$ (687,850.00)	\$ (776,551.00)
0003 - IT			
P - Payroll	\$ -	\$ -	\$ -
O - Operating	\$ (21,768.06)	\$ (52,516.00)	\$ (49,100.00)
C - Capital	\$ -	\$ (6,000.00)	\$ (6,000.00)
0003 - IT Total	\$ (21,768.06)	\$ (58,516.00)	\$ (55,100.00)
0021 - RECORDING			
P - Payroll	\$ (191,017.26)	\$ (182,400.00)	\$ (137,250.00)
O - Operating	\$ (36,046.25)	\$ (40,400.00)	\$ (42,180.00)
C - Capital	\$ -	\$ -	\$ -
U - Other Use	\$ -	\$ -	\$ -
0021 - RECORDING Total	\$ (227,063.51)	\$ (222,800.00)	\$ (179,430.00)
0025 - 4-D CHILD SUPPORT			
P - Payroll	\$ (51,292.73)	\$ (56,450.00)	\$ (59,370.00)
O - Operating	\$ (2,021.34)	\$ (1,850.00)	\$ (1,650.00)
0025 - 4-D CHILD SUPPORT Total	\$ (53,314.07)	\$ (58,300.00)	\$ (61,020.00)
0040 - BOCC-FUNDED COURT COMMUNICATIONS			
O - Operating	\$ (11,795.51)	\$ (9,300.00)	\$ (10,300.00)
C - Capital	\$ -	\$ -	\$ -
0040 - BOCC-FUNDED COURT COMMUNICATIONS Total	\$ (11,795.51)	\$ (9,300.00)	\$ (10,300.00)
0053 - CLERK NON-COURT ADMIN			
P - Payroll	\$ (96,030.06)	\$ (93,830.00)	\$ (127,810.00)
O - Operating	\$ (14,008.69)	\$ (18,542.00)	\$ (23,300.00)
0053 - CLERK NON-COURT ADMIN Total	\$ (110,038.75)	\$ (112,372.00)	\$ (151,110.00)
9900 -			
U - Other Use	\$ (80,778.32)	\$ -	\$ -
9900 - Total	\$ (80,778.32)	\$ -	\$ -
C101 - CLERK SPACE RENOVATIONS AND FURNISHINGS - FINANCE			
O - Operating	\$ (17,981.84)	\$ -	\$ -
C101 - CLERK SPACE RENOVATIONS AND FURNISHINGS - F	\$ (17,981.84)	\$ -	\$ -
X - Expense Total	\$ (1,176,798.00)	\$ (1,149,138.00)	\$ (1,233,511.00)
050 - CLERK GENERAL FUND Total	\$ 13.54	\$ -	\$ -
Grand Total	\$ 13.54	\$ -	\$ -