



CCOC Executive Council

Agenda

Date: April 15, 2016; 2pm EST

Location: Teleconference Call

Conference Call (800)977-8002, Conference Code: 407639#

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court

Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate

Honorable Kyle Hudson
Holmes County

House

Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

- Call to Order Sharon Bock, Esq.
- Roll Call CCOC Staff
- Approval of Agenda and Welcome Sharon Bock, Esq.
- 1) Report from Budget Committee Chair Stacy Butterfield, CPA
 - a. Budget Reduction Recommendation
 - b. Other
- 2) Other Business (None noted at this time)

CCOC Mission Statement: "As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations."



Agenda Item 1a

Honorable Sharon R. Bock, Esq.
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Date: April 15, 2016
Subject: Agenda Item 1a: Budget Reduction

Council Action: Review and approve Recommendation from Budget Committee meeting held 04/05/16 on Clerks' CFY 15/16 budget reduction amount.

Overview: It is projected that there will be insufficient revenues available to fund Clerks for their approved court-related CFY 15/16 budgets. The CCOC Budget Committee met on April 5th in Orlando and based on revenue projections determined that there would be a shortfall of approximately 3.6%. (See below chart for details.)

The Committee recommended that each Clerk's budget for CFY 15/16 would therefore be reduced by approximately 3.6%. Attached is a spreadsheet providing the Clerk's current court-related budget, excluding their 10% budget. The Clerk's 10% budget authority was not revised. However if an individual Clerk does not collect the 10% dollars they projected then they will not receive any offset dollars from the CCOC Trust Fund.

Also attached is a spreadsheet which provides for the Council the list of Clerks that will be providing dollars to the CCOC Trust Fund and those that will be receiving Trust Fund dollars based on revised revenue projections and the reduction in budgets.

Total Revenues		Current CFY 2015/16 CCOC Budget Authority	Difference	Approximate Across the Board Budget Reduction Percentage
CFY2014/15 Carryforward	\$ 4,800,053.49			
Revenue Re-projection Survey Results	\$ 381,394,099.22			
State GR/ Legislative Assistance	\$ 12,900,000.00			
Approximate Jury Reimbursement Amount for Q4	\$ 2,925,000.00			
Total Revenues	\$ 402,019,152.71			

Staff Recommendation: Recommend approval of the budget committee reductions.

Attachments:

1. Budget reduction spreadsheet.
2. List of revised depository and funded Clerks.

Lead Staff: John Dew

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DRAFT CFY1516 Budget Reduction Proposal

County	CFY1516 CCOC Budget Authority	Budget Committee Recommended Adjusted CFY1516 CCOC Budget Authority	Difference	% Difference
Alachua	\$ 5,583,175	\$ 5,381,559.33	\$ (201,615.67)	-3.61%
Baker	\$ 454,324	\$ 437,917.77	\$ (16,406.23)	-3.61%
Bay	\$ 3,391,653	\$ 3,269,176.02	\$ (122,476.98)	-3.61%
Bradford	\$ 521,054	\$ 502,238.07	\$ (18,815.93)	-3.61%
Brevard	\$ 13,104,332	\$ 12,631,117.62	\$ (473,214.38)	-3.61%
Broward	\$ 37,710,492	\$ 36,348,717.35	\$ (1,361,774.65)	-3.61%
Calhoun	\$ 429,944	\$ 414,418.17	\$ (15,525.83)	-3.61%
Charlotte	\$ 3,411,014	\$ 3,287,837.87	\$ (123,176.13)	-3.61%
Citrus	\$ 2,324,235	\$ 2,240,303.87	\$ (83,931.13)	-3.61%
Clay	\$ 3,165,193	\$ 3,050,893.79	\$ (114,299.21)	-3.61%
Collier	\$ 6,823,053	\$ 6,576,663.73	\$ (246,389.27)	-3.61%
Columbia	\$ 1,236,956	\$ 1,192,287.92	\$ (44,668.08)	-3.61%
Dade	\$ 66,154,320	\$ 63,765,401.92	\$ (2,388,918.08)	-3.61%
Desoto	\$ 689,733	\$ 664,825.85	\$ (24,907.15)	-3.61%
Dixie	\$ 469,887	\$ 452,918.77	\$ (16,968.23)	-3.61%
Duval	\$ 15,959,569	\$ 15,383,248.32	\$ (576,320.68)	-3.61%
Escambia	\$ 6,454,352	\$ 6,221,277.00	\$ (233,075.00)	-3.61%
Flagler	\$ 1,550,822	\$ 1,494,819.81	\$ (56,002.19)	-3.61%
Franklin	\$ 604,711	\$ 582,874.10	\$ (21,836.90)	-3.61%
Gadsden	\$ 1,096,729	\$ 1,057,124.70	\$ (39,604.30)	-3.61%
Gilchrist	\$ 497,022	\$ 479,073.89	\$ (17,948.11)	-3.61%
Glades	\$ 405,856	\$ 391,200.01	\$ (14,655.99)	-3.61%
Gulf	\$ 440,245	\$ 424,347.18	\$ (15,897.82)	-3.61%
Hamilton	\$ 393,027	\$ 378,834.29	\$ (14,192.71)	-3.61%
Hardee	\$ 776,769	\$ 748,718.87	\$ (28,050.13)	-3.61%
Hendry	\$ 1,026,606	\$ 989,533.93	\$ (37,072.07)	-3.61%
Hernando	\$ 3,175,280	\$ 3,060,616.53	\$ (114,663.47)	-3.61%
Highlands	\$ 1,685,100	\$ 1,624,248.86	\$ (60,851.14)	-3.61%
Hillsborough	\$ 27,112,792	\$ 26,133,714.00	\$ (979,078.00)	-3.61%
Holmes	\$ 409,753	\$ 394,956.29	\$ (14,796.71)	-3.61%
Indian River	\$ 3,141,839	\$ 3,028,383.13	\$ (113,455.87)	-3.61%
Jackson	\$ 944,762	\$ 910,645.42	\$ (34,116.58)	-3.61%
Jefferson	\$ 382,931	\$ 369,102.87	\$ (13,828.13)	-3.61%
Lafayette	\$ 268,313	\$ 258,623.87	\$ (9,689.13)	-3.61%
Lake	\$ 5,689,904	\$ 5,484,434.21	\$ (205,469.79)	-3.61%
Lee	\$ 11,219,984	\$ 10,814,815.86	\$ (405,168.14)	-3.61%
Leon	\$ 5,700,567	\$ 5,494,712.15	\$ (205,854.85)	-3.61%

DRAFT CFY1516 Budget Reduction Proposal

County	CFY1516 CCOC Budget Authority	Budget Committee Recommended Adjusted CFY1516 CCOC Budget Authority	Difference	% Difference
Levy	\$ 990,323	\$ 954,561.16	\$ (35,761.84)	-3.61%
Liberty	\$ 292,276	\$ 281,721.54	\$ (10,554.46)	-3.61%
Madison	\$ 370,024	\$ 356,661.95	\$ (13,362.05)	-3.61%
Manatee	\$ 5,621,220	\$ 5,418,230.47	\$ (202,989.53)	-3.61%
Marion	\$ 6,065,058	\$ 5,846,040.91	\$ (219,017.09)	-3.61%
Martin	\$ 3,372,177	\$ 3,250,403.33	\$ (121,773.67)	-3.61%
Monroe	\$ 2,922,443	\$ 2,816,909.80	\$ (105,533.20)	-3.61%
Nassau	\$ 1,227,827	\$ 1,183,488.58	\$ (44,338.42)	-3.61%
Okaloosa	\$ 3,576,975	\$ 3,447,805.81	\$ (129,169.19)	-3.61%
Okeechobee	\$ 1,106,563	\$ 1,066,603.58	\$ (39,959.42)	-3.61%
Orange	\$ 26,874,931	\$ 25,904,442.47	\$ (970,488.53)	-3.61%
Osceola	\$ 6,946,516	\$ 6,695,668.32	\$ (250,847.68)	-3.61%
Palm Beach	\$ 30,529,643	\$ 29,427,178.09	\$ (1,102,464.91)	-3.61%
Pasco	\$ 11,700,703	\$ 11,278,175.48	\$ (422,527.52)	-3.61%
Pinellas	\$ 21,815,936	\$ 21,028,134.33	\$ (787,801.67)	-3.61%
Polk	\$ 12,145,224	\$ 11,706,644.25	\$ (438,579.75)	-3.61%
Putnam	\$ 2,010,430	\$ 1,937,830.77	\$ (72,599.23)	-3.61%
Santa Rosa	\$ 2,948,717	\$ 2,842,235.01	\$ (106,481.99)	-3.61%
Sarasota	\$ 7,649,875	\$ 7,373,628.12	\$ (276,246.88)	-3.61%
Seminole	\$ 7,745,317	\$ 7,465,623.58	\$ (279,693.42)	-3.61%
St. Johns	\$ 3,204,950	\$ 3,089,215.11	\$ (115,734.89)	-3.61%
St. Lucie	\$ 7,150,775	\$ 6,892,551.26	\$ (258,223.74)	-3.61%
Sumter	\$ 1,159,720	\$ 1,117,841.01	\$ (41,878.99)	-3.61%
Suwannee	\$ 1,043,925	\$ 1,006,227.52	\$ (37,697.48)	-3.61%
Taylor	\$ 469,808	\$ 452,842.63	\$ (16,965.37)	-3.61%
Union	\$ 433,849	\$ 418,182.15	\$ (15,666.85)	-3.61%
Volusia	\$ 10,486,840	\$ 10,108,146.64	\$ (378,693.36)	-3.61%
Wakulla	\$ 673,228	\$ 648,916.87	\$ (24,311.13)	-3.61%
Walton	\$ 1,578,577	\$ 1,521,572.54	\$ (57,004.46)	-3.61%
Washington	\$ 560,320	\$ 540,086.12	\$ (20,233.88)	-3.61%
Totals	\$ 417,080,468	\$ 402,019,152.71	\$ (15,061,315.29)	-3.61%

Notes:

1. Document prepared by CCOC staff on 04/11/2016.

DRAFT Revised CFY1516 Depository vs (Funded) Schedule

County	Depository (Funded) Amount <u>After Budget</u> Reduction ¹
Orange	\$ 2,979,343.86
Lee	\$ 1,114,218.60
Osceola	\$ 858,471.70
Broward	\$ 429,813.60
Hernando	\$ 413,291.15
Santa Rosa	\$ 301,300.36
Okaloosa	\$ 267,184.81
Madison	\$ 211,606.60
Martin	\$ 168,692.89
Sumter	\$ 162,123.48
Nassau	\$ 161,268.71
Marion	\$ 147,762.50
Columbia	\$ 131,494.07
Bradford	\$ 89,892.44
Bay	\$ 74,381.18
Hendry	\$ 18,709.72
Citrus	\$ -
Depository Total (17)	\$ 7,529,555.67

Dade	\$ (4,891,312.78)
Pasco	\$ (2,375,656.73)
Brevard	\$ (2,226,746.56)
Palm Beach	\$ (2,004,310.63)
Hillsborough	\$ (1,248,105.00)
Volusia	\$ (950,173.56)
St. Lucie	\$ (825,196.97)
Polk	\$ (811,541.11)
Alachua	\$ (793,161.17)
Putnam	\$ (660,144.08)
Sarasota	\$ (432,161.76)
Pinellas	\$ (402,765.14)
Escambia	\$ (363,428.97)
Levy	\$ (276,477.17)
St. Johns	\$ (273,798.22)
Manatee	\$ (273,078.53)
Walton	\$ (218,871.59)
Duval	\$ (200,104.60)
Hardee	\$ (193,287.89)
Leon	\$ (188,714.57)
Flagler	\$ (186,662.53)

DRAFT Revised CFY1516 Depository vs (Funded) Schedule

County	Depository (Funded) Amount <u>After Budget</u> Reduction ¹
Franklin	\$ (183,009.24)
Gadsden	\$ (174,129.77)
Gilchrist	\$ (165,039.77)
Union	\$ (148,581.80)
Calhoun	\$ (144,665.93)
Indian River	\$ (134,712.90)
Washington	\$ (128,085.12)
Dixie	\$ (125,956.18)
Wakulla	\$ (123,661.59)
Lake	\$ (122,370.98)
Gulf	\$ (122,347.74)
Liberty	\$ (106,175.08)
Jackson	\$ (103,822.83)
Lafayette	\$ (102,096.25)
Okeechobee	\$ (99,706.29)
Collier	\$ (77,844.04)
Monroe	\$ (77,826.48)
Desoto	\$ (74,805.00)
Glades	\$ (68,253.37)
Suwannee	\$ (68,245.89)
Highlands	\$ (65,287.63)
Seminole	\$ (51,005.42)
Holmes	\$ (33,038.26)
Charlotte	\$ (29,822.97)
Jefferson	\$ (25,556.72)
Taylor	\$ (23,635.53)
Clay	\$ (20,317.71)
Baker	\$ (7,810.99)
Hamilton	\$ (4,093.50)
Funded Total (50)	\$ (22,407,604.52)
Totals	\$ (14,878,048.84)

Notes:

1. Depository (Funded) amount after budget reduction is based on March 2016 revenue re-projections. The calculation also takes into consideration the deficit disbursements from the trust fund for October-February and for depository counties, the amount of 1/12th excess remittances for October-March. Highlighted counties are those who have switched from depository (funded) to the opposite status after the budget reduction.
2. Document prepared by CCOC staff on 04/11/2016.



Agenda Item 1b

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
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Vice Chair

Honorable Ken Burke, CPA
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Phone: 850.386.2223
Fax: 850.386.2224

Date: April 15, 2016

Subject: Agenda Item 1b: Other

Council Action:

Consider the recommendations and issues from the Budget Committee.

Overview/Background:

Chairman Butterfield of the Budget Committee will provide an overview of the March 14, 2016 and April 5, 2016 committee meetings.

Below are recommendations made by the Budget Committee that may or may not need to be considered by the council:

1. CCOC staff to work with FCCC to develop options to present to the Legislature about collecting more data on costs and cost structures to be able to make better cost comparisons between counties. (Pg. 11)
2. CCOC staff to work with FCCC to make a formal request to the Legislature to determine what information is expected to be provided from Clerks. (Pg. 12)
3. CCOC staff to work with FCCC to study factors impacting revenues. (Pg.13)
4. Approval of the Budget Model Workgroup suggestions. (Pg. 32-33)
5. Approval of the DRAFT CFY2016/17 budget forms established by the Budget Model Workgroup and CCOC staff. The forms are being finalized currently with minimal change to those included in the attachment. (Pg. 34-50)
6. Workgroup to be established to vet details regarding the juror program reimbursement process. (Pg. 58)

Recommendation:

The Budget Committee recommends that the Executive Council approve the above recommendations from the March 14 and April 5 committee meetings.

Lead Staff:

John Dew, Executive Director

Attachments:

1. April 5 Budget Committee Meeting Packet

CCOC Budget Committee Meeting

Agenda

Date: April 5, 2016

Time: 1:00 PM ET

Location: Hyatt Regency, 9801 International Drive, Orlando

Room: Challenger 41-42

Call in number is 1 (800) 977-8002. Code 407639#.

Honorable Sharon R. Bock, Esq.

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- 1) Call to Order and Introduction Stacy Butterfield
- 2) Summary of March 14, 2016 Budget Meeting John Dew
- 3) Update on CCOC Trust Fund
- 4) CFY 15/16 Budget Reduction Discussion Stacy Butterfield
 - a. Result of Revenue Survey from Clerks
 - b. Result of Juror Survey from Clerks
 - c. Other
- 5) CFY 16/17 Budget Process Stacy Butterfield
 - a. Clerks' response to suggested revisions
 - b. Draft supplemental forms
 - c. Dates
 - d. Other
- 6) Juror Program Reimbursement Process for SFY 16/17 John Dew
 - a. Timeframe
 - b. Policies/Procedures/Process
 - c. Other

Committee Members: Stacy Butterfield, Chair; Bob Inzer, Vice-Chair; Sharon Bock; Dwight Brock; Ken Burke; Pam Childers; Kellie Connell; John Crawford; Kyle Hudson; JD Peacock, Jeffery Smith; Brent Thurmond; Carolyn Timmann; and Angela Vick.

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CCOC Budget Committee Meeting

April 5, 2016

Agenda Item #2

Summary of March 14, 2016
Budget Meeting



Memorandum

To: CCOC Budget Committee

From: CCOC Staff

Date: April 5, 2016

Re: Summary of March 14, 2016 Budget Committee Meeting

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting in St. Augustine on March 14, 2016. An agenda and materials were distributed in advance of the March 14 meeting and posted on the CCOC website.

Provided below is a summary of staff notes from the meeting. These staff notes are designed simply to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in bold text. All action items based on committee direction are in red and bold text.

Notes from March 14, 2016 Meeting

1) Call to Order and Introduction

The meeting on March 14 was called to order at approximately 2 PM ET. Members in attendance during the meeting included: Clerk Butterfield, Chair; Clerk Inzer, Vice-Chair; Clerk Bock; Clerk Brock; Clerk Burke; Clerk Childers; Clerk Connell; Clerk Crawford; Clerk Peacock; Clerk Smith; Clerk Timmann; and Clerk Vick.

2) Summary of December 9 Budget Meeting

CCOC staff provided a review of the December 9, 2015 Budget Committee minutes and action items within. **Motion made by Clerk Peacock to approve the minutes. Seconded by Clerk Inzer. Motion passed unanimously.**

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3) CFY15/16 Budget Discussion

Clerk Butterfield provided a summary of the CFY1516 budget process to arrive at the current statewide CCOC and ten percent budget authorities. Clerk Butterfield then briefly discussed the "Revenue Picture" file, which illustrated the potential shortfall of revenue the Clerks would face using option 4 and 5 of the CCOC staff revenue projections compared to REC estimates and legislative assistance for this fiscal year and CFY1617.

John Dew provided an update on the trust fund balance and the outstanding balance due to funded clerks currently of approx. \$4.2 million. **Motion made by Clerk Smith for CCOC staff to contact both funded and depository Clerks to determine which counties are in need of the monthly deficit disbursements, which counties can forego the disbursements at this time, and which depository counties can remit excess revenues to assist the trust fund. This information will then be used to establish the priority of disbursements from the trust fund. Seconded by Clerk Timmann. Motion passed unanimously. Action Item: CCOC Staff will contact counties regarding their cash flow situation and determine the counties and amount of dollars in immediate need from the trust fund.**

Clerk Butterfield presented the 5 Statewide CFY1516 Revenue Options calculated by CCOC staff and asked the Committee to select the best option to move forward with. Clerk Butterfield also pointed out how the different options up for discussion would affect the necessary budget cuts for this fiscal year. **Motion made by Clerk Smith to use option 4 (\$386.8) and apply this option to each county. CCOC staff will provide the calculations to each county, by survey, and ask if they agree or disagree with the CCOC calculation. If a county disagrees, ask them to re-project and explain the rationale behind the re-projection. Surveys should be sent to CCOC by March 25, 2016. Clerk Inzer seconded the motion. Motion passed unanimously. Action: CCOC staff calculate revenue projections, by county, using option 4 methodology and develop a survey for counties to agree or, disagree and re-project.**

Clerk Butterfield asked the Committee about their thoughts regarding options to consider for applying budget cuts once the revenue surveys have been received by CCOC staff. **Motion made by Clerk Inzer to apply an across the board cut for all counties. Clerk Peacock seconded the motion. Motion passed. Clerk Connell voted No.**

Clerk Butterfield asked the Committee about collecting more data on costs and cost structures to be able to make better cost comparisons between counties. **Clerk Timmann made a motion for a work group to be put together and for CCOC to work with FCCC to develop options to present to the Legislature. Clerk Connell seconded the motion. Motion passed unanimously. Action Item: CCOC to develop a work group and begin work with FCCC to develop options to present to the Legislature.**

Clerk Butterfield mentioned the actual net ten percent dollars in excess of the projected CFY1415 net and the possible issue of counties collecting more or less ten percent revenues than projected. Clerk Butterfield stated that counties cannot over-expend their ten percent budget authority, even if they collect excess revenues, and counties cannot expend to their budget authority if they do not have sufficient revenues (collections plus CFY1415 net carryforward). Clerk Butterfield asked for the Committee's input regarding ten percent dollars in relation to the budget cut discussion. **Motion made by Clerk Inzer for CCOC staff to send training material regarding the complexity of the ten percent dollars and budget cut issues. Clerk Peacock seconded the motion. Motion passed unanimously. Action Item: CCOC staff will put together a summary of the current ten percent budget authority and CCOC budget authority cut issues to send to clerks and staff.** Motion made by Clerk Inzer stating that excess net ten percent dollars cannot be expended due to ten percent budget authority limitations. Clerk Inzer also stated that the excess ten percent dollars will not be used to assist the CFY1516 year, but rather taken into consideration for CFY1617. Clerk Crawford seconded the motion. Motion passed unanimously.

Clerk Butterfield reviewed the proviso language of the juror bill. \$11.7 M was derived from 1314 LOGER data. Clerk Inzer provided a summary of the meeting he and John Dew had recently with JAC. The current language of the bill does not include reimbursement for operating costs, however, the report used to generate the \$11.7 M legislative assistance did include operating costs. JAC agreed to get clarification regarding this issue from the Legislature. JAC also agreed to CCOC reviewing reimbursement information from Clerks and requesting reimbursement on their behalf. **Motion made by Clerk Inzer for CCOC staff to develop guidelines for counties to collect jury cost information in a consistent manner. These should be developed before the next Budget Committee meeting. Clerk Peacock seconded the motion. Motion passed unanimously. Action Item: CCOC staff develop guidelines and forms to collect jury information from counties.** Motion made by Clerk Inzer to reduce a county's CCOC budget authority by the amount of jury costs that will be reimbursed. Clerk Burke seconded the motion. Motion passed unanimously.

4) Timeframe for revisions to Budget Process for CFY16/17

Clerk Butterfield provided a brief summary of the work group suggestions for CFY1617 budget process and asked for the Committee's thoughts. **Motion made by Clerk Burke for CCOC to make a formal request to FCCC asking what information the Legislature is expecting to be provided from Clerks. Clerk Vick seconded the motion. Motion passed unanimously. Action Item: CCOC staff to work with FCCC to contact Legislature and determine what information is expected to be provided from Clerks.** Motion made by Clerk Burke for the CCOC to send out the work group suggestions to all Clerks for input before a final vote is taken at the next Budget Committee meeting. Clerk Crawford seconded the motion. Motion passed unanimously. **Action Item: CCOC staff to send out work group suggestions and get feedback from Clerks and staff before the next Budget Committee meeting.**

5) Discussion on CFY16/17 Issues

Motion made by Clerk Burke for CCOC staff to hold a “revenue workshop” with Clerks and finance staff to provide more insight and detail into the decreasing revenues and a ten percent analysis. Clerk Timmann seconded the motion. Motion passed unanimously. Action Item: CCOC staff to provide training and analysis of revenue trends by court division/ revenue stream for Clerks and staff to have a better understanding of what revenue areas are declining and why.

Motion made by Clerk Burke for CCOC and FCCC staff to study things impacting revenues, such as: toll violations, red light cameras, civil indigence, domestic violence injunctions, and other cost drivers that Clerks receive little or no revenues from. Clerk Burke requested this be done as time permits. Clerk Timmann seconded the motion. Motion passed unanimously. Action Item: CCOC staff to work with FCCC staff to study what is impacting the Clerks’ revenues.

Clerk Butterfield presented the WWM/benchmark budget calculation options that could be used in the CFY1617 budget process. **Motion made by Clerk Inzer that once original budget requests are submitted for CFY1617, CCOC staff should calculate all 4 of the options for the Budget Committee to use in the budget deliberation process. Clerk Connell seconded the motion. Motion passed unanimously. Action Item: CCOC staff to calculate WWM/benchmark budgets using the four options once CFY1617 Original Budget requests have been submitted.**

6) Other

Clerk Butterfield discussed potential meeting dates for the next Budget Committee meeting. Then, with no further business to discuss, Clerk Vick made a motion to adjourn the meeting. Clerk Burke seconded the motion. Meeting was adjourned at approx. 3:40PM ET

CCOC Budget Committee Meeting

April 5, 2016

Agenda Item #3

Update on CCOC Trust Fund

Agenda Item 3



Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

House
Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

Date: April 5, 2016

Subject: Agenda Item 3: CFY 15/16 Trust Fund (TF) Report.

Committee Action:

Information purposes only.

Overview:

CFY 15/16

As reported in previous meetings, the CCOC Trust Fund has not had sufficient revenues to provide on time distributions to the “funded” Clerks. The “funded” Clerks just received their February disbursements on March 31st.

It is unclear when there will be sufficient dollars to make further disbursements as there are currently less than a few thousand dollars in the Trust Fund. Fortunately the Florida Legislature provided \$12.9 million from the general revenue this session that we hope will be placed in the Clerks’ TF in April.

However prior to the next disbursement the CCOC will have to revise the list of funded Clerks and the dollar amount to be distributed due to a revision both in the amount of revenues Clerks project they will collect this year and a reduction in Clerk’s budget authority.

Lead Staff:

John Dew, Executive Director

CCOC Budget Committee Meeting

April 5, 2016

Agenda Item #4

CFY 15/16 Budget Reduction Discussion



Agenda Item 4a

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

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Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

Date: April 5, 2016

Subject: Agenda Item 4a: Result of Revenue Survey from Clerks

Committee Action:

Review the results of the revenue survey from Clerks to be used in consideration of the current year budget reductions.

Overview/Background:

In July 2015, the state REC estimated Clerks' CFY2015/16 revenue to be approximately \$417 million (including carryforward). This amount was decreased to approximately \$400 million (including carryforward) by the REC in December 2015, due to decreasing revenues statewide. It became apparent that revenues were continuing to decline based on monthly revenue and case data collected from each Clerk and the inability of the trust fund to support Clerks' budgets.

On March 14th the Budget Committee directed CCOC staff to calculate revenue projections by county based on Option 4, the most conservative estimate with a statewide total of \$386.8 (including carryforward). Option 4 was calculated by using the first 5 months of actual revenue data (September 2015-January 2016) and the remaining 7 months using CFY2014/15 actuals for February – August decreased by approximately 5.13%, because on average, statewide revenues for the first 5 months of CFY 2015/16 were approximately 5.13% below CFY2014/15 revenues for September – January. The Committee also directed CCOC staff to distribute the projections to Clerks and ask them if they did not agree with the CCOC projections to re-project and explain the reason for re-projecting.

The revenue re-projection survey (attached) was sent to Clerks and staff via email on March 17, 2016. As of March 30, 2016, every county had submitted a survey, with 31 counties agreeing with CCOC projections and 36 counties re-projecting CFY 2015/16 revenues. The majority of counties that re-projected did so to include February actuals. CCOC staff followed up with select counties who did not provide adequate detailed explanation for re-projections +/- 5% of the CCOC projection. The final statewide revenue re-projection total is \$381.4 million (including carryforward of \$4.8 million), which is \$700 thousand below the CCOC staff revenue projection.

Recommendation:

CCOC staff recommend that the Committee approve the re-projected revenue, in the amount of \$386,194,153, which also includes carryforward. This is approximately \$699,480 dollars below the amount provided to the Committee at the March 14th meeting using the conservative projection methodology.

CCOC Mission Statement: "As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations."

Lead Staff:

Doug Isabelle, Deputy Executive Director

Attachments:

1. Revenue Re-projection Survey
2. Result of Revenue Survey from Clerks

CFY 2015/16 Year End Revenue Analysis and Projection

Steps:

- 1.) Select applicable county
- 2.) Upon selection, all 12 months of the "CCOC Projected Year End Revenue" will automatically populate Row 21 of the survey. The first 5 months are CFY 2015/16 actual revenue and the subsequent 7 months (February - August) are based on decreasing previous year's revenue by 5.13% per month. Please review the CCOC calculation that produces the year end revenue projection (Row 21).
- 3.) If you agree with the year end projected revenue total, please choose "YES" from the drop down in cell P21. This indicates that you are not going to do your own re-projections.
- 4.) If you disagree with the year end projected revenue total, please choose "NO" in cell P21 and enter the revenue estimate for months February - August (in whole dollars) and explain your rationale in the box provided.
- 5.) Submit the completed survey to reports@flccoc.org by the Close of Business March 25,2016.

County

CFY 2014/15 February - August 2015 Monthly Reduction of 5.13% (Math)							
	February	March	April	May	June	July	August
2014/15 Actual	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
5.13%	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Projected Revenue	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

Month	Actual Revenue					Projected Revenue Using 5.13% Reduction from Last Year (Per Month)							Projected Total	Yes/No	
	September	October	November	December	January	February	March	April	May	June	July	August			
CCOC Projected Year End Revenue	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Clerk Re-Projection	#N/A	#N/A	#N/A	#N/A	#N/A										

Rationale of Alternative Revenue Projection

#N/A

CFY1516 Revenue Re-projection Survey Results

County	FLCCOC Re-Projected Revenue TOTAL	Clerks' Re-Projected Revenue TOTAL	Difference	% Difference
Alachua	\$4,158,275.93	\$4,095,408.57	(\$62,867.36)	-1.5%
Baker	\$418,315.33	\$411,638.43	(\$6,676.90)	-1.6%
Bay	\$3,852,157.33	\$3,556,179.43	(\$295,977.90)	-7.7%
Bradford	\$622,891.06	\$622,891.06	\$0.00	0.0%
Brevard	\$8,360,899.41	\$8,360,899.41	\$0.00	0.0%
Broward	\$37,438,594.51	\$36,894,783.75	(\$543,810.76)	-1.5%
Calhoun	\$182,410.70	\$155,329.74	(\$27,080.96)	-14.8%
Charlotte	\$3,166,550.75	\$3,166,550.75	\$0.00	0.0%
Citrus	\$2,140,904.30	\$2,173,613.38	\$32,709.08	1.5%
Clay	\$2,987,030.90	\$3,030,576.08	\$43,545.18	1.5%
Collier	\$6,387,914.27	\$6,498,819.69	\$110,905.42	1.7%
Columbia	\$1,402,037.54	\$1,402,037.54	\$0.00	0.0%
Dade	\$58,644,039.14	\$58,644,039.14	\$0.00	0.0%
Desoto	\$608,403.13	\$590,020.85	(\$18,382.28)	-3.0%
Dixie	\$231,369.24	\$228,668.00	(\$2,701.24)	-1.2%
Duval	\$15,183,143.72	\$15,183,143.72	\$0.00	0.0%
Escambia	\$5,376,868.03	\$5,376,868.03	\$0.00	0.0%
Flagler	\$1,322,180.21	\$1,264,523.12	(\$57,657.09)	-4.4%
Franklin	\$259,154.40	\$238,999.45	(\$20,154.95)	-7.8%
Gadsden	\$806,698.52	\$811,441.18	\$4,742.66	0.6%
Gilchrist	\$181,942.00	\$181,941.62	(\$0.38)	0.0%
Glades	\$276,739.42	\$286,013.74	\$9,274.32	3.4%
Gulf	\$209,824.44	\$209,824.44	\$0.00	0.0%
Hamilton	\$362,568.95	\$345,200.39	(\$17,368.56)	-4.8%
Hardee	\$477,152.68	\$454,818.88	(\$22,333.80)	-4.7%
Hendry	\$952,794.14	\$952,794.14	\$0.00	0.0%
Hernando	\$3,682,825.91	\$3,682,825.91	\$0.00	0.0%
Highlands	\$1,517,968.39	\$1,481,950.83	(\$36,017.56)	-2.4%
Hillsborough	\$24,762,880.70	\$24,885,609.00	\$122,728.30	0.5%
Holmes	\$361,918.03	\$361,918.03	\$0.00	0.0%
Indian River	\$2,796,098.47	\$2,834,570.64	\$38,472.17	1.4%
Jackson	\$725,731.72	\$733,928.00	\$8,196.28	1.1%
Jefferson	\$326,226.65	\$328,216.99	\$1,990.34	0.6%
Lafayette	\$81,274.71	\$81,274.71	\$0.00	0.0%
Lake	\$5,362,063.23	\$5,362,063.23	\$0.00	0.0%
Lee	\$12,514,360.65	\$12,514,360.65	\$0.00	0.0%
Leon	\$5,069,224.22	\$5,156,612.18	\$87,387.96	1.7%
Levy	\$526,741.09	\$526,741.09	\$0.00	0.0%
Liberty	\$94,231.46	\$94,231.46	\$0.00	0.0%
Madison	\$722,535.00	\$766,956.14	\$44,421.14	6.1%
Manatee	\$5,042,560.29	\$5,042,560.29	\$0.00	0.0%
Marion	\$6,085,199.33	\$6,085,199.33	\$0.00	0.0%
Martin	\$3,518,394.33	\$3,486,320.12	(\$32,074.21)	-0.9%
Monroe	\$2,316,409.20	\$2,420,357.07	\$103,947.87	4.5%

County	FLCCOC Re-Projected Revenue TOTAL	Clerks' Re-Projected Revenue TOTAL	Difference	% Difference
Nassau	\$1,376,951.73	\$1,376,951.73	\$0.00	0.0%
Okaloosa	\$3,815,711.34	\$3,815,711.34	\$0.00	0.0%
Okeechobee	\$812,425.20	\$812,425.20	\$0.00	0.0%
Orange	\$30,208,356.45	\$30,995,178.27	\$786,821.82	2.6%
Osceola	\$8,253,591.30	\$8,253,591.30	\$0.00	0.0%
Palm Beach	\$27,422,867.46	\$27,422,867.46	\$0.00	0.0%
Pasco	\$7,032,560.11	\$7,139,242.91	\$106,682.80	1.5%
Pinellas	\$20,114,562.54	\$20,114,562.54	\$0.00	0.0%
Polk	\$10,264,631.08	\$10,313,759.79	\$49,128.71	0.5%
Putnam	\$912,593.79	\$867,590.84	(\$45,002.95)	-4.9%
Santa Rosa	\$3,026,008.00	\$3,152,728.41	\$126,720.41	4.2%
Sarasota	\$7,111,883.37	\$6,941,466.36	(\$170,417.01)	-2.4%
Seminole	\$7,869,257.38	\$7,414,618.16	(\$454,639.22)	-5.8%
St. Johns	\$3,021,769.25	\$2,805,021.04	(\$216,748.21)	-7.2%
St. Lucie	\$6,150,837.00	\$5,839,948.04	(\$310,888.96)	-5.1%
Sumter	\$1,346,272.63	\$1,321,911.63	(\$24,361.00)	-1.8%
Suwannee	\$861,047.97	\$849,054.54	(\$11,993.43)	-1.4%
Taylor	\$429,207.10	\$429,207.10	\$0.00	0.0%
Union	\$143,242.00	\$143,242.45	\$0.45	0.0%
Volusia	\$8,317,811.43	\$8,317,811.43	\$0.00	0.0%
Wakulla	\$472,077.00	\$472,076.94	(\$0.06)	0.0%
Walton	\$1,290,835.54	\$1,290,835.54	\$0.00	0.0%
Washington	\$321,576.00	\$321,576.00	\$0.00	0.0%
TOTALS	\$382,093,579.10	\$381,394,099.22	(\$699,479.88)	-0.2%

Notes:

Document Prepared by CCOC staff on 03/31/2016.



Agenda Item 4b

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court
Honorable Ron Ficarrotta
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Senate
Honorable Kyle Hudson
Holmes County

House
Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

Date: April 5, 2016

Subject: Agenda Item 4b: Clerks' Result of Jury Program Cost Survey

Committee Action: Informational purposes only. Information to be used to consider during current year budget adjustment deliberation.

Overview / Background: At the March 14th Budget Committee meeting the members approved having CCOC staff draft and distribute a survey to Clerks to collect information on their juror program expense from CFY 14/15 and projected expense for July through September 2016. While the Committee approved that the CCOC should be the source of collecting the projected reimbursement request from Clerks to submit to the Justice Administrative Commission they also understood the information on dollars reimbursed by the State would impact the overall Clerk's CCOC approved budgets. The survey (attached) was distributed to Clerks on Friday, March 25th with a due date of Thursday, March 31st (COB).

The document (attached) is the result of the projected jury management expenditures needed during the 4th quarter of the present county fiscal year; July - September, 2016 as of April 1, 2016. The attached document is either the information pulled from the survey or if the survey was not completed then the average expenditures for a three month period from reports posted in Counties' Annual Financial Reports (AFR) submitted to the State's Department of Financial Services. The projected statewide Clerk expenditures for July through September 2016 is approximately \$3.5 million. If more survey responses are received prior to the April 5th meeting we will update the attached document and provide to the members the results at the meeting.

Lead Staff: Justin Young, CCOC Data Quality Analyst

Attachments:

- 1.) CCOC Jury Management Cost Survey Template
- 2.) Initial Survey Results of CFY 2015/16 4th Quarter Jury Management Expenditure Balance

CFY 2015/16; 4th Quarter Clerk Jury Management Projected Cost *

County	
Contact Name	
Contact E-Mail	

Clerk Personnel Cost

Clerk Personnel - Include Managers/Supervisors, Deputies, etc. in all phases of jury management process	
---	--

Clerk Operational Cost

(Include cost of Summons procedure)

Software	
Postage	
Printing	
Supplies	
Parking (if applicable) **	
Other (Include Examples Below)	

Total Clerk Operating Cost	\$ -
-----------------------------------	------

Juror Cost

Petit Juror Payment (per day)

\$0.00	
\$15.00	
\$30.00	
Other Payment Amount	

Petit Juror Payment Total	\$ -
----------------------------------	------

Grand Juror Payment (per day)

\$0.00	
\$15.00	
\$30.00	
Other Payment Amount	

Total Grand Jury Payment	\$ -
---------------------------------	------

If unable to break-out Petit and Grand Juror Payment, choose "X" from the drop Box and include payment totals in Petit Juror Payment fields above.

Meals

Breakfast	
Lunch	
Dinner	
Other ***	

Meal Total	\$ -
-------------------	------

Lodging

Lodging Total	
----------------------	--

Total Juror Cost	\$ -
-------------------------	------

Total Jury Management Cost	\$ -
-----------------------------------	------

Notes:

* Exclude any funding provided by the County when completing this survey. (S. 29.008, F.S. required County funding for court-related expenditures)

This projection can be amended before submission to the JAC

** Parking Cost: Include cost if Clerk is charged by county, state or private contractor for juror parking.

Jury Reimbursement Analysis

<u>County</u>	<u>Personnel</u>	<u>Operating plus Juror Cost</u>	<u>Total</u>
Alachua	\$ 11,000.00	\$ 19,400.00	\$ 30,400.00
Baker	\$ 2,967.00	\$ 6,494.00	\$ 9,461.00
Bay	\$ 107,790.70	\$ 32,546.74	\$ 140,337.44
Bradford	\$ 2,165.00	\$ 3,535.00	\$ 5,700.00
Brevard	\$ 46,000.00	\$ 90,455.00	\$ 136,455.00
Broward	\$ 62,900.00	\$ 117,997.00	\$ 180,897.00
Calhoun	\$ 1,650.00	\$ 1,865.00	\$ 3,515.00
Charlotte	\$ 24,677.00	\$ 68,500.00	\$ 93,177.00
Citrus	\$ 11,979.00	\$ 86,876.00	\$ 98,855.00
Clay	\$ 10,365.06	\$ 5,729.97	\$ 16,095.03
Collier	\$ 20,400.49	\$ 30,475.00	\$ 50,875.49
Columbia	\$ 4,993.02	\$ 9,657.78	\$ 14,650.80
Dade	\$ 165,527.00	\$ 116,408.83	\$ 281,935.83
Desoto	\$ 6,750.00	\$ 2,576.60	\$ 9,326.60
Dixie	\$ 3,584.90	\$ 1,194.32	\$ 4,779.22
Duval	\$ 60,039.82	\$ 136,556.82	\$ 196,596.64
Escambia	\$ 54,144.38	\$ 57,718.80	\$ 111,863.18
Flagler	\$ 4,064.08	\$ 4,170.54	\$ 8,234.62
Franklin	\$ 2,161.37	\$ 1,205.00	\$ 3,366.37
Gadsden	\$ 6,075.00	\$ 9,430.00	\$ 15,505.00
Gilchrist	\$ 877.00	\$ 6,985.00	\$ 7,862.00
Glades	\$ 1,700.93	\$ 1,107.15	\$ 2,808.08
Gulf	\$ 2,193.66	\$ 940.67	\$ 3,134.33
Hamilton	\$ 412.49	\$ 1,002.05	\$ 1,414.54
Hardee	\$ 4,140.00	\$ 10,360.00	\$ 14,500.00
Hendry	\$ 5,500.00	\$ 14,382.50	\$ 19,882.50
Hernando	\$ 19,577.94	\$ 16,336.21	\$ 35,914.15
Highlands	\$ 13,732.77	\$ 5,215.00	\$ 18,947.77
Hillsborough	\$ 44,033.00	\$ 108,670.00	\$ 152,703.00
Holmes	\$ 2,343.00	\$ 1,175.00	\$ 3,518.00
Indian River	\$ 13,379.79	\$ 18,679.01	\$ 32,058.80
Jackson	\$ 1,243.92	\$ 1,631.33	\$ 2,875.25
Jefferson	\$ 8,446.24	\$ 1,301.25	\$ 9,747.49
Lafayette *	\$ 1,700.93	\$ 1,107.15	\$ 2,808.08
Lake	\$ 49,432.00	\$ 13,425.00	\$ 62,857.00
Lee	\$ 27,000.00	\$ 33,900.00	\$ 60,900.00
Leon	\$ 26,236.00	\$ 35,223.74	\$ 61,459.74
Levy	\$ 12,787.67	\$ 3,359.93	\$ 16,147.60
Liberty	\$ 1,130.12	\$ 2,003.61	\$ 3,133.73

Jury Reimbursement Analysis

<u>County</u>	<u>Personnel</u>	<u>Operating plus Juror Cost</u>	<u>Total</u>
Madison	\$ 868.00	\$ 941.00	\$ 1,809.00
Manatee	\$ 12,815.45	\$ 23,119.69	\$ 35,935.14
Marion	\$ 24,840.56	\$ 39,540.75	\$ 64,381.31
Martin	\$ 15,408.22	\$ 131,280.70	\$ 146,688.92
Monroe	\$ 16,937.82	\$ 19,051.72	\$ 35,989.54
Nassau	\$ 12,562.00	\$ 4,678.35	\$ 17,240.35
Okaloosa	\$ 5,445.51	\$ 21,352.38	\$ 26,797.89
Okeechobee	\$ 269.52	\$ 5,820.49	\$ 6,090.01
Orange *	\$ -	\$ 177,805.00	\$ 177,805.00
Osceola	\$ 33,825.10	\$ 28,144.23	\$ 61,969.33
Palm Beach	\$ 56,407.33	\$ 162,534.51	\$ 218,941.84
Pasco	\$ 17,293.00	\$ 38,699.04	\$ 55,992.04
Pinellas	\$ 70,800.00	\$ 112,540.00	\$ 183,340.00
Polk	\$ 20,705.65	\$ 71,026.28	\$ 91,731.93
Putnam	\$ 16,800.00	\$ 8,910.00	\$ 25,710.00
Santa Rosa	\$ 28,867.48	\$ 15,885.62	\$ 44,753.10
Sarasota	\$ 26,134.70	\$ 54,225.47	\$ 80,360.17
Seminole	\$ 19,518.15	\$ 1,319.79	\$ 20,837.94
St. Johns	\$ 53,706.00	\$ 39,765.00	\$ 93,471.00
St. Lucie	\$ 24,625.00	\$ 47,015.00	\$ 71,640.00
Sumter	\$ 25,000.00	\$ 6,623.00	\$ 31,623.00
Suwannee	\$ 5,533.57	\$ 3,304.05	\$ 8,837.62
Taylor	\$ 1,204.00	\$ 2,323.00	\$ 3,527.00
Union	\$ 1,184.65	\$ 692.74	\$ 1,877.39
Volusia	\$ 40,475.00	\$ 26,530.00	\$ 67,005.00
Wakulla	\$ 7,614.75	\$ 1,487.75	\$ 9,102.50
Walton	\$ 11,000.00	\$ 8,110.00	\$ 19,110.00
Washington	\$ 4,625.18	\$ 1,380.64	\$ 6,005.82

Statewide	\$ 1,399,567.92	\$ 2,133,703.20	\$ 3,533,271.12
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* Orange County maintains a contract with Court Administration to fund Jury Management functions.

** Gray Fonted Counties are based on the 3 Year "Jury Management" cost reported to the Department of Financial Services via the Annual Financial Report (S. 218.32, F.S.)

*** Total cost projection includes jury management software expense.



Agenda Item 4c

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court
Honorable Ron Ficarrotta
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Senate
Honorable Kyle Hudson
Holmes County

House
Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

Date: April 5, 2016

Subject: Agenda Item 4c: Other: CFY2015/16 Budget Reduction Discussion

Committee Action:

Review the results of the revenue survey from Clerks to be used in consideration of the current year budget reductions.

Overview/Background:

CFY 2015/16 budgets were approved by the LBC using the July state REC estimate of Clerk revenues (\$417 million). Once the fiscal year began, it became apparent that revenues, overall, were not going to meet this projection. Therefore, to ensure Clerks maintained a balanced budget, Legislative assistance was requested. As a result of the 2016 Legislative session, Clerks were approved for \$12.9 million non-recurring dollars to assist with CFY 2015/16 and \$11.7 million of recurring jury management reimbursement dollars to assist with the SFY2016/17 time period.

At the March 14, 2016 Budget Committee meeting, CCOC staff were directed to conduct a revenue re-projection survey and jury cost survey for quarter 4 of CFY2015/16 to determine the amount of necessary budget reductions for the current year to coincide with the amount of available revenue.

A motion was made at the March 14 meeting to apply the necessary budget reductions as an across the board cut for all Clerks. The calculation of the percentage cut is illustrated below and by county in the attachment:

Total Revenues		Current CFY 2015/16 CCOC Budget Authority	Difference	Approximate Across the Board Budget Reduction Percentage
CFY2014/15 Carryforward	\$ 4,800,053.49			
Revenue Re-projection Survey Results	\$ 381,394,099.22			
State GR/ Legislative Assistance	\$ 12,900,000.00			
Approximate Jury Reimbursement Amount for Q4	\$ 2,925,000.00			
Total Revenues	\$ 402,019,152.71			

CCOC Mission Statement: "As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations."

A motion was also made to adjust Clerks' budget authorities by the amount of actual approved jury reimbursement dollars at a later date.

Recommendation:

CCOC staff is recommending that the Budget Committee approve the adjusted budget authority, in the aggregate amount of \$402,019,152.71 by applying an across the board cut of approximately 3.61% to each Clerks' current CCOC budget authority at this time while noting that individual Clerks' budget authorities will be reduced by the amount of actual approved jury reimbursement dollars at a later date.

Lead Staff:

John Dew, Executive Director

Attachments:

1. Budget Cut Methodology

DRAFT CFY1516 Budget Cut Methodology: Updated 04/05/2016 at 9:00 am

County	Revenue Re-Projection	CFY1516 CCOC Budget Authority	Across the Board Cut of Approx. 3.61%	Adjusted CFY1516 CCOC Budget Authority
Alachua	\$ 4,095,409	\$ 5,583,175	\$ (201,615.67)	\$ 5,381,559.33
Baker	\$ 411,638	\$ 454,324	\$ (16,406.23)	\$ 437,917.77
Bay	\$ 3,556,179	\$ 3,391,653	\$ (122,476.98)	\$ 3,269,176.02
Bradford	\$ 622,891	\$ 521,054	\$ (18,815.93)	\$ 502,238.07
Brevard	\$ 8,360,899	\$ 13,104,332	\$ (473,214.38)	\$ 12,631,117.62
Broward	\$ 36,894,784	\$ 37,710,492	\$ (1,361,774.65)	\$ 36,348,717.35
Calhoun	\$ 155,330	\$ 429,944	\$ (15,525.83)	\$ 414,418.17
Charlotte	\$ 3,166,551	\$ 3,411,014	\$ (123,176.13)	\$ 3,287,837.87
Citrus	\$ 2,173,613	\$ 2,324,235	\$ (83,931.13)	\$ 2,240,303.87
Clay	\$ 3,030,576	\$ 3,165,193	\$ (114,299.21)	\$ 3,050,893.79
Collier	\$ 6,498,820	\$ 6,823,053	\$ (246,389.27)	\$ 6,576,663.73
Columbia	\$ 1,402,038	\$ 1,236,956	\$ (44,668.08)	\$ 1,192,287.92
Dade	\$ 58,644,039	\$ 66,154,320	\$ (2,388,918.08)	\$ 63,765,401.92
Desoto	\$ 590,021	\$ 689,733	\$ (24,907.15)	\$ 664,825.85
Dixie	\$ 228,668	\$ 469,887	\$ (16,968.23)	\$ 452,918.77
Duval	\$ 15,183,144	\$ 15,959,569	\$ (576,320.68)	\$ 15,383,248.32
Escambia	\$ 5,376,868	\$ 6,454,352	\$ (233,075.00)	\$ 6,221,277.00
Flagler	\$ 1,264,523	\$ 1,550,822	\$ (56,002.19)	\$ 1,494,819.81
Franklin	\$ 238,999	\$ 604,711	\$ (21,836.90)	\$ 582,874.10
Gadsden	\$ 811,441	\$ 1,096,729	\$ (39,604.30)	\$ 1,057,124.70
Gilchrist	\$ 181,942	\$ 497,022	\$ (17,948.11)	\$ 479,073.89
Glades	\$ 286,014	\$ 405,856	\$ (14,655.99)	\$ 391,200.01
Gulf	\$ 209,824	\$ 440,245	\$ (15,897.82)	\$ 424,347.18
Hamilton	\$ 345,200	\$ 393,027	\$ (14,192.71)	\$ 378,834.29
Hardee	\$ 454,819	\$ 776,769	\$ (28,050.13)	\$ 748,718.87
Hendry	\$ 952,794	\$ 1,026,606	\$ (37,072.07)	\$ 989,533.93
Hernando	\$ 3,682,826	\$ 3,175,280	\$ (114,663.47)	\$ 3,060,616.53
Highlands	\$ 1,481,951	\$ 1,685,100	\$ (60,851.14)	\$ 1,624,248.86
Hillsborough	\$ 24,885,609	\$ 27,112,792	\$ (979,078.00)	\$ 26,133,714.00
Holmes	\$ 361,918	\$ 409,753	\$ (14,796.71)	\$ 394,956.29
Indian River	\$ 2,834,571	\$ 3,141,839	\$ (113,455.87)	\$ 3,028,383.13
Jackson	\$ 733,928	\$ 944,762	\$ (34,116.58)	\$ 910,645.42
Jefferson	\$ 328,217	\$ 382,931	\$ (13,828.13)	\$ 369,102.87
Lafayette	\$ 81,275	\$ 268,313	\$ (9,689.13)	\$ 258,623.87
Lake	\$ 5,362,063	\$ 5,689,904	\$ (205,469.79)	\$ 5,484,434.21
Lee	\$ 12,514,361	\$ 11,219,984	\$ (405,168.14)	\$ 10,814,815.86
Leon	\$ 5,156,612	\$ 5,700,567	\$ (205,854.85)	\$ 5,494,712.15
Levy	\$ 526,741	\$ 990,323	\$ (35,761.84)	\$ 954,561.16
Liberty	\$ 94,231	\$ 292,276	\$ (10,554.46)	\$ 281,721.54
Madison	\$ 766,956	\$ 370,024	\$ (13,362.05)	\$ 356,661.95
Manatee	\$ 5,042,560	\$ 5,621,220	\$ (202,989.53)	\$ 5,418,230.47
Marion	\$ 6,085,199	\$ 6,065,058	\$ (219,017.09)	\$ 5,846,040.91
Martin	\$ 3,486,320	\$ 3,372,177	\$ (121,773.67)	\$ 3,250,403.33
Monroe	\$ 2,420,357	\$ 2,922,443	\$ (105,533.20)	\$ 2,816,909.80
Nassau	\$ 1,376,952	\$ 1,227,827	\$ (44,338.42)	\$ 1,183,488.58

DRAFT CFY1516 Budget Cut Methodology: Updated 04/05/2016 at 9:00 am

County	Revenue Re-Projection	CFY1516 CCOC Budget Authority	Across the Board Cut of Approx. 3.61%	Adjusted CFY1516 CCOC Budget Authority
Okaloosa	\$ 3,815,711	\$ 3,576,975	\$ (129,169.19)	\$ 3,447,805.81
Okeechobee	\$ 812,425	\$ 1,106,563	\$ (39,959.42)	\$ 1,066,603.58
Orange	\$ 30,995,178	\$ 26,874,931	\$ (970,488.53)	\$ 25,904,442.47
Osceola	\$ 8,253,591	\$ 6,946,516	\$ (250,847.68)	\$ 6,695,668.32
Palm Beach	\$ 27,422,867	\$ 30,529,643	\$ (1,102,464.91)	\$ 29,427,178.09
Pasco	\$ 7,139,243	\$ 11,700,703	\$ (422,527.52)	\$ 11,278,175.48
Pinellas	\$ 20,114,563	\$ 21,815,936	\$ (787,801.67)	\$ 21,028,134.33
Polk	\$ 10,313,760	\$ 12,145,224	\$ (438,579.75)	\$ 11,706,644.25
Putnam	\$ 867,591	\$ 2,010,430	\$ (72,599.23)	\$ 1,937,830.77
Santa Rosa	\$ 3,152,728	\$ 2,948,717	\$ (106,481.99)	\$ 2,842,235.01
Sarasota	\$ 6,941,466	\$ 7,649,875	\$ (276,246.88)	\$ 7,373,628.12
Seminole	\$ 7,414,618	\$ 7,745,317	\$ (279,693.42)	\$ 7,465,623.58
St. Johns	\$ 2,805,021	\$ 3,204,950	\$ (115,734.89)	\$ 3,089,215.11
St. Lucie	\$ 5,839,948	\$ 7,150,775	\$ (258,223.74)	\$ 6,892,551.26
Sumter	\$ 1,321,912	\$ 1,159,720	\$ (41,878.99)	\$ 1,117,841.01
Suwannee	\$ 849,055	\$ 1,043,925	\$ (37,697.48)	\$ 1,006,227.52
Taylor	\$ 429,207	\$ 469,808	\$ (16,965.37)	\$ 452,842.63
Union	\$ 143,242	\$ 433,849	\$ (15,666.85)	\$ 418,182.15
Volusia	\$ 8,317,811	\$ 10,486,840	\$ (378,693.36)	\$ 10,108,146.64
Wakulla	\$ 472,077	\$ 673,228	\$ (24,311.13)	\$ 648,916.87
Walton	\$ 1,290,836	\$ 1,578,577	\$ (57,004.46)	\$ 1,521,572.54
Washington	\$ 321,576	\$ 560,320	\$ (20,233.88)	\$ 540,086.12
Totals	\$ 381,394,099	\$ 417,080,468	\$ (15,061,315.29)	\$ 402,019,152.71

State GR	\$ 12,900,000
CFY1415 Carryforward	\$ 4,800,053
Subtotal Revenue	\$ 399,094,153
Statewide Jury Reimbursement for Q4	\$ 2,925,000
Total Revenue	\$ 402,019,153
Approx. % Difference of Total Revenue compared to CFY1516 CCOC Budget Authority	-3.61%

Notes:

1. Document Prepared by CCOC staff on 04/01/2016.
2. Revenue Re-projection amounts are based on data provided via Revenue Re-projection surveys submitted by each Clerks' office.

CCOC Budget Committee Meeting

April 5, 2016

Agenda Item #5

CFY 16/17 Budget Process



Agenda Item 5a and b

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

House
Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

Date: April 5, 2016
Subject: Agenda Item 5a and b: Clerks' responses to suggested revisions and Draft Supplemental Forms

Committee Action:

Review the summary of responses from Clerks and staff to the budget workgroup suggestions. Also review and approve the DRAFT Mock-Up Budget Forms.

Overview/Background:

At the December 9, 2015 Budget Committee meeting, a workgroup was put together to discuss improvements in the current budget model in response to suggestions and comments made by the Legislature regarding the need for additional detailed information. The workgroup has met three times since December 9.

At the March 14, 2016 Budget Committee meeting, a summary list of workgroup suggestions were discussed among the Committee members. A motion was made to distribute the list of workgroup suggestions to all Clerks and give them the opportunity to provide feedback before the next Budget Committee meeting and final vote. CCOC staff provided the list to Clerks via email on March 16, 2016. (Attached is the List.) As of March 30, 2016, ten responses were received by the CCOC office.

In summary, most of the responses from Clerks and Clerk staff were in agreement with the need to provide more detailed data in the CFY 2016/17 budget process. There was minimal concern noted that some of the data might be difficult to provide due to budgetary, personnel, and/or lack of historical data (e.g., revenues by division) constraints.

The detailed budget data will be captured on six additional exhibits that will be added to the current CCOC budget request forms, after the original eleven exhibits (attached). The data included on the additional exhibits will be used by CCOC staff for analysis purposes to provide information to the Committee as requested.

Recommendation:

CCOC staff recommend that the Committee approve the DRAFT Mock-Up Budget Forms including the additional exhibits.

Lead Staff:

Johnna Kauffman, Budget Manager

Attachments:

1. Summary list of workgroup suggestions
2. DRAFT Mock-Up Budget Forms

CCOC Mission Statement: "As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations."

DRAFT Work Group Suggestions for CFY 2016-17 Budget Process

Collecting more detailed data on the following topics:

Revenue (as a supporting worksheet for 2017 – not as part of the CCOC PABS budget forms)

- CCOC trust fund revenue projections by case type?
- Non-CCOC trust fund revenue projections: IV-D Child Support, 10% Collections, County Contributions, and Other (the objective of this section is for Clerks to provide visibility to any revenue that is being used to support court related functions)
- Show prior year revenue (8 months actuals plus 4 month projection) for comparison

FTE / Personnel / Benefits (as a supporting worksheet for 2017 – not as part of the CCOC PABS budget forms):

- FTEs by individual positions, not by employee name
- FRS Reg EE, Drop, Sr Management, Clerk amounts by position
- Min and Max Pay Range by position (theoretical position range), Actual Pay Rate, and Total Actual Wages
- FICA/SS, FRS, Health, Unemployment, Workers Comp, Other Benefits (Life, Dental, Vision, OPEB), Separation Payout by position
- Allocation percentage to court and non-court by position, allocation of FTEs to court and non-court by position, and allocation of personnel costs to court and non-court by position
- Detail totals will agree to totals on the CCOC PABS forms
- Vacant positions noted and length of time of vacancy
- Overtime costs
- Count of FTEs under Health Insurance Options (Single, Single Plus, Family, Other, Opt Out) and cost of plan for 1 FTE
- Whether county is under county health plan or self-funded
- Whether county uses volunteers
- Organizational chart

Operating and Capital Expenditures (as a supporting worksheet for 2017 – not as part of the CCOC PABS budget forms):

- Include detail for court related expenditures only at the state chart of account level
- Detail totals will agree to totals on the CCOC PABS forms

Other suggestions:

Budget Committee Deliberation Process:

- Possibly set guidelines before deliberation process
- Possibly set meetings for peer groups prior to final deliberations, grouped by 2 for 3 days in June (Ex. 1 day for peer groups 1 and 2, etc.)
- Possibly having peer groups 5 and 6 first because there are less counties

Benchmark Budget Calculation (Options):

- Using gross court-related budgeted expenditures in the calculation rather than net, to illustrate true cost
- Using prior year actual cases (8 month actuals plus 4 month projection) in the calculation
- Using prior year budget authority vs. current year budgeted expenditures in the calculation

CCOC Analyses Suggestions:

- Weighted cases by sub case type (using SRS and actual cases)

- Compiling budget historical profile of each county (actual revenues, budget authority, actual cases, collections performance measures, etc.)

Budget Form:

- No change to current budget request forms for the 2016-17 budget cycle
- Supplemental tabs added as back-up data to feed into the budget form

DRAFT Florida CCOC Budget Submission
Performance and Budget System (PABS)
Section 28.36, Florida Statutes
County:

Original Budget Request for CFY 2016-17

County



REVENUES	Projected Revenue: Sep 2016 to Aug 2017
Fines	\$ -
Fees	\$ -
Forfeitures	\$ -
Service Charges	\$ -
Court Costs	\$ -
Interest Earned	\$ -
\$80.00 Filing Fee per SB 1512	\$ -
Total Revenue Projections	\$ -
Estimated Distribution from Trust Fund	\$ -
Total Estimated Revenues Available	\$ -

Note: Revenue Projections are pulled from b- Revenue Appendix

	Clerk Court Admin	Jury Mgmt	Circuit Criminal	Circuit Criminal With Jury Mgmt Breakout	Circuit Civil	Circuit Civil With Jury Mgmt Breakout	Family	Juvenile	Juvenile Delinquency Breakout	Juvenile Dependency Breakout	Probate	Information Systems (IT)	Optional Programs	County Criminal	County Criminal With Jury Mgmt Breakout	County Civil	Traffic	Criminal Traffic Breakout	Civil Traffic Breakout	Non-Court	Non-Court	Shared Indirect Overhead	Court Side Shared Overhead	Non-Court Side Shared Overhead	Court Side Court Type Totals	All FTIs	
				76.62%		23.38%			55.00%	45.00%					0.00%			45.00%	55.00%				50.00%	50.00%			
Cost Centers / Departments	604	608	614		634		654	674			694	713	719	724		744	764			513	519						
Title IV-D Child Support (Reimbursed)				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
Title IV-D Child Support (Non-Reimbursed)				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
Elected Clerk				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
Human Resources				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
Clerk Accounting				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
Executive Administration				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
				0.00		0.00			0.00	0.00					0.00			0.00	0.00							0.00	0.00
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				0.00		0.00			0.00	0.00					0.00												



PROJECTED Outputs	Criminal				Civil					
	Circuit (defendants)	County (defendants)	Juvenile Delinquency (juveniles)	Traffic (UTC)	Circuit (cases)	County (cases)	Circuit Probate (cases)	Family (cases)	Juvenile Dependency (cases)	Traffic (UTC)
New Cases										
Reopens										N/A
Notices of Appeal										
Docket Entries										

Other Workload Output Measures		
# of Financial Receipts	# of Jurors Summoned	# of Juror Payments Issued

	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	TOTALS
FTEs											
Court Type FTEs +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Court Admin (604) FTE Allocation +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT (713) FTE Allocation +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Optional Programs (719) FTE Allocation +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Court Side Shared FTE Allocation =	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Gross FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title IV-D Reimbursed Funding FTE Allocation -			0.00								0.00
Non-CCOC Funding FTE Allocation =											0.00
Total Net FTE:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual Percent Allocation:	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target Percent Allocation	19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%

General Funds												
Court Type Expenditures +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Court Admin (604) Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT (713) Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Optional Programs (719) Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Court Side Shared Expenditure Allocation =	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Gross Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title IV-D Reimbursed Funding Expenditure Allocation -			\$ -									\$ -
County Funding Expenditure Allocation												\$ -
10% Funding Expenditure Allocation												\$ -
Other Non-CCOC Funding Expenditure Allocation												\$ -
Total Non-CCOC Funding Expenditure Allocation =	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Expenditures:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Allocation:	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target Percent Allocation	19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%	

Total Gross Expenditures :	\$ -
Minus Title IV-D Portion Reimbursed by Federal Government:	\$ -
Minus Portion covered by non-CCOC Appropriated Funding other than Title IV-D:	\$ -
Total Net Budget Appropriation:	\$ -

Total Gross FTEs :	0.00
Minus Title IV-D FTEs Reimbursed by Federal Government:	0.00
Minus FTEs covered by non-CCOC Appropriated Funding other than Title IV-D:	0.00
Total Net FTEs:	0.00

Additional BUDGET Information

COUNTY: _____

Section 1a: Calculating Prior Year and Budget Year

Calculate difference between Approved Budget and the Budget Request.

CFY 2014-15 BUDGET AUTHORITY:	\$ _____	
CFY 2015-16 BUDGET REQUEST:	\$ _____	
DIFFERENCE:	\$ _____	% DIFFERENCE: 0.00%

Section 1b: Specific Dollar Differences Prior Year and Budget Year (Skip Section 1b if the "Difference" in Section 1a is 0 or less than 0.)

Provide dollar differences (increases and decreases) between the CFY 2015-16 budget request and the CFY 2014-15 budget authority. Enter all dollar amounts as positive, whole numbers. Use section 6 below if additional space is needed for explanations.

Personnel Expenditures Increases	Increases	Personnel Expenditures Decreases	Decreases	Net Differences	Explanation:
Increase in FTE		Decrease in FTE	\$ _____	\$ _____	Provide an explanation for any increases or decreases and indicate if they are recurring or nonrecurring.
Increase in OPS		Decrease in OPS	\$ _____	\$ _____	Explanation:
Raises, bonuses, or salary increases		Salary decreases	\$ _____	\$ _____	Explanation:
Health insurance increase		Health insurance decrease	\$ _____	\$ _____	Explanation:
FRS increase		FRS decrease	\$ _____	\$ _____	Explanation:
Other benefits increases		Other benefits decreases	\$ _____	\$ _____	Explanation:
Reinstating positions		Eliminating positions	\$ _____	\$ _____	Explanation:
Reinstating salary cutbacks		Instituting salary cutbacks	\$ _____	\$ _____	Explanation:
Eliminating or reducing furloughs		Instituting furloughs	\$ _____	\$ _____	Explanation:
Restoring any reductions in office hours		Reducing office hours	\$ _____	\$ _____	Explanation:
Cost shift from county to state		Cost shift from state to county	\$ _____	\$ _____	Explanation:
1. Other personnel cost increases		1. Other personnel cost decreases	\$ _____	\$ _____	Explanation:
2. Other personnel cost increases		2. Other personnel cost decreases	\$ _____	\$ _____	Explanation:
3. Other personnel cost increases		3. Other personnel cost decreases	\$ _____	\$ _____	Explanation:
Total Personnel Cost Increases	\$ _____	Total Personnel Cost Decreases	\$ _____	\$ _____	
Operating Expenditure Increases	\$ _____	Operating Expenditure Decreases	\$ _____	\$ _____	Explanation:
Capital Expenditure Increases	\$ _____	Capital Expenditure Decreases	\$ _____	\$ _____	Explanation:
Total Expenditure Increases	\$ _____	Total Expenditure Decreases	\$ _____	\$ _____	

Section 2: Pay and Benefits Increases (Complete Section 2 regardless of the calculation in Section 1a.)

Identify and report all pay and benefit increases included within the CFY 2015-16 budget request as required in section 28.35(2)(7), Florida Statutes. Report all pay and benefits increases regardless of whether the budget request is less than, equal to, or greater than the CFY 2014-15 budget authority.

CFY 2015-16 BUDGET REQUEST:	\$ _____	
		Pay and Benefit Increases
		Cost of living increases
		Merit increases
		Bonuses
		Other pay increases
		Other benefit increases
TOTAL PAY AND BENEFIT INCREASES	\$ _____	
BALANCE OF CFY 2015-16 BUDGET REQUEST	\$ _____	

Explanation:	Provide an explanation for any pay or benefits increases.
Explanation:	
Explanation:	
Explanation:	

Section 3: Status of 10 Percent

Identify and report the requested data related to the 10 percent revenues and obligations.

<p>Item 1 (Revenue): Estimated Net balance in 10 percent funds as of September 30, 2015. <small>(Note: The revenue entered in this item should not be duplicative of the revenue entered in item 2 below.)</small></p> <p>Item 2 (Revenue): Estimated 10 percent collections during CFY 2015-16. <small>(Note: The revenue entered in this item should not be duplicative of the revenue entered in item 1 above.)</small></p> <p>Item 3 (Expenditure): Specific amount of 10 percent dollars under contract during CFY 2015-16. <small>(Note: The expenditure entered in this item should not be duplicative of the expenditures entered in item 4 below or pulled for item 5 below.)</small></p> <p>Item 4 (Expenditure): Specific amount of 10 percent dollars dedicated at a "detailed level." <small>(Note: The expenditure entered in this item should not be duplicative of the expenditures entered in item 3 above or pulled for item 5 below.)</small></p> <p>Item 5 (Expenditure): The 10 percent dollars to be used to assist with funding court related operations. <small>(Note: The expenditure in this item is pulled from Exhibit H (cell L31) and should not be duplicative of the expenditures entered in item 3 above or item 4 above.)</small></p> <p>Item 6 (Result): Estimated 10 percent dollars available during CFY 2015-16. <small>(Note: This item is calculated as (item 1 + item 2) - (item 3 + item 4 + item 5).)</small></p>	<p>Provide any descriptive or explanatory information.</p> <p>Item 1 Explanation:</p> <p>Item 2 Explanation:</p> <p>Item 3 Explanation: (See the budget instructions for information for item 3 explanation.)</p> <p>Item 4 Explanation: (See note below and the budget instructions for required information for item 4 explanation.)</p> <p>Item 5 Explanation: (See the budget instructions for information for item 5 explanation.)</p> <p>Item 6 Explanation:</p>
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Note Regarding Item 4 Explanation: If dollars are dedicated at a "detailed level" (item 4), the explanation must include 1) a definition of the projects/programs to be funded, 2) when the dollars are planned to be expended, and 3) the amount of dollars to be expended. If additional space is needed, use section 6 below.

Section 4: FRS and Health Insurance Expenditures

Identify and report actual, estimated, and projected FRS and health insurance expenditures. These expenditures must represent the net court-related expenditures to be covered with court-related revenues.

FRS Net Court-Related Expenditures		Health Insurance Net Court-Related Expenditures	
Actual FY 2013-14	_____	Actual FY 2013-14	_____
Estimated FY 2014-15	_____	Estimated FY 2014-15	_____
Projected FY 2015-16	_____	Projected FY 2015-16	_____

Section 5: Revenue Methodology

Please describe your revenue projection methodology.

Local Revenues

Please describe your revenue projection methodology.

Section 6: Additional Information (Optional)

Provide any additional information related to your CFY 2015-16 Budget Request.

Additional Information

Please provide any additional factors or information that may affect peer groupings, unit costs, or that the committee should consider.

**BUDGET PROGRAM EXPENDITURE CERTIFICATION
FISCAL YEAR 2015-2016**

I, the undersigned Clerk of Court, do herein attest as to the following:

1. Proposed budget for October 1, 2015 through September 30, 2016 as herein submitted represents, to the best of my knowledge and belief, pursuant to s. 28.35(3)(a), F.S., estimated **gross budgeted expenditures** for the following court-related functions of the office:
 - Case maintenance
 - Records management
 - Court preparation and attendance
 - Processing the assignment, reopening and reassignment of cases
 - Processing of appeals
 - Collection and distribution of fines, fees, service charges, and court costs
 - Processing of bond forfeiture payments
 - Payment of jurors and witnesses
 - Payment of expenses for meals and lodging provided to jurors
 - Data collection and reporting
 - Processing of jurors
 - Determinations of indigent status
 - Paying reasonable administrative support costs to enable the Clerk of the Court to carry out above court-related functions

(Note: Certification of this provision will allow for compliance with numerous provisions under s. 28.35(2)(f), F.S., in which these court-related functions are referenced.)
2. Proposed budget as herein submitted, to the best of my knowledge and belief, **does not include** budgeted expenditures associated with local requirements deemed the responsibility of the county pursuant to s. 29.008, F.S. Nor does the proposed budget include budgeted expenditures for any non court-related function of the office. Local requirements include the following as defined by applicable statute:
 - Facility Expenses (s. 29.008 (1)(a), F.S.)
 - Construction or Lease Expenses (s. 29.008(1)(b), F.S.)
 - Maintenance (s. 29.008(1)(c) F.S.)
 - Utilities (s. 29.008(1)(d), F.S.)
 - Security (s. 29.008(1)(e), F.S.)
 - Communications (s. 29.008(1)(f), F.S.)
 - Radio Systems (existing) (s. 29.008(1)(g), F.S.)
 - Multi-agency criminal justice information systems (existing) (s. 29.008(1)(h), F.S.)
 - Specialized Programs (s. 29.008(2), F.S.)
3. Cases and other output projections have been made based on the established CCOC business rules.
4. Proposed budgeted FTE and expenditures have been allocated among the divisions consistent with the workload in those divisions.
5. As per s. 28.35(2)(f)3, F.S., court related revenues projected in this budget will not be used for non-court related purposes.

DATE: _____

CLERK OF COURT SIGNATURE

COUNTY

ARTICLE V BUDGETED DIVISION FTE, EXPENDITURES, UNITS, AND UNIT COSTS

	CRIMINAL COURT DIVISIONS				CIVIL COURT DIVISIONS					ALL	
	Circuit	County	Juvenile Delinquency	Traffic	Circuit	County	Probate	Family	Juvenile Dependency		Civil Traffic
Net FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Budgeted Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workload Measures	0	0	0	0	0	0	0	0	0	0	0
Cost per Measure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revenue Detail

	Projected Revenue		Projected Revenue
Court Related Revenue			
A1 Criminal - Circuit (UAS Codes 348210-348240)		A2 Criminal - County (UAS Codes 348110-348140)	
Fines		Fines	
Filing Fees		Filing Fees	
Service Charges		Service Charges	
Court Costs		Court Costs	
Local Court Revenue Sub-Total =	\$ -	Local Court Revenue Sub-Total =	\$ -
A3 Civil - Circuit (UAS Codes 348410-348440)		A4 Civil - County (UAS Codes 348310-348340)	
Filing Fees		Filing Fees	
Service Charges		Service Charges	
\$80.00 Filing Fee per SB 1512		\$80.00 Filing Fee per SB 1512	
Reopen Fees		Reopen Fees	
Local Court Revenue Sub-Total =	\$ -	Local Court Revenue Sub-Total =	\$ -
A5 Probate (UAS Codes 348710-348740)		A6 Family	
Filing Fees		Filing Fees	
Service Charges		Service Charges	
\$80.00 Filing Fee per SB 1512		\$80.00 Filing Fee per SB 1512	
Reopen Fees		Reopen Fees	
Local Court Revenue Sub-Total =	\$ -	Local Court Revenue Sub-Total =	\$ -
A7 Criminal Traffic		A8 Civil Traffic	
Fines		Fines	
Service Charges		Service Charges	
Court Costs		Court Costs	
Local Court Revenue Sub-Total =	\$ -	Local Court Revenue Sub-Total =	\$ -
A9 Juvenile Dependency		A10 Juvenile Delinquency	
Filing Fees		Fines	
Service Charges		Service Charges	
\$80.00 Filing Fee per SB 1512		Court Costs	
Local Court Revenue Sub-Total =	\$ -	Local Court Revenue Sub-Total =	\$ -
A11 Other Local Court Revenues		Totals for Court Related Revenue (sum of A1 to A11)	
Fines		Fines	\$ -
Forfeitures (Estreatures)		Filing Fees	\$ -
Filing Fees		Forfeitures (Estreatures)	\$ -
Service Charges		Service Charges	\$ -
Interest Earned on Art. V Revenues		Court Costs	\$ -
Court Costs		Interest Earned on Art. V Revenues	\$ -
\$80.00 Filing Fee per SB 1512		\$80.00 Filing Fee per SB 1512	\$ -
Reopen Fees		Reopen Fees	\$ -
Local Court Revenue Sub-Total =	\$ -	Total Court Related Revenue	\$ -

Non-CCOC Trust Fund Revenues	
	Projected Revenue
IV-D Child Support	
Records Modernization Trust (10% of Fines)	
County Contributions	
Other	
Total Non-CCOC Trust Fund Revenues	\$ -

Total Revenue from all Sources	\$ -
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Provide any Additional Information Related to Revenues as Necessary for Review and Clarification

Bucketed Personnel Costs Detail

Items Budgeted at an Aggregate Level	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	Total
Overtime											\$ -
Unemployment											\$ -
Works Comp											\$ -

Note: Totals in addition to Personnel Costs captured by position should total to exhibit D-Personnel Costs.

Operating Costs Detail

UAS CODE	OBJECT CODE	Operations
31	Professional Services	
32	Accounting And Auditing	
33	Court Reporter	
34	Other Contractual	
35	Investigations	
36	Pension Benefits	
40	Travel and Per Diem	
41	Communications and Freight	
43	Utilities	
44	Rentals and Leases	
45	Insurance	
46	Repair and Maintenance	
47	Printing and Binding	
48	Promotional Activities	
49	Other Current Charges	
51	Office Supplies	
52	Operating Supplies	
53	Road Materials and Supplies	
54	Books, Pub., Subs., Memberships	
Operating Total		\$ -

Note: Jury Expenditures Should be Budgeted for 1 Quarter.

	Jury Meals/Lodging	
	Jury Per Diem	
	Jury Summonses/Postage	
	Jury Other	
Jury Total		\$ -

Aggregate Operating Total		\$ -
----------------------------------	--	------

Note: Aggregate Dollar totals should agree to Schedule E - Operating Costs

Capital Costs Detail

UAS CODE	OBJECT CODE	Operations
64	Machinery and Equipment	
	Furniture and Equipment	-
	Computer Equipment	-
	Software	-
	Other	-
Capital Total		\$ -
Jury Management Total		-
Aggregate Capital Total		\$ -

Note: Dollar totals should agree to Schedule F - Capital Costs

Projected Outputs Detail

County Name

Case Projections	Criminal				Civil						Totals
	Circuit (defendants)	County (defendants)	Juvenile Delinquency (juveniles)	Traffic (UTC)	Circuit (cases)	County (cases)	Circuit Probate (cases)	Family (cases)	Juvenile Dependency (cases)	Traffic (UTC)	
Projected New Cases (CFY 2016-17)	-	-	-	-	-	-	-	-	-	-	-
10% Above 4 Year Actual Average	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
10% Below 4 Year Actual Average	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Please provide an explanation for case variance above or below 10% of average from prior 4 years											
ACTUAL CASES - HISTORY											
CFY 2015-16 ACTUAL through April + PROJECTED May-Sept											
CFY 2014-15 ACTUAL New Cases - CCOC Outputs Report	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
CFY 2013-14 ACTUAL New Cases - CCOC Outputs Report	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
CFY 2012-13 ACTUAL New Cases - CCOC Outputs Report	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Prior 4 Year Average - Actual	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

Continuing Case Activity											
FY 2015 Prior Case Work											
FY - 1 (Cases Filed October 1, 2013 - September 30, 2014)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
FY - 2 (Cases Filed October 1, 2012 - September 30, 2013)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
FY - 3 (Cases Filed October 1, 2011 - September 30, 2012)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Statewide CCA Activity % to apply to New Cases Projections											
FY - 1 (Cases Filed October 1, 2013 - September 30, 2014)	63.5%	47.2%	55.3%	51.1%	76.5%	46.4%	30.2%	39.9%	69.2%	21.6%	
FY - 2 (Cases Filed October 1, 2012 - September 30, 2013)	36.4%	11.5%	18.0%	13.7%	33.6%	17.7%	11.8%	17.9%	40.6%	3.2%	
FY - 3 (Cases Filed October 1, 2011 - September 30, 2012)	26.0%	5.6%	6.2%	5.8%	19.8%	9.3%	5.9%	12.3%	20.2%	1.4%	

Projected Outputs	Criminal				Civil					
	Circuit (defendants)	County (defendants)	Juvenile Delinquency (juveniles)	Traffic (UTC)	Circuit (cases)	County (cases)	Circuit Probate (cases)	Family (cases)	Juvenile Dependency (cases)	Traffic (UTC)
New Cases (Projected Cases + CCA)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

2016-17 Clerk Court-Related Budget Process Timeframe

DRAFT

March 2016

1. CCOC Budget Committee WG meets and develops recommendations for budget process revisions. (March 3, 2016)
2. CCOC Budget Committee Meets to begin discussion of budget revision ideas. (March 14, 2016)
3. Suggested revisions provided to Clerks for feedback. (Week of March 21st)
4. CCOC Budget Committee meets to make decisions on revisions to process. (Week of March 28th.)

April 2016

1. CCOC Executive Committee or Council meets to approve revisions to budget process. (Week of April 11th.)
2. CCOC sends out budget instructions and forms for CFY 16/17 budget to Clerks. (Week of April 18th.)
3. CCOC provides training sessions to Clerks.

May 2016

1. CCOC provides training and assistance to Clerks in completing the budget forms.

June 2016

1. Clerks submit their budget request to CCOC. (June 1, 2016)
2. Peer 3 & 4 Review. (June 22nd.)
3. Peer 1 & 2 Review. (July 7th.)
4. Peer 5 & 6 Review. (July 12th)

July 2016

1. CCOC Budget Committee meeting for two days the week of July 18th.
2. CCOC Executive Council review and approve budget request recommendations the week of July 25th.

August

1. CCOC submits budget request for 67 Clerks to the Legislative Budget Commission. (August 1st.)
2. Information provided to LBC staff as requested.

September

1. LBC expected to meet during this month to review budget request.
2. CCOC meets as necessary to allocate budget authority for individual Clerks.

October

1. Clerks' budget year begins.

CCOC Budget Committee Meeting

April 5, 2016

Agenda Item #6

Juror Program Reimbursement Process for SFY 16/17



Agenda Item 6

Honorable Sharon R. Bock, Esq.
Palm Beach County
Chair

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court
Honorable Ron Ficarrota
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

House
Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

2560-102 Barrington Circle
Tallahassee, Florida 32308
Phone: 850.386.2223
Fax: 850.386.2224

Date: April 5, 2016

Subject: Agenda Item 6; Jury Program Reimbursement Policy and Procedure

Committee Action:

- 1.) Discuss the CCOC timeline for the jury management cost reimbursement process.
- 2.) Direct the CCOC to compile and provide further analysis of jury management expenditure data following the (attached) policy and procedure document.

Overview / Background: The March 14th Budget Committee meeting moved the CCOC to provide guidance to ensure statewide uniformity of the Clerks’ jury management cost and reimbursement process. As a result, the CCOC has produced a policy and procedure document that outlines the operational procedure of juror payment and the financial reporting process to ensure reimbursement of jury management cost incurred by the Clerks. To ensure jury cost and reimbursement data submitted is uniform statewide, the CCOC, with jury performance data already submitted by Clerks (Juror Payment and Summons counts) are able offer further analysis of true statewide cost of the Clerks’ jury management cost.

Recommendation:

- 1.) Discuss and amend the draft timeframe proposed by the CCOC.
- 2.) CCOC staff recommends the Committee to allow the Chair to work further with CCOC staff analyze jury cost data with the goal of operationalizing the attached policy and procedure document.

Lead Staff: Justin Young, CCOC Data Quality Analyst

Attachments:

- 1.) Draft Jury Management reimbursement process time frame
- 2.) Draft Jury Management Expenditure and Reimbursement Policy and Procedure

CCOC Mission Statement: “As a governmental organization created by the Legislature, we evaluate Clerks’ court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.”



Jury Management Cost Reimbursement Process

- March 11, 2016 – CCOC Budget Committee approves distribution of jury management cost survey.
- March 31, 2016 – Survey data used to project initial dollars for CCOC budget revision purposes related to the 4th quarter of the 2015/16 County Fiscal Year
- April 5, 2016 – CCOC Budget Committee presented initial 4th quarter projection of juror dollars for budget adjustment process.
- April 2016- Per direction of CCOC, staff work with Clerks to obtain their final projected reimbursement juror program costs for the period of July through September 2016.
- May 20, 2016 – CCOC staff review Clerk’s submitted reimbursement request. CCOC submits personnel and operational jury cost projection for the period of July through August 2016 to the Justice Administration Commission (JAC) for reimbursement “pool”.
- August 20, 2016- Clerks submit to CCOC their requested juror program reimbursements for the period of October through December 2016.
- September 1, 2016 - CCOC submits personnel and operational jury cost projection for the 1st quarter of the 2016/17 County Fiscal Year to the JAC for reimbursement “pool”.

- October 20, 2016 – Jury Management Expenditure Report due to the CCOC for period of July through September 2016.
- November 20, 2016 – Clerks submit to CCOC their requested juror program reimbursement for the period of January through March 2017.
- December 1, 2016 – CCOC submits personnel and operational jury cost projection for the 2nd quarter of the 2016/17 County Fiscal Year to the JAC for reimbursement “pool”.
- January 20, 2017- Jury Management Expenditure Report due to the CCOC for period of October through December 2016.
- February 20, 2017 – Clerks submit to CCOC their requested juror program reimbursement for the period of April through June 2017.
- March 1, 2017 – CCOC submits personnel and operational jury cost projection for the period of April through June 2017 to the JAC for reimbursement “pool”.
- April 20, 2017- Jury Management Expenditure Report due to the CCOC for period of January through March 2017.

Note: Like the foreclosure dollar distribution process, if there are unused dollars in some counties at the end of the year we will develop a process to have those dollars sent back into the TF to be used by Clerks that have an unmet juror program cost need.

CCOC Jury Management Operational and Financial Reporting Policy and Procedure

DRAFT- April 5, 2016

Operational Jury Payment Management Policy

Juror Payment

1. Pursuant to Section 40.24, Florida Statutes, jurors who are regularly employed and who continue to receive regular wages while serving as a juror are not entitled to receive compensation from the Clerk of the Circuit Court for the first 3 days of juror service. Regular employment included full-time employment and part-time, temporary, and casual employment, as long as the employment hours of a juror can be reasonably determined by a schedule or by custom and practice established during the three month period preceding the term of service as a juror.
2. Jurors who are not regularly employed or who do not continue to receive regular wages while serving as a juror are entitled to receive \$15 per day for the first 3 days of juror service.
3. Each juror who serves more than 3 days is entitled to be paid by the Clerk of the Circuit Court for the fourth day of service and each day thereafter at the rate of \$30 per day of service.
4. Jurors not entitled to additional reimbursement by the Clerk of the Circuit Court for travel and other out-of-pocket expenses.
5. Any juror who attends on any of these days when the presiding judge is absent, or, being present, does not hold the session of the court, shall be entitled to receive the same compensation as if the court were in session if they meet the entitlement requirements stated in number 2 and 3 above.
6. A juror on call by the court in a jury pool, as provided in Section 40.231, Florida Statutes, is entitled to compensation for only those days the juror actually attended court and not for the days on call.

7. Any juror who is excused from jury service at his or her own request is not entitled to receive any compensation.

Juror Meals and Lodging

In circumstances requiring extended attendance by a jury in court, such as a major felony case, the court may order meals and lodging for jurors to be provided by the Sheriff pursuant to Section 40.26, Florida Statutes. These expenses are to be paid by the Clerk of the Circuit Court reimbursable by the State. Guidelines for payment of these expenses:

- a. When the court has directed that the jury be kept together, due to deliberations, sequestration, or an extended voir dire, meals and/or lodging may be provided. The sheriff, when required by order of the court, shall provide juries with meals and lodging to be paid by the Clerk of the Circuit Court.
- b. Lodging should be paid only if appropriate, such as when the jury is sequestered.
- c. Reasonably priced meals should be obtained for jurors. A statement of justification is required on invoices for meal reimbursements that are substantially above the standard state employee allowance for meals: \$6 for breakfast, \$11 for lunch, and \$19 for dinner, as prescribed in Section 112.061(6)(b), F.S.
- d. A reasonable tip or gratuity may be paid when jurors are restricted in movement, such as being sequestered or when requiring an escort by the bailiff, for the purpose of obtaining a meal when such meal is served by waiters or waitresses.
- e. Transportation costs must be borne by the county. This includes the cost of transportation to relocate a jury from one county to another.
- f. No other jury related costs are reimbursable by the state. All costs associated with the bailiff or other Sheriff's office personnel must be borne locally.
- g. Any additional unique expenditures for meal and/or lodging may be addressed on a case by case basis by CCOC. (Note: The other policies above are require by Florida Statutes. This policy is not.)

CCOC Jury Management Operational and Financial Reporting Policy and Procedure

Jury Management Cost Reimbursement and Financial Reporting

- 1.) Jury Management Cost Reports are to be submitted to the CCOC on a quarterly basis by the 20th of the month following the end of the quarter. (Ex: July, August, September period– Due October 20). Submit the report as an attachment to reports@flccoc.org.

The quarterly report will capture actual jury management cost in the following categories:

- a. Clerk Personnel Cost
 - b. Clerk Operating Cost of maintaining the Jury Management function from the Summons process through final juror payment
 - c. Juror Payroll / Payment (per S. 40.24, F.S)
 - d. Juror Meal Cost (per S. 40.26, F.S.). Following the Public Official / Employee meal rate guidelines set forth in S. 112.061(6)(b), F.S.
 - e. Juror Lodging Cost (per S. 40.26, F.S.)
- 2.) CCOC will prepare and submit a statewide summary per county to the Justice Administration Commission (JAC) by the first day of the subsequent month which the reports were submitted. The report submitted to the JAC will reflect a projected expenditure amount by each Clerk by the expenditure categories listed above.
 - 3.) Upon approval, the JAC will forward the jury management cost data to the State's CFO to be used as a "pool" for quarterly reimbursements to each of the Clerk offices.
 - 4.) Any further jury management expenditure records such as payroll data, etc. should be maintained at the local level.