



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

---

May 1, 2025

Honorable Kathryn Starkey and  
Members of the Pasco County Board of County Commissioners  
37918 Meridian Avenue  
Dade City, Florida 33525

Re: Proposed FY26 Budget

Dear Chairman Starkey 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 FY26.

### **Board Services & Multi-Agency Criminal Justice Information System**

The budget request for board services is \$8,687,881, resulting in \$394,673 of increased funding for board services. The budget request for multi-agency Criminal Justice Information System (CJIS) pursuant to §29.008(1)(h), Florida Statutes is \$1,260,209, resulting in \$88,149 of increased funding for CJIS. The total request is a 5.10% increase over the FY25 budget.

As discussed during the Budget Workshop on April 15, 2025, the proposed increases are primarily driven by legislatively mandated employee retirement contributions and a planned 3% salary adjustment. Should the BCC elect to fund employee salary increases above the 3% threshold for their teammates or teammates of other constitutionals, it is requested that the Clerk & Comptroller's Office is provided the opportunity to adjust the personnel budget to remain aligned.

The budget also addresses growing operational demands. With increasing pressures in information technology, particularly in cybersecurity and infrastructure management, two new positions focused on cybersecurity and documentation are included. In addition, this budget addresses critical needs within the Office of the Inspector General, such as replacing 18-year-old audit software that has surpassed its end-of-life and supporting competitive compensation to attract and retain qualified teammates.

This request does not include funding for the implementation of Senate Bill 730—expanding audit authority. Should this bill pass, it will necessitate an amended request for increased staffing and operational resources.

## Law Library Services

Pursuant to Ordinance 16-23, adopted on September 13, 2016, the Clerk & Comptroller's Office will continue to provide law library services on behalf of the BCC through the Legal Resource Centers located in the East and West Judicial Centers. These services, with an annual cost of \$194,498, are funded through dedicated revenue sources in accordance with Section 939.185, Florida Statutes, and impose no additional tax burden on Pasco County residents or the BCC. Per the Office of Management and Budget's request, the costs associated with operating the Legal Resource Centers are not included in the budget as presented.

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

Please contact me directly if you have questions.

With appreciation,

A handwritten signature in blue ink that reads "Nikki Alvarez-Sowles". The signature is fluid and cursive, with the first name "Nikki" being the most prominent.

Nikki Alvarez-Sowles, Esq.  
Clerk & Comptroller

**Office of Nikki Alvarez-Sowles, Esq.  
Clerk of Court & Comptroller Annual Budget - FY26  
Board Funding Request**

		Board Services	Multi-Agency CJIS 29.008(1)(h)	Totals
<b>Personnel:</b>				
511000	Executive Salaries	\$ 91,686	\$ -	\$ 91,686
512000	Regular Salaries & Wages	5,019,760	490,674	5,510,434
513000	Other Salaries & Wages	-	-	-
521000	FICA	391,027	37,537	428,564
522000	Retirement Contributions	804,241	77,267	881,508
523000	Life and Health Insurance	1,161,823	111,529	1,273,352
525000	Unemployment Compensation	2,080	-	2,080
<b>Subtotal:</b>		<b>\$ 7,470,617</b>	<b>\$717,007</b>	<b>\$8,187,624</b>
<b>Operations:</b>				
531000	Professional Services	\$ 82,732	\$ -	82,732
534000	Other Services	98,248	49,972	148,220
534080	Juror Costs	-	-	-
540000	Travel & Per Diem	31,202	-	31,202
540001	Travel Registrations	20,551	-	20,551
541000	Communications	36,410	-	36,410
542000	Freight and Postage Services	21,527	-	21,527
544000	Rentals and Leases	57,939	-	57,939
546001	Maintenance - Buildings	46,000	-	46,000
546002	Maintenance - Auto Equipment	15,000	-	15,000
546003	Maintenance - Office Equipment	-	-	-
546009	IT Maint/Suppt Hardware/Softwr	471,911	395,695	867,606
546030	Maintenance - Office Equipment	1,592	-	1,592
547000	Printing and Binding	12,350	-	12,350
549020	Advertising	3,650	-	3,650
549030	Commissions Fees Costs	-	-	-
549052	Awards and Incentives	5,438	-	5,438
549240	Indirect Cost BCC	-	-	-
549900	Overhead Allocation	-	-	-
551000	Office Supplies	3,659	-	3,659
551009	Computer Office Supplies	4,402	-	4,402
551010	Multi Purpose Copy Paper	1,529	-	1,529
552000	Operating Supplies	3,944	-	3,944
552001	Gas Oil Lubricants	7,511	-	7,511
552007	Apparel and Other Clothing	154	-	154
552105	Data Processing Sup Accessory	715	-	715
552106	Uncapitalized Equipment	45,101	38,067	83,168
552107	Data Processing Sup Software	25,283	10,074	35,357
554000	Subscriptions	39,739	-	39,739
554001	Memberships	9,687	-	9,687
554002	Books	2,509	-	2,509
555000	Training	71,265	4,425	75,690
555001	Tuition Reimbursement	2,760	-	2,760
<b>Subtotal:</b>		<b>\$ 1,122,808</b>	<b>\$498,233</b>	<b>\$1,621,041</b>
<b>Capital:</b>				
564000	Automotive Equipment	\$ 50,000	\$ -	50,000
564019	IT Capital Software - SBITA	9,100	-	9,100
564010	Other Equipment	34,436	44,969	79,405
564020	Office Equipment	920	-	920
568000	Software Acquisition	-	-	-
<b>Subtotal:</b>		<b>\$ 94,456</b>	<b>\$44,969</b>	<b>\$139,425</b>
<b>Totals:</b>		<b>8,687,881</b>	<b>\$1,260,209</b>	<b>\$9,948,090</b>