

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Alachua
Contact: Lois Ann Priscott
E-Mail Address: lab@alachuaclerk.org

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$61,750	\$61,750	\$20,582	\$10,291	\$4,111	\$4,111	\$10,291	\$20,582	\$12,347	\$205,815
Operating										\$0
Capital										\$0
TOTAL	\$61,750	\$61,750	\$20,582	\$10,291	\$4,111	\$4,111	\$10,291	\$20,582	\$12,347	\$205,815

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... This issue requests funding for 4.00% COLA increase for court staff. The court systems continues to have an increased workload within a revenue-limited budget. County and constitutional agencies anticipate a 4% COLA increase to staff. In order to retain highly qualified staff members the court needs to remain competitive. The 4% increase is needed to remain competitive, retain highly qualified staff, and to address current vacancies within the office. If this is not funded, the Clerk will be unable to provide these COLA increases and would further hinder the Clerk's ability to retain highly qualified staff and hire staff for existing vacancies within the office. This issue does not request an additional, newly created FTE.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Alachua
Contact: Lois Ann Priscott
E-Mail Address: lab@alachuaclerk.org

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$5,318	\$5,318	\$1,773	\$886	\$354	\$354	\$886	\$1,773	\$1,063	\$17,725
Operating										\$0
Capital										\$0
TOTAL	\$5,318	\$5,318	\$1,773	\$886	\$354	\$354	\$886	\$1,773	\$1,063	\$17,725

ISSUE REQUEST DETAIL

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Issue Title:

This issue requests funding for... This issue requests funding for annual increases to employer health insurance premiums. The BOCC health insurance premiums for FY2024 will be a 4% increase over the PY 2% absorbed by employer and 2% absorbed by employee. BOCC and Constitutional Officers change coverages remain the same 90% employer covered for employee only and 80% employer funded for Employee + 1 and Family coverage. Prior coverage, was 87.5% for employee only and 75% for Employee +1 and Family coverage. If this is not funded, the health insurance costs will have to be absorbed within the Clerk's FY2026 existing budget. The court funded required increase would be \$17,725. This request does not request an additional, newly created FTE.

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CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Alachua
Contact: Lois Ann Priscott
E-Mail Address: lab@alachuaclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Alachua
Contact: Lois Ann Priscott
E-Mail Address: lab@alachuaclerk.org

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel									\$3,840	\$3,840
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,840	\$3,840

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... F.S. § 145.051 (1) states that each clerk of the circuit court and each county comptroller shall receive a salary based upon population. The above is an estimate of the increase to the Clerks annual salary for FY2026 for the court portion based upon the April 2023 population estimate via EDR and an estimate of the certified annual factor and certified cumulative annual factor annually provided by DMS. If this item is not funded, these costs will have to be absorbed within our existing FY2026 court budget. This request does not request an additional, newly created FTE.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Alachua
Contact: Lois Ann Priscott
E-Mail Address: lab@alachuaclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

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Issue Title:

This issue requests funding for...

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County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Alachua
Contact: Lois Ann Priscott
E-Mail Address: lab@alachuaclerk.org

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$67,068	\$67,068	\$22,355	\$11,177	\$4,465	\$4,465	\$11,177	\$22,355	\$17,250	\$227,380
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$67,068	\$67,068	\$22,355	\$11,177	\$4,465	\$4,465	\$11,177	\$22,355	\$17,250	\$227,380

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

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- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Baker
Contact: Cheryl Rewis
E-Mail Address: bakerclerk@bakerclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Compliance Services

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE									0.00	0.00
Personnel									\$13,000	\$13,000
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Clerk accepts the County's Elected Health Insurance programs. They are budgeting a 15% increase in their County costs for all health, EAP, Telemedicine, COBRA programs.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Baker
Contact: Cheryl Rewis
E-Mail Address: bakerclerk@bakerclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel									\$15,000	\$15,000
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Clerk would like to offer employees a 7% COLA increase. Clerk feels this is acceptable due to minimum wage increases 8.33% (\$14 to \$15). We are also competing with other agencies that offer better benefits, pay, and remote work options.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Baker
Contact: Cheryl Rewis
E-Mail Address: bakerclerk@bakerclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Compliance Services

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.50		1.00				0.50			2.00
Personnel	\$25,000		\$45,000				\$25,000			\$95,000
Operating										\$0
Capital										\$0
TOTAL	\$25,000	\$0	\$45,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$95,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Clerk's office does not have a full-time clerk to perform compliance changes, updates, or additions to our CMS system, Recording system, or Finance System. With the additional projects being requested of the clerk's office, (UCR, Case clean up) the Clerk of Courts has to facilitate these extra projects. The Clerk's office is not able to keep up with all of the compliance demands which is impeding all areas. The Clerk feels if we can not fulfill this position it will hinder current workflow of the clerks; causing excessive errors and potential lawsuits. Furthermore, causing the workforce to regress. Additionally with all the report demands and competing labor force for quality labor, the Clerk is seeking an additional finance clerk. Our lack of meeting deadlines is obvious this position is a high priority.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Baker
Contact: Cheryl Rewis
E-Mail Address: bakerclerk@bakerclerk.com

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Cost Shift to/from County

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE						1.00				1.00
Personnel						\$50,000				\$50,000
Operating										\$0
Capital						\$10,000				\$10,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... County previously provided IT services for the Clerk's office. County is requiring their IT staff to predominantly tend to their departments and assists the Clerks office when their systems are in a crunch/jeopardy. The CMS and recording systems are requiring too many database changes and specialty skills for regular staff to adhere to.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Baker
Contact: Cheryl Rewis
E-Mail Address: bakerclerk@bakerclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Baker
Contact: Cheryl Rewis
E-Mail Address: bakerclerk@bakerclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.50	0.00	1.00	0.00	0.00	1.00	0.50	0.00	0.00	3.00
Personnel	\$25,000	\$0	\$45,000	\$0	\$0	\$50,000	\$25,000	\$0	\$28,000	\$173,000
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
TOTAL	\$25,000	\$0	\$45,000	\$0	\$0	\$60,000	\$25,000	\$0	\$28,000	\$183,000

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

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New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

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- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
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- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

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- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bay
Contact: Michael Remick
E-Mail Address: mremick@baycoclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$22,406	\$22,406	\$22,406	\$22,407			\$22,407		\$22,407	\$134,439
Operating										\$0
Capital										\$0
TOTAL	\$22,406	\$22,406	\$22,406	\$22,407	\$0	\$0	\$22,407	\$0	\$22,407	\$134,439

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Personnel - COLA 5%

This issue requests funding for... 5% cost of living adjustment of \$134,439.52. This includes wages (totalling \$124,885.76) and FICA (totalling \$9,553.76). This calculation includes only Courtside employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Bay
Contact: Michael Remick
E-Mail Address: mremick@baycoclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$22,360	\$22,360	\$22,360	\$22,360			\$22,360		\$22,361	\$134,161
Operating										\$0
Capital										\$0
TOTAL	\$22,360	\$22,360	\$22,360	\$22,360	\$0	\$0	\$22,360	\$0	\$22,361	\$134,161

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Personnel - Health Insurance Increase

This issue requests funding for... Projected insurance adjustment of \$134,161.50. This represents a projected increase of 22.46% from FY25 insurance.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Bay
Contact: Michael Remick
E-Mail Address: mremick@baycoclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$3,580	\$3,580	\$3,580	\$3,580			\$3,581		\$3,581	\$21,482
Operating										\$0
Capital										\$0
TOTAL	\$3,580	\$3,580	\$3,580	\$3,580	\$0	\$0	\$3,581	\$0	\$3,581	\$21,482

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Personnel - FRS Increase

This issue requests funding for... Increase in FRS funding, due to 5% COLA increase. Not taking into account any increase/decrease in FRS rates, the increase in salaries would result in an increase in FRS of \$21,482.21.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bay
Contact: Michael Remick
E-Mail Address: mremick@baycoclerk.com

Priority: 4
Recurring: No

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$917	\$918	\$918	\$918			\$918		\$918	\$5,507
Operating										\$0
Capital										\$0
TOTAL	\$917	\$918	\$918	\$918	\$0	\$0	\$918	\$0	\$918	\$5,507

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Personnel - PTO payout for Retiree

This issue requests funding for... Peggy Kennedy will have a payment of \$5,507.66 (180 hours PTO).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Bay
Contact: Michael Remick
E-Mail Address: mremick@baycoclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bay
Contact: Michael Remick
E-Mail Address: mremick@baycoclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$49,263	\$49,264	\$49,264	\$49,265	\$0	\$0	\$49,266	\$0	\$49,267	\$295,589
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$49,263	\$49,264	\$49,264	\$49,265	\$0	\$0	\$49,266	\$0	\$49,267	\$295,589

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bradford
Contact: Dana LaFollette
E-Mail Address: dana_lafollette@bradfordcountyfl.gov

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$13,821	\$2,764	\$2,534					\$1,382	\$2,534	\$23,035
Operating										\$0
Capital										\$0
TOTAL	\$13,821	\$2,764	\$2,534	\$0	\$0	\$0	\$0	\$1,382	\$2,534	\$23,035

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Pay & Benefits / COLA

This issue requests funding for... The BOCC has indicated they will be giving 3% COLA raises to their employees for FY25/26. Since most of our staff is part Court, part non-Court, we need to be able to give all of our employees the 3% COLA raise equally. Our current funding for "court-related" Pay & Benefits is \$767,843 and our projected "court-related" Pay & Benefits cost is \$790,878 for a difference of \$23,035. If this request is not funded, we would have to rely on the County to fund the difference.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bradford
Contact: Dana LaFollette
E-Mail Address: dana_lafollette@bradfordcountyfl.gov

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bradford
Contact: Dana LaFollette
E-Mail Address: dana_lafollette@bradfordcountyfl.gov

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bradford
Contact: Dana LaFollette
E-Mail Address: dana_lafollette@bradfordcountyfl.gov

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bradford
Contact: Dana LaFollette
E-Mail Address: dana_lafollette@bradfordcountyfl.gov

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Bradford
Contact: Dana LaFollette
E-Mail Address: dana_lafollette@bradfordcountyfl.gov

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$13,821	\$2,764	\$2,534	\$0	\$0	\$0	\$0	\$1,382	\$2,534	\$23,035
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$13,821	\$2,764	\$2,534	\$0	\$0	\$0	\$0	\$1,382	\$2,534	\$23,035

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Brevard
Contact: Michael Salvatore
E-Mail Address: michael.salvatore@brevardclerk.us

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$238,800	\$60,000	\$38,600	\$25,300	\$48,200	\$2,700	\$20,100	\$10,000	\$56,300	\$500,000
Operating										\$0
Capital										\$0
TOTAL	\$238,800	\$60,000	\$38,600	\$25,300	\$48,200	\$2,700	\$20,100	\$10,000	\$56,300	\$500,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Increasing salaries & benefits by 5%. Our current minimum is \$14.00. This will get to the state minimum of \$15/hr one year early, but we are still behind the County and other constitutionals. Total Salary & Benefit increase = \$500,0000

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Brevard
Contact: Michael Salvatore
E-Mail Address: michael.salvatore@brevardclerk.us

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$69,200	\$17,400	\$11,200	\$7,300	\$14,000	\$800	\$6,000	\$3,000	\$16,100	\$145,000
Operating										\$0
Capital										\$0
TOTAL	\$69,200	\$17,400	\$11,200	\$7,300	\$14,000	\$800	\$6,000	\$3,000	\$16,100	\$145,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Health insurance increase for FY 26. We use the County health plan. They have told us it will increase by 6%. Total 6% increase = 145,000.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Brevard
Contact: Michael Salvatore
E-Mail Address: michael.salvatore@brevardclerk.us

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Brevard
Contact: Michael Salvatore
E-Mail Address: michael.salvatore@brevardclerk.us

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Brevard
Contact: Michael Salvatore
E-Mail Address: michael.salvatore@brevardclerk.us

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County:	Brevard
Contact:	Michael Salvatore
E-Mail Address:	michael.salvatore@brevardclerk.us

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$308,000	\$77,400	\$49,800	\$32,600	\$62,200	\$3,500	\$26,100	\$13,000	\$72,400	\$645,000
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$308,000	\$77,400	\$49,800	\$32,600	\$62,200	\$3,500	\$26,100	\$13,000	\$72,400	\$645,000

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Broward
Contact: Chantel Pivotte
E-Mail Address: cpivotte@browardclerk.org

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel									\$803,266	\$803,266
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$803,266	\$803,266

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 14.7% increase for Health Insurance rate for FY2025.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Broward
Contact: Chantel Pivotte
E-Mail Address: cpivotte@browardclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Broward
Contact: Chantel Pivotte
E-Mail Address: cpivotte@browardclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Broward
Contact: Chantel Pivotte
E-Mail Address: cpivotte@browardclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Broward
Contact: Chantel Pivotte
E-Mail Address: cpivotte@browardclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Broward
Contact: Chantel Pivotte
E-Mail Address: cpivotte@browardclerk.org

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$803,266	\$803,266
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$803,266	\$803,266

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Calhoun
Contact: Wendy M Doyal
E-Mail Address: wdoyal@calhounclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$13,584	\$1,016	\$1,020	\$1,016	\$1,016	\$1,016	\$1,016	\$485	\$7,000	\$27,169
Operating										\$0
Capital										\$0
TOTAL	\$13,584	\$1,016	\$1,020	\$1,016	\$1,016	\$1,016	\$1,016	\$485	\$7,000	\$27,169

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Raises/COLA- Calhoun County needs to provide raises to Clerk of Court employees to retain its qualified and experienced staff. With the cost of living increases throughout Flordisa, raises are to retain staff, limit turnover and the related expenditures of time and resources on training new staff. Which we have had our share this year with a New Clerk and 6 new staff members with majority on the Court side. Loss of experienced staff can be and has been very detrimental to our small County Clerk's office with only 6 FTEs including the Clerk. This issue cost is \$27,169.00 which includes FICA, Retirment and Workers Comp.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Calhoun
Contact: Wendy M Doyal
E-Mail Address: wdoyal@calhounclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$6,103	\$515	\$515	\$515	\$515	\$515	\$515	\$513	\$2,500	\$12,206
Operating										\$0
Capital										\$0
TOTAL	\$6,103	\$515	\$515	\$515	\$515	\$515	\$515	\$513	\$2,500	\$12,206

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Health Insurance- The esimated increase in health insurance premiums for Court employees is estimed at \$7,405.56. The Clerk of Court provides Employee Only coverage. Any spouse, child or fmaily coverage must be paid personally by the employee. Also, the Clerk offers and alternative option for employees who have proof of other qualifying health coverage and offers a health insurance sussidy. With the transistion of a New Clerk and 6 new employees the total subsidy due from last year has increased in the amount of \$4,800.00. Total health/medical cost increase is \$12,205.56.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Calhoun
Contact: Wendy M Doyal
E-Mail Address: wdoyal@calhounclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating									\$1,800	\$1,800
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$1,800

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... As you are aware we have had New Clerk of Court costs- Clerk Barfield will have New Clerk Training through this budget year (travel, lodging and meals). We were able to purchase a printer for Clerk Barfield but not a scanner. Total anticipated cost are \$3,000 and Clerk is allocated at 60% so we are asking for additional fund \$1,800..

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Calhoun
Contact: Wendy M Doyal
E-Mail Address: wdoyal@calhounclerk.com

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: IT Funded from CCOC

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$9,000	\$670	\$3,000	\$600	\$500	\$500	\$480	\$250	\$3,000	\$18,000
Capital										\$0
TOTAL	\$9,000	\$670	\$3,000	\$600	\$500	\$500	\$480	\$250	\$3,000	\$18,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Improving Court Technology-- The cost of technology is continuing to be a larger portion of court-related expenditure. Chapter 2024-153, approved by the Governor May 6, 2024, addressed the need and funding for improving cour technology. The Clerk of Court's IT issues are estimated to be around \$18,000 after being reduced by PRMTF fees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Calhoun
Contact: Wendy M Doyal
E-Mail Address: wdoyal@calhounclerk.com

Priority: 5
Recurring: Yes

Issue Type: Funding Issue
Issue Category: FRS Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$8,049	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$500	\$3,000	\$20,549
Operating										\$0
Capital										\$0
TOTAL	\$8,049	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$500	\$3,000	\$20,549

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... As you are aware Calhoun County has been through quite a transistion with a new Clerk and 6 new staff. We have had to hire people in differernt class catagories which have had a direct impact on the total being paid to FRS. The total increase is \$20,549

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Calhoun
Contact: Wendy M Doyal
E-Mail Address: wdoyal@calhounclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$27,736	\$3,031	\$3,035	\$3,031	\$3,031	\$3,031	\$3,031	\$1,498	\$12,500	\$59,924
Operating	\$9,000	\$670	\$3,000	\$600	\$500	\$500	\$480	\$250	\$4,800	\$19,800
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$36,736	\$3,701	\$6,035	\$3,631	\$3,531	\$3,531	\$3,511	\$1,748	\$17,300	\$79,724

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Charlotte
Contact: Stacy Wear
E-Mail Address: Stacy.Wear@charlotteclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$33,548			\$7,722				\$1,709		\$42,979
Operating										\$0
Capital										\$0
TOTAL	\$33,548	\$0	\$0	\$7,722	\$0	\$0	\$0	\$1,709	\$0	\$42,979

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... the increase of Court staff wages to provide for the cost of living increase in Charlotte County.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Charlotte
Contact: Stacy Wear
E-Mail Address: Stacy.Wear@charlotteclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$21,776			\$1,050						\$22,826
Operating										\$0
Capital										\$0
TOTAL	\$21,776	\$0	\$0	\$1,050	\$0	\$0	\$0	\$0	\$0	\$22,826

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... the increase in minimum wage to be more competitive with other Constitutional Officers and Court Administration.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Charlotte
Contact: Stacy Wear
E-Mail Address: Stacy.Wear@charlotteclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Charlotte
Contact: Stacy Wear
E-Mail Address: Stacy.Wear@charlotteclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Charlotte
Contact: Stacy Wear
E-Mail Address: Stacy.Wear@charlotteclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Charlotte
Contact: Stacy Wear
E-Mail Address: Stacy.Wear@charlotteclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$55,324	\$0	\$0	\$8,772	\$0	\$0	\$0	\$1,709	\$0	\$65,805
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$55,324	\$0	\$0	\$8,772	\$0	\$0	\$0	\$1,709	\$0	\$65,805

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Citrus
Contact: Susan Sullivan
E-Mail Address: ssullivan@citrusclerk.org

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Cost Shift to/from County

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$758,925	\$32,628	\$41,325	\$6,093	\$6,669	\$18,199	\$15,664		\$282,772	\$1,162,275
Operating										\$0
Capital										\$0
TOTAL	\$758,925	\$32,628	\$41,325	\$6,093	\$6,669	\$18,199	\$15,664	\$0	\$282,772	\$1,162,275

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Authorized expenditures for fiscal year 2025 were \$1,162,275 short of our needs-based budget. Funding for these expenditures has to come from operating revenues, Board funding and the Modernization Trust Fund. MTF expenditures should be reserved for capital, technological improvements. We have not been able to accumulate necessary fund balance in the MTF to implement necessary technological improvements, as we are forced to use it for recurring operations charges of software maintenance and IT hardware maintenance. It is critical that this shortfall be addressed, as the deficit grows annually. There are no new FTE's associated with this request.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.
 No new FTE's

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Citrus
Contact: Susan Sullivan
E-Mail Address: ssullivan@citrusclerk.org

Priority: 2
Recurring: No

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$37,434	\$1,609	\$2,038	\$301	\$329	\$898	\$773		\$13,948	\$57,330
Operating										\$0
Capital										\$0
TOTAL	\$37,434	\$1,609	\$2,038	\$301	\$329	\$898	\$773	\$0	\$13,948	\$57,330

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Modest merit increases for existing staff are crucial in retaining valuable employees. We are unable to compete with other constitutional officers and private entities in our community.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Citrus
Contact: Susan Sullivan
E-Mail Address: ssullivan@citrusclerk.org

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$17,076	\$741	\$938	\$138	\$151	\$413	\$356	\$160	\$6,421	\$26,394
Operating										\$0
Capital										\$0
TOTAL	\$17,076	\$741	\$938	\$138	\$151	\$413	\$356	\$160	\$6,421	\$26,394

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... An incremental wage increase, based on the 2024 wage and classification study, is necessary to begin aligning existing staff salaries with recommended levels. Retaining trained employees is crucial to maintaining performance standards, yet we struggle to compete with other constitutional officers and private sector organizations in our community.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Citrus
Contact: Susan Sullivan
E-Mail Address: ssullivan@citrusclerk.org

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel								\$1,000		\$1,000
Operating								\$34,000		\$34,000
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Funding for the shortfall of \$26,000 in jury reimbursement and \$9,000 for upcoming tobacco trial.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Citrus
Contact: Susan Sullivan
E-Mail Address: ssullivan@citrusclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Citrus
Contact: Susan Sullivan
E-Mail Address: ssullivan@citrusclerk.org

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$813,435	\$34,978	\$44,301	\$6,532	\$7,149	\$19,510	\$16,793	\$1,160	\$303,141	\$1,246,999
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,000	\$0	\$34,000
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$813,435	\$34,978	\$44,301	\$6,532	\$7,149	\$19,510	\$16,793	\$35,160	\$303,141	\$1,280,999

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Clay
Contact: Amber Leiningner
E-Mail Address: leiningera@clayclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$60,810	\$10,111	\$7,569	\$11,837	\$7,164	\$5,261	\$2,573	\$1,575	\$22,310	\$129,210
Operating										\$0
Capital										\$0
TOTAL	\$60,810	\$10,111	\$7,569	\$11,837	\$7,164	\$5,261	\$2,573	\$1,575	\$22,310	\$129,210

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 3% cost of living increase for employees including related payroll taxes and FRS. ☐

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If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Clay
Contact: Amber Leininger
E-Mail Address: leininger@clayclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: New Judges Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00									1.00
Personnel	\$78,222									\$78,222
Operating										\$0
Capital										\$0
TOTAL	\$78,222	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,222

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... FTE to cover additional workload due to addition of new judge.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Clay
Contact: Amber Leininger
E-Mail Address: leininger@clayclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE			0.80							0.80
Personnel			\$53,540							\$53,540
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$53,540	\$0	\$0	\$0	\$0	\$0	\$0	\$53,540

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... FTE for Staff Accountant to assist with budgeting, recording and reconciling financial transactions.

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If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Clay
Contact: Amber Leiningner
E-Mail Address: leiningera@clayclerk.com

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$366,781	\$60,983	\$45,653	\$71,396	\$43,211	\$31,730	\$15,518	\$9,497	\$134,564	\$779,333
Operating										\$0
Capital										\$0
TOTAL	\$366,781	\$60,983	\$45,653	\$71,396	\$43,211	\$31,730	\$15,518	\$9,497	\$134,564	\$779,333

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... salary increases to increase all employees to the living wage in Clay County including compression issues.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Clay
Contact: Amber Leininger
E-Mail Address: leininger@clayclerk.com

Priority: 5
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Cost Shift to/from County

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$382,800	\$63,647	\$47,646	\$74,514	\$45,098	\$33,116	\$16,196	\$9,912	\$140,441	\$813,370
Operating										\$0
Capital										\$0
TOTAL	\$382,800	\$63,647	\$47,646	\$74,514	\$45,098	\$33,116	\$16,196	\$9,912	\$140,441	\$813,370

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... health insurance premiums currently funded by our County Board of County Commissioners.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Clay
Contact: Amber Leininger
E-Mail Address: leiningera@clayclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00	0.00	0.80	0.00	0.00	0.00	0.00	0.00	0.00	1.80
Personnel	\$888,613	\$134,741	\$154,408	\$157,747	\$95,473	\$70,107	\$34,287	\$20,984	\$297,315	\$1,853,675
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$888,613	\$134,741	\$154,408	\$157,747	\$95,473	\$70,107	\$34,287	\$20,984	\$297,315	\$1,853,675

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Collier
Contact: Donald Holder
E-Mail Address: Don.Holder@collierclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

CCOC Form Version 1
Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$742,980	\$0	\$32,790	\$3,790	\$0	\$0	\$0	\$18,960	\$45,780	\$844,300
Operating										\$0
Capital										\$0
TOTAL	\$742,980	\$0	\$32,790	\$3,790	\$0	\$0	\$0	\$18,960	\$45,780	\$844,300

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Local County Taxpayer funds to support Court Operations by Statute that be State funded.

This issue requests funding for... 1. For FY 2026, Collier County has a balanced budget of \$8,546,300 for Courts.
2. The proposed base budget allocated for Collier County is \$7,477,231, a difference of \$1,069,069 dollars from the balanced budget (projected expenditures=projected revenues).
3. This operational requested reflects the compound impacts of insufficient spending authority for the past several years.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

1. At current funding levels, without the BOCC aid, we are unable to sustain necessary staff for court functions.
2. The courts staff has been cut 41% since 2008. The staffing level is at a point where if we do not get the proper funding to close the gap, we will not be able to staff operations.
3. Collier County is largest by landmass at over 2,305 square miles.
4. The cost of living in Collier ranks among the highest counties in Florida year after year. 2025 is no different, as Collier County ranks highest in Cost-of-Living average in peer group 6 - 113% of State average*.
5. County's population has increased by 17% in the last 10 years to over 400,000 full-time residents in 2024.
6. Collier County meets timeliness and collection standards but continues to be cut in budget. The budget for our Clerk's office has been cut \$2.5 million since 2008.
7. Collier continues to collect millions in funds that are distributed to other counties despite being unable to properly fund our Courts. In 2024 alone, Collier County returned \$1,132,042 to the CCOC.
8. In 2025 we received an increase to our budget of \$514,768, this is inadequate to fund the Collier County Clerk of Court's operations.
9. Court costs are to be fully funded by the State, currently local tax payers subsidize court operations by \$1,120,000.
10. Over the last 11 years, you have taken \$12,337,362 from Collier and distributed it to fund other counties.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Collier
Contact: Donald Holder
E-Mail Address: Don.Holder@collierclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$75,190	\$0	\$11,540	\$930	\$0	\$0	\$0	\$8,490	\$7,669	\$103,819
Operating										\$0
Capital										\$0
TOTAL	\$75,190	\$0	\$11,540	\$930	\$0	\$0	\$0	\$8,490	\$7,669	\$103,819

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Payroll COLA and Operating Guidance per BOCC

This issue requests funding for... 1. Starting in FY 2022, the county instituted multiple pay plan increases including an 8.5% adjustment for all salaries and a \$1,000 COLA for all employees as well as a \$1 an hour raise for non- director level staff.
 2. In FY 2023, an 8.0% salary increase for staff and 6.5% increase for Directors was implemented by the County.
 3. In FY 2024 includes a 7.0% adjustment in employee pay for Collier County staff.
 4. For FY 2025 the BOCC guidance is 5.0% adjustment in employee pay for Cost of Living and 3.5% for Operations.
 5. For FY 2026 the BOCC guidance is 3.0% adjustment in employee pay for Cost of Living and 3.0% for Operations. The Clerk's office has to match the Board to retain and hire staff, in a county that the Florida Price Level Index indicates has had the highest cost of labor in the State of Florida in each of the last three years.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Collier
Contact: Donald Holder
E-Mail Address: Don.Holder@collierclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$113,170	\$0	\$2,720	\$260	\$0	\$0	\$0	\$1,270	\$3,530	\$120,950
Operating										\$0
Capital										\$0
TOTAL	\$113,170	\$0	\$2,720	\$260	\$0	\$0	\$0	\$1,270	\$3,530	\$120,950

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: 9% Healthcare increase

This issue requests funding for... 1. In FY 2024 includes a 5.0% increase in medical cost for Collier County staff, in which had to be subsidized by other funding.
 2. For FY 2025 the BOCC guidance is 7.0% increase in Healthcare Benefits for all employees regardless of non-Court or Court funding.
 3. For FY 2026 the BOCC guidance is 9.0% increase in Healthcare Benefits for all employees regardless of non-Court or Court funding.

Pursuant to Board policy the cost of healthcare is split, with 80% paid by the employer and 20% paid by the employee.
 This policy is outside the control of the Clerk of Courts and Comptroller.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County:	Collier
Contact:	Donald Holder
E-Mail Address:	Don.Holder@collierclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County:	Collier
Contact:	Donald Holder
E-Mail Address:	Don.Holder@collierclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Collier
Contact: Donald Holder
E-Mail Address: Don.Holder@collierclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$931,340	\$0	\$47,050	\$4,980	\$0	\$0	\$0	\$28,720	\$56,979	\$1,069,069
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$931,340	\$0	\$47,050	\$4,980	\$0	\$0	\$0	\$28,720	\$56,979	\$1,069,069

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Columbia
Contact: Lauren Pope
E-Mail Address: lpope@columbiaclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$28,125	\$0	\$1,725	\$0	\$0	\$0	\$0	\$1,500	\$4,020	\$35,370
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$28,125	\$0	\$1,725	\$0	\$0	\$0	\$0	\$1,500	\$4,020	\$35,370

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Health Insurance Cost Increase

This issue requests funding for... Additional funding to cover a 14% increase in employee health insurance premiums for FY 25-26. This increase cannot be absorbed within the current budget without impacting operations or staff. If not funded, it will impact employees, operations, and recruitment. Employees may face higher out-of-pocket costs, reducing morale and retention. Funds may need to be diverted from essential services, causing delays and reduced public services. Reduced benefit competitiveness may hinder hiring and retention of qualified staff. Full funding is critical to maintain staff coverage, operational effectiveness, and public service delivery. Thank you for your consideration and continued support of the Clerk of Court's Office.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Columbia
Contact: Lauren Pope
E-Mail Address: lpope@columbiaclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$28,697	\$0	\$2,848	\$0	\$0	\$0	\$0	\$2,961	\$4,370	\$38,876
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$28,697	\$0	\$2,848	\$0	\$0	\$0	\$0	\$2,961	\$4,370	\$38,876

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Cost of Living Adjustment - 3%

This issue requests funding for... Implementing a 3% Cost of Living Adjustment (COLA) for all eligible staff for FY 25-26. This adjustment is essential to help employees keep pace with inflation and rising living costs. If not funded, it will impact employee retention, morale, and competitiveness. Without a COLA, staff may seek higher-paying opportunities elsewhere, increasing turnover, which can negatively impact employee morale and job satisfaction, and the office may struggle to remain competitive in attracting and retaining qualified personnel. The 3% COLA is a necessary investment in our workforce to maintain service levels and support staff stability.

Thank you for your continued support and consideration of this request.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Columbia
Contact: Lauren Pope
E-Mail Address: lpope@columbiaclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Columbia
Contact: Lauren Pope
E-Mail Address: lpope@columbiaclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
Created 04/09/2025

County:	Columbia
Contact:	Lauren Pope
E-Mail Address:	lpope@columbiaclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Columbia
Contact: Lauren Pope
E-Mail Address: lpope@columbiaclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$56,822	\$0	\$4,573	\$0	\$0	\$0	\$0	\$4,461	\$8,390	\$74,246
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$56,822	\$0	\$4,573	\$0	\$0	\$0	\$0	\$4,461	\$8,390	\$74,246

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: DeSoto
Contact: Nadia K. Daughtrey
E-Mail Address: ndaughtrey@desotoclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$2,588	\$2,589	\$23,300
Operating										\$0
Capital										\$0
TOTAL	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$2,588	\$2,589	\$23,300

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: 3.5 % COLA

This issue requests funding for... a 3.5% COLA to all court-related employees. We are one of the smaller counties in the 5 surrounding areas, this office has an obligation to remain competitive so that we can retain the knowledgeable and already trained personnel that will be processing the important work of the judicial system. The community should remain safe in the mission essential cases that are done by employees on a daily basis. It takes approximately 4 years to train a deputy clerk due to the amount of cross training that must be done in this office.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: DeSoto
Contact: Nadia K. Daughtrey
E-Mail Address: ndaughtrey@desotoclerk.com

Priority: 2
Recurring: No

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,334	\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$2,334	\$2,333	\$2,334	\$21,000
Operating										\$0
Capital										\$0
TOTAL	\$2,334	\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$2,334	\$2,333	\$2,334	\$21,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Performance Based Incentive

This issue requests funding for... If a COLA is not able to be given, I would like to give employees a performance based incentive of \$1500.00 per employee. This will help this office remain competitive with surrounding counties and agencies in order to boost morale and retain already trained court employees. This would be non-reccing funding.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: DeSoto
Contact: Nadia K. Daughtrey
E-Mail Address: ndaughtrey@desotoclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.20	0.20	0.20	0.20	0.20					1.00
Personnel	\$10,892	\$10,891	\$10,891	\$10,891	\$10,892					\$54,457
Operating										\$0
Capital										\$0
TOTAL	\$10,892	\$10,891	\$10,891	\$10,891	\$10,892	\$0	\$0	\$0	\$0	\$54,457

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: 1 Additional FTE court-related

This issue requests funding for... 1 additional FTE for court-related functions. This employee would start at \$17.00/hour for a total salary of \$35,360.00, \$2706.00 FICA, \$4847 FRS and \$11,544 health insurance for a total of \$54,457.00 per year. DeSoto County is rapidly growing and there is a need for an additional FTE to serve the customers of the DeSoto County Clerk's Office. We have a rising number of cases, court dates and population which adds to our caseload. These would be court -related employees to assist with going to court, closing out cases and continuing cases that are on the dockets.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.



Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025DeSoto CFY2526 Budget Issue Ver1 0516251109

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: DeSoto
Contact: Nadia K. Daughtrey
E-Mail Address: ndaughtrey@desotoclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: DeSoto
Contact: Nadia K. Daughtrey
E-Mail Address: ndaughtrey@desotoclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.20	0.20	0.20	0.20	0.20	0.00	0.00	0.00	0.00	1.00
Personnel	\$15,815	\$15,813	\$15,813	\$15,813	\$15,814	\$4,922	\$4,923	\$4,921	\$4,923	\$98,757
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$15,815	\$15,813	\$15,813	\$15,813	\$15,814	\$4,922	\$4,923	\$4,921	\$4,923	\$98,757

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM if More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Dixie
Contact: Brenda Royal
E-Mail Address: broyal@dixieclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$3,000	\$2,000	\$2,000				\$2,000	\$3,000	\$3,000	\$15,000
Operating										\$0
Capital										\$0
TOTAL	\$3,000	\$2,000	\$2,000	\$0	\$0	\$0	\$2,000	\$3,000	\$3,000	\$15,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... salary increases in order to retain employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Dixie
Contact: Brenda Royal
E-Mail Address: broyal@dixieclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$1,000	\$1,500	\$1,000				\$1,500	\$1,000	\$500	\$6,500
Operating										\$0
Capital										\$0
TOTAL	\$1,000	\$1,500	\$1,000	\$0	\$0	\$0	\$1,500	\$1,000	\$500	\$6,500

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... annual ins. Increase

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County:	Dixie
Contact:	Brenda Royal
E-Mail Address:	broyal@dixieclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.



Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

Dixie CFY2526 Budget Issue Ver1 0627251508

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
Created 04/09/2025

County:	Dixie
Contact:	Brenda Royal
E-Mail Address:	broyal@dixieclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County:	Dixie
Contact:	Brenda Royal
E-Mail Address:	broyal@dixieclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$4,000	\$3,500	\$3,000	\$0	\$0	\$0	\$3,500	\$4,000	\$3,500	\$21,500
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$4,000	\$3,500	\$3,000	\$0	\$0	\$0	\$3,500	\$4,000	\$3,500	\$21,500

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$638,763	\$145,173	\$22,583	\$6,452	\$0	\$0	\$0	\$12,904	\$48,391	\$874,267
Operating										\$0
Capital										\$0
TOTAL	\$638,763	\$145,173	\$22,583	\$6,452	\$0	\$0	\$0	\$12,904	\$48,391	\$874,267

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: 5% Salary Increase

This issue requests funding for... A 5% salary increase is needed to retain and attract employees in all employment classifications.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Duval
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: FRS Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$1,413,452	\$491,614	\$62,704					\$57,614	\$3,550	\$2,028,934
Operating										\$0
Capital										\$0
TOTAL	\$1,413,452	\$491,614	\$62,704	\$0	\$0	\$0	\$0	\$57,614	\$3,550	\$2,028,934

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Additional Funding for Pension Increase

This issue requests funding for... Duval County is the only Clerk not part of FRS because of our consolidated city/county structure and as a charter county. Duval County Clerk employees are City of Jacksonville employees and fall under the City pension. The pension costs are out of our control. This request represents the difference between the FRS contribution rate and the City Pension contribution rate. This is an actual cost of performing our required court related functions and is not providing funding for something over and above other Clerks.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Duval
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 3
Recurring: No

Issue Type: Funding Issue
Issue Category: IT Funded from CCOC

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$236,838									\$236,838
Capital										\$0
TOTAL	\$236,838	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$236,838

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: In Court Processing

This issue requests funding for... In-Court Processing will provide for increased efficiency in the courtrooms allowing for improved data entry times and less need for back office data entry tasks. This process optimization will provide for better service to the criminal justice community and the citizens we serve. In addition, In-Court Processing will assist us in meeting timeliness expectations for case creation, case processing and communication of time sensitive items to necessary agencies.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 4
Recurring: No

Issue Type: Funding Issue
Issue Category: IT Funded from CCOC

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$70,000									\$70,000
Capital										\$0
TOTAL	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: IT Security

This issue requests funding for... IT security needs to keep cybersecurity defenses current.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 5
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Compliance Services

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE		6.00								6.00
Personnel		\$434,436								\$434,436
Operating										\$0
Capital										\$0
TOTAL	\$0	\$434,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$434,436

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Compliance Service Employees

This issue requests funding for... Salaries and benefits for six additional team members for the Court Fees Resolution Unit (Compliance Services). These team members will be part of a mobile unit inside the Courthouse responsible for encouraging payment in full or enrolling defendants in payment plans on the day of sentencing and directing overflow defendants to the Court Fee Resolution Unit Office for the same services. The staff will work with those defendants and others with suspended licenses to reinstate their driving privileges.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
Personnel	\$2,052,215	\$1,071,223	\$85,287	\$6,452	\$0	\$0	\$0	\$70,518	\$51,941	\$3,337,637
Operating	\$1,051,838	\$50,000	\$0	\$22,938	\$0	\$0	\$0	\$152,023	\$0	\$1,276,799
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,104,053	\$1,121,223	\$85,287	\$29,390	\$0	\$0	\$0	\$222,541	\$51,941	\$4,614,436

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$745,000	\$50,000		\$22,938				\$152,023		\$969,961
Capital										\$0
TOTAL	\$745,000	\$50,000	\$0	\$22,938	\$0	\$0	\$0	\$152,023	\$0	\$969,961

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County:	Duval B	Priority:	6	Issue Type:	Funding Issue
Contact:	Jennifer Spinelli	Recurring:	No	Issue Category:	IT Funded from CCOC
E-Mail Address:	Jennifer.Spinelli@DuvalClerk.com				

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$400,000									\$400,000
Capital										\$0
TOTAL	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Intelligent Document Processing

This issue requests funding for... Intelligent Document Processing will enable the Clerk's office to systematically automate routine tasks using Artificial Intelligence (AI) and Robotic Process Automation (RPA). These efforts will make processes easier to execute for our staff and, in some cases, eliminate the need for direct Clerk intervention in basic tasks. The process optimizations will allow for significant cost savings and improved service to the public.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval B
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 7
Recurring: No

Issue Type: Funding Issue
Issue Category: IT Funded from CCOC

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$345,000									\$345,000
Capital										\$0
TOTAL	\$345,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$345,000

ISSUE REQUEST DETAIL

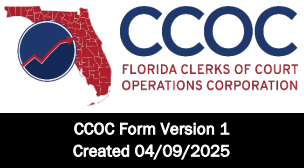
Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Case Management Modifications

This issue requests funding for... Modifications to the case management system for mandates and to reflect current workflow needs.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Duval B
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 8
Recurring: No

Issue Type: Funding Issue
Issue Category: Other (Described Below)

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating								\$152,023		\$152,023
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152,023	\$0	\$152,023

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Jury Sequestration - High Profile Case

This issue requests funding for... Jury sequestration will be required for a high- profile jury trial scheduled for FY 26 related to cases 16-2023-CF-02862 and 16-2023-CF-00888. Administrative Order 2024-07 for the Fourth Judicial Circuit deemed these cases to be of "extraordinary public interest".

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval B
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 9
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating		\$50,000								\$50,000
Capital										\$0
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Legal Fees for Bond Forfeitures

This issue requests funding for... Bond Forfeitures are now requiring the Clerk to engage legal counsel to retain funds forfeited. Additional revenues will be generated to offset the additional cost.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval B
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

Priority: 10
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating				\$22,938						\$22,938
Capital										\$0
TOTAL	\$0	\$0	\$0	\$22,938	\$0	\$0	\$0	\$0	\$0	\$22,938

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: eCertify for Court Records

This issue requests funding for... Implementation of eCertify for Court Records will enable the Clerk to provide certified documents to customers and agency partners without human intervention, which will enable staff to work on more complex requests.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Duval B
Contact: Jennifer Spinelli
E-Mail Address: Jennifer.Spinelli@DuvalClerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
Personnel	\$2,052,215	\$1,071,223	\$85,287	\$6,452	\$0	\$0	\$0	\$70,518	\$51,941	\$3,337,636
Operating	\$1,051,838	\$50,000	\$0	\$22,938	\$0	\$0	\$0	\$152,023	\$0	\$1,276,799
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,104,053	\$1,121,223	\$85,287	\$29,390	\$0	\$0	\$0	\$222,541	\$51,941	\$4,614,435

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
Personnel	\$2,052,215	\$1,071,223	\$85,287	\$6,452				\$70,518	\$51,941	\$3,337,636
Operating	\$306,838									\$306,838
Capital										\$0
TOTAL	\$2,359,053	\$1,071,223	\$85,287	\$6,452	\$0	\$0	\$0	\$70,518	\$51,941	\$3,644,474

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Escambia
Contact: Heather Mason
E-Mail Address: hmason@escambiaclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00									1.00
Personnel	\$73,087									\$73,087
Operating										\$0
Capital										\$0
TOTAL	\$73,087	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,087

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... the Judge that was relocated to Walton County and the Magistrate that was transferred to Escambia County. While Escambia's budget was reduced to accomadate the Judge's move, the case load has remained unchanged. Consequently, additional position recruitment is necessary to maintain support at the same level of caseload demands.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Escambia
Contact: Heather Mason
E-Mail Address: hmason@escambiaclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$325,069			\$40,177						\$365,246
Operating										\$0
Capital										\$0
TOTAL	\$325,069	\$0	\$0	\$40,177	\$0	\$0	\$0	\$0	\$0	\$365,246

ISSUE REQUEST DETAIL

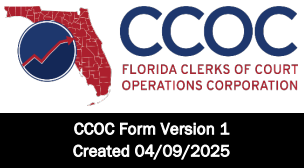
Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 5% merit increase to attract new employees and maintain current employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Escambia
Contact: Heather Mason
E-Mail Address: hmason@escambiaclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Escambia
Contact: Heather Mason
E-Mail Address: hmason@escambiaclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

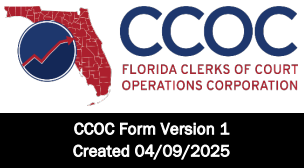
Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Escambia
Contact: Heather Mason
E-Mail Address: hmason@escambiaclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Escambia
Contact: Heather Mason
E-Mail Address: hmason@escambiaclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Personnel	\$398,156	\$0	\$0	\$40,177	\$0	\$0	\$0	\$0	\$0	\$438,333
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$398,156	\$0	\$0	\$40,177	\$0	\$0	\$0	\$0	\$0	\$438,333

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Flagler	Priority: 1	Issue Type: Funding Issue
Contact: Jennifer Barker		
E-Mail Address: jbarker@flaglerclerk.com	Recurring: Yes	Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$107,450		\$2,500						\$17,900	\$127,850
Operating										\$0
Capital										\$0
TOTAL	\$107,450	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$17,900	\$127,850

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Increase starting rate to \$20 per hour. In providing a certain level of service to the Constituents of Flagler County, the Clerk requires retaining its trained team members. Recruiting and retaining the team has become increasingly difficult since all other local governments pay at a higher starting rate.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Flagler
Contact: Jennifer Barker
E-Mail Address: jlbarker@flaglerclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	3.00									3.00
Personnel	\$203,400		\$4,000						\$28,500	\$235,900
Operating										\$0
Capital										\$0
TOTAL	\$203,400	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$28,500	\$235,900

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... (3) newly created Full-Time Equivalent Employees with Benefits @ \$67,800 (3 @ (\$41,600 (\$20.00/hr) Wages + \$3,182 FICA + \$5,836 FRS Regular + \$68 Workers' Comp + \$17,114 Health Insurance); plus approx 2% financial processing; plus approx 14% administration.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Flagler
Contact: Jennifer Barker
E-Mail Address: jbarker@flaglerclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$27,640	\$1,382		\$1,382			\$1,382	\$1,382	\$1,382	\$34,550
Operating										\$0
Capital										\$0
TOTAL	\$27,640	\$1,382	\$0	\$1,382	\$0	\$0	\$1,382	\$1,382	\$1,382	\$34,550

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... \$1,382 Increase per employee to Countywide Employer Health Insurance Contribution for CFY 2026 Operationally Budgeted FTEs. (25) FTEs @ \$1,382 = \$34,550.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Flagler
Contact: Jennifer Barker
E-Mail Address: jbarker@flaglerclerk.com

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$58,200		\$1,300						\$8,100	\$67,600
Operating										\$0
Capital										\$0
TOTAL	\$58,200	\$0	\$1,300	\$0	\$0	\$0	\$0	\$0	\$8,100	\$67,600

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Countywide Cost of Living Adjustment of 4.0% for all employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Flagler
Contact: Jennifer Barker
E-Mail Address: jrbarker@flaglerclerk.com

Priority: 5
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Cost Shift to/from County

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$116,730	\$4,730	\$3,150	\$4,730			\$4,730	\$4,730	\$18,900	\$157,700
Operating										\$0
Capital										\$0
TOTAL	\$116,730	\$4,730	\$3,150	\$4,730	\$0	\$0	\$4,730	\$4,730	\$18,900	\$157,700

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Cost shift from County from FY 2024; Cost of Living, Health Insurance Increase and part of FRS increases.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Flagler
Contact: Jennifer Barker
E-Mail Address: jbarker@flaglerclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Personnel	\$513,420	\$6,112	\$10,950	\$6,112	\$0	\$0	\$6,112	\$6,112	\$74,782	\$623,600
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$513,420	\$6,112	\$10,950	\$6,112	\$0	\$0	\$6,112	\$6,112	\$74,782	\$623,600

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Franklin
Contact: Linda Phillips
E-Mail Address: lpillips@franklinclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$154	\$675	\$5,519
Operating										\$0
Capital										\$0
TOTAL	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$154	\$675	\$5,519

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... an 8% increase in annual health insurance expenditures in the amount of \$5,519.00. If not funded, we may have to reduce hours for one of our positions making it difficult to maintain the workflow.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Franklin
Contact: Linda Phillips
E-Mail Address: lphillips@franklinclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,088	\$2,088	\$2,088	\$2,088	\$2,088	\$2,088	\$2,088	\$257	\$2,085	\$16,958
Operating										\$0
Capital										\$0
TOTAL	\$2,088	\$2,088	\$2,088	\$2,088	\$2,088	\$2,088	\$2,088	\$257	\$2,085	\$16,958

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... a 3% COLA in the amount of \$16,958.00. If not funded, we take a chance of losing experienced workers to other county and government agencies.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Franklin
Contact: Linda Phillips
E-Mail Address: lphillips@franklinclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Franklin
Contact: Linda Phillips
E-Mail Address: lphillips@franklinclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Franklin
Contact: Linda Phillips
E-Mail Address: lphillips@franklinclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Franklin
Contact: Linda Phillips
E-Mail Address: lphillips@franklinclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$411	\$2,760	\$22,477
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$411	\$2,760	\$22,477

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gadsden
Contact: Rachel Harris
E-Mail Address: rharris@gadsdenclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$15,969		\$3,505					\$778	\$3,325	\$23,577
Operating										\$0
Capital										\$0
TOTAL	\$15,969	\$0	\$3,505	\$0	\$0	\$0	\$0	\$778	\$3,325	\$23,577

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Insurance amounts are estimates calculated with a 9% increase as this is the average increase we usually face. Our county WILL NOT assist with the increase in costs associated with court employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gadsden
Contact: Rachel Harris
E-Mail Address: rharris@gadsdenclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Gadsden
Contact: Rachel Harris
E-Mail Address: rharris@gadsdenclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$28,595		\$4,310					\$1,343	\$10,798	\$45,046
Operating										\$0
Capital										\$0
TOTAL	\$28,595	\$0	\$4,310	\$0	\$0	\$0	\$0	\$1,343	\$10,798	\$45,046

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Cost of Living increases for our employees for help combat inflation and the cost of living. Amount requested includes FICA and additonal retirement for the increases only. Amount requested also includes an estimated increase to the Clerk's salary with all associated costs included. We are having a hard time retaining some staff due to not being able to compete with other employers or even with what our Board of County Commissioners pay their employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Gadsden
Contact: Rachel Harris
E-Mail Address: rharris@gadsdenclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Cost Shift to/from County

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$15,000									\$15,000
Capital										\$0
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Increases to operating costs due to increasing costs of operating supplies. Currently we cover some of our allowable court operating expenses by our non court budget due to budget constraints on the courts side which puts strains on our non court budget.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gadsden
Contact: Rachel Harris
E-Mail Address: rharris@gadsdenclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gadsden
Contact: Rachel Harris
E-Mail Address: rharris@gadsdenclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$44,564	\$0	\$7,815	\$0	\$0	\$0	\$0	\$2,121	\$14,123	\$68,623
Operating	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$59,564	\$0	\$7,815	\$0	\$0	\$0	\$0	\$2,121	\$14,123	\$83,623

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gilchrist
Contact: Kaci McCagh
E-Mail Address: kmccagh@gilchrist.fl.us

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,326	\$2,415	\$224	\$805	\$1,521	\$89	\$608	\$134	\$733	\$8,855
Operating										\$0
Capital										\$0
TOTAL	\$2,326	\$2,415	\$224	\$805	\$1,521	\$89	\$608	\$134	\$733	\$8,855

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Health Insurance benefits provided to employees per BOCC policy. Insurance is expected to increase by 10% for the upcoming fiscal year. This is for 9.90 FTE

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gilchrist
Contact: Kaci McCagh
E-Mail Address: kmccagh@gilchrist.fl.us

Priority: 2
Recurring: No

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,375	\$2,160		\$1,511	\$3,021	\$432	\$1,295	\$216	\$865	\$11,875
Operating										\$0
Capital										\$0
TOTAL	\$2,375	\$2,160	\$0	\$1,511	\$3,021	\$432	\$1,295	\$216	\$865	\$11,875

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Longevity pay per BOCC policy for three employees. This includes \$2500 for one employee with 10 years of service and \$5000 each for (2) employees with 20 years of service. The two employees receiving \$5000 are 100% court FTE, the employee receiving \$2500 is 75% court FTE.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Gilchrist
Contact: Kaci McCagh
E-Mail Address: kmccagh@gilchrist.fl.us

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$7,590	\$7,882	\$730	\$2,627	\$4,943	\$292	\$1,955	\$438	\$2,374	\$28,831
Operating										\$0
Capital										\$0
TOTAL	\$7,590	\$7,882	\$730	\$2,627	\$4,943	\$292	\$1,955	\$438	\$2,374	\$28,831

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Salary increases reflect a 4% increase for all employees which is consistent with the state of Florida increases. This includes FRS in the amount of \$1864.10, FICA in the amount of \$1916.39 and salaries in the amount of \$25051.00, totaling \$28,831.49 .

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gilchrist
Contact: Kaci McCagh
E-Mail Address: kmccagh@gilchrist.fl.us

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gilchrist
Contact: Kaci McCagh
E-Mail Address: kmccagh@gilchrist.fl.us

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gilchrist
Contact: Kaci McCagh
E-Mail Address: kmccagh@gilchrist.fl.us

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$12,291	\$12,457	\$954	\$4,943	\$9,485	\$813	\$3,858	\$788	\$3,972	\$49,561
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$12,291	\$12,457	\$954	\$4,943	\$9,485	\$813	\$3,858	\$788	\$3,972	\$49,561

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Glades
Contact: Anita Sauls
E-Mail Address: asauls@gladescclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: IT Funded from CCOC

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$30,123	\$2,128	\$3,731	\$1,382			\$3,040	\$1,935	\$4,477	\$46,816
Capital										\$0
TOTAL	\$30,123	\$2,128	\$3,731	\$1,382	\$0	\$0	\$3,040	\$1,935	\$4,477	\$46,816

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Civitek application/Services Maintenance required IT, Clericus management system, Clericus official records system, Jury software and service, Mentis - Redaction software, TAPS, Watchguard, Microsoft 365, Bitdefender Antivirus, Adobe, Server licenses, Data vaulting, Microfilm storage, (FY24/25 budget did not fully fund salaries and benefits, child support and jury funds added to cover what was not in the approved budget for all expenses. Our Child support rate may decrease affecting our funding for 25/26).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Glades
Contact: Anita Sauls
E-Mail Address: asauls@gladesclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$15,912	\$1,124	\$1,971	\$730			\$1,606	\$1,022	\$2,365	\$24,730
Operating										\$0
Capital										\$0
TOTAL	\$15,912	\$1,124	\$1,971	\$730	\$0	\$0	\$1,606	\$1,022	\$2,365	\$24,730

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 6% COLA salary increase only \$ 24,729 - does not include insurance or new FRS rate. (FY 24/25 salaries were not fully funded)

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Glades
Contact: Anita Sauls
E-Mail Address: asauls@gladesclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$4,670	\$330	\$578	\$214			\$471	\$300	\$694	\$7,257
Operating										\$0
Capital										\$0
TOTAL	\$4,670	\$330	\$578	\$214	\$0	\$0	\$471	\$300	\$694	\$7,257

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 6% Insurance only increase \$ 7,257 - does not include 6% Cola or new FRS rate. (FY 24/25 salaries were not fully funded)

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Glades
Contact: Anita Sauls
E-Mail Address: asauls@gladesclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 6% COLA salary increase only \$ 24,729 - does not include insurance or new FRS rate. (FY 24/25 salaries were not fully funded)

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Glades
Contact: Anita Sauls
E-Mail Address: asauls@gladesclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 6% Insurance only increase \$ 7,257 - does not include 6% Cola or new FRS rate. (FY 24/25 salaries were not fully funded)

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Glades
Contact: Anita Sauls
E-Mail Address: asauls@gladesclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$20,582	\$1,454	\$2,549	\$944	\$0	\$0	\$2,077	\$1,322	\$3,059	\$31,987
Operating	\$30,123	\$2,128	\$3,731	\$1,382	\$0	\$0	\$3,040	\$1,935	\$4,477	\$46,816
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$50,705	\$3,582	\$6,280	\$2,326	\$0	\$0	\$5,117	\$3,257	\$7,536	\$78,803

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gulf
Contact: Leo Bebeau
E-Mail Address: lbebeau@gulfclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Compliance Services

FTE for Collections

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE		1.00								1.00
Personnel		\$55,741								\$55,741
Operating										\$0
Capital										\$0
TOTAL	\$0	\$55,741	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,741

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Collections

This issue requests funding for... Gulf County has no personnel resources for collection efforts. Gulf County needs one additional FTE to dedicate full-time to collections.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.
 Salary - \$37,440.00; Payroll Taxes - \$2,865.00; FRS - \$5,103.00; Insurance - \$10,333

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gulf
Contact: Leo Bebeau
E-Mail Address: lbebeau@gulfclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$9,079							\$708	\$857	\$10,644
Operating										\$0
Capital										\$0
TOTAL	\$9,079	\$0	\$0	\$0	\$0	\$0	\$0	\$708	\$857	\$10,644

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Cost of Living Increase

This issue requests funding for... Reflects a 5% COLA to match the increase provided by the Board of County Commissioners for all other County employees.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gulf
Contact: Leo Bebeau
E-Mail Address: lbebeau@gulfclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel									\$5,497	\$5,497
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,497	\$5,497

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Health Insurance Increase

This issue requests funding for... An estimated 8% increase for all Court Employees. All insurance increases for Clerk employees who are not 100% FTE to the Court Division are paid by the BOCC.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gulf

Contact: Leo Bebeau

E-Mail Address: lbebeau@gulfclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gulf

Contact: Leo Bebeau

E-Mail Address: lbebeau@gulfclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Gulf
Contact: Leo Bebeau
E-Mail Address: lbebeau@gulfclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Personnel	\$9,079	\$55,741	\$0	\$0	\$0	\$0	\$0	\$708	\$6,354	\$71,882
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$9,079	\$55,741	\$0	\$0	\$0	\$0	\$0	\$708	\$6,354	\$71,882

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM if More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hamilton
Contact: Sheri Davis
E-Mail Address: daviss@hamiltoncountyfl.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: IT Funded from CCOC

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating						\$45,255				\$45,255
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$45,255	\$0	\$0	\$0	\$45,255

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Our office requested \$55,836 for IT for the 24/25 budget cycle and received \$31,664 leaving a deficit of \$24,172. For 25/26 our IT costs continue to increase to \$45,255 which is the primary source of our total deficit of \$51,914.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Hamilton
Contact: Sheri Davis
E-Mail Address: daviss@hamiltoncountyfl.com

Priority:
Recurring:

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,697	\$2,697							\$1,265	\$6,659
Operating										\$0
Capital										\$0
TOTAL	\$2,697	\$2,697	\$0	\$0	\$0	\$0	\$0	\$0	\$1,265	\$6,659

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... We are projected to get a 5% increase on our Health Insurance this year.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Hamilton
Contact: Sheri Davis
E-Mail Address: daviss@hamiltoncountyfl.com

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hamilton
Contact: Sheri Davis
E-Mail Address: daviss@hamiltoncountyfl.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hamilton
Contact: Sheri Davis
E-Mail Address: daviss@hamiltoncountyfl.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hamilton
Contact: Sheri Davis
E-Mail Address: daviss@hamiltoncountyfl.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$2,697	\$2,697	\$0	\$0	\$0	\$0	\$0	\$0	\$1,265	\$6,659
Operating	\$0	\$0	\$0	\$0	\$0	\$45,255	\$0	\$0	\$0	\$45,255
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$2,697	\$2,697	\$0	\$0	\$0	\$45,255	\$0	\$0	\$1,265	\$51,914

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hardee
Contact: Victoria Rogers or Lindsey Barwick
E-Mail Address: vrogers@hardeeclerk.com or lbarwick@hardeeclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$17,350	\$2,314	\$2,313	\$2,314	\$2,314		\$2,314		\$10,881	\$39,800
Operating										\$0
Capital										\$0
TOTAL	\$17,350	\$2,314	\$2,313	\$2,314	\$2,314	\$0	\$2,314	\$0	\$10,881	\$39,800

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Increased employee personnel costs. The County will be increasing by a 4% COLA, in order to stay competitive with the our partner agencies and government counterparts, retain our current employees, and to keep up with inflation, we request additional funding to increase our employees wages with this 4% COLA. However, an increase in this personnel costs would result in a deficit in our CCOC Budget.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hardee
Contact: Victoria Rogers or Lindsey Barwick
E-Mail Address: vrogers@hardeeclerk.com or lbarwick@hardeeclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$10,072	\$1,342	\$1,342	\$1,342	\$1,343		\$1,343		\$6,316	\$23,100
Operating										\$0
Capital										\$0
TOTAL	\$10,072	\$1,342	\$1,342	\$1,342	\$1,343	\$0	\$1,343	\$0	\$6,316	\$23,100

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Increased employee personnel costs. The County Government (BOCC) pays into each Employees Health Savings Account as part of the insurance benefits package in the amount of \$1,000 for Single Coverage and \$2,000 for All other Coverages. In order to stay competitive with the our partner agencies and government counterparts, and retain our current seasoned employees, we request additional funding to increase our employees health insurance benefits. However, an increase in this personnel cost would result in a deficit in our CCOC Budget.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hardee
Contact: Victoria Rogers or Lindsey Barwick
E-Mail Address: vrogers@hardeeclerk.com or lbarwick@hardeeclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hardee
Contact: Victoria Rogers or Lindsey Barwick
E-Mail Address: vrogers@hardeeclerk.com or lbarwick@hardeeclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hardee
Contact: Victoria Rogers or Lindsey Barwick
E-Mail Address: vrogers@hardeeclerk.com or lbarwick@hardeeclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hardee
Contact: Victoria Rogers or Lindsey Barwick
E-Mail Address: vrogers@hardeeclerk.com or lbarwick@hardeeclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$27,422	\$3,656	\$3,655	\$3,656	\$3,657	\$0	\$3,657	\$0	\$17,197	\$62,900
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$27,422	\$3,656	\$3,655	\$3,656	\$3,657	\$0	\$3,657	\$0	\$17,197	\$62,900

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hendry	Priority: 1	Issue Type: Funding Issue
Contact: Steve Clark		
E-Mail Address: sclark@hendryclerk.org	Recurring: Yes	Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$4,507	\$4,507	\$2,900	\$2,900	\$8,000		\$3,000		\$8,000	\$33,814
Operating										\$0
Capital										\$0
TOTAL	\$4,507	\$4,507	\$2,900	\$2,900	\$8,000	\$0	\$3,000	\$0	\$8,000	\$33,814

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... 3% COLA

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Hendry
Contact: Steve Clark
E-Mail Address: sclark@hendryclerk.org

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,236	\$2,236	\$1,193	\$1,193	\$3,429		\$1,200		\$3,422	\$14,909
Operating										\$0
Capital										\$0
TOTAL	\$2,236	\$2,236	\$1,193	\$1,193	\$3,429	\$0	\$1,200	\$0	\$3,422	\$14,909

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Health Insurance

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Hendry
Contact: Steve Clark
E-Mail Address: sclark@hendryclerk.org

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.20	0.20	0.20		0.20		0.20			1.00
Personnel	\$10,100	\$10,100	\$10,100		\$10,100		\$10,182			\$50,582
Operating										\$0
Capital										\$0
TOTAL	\$10,100	\$10,100	\$10,100	\$0	\$10,100	\$0	\$10,182	\$0	\$0	\$50,582

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Civil Clerk - Salary \$29,250 Benefits \$21,332

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hendry
Contact: Steve Clark
E-Mail Address: sclark@hendryclerk.org

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.20	0.20	0.20		0.20		0.20			1.00
Personnel	\$10,100	\$10,100	\$10,100		\$10,100		\$10,182			\$50,582
Operating										\$0
Capital										\$0
TOTAL	\$10,100	\$10,100	\$10,100	\$0	\$10,100	\$0	\$10,182	\$0	\$0	\$50,582

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Court Clerk - Salary \$29,250 Benefits \$21,332

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Hendry
Contact: Steve Clark
E-Mail Address: sclark@hendryclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hendry
Contact: Steve Clark
E-Mail Address: sclark@hendryclerk.org

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.40	0.40	0.40	0.00	0.40	0.00	0.40	0.00	0.00	2.00
Personnel	\$26,943	\$26,943	\$24,293	\$4,093	\$31,629	\$0	\$24,564	\$0	\$11,422	\$149,887
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$26,943	\$26,943	\$24,293	\$4,093	\$31,629	\$0	\$24,564	\$0	\$11,422	\$149,887

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hernando
Contact: Jeff Gordon
E-Mail Address: jgordon@hernandoclerk.org

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$16,818	\$16,818	\$16,818	\$16,818	\$16,818	\$0	\$16,814	\$16,818	\$16,818	\$134,540
Operating										\$0
Capital										\$0
TOTAL	\$16,818	\$16,818	\$16,818	\$16,818	\$16,818	\$0	\$16,814	\$16,818	\$16,818	\$134,540

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Annual Pay increase to keep up with the retail, county and private business rates of pay. \$2,761,901 x4% = \$110,477 Salary Increase, FICA - \$8,452, FRS = \$15,500 WC = \$111 for a total increase of \$134,540.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.
 NONE

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hernando
Contact: Jeff Gordon
E-Mail Address: jgordon@hernandoclerk.org

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: New Judges Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Personnel	\$210,423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$210,423
Operating										\$0
Capital										\$0
TOTAL	\$210,423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$210,423

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Estimated Pending Legislative Budget Decisions - FTE's with new judges being assigned estimated 5 FTE's to cover possible 3 circuit and 2 county judges for a total of 3 x \$70,141 = \$210,423 pending Senate and House final approval.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.
 Yes all included above

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Hernando
Contact: Jeff Gordon
E-Mail Address: jgordon@hernandoclerk.org

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$8,884	\$8,884	\$8,884	\$8,884	\$8,884	\$0	\$8,880	\$8,884	\$8,884	\$71,068
Operating										\$0
Capital										\$0
TOTAL	\$8,884	\$8,884	\$8,884	\$8,884	\$8,884	\$0	\$8,880	\$8,884	\$8,884	\$71,068

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Estimated Health Insurance Increase \$1,184,461.60 x 6% = \$71,068.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.
 NONE

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hernando
Contact: Jeff Gordon
E-Mail Address: jgordon@hernandoclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

None

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hernando
Contact: Jeff Gordon
E-Mail Address: jgordon@hernandoclerk.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County:	Hernando
Contact:	Jeff Gordon
E-Mail Address:	jgordon@hernandoclerk.org

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Personnel	\$236,125	\$25,702	\$25,702	\$25,702	\$25,702	\$0	\$25,694	\$25,702	\$25,702	\$416,031
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$236,125	\$25,702	\$25,702	\$25,702	\$25,702	\$0	\$25,694	\$25,702	\$25,702	\$416,031

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM if More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Highlands
Contact: Jackie Gabrus
E-Mail Address: jgabrus@highlandsclerkfl.gov

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel									\$21,477	\$21,477
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,477	\$21,477

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Health Insurance Increase

This issue requests funding for... the annual increases to health insurance expenditures required by the County maintained health insurance plan. The amount is calculated utilizing the CCOC provided FRS Calculation Tool methodology (see attachment Highlands 1.1).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands
Contact: Jackie Gabrus
E-Mail Address: jgabus@highlandsclerkfl.gov

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel									\$68,081	\$68,081
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,081	\$68,081

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: COLA/Merit Increase

This issue requests funding for... the cost of a 3% Cost of Living Adjustment (COLA) and Merit Increase, including FICA, FRS, and Worker's Comp, for Highlands County's court-related personnel. This increase is necessary in order to offset the inflation of consumer goods and services, as well as, retain valuable staff members remaining after 2020's furloughs and layoffs. Over the past 12-months, the Consumer Price Index (CPI) for Urban and Clerical Workers has increased 2.3% (see attachment Highlands 2.1). In FY 2020, employees were required to take on additional tasks in order to compensate for the staffing reduction. With an increased number of cases pending as a result of COVID delays, employees are required to work even harder to meet performance measures and maintain the customer service standards of the Clerk of Courts. The amount is calculated utilizing the CCOC provided FRS Calculation Tool methodology (see attachment Highlands 2.2).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands
Contact: Jackie Gabrus
E-Mail Address: jgabus@highlandsclerkfl.gov

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Audit Finding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE				1.00						1.00
Personnel				\$59,294						\$59,294
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$59,294	\$0	\$0	\$0	\$0	\$0	\$59,294

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Evidence Clerk

This issue requests funding for... (1) full-time clerk for evidence disposition and management. The Highlands County Clerk of Courts is currently undergoing an internal audit of criminal and civil case evidence. In the process, internal audit has identified multiple findings that will be included at the conclusion of the audit. This highlights a significant need for an evidence clerk to manage and dispose of evidence. This will serve the Judges, the State's Attorney, the Clerk, and the People of Florida in improving our stewardship of criminal and civil evidence. Not only will the position ensure that evidence is well documented and organized, but also allow for more consistent disposition of evidence that is no longer required to be retained by the Clerk of Courts. This request is for (1) Evidence Clerk (Base Salary \$38,053 + Benefits \$21,241).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands
Contact: Jackie Gabrus
E-Mail Address: jgabus@highlandsclerkfl.gov

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00									1.00
Personnel	\$59,294									\$59,294
Operating										\$0
Capital										\$0
TOTAL	\$59,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,294

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Guardianship/Probate/Mental Health/ Juvenile/Civil Traffic Specialist

This issue requests funding for... (1) full-time court specialist position, including benefits. According to the CCOC, Guardianship is the highest weighted case load with Dependency being the second highest weighted case load. The Highlands clerk employs approximately one person in each of these divisions, on the same team. This additional position will allow the team to provide essential coverage, customer service and in compliance with all time standards. Dependency Termination of Parental Rights cases have increased from last year by 57% (see attachments Highlands 4.1 and 4.2) and appear to be on the rise. The new regulations that we have to implement with Guardianship cases in FLGDT database are taking additional time away from daily tasks. All active and reopen Guardianship cases will have to be updated 10 years back with new codes and cases established in 2015 to current must be corrected to meet the new guidelines. These positions will help us maintain productivity and office morale. Additional funding is requested for resources and presentations addressing the mental health crisis in our community (see attachment Highlands 4.3) which increases the need for additional personnel within our many departments. This request is for (1) Court

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Highlands
Contact: Jackie Gabrus
E-Mail Address: jgabus@highlandsclerkfl.gov

Priority: 5
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00									1.00
Personnel	\$59,294									\$59,294
Operating										\$0
Capital										\$0
TOTAL	\$59,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,294

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Felony Court Specialist

This issue requests funding for... (1) full-time felony court specialist, including benefits. Felony jury trial and pending murder cases are backlogged as there are 92 Murder/Manslaughter cases and Attempted Murder cases actively open (See attachment Highlands 5.1). Each of these cases create high amounts of paperwork and hearings ahead of trial. When these trials are set, an employee is required to be out of the office for weeks at a time. Currently, Felony has court 4-5 times a week and this is continuous during a Murder Trial. This only leaves one clerk in the office to cover intake, new cases, phone calls, and customers. We now have two Circuit judges that handle court at the same time a couple times a month which takes 4 clerks out of the office at the same time, and leaving the office empty. Misdemeanor has to handle all the phone calls and walk ins during those times. Should the position be lost because it is not actively funded, the director and misdemeanor employees will be pulled away from their duties to cover, which has proven to negatively impact division effectiveness. This request is for (1) Felony Court Specialist (Base Salary \$38,053 + Benefits \$21,241).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands
Contact: Jackie Gabrus
E-Mail Address: jgabrus@highlandsclerkfl.gov

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	3.00	1.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	6.00
Personnel	\$177,882	\$59,294	\$0	\$59,294	\$0	\$0	\$75,142	\$0	\$89,558	\$461,170
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$177,882	\$59,294	\$0	\$59,294	\$0	\$0	\$75,142	\$0	\$89,558	\$461,170

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3.00
Personnel	\$59,294	\$59,294	\$0	\$0	\$0	\$0	\$75,142	\$0	\$0	\$193,730
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$59,294	\$59,294	\$0	\$0	\$0	\$0	\$75,142	\$0	\$0	\$193,730

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands B
Contact: Jackie Gabrus
E-Mail Address: jgabrus@highlandsclerkfl.gov

Priority: 6
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE							1.00			1.00
Personnel							\$75,142			\$75,142
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$75,142	\$0	\$0	\$75,142

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Guardianship Auditor

This issue requests funding for... (1) full-time Guardianship Auditor Position. The FL statutes mandate a review of all accountings, plans, and inventories of each guardianship each year. This is true for both professional guardianships as well as plenary guardianships. The quantity of Guardianship cases in Highlands county that require this review every year is over 250 (See attachment Highlands 6.1). An extended trial in performing this review reveals that this effort requires one full time position in Highlands County beyond the day to day court and case work that Guardianships require. This request is for (1) Guardianship Auditor (Base Salary \$51,118 + Benefits \$24,024).

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Highlands B
Contact: Jackie Gabrus
E-Mail Address: jgabrus@highlandsclerkfl.gov

Priority: 7
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Compliance Services

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE		1.00								1.00
Personnel		\$59,294								\$59,294
Operating										\$0
Capital										\$0
TOTAL	\$0	\$59,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,294

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Compliance and Collections Specialist

This issue requests funding for... (1) full-time compliance/collections position, including benefits. In March of 2022, all court ordered collections and payment plans are monitored and collected through our Compliance Team. Previously, all partial payment plan were collected through the Salvation Army per a contractual agreement with the Board of County Commissioners. Currently, we are managing 1,419 cases in active payment plans (See attachment Highlands 7.1). We have another 1,932 cases that are pending compliance efforts due to probation and incarceration (See attachment Highlands 7.2). Each month, a portion of these pending cases become opportunities for compliance efforts as inmates are released and probations end. Lastly, we have 155 cases in a fail to pay status, which require efforts to either get the defendant to pay, or to send them to collections (See attachment Highlands 7.3). Funding a position will double our efforts and will allow us to build stronger, quality customer relationships with defendants to ensure better compliance. If we do not receive adequate resources, collection rates will drop; ultimately reverting to low collection numbers. We have proven our efforts will increase collections, and the statutory collection fees

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands B
Contact: Jackie Gabrus
E-Mail Address: jgabus@highlandsclerkfl.gov

Priority: 8
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00									1.00
Personnel	\$59,294									\$59,294
Operating										\$0
Capital										\$0
TOTAL	\$59,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,294

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Civil Court Specialist

This issue requests funding for... (1) full-time court specialist including benefits. The Civil Division has been deeply impacted with Case Management after the implementation of the Tort Reform Legislation and the increase in County Civil Filings due to the \$50,000 jurisdictional limit increase. Additionally, this division doesn't have enough personnel to cover the office while court is in session. Our Court Calendar has changed altering the Circuit Civil Jury Trial Blocks to two weeks instead of one. Another major concern is that a lot of those blocks don't coincide with the County Court Civil Jury Trial Week. This results in the County Judge holding Small Claims Pre-trial while Circuit Civil is in Jury Trial. That means the 2 Small Claims Clerks that are needed in that court can't act as Circuit Civil Jury Trial Clerks anymore. We currently have 8 employees who cover 3 different offices for different court case types. This past year we did encounter instances when 2 clerks were needed in court for Injunctions, while 2 were needed in Small Claims, 1 was needed in Child Support and 1 was in Jury Trial. This forces us to close our offices and route the public to other offices that don't have enough personnel to serve the public. This request is for (1) Civil Court Specialist (Base Salary \$38,053 +

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form

County Fiscal Year 2025-26



County:	Highlands B
Contact:	Jackie Gabrus
E-Mail Address:	jgabrus@highlandsclerkfl.gov

Priority:

Recurring:

Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form

County Fiscal Year 2025-26



County:	Highlands B
Contact:	Jackie Gabrus
E-Mail Address:	jgabrus@highlandsclerkfl.gov

Priority:

Recurring:

Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Highlands B
Contact: Jackie Gabrus
E-Mail Address: jgabrus@highlandsclerkfl.gov

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3.00
Personnel	\$59,294	\$59,294	\$0	\$0	\$0	\$0	\$75,142	\$0	\$0	\$193,730
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$59,294	\$59,294	\$0	\$0	\$0	\$0	\$75,142	\$0	\$0	\$193,730

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM if More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hillsborough
Contact: Kris Compton
E-Mail Address: comptonk@hillsclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$107,676	\$107,676	\$107,676	\$107,676	\$107,675		\$107,675		\$107,675	\$753,729
Operating										\$0
Capital										\$0
TOTAL	\$107,676	\$107,676	\$107,676	\$107,676	\$107,675	\$0	\$107,675	\$0	\$107,675	\$753,729

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Pay increase for FY26.

This issue requests funding for... a COLA pay increase for all Court-funded positions.

\$ 615,390 salary cost
 \$ 47,077 FICA taxes estimate on additional pay
 \$ 91,262 FRS estimate
 \$ 753,729 total requested for this issue

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

The amount we're requesting has been evenly spread across the activities described in cells C13 through K13 (Case Processing, Administration, etc) because we don't track or budget expenditures according to these activities. We follow the state UAS in our budget and GL systems for financial reporting.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hillsborough
Contact: Kris Compton
E-Mail Address: comptonk@hillsclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$12,930	\$12,930	\$12,929	\$12,929	\$12,929		\$12,929		\$12,929	\$90,505
Operating										\$0
Capital										\$0
TOTAL	\$12,930	\$12,930	\$12,929	\$12,929	\$12,929	\$0	\$12,929	\$0	\$12,929	\$90,505

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Medical insurance increase in FY26

This issue requests funding for... an increase in the employer's portion of medical insurance over the FY25 cost. Medical insurance plans are administered by the Hillsborough County government.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

The amount we're requesting has been evenly spread across the activities described in cells C13 through K13 (Case Processing, Administration, etc) because we don't track or budget expenditures according to these activities. We follow the state UAS in our budget and GL systems for financial reporting.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hillsborough
Contact: Kris Compton
E-Mail Address: comptonk@hillscclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Unreimbursed Jury Cost FY26

This issue requests funding for... the anticipated unreimbursed Jury Cost for FY26. Our total Jury cost is 576,766 and we anticipate being reimbursed for 421,000 (73%). This is the average reimbursement over the most recent 4 quarters. The remaining 27% would need to be funded from our CCOC budget.

Note that cell J8 is locked and won't allow us to enter a description for the issue.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hillsborough
Contact: Kris Compton
E-Mail Address: comptonk@hillsclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County:	Hillsborough
Contact:	Kris Compton
E-Mail Address:	comptonk@hillsclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

CCOC Form Version 1
Created 04/09/2025

[illegible]

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@ficcoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Hillsborough
Contact: Kris Compton
E-Mail Address: comptonk@hillsclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$120,606	\$120,606	\$120,605	\$120,605	\$120,604	\$0	\$120,604	\$0	\$120,604	\$844,234
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$120,606	\$120,606	\$120,605	\$120,605	\$120,604	\$0	\$120,604	\$0	\$120,604	\$844,234

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Holmes
Contact: Lea M Bryant
E-Mail Address: lbryant@holmesclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.10	0.10	0.10	0.10	0.10	0.00	0.10	0.00	0.10	0.70
Personnel	\$8,975	\$8,975	\$8,975	\$8,975	\$8,975	\$0	\$8,975	\$0	\$11,688	\$65,538
Operating										\$0
Capital										\$0
TOTAL	\$8,975	\$8,975	\$8,975	\$8,975	\$8,975	\$0	\$8,975	\$0	\$11,688	\$65,538

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: 5% COLA and Estimated Elected Clerk's Salary Increase & Benefits

This issue requests funding for... Clerk's Salary Increase @ 10%=\$11,688 & Staff Salary Increase @ 5% COLA & budgeting 40 hrs per week(increased work load) instead of 37.5 hrs=\$65,538 (total includes current FICA & FRS rates)

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.
 FTE Increase because we are now budgeting 40hrs a week instead of 37.5hrs a week due to increased work load

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Holmes
Contact: Lea M Bryant
E-Mail Address: lbryant@holmesclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$1,750	\$1,757	\$1,747	\$1,737	\$1,647		\$1,749		\$1,852	\$12,239
Operating										\$0
Capital										\$0
TOTAL	\$1,750	\$1,757	\$1,747	\$1,737	\$1,647	\$0	\$1,749	\$0	\$1,852	\$12,239

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: HEALTH INSURANCE INCREASE

This issue requests funding for... Health Insurance projected to increase to 10%= \$12,239

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Holmes
Contact: Lea M Bryant
E-Mail Address: lbryant@holmesclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating									\$8,715	\$8,715
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,715	\$8,715

ISSUE REQUEST DETAIL

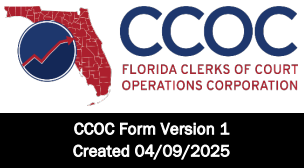
Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: AUDITOR FEES

This issue requests funding for... We have seen an increase in Auditor Fees every year. Projected increase of 5%=8715

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Holmes
Contact: Lea M Bryant
E-Mail Address: lbryant@holmesclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL


Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC
FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

CCOC Form Version 1
Created 04/09/2025

County: Holmes

Contact: Lea M Bryant

E-Mail Address: lbryant@holmesclerk.com

Priority:

Recurring:

Issue Type:

Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Holmes
Contact: Lea M Bryant
E-Mail Address: lbryant@holmesclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.10	0.10	0.10	0.10	0.10	0.00	0.10	0.00	0.10	0.70
Personnel	\$10,725	\$10,732	\$10,722	\$10,712	\$10,622	\$0	\$10,724	\$0	\$13,540	\$77,777
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,715	\$8,715
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$10,725	\$10,732	\$10,722	\$10,712	\$10,622	\$0	\$10,724	\$0	\$22,255	\$86,492

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Indian River
Contact: Elissa Nagy
E-Mail Address: enagy@clerk.indian-river.org

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$308,510									\$308,510
Operating										\$0
Capital										\$0
TOTAL	\$308,510	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$308,510

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... pay equity. The BOCC recently conducted a salary study resulting in increases across all their positions, as well as an increase to the starting pay for entry-level positions. Current starting pay for a BOCC Staff Assistant I position (similar to our Court Specialist I position) is \$18.23 per hour with an automatic 5% increase after 6 months. Our current starting rate is \$15.47 an hour and no increase after 6 months is offered. The amount reported on this budget issue is the total cost to match the BOCC starting wage for entry level new positions as well as increasing other staff due to the compression issues this increase would create. In addition, the living wage reported for Indian River County for 1 adult/0 kids is \$21.99, of which our current starting wage is only 70% of that.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Indian River
Contact: Elissa Nagy
E-Mail Address: enagy@clerk.indian-river.org

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Cost Shift to/from County

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE					2.00					2.00
Personnel					\$149,759					\$149,759
Operating					\$350					\$350
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$150,109	\$0	\$0	\$0	\$0	\$150,109

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... our ProSe department that is currently funded by a grant from the United Way. These funds are not guaranteed annually and these court services should be funded by our CCOC budget.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Indian River
Contact: Elissa Nagy
E-Mail Address: enagy@clerk.indian-river.org

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Indian River
Contact: Elissa Nagy
E-Mail Address: enagy@clerk.indian-river.org

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Indian River
Contact: Elissa Nagy
E-Mail Address: enagy@clerk.indian-river.org

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Indian River
Contact: Elissa Nagy
E-Mail Address: enagy@clerk.indian-river.org

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
Personnel	\$308,510	\$0	\$0	\$0	\$149,759	\$0	\$0	\$0	\$0	\$458,269
Operating	\$0	\$0	\$0	\$0	\$350	\$0	\$0	\$0	\$0	\$350
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$308,510	\$0	\$0	\$0	\$150,109	\$0	\$0	\$0	\$0	\$458,619

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Jackson	Priority: 1	Issue Type: Funding Issue
Contact: Krystal Graham		
E-Mail Address: klgraham@jacksonclerk.com	Recurring: Yes	Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$34,181	\$5,928	\$0	\$0	\$4,863	\$0	\$1,194	\$0	\$2,280	\$48,446
Operating										\$0
Capital										\$0
TOTAL	\$34,181	\$5,928	\$0	\$0	\$4,863	\$0	\$1,194	\$0	\$2,280	\$48,446

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... The BOCC has indicated they will be giving a \$1650 increase to each employee for FY 25/26. This request also included leave payout for one long term employee retiring during first quarter FY 25/26. If this request is not funded, we would have to rely on the BOCC to fund the increase and leave payout.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Jackson
Contact: Krystal Graham
E-Mail Address: klgraham@jacksonclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Health Insurance Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$8,503	\$8,503	\$1,454	\$0	\$1,672	\$0	\$182	\$0	\$1,490	\$21,804
Operating										\$0
Capital										\$0
TOTAL	\$8,503	\$8,503	\$1,454	\$0	\$1,672	\$0	\$182	\$0	\$1,490	\$21,804

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Health insurance increases manadated by the provider increase of 10.86%.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Jackson
Contact: Krystal Graham
E-Mail Address: klgraham@jacksonclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: FRS Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel			\$8,147				\$2,715		\$2,715	\$13,577
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$8,147	\$0	\$0	\$0	\$2,715	\$0	\$2,715	\$13,577

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for... Increase to move our Clerk Accountant position from regular to senior management retirement.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Jackson
Contact: Krystal Graham
E-Mail Address: klgraham@jacksonclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Jackson
Contact: Krystal Graham
E-Mail Address: klgraham@jacksonclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Jackson
Contact: Krystal Graham
E-Mail Address: klgraham@jacksonclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$42,684	\$14,431	\$9,601	\$0	\$6,535	\$0	\$4,091	\$0	\$6,485	\$83,827
Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$42,684	\$14,431	\$9,601	\$0	\$6,535	\$0	\$4,091	\$0	\$6,485	\$83,827

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SUBMISSION GUIDELINES:

As the 2024 Budget Committee and Executive Council play a role in selecting the items that requested budget and approving the Revenue-Limited Budget, budget issue requests should be justified. The justification should include sufficient detail to inform the reader that the request is a reasonable need. A thoughtful review of your office's needs should be conducted prior to requesting a budget issue. For example, please consider and answer the following when submitting your request:

- **Salaries** – If your staff pay is inadequate or behind compared to any of the following factors, you should submit a budget issue request for pay equity:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) The living wage in your county (see: <https://livingwage.mit.edu/states/12>). Make sure you consider the additional costs due to compression issues when implementing a living wage for your entry-level positions.

- **Health Insurance** – If your employee health insurance coverage is behind compared to any of the following groups, you should submit a budget issue request:

- a) Like employees with other constitutionals in your county, BCC employees, and court administration.
- b) State employees (2024 State of Florida employer and employee rates outlined on page 472: <https://laws.flrules.org/2024/231>).

Florida Retirement System (FRS), see the FRS calculation tool with the updated FRS rates for each position class (<https://flccoc.org/clerks-budget/> - this will be published after Legislative Session has concluded when the bill is signed into law):

- a) If the FRS increased costs are provided in the Base Budget, only request additional funding needed over this calculated amount and provide justification for these costs.

- **Resources** – If you do not have adequate resources in any of the following areas, you should submit an issue request:

- a) Are you properly staffed for your compliance and collection efforts?
- b) Are you having issues meeting your timeliness standards due to lack of staffing?
- c) Are you having issues with quality control due to lack of staffing? For example, are you having jail overstay and other related issues? Do you need resources to address an audit finding from DFS or another auditor?
- d) Does your office have adequate staffing and/or resources to perform all the various statutorily-required duties? Make sure you consider any recent or planned AO, court order, or rule changes.
- e) Will your office need to add additional resources to support new judges being added?

- **Funding from other sources** – If you are receiving funding from other sources (BCC, recording revenue, grants, etc.) to cover your court-related expenses, you should submit a budget issue request to replace the funding.

- **Allowable expenditures** – See the DFS allowable expenditures document published in 2021 as a reference: flccoc.org/uploads/2021/DFS-allowable-and-unallowable-expenditures.pdf.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Jefferson
Contact: Trey Hightower
E-Mail Address: thightower@jeffersonclerk.com

Priority: 1
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Pay & Benefits/COLA

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$2,000	\$2,000	\$1,000	\$1,000			\$1,000	\$1,000	\$1,000	\$9,000
Operating										\$0
Capital										\$0
TOTAL	\$2,000	\$2,000	\$1,000	\$1,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$9,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: 3% COLA Increase

This issue requests funding for... This issue requests funding for a three percent cost of living adjustment (COLA) for all court-related personnel. This adjustment is in line with inflationary trends and is essential to maintain the competitiveness of current salaries, ensuring employee retention and morale.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Jefferson
Contact: Trey Hightower
E-Mail Address: thightower@jeffersonclerk.com

Priority: 2
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$1,000	\$1,000	\$1,000	\$1,000			\$1,000	\$1,000		\$6,000
Capital										\$0
TOTAL	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000	\$1,000	\$0	\$6,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Increased Travel and Training Budget

This issue requests funding for... This issue requests funding for an increase in the travel and training budget to accommodate onboarding and professional development for recently hired employees. As the court continues to expand staffing levels to meet growing demands, additional funding is necessary to provide adequate training opportunities and ensure staff are equipped with the knowledge and skills required to perform their duties effectively.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Jefferson
Contact: Trey Hightower
E-Mail Address: thightower@jeffersonclerk.com

Priority: 3
Recurring: Yes

Issue Type: Funding Issue
Issue Category: FRS Additional Funding

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel	\$4,000	\$4,000	\$4,000	\$4,000			\$4,000	\$4,000	\$3,000	\$27,000
Operating										\$0
Capital										\$0
TOTAL	\$4,000	\$4,000	\$4,000	\$4,000	\$0	\$0	\$4,000	\$4,000	\$3,000	\$27,000

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: FRS Increase for Senior Management Classification

This issue requests funding for... This issue requests funding for an increase in the Florida Retirement System (FRS) contribution rate for a Senior Management Service Class employee. This employee serves in a courtside capacity and has recently transitioned into a classification that mandates a higher employer contribution rate under FRS. This adjustment ensures compliance with state retirement guidelines and supports the retention of experienced personnel in key roles.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Jefferson
Contact: Trey Hightower
E-Mail Address: thightower@jeffersonclerk.com

Priority: 4
Recurring: Yes

Issue Type: Funding Issue
Issue Category: Other (Described Below)

CCOC Form Version 1
 Created 04/09/2025

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating	\$2,000	\$2,000	\$2,000	\$2,000		\$2,000	\$2,000	\$2,000	\$2,000	\$16,000
Capital										\$0
TOTAL	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$16,000

ISSUE REQUEST DETAIL

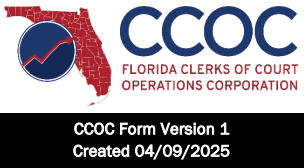
Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title: Operating Expense Increase Due to Inflation

This issue requests funding for... This issue requests funding for an increase in general operating expenses to account for inflationary pressures. Over the past fiscal year, costs associated with essential court operations—such as supplies and IT expenses —have risen significantly. This adjustment is necessary to maintain current service levels and operational efficiency without compromising quality or accessibility.

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



County: Jefferson
Contact: Trey Hightower
E-Mail Address: thightower@jeffersonclerk.com

Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a **detailed** description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs, and any requested FTE. The description should include the impact to the clerk's office if the issue is not funded and impact if reduction is taken. Additional supporting documentation with you County Name in the file name can be submitted to reports@flccoc.org.

Issue Title:

This issue requests funding for...

If requesting additional FTE, please include all related costs including salary and ALL benefits in this issue total.

CCOC Budget Issues Request Form
County Fiscal Year 2025-26



CCOC Form Version 1
 Created 04/09/2025

County: Jefferson
Contact: Trey Hightower
E-Mail Address: thightower@jeffersonclerk.com

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	\$6,000	\$6,000	\$5,000	\$5,000	\$0	\$0	\$5,000	\$5,000	\$4,000	\$36,000
Operating	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$2,000	\$3,000	\$3,000	\$2,000	\$22,000
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$9,000	\$9,000	\$8,000	\$8,000	\$0	\$2,000	\$8,000	\$8,000	\$6,000	\$58,000

BUDGET ISSUE SUMMARY PAGE DETAILS From ADDITIONAL REQUEST FORM If More Than One REQUEST FORM SUBMITTED

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTAL
New FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0