



MATT BROOKS

CLERK OF THE CIRCUIT COURT & COMPTROLLER

LEVY COUNTY, FLORIDA

May 30, 2025

Honorable Board of County Commissioners & County Manager:

Please find the attached budget request of the Levy County Clerk of the Circuit Court & Comptroller's Office for Fiscal Year 2025-2026.

I and my team would like to thank you for your support and collaboration over the recent months as we navigate this transition period. Together, we can build trust through accountability and reliability, establishing strong relationships with our citizens, government partners, and team members. I believe that trust is the foundation for collaboration and long-term success. The mission of my team is to protect the public trust and I appreciate your understanding and support of my role as your Comptroller.

For FY 2026, the primary growth drivers of the Clerk and Comptroller's budget are identical to those driving growth of the broader County budget. Roughly 34% of our increase over FY 25 is the cost of:

- The 4% County raise plan making up 19% of total increase.
- An estimate of 4.4% increase to the cost of State-mandated FRS increases making up 6% of total increase.
- An estimated 8% health insurance used for the Clerk's budget making up 6% of our overall increase.
- And lastly, similar to the 4% County plan for operating inflation making up 3% of our total increase.

Included in our overall payroll budget request is an additional full time employee dedicated to Historical Records scanning, Archives Management & Public Access Assistance. This position will protect, preserve and make Levy County public records more accessible online. Salary and benefits for one dedicated FTE is 25% of our total budget increase.

The remaining 41% of increase in our Clerk to BOCC budget are for much needed operational enhancements. This includes expert consultants for safe-keeping and protecting our historical documents, this makes up 22% of our total increase; and, staff training makes up 10% of our total increase.

Additionally, in our operating budget, there are two one-time necessary purchases to include;

1. A request to replace a 7+ year old server that houses ADG/Payroll/Payables for BOCC, all Clerk local resource files, historic scanned files for public access, and critical operational software. This makes up 7% of our total budget.

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2. Lastly, a request to replace all desktop computers and battery backups that have reached their useful life in our Comptroller's office. This makes up 2% of our total budget increase.

The -2% decrease in our Clerk to BOCC budget 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.

Budgeted revenues collected by the Clerk is estimated to drop -14.8% due to State mandated cuts. This reduction contributes to the net increase in transfer request. Accordingly, the only charges we are asking for are as outlined above, resulting in a net **increase of \$250,919** in the BOCC transfer funding request of **\$1,181,013** for FY 2025. This is a 21.25% increase to arrive at a **Total BOCC Transfer Funding Request: \$1,431,932**. Further details are in the following schedules. Please contact Diana or myself with any questions.

Thank you for your consideration and continued collaboration for a more efficient and transparent Levy County government.

Respectfully,



Matt Brooks

Levy County Clerk of the Circuit Court and Comptroller