



Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

May 1, 2023

The Honorable Jack Mariano and
Members of the Pasco County Board of County Commissioners
37918 Meridian Avenue
Dade City, Florida 33525

Re: Proposed FY 23-24 Budget

Dear Chairman Mariano and County Commissioners:

Pursuant to §129.03(2), Florida Statutes, the attached document includes the funding requirements for the Office of the Clerk of Circuit Court & County Comptroller (Clerk & Comptroller) to fulfill its statutory responsibilities to the Pasco County Board of County Commissioners (BCC) for FY23-24.

Board Services Budget Request

The budget request for board services is \$7,425,157. This total is an increase of 15.7% over last year's approved budget, resulting in \$1,009,053 of increased funding for board services. Included are increases for legislatively mandated employee retirement costs, group health insurance, board services workload allocations, and 5% merit pay.

County Funding Obligation for Multi-agency CJIS

Included in this year's request is the BCC funding obligation for the Multi-agency Criminal Justice Information System (CJIS) pursuant to §29.008(1)(h), Florida Statutes.

On September 15, 2021, the BCC approved the recommendation of the then County Administrator to fund its obligation for the Multi-agency CJIS over a three-year, phased-in approach. The BCC's unpaid balance for prior years Multi-agency CJIS phased-in obligation is \$1,024,069. This total includes expenditures absorbed by the Clerk & Comptroller of \$671,465 (FY21-22) and \$352,604 (FY22-23) associated with Multi-agency CJIS.

For FY23-24 the BCC's obligation is in the amount of \$896,346. This represents an increase of \$224,882 over last year's budget request. The increase can be attributed to legislatively mandated employee retirement costs, group health insurance, 5% merit pay, and expenses for system maintenance.

County Funding Obligation for Local Requirement – Courthouse Annex

The Clerk & Comptroller has included costs associated with court-related local requirements – courthouse annex pursuant to §29.008(2)(a)1 and (2)(b). As presented for the past two fiscal years, the cost related to local requirements is \$7,380,738. My Office's position remains that the BCC is obligated to fund this statutory mandate. This funding obligation is pending a court decision in case number 2D23-0305, Florida Second District Court of Appeals.

Law Library Services

As per Ordinance 16-23, the Clerk & Comptroller's Office will continue to provide law library services for the BCC through the Legal Resource Centers in East and West Pasco County. These services, at a cost of \$167,837, continue to be funded through dedicated revenue sources at no additional tax burden to the citizens of Pasco County or the BCC.

Return of Excess Funds - Jail Transition Accounting

My Office would like to thank the BCC, Sheriff's Office, and audit firm Cherry Bekaert LLP for the successful completion of an engagement related to the transfer of jail operations to the BCC. On April 19, 2022, the BCC approved funding in the amount of \$150,000 for that engagement. A final report was provided on January 24, 2023. The final cost for the engagement was \$41,475, resulting in savings to the BCC of \$108,525. In addition to the submission of this budget request, I have instructed my team to work with BCC staff to process the return of \$108,525 in excess funds to the BCC.

The requested funding is necessary to provide required services to the public, Pasco County Board of County Commissioners, County Administrator, County Attorney, County departments, outside auditors, and numerous local, state, federal, and regulatory agencies.

Although I am unable to attend the budget workshop on May 16, Heather Grimes, Chief Administrative Officer, and Matt Lazar, Finance Director, will be present to work through any questions you may have. Upon request, I am available to meet with you beforehand.

Please contact me directly if you have additional questions.

With appreciation,



Nikki Alvarez-Sowles, Esq.
Pasco County Clerk & Comptroller

Office of Nikki Alvarez-Sowles, Esq.

Board Funding Request

	Board Services FY23-24	Multi-Agency CJIS BCC Obligation for FY23-24	Multi-Agency CJIS BCC Reimbursement for Prior Year(s) Obligation (FY21-22 & FY22-23)	Court-Related Local Requirements (Courthouse Annex) FY23-24	
Personnel:					
511000	Executive Salaries	\$ 79,329	\$ -	\$ -	\$ 37,533
512000	Regular Salaries & Wages	4,192,875	328,695	256,260	4,817,464
513000	Other Salaries & Wages	-	-	-	-
521000	FICA	338,569	25,145	18,754	346,728
522000	Retirement Contributions	658,179	42,010	32,582	595,578
523000	Life and Health Insurance	1,054,911	57,120	45,007	1,330,154
525000	Unemployment Compensation	1,560	-	-	-
	Subtotal:	\$6,325,424	\$452,970	\$352,604	\$7,127,457
Operations:					
531000	Professional Services	\$ 58,677	\$ -	\$ -	\$ -
534000	Other Services	102,489	37,564	-	19,348
534080	Juror Costs	-	-	-	70,967
540000	Travel & Per Diem	36,646	-	-	5,953
540001	Travel Registrations	19,593	-	-	2,697
541000	Communications	46,655	-	-	-
542000	Freight and Postage Services	20,831	-	-	54,593
544000	Rentals and Leases	96,129	-	-	-
546001	Maintenance - Buildings	100,000	-	-	-
546002	Maintenance - Auto Equipment	9,240	-	-	79
546003	Maintenance - Office Equipment	-	-	-	3,429
546009	IT Maint/Suppt Hardware/Softwr	281,536	274,890	480,556	-
546030	Maintenance - Office Equipment	6,181	-	-	-
547000	Printing and Binding	9,275	-	-	43,410
549020	Advertising	3,932	-	-	-
549030	Commissions Fees Costs	84	-	-	1,656
549052	Awards and Incentives	7,696	-	-	2,433
549240	Indirect Cost BCC	-	-	-	-
549900	Overhead Allocation	-	-	-	-
551000	Office Supplies	5,543	-	-	4,534
551009	Computer Office Supplies	3,017	-	-	611
551010	Multi Purpose Copy Paper	2,459	-	-	12,076
552000	Operating Supplies	4,247	-	-	2,720
552001	Gas Oil Lubricants	17,102	-	-	20
552007	Apparel and Other Clothing	3,462	-	-	-
552105	Data Processing Sup Accessory	600	-	-	-
552106	Uncapitalized Equipment	23,303	11,193	-	20,780
552107	Data Processing Sup Software	64,613	45,573	135,594	-
554000	Subscriptions	1,098	-	-	878
554001	Memberships	8,535	-	-	197
554002	Books	3,003	-	-	-
555000	Training	33,116	4,568	-	1,380
555001	Tuition Reimbursement	6,500	-	-	-
	Subtotal:	\$975,560	\$373,788	\$616,151	\$247,761
Capital:					
564000	Automotive Equipment	\$ 70,000	\$ -	\$ -	\$ -
564010	Other Equipment	54,173	69,588	55,314	-
564020	Office Equipment	-	-	-	5,520
568000	Software Acquisition	-	-	-	-
	Subtotal:	\$124,173	\$69,588	\$55,314	\$5,520
	Total Request:	\$7,425,157	\$896,346	\$1,024,069	\$7,380,738