



355 South Court Street

Bronson, Florida 32621 • Phone: (352) 486-5266

**Danny J. Shipp**  
*Clerk Of Court, Levy County*

June 1, 2024

Honorable Board of County Commissioners:

Please find the attached budget request of the Levy County Clerk of Court & Comptroller's Office for Fiscal Year 2024-2025.

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

For FY.2025, the Clerk and Comptroller's budget is conservatively lower than the previous year by .2%. Notwithstanding the decreased budget, inclusive are 2 vacant positions, an overall staff raise of 3%, a nominal increase in State-mandated FRS combined with health insurance estimates and an overall increase of 3.5% inflation allowance for our operating expense budgets.

The .2% decrease in our overall budget is a combination of reduced staff costs due to key employee turnover, and 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 84% of total costs. We end up assigning those costs a little differently each year, depending on need.

However, while we likely won't know our full 2024 funding until September, the CCOC has previously taken the posture with Florida Clerks that they're only going to fund the mandated increase in FRS. We are asking for funding for two Court employees, as Judges are increasingly concerned with slow case processing, funding of health insurance increases, and part of the pay raise.

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.

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, legally required FRS increases, and the Funding of Vacant positions. The result is a net decrease of \$21,980 in the BOCC Transfer funding request of \$1,548,860 for FY 2024. This is a 1.42% decrease to arrive at a Total BOCC Transfer Funding Request: \$1,526,880 for FY 2025.

Further details are in the following schedules. Please contact Schonna 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 DECREASE REQUESTS**

**SUMMARY:**

|   |                     |
|---|---------------------|
| CLERK FISCAL YEAR 2023-2024 ORIGINAL BUDGET TRANSFER                    | \$ 1,548,860        |
| ADD: FY 2024 APPROPRIATION OF OTHER GENERAL REVENUES COLLECTED BY CLERK | \$ 343,650          |
| <b>TOTAL APPROPRIATION CURRENTLY IN BOCC FY 2024 BUDGET</b>             | <b>\$ 1,892,510</b> |

|   |             |
|---|-------------|
| Funding For Vacant Positions  | \$ (99,618) |
| 1 3% Office Wide Raise  | \$ 35,054   |
| Net Reallocation of Administrative Staff Overhead Between Functions per workload and job duties<br>2 (Last Year it was \$(35,841) in the other direction)** | \$ 26,419   |
| 3 OPERATING COST INFLATION OF 3.5% PER BOCC BUDGET PLAN   | \$ 8,240    |
| 4 LESS ROUNDING / OTHER ADJUSTMENTS   | \$ 284      |
| 5 PLUS HEALTH & FRS INCREASES (BASED ON RATE CHANGES, NOT PAY/FTE CHANGES)  | \$ 25,991 * |

Rounding Corrections

|  |                     |
|--|---------------------|
| <b>ADJUSTED TOTAL CLERK AND COMPTROLLER BUDGET REQUEST</b> | <b>\$ 1,888,880</b> |
|--|---------------------|

|  |                   |      |
|--|-------------------|------|
| <b>LESS BUDGETED FY 2025 OTHER GENERAL REVENUES COLLECTED BY CLERK</b> | <b>\$ 362,000</b> | 5.3% |
|--|-------------------|------|

|                                      |                     |
|--------------------------------------|---------------------|
| <b>FY 2025 BOCC TRANSFER REQUEST</b> | <b>\$ 1,526,880</b> |
|--------------------------------------|---------------------|

|   |                    |
|---|--------------------|
| <b>FY 2025 BOCC TRANSFER REQUEST DECREASE OPTION REQUESTED FOR APPROVAL</b> | <b>\$ (21,980)</b> |
|---|--------------------|

|                             |        |
|-----------------------------|--------|
| Transfer Request % Decrease | -1.42% |
|-----------------------------|--------|

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

|  |          |             |
|--|----------|-------------|
| FY 2025 Florida Retirement System Rate Increase Component - BOCC-Funded FTE: | \$ 7,791 | } \$ 25,991 |
|--|----------|-------------|

|  |           |
|--|-----------|
| FY 2025 Health Insurance Estimated Increase Component - BOCC-Funded FTE: | \$ 18,200 |
|--|-----------|

|      |
|------|
| \$ - |
|------|

|  |                  |
|--|------------------|
| <b>Total Benefit-Cost Rate Increases</b> | <b>\$ 25,991</b> |
|--|------------------|

\*\* Dependent upon CCOC Budget Request Allocation

**LEVY COUNTY CLERK & COMPTROLLER OPERATIONAL BUDGET - FY25**

**GENERAL FUND**

| <b>Row Labels</b>               | <b>Sum of 2022 Actual</b> | <b>Sum of 2023 Actual</b> | <b>Sum of 2024 Budget</b> | <b>Sum of 2025 Budget Request</b> | <b>Sum of Increase/(Decrease)</b> |
|---------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------------|-----------------------------------|
| <b>050 - CLERK GENERAL FUND</b> |                           |                           |                           |                                   |                                   |
| <b>R - Revenue</b>              |                           |                           |                           |                                   |                                   |
| 3 - Inter Govt                  | 78,585.27                 | 141,756.35                | 78,600                    | 93,600                            | 15,000                            |
| 4 - Service Chrg                | 309,736.49                | 296,388.66                | 280,650                   | 284,000                           | 3,350                             |
| 6 - Miscellaneous               | 2,482.44                  | 7,153.50                  | 2,500                     | 3,400                             | 900                               |
| 8 - Other                       | 931,000.00                | 1,148,000.00              | 1,530,760                 | 1,507,880                         | (22,880)                          |
| <b>R - Revenue Total</b>        | <b>1,321,804.20</b>       | <b>1,593,298.51</b>       | <b>1,892,510</b>          | <b>1,888,880</b>                  | <b>(3,630)</b>                    |
| <b>X - Expense</b>              |                           |                           |                           |                                   |                                   |
| P - Payroll                     | (1,067,421.63)            | (1,215,371.58)            | (1,607,750)               | (1,595,880)                       | (11,870)                          |
| O - Operating                   | (195,813.93)              | (150,332.80)              | (278,760)                 | (287,000)                         | 8,240                             |
| C - Capital                     | -                         | -                         | (6,000)                   | (6,000)                           | -                                 |
| U - Other Use                   | (58,568.64)               | (227,594.13)              | -                         | -                                 | -                                 |
| <b>X - Expense Total</b>        | <b>(1,321,804.20)</b>     | <b>(1,593,298.51)</b>     | <b>(1,892,510)</b>        | <b>(1,888,880)</b>                | <b>(3,630)</b>                    |

**LEVY COUNTY CLERK & COMPTROLLER OPERATIONAL BUDGET - FY 2025**

Clerk General Fund

| Row Labels   | Sum of 2023 Actual    | Sum of 2024 Budget | Sum of 2025 Budget Request |
|--|-----------------------|--------------------|----------------------------|
| <b>050 - CLERK GENERAL FUND</b>                          |                       |                    |                            |
| <b>R - Revenue</b>                                       |                       |                    |                            |
| (blank)  |                       |                    |                            |
| 3 - Inter Govt   | 141,756.35            | 78,600             | 93,600                     |
| 4 - Service Chrg   | 296,388.66            | 280,650            | 284,000                    |
| 6 - Miscellaneous  | 7,153.50              | 2,500              | 3,400                      |
| 8 - Other  | 1,148,000.00          | 1,530,760          | 1,507,880                  |
| <b>R - Revenue Total</b>                                 | <b>1,593,298.51</b>   | <b>1,892,510</b>   | <b>1,888,880</b>           |
| <b>X - Expense</b>                                       |                       |                    |                            |
| 0002 - FINANCE & BOCC MINUTES                            |                       |                    |                            |
| P - Payroll  | (745,268.74)          | (1,037,500)        | (945,870)                  |
| O - Operating  | (45,944.16)           | (135,360)          | (139,800)                  |
| 0003 - IT  |                       |                    |                            |
| O - Operating  | (46,166.76)           | (60,300)           | (62,200)                   |
| C - Capital  | -                     | (6,000)            | (6,000)                    |
| 0021 - RECORDING   |                       |                    |                            |
| P - Payroll  | (243,107.84)          | (275,000)          | (339,870)                  |
| O - Operating  | (32,847.75)           | (45,600)           | (46,800)                   |
| C - Capital  | -                     | -                  | -                          |
| 0025 - 4-D CHILD SUPPORT                                 |                       |                    |                            |
| P - Payroll  | (69,934.09)           | (83,500)           | (63,450)                   |
| O - Operating  | (1,139.38)            | (2,100)            | (2,100)                    |
| 0040 - BOCC-FUNDED COURT COMMUNICATIONS                  |                       |                    |                            |
| O - Operating  | (10,582.67)           | (11,100)           | (11,400)                   |
| 0053 - CLERK NON-COURT ADMIN                             |                       |                    |                            |
| P - Payroll  | (157,060.91)          | (211,750)          | (246,690)                  |
| O - Operating  | (13,652.08)           | (24,300)           | (24,700)                   |
| 6004 - OFFICE RESTORATION & RENOVATIONS                  |                       |                    |                            |
| O - Operatng   | -                     | -                  | -                          |
| 9900 -   |                       |                    |                            |
| U - Other Use  | (227,594.13)          | -                  | -                          |
| C101 - CLERK SPACE RENOVATIONS AND FURNISHINGS - FINANCE |                       |                    |                            |
| O - Operating  | -                     | -                  | -                          |
| <b>X - Expense Total</b>                                 | <b>(1,593,298.51)</b> | <b>(1,892,510)</b> | <b>(1,888,880)</b>         |
| <b>050 - CLERK GENERAL FUND Total</b>                    | <b>(0.00)</b>         | <b>-</b>           | <b>-</b>                   |