

**CCOC EXECUTIVE COUNCIL  
MEETING**

**JUNE 27, 2016**



**CCOC Executive Council**

**Agenda**

**Date:** June 27, 2016; 3pm EST

**Location:** Rosen Shingle Creek, 9939 Universal Blvd., Orlando, FL 32819

**Meeting Room:** St. Johns Room 33/34

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**  
13<sup>th</sup> 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
Roll Call.....	CCOC Staff
Approval of Agenda and Welcome .....	Sharon Bock
1) Approval of February 16 <sup>th</sup> and April 5th, 2016 Minutes .....	Ken Burke <i>Pages 2- 23</i>
2) Treasurer's Report .....	Ken Burke <i>Pages 24-29</i>
a. CFY 15/16 CCOC Office Budget and Expenditures	
b. Proposed CFY 16/17 CCOC Office Budget	
3) Report from Committee and Workgroup Chairs	
a. Budget Committee – <i>Pages 30-52</i>	
b. Performance Improvement and Efficiency – <i>Pages 53-124</i>	
c. Financial Analysis and Enhancement Workgroup – <i>Pages 125-131</i>	
d. Legislative – <i>No Materials</i>	
e. Funding Technology Workgroup – <i>No Materials</i>	
4) Report on Clerks' Trust Fund .....	John Dew <i>Pages 134-135</i>
5) Update on TCBC Issues.....	Ron Ficarrotta <i>Pages 136-139</i>
6) Presentation to Outgoing Council Member	
7) Swearing in of Newly Elected Council Members	
8) Other Business	

**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."

# MINUTES FROM PREVIOUS CCOC EXECUTIVE COUNCIL MEETINGS

February 16<sup>th</sup> and April 5<sup>th</sup> Meetings

## JUNE 27, 2016

**MINUTES**  
**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**TUESDAY, FEBRUARY 16, 2016 3:30 PM EST**  
**EXECUTIVE COUNCIL MEETING**  
**Embassy Suites, Lake Buena Vista South, Kissimmee, FL (Magnolia B)**

The February 16, 2016 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Sharon Bock at 3:33 pm. Chair Bock asked Mary Baker, the Executive Assistant, to call roll. Council Members present were the Honorable Sharon Bock, Honorable Ken Burke, Honorable Ron Ficarrota, and Honorable Paula S. O'Neil. The Honorable Stacy Butterfield, Honorable Harvey Ruvin and Honorable Kyle Hudson were present via phone. The Honorable Bob Inzer, Honorable John Crawford, Honorable Tim Sanders, and Honorable Neil Kelly were absent and had previously informed the Chair that they were unable to attend. Chair Bock asked if there was enough present for a quorum and Ms. Baker replied that there was not enough for a quorum. Chair Bock thanked everyone in the room for coming. She explained that there was enough for a quorum on Friday, but as of late Friday the House Judiciary Appropriations called a meeting and asked the CCOC and the FCCC to be present. John Dew, the Executive Director of the CCOC, Clerk Carolyn Timmann, the Legislative Chair and Clerk Stacy Butterfield, the Finance and Budget Chair were asked to be present. This meeting ended at 11:30 AM this morning and the members were on their way from Tallahassee, FL. The meeting was postponed from 3:00 PM until 3:30 PM. The by-laws state that there has to be 5 members in person at the meeting for a quorum. Chair Bock asked that a motion be made to change the agenda categories to those presenters that do not have motions to be first and those with motions will be later when Clerk Butterfield, the fifth member, arrives. The motion to adjust the agenda was made by Clerk O'Neil and seconded by Clerk Burke. Vote was taken and the motion passed unanimously.

**UPDATE ON TCBC ISSUES**

Judge Ficarrota opened by saying that his colleagues on the TCBC and the CCOC need to continue to work together as the adverse situation in Tallahassee affects both organizations. He stated that the TCBC held a meeting on January 8, 2016 in Tampa, Florida. It was a pre-legislative session. There is going to be a \$5 million reduction in their general revenue authority. They are facing the same challenging situation as the Clerks are. They continue to monitor the legislative activity in Tallahassee. The TCBC's main issues are:



1. Employees – seeking recurring salary dollars to complete the equity and retention. It has not been funded.
2. Trial Court Technology – securing a Case Management system – It has partially been funded.
3. Court interpreting – requiring new certification requirements and has partially been funded.

On January 27, 2016 Chief Justice Labarga requested a loan for \$6.3 million to cover this year's shortfall in the State Court Revenue Trust Fund. The next TCBC Meeting is April 12, 2016 in Orlando. Information can be found on the website. He is continuing to monitor an issue regarding the transfer of \$11.7 million to the JAC budget for jury management, juror payment and juror meals. In the 9<sup>th</sup> Circuit they administer those details and are trying to determine how that is going to affect others. It is his understanding that the Office of State Court Administration is working with John Dew and Fred Baggett on this particular issue. That ended his report and Chair Bock thanked him and asked if there were any questions. There were no questions.

### **TECHNOLOGY WORKGROUP**

Clerk Peacock thanked Chair Bock and presented his report. Since his previous report, he has sent out a survey to ask Clerks how the loss of the usage of the 10% for technology will affect them. The Workgroup met and came up with a model, but with the state of the operational budget they did not want to muddle up what was being worked on by the FCCC and the people handling the Legislative operational budget issues. He feels that they can come up with a basic number from last year's budget for Technology that came out of the 10%. Currently, with the Workgroup working on the maturity model of services and how technology is applied to the services, it will give something to identify as a cost of certain technologies and processes. With that knowledge, the workgroup will be able to go behind the maturity model and apply real dollars to projects and give a statewide number that can be counted on as a good number for technology costs. Then the workgroup can look at the funding sources. Clerk Peacock appreciates the confidence that the Council has in him and thanked all that have helped him. Chair Bock stated that it has been difficult for Clerk Peacock because the LBC decided to wrap the 10% into the Clerks' operational budgets even though the Clerks have the statutory right to collect the 10% amount. The 10% amount was taken off the appropriated amount and added on to the operational budget. She continued that over the last four or five years, the Clerks have been able to meet the state mandated technology requirements because a majority of Clerks were using the 10%. When Clerk Peacock and his committee have enough data, they can tell what the actual cost is for the mandated technology. Then the Clerks' budgets will be looked at and noted if there is enough money to perform the duties. The number will

become very important because there is an enormous expectation and we heard today that the House Judiciary Committee asked Clerk Rushing about the use of technology and how it will allow Clerks' budgets to decrease. It would be logical if the Clerks had the money for technology and also if there was a big system that was all paperless, but there is a dual system with both paper and an electronic system. Chair Bock thanked Clerk Peacock for his report.

Clerk Butterfield and Mr. John Dew arrived at approximately 3:50 PM. Clerk Butterfield is the fifth voting member present. This will allow the Council to return to the agenda with motions.

Chair Bock asked Clerk Burke to give his report.

### **APPROVAL OF MINUTES – October 6, 2015**

Clerk Burke began with the minutes from the October 6, 2015 Executive Council meeting that needed the Council's approval. The minutes start on page 3 and go on to page 18 in the packet. Clerk Burke made a motion to approve the minutes. Clerk O'Neil seconded the motion. The vote was called and the motion passed unanimously.

### **TREASURER'S REPORT**

Clerk Burke continued with the Treasurer's Report. He pointed out that the first four months of the CCOC financials show the overall picture. This is 33% of the year and only 23.38% of the budget has been spent. The budget is in good shape. The audit for the last fiscal year is from page 21 through 49. The audit presents an unmodified opinion which is the highest opinion that can be received. Other things that need to be looked at was cooperation of the Management and items observed that were irregular. The cooperation was good and there was no irregular items. He stated that it is very important that the CCOC have a good financial record and Clerks should be proud of this audit. He complimented the staff for helping to make this happen. Clerk Burke moved that the audit and Treasurer's report be approved. Clerk O'Neil seconded the motion. Chair Bock asked if there was any discussion. Hearing none, the vote was taken. The motion passed unanimously.

### **BUDGET COMMITTEE**

Chair Bock called upon Clerk Butterfield to give the Budget Committee report. Clerk Butterfield thanked the Chair and began on page 51 of the packet. The Budget Committee met via a conference call

on December 9, 2015. The committee approved a request from the Union County Clerk for spending authority of unused local 10% dollars in the amount of \$12, 671. The Clerk's Office in Union County had signed a contract prior to the end of the 14-15 year, but there was a delay. They came before the committee and committee approved it. At this time, Clerk Butterfield stated that money was there in the budget authority and she made a motion that Council approve this request. Clerk Burke seconded the motion. Chair Bock asked if there was any discussion. Hearing none, the vote was taken and the motion passed unanimously.

Clerk Butterfield noted that the Budget Committee discussed the North Highlands Consultant Report, Phase 1 and CCOC was working on Phase 2, Revenue and the Cost Drivers. Clerk Butterfield asked the Chair if she could give an update on the final conclusion and findings by the North Highland Group related to Phase 2. In Phase 1, the findings were that yes, the Clerks' cases are down and were down by 14% over the last 5 years. However, the Clerks' workload was not. In Phase 2, the focus was on revenue and cost drivers that affect the Clerks statewide and the differences among the Clerks. The findings were that the revenues are primarily driven by case type mix and volume as well as economic factors, legislation and the judiciary. The report clearly delineated that the highest revenue in volume is from traffic cases which has the lowest workload. Criminal cases are the highest workload and are lowest in revenue. And as the cases have declined, over 67% of the decline is related to civil traffic cases. The report goes further to say that civil traffic cases are a primary determinant in the amount of revenue and also whether Clerk's office is a funded or a depository county. To take it one step farther, in a county where there is more incorporated area than unincorporated is also a cost driver of civil traffic cases. Unincorporated areas get a larger portion of the same traffic fine as an incorporated area. Other cost drivers are legislation and administrative orders. And to point out again, revenues are largely out of the control of the Clerks. On the expenditure side, the consultant group had the same findings that most of the Clerks' costs are out of the control of Clerks. The cost drivers are the case mix and volume. On the cost's side, 90% of the Clerk's funding is made up of employee salary and benefits. There has been a significant increase in employee health benefits. Criminal cases are a big part of the cost center. The bottom line is the report was well received and augmented the workload study of Phase 1 to say cases are down, workload is up. The drivers that impact the revenues and expenditures are out of the control of Clerks. Both reports were submitted to the Legislature. Phase 1 was sent in November and Phase 2, December 31<sup>st</sup>. Clerk Butterfield thanked Clerks and their staff who participated in both phases. She felt the information in Phase 1 and 2 complimented the work that the CCOC's Performance committee had already worked on long before we had a consultant. Mixed cases were discussed by the PIE Committee. Cases are very different. The idea of mixed cases was validated by the

study. It is hoped that the basis started by the PIE Committee and the Consultant report will move forward in the Budget process.

Chair Bock commented on the outstanding job Clerk Butterfield had done getting the report out on time. The information was correct and was completely validated by a 3<sup>rd</sup> party.

Clerk Butterfield reported on two more items from the Budget Committee. The Budget Committee discussed the current budget situation that is being faced for the 15-16 CFY. The committee talked about potential methods to improve the budget model and budget process that will be used for the 16-17 budget cycle. The committee agreed to form a workgroup of staff and Clerks. Clerk Smith is heading the workgroup. Staff is talking about those items that they want to look at and implement for the next budget cycle. They will also be taking into account what the PIE Committee and the Financial Analysis Workgroup have done. The budget cycle will be beginning shortly with the instructions going out in mid-April. The Workgroup was formed and has met several times and will continue to meet.

For the last item, the Budget Committee talked about the presentation done by Doug Isabelle as to why the Clerks' revenues are down. Clerk Butterfield thought there was good information that should be presented to the Executive Council. Mr. Isabelle was asked to give his presentation. His presentation slides were found on pages 54 to 140 in the packet. The presentation covers revenue streams and how they impact the Clerks.

Chair Bock thanked Mr. Isabelle for his report and asked if there were any questions. Clerk Irby asked if this presentation was given to the House Judiciary Committee. Mr. Dew commented that it was good information since it is public information. It will help explain the revenue drop when the Trust Fund information is given later.

Clerk Butterfield announced that the Budget Committee will be meeting most likely March 14 or 15, 2016. Session will be ending March 11 and we are hopeful that funding issues will be addressed. Chair Bock thanked Clerk Butterfield and called upon Clerk Green to give the PIE Committee report.

## **PERFORMANCE IMPROVEMENT AND EFFICIENCY (PIE) COMMITTEE**

Clerk Green stated that there was a great deal going on with the committee, but first there were three reports that needed Council approval. These were (1) CFY 14/15 Quarter 4 Performance Measure Action Plan; (2) CFY Annual Performance Measure Action Plan; and (3) CFY 14/15 Collection Agent Action Report.

1. CFY 14/15 Quarter 4 Performance Measure Action Plan (Page 81) – Clerk Green noted that out of the 4<sup>th</sup> quarter reporting, action plans increased by 16 from quarter 3 to 4. This was anticipated due to reduction in staff. On collections from Q3 to Q4, overall collections declined

by 5.81%. Most of the decline was in the circuit criminal division specifically to the mandated drug trafficking assessment. Thirty-six Clerks' offices required an action plan for not meeting the civil traffic collection standard. Forty-seven Clerks' offices required an action plan for not meeting circuit and county criminal collection standards. There was an expectation that these standards would dip a little. Not only is a standard not being met, but also that standard is shifting into a decline. Clerk Burke had asked about drug trafficking standard analysis at the last Council meeting. If drug trafficking was taken out, how would that affect the collections. An analysis on Peer 6 was done by Mr. Isabelle and staff. For example, in Broward with drug trafficking it was 10%. With drug trafficking out, they went up 11%. Dade at 10.3% went up to 12.3%. Hillsborough was at 3.6% and went up to 13.2%. Orange would be 8.3% and they went up to 22.6%. You can see if drug trafficking is taken out, the Clerks do much better at collections. That was the end of the report and Clerk Green asked for a motion to approve and post the report to the CCOC website. Clerk Butterfield made the motion. Clerk O'Neil seconded. Chair Bock asked if there was any discussion. Hearing none, vote was taken and the motion passed unanimously.

2. CFY Annual Performance Measure Action Plan (Page 99) – Clerk Green had several points to highlight. There were 504 Action Plans for the whole year. That was actually a decrease of 23 from the year before. Collections were decreasing from 68.5% down to 67%. At the end of the year, 3 of the 9 court divisions' collection standards were not achieved. That would be circuit criminal, county criminal and civil traffic. The economy and payment plans (late payments and/or long term payment plans) were the most cited reason(s) for not meeting the traffic performance standard. A reminder that the first quarter is the beginning of identifying action plans as being an internal or an external factor for meeting standard performance measures. If it is an external factor, a better job of identifying those things that are out of the Clerks' control to collect. Internal factors allow the Clerks to better control factors that affect collection and what steps that can be taken to rectify the matter. The Q1 report is due at the end of March. On the docketing cases timely, Clerk Green wanted to highlight that there was an increase over last year from the beginning of the year. It was noted the insufficient personnel was one of the main reasons it was taking longer. Ironically, filing cases timely decreased and a pattern of where the time is being put towards one effort to accommodate that standard and neglecting another is being seen. Clerk Green asked for a motion to approve the report and post it on the CCOC website. Clerk Ruvin made the motion which was seconded by Clerk Butterfield. Chair Bock asked if there was any discussion. Clerk O'Neil had a question

about how Operation Greenlight affected the fact that collections were lower than the preceding year. Clerk Green stated that if Operation Greenlight had not been done the collections of revenue would have shown a larger decrease. Even with the boost from OGL, the Clerks were kept from meeting their standards. Clerk Green clarified that it was not less money but less of a percentage in collecting. Chair Bock stated that there may be other important elements that are not being measured that need to be looked at. Clerk Green agreed and said the PIE Committee wants to look at the back-end items that are not being measured such as wait times, calls coming in taking longer to answer, customers on hold longer, etc. Clerk Green stated that she would talk about this when she talks about the analysis of the "Betty Book". This may be a great input into identifying what other important things that Clerks do that are key indicators of the services the Clerks provide and how the PIE Committee can measure them. Clerk O'Neil stated that one of the biggest concerns is staff working so hard and no end is in sight. She noted that she had staff that had left because of the pressure. She would like to see this addressed as well. Clerk Green also wanted to note that the committee was going to look at the payment plans and their performance. Chair Bock stated that there was a motion and second on the table. The vote was taken and it passed unanimously.

3. Collection Agency Report (Page 110) – Clerk Green indicated that this report was returning. This report was in existence in 2007-2008. The first submittal of the report was asked to be returned by December 15, 2015 and there was a 100% completion of the report. From 2007/08 to current, Clerks have been doing all they can internally and externally to send items to collection agencies. In the seven years since the report, there has been an increase in contracts with collection agencies, 74 to 101. In 2007-08, there were only six Clerks' offices that contracted multiple collection agencies. Now there is 26. Criminal accounts in 2007-08 with the collection agencies was \$81 million and today it is \$607 million. Those that have been sent to collection agencies seven years ago was \$7.3 million and now it is \$24.6 million. Clerk Green has noticed that there is a big shift in Clerks proactively sending accounts to collection agencies in order to collect the revenue. Civil traffic is up from \$76 million to \$115.7 million. Clerk O'Neil made a motion to approve the Collection Report. A second was provided by Clerk Butterfield. Chair Bock asked if there was any discussion. Mr. Isabelle wanted to add a footnote to the Collection Report that says, "These numbers are not audited. Total collections during the reporting period could be from assessments made in prior years. This may not be an accurate reflection in the collection rate performance." Clerk Green continued that Clerks

would work with their finance staff in their offices to see if they can figure out how to get closer to a true picture of what was sent and what was returned. The PIE Committee will continue to work on the report and make it better and better. This is only the first round. Chair Bock noted that there was a motion and a second. Vote was taken and the motion passed unanimously.

Clerk Green added a couple of updates. First, she wanted to acknowledge Don Barbee and his hard work on the Financial Analysis and Enhancement Workgroup. He stepped down for personal reasons. Chair Bock has asked Clerk Kellie Connell to join and take the lead chair on the Financial Analysis Workgroup. Clerk Connell has agreed to be the Chair. A Workgroup meeting is trying to be scheduled. The first item to be addressed is the weighted workload measures that Clerk Butterfield eluded to. The workgroup started working on this last year. An analysis by the workgroup was done to try and look at subcase types to determine if one is easier to work than another. The workgroup started looking at case counts and the weighting of the work associated with the cases and case counts to get a better picture across all offices as to their work needs. Ironically, the workload project came along and validated the path that we were going down. The workgroup was able to take that information and layer that over some of the work of the workgroup has done to come up with the weight load measure. This was shared with the Budget Workgroup. This gives them a tool to use to look at continuing cases at a Clerk's office to determine what kind of work is going on in their office, what are the case types and the workload associated with those case types, and what FTE's are needed to handle that workload which drills up to our budgetary needs. When the North Highlands Consultant did the study, they used the dated "Betty book" as a benchmark to try and determine all the things associated to a potential case or subcase type. One of the things that the workgroup is going to be doing immediately is the revision of the "Betty book". This is going to have multiple positive outcomes. It is going to help with the weighted workload measure and to help identify the current workload in an office. Also there are some data elements in the Association's CCIS 3.0 that will help with the case counts. The PIE committee and the workgroup will be looking into that data to see if it will help with the case and subcase counts. Clerk Green also mentioned the Collection Agency Report training. Mr. Isabelle verified that there would be four training sessions, two in February and two in March. The training will be online.

Chair Bock thanked Clerk Green for her hard work and called upon Clerk Timmann to give the Legislative Committee report.

## LEGISLATIVE COMMITTEE

Clerk Timmann began by recapping today's events. The Legislative group was quickly set to present to the House Justice Appropriation Committee. This being their last meeting, it was very important. They were provided an opportunity to give a presentation on Clerks' budget issues, workload study, and suggestions to resolve the Clerks' funding problem. Clerk Rushing gave the presentation. Being on the end of the agenda there was concern about the amount of time that would be given, but plenty of time was given. There were many questions from the members with some that need to be followed up on. Clerk Timmann will be working with the FCCC on those questions Clerk Rushing did not have the answers for. Questions included staff reductions, exact numbers and why; Trust Fund questions, Clerks order of being paid (Clerks paid first or the Trust Fund); electronic records on appeal; new requirements from the Court, such as PDA and some of those components. Clerk Timmann felt that there was still some concerns from the Chairman about some of the Clerks' issues. His question was on the staffing issue. This goes back to some of the questions asked by the House staff. However, she feels more of the legislators are understanding the Clerks' side. They are understanding from the workload report that e-filing is not the solution to all the problems. They understand that it actually increased the Clerks' workload with redacting and online viewing. That is a huge switch because of the advocacy shown by Clerks and all the information that has been provided. It was the attorneys on the committee that understand that now. It was the attorneys that could see the good side of e-filing for them and not the back end work of the Clerks. She acknowledged that Barney Bishop of Smart Justice stood up and spoke on the importance of Clerks' record keeping and providing quick access to those records.

Clerk Timmann turned to speak about the Senate and the jury funding of the \$11.7 million that the House put through as the appropriation attached to the bill reimbursing Clerks for their jury costs. It came out narrowly written for direct cost for meals and the payments to Clerks for their service. But at the same time, they put an \$11.7 million fiscal note on it. This did not match up with cost. The House worked on this and amended the bill to include operations and personnel which moved it up to the \$11.7 million mark. Originally, it was supposed to run through the Justice Administrative Commission. They had concerns about the workload and now as it is currently amended, the CCOC will have a role in the review of personnel and operations cost. The direct pass through on the meals and juror payment cost is a lot less labor intensive for the JAC to handle. We will continue to work with them and make sure that it is the most efficient process. Clerk Timmann wanted to make a note that it was heard in the House, it was heard in the Senate, this was our opportunity as Clerks and as the CCOC to show what a good job we can do on reviewing all the requests coming in from the individual counties. We have been asked to prove and show



how efficient we can be by Senator Negrón and Senator Lee. That will be up to the CCOC even on the juror personnel and operations costs. We can prove that we can review and provide all the information and back up. We need to show that we are doing all we are supposed to do.

In the Senate, there were two appropriations that came through Senator Negrón's sub-committee. One was a non-reoccurring, onetime payment of \$12.9 million towards the deficit. The other is \$10 million in reoccurring that is held to supplement fees and fines. Even though there is going to be questions if that is going to be enough, this puts us in an excellent position moving into the budget conference. Last year there was nothing in the House or the Senate, we were not part of the conference. Now we are significantly part of that process.

Clerk Timmann will be pulling all this together to get out to the Clerks. She will also be working on getting information to the Legislators that asked questions. She asked the FCCC to transcribe the questions that were asked by the Legislators and our responses so far.

This year there was an expanded team. There have been finance personnel from the Clerks' offices to assist the Legislative Committee in the fiscal analyses on the different bills both upon the request of the Legislature and also as we see merging issues. They were looking at amendments and their fiscal impacts and how they could be resolved. The finance teams have been amazing. Sometimes their turnaround time was 24 hours. And this was really appreciated.

Clerk Timmann concluded the Legislative summary and asked if there were any questions. Clerk Burke wanted to comment that Clerk Rushing did a wonderful job today. He continued with a comment about caseloads going down and workload increasing. He felt the group did a good job of pointing this out. His office sends people to serve Judges at the court sessions. There is as many court sessions as there was 3 or 4 years ago when the case count was higher. There is no reduced sessions. We provide a court clerk in a courtroom, every court session. If the court sessions have gone down, then it would make sense that the workload has gone down. But that has not happened. There are more State Attorneys and Public Defenders around the State than there was 3 or 4 years ago. Those are the people that engage us the most and require a lot of the services. We are serving the people in the area and judicial partners and those numbers have not gone down. If you compare each of these areas today with yesterday, the work is still there. The work his office does with a file has gone up with redaction. We are part of a system. Clerk Timmann added that there was a chart that showed that State Attorneys, Judiciary, Public Defenders have not gone up significantly in numbers, but on the flip side of that it was pointed out that local judiciary orders in some circuits require Clerks to attend more proceedings than they used to especially the special courts.

Chair Bock asked if there were any other questions. There were none. She thanked Clerk Timmann for her hard work and analysis to the CCOC. Chair Bock would like to see a log of the questions that Clerks have been getting from both the House and Senate sides and the CCOC staff would provide updates. Then the staff would update the Legislative staff and Legislators periodically. Also it would show the common thread that they are asking us. Clerk Timmann agreed that was a very good suggestion. The questions could be compared and cross matched and this could be sent out to the Clerks. It will show which Legislators are asking the questions and the local Clerks could reach out to them.

### **REPORT ON CLERKS' TRUST FUND**

Chair Bock asked John Dew, Executive Director of the CCOC to give his report on the Clerks' Trust Fund. The report can be found on page 121. The good news is that we have a little over \$2.3 million in the Trust Fund. The bad news is this week \$2,095,000 will be sent out to the funded Clerks for their January payment. So you can see that we are behind. Unfortunately, the reality is unless there is additional revenue provided by the Legislature, each month is going to get worse. Mr. Dew is projecting starting next month, there may only be approximately 60% of the revenues to send out to the funded Clerks. Mr. Dew also mentioned that the REC met in December and re-projected the revenues from their previous conference of a shortfall of \$17 million. It went from \$416.8 million to \$400.2 million. That is less dollars available to Clerks, a 4% decrease. The CCOC staff projected the number a little lower. The staff sees a potential range of anywhere from \$383 million to \$398 million. Mr. Dew stated that we have not seen the bottom yet. The 10% fines which were not part of the budget process are projecting \$31.1 million to come in this year. This comes from what was left over from last year and the collections of \$20 million. The 10% dollars should be there. Finally, at every Council meeting, the Revenue in Case Trend is compared to the number of cases by divisions and the overall revenue. Revenue is down by 5% in 14/15 compared to the previous year. Cases are down by 6%. Again, by the type of cases we cannot say that workload is down. Mr. Dew ended his report and stated that he was ready for any questions. Mr. Burke asked when the budget will be approved and if there is any relief for the Clerks. He also asked what the earliest date for access to the money would be and how much time has the Governor to sign or veto the budget? Mr. Dew said this would look into the answers to the questions. Mr. Boyd confirmed he would get the answer.

Mr. Dew continued with the last order of business. He wanted to bring to the Council's attention that the Executive Committee of the CCOC met and went over the contracts. There were five contracts and the amounts of the contracts are found on page 140. Mr. Dew wanted to bring this to the attention of the Council if there were any questions.

Chair Bock asked if there any questions for Mr. Dew. Seeing none and hearing none, she thanked Mr. Dew.

### **OTHER BUSINESS**

Chair Bock asked if there was any other business. Clerk Burke stated that something that has been on his agenda for two years and has been accomplished. In the program at the back it has that CCOC funds the Clerks' education. This is a start in the right direction. He thanked Mr. Dew. Clerk Butterfield said that the answer to the question about the Governor's time to sign the budget is 15 days.

Clerk Ruvin made a motion to adjourn the meeting. Clerk Butterfield seconded the motion. Vote was taken and passed unanimously. Chair Bock thanked all for coming.

**MINUTES**  
**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**FRIDAY, APRIL 15, 2016 2:00 PM EST**  
**EXECUTIVE COUNCIL MEETING**  
**TELEPHONIC**

The April 15<sup>th</sup>, 2016 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Sharon Bock at approximately 2:03 PM, who welcomed and thanked members for attending the Executive Council Meeting. Mr. John Dew, Executive Director called roll. Council Members present during the meeting were the Honorable Sharon Bock, Honorable Bob Inzer, Honorable Ken Burke, Honorable Stacy Butterfield, Honorable John Crawford, Honorable Tim Sanders, Honorable Judge Ron Ficarrota, Honorable Neil Kelly, Honorable Harvey Ruvin, and Honorable Paula S. O'Neil. The Honorable Kyle Hudson was not present. Mr. Dew informed Chair Bock that there was a quorum.

Chair Bock noted that the agenda has been made public and this is a public meeting. This meeting is to go over the recommendations of the Budget Committee that met on April 5 in Orlando, FL. The agenda once again is cutting the Clerks' budgets due to the fact that there is not enough revenue to sustain the budgets that were approved. Chair Bock asked Clerk Butterfield to provide the Council with the recommendations so they could vote as the CCOC Executive Council.

Clerk Butterfield stated that the April 5<sup>th</sup> Budget Committee meeting was a follow-up to the March 14<sup>th</sup> meeting. At the March 14<sup>th</sup> meeting, the Budget Committee discussed the situation that it appears based on the revenues that were coming in this year and the revenue projections that there would not be enough revenue to support the budget that had been approved. The Committee discussed options and decided first to go to the Clerks and ask for their projections that the CCOC projected based on revenue trends and different methodologies. The Committee decided on a very conservative one and they would meet again on April 5<sup>th</sup>. All Clerks responded to the revenue projections they were given. They either

confirmed the projections or gave another projection that they were asked to substantiate why their projection was different. The CCOC Trust Fund started with a budget of \$417 million and excluding the 10%, setting that number aside. The revenue projections that came in from Clerks was \$381 million, \$381,394,099 to be exact. Then you add \$4.8 million in revenue carried forward from the previous fiscal year and add the \$12.9 million that the Legislature did provide the Clerks from GR. This is not a long term solution, but a partial solution for this year as well as a provision for jury reimbursement. By the April 5<sup>th</sup> meeting, there was additional information from the JAC to indicate that the amount of revenue per quarter for juror reimbursement would be capped at the \$2,925,000. On page 2 of the materials, that is a grand total of resources available, excluding the 10% of \$402,019,152. The number had to be compared to the CCOC Trust Fund Authority of \$417 million that leaves a shortage of \$15,061,315. The Budget Committee talked about methodologies for cuts at both the March 14<sup>th</sup> and the April 5<sup>th</sup> meetings. Clerk Butterfield thanked all the Clerks for their input. They received many comments from Clerks between these meetings as well as at the meeting on April 5<sup>th</sup>. Clerks recognize that they wanted a different outcome, but at this point they have to deal with the situation. Looking at methodologies, Clerk Butterfield would like the Council to hear a summary from the meeting with the Budget Committee members. It is simply that when the budget was approved for the year we are in last summer, the Clerks submitted their budgets based upon needs. Then the committee started their work with the CCOC staff doing an analysis and then the committee looking at each Clerk's budget and made recommendations. The committee made decisions from a tentative budget and each Clerk had an opportunity to come to the committee. Many Clerks presented information to the committee and decisions were made. The whole process was vetted and because of that, the Committee felt that at this point to be fair and to deal with this cut, it was an across the board cut. If we all went through the process to establish this budget, then at this point the across the board was the most appropriate method. The recommendation before the Council today is a 3.61% cut across the board and the results of that are on pages 3 and 4 of your materials. Clerk Butterfield made a motion to approve the Budget Committee recommendation to cut the budget by 3.61%. The details of which are included on pages 3 and 4 of the materials. Chair Bock said that there is a motion and Clerk

Inzer seconded it. Chair Bock opened the call up for discussion starting with the Executive Council members. Hearing no questions, the line was opened to others on the telephone conference. Clerk Tim Sanders commented that this budget is cutting to the bone for the Clerks of this state. He noted that the budget cut was going to be hard for the small counties that have limited staff and any reduction would be catastrophic. He suggested a 1.8% for small counties. Chair Bock thanked Clerk Sanders. She wanted those to know that the Budget Committee process was very extensive and many small counties spoke of their needs. There is not a single Clerk in the state that does not understand how small counties work compared to larger counties, however the consensus was hours long. The issue is that if in fact we treat some Clerks differently, every Clerk is in exactly the same position and that means that some Clerks would have to take more of a cut. And as you can see that the number of funded clerks is growing and the number of depository clerks is getting smaller. Chair Bock noted that she understood, but the Budget Committee fully vetted this. Chair Bock asked Clerk Butterfield if she had anything to add. Clerk Butterfield just wanted to reiterate the point that there was extensive discussions about this very issue. Clerk Sanders stated that he appreciated the work of the committee, but he had to say this on behalf of the smaller counties that he represents. Clerk Butterfield thanked him and stated that she understood and noted that the middle and large counties will be feeling this too.

Chair Bock recognized Clerk Matousek of Volusia County. She stated that the weighted workload should be taken into consideration. Clerk Matousek believed that the counties below the workload standards should be held harmless and the counties operating above should receive the cuts. She stated this at the April 5<sup>th</sup> meeting that whether it is a small, medium or large county, the across the board cut unfairly penalizes the Clerks who have taken measures to make their operations efficient. She continued that to take across the board cut and not cutting the Clerks that operate above the standards is what makes the legislators and others suspicious of the budget process and it hurts the Clerks' credibility. Clerk Butterfield asked to be recognized. She said that the Committee had taken that concept and under another agenda item that process is going to be used for the next budget process and is going to take the weighted workload measure even further. Next year's process will be discussed at the end of

this meeting. But for this, across the board cut is the only appropriate measure. Clerk Matousek agreed, but something needs to be done that is fair. Clerk Inzer asked to speak. He stated that the Budget Committee has tried for years to treat the Clerks equitably. And every year it is recognized that there are a variety of factors. He said that if you take just the weighted workload measure, it would be a 50% cut for Lafayette County and that is one of the counties with 6 or 7 employees. Clerk Matousek stated that she was asking for the process to be scrutinized and that there are extenuating circumstances that should be considered. Chair Bock thanked Clerk Matousek for her comments. Chair Bock noted that there was a motion and a second. Vote was taken and the motion passed unanimously.

Chair Butterfield continued with other business from the Budget Committee. On page 7 of the budget materials, there are several actions to bring before the Council for approval. She began with number 1 on the list and all these refer to a page number in parentheses. That page number is the meeting materials from the April 5 Budget Committee meeting and those are also included in your packet for reference. In the meeting on April 5, there was a motion made for the CCOC staff to work with the FCCC to develop options to present to the Legislature about collecting more data on costs and cost structures to be able to make better comparisons between counties. As a committee, it was talked about the need to collect additional data from Clerks during the budget process and to be able to run additional analysis for those comparisons in those peer groups that can substantiate those cost comparisons. Clerk Butterfield noted that this year there was a study that pointed out a number of things that were differences among Clerks. It also pointed out a lot of drivers. Most of those drivers on the revenue side and the cost side were identified that were out of the control of the Clerk. It also pointed out that the cases as they decreased were not an indicator of workload. So we are trying to get to workload. Workload does not equal revenue. There is additional information that can be used in those analyses to make those comparisons. This is because there are a lot of things that are perceived as differences among the Clerks and there may be actual data that supports why this costs more here and not here. Clerk Butterfield stated that this is the motion. She asked Chair Bock if the Council wanted to vote on each or all together. Chair Bock said that she wanted to do them all together because they all had a similar connection.

Clerk Butterfield continued with number 2. There was a motion from the Committee moving forward to work with the FCCC to make a formal request to the Legislature to determine what information is expected from Clerks so the Legislature will feel comfortable that they do have the actual objective data to be able to see and provide the Clerks with the funding. Clerk Burke asked that the word "staff" be removed from that. Clerk Butterfield agreed to take that off for this motion. It will say CCOC will work with FCCC to make a formal request to the Legislature to determine what information is expected to be provided from Clerks.

Clerk Butterfield continued with number 3. This says CCOC staff also to work with FCCC to study factors impacting revenues. The revenue is continuing to decline so there is an action item. Clerk Burke asked that "staff" be removed and that it is Clerks and staff that are working on this.

On number 4, the Committee brought forward a number of suggestions from a Budget Workgroup. They are listed on page 32 -33 in the materials.

As far as the budget process for 16-17 which goes along the number 5, no changes but additional forms with supplemental information is what the Committee is asking for. These need to go out to the Clerks.

The 6<sup>th</sup> item is that we ask a workgroup to be established to vet details regarding the juror program reimbursement that was provided by the Legislature. Clerk Butterfield is quite happy that was provided, but this needs to be worked on. Clerk Vick and Clerk Inzer have volunteered to work on that group.

Clerk Butterfield made a motion that Items 1-6 on page 7 be approved by the Council with the adjustments on numbers 1, 2 and 3 to say instead of CCOC staff but to say CCOC which would imply obviously that both staffs of the organizations will be a part of that. The motion was seconded by Clerk Burke. Chair Bock asked if there was any discussion.

Clerk Spencer from Santa Rosa County stated that we keep addressing costs and its impact on revenues. He said how revenue is going to be generated should be addressed. He does not see anywhere a statement on how revenue is going to be generated. He would like to suggest that be addressed especially in the budget process. Clerk Butterfield responded that is was the intent of the motion at the Committee to encompass all of that. It is anything that impacts a



Clerk's revenue. From the study by an independent source stated that most of the things that impact the Clerks' revenues are not in their control. An example that Clerk Butterfield gave was if the law enforcement has a change in their policies and procedures in traffic tickets, this impacts a Clerk's revenue. The Clerks' collection efforts which you are referring also are out of the control of Clerks with the actions of the Judiciary. Clerks are mostly driven by things that are out of their control and this impact takes into account both. Chair Bock added that in past years, the PIE Committee would break out into a subgroup and that subgroup would be tasked in making recommendations for the Legislature Committee to vet and review revenues. The CCOC's role is to provide that information to the Legislative Committee and then the FCCC's Legislative Committee. Chair Bock thanked Clerk Spencer.

Clerk Green made a comment about raising revenues and collections. She noted that the Financial/Analysis Enhancement Workgroup and Revenue Enhancement that was led by Clerk Kelly have been working on the minimum collections so that Clerks can communicate on what we have in our control. We have standards around them and we are measuring them. At this time, areas that we may enhance our revenue through legislative initiatives are being looked at and addressed. She stated that Clerk Spencer was ahead of the game with his collections and revenues and she is not sure how it would look like this across the state. The minimum collection standards is a way that we will be able to check off that Clerks are using the tools that they have available to them through the statutes and within their offices to show that they are able to impact revenues that are in their control. Clerk Spencer thanked Clerk Green, Clerk Butterfield and Chair Bock.

Clerk Inzer wanted to give a report on Number 6 that he and Clerk Vick met with staff and he feels the motion on the table needed to be amended. There are policies and procedures on page 58 of the materials that need to be incorporated into the motion for adoption. These need to be in place prior to our next Council meeting. If they are not adopted today, then a special meeting will be needed. He suggested they be adopted in concept. They will be vetted through a workgroup and delegate to the Chair Clerk Vick the ability to make modifications to this. This would be the amendment to the motion. Clerk Butterfield asked Clerk Inzer for a summary of his amendment. After hearing the summary, Clerk Butterfield amended her motion. Chair Bock

asked Clerk Burke if he agreed and he did. Chair Bock asked if there was a second motion, but Clerk Inzer said that it was not a motion but a concept he wanted everyone to understand. The concept is looking at the jury money as a source of funding instead of a separate budgetary process. So when the Clerks go through the regular budget process, all expenditures of the Clerk which includes jurors would be included. After everyone's allocation is approved, we will basically end up funding that total budget partially from CCOC's Trust fund and partially from the Jury money. Collectively it will support the entire budget. He just wanted everyone to appreciate and understand this methodology that will be used. Chair Bock inquired if this would require any change in Clerk Butterfield's motion. Clerk Inzer stated that he did not believe so because the worksheets done today encompassed all costs of the Clerk's office including jurors. So the weighted work load measures would incorporate that as well. Clerk Inzer stated that there is the jury money hanging out there. This becomes a source of funding and all the Clerk's total budget will be the one approved by the CCOC. Chair Bock asked Clerk Butterfield if that was alright with her and she stated yes, it was fine with her. Chair Bock reiterated that we have an amended motion and an approved second. She asked if there was any further discussion. Hearing none, Chair Bock called for a vote to the amended motion. The vote was taken and the motion passed unanimously.

Clerk Frank asked to speak. She said if you look at what the Clerks get to keep on fees and cost, it has not changed much. We should look at the workload study and ask the legislature to change those amounts and that would allow the Clerks to keep the money before it goes to General Revenue. Chair Bock thanked Clerk Frank and stated that there have been so many good ideas discussed.

Chair Bock asked Clerk Butterfield if there was any other business that she needed to bring to the Council. Clerk Butterfield stated nothing that needed a vote, but information she wanted to share.

Clerk Burke needed to leave and had two quick items. He publically thanked Judge Ficarrotta for his comments at the TCBC meeting last week about the plight of the Clerks' budgets. Judge Ficarrotta thanked Clerk Burke and stated that the TCBC and the CCOC are in the same predicament as far as budgets and they need to present a united front. He said that

Chair, Judge Mahon and Vice-chair Judge Roundtree both understand the Clerks' positions. Clerk Burke's second item was about Depository Clerks and Funded Clerks. On page 5 and 6 of the material packet, there is the list for both. He was a little shocked and asked if there is a major shift of Clerks from Depository to Funded? He asked Clerk Butterfield to explain this trend. She began by stating that you have list of Depository Clerks and Funded Clerks. There are eleven Clerks that prior to this action, a projection of revenue as well as a reduction, have gone from being a Depository Clerk to a Funded Clerk. The amount you actually see on page 5 and 6 are the amount Clerks can expect for the remainder of this year as a Depository Clerk or a Funded Clerk. She pointed out that this was a cash flow number, but still shows that eleven Clerks who were Depository on October 1, 2015 are now Funded Clerks due to reduction in the revenue even with the reduction in expenses. Clerk Burke thanked Clerk Butterfield. Chair Bock thanked him for acknowledging Judge Ficarrota and she thanked the Judge and appreciated all he has done.

Chair Bock asked Clerk Butterfield if the budgets keep being reduced will this be a continuing trend of Depository Clerks vs. Funded Clerks. Clerk Butterfield acknowledged that this is the trend of more depository Clerks becoming funded clerks. She stated that even with a reduced budget, revenues are down. Chair Bock noted that for the Clerks on the phone, we have seen as the budgets are reduced the inability of Clerks to fund the Trust Account. The February amounts to the Funded Clerks were sent out at the end of March. As we continue, the timeframe will get longer. Chair Bock asked if there were any other questions. Clerk Butterfield continued with looking at the next year's budget FY 16-17 with the current revenue projections of the REC made in February, the revenue projections are not going up, but they are going down. So while we are looking at these cuts now, the revenue projections for the next fiscal year are going to be less because just taking into account if they held steady, the \$12.9 million the Legislature provided to us this year was a one-time funding. The Clerks are very appreciative for the relief for this year. One of the things that was discussed at the Budget Committee and all Clerks will see an email, either this afternoon or Monday about the budget process and meetings that will be held this summer. All Clerks' budgets are due by June 1, 2016 and when those budgets are received, there will be technical reviews performed as well as

some analysis on those budgets. There is additional information being collected and there will be a Toolbox of items that we will be using this year. A schedule has been put together of Peer Group meetings. The budgets will come in June 1<sup>st</sup> and the analysis and Tool box will be used. A packet will be sent back out to the Clerks so they will know where they are in comparison within their peer groups. Then Peer group meetings will be held in July with the Peer Group 1 & 2 on July 7. Peer Groups 5 & 6 will be on July 12<sup>th</sup> and Peer Groups 3 & 4 will be on July 13<sup>th</sup>. That will be an opportunity for the Clerks in that peer group to come and discuss the Tool Box items and the analyses. It will also be an opportunity for the Budget Committee members to ask questions and get information to use in the Budget Deliberations on July 18<sup>th</sup> & 19<sup>th</sup>. From the process on July 18 and 19, a budget will be moved forward to the Council during the week of July 25<sup>th</sup> in order to meet our statutory requirement of August 1 with the submittal to the LBC. Clerk Butterfield wanted to point out the process and talk about the Peer Group meetings. She spoke to the fact that the Clerks are going to have cost comparisons and different tools to look at the cost comparisons as well as pieces on revenue. Clerk Butterfield asked if there were any questions. There were none. Chair Bock thanked Clerk Butterfield and asked if there were any other questions, comments or other business.

Chair Bock moved to Other Business and at this time there is none. She asked if there was any other business that the Council members would like to bring up. Hearing none, Chair Bock thanked all for being on the phone today. The next Executive Council meeting will be June 27, 2016. Motion to adjourn was made by Clerk O'Neil. Second was by Clerk Inzer.

# CCOC TREASURER'S REPORT

JUNE 27, 2016

# FLORIDA CCOC

Clerks of Court  
Operations Corporation



## Agenda Item 2a

**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**  
13<sup>th</sup> 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:** June 27, 2016

**Subject:** Agenda Item 2a: CCOC Financial Report

**Council Action:** Approve Financial Report.

**Overview:** With 4 months left in the budget year the CCOC Office has expended just over 52% of its budget authority. The expenditures are below average due to two vacant positions the Corporation has been carrying for several months. However we expect those positions to be filled before the end of the fiscal year. The office is also hiring some temporary staff this month to help with input of data from Clerk's budget request to help develop information to be provided to Clerks prior to the peer group review process.

**Attachments:** CCOC Financial report for the period October 2015 through May 2016.

**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."

**CCOC Budgetary Report**  
**County Fiscal Year 2015 - 2016**  
**(October 1, 2015 - September 30, 2016)**

	Budget Category Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Year to Date Expenditures	(%) of Budget Expended	
<b>CCOC STAFF:</b>	\$799,949.00	\$59,584.46	\$59,754.96	\$59,417.31	\$59,353.00	\$56,617.77	\$53,354.25	\$77,519.15	\$53,866.03	\$479,466.93	59.94%	
<b>OPS STAFF:</b>	\$22,000.00	\$783.00	\$473.00	\$253.00	\$264.00	\$176.00	\$130.17	\$44.00	\$82.50	\$2,205.67	10.03%	
<b>GENERAL EXPENSES:</b>	\$92,761.00	\$5,267.00	\$4,727.92	\$4,703.13	\$6,535.07	\$4,840.84	\$4,715.69	\$6,138.93	\$5,339.35	\$42,267.93	45.57%	
<b>TRAVEL:</b>	\$60,400.00	\$4,014.34	\$4,158.13	\$1,692.00	\$2,144.80	\$3,679.12	\$5,281.58	\$3,772.44	\$1,805.80	\$26,548.21	43.95%	
<b>STAFF TRAINING:</b>	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$200.00	4.00%	
<b>CONTRACTUAL EXPENSES:</b>	\$282,454.00	\$7,230.00	\$13,211.25	\$20,921.00	\$6,257.50	\$43,376.25	\$3,980.00	\$17,327.50	\$12,488.75	\$124,792.25	44.18%	
<b>EDUCATION SERVICES</b>	\$354,533.00	\$49,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	\$10,000.00	\$50,000.00	\$171,000.00	48.23%	
<b>TOTALS:</b>	\$1,617,097.00	\$0.00	\$125,878.80	\$92,325.26	\$86,986.44	\$74,554.37	\$108,789.98	\$119,461.69	\$114,902.02	\$123,499.93	\$846,480.99	52.35%

\*CCOC has the authority to revise category amounts due to established Legislative Budget Authority.

\*\*Budget Categories have been adjusted to reflect approval by the Executive Council dated May 31, 2015.



## Agenda Item 2b

**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**  
13<sup>th</sup> 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

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Tallahassee, Florida 32308  
Phone: 850.386.2223  
Fax: 850.386.2224

**Date:** June 27, 2016

**Subject:** Agenda Item 2b: Corporation Budget CFY 16/17

**Corporation Action:**

Action Requested. Approve 16/17 Corporation Budget and/or Process for Approval.

**Overview:**

For the last year two years the CCOC held off making a recommendation for the Corporation Office budget request until after the Clerks submitted their budget requests and the Budget Committee made recommendations to the Council for Clerk budgets. The reason was the Council did not want to recommend a CCOC Office budget that was not in-line with the budget recommendations for the majority of Clerks statewide. The Budget Committee will not be making recommendations to the Executive Council this year until July. Therefore a recommendation for approval of a CCOC Budget held prior to that may not be in-line with the budget recommendations for Clerk budgets. However, the CCOC Plan of Operations requires that the full Corporation membership vote annually on the CCOC budget. The Corporation membership could agree to either revise the Plan of Operations language to allow the Executive Council to approve a budget at a later time or could in their motion provide the Council with authority for this year to later approve a budget request. The Corporation budget request will then be presented to the Legislative Budget Commission for approval. The budget recommendation is due to the LBC by August 1, 2016.

**Recommendation:**

Present a continuation budget request for review for the Corporation membership but provide that the Executive Council be given the authority to revisit the request prior to submitting the request to the Legislative Budget Commission on August 1, 2016.

**Attachments/Handouts:**

1. Current CCOC Budget for CFY 15/16.
2. Example of CCOC Continuation Budget for CFY 16/17.

**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."



**CCOC BUDGET - Approved by LBC on 9/15/15**  
**County Fiscal Year October 1, 2015 - Sept 30, 2016**

**Adopted CFY 15/16 Budget**

<b>STAFF:</b>	\$799,949.00
<b>OPS:</b>	\$22,000.00
<b>GENERAL EXPENSES:</b>	\$92,761.00
<b>TRAVEL:</b>	\$60,400.00
<b>STAFF TRAINING:</b>	\$5,000.00
<b>CONTRACTUAL EXPENSES:</b>	\$282,454.00
<b>EDUCATION Services</b>	\$354,533.00
<b>Overall Budget</b>	<b>\$1,617,097.00</b>

Budget Aggregate of \$1,617,097 Approved by Legislative Budget Commission on 9/15/15  
Dollars can be moved between categories  
This is the same budget amount as provided in CFY 14/15

**CCOC BUDGET - Proposed on June 27, 2016**  
 County Fiscal Year October 1, 2016 - Sept 30, 2017

**Proposed CFY 16/17 Budget**

<b>STAFF:</b>	\$843,796.00
<b>OPS:</b>	\$20,000.00
<b>GENERAL EXPENSES:</b>	\$92,761.00
<b>TRAVEL:</b>	\$60,000.00
<b>STAFF TRAINING:</b>	\$5,000.00
<b>CONTRACTUAL EXPENSES:</b>	\$241,000.00
<b>EDUCATION Services</b>	\$354,533.00
<b>Overall Budget</b>	<b>\$1,617,090.00</b>

CCOC BUDGET COMMITTEE  
REPORT

JUNE 27, 2016



## Agenda Item 3a

**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

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

**Date: June 27, 2016**

**Subject: Agenda Item 3a: Budget Committee Report**

**Committee Action:**

Since the last Council Meeting the Budget Committee met on May 18<sup>th</sup> and June 2<sup>nd</sup>. Attached are the agendas and the summary minutes from each of these meetings. The actual meeting packets can be found by clicking on the CCOC website at [www.flccoc.org](http://www.flccoc.org), clicking on "meetings and minutes," and then clicking on "Budget Committee" and chose the date of the meeting.

**Overview/Background on Issues:**

**CFY 15/16**

**Juror Funding Program-** At the May 18<sup>th</sup> meeting the Committee approved the juror funding policies, processes, guidelines and timelines as provided by the CCOC and the Justice Administrative Commission. (Note: Please go to the link mentioned above to see these documents.) This was presented by the Juror Funding Workgroup Chair Angela Vick. The CCOC staff provided a request for juror funding from each Clerk for the July through September period to the Justice Administrative Commission on June 10<sup>th</sup>. The amount requested statewide was \$2,962,133 dollars. However it was recognized that the state quarterly release amount available would be \$2,925,000 so the CCOC prorated each Clerk's request to get to that level. The JAC send confirmation to the CCOC staff on June 20<sup>th</sup> that they received the request, endorsed the prorated request, and were ready to move it forward to the Department of Financial Services for processing. (See attached JAC document providing the amount of dollars to be received by each Clerk.) It is expected the Clerks should receive their dollars for the quarter in early July.

**CFY 16/17**

**Budget Review Toolbox-** The Committee at their June 1<sup>st</sup> meeting approved the use of a "toolbox" as presented and give flexibility to the CCOC staff and the Budget Committee for any changes necessary. (See Attachment.) The purpose of the "toolbox" is to provide data to Clerks, their staff, and the Budget Committee to help better understand the differences between Clerks concerning their budgets. This information will be beneficial as Clerks prepare for the upcoming peer group review process and two day Budget Committee meeting in July.

**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."

## **CFY 16/17 Continue**

**Criteria for Following Up on Clerk's Budget Request-** The committee reviewed and approved criteria for the CCOC staff to contact Clerk's offices that are above or below a certain percentage from their "benchmark" budgets based on the "weighted workload measure". CCOC staff expect to have the numbers to determine which Clerks to contact within the next few days. The purpose of the review is to gain more knowledge for the Committee members and Clerks within peer groups as to the reasons a Clerk may have a higher or lower cost in their particular area. As an example, a Clerk's office that has to have a deputy Clerk at all hearings include civil would have a higher expense where there was not this requirement. (See Attachment.)

**Budget Request Document Framework for submittal to Legislative Budget Commission (LBC)-** The CCOC is required to submit a budget request to the LBC August 1<sup>st</sup>. The Budget Committee approved the creation of a workgroup to begin developing the draft document and framework so it is completed well ahead of August 1<sup>st</sup>. The workgroup, Chaired by Clerk Vick, met and has developed a framework for review by the Council. (See Attachment.)

**Initial Data from CFY 16/17 Budget Requests-** The CCOC staff are still working with some Clerk's offices to assure all the data as requested on the budget forms and supplements are filled out. Likewise CCOC staff are conducting a substantive review of the completed budgets to determine if there needs to be additional follow-up due to a review of the submitted numbers and information. While budget request can be revised the initial request is just over \$4??? Million. (See Attachment.)

**Peer Group Budget Review Meetings-** Members of the Budget Committee will be meeting with Clerks by their Peer Groups during the month of July to go over the budget request from Clerks and gain additional knowledge on the need of each Clerk's office. The Budget Committee will hold a short meeting at 7:30am on June 28<sup>th</sup> in Orlando to prepare for the upcoming budget reviews. (See Attached Agenda.)

**Council Action: Confirm or Revise the recommendations of the Committee and/or workgroup as provided above.**

### **Lead Staff:**

John Dew, Executive Director

### **Attachments:**

- 1) Agenda and Summary Minutes from the May 18<sup>th</sup> and June 2<sup>nd</sup> Committee meetings
- 2) JAC Document on funding Clerks for Juror Expenses for the July-September period
- 3) "Toolbox Index" Document
- 4) Criteria for Follow-up with Clerks on Budget Request
- 5) Draft framework for budget request document
- 6) 16/17 Budget Request Update
- 7) Agenda for July 28<sup>th</sup> Budget Committee Meeting

# CCOC Budget Committee Meeting

## Agenda

**Date:** May 18, 2016

**Time:** 9:00 AM ET

**Location:** Telephone Conference Call

Call in number is 1 (800) 977-8002. 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**

13<sup>th</sup> 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

- 1) Call to Order and Introduction ..... Stacy Butterfield, CPA
- 2) Summary of April 5, 2016 Budget Meeting-(Pgs. 4-7) ..... John Dew
- 3) Update on Juror Workgroup-(Pgs. 9-23) .....Angela Vick
  - a. Expected Reimbursement Request for July through September
  - b. Policies and Process for Juror Reimbursement
  - c. Methods to handle dollars received by Clerks (Local accounting, EC monthly report revision, how to handle insufficient or overage on quarterly dollars provided, "settle-up" each quarter and annually, etc..
  - d. Contingency Fund
- 4) CFY 16/17 Budget Data Needs for Review Process-(Pgs. 25-30) ..... Stacy Butterfield, CPA
  - a. Committee Members Discussion on Data wants
  - b. Type of Data available
  - c. Analytical Process/Results sought
  - d. Dates
  - e. Other
- 5) CFY 16/17 Budget Reviews of Clerk Offices-(Pgs. 32-58) ..... Stacy Butterfield, CPA
  - a. Review Prior to Peer Group Meetings
  - b. Process for reaching out and/or visiting Clerk offices
  - c. Other
  - d.
- 6) Other Business

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.



## Memorandum

**To: CCOC Budget Committee**

**From: CCOC Staff**

**Date: May 18, 2016**

**Re: Summary of May 18, 2016 Budget Committee Meeting**

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting via telephone on May 18, 2016. An agenda and materials were distributed in advance of the May 18<sup>th</sup> 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 May 18, 2016 Meeting

#### 1) Call to Order and Introduction

The teleconference meeting on May 18<sup>th</sup> was called to order at approximately 9 AM 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 Hudson; Clerk Peacock; Clerk Smith; Clerk Thurmond; Clerk Timmann; and Clerk Vick.

#### 2) Summary of April 5<sup>th</sup> Meeting

Mr. John Dew provided a review of the April 5, 2016 Budget Committee minutes and action items within. **Motion made by Clerk Burke to approve the minutes. Seconded by Clerk Brock. Motion passed unanimously.**

**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."

**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**  
13<sup>th</sup> 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

### 3) Update on Juror Workgroup

Clerk Vick provided an update on the Juror Workgroup beginning with the Spreadsheet that was sent out on May 17. The spreadsheet will be updated again and this is not the final. The amount had to be prorated by approximately 3% to accommodate the difference between amount requested and the amount being allocated by the JAC. The first three columns (Jury compensation, meals, and lodging costs) on the spreadsheet will receive 100% and is the first priority when making payments for jury management. The next two columns (personnel and operating costs) will be paid with any remaining funds. The Workgroup and CCOC staff have reached out to Clerks to gather as much information to make sure that this an equitable distribution of the funds. There was a comprehensive review of the Clerks that were somewhat different from other Clerks within their peer group. These were Gilchrist, Escambia, Citrus and Duval counties. These Clerks were anticipating events that were not customary routines in the jury management process. The four Clerks have voluntarily reduced the estimate cost of these extraordinary events in the 4<sup>th</sup> quarter. The reduction in the funding request was based on the fact that these Clerks could go back to the Budget Committee by exercising the ABAR policy and request a budget authority increase to pay for those extraordinary circumstances. The Clerks understand that ability is based on the funds being available and whether those court costs were actually incurred by that Clerk in that quarter. In discussions with Mr. Dew, he indicated the revenue stream would allow the opportunity if this should arise in the 4<sup>th</sup> quarter.

**Motion made by Clerk Vick to accept the recommendation of the Workgroup to exercise the opportunity to use the existing ABAR policy to request the budget authority to increase in order to pay costs incurred by a Clerk for extraordinary events related to the jury management function. It is made with the assumption that there are available revenues and confirmation of the cost were realized by that Clerk during that quarter. Seconded by Clerk Inzer. Motion passed unanimously.**

Clerk Vick presented information on the detailed timelines submitted by the CCOC and JAC that are specific to the dates when information has to be submitted to the CCOC and then subsequent to the JAC. There are estimates and actual reports that need to be submitted. **Motion made by Clerk Vick that the Budget Committee accept the policies, processes, guidelines and timelines as provided by the CCOC and JAC for the reimbursement of jury costs and the certification as indicated in the packet. Seconded by Clerk Inzer. Motion passed unanimously.**

Clerk Vick continued by making a second motion. **Motion made by Clerk Vick for the Budget Committee to accept the 4<sup>th</sup> quarter projections with the caveat that it will be adjusted on a minor level for the most recent of the submissions from Volusia County Clerk of Courts and if by May 27 there are any other Clerks that come forward with adjustments, this will be added to the spreadsheet and then the proration will be made. Seconded by Clerk Burke. Motion passed unanimously. Action Item: CCOC staff**



**will adjust the Jury Management Cost Analysis spreadsheet on pages 11-12 as necessary.**

4) CFY 16/17 Budget data needs for Review Process (Pgs. 25-30):

Clerk Butterfield began the discussion on the Budget Review process by the Budget Committee this year. After the budgets are submitted on June 1, the CCOC staff will prepare for each Clerk, by Peer Group, a toolbox. Clerk Butterfield asked for the Committee's input as to what specific data and/or analyses they would like to see, starting with a draft list provided on pages 28-29. It was noted that each toolbox will go out to each of the Clerks so they will have the information when they look at themselves in comparison with their peer group and use in preparing for the peer group meetings and the budget deliberations. **Action Item: Budget Committee members will look at the list and email Mr. Dew with their questions, suggestions or clarifications by May 27, 2016. These will be looked at and a more concrete index will go back out to the Committee.**

5) CFY 16/17 Budget Reviews of Clerk Offices

Clerk Butterfield explained the concept for this item. When CCOC staff receive the budget submittals on June 1, they have a lot to do to prepare the tool box for each Clerk and the analytical review process. If it is seen that a Clerks' office is significantly different than their peer group, CCOC staff should have the authority and the support of this committee to send staff and possibly have some help from finance staff of Clerks to do a mini review with that Clerks' office to help them understand the difference. Clerk Butterfield asked for the Committee's input to set the criteria for this process. **Motion made by Clerk Vick for the Budget Committee to give authority to the CCOC staff and possibly get assistance from Clerks' finance staff members to follow up with Clerks that appear to be outside of their peer group "norms" to assist the county prior to peer group review meetings and budget deliberations. Seconded by Clerk Connell. Motion passed unanimously. Action Item: CCOC staff will work with Clerk Butterfield to send a letter requesting documentation that requires Clerks' office to provide services that may be unique and require additional workload to be submitted with Clerks' budget requests.**

Clerk Butterfield continued by asking for the Committee's input regarding criteria of when to contact a Clerks' office. The percentage difference between the benchmark budget was suggested. However, different percentages will most likely have to be used for different peer groups. Clerk Butterfield suggested that the Committee allow her to work with CCOC staff to develop these criteria, by peer group, and present her recommendation at another Committee meeting in the beginning of June. **Action Item: CCOC staff to work with Clerk Butterfield to establish criteria of when to contact a**

**Clerks' office that appears to be outside of the norm when compared to other Clerks within their peer group.**

6) Other

The other item to be discussed at the next Committee meeting would be the legislative budget request material. Clerk Butterfield recommended for CCOC staff to send out potential meeting dates and times for the beginning of June. **Action Item: CCOC staff to send out potential meeting dates and times to Committee members to schedule a June meeting.**

**With no other business to discuss, a motion to adjourn the meeting was made at 10:37 AM by Clerk Vick. Seconded by Clerk Timmann.**

Draft

# CCOC Budget Committee Meeting

## Agenda

**Date:** June 2, 2016

**Time:** 1:30 PM ET

**Location:** Telephone Conference Call

Call in number is 1 (800) 977-8002. 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**

13<sup>th</sup> 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**

- 1) Call to Order and Introduction ..... Stacy Butterfield, CPA
- 2) Summary of May 18, 2016 Budget Committee Meeting..... John Dew
- 3) Discussion of the "Toolbox Index", Additional Data and Analysis..... Stacy Butterfield, CPA
- 4) Discussion of Potential Criteria to Follow-up with Clerks... ..... Stacy Butterfield, CPA
- 5) Discussion of LBR Submittal and Timetable..... Stacy Butterfield, CPA
- 6) Other Business..... Stacy Butterfield, CPA

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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# Memorandum

**To: CCOC Budget Committee**

**From: CCOC Staff**

**Date: June 28, 2016**

**Re: Summary of June 2, 2016 Budget Committee Meeting**

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting via telephone on June 2, 2016. An agenda and materials were distributed in advance of the June 2<sup>nd</sup> 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 June 2, 2016 Meeting

#### 1) Call to Order and Introduction

The teleconference meeting on June 2<sup>nd</sup> was called to order at approximately 1:30 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 Crawford; Clerk Hudson; Clerk Peacock; Clerk Smith; Clerk Thurmond; Clerk Timmann; and Clerk Vick.

#### 2) Summary of May 18, 2016 Budget Committee Meeting

Mr. John Dew provided a review of the May 18, 2016 Budget Committee minutes and action items within. **Motion made by Clerk Inzer to approve the minutes. Seconded by Clerk Smith. Motion passed unanimously.**

**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."

- 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**  
13<sup>th</sup> Judicial Circuit Judge
  - Senate**  
**Honorable Kyle Hudson**  
Holmes County
  - House**  
**Honorable Paula S. O'Neil Ph.D**  
Pasco County
  - Joe Boyd, Esq.**  
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  - John Dew**  
Executive Director
- 2560-102 Barrington Circle  
Tallahassee, Florida 32308  
Phone: 850.386.2223  
Fax: 850.386.2224

### 3) Discussion of the “Toolbox Index”, Additional Data and Analyses

Clerk Butterfield provided a review of the Toolbox Index that is being recommended to move forward as a list of data and analyses that will be put together for the budget review process in July. The Index will serve as informational pieces that will be provided to the Budget Committee for helping understand the Clerks’ requests and budgets in comparison to their peers. **Motion made by Clerk Brock to move forward the Toolbox Index as presented and give flexibility to CCOC staff and the Budget Committee for any changes that may be necessary. Seconded by Clerk Smith. Motion passed unanimously.**

### 4) Discussion of Potential Criteria to Follow-up with Clerks

Clerk Butterfield presented the idea of potential criteria to be used so that if a Clerk within their peer group falls into a certain criteria, it gives CCOC staff the ability to work with the Clerk, ask for additional information, and help identify and gather documentation to bring to the peer group review and budget deliberation meetings. Clerk Butterfield then reviewed the recommended potential criteria to be used, by peer group, for Clerks above or below the weighted workload measure/benchmark budget calculations. During discussion, Clerk Green recommended that CCOC staff calculate the weighted workload measure/benchmark budget at a subcase level in comparison to a divisional level. Clerk Butterfield agreed with the recommendation, as time permits. **Motion made by Clerk Smith to accept the criteria as presented. Seconded by Clerk Vick. Clerk Smith amended the motion to change the peer group 6 percentages to 10%, to be consistent with the statutory requirement of 10% (F.S. 28.35). Clerk Vick accepted the amendment as a second. Motion passed unanimously. Action Item: CCOC staff to change criteria percentage for peer group 6 to 10% for potential follow-up.**

### 5) Discussion of LBR Submittal and Timetable

Clerk Butterfield briefly discussed potential ideas for the LBR submittal process for CFY 2016-17. Clerk Bock then reviewed prior LBR submittals and processes. She suggested adding more detail and supplemental information in the CFY 2016-17 submission in comparison to prior years. **Motion made by Clerk Bock to create a workgroup to begin developing the draft LBR document so that it is complete ahead of time. Seconded by Clerk Burke.** Clerk Burke made a recommendation that Clerks provide proof of special requirements and administrative orders that Clerks claim to drive costs up. **Motion passed unanimously. Action Item: CCOC staff to work with Clerk Butterfield to develop workgroup (e.g. members and scope).**

## 6) Other Business

Clerk Butterfield discussed upcoming meetings and set the times for the peer group review meetings. The morning session of the peer review meetings (July 7, 12, and 13<sup>th</sup>) will be set for 8:30-12 PM ET and the afternoon session will be set for 1:30-5:00 PM ET. The start time for the two day budget deliberation meetings (July 18 and 19<sup>th</sup>) will be set at the last peer group review meeting.

**With no other business to discuss, Clerk Butterfield adjourned the meeting at approximately 2:50 PM ET.**

Quarterly Estimates of Clerk Juror Costs

Estimates for Quarter	July 1, 2016 to September 30, 2016
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Endorsement Data / Information
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County	Estimated Compensation to Jurors	Estimated Meals Provided to Jurors	Estimated Lodging Provided to Jurors	Estimated Jury-Related Personnel Costs	Estimated Direct Operational Costs Associated with the Processing of Jurors	Total	Certification Letter Received <sup>1</sup>	Prorated, Rounded, and Endorsed Amounts <sup>2,3,4</sup>
Alachua	\$12,000.00	\$ 3,000.00	\$0.00	\$11,000.00	\$3,900.00	\$ 29,900.00	Yes	\$ 29,525.18
Baker	\$990.00	\$ 224.00	\$0.00	\$2,967.00	\$360.00	\$ 4,541.00	Yes	\$ 4,484.07
Bay	\$11,205.00	\$ -	\$0.00	\$12,871.59	\$0.00	\$ 24,076.59	Yes	\$ 23,774.77
Bradford	\$2,125.00	\$ 210.00	\$0.00	\$2,165.00	\$1,150.00	\$ 5,650.00	Yes	\$ 5,579.17
Brevard	\$60,000.00	\$ 1,000.00	\$0.00	\$46,000.00	\$6,655.00	\$ 113,655.00	Yes	\$ 112,230.24
Broward	\$112,650.00	\$ 260.00	\$1,060.00	\$62,900.00	\$4,027.00	\$ 180,897.00	Yes	\$ 178,629.31
Calhoun	\$285.00	\$ -	\$0.00	\$1,650.00	\$595.00	\$ 2,530.00	Yes	\$ 2,498.28
Charlotte	\$12,805.00	\$ 142.00	\$0.00	\$24,677.00	\$5,553.00	\$ 43,177.00	Yes	\$ 42,635.74
Citrus	\$6,575.00	\$ 1,100.00	\$0.00	\$11,979.00	\$1,521.00	\$ 21,175.00	Yes	\$ 20,909.55
Clay	\$3,150.00	\$ -	\$0.00	\$10,365.06	\$1,866.83	\$ 15,381.89	Yes	\$ 15,189.07
Collier	\$22,000.00	\$ 1,825.00	\$0.00	\$20,400.49	\$6,650.00	\$ 50,875.49	Yes	\$ 50,237.73
Columbia	\$3,000.00	\$ 100.00	\$0.00	\$9,000.00	\$500.00	\$ 12,600.00	Yes	\$ 12,442.05
DeSoto	\$1,605.00	\$ 100.00	\$0.00	\$6,750.00	\$871.60	\$ 9,326.60	Yes	\$ 9,209.68
Dixie	\$1,500.00	\$ -	\$0.00	\$3,100.00	\$450.00	\$ 5,050.00	Yes	\$ 4,986.69
Duval	\$54,500.00	\$ 3,500.00	\$0.00	\$60,039.82	\$10,008.80	\$ 128,048.62	Yes	\$ 126,443.43
Escambia	\$22,365.00	\$ 1,708.25	\$0.00	\$32,608.04	\$13,266.57	\$ 69,947.86	Yes	\$ 69,071.01
Flagler	\$5,055.00	\$ 50.00	\$0.00	\$8,353.00	\$640.00	\$ 14,098.00	Yes	\$ 13,921.27
Franklin	\$555.00	\$ -	\$0.00	\$2,161.37	\$650.00	\$ 3,366.37	Yes	\$ 3,324.17
Gadsden	\$7,030.00	\$ -	\$0.00	\$6,075.00	\$2,400.00	\$ 15,505.00	Yes	\$ 15,310.63
Gilchrist	\$3,500.00	\$ 800.00	\$0.00	\$600.00	\$720.00	\$ 5,620.00	Yes	\$ 5,549.55
Glades	\$210.00	\$ -	\$0.00	\$3,660.74	\$761.00	\$ 4,631.74	Yes	\$ 4,573.68
Gulf	\$1,965.00	\$ -	\$0.00	\$3,000.00	\$720.00	\$ 5,685.00	Yes	\$ 5,613.73
Hamilton	\$1,500.00	\$ -	\$0.00	\$880.00	\$60.00	\$ 2,440.00	Yes	\$ 2,409.41
Hardee	\$7,220.00	\$ 710.00	\$0.00	\$4,140.00	\$560.00	\$ 12,630.00	Yes	\$ 12,471.67
Hendry	\$3,000.00	\$ 17.50	\$0.00	\$5,500.00	\$2,865.00	\$ 11,382.50	Yes	\$ 11,239.81
Hernando	\$7,950.00	\$ 1,553.75	\$0.00	\$18,577.94	\$5,709.71	\$ 33,791.40	Yes	\$ 33,367.80
Highlands	\$4,620.00	\$ 720.00	\$0.00	\$13,732.77	\$3,340.00	\$ 22,412.77	Yes	\$ 22,131.81
Hillsborough	\$90,000.00	\$ 3,000.00	\$0.00	\$44,033.00	\$15,670.00	\$ 152,703.00	Yes	\$ 150,788.75
Holmes	\$975.00	\$ -	\$0.00	\$2,343.00	\$200.00	\$ 3,518.00	Yes	\$ 3,473.90
Indian River	\$9,192.00	\$ 135.00	\$0.00	\$13,379.79	\$9,352.01	\$ 32,058.80	Yes	\$ 31,656.92
Jackson	\$1,280.00	\$ -	\$0.00	\$2,005.00	\$105.00	\$ 3,390.00	Yes	\$ 3,347.50
Jefferson	\$768.75	\$ 100.00	\$0.00	\$2,111.56	\$326.25	\$ 3,306.56	Yes	\$ 3,265.11
Lafayette	\$200.00	\$ -	\$0.00	\$1,700.93	\$1,107.15	\$ 3,008.08	Yes	\$ 2,970.37
Lake	\$7,500.00	\$ 425.00	\$0.00	\$37,074.00	\$8,300.00	\$ 53,299.00	Yes	\$ 52,630.85
Lee	\$6,250.00	\$ 1,000.00	\$0.00	\$27,000.00	\$26,650.00	\$ 60,900.00	Yes	\$ 60,136.57
Leon	\$24,060.00	\$ 278.35	\$0.00	\$26,236.00	\$8,592.14	\$ 59,166.49	Yes	\$ 58,424.79
Levy	\$960.00	\$ 176.81	\$0.00	\$15,817.40	\$466.75	\$ 17,420.96	Yes	\$ 17,202.57
Liberty	\$1,200.00	\$ -	\$0.00	\$1,130.12	\$537.86	\$ 2,867.98	Yes	\$ 2,832.03

Quarterly Estimates of Clerk Juror Costs

Estimates for Quarter	July 1, 2016 to September 30, 2016
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Endorsement Data / Information

County	Estimated Compensation to Jurors	Estimated Meals Provided to Jurors	Estimated Lodging Provided to Jurors	Estimated Jury-Related Personnel Costs	Estimated Direct Operational Costs Associated with the Processing of Jurors	Total	Certification Letter Received <sup>1</sup>	Prorated, Rounded, and Endorsed Amounts <sup>2,3,4</sup>
Madison	\$350.00	\$ -	\$0.00	\$868.00	\$325.00	\$ 1,543.00	Yes	\$ 1,523.66
Manatee	\$21,732.00	\$ 639.90	\$0.00	\$12,815.45	\$4,144.29	\$ 39,331.64	Yes	\$ 38,838.59
Marion	\$25,905.00	\$ 4,575.34	\$0.00	\$24,840.56	\$5,995.82	\$ 61,316.72	Yes	\$ 60,548.07
Martin	\$12,660.00	\$ 483.20	\$0.00	\$15,408.22	\$6,084.50	\$ 34,635.92	Yes	\$ 34,201.73
Miami-Dade	\$78,863.52	\$ 4,548.31	\$5,723.00	\$165,527.00	\$27,274.00	\$ 281,935.83	Yes	\$ 278,401.54
Monroe	\$12,105.00	\$ 118.26	\$0.00	\$16,937.82	\$6,828.46	\$ 35,989.54	Yes	\$ 35,538.38
Nassau	\$3,510.00	\$ -	\$0.00	\$12,770.00	\$638.00	\$ 16,918.00	Yes	\$ 16,705.92
Okaloosa	\$6,795.00	\$ 615.00	\$0.00	\$5,445.51	\$9,329.88	\$ 22,185.39	Yes	\$ 21,907.28
Okeechobee	\$6,675.00	\$ 116.38	\$0.00	\$8,748.28	\$2,074.47	\$ 17,614.13	Yes	\$ 17,393.02
Orange	\$81,250.00	\$ 7,500.00	\$0.00	\$55,214.00	\$33,841.00	\$ 177,805.00	Yes	\$ 175,576.00
Osceola	\$20,347.50	\$ 383.18	\$0.00	\$33,825.10	\$7,413.55	\$ 61,969.33	Yes	\$ 61,192.50
Palm Beach	\$108,787.51	\$ 3,741.00	\$0.00	\$56,407.33	\$46,974.00	\$ 215,909.84	Yes	\$ 213,203.24
Pasco	\$25,980.00	\$ 200.00	\$0.00	\$17,293.00	\$12,519.04	\$ 55,992.04	Yes	\$ 55,290.14
Pinellas	\$95,370.00	\$ 1,030.00	\$0.00	\$70,800.00	\$14,370.00	\$ 181,570.00	Yes	\$ 179,293.88
Polk	\$46,053.75	\$ 1,826.17	\$0.00	\$20,705.65	\$22,005.35	\$ 90,590.92	Yes	\$ 89,455.29
Putnam	\$5,000.00	\$ 510.00	\$0.00	\$16,800.00	\$3,400.00	\$ 25,710.00	Yes	\$ 25,387.70
Santa Rosa	\$11,720.00	\$ 659.98	\$0.00	\$28,867.48	\$2,528.14	\$ 43,775.60	Yes	\$ 43,226.84
Sarasota	\$42,285.00	\$ 476.74	\$0.00	\$26,134.70	\$11,463.73	\$ 80,360.17	Yes	\$ 79,352.79
Seminole	\$22,822.50	\$ 455.00	\$0.00	\$26,337.50	\$4,875.00	\$ 54,490.00	Yes	\$ 53,806.92
St. Johns	\$4,503.75	\$ 125.00	\$0.00	\$13,426.50	\$362.50	\$ 18,417.75	Yes	\$ 18,186.87
St. Lucie	\$35,665.00	\$ 750.00	\$0.00	\$24,625.00	\$10,600.00	\$ 71,640.00	Yes	\$ 70,741.94
Sumter	\$2,200.00	\$ 225.00	\$0.00	\$11,000.00	\$1,393.00	\$ 14,818.00	Yes	\$ 14,632.24
Suwannee	\$2,220.00	\$ -	\$0.00	\$5,533.57	\$616.55	\$ 8,370.12	Yes	\$ 8,265.19
Taylor	\$1,402.00	\$ -	\$0.00	\$1,204.00	\$409.00	\$ 3,015.00	Yes	\$ 2,977.20
Union	\$575.00	\$ 90.00	\$0.00	\$1,301.00	\$30.00	\$ 1,996.00	Yes	\$ 1,970.98
Volusia	\$25,980.00	\$ 250.00	\$0.00	\$40,475.00	\$4,587.54	\$ 71,292.54	Yes	\$ 70,398.83
Wakulla	\$750.00	\$ -	\$0.00	\$7,614.75	\$270.25	\$ 8,635.00	Yes	\$ 8,526.75
Walton	\$3,800.00	\$ 250.00	\$0.00	\$11,000.00	\$1,490.00	\$ 16,540.00	Yes	\$ 16,332.66
Washington	\$315.00	\$ -	\$0.00	\$7,059.51	\$357.00	\$ 7,731.51	Yes	\$ 7,634.59
<b>Total</b>	<b>\$ 1,217,368.28</b>	<b>\$ 51,704.12</b>	<b>\$ 6,783.00</b>	<b>\$ 1,296,969.55</b>	<b>\$ 389,307.74</b>	<b>\$ 2,962,132.69</b>	<b>67</b>	<b>\$ 2,924,999.97</b>

Percent Difference Quarterly Release from Total Estimate (value not rounded): -1.25%

Notes

- The anticipated releases for each quarter are as follows:
  - First quarter \$ 2,925,000
  - Second quarter \$ 2,924,971
  - Third quarter \$ 2,925,015
  - Fourth quarter \$ 2,925,014
- If the actual releases are different from the anticipated releases or any other adjustments are necessary, the Justice Administrative Commission (JAC) will respond according to the approved JAC policies and procedures.
- This form will be revised as needed.

Form Version: 1.0

Notes Regarding Endorsement

- A "Yes" regarding the certification letter indicates a letter has been received and is on file.
- Values have been prorated based on a CCOC recommended formula.
- Values have been rounded to the nearest penny.
- Values are endorsed by the JAC based on JAC approved policies and procedures.



**CCOC DRAFT**  
**INDEX of Toolbox Factors**

Current Request/Historical Data-Also incorporate 10% dollars

- Requested Budget vs Current Budget
- 10-Year County Historical Profiles
- County Economic Profiles
- Cases by division
- Raises
- Health Insurance
- FRS
- Administrative %

Workload

- FTEs by 3 program levels. Criminal, Civil, and Traffic
- Continuing cases by peer group
- # of Judges/Hearing officers/magistrates by peer group

Analysis

- Weighted Workload Measure/Benchmark Budgets
- Weighted Cases per FTE (Office-wide and 3 programs-Criminal, Civil, and Traffic)
- Average Cases per FTE
- Average Dollar Amount per FTE
- Review of Vacancies Reported
- Overhead percentage
- Comparison of budget to factors such as # of judges, trials, specialty courts, facilities, high cost area of State, etc.
- Exhibit H- Net Budget Amount Analyses including averages and percentages based upon the submitted data
- Exhibit c-d- FTE/Personnel Detail Analyses

Revenues

- Clerk's case mix projection and expected revenues
- Average assessments and collections per case by type and peer group
- Clerk's performance measures
- Original Revenue Projections compared to previous 3 year actuals

**Suggested Criteria for Follow-Up**

	1	2	3	4	5	6	7
	WWM/Benchmark Budget Method	Current Method (1)	Method 2	Method 3	Method 4	Method 5	Recommended Percentage by Peer Group
	Peer Group	Current Year Original Net Budget Request + Clerk Projected Current Year Cases	Current Year Original Net Budget Request+ Prior Year Actual Cases	Prior Year Budget Authority (End of Year) + Prior Year Actual Cases	Current Year Gross Budget Request + Prior Year Actual Cases	Current Year Original CCOC Budget Authority w/ 10% Budget Authority + CCOC Projected Current Year Cases	
<b>High Side</b>	1	25%	30%	30%	25%	25%	<b>25%</b>
	2	20%	20%	20%	20%	15%	<b>20%</b>
	3	20%	20%	20%	20%	20%	<b>20%</b>
	4	15%	15%	15%	15%	15%	<b>15%</b>
	5	15%	15%	15%	15%	15%	<b>15%</b>
	6	5%	5%	5%	5%	5%	<b>10%</b>
<b>Low Side</b>	1	-20%	-40%	-40%	-30%	-30%	<b>-35%</b>
	2	-10%	-15%	-15%	-20%	-20%	<b>-15%</b>
	3	-30%	-40%	-40%	-30%	-20%	<b>-30%</b>
	4	-10%	-10%	-10%	-10%	-15%	<b>-10%</b>
	5	-10%	-10%	-10%	-10%	-15%	<b>-10%</b>
	6	-5%	-10%	-10%	-5%	-10%	<b>-10%</b>

**Notes:**  
 1. Document prepared by CCOC staff on 05/26/2016.  
 2. Current Year refers to CFY1516, Prior Year refers to CFY1415 in this document.  
 3. Percentages reported in this chart were derived by CCOC staff reviewing the calculations of each method and determining where "outliers" began, on the high and low side.

# THE 2016-17 LEGISLATIVE BUDGET COMMISSION REQUEST

## CONTENT REDESIGN CONSIDERATIONS

### **Budget Calendar Considerations**

June 2016 through June 2017: from the LBR submission in August, to begin building a CCOC/Clerk budget system to answer critical budget questions now and in the future, to be able to answer more detailed long term revenue solution related questions by January and to be ready to answer detailed questions during pre (Jan-Mar) and regular 2017 Session, and then be able to address any Gubernatorial concerns during the budget veto period.

### **Budget Request “Table of Contents” Re-design Option**

Focused on “Telling a persuasive Clerks’ Budget Request Story” that addresses specific budget issues impacting Clerk’s 2016-17 costs and revenues based on historical and forecasted budget related conditions and trends, service delivery and operating cost drivers and their implications and the ability to meet “customer” needs.

The “Budget Story” will be developed by connecting data and information currently available to the 10 courts and to the newly revised Clerks’ services framework. Also, the CCOC budget process will identify critical budget issues driving Clerk costs and explain their impacts in the short and longer term.

### **Typical Legislative/Gubernatorial Budget Request Focus**

Especially when agencies request funding above “Continuation Costs” (same as last year + tweaks), the staff’s and officials’ questions become more focused. There are 19 general questions asked and for state agencies, they make available the answers as required in the Legislative Budget Request Instructions, the Long Range Program Plan and the Constitutionally required Three (3) Year Cost and Revenue Forecasts.

### **Building a Budget System That Tells the Clerks’ Budget Story**

The CCOC Work Groups recommend a “Matrix” system to connect data/information to the revised Services Framework to tell a comprehensive Clerks’ budget story.

## 2016-17 LEGISLATIVE BUDGET REQUEST

### Proposed CCOC Time-line *(June 14, 2016 draft)*

- JUNE** Complete revised “Performance Accountability for Clerks’ “ (PAC) Framework
- Determine the 2016-17 Legislative Budget Commission (LBC) Budget Request package design and critical 2016-17 budget story-lines.
- Design and create a schedule for developing the “PAC Matrix” that connects important budget data and information to the PAC “Framework,” electronically and manually where required, to help produce budget story-lines and the LBC/LBR request document(s).
- JULY** Conduct CCOC Budget hearings, develop LBC budget recommendations and prepare the official LBC Budget Request.
- Identify key Clerk budget request “Issues” for LBC consideration and potentially for Legislative Session consideration; develop supplemental supports for pursuing CCOC budget issues,
- Further develop PAC Matrix / data and information connections to the PAC Framework.
- AUGUST** Submit official CCOC Budget Request to LBC; participate in LBC budget consideration process; answer LBC staff and legislator questions; provide budget request details, as needed.
- Further develop PAC Matrix and prepare for the pursuit of Legislative Session issue resolutions.
- SEPTEMBER** Further participate in LBC budget process; receive final LBC Approved Budget for 67 Clerks.
- Continue PAC Matrix development and create supports for Legislative Session issue(s).
- OCTOBER** CCOC receives 67 Clerks’ Operating Budgets based on LBC approved budgets.
- Continue PAC Matrix development and create supports for Legislative Session issues(s).
- NOVEMBER** Continue PAC Matrix development and create supports for Legislative Session issues(s).
- DECEMBER** Continue PAC Matrix development and create supports for Legislative Session issues(s).
- JANUARY** Participate in Legislative Appropriations Committee budget hearings and work with Legislative and Governor’s Office staff, as needed.
- FEBRUARY** Participate in pre-Legislative Session process as needed.
- MARCH** Participate in the pre-Legislative Session process as needed; in the 2017 Legislative Session.
- APRIL-MAY** Participate in the Legislative Session as needed; work with the Governor’s Office during the veto and Appropriations signing process, as needed.
- JUNE** Work with the Governor’s Office, as needed until final decisions on Clerk issues.

# THE 2016-17 LBC BUDGET REQUEST

## *Draft Optional Design*

By Glenn Robertson

### TABLE OF CONTENTS

#### INTRODUCTION

#### EXECUTIVE SUMMARY

- 2016-17 Budget Request and Approved Budget History
- Clerks' Trust Fund Revenue Trends and Implications
- Clerks' Programs and Services, Cost Drivers and Projected Impacts
- Critical Budget Issues for 2016-17 and the Next Two Years
- Proposed Budget Issue Resolutions: short / longer term

#### **THE EXECUTIVE SUMMARY STORY:**

*Clerks 2016-17 Budget Request.*

*Clerks last 3 Approved Budgets.  
Clerks last 3 years of Trust Fund revenues. Also 10 year history.*

*Projections for the next 3 years of budget needs/revenue pressures.*

*Serious budget issues that require resolution to properly service Florida's judicial system and its users and collect and distribute critical revenues to state and local jurisdictions.*

#### KEY CLERKS' OPERATING BUDGET REQUEST

- Clerk Workloads
- Clerks Personal Services Cost Drivers and Budget Request
- Clerks Operating Expense Cost Drivers and Budget Request
- Clerks Capital Cost Drivers and Budget Request
- Clerks' Trust Fund Revenue Drivers

*This section lays out a set of "budget drivers" (both cost and revenue related) and their likely impacts over the next three years.*

*The Legislature is used to seeing an organization – oriented / Line-item related budget request. This helps focus on operational efficiencies: # of FTEs, workloads, operating supports. This data in the LBR is more accounting, audit and work processing oriented.*

#### THE CLERKS' SERVICE FUNDING STORY

- Customer Service Cost Factors and 3 Year Projections
- Service-Related Revenue Factors and 3 Year Projections
- Meeting Service Delivery Expectations: Trends/projections
- Critical Internal/External Issues: The Next Three Years
- CCOC/Clerks' Issue resolution recommendations

*This section is comparable to the state's Long Range Program Plan / 3 Year Projections which is required to accompany each agency's LBR. It explains "What" agencies do along with output and outcome measures and objectives.*

*It tells "Why" the above operating budget is justified. It requires a multi-year projection for costs and revenues to see trend implications for approving the 2016-17 Budget Request.*

#### APPENDICES

*State forms allow agencies to provide details reinforcing any LBR, LRPP and 3 Year Projection statements, graphic presentations and /or specific issues.*

*Examples: Employee data displays; Case type workload /output displays; outcome displays; Required Report displays; Program and Service cost estimate displays; Operating cost displays; efficiency and productivity displays; Revenue displays; etc.....all by county.*

## SUMMARY: TYPICAL STATE FOCUS WHEN APPROVING BUDGET REQUESTS

### Legislative Budget Request (LBR), Long Range Program Plan (LRPP) and Three Year Spending/Revenue Forecasts: “Instruction” Requirements

**Assumptions:** Either short or long term funding solutions for Clerks budgets require Legislature and Gubernatorial approval. Staff review all “Requests” and advice their principles on their findings.

**Governor’s staff reviews:** September-December. Gov’s Recommended Budget: January

**Leg. staff reviews of agency budgets/Gov’s Recs:** September – March.

**Legislative Appropriations Act:** May.

**Gov’s Staff do comprehensive Appr. Act reviews:** June.

**Governor’s Veto or Approval of Appropriations Act (in part or total):** June

**Review focus** (frequent Leg/Gov staff-agency staff discussions typically occur; waiting until the Session to get staff/legislator analysis of serious issues makes approval much more difficult)

- Approved Budget and actual spending trends.
- Workloads and workload ratio trends ( # of outputs; productivity initiatives/savings).
- Administrative costs / ratio (Total administrative costs and % of total budget).
- Historical / 3 year projections of revenue collections for agencies with this responsibility.
- Historical / 3-year projected costs (by org. entity and by service/activity; efficiency analysis).
- Services / activities provided to customers/stakeholders: costs, workloads/outputs , unit costs (\$ per work output), and customers/stakeholders results after getting services (outcome measures); customer / public / stakeholder satisfaction levels.
- Operational and service delivery “new/improved issue and their justifications” for funding authority greater than in the currently Approved Budget. External and internal conditions and trends and factors that are driving up costs in short and longer term and/or resulting in less/more revenue collections in the next year(s).
- Implications for agency operational capacities to produce “outputs” and their customer/ stakeholder results (“outcomes”) if the funding request(s) is not approved.

**BUILDING THE CAPACITY TO TELL THE CLERKS’ STORY  
TO SUPPORT PREPARING CREDIBLE CLERKS’ OFFICE AND CCOC BUDGET REQUESTS  
AND JUSTIFYING THEM TO THE LEGISLATURE AND GOVERNOR**

June 2016 draft by Glenn Robertson

The State is used to getting significant evidence that budget requests from states agencies and others are worthy of approval, especially if the requests are greater than the previous year’s Approved Budget.

In combination, the State’s statutorily required Legislative Budget Request and Long Range Program Plan plus the Constitutionally required Three (3) Year Cost and Revenue Projections mandate that almost all agencies be able to answer 19 fundamental questions. The likelihood of agencies having to discuss the answers with the Governor’s Office and Legislature rise exponentially when a budget request exceeds the current Approved Budget and, especially, if fee or tax increases are part of the request. The CCOC studied the requirements for state agencies, Property Appraisers, and Tax Collectors. The 19 fundamental questions that a budget request for more funding may need to answer are:

<ol style="list-style-type: none"> <li>1. <u>Why are you funded (legal authority)?</u></li> <li>2. <u>What do you do (programs and services framework)?</u></li> <li>3. <u>Who are your “customers”?</u></li> <li>4. <u>How much service (quantity) do you produce (workloads / output measures)?</u></li> <li>5. <u>How are you organized to produce your services (organization charts and FTE allocations)?</u></li> <li>6. <u>How do you produce your services (work activities/tasks framework, work processing approaches, use of FTEs )?</u></li> <li>7. <u>What results do your services provide to your customers and stakeholders – with what standards (outcome measures)?</u></li> <li>8. <u>How much does it cost to operate (by organizational entity and by service/activity)?</u></li> <li>9. <u>What are your costs per unit of “output” (unit costs)?</u></li> </ol>	<ol style="list-style-type: none"> <li>10. <u>How much of the cost is personnel related (FTEs, et. al)?</u></li> <li>11. <u>How much of the cost is operational expense (equip., et. al)?</u></li> <li>12. <u>How much of the cost is capital (facilities, et. al)?</u></li> <li>13. <u>What impacts your costs and what are the impacts (next 3 years cost drivers; service demands; outcome initiative, technol.)?</u></li> <li>14. <u>How efficient are you (workload/FTE ratios, et. al)?</u></li> <li>15. <u>What can you do to produce your services more efficiently?</u></li> <li>16. <u>How can employees be more productive to lower costs?</u></li> <li>17. <u>What revenue sources fund your budget (Gen. Rev./Trusts)?</u></li> <li>18. <u>How can you increase Trust Fund revenues without a rate increase or a new revenue source being added?</u></li> <li>19. <u>Why do you need more revenues to operate and provide your services (increased workloads/outputs, insufficient outcomes/results for customers, line item pressures, et. al)?</u></li> </ol>
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**WORK GROUPS WERE ESTABLISHED TO HELP BUILD THE CLERKS/CCOC CAPACITIES FOR ANSWERING THESE QUESTIONS**

**STEP ONE:** Revise the old “Betty Book” (2004) to more accurately answer the questions about what clerks do and how they do it (The Performance and Accountability Clerks Framework: PAC)

**STEP TWO:** Create a PAC “Matrix” that combines the PAC Framework with key data elements/information that, in combination answer most of the 19 questions. (connections made through the CCOC’s/Clerk’s budget data bases/reports)

PAC Framework	CRIM courts	CIVIL courts	C-TRAF courts	Legal Author.	Revenue sources	Output Meas.	Outcome Meas.	Cost Est.	Customers/ Stakeholders	Etc.
<b>SERVICES-ACTIVITIES-TASKS</b>										
1. Case Processing	X	X	X	source	Source \$	m’ment	m’ment	\$__	Cts., SA, PD	-----
2. Fin. Mgt.										
3. Jury Proc										
Etc.										

**STEP THREE:** Develop the Matrix “system” to interconnect the framework and data to tell the Clerks’ budget story.

**STEP FOUR:** Use the Framework/Matrix to provide critical answers in LBC Request and in Legislative Session as able. It will take time to create an automated Matrix system to answer some questions, but many can be answered soon.



## Agenda Item 3a Attachment

**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**  
13<sup>th</sup> 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:** June 27, 2016

**Subject:** Agenda Item 3a Attachment: CFY 2016-17 Original Budget Request Data

**Overview:**

CFY 2016-17 Original Budget Requests were received in a timely manner, on or before the deadline of June 1, 2016 from all Clerks. CCOC staff then conducted budget reviews of each Clerks' request. The budget reviews entailed a technical review to ensure the request forms were filled out correctly and a substantive review to ensure the data seemed reasonable in comparison to current and historical data. Of the 67 budget reviews completed, 59 counties were contacted to correct technical and/or substantive errors. Of those contacted, 41 revised budget requests have been received by the CCOC office as of June 22, 2016. A deadline of June 24, 2016 was set for revisions needing to be made prior to the peer group review meetings.

CFY 2016-17 Original Budget Request data is subject to change as revisions are made, however, below is a summary as of June 22, 2016.

CFY 2016-17 Original Budget Request Data					
CCOC Budget Authority Request	\$ 443,115,502	10% Budget Authority Request	\$ 23,379,714	Aggregate Original Budget Request	\$ 466,495,216
CCOC Trust Fund Revenue Projections	\$ 381,521,749	10% Revenue Projections (Including \$4.2 Carryforward)	\$ 24,054,047	Aggregate Original Revenue Projections	\$ 405,575,796
Original New Case Projections		Approx. 2% Less than 1516 Operational New Case Projections.		5,162,721	
Original Gross Court FTEs		Approx. 2% Less than 1516 Operational Gross Court FTEs.		8,133.21	
Original Net Court FTEs		Approx. 4% Less than 1516 Operational Net Court FTEs.		7,470.22	

**Lead Staff:**

Johnna Kauffman, Budget Manager

**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."



# CCOC Budget Committee Meeting

## Agenda

**Date:** June 28, 2016

**Time:** 7:30 AM ET

**Location:** Rosen Shingle Creek, 9939 Universal Blvd., Orlando, FL 32819  
Wekiwa 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 Ficarrotta**  
13<sup>th</sup> 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**

- 1) Call to Order and Introduction ..... Stacy Butterfield, CPA
- 2) Summary of June 2, 2016 Meeting..... John Dew
- 3) Discussion of process for Peer Group Budget Reviews ..... Stacy Butterfield, CPA
- 4) Other Business..... Stacy Butterfield, CPA

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.

**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."

CCOC PIE COMMITTEE  
REPORT

JUNE 27, 2016



## Agenda Item 3b

**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**  
13<sup>th</sup> 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:** June 27, 2016

**Subject:** Agenda Item 3b: Performance Improvement & Efficiency (PIE) Committee Report

**Committee Action:**

Approve: (1) CFY 15/16 quarter 1 and quarter 2 Performance Measure & Action Plan Reports; (2) Minimum Collection Program Standards Checklist; and (3) Forfeited Contraband Reporting Form.

**Overview/Background:**

The Performance Improvement & Efficiency (PIE) Committee met on May 19<sup>th</sup> 2016 via telephone conference. (See attachment). The Committee approved sending the CFY 15/16 quarter 1 (Oct.-Dec. 2015) and quarter 2 (Jan.-Mar. 2016) Performance Measure & Action Plan Reports to Executive Council. (See attachments)

**(1) Performance Measure & Action Plan Reports**

Section 28.35(2) (d), F.S., requires the Corporation to develop measures and performance standards and when it finds a Clerk has not met the performance standards, the Corporation shall identify the nature of each deficiency and any corrective action recommended and taken by the affected Clerk of the Court. The Corporation is also required to notify the Legislature of any Clerk not meeting the performance standards and provide a copy of any corrective action plans.

The first quarter of CFY 2015/16 is the first quarter that incorporated two significant changes approved by the PIE Committee that is intended to better explain Clerks' performance.

First: Amending the "reasons" used when a Clerk's office does not meet the performance standard for collections and timeliness. The new requirement identifies whether the reason for not meeting the standard is "internal" that is—within the Clerk's control to rectify the cause. Or "external" or not within the control of the Clerk to rectify the issue causing the non-compliance.

Second: Calculating the impact of "drug trafficking" mandatory assessments on meeting the circuit criminal collection standard of 9%.

During the first quarter of CFY 2015/16, fifteen (15) Clerk offices met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payments (Citrus, Collier, Flagler, Franklin, Glades, Jackson, Jefferson, Lafayette, Monroe, Pasco, St. Johns, St. Lucie, Sumter, Wakulla, and Walton).

**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."

During the second quarter of CFY 2015/16, seventeen (17) Clerk offices met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payments (Charlotte, Citrus, Collier, Flagler, Gilchrist, Jackson, Jefferson, Lake, Martin, Nassau, Seminole, St. Johns, St. Lucie, Sumter, Taylor, Wakulla, and Walton).

**Quarter 1 and Quarter 2 Highlights**

The total number of action plans (statewide) between the first and second quarters of the 2015/16 fiscal year has noticeably decreased (33) specifically in collections and docketing cases timely.

Quarter	Collections	Filing Cases Timely	Docket Cases Timely	Paying Jurors Timely	Total
1	92	30	36	4	162
2	81	24	20	4	129
Difference	-11	-6	-16	0	-33

- While action plans for not meeting collection performance standards decreased from quarter 1 to quarter 2; they still represent the majority of action plans required (81 of 129 or 62.8%)
  - Civil traffic court division continues to be most of the collection action plans required (34 of 92 in qt. 1 and 29 of 81 in qt. 2)
- As shown in the chart below, internal and external reasons are about equally split for not meet standards in both quarters. However, Clerks cited external reasons (out of the control of the Clerk to rectify the issue) more times for not meeting collection standards than meeting timeliness standards.

Quarter	Collections	Filing Cases Timely	Docket Cases Timely	Paying Jurors Timely	Total
Qt 1 action plans	92	30	36	4	162
Internal	20 (22%)	27 (90%)	31 (86%)	n/a	78 (49%)
External	72 (78%)	3 (10%)	5 (14%)	n/a	80 (51%)
Qt 2 action plans	81	24	20	4	129
Internal	25 (31%)	21 (88%)	16 (80%)	n/a	62 (50%)
External	56 (69%)	3 (12%)	4 (20%)	n/a	63 (50%)

- Most of the internal reasons for not meeting timeliness standards are related to staffing. And the staffing issue appears to be shortage due to budget cuts. But the solutions vary including: reassignment, assistance from other divisions, training, and evaluating priorities. Staffing issue in some counties is temporary due to health related reasons.
- The internal reasons for not meeting collection standards also vary including: refining processes, increase number of payment plans, intense management of existing payment plans with further utilization of collection agencies.

These two quarters has shown that overall the reasons for not meeting standards needs to be improved and better explained with specific plan and time periods for implementation. CCOC will provide additional training to Clerk staff.

**Mandatory Drug Trafficking Assessments**

Summary results of the second change in the quarterly performance reports, is the mandatory drug trafficking assessments and its impact on circuit criminal court collections. As you can see from the chart below, if the drug trafficking assessments were omitted from the overall circuit criminal assessments the statewide collection rate in the first quarter would have surpassed the 9% performance standard. However, because of a large drug trafficking assessment in Broward County (almost \$50 m.) the statewide collection rate fell short of the standard in the second quarter.

Quarter	Amt. Assessed (\$m)	Amt. Collected (\$m)	Performance 9% std.
1			
• Total Assessment	\$61.48	\$5.41	8.81%
• Drug Trafficking Assessment	\$25.58	\$0.11	
• Net Drug Trafficking	\$35.89	\$5.30	14.77%
2			
• Total Assessment	\$135.55	\$5.91	4.36%
• Drug Trafficking Assessment	\$70.63	\$0.32	
• Net Drug Trafficking	\$64.92	\$5.59	8.62%

Lastly, when drug trafficking assessments are adjusted to the circuit criminal assessment eight (8) counties in quarter one and nine (9) counties in quarter two would have met the 9% collection standard.

Quarter	Performance with Drug Trafficking Assessments	Performance without Drug Trafficking Assessments
1		
(1) Baker	7.77%	14.59%
(2) Bay	7.89%	11.16%
(3) Hernando	7.96%	11.90%
(4) Hillsborough	3.96%	14.54%
(5) Lake	6.83%	13.49%
(6) Liberty	3.65%	17.12%
(7) Marion	8.56%	16.50%
(8) Osceola	4.90%	12.16%
2		
(1) Duval	5.46%	10.50%
(2) Hardee	5.81%	11.35%
(3) Hillsborough	6.00%	16.60%
(4) Okaloosa	4.76%	10.10%
(5) Osceola	6.47%	15.94%
(6) Pasco	7.54%	9.10%
(7) Putnam	4.50%	11.37%
(8) Suwannee	6.90%	18.20%
(9) Volusia	6.20%	10.20%

**Recommendation: Staff recommend the approval of the CFY 15/16 Quarters 1 & 2 Action Plan Report for posting on the CCOC website and distribution.**

**(2) Minimum Collection Program Standard Checklist**

Section 28.246 (6), F.S., requires the Clerk of Court to pursue the collection of any fees, service charges, fines, court costs, and liens for the payment of attorney fees and costs which remain unpaid after 90 days by referring the account to a collection agency. However, statutes also require the Clerk to have attempted to collect the unpaid amount through a collection court, collection docket, or other collect process if any established by the court.

Statewide at the end of CFY 14/15, three court divisions (circuit criminal, county criminal, and civil traffic) did not achieve the annual collection standard. As shown in the chart below variability was widespread across and among Clerk offices and peer groupings.

Peer Group	Circuit Criminal	County Criminal	Civil Traffic
1	3%-27%	37%-80%	76%-93%
2	3%-18%	35%-78%	74%-96%
3	4%-20%	28%-63%	85%-94%
4	6%-29%	29%-66%	87%-99%
5	3%-11%	25%-45%	83%-97%
6	2%-16%	25%-39%	69%-89%

There are many reasons and/or factors that contribute to this variability that are and are not within the control of the Clerk. The PIE Committee recognizes the uniqueness of collection activities in the 67 offices around the state and their limited resources. As such, the objective of creating a minimum collection program standard checklist is to document that the Clerks are doing their best to collect with their budget. The checklist was created from the Collections Best Practice that was approved by the Clerks' Executive Committee in December 2015.

The Minimum Collection Program Standard document is divided into two sections. (See attachment.)

Section 1: consists of 7 collection elements that are required by Florida Statutes. These items are considered minimum program requirements. If any of these elements are not used/followed in a Clerk's office an explanation is required.

Section 2: consists of 16 collection elements that are optional and may be used/followed in a Clerk's office.

The Minimum Collection Program Standards Checklist would be signed by each Clerk and then sent to the Budget Committee for consideration during the budget process. The intent is to include the 67 checklists into the 16/17 budget process.

**Recommendation: Staff recommend the approval of the Minimum Collection Standards Checklist be distributed to all 67 Clerks and be considered by the Budget Committee during the 16/17 budget process.**

**(3) Forfeited Contraband Revenue Report Form**

SB 1044 Florida Contraband Forfeiture Act was enacted into law and is effective July 1, 2016. The law requires the Clerk to collect \$1,000 filing fee and potential revenues upon the sale of forfeited vehicles.

The PIE Committee recommended that the CCOC Attorney review and provide clarification on the new law. Since its May 19<sup>th</sup> meeting the FCCC issued the attached advisory bulletin No: 16-033 (see attachment). The bill and the advisory were provided to Mr. Boyd.

Secondly, there is no history on the amount of revenues that could potentially be retained by the Clerks. There was discussion that the revenues would not be significant. And in fact, because of new reporting requirements of law enforcement there are indications that in some cases revenues may decline. Since the law is effective July 1, there is a need to collect revenue data. As such, the Committee approved the attached form be approved by the Council and be sent to the Clerks to collect the data. The report would be due to the CCOC on a quarterly basis with the first one due by October 20, 2016.

**Staff recommend the approval of the attached form be sent to the Clerks with the first report due by October 20, 2016.**

**Lead Staff:**

Douglas Isabelle, Deputy Executive Director

**Attachments:**

- 1) May 19<sup>th</sup> PIE Agenda
- 2) CFY 15/16 Quarter 1 Action Plan Report
- 3) CFY 16/17 Quarter 2 Action Plan Report
- 4) Minimum Collections Standards Checklist for CFY 16/17
- 5) Advisory Bulletin on Forfeited Contraband
- 6) Forfeited Contraband Report Form

## Performance Improvement and Efficiency Committee

### Agenda

**Date:** May 19, 2016

**Time:** 2:00 PM EST

**Conference Call: 800-977-8002**

**Participant 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**

13<sup>th</sup> 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 .....Tara Green

- 1) Review and approve: ..... Justin Young
  - a. CFY 15/16 Quarter 1 Performance Measure Action Plans Report
  - b. CFY 15/16 Quarter 2 Performance Measure Action Plans Report
- 2) Review and approve minimum collection program standards .....Doug Isabelle
- 3) Workgroup Status Report:.....Kellie Connell
  - a. Projects for Enhancing the Budget Process
    - i. Telling the Clerk's Story via updating the "PSAT's"
    - ii. Additional sub-case data
  - b. Enhancing the Collection Process
    - i. Continuing Education Opportunities
    - ii. Short and Long term revenue reporting data
- 4) Other Business:.....Tara Green

PIE members: Tara Green, Chair; Don Barbee, Vice Chair, Howard Forman, Dewitt Cason, Kellie Connell, Linda Doggett, Pat Frank, Marcia Johnson, Paula O'Neil, Angela Vick, Gail Wadsworth; Buddy Irby, Don Spencer, Sharon Bock

**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."



# FLORIDA CCOOC

Clerks of Court  
Operations Corporation



## Quarterly Performance Measure and Action Plans Report

*Section 28.35(2)(d) Florida Statutes*

1st Quarter County Fiscal Year 2015 / 2016

(October 1, 2015 through December 31, 2015)

March, 2016



**CFY 2015/2016 1<sup>ST</sup> QUARTER ACTION PLAN**  
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## **Performance Measure & Quarterly Action Plan Background**

The Florida Clerks of Court Operations Corporation (CCOC) was created as a public corporation to perform the functions specified in Sections 28.35 and 28.36, Florida Statutes. Section 28.35 (2)(d), F.S. requires CCOC to develop a uniform system of performance measures and applicable standards in consultation with the Legislature. These measures and standards are designed to facilitate an objective determination of the performance of each clerk in fiscal management, operational efficiency, and effective collection of fines, fees, service charges, and court costs. Current performance measures address:

- Collections (one measure each for nine court divisions, reported quarterly)
- Timeliness (two measures for each of ten court divisions, reported quarterly)
- Juror Payment Processing (one measure, reported quarterly)
- Fiscal Management (one measure, reported annually)

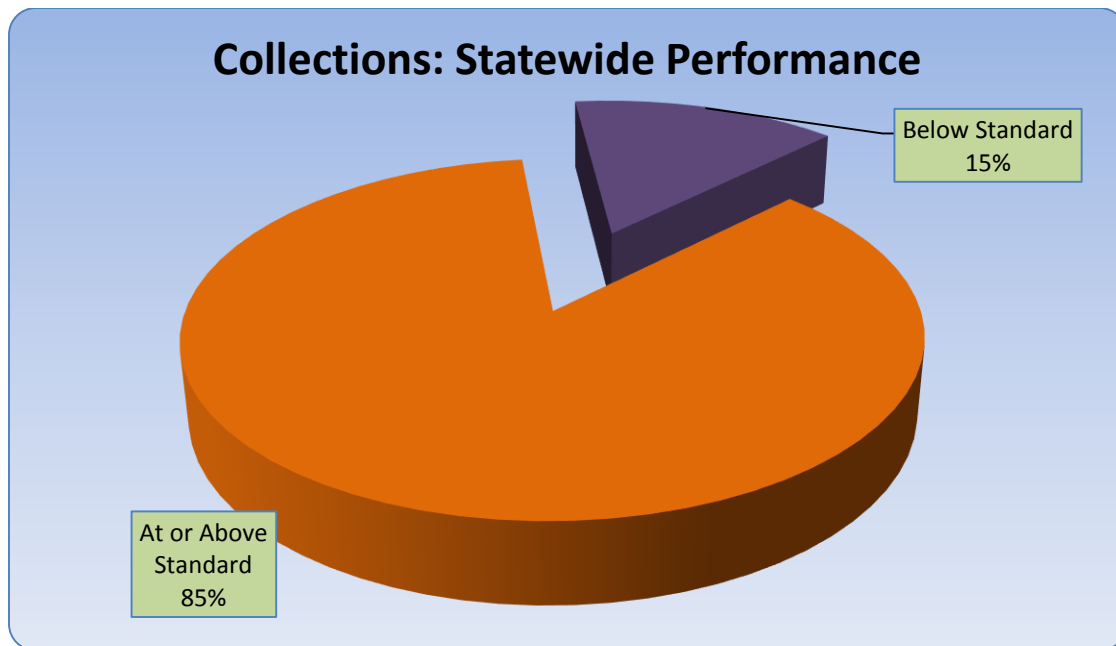
When the CCOC finds a Clerk's office has not met the performance standards, CCOC identifies the nature of each deficiency and any corrective action recommended and taken by the affected Clerk of the Court. The CCOC is required to notify the Legislature of any clerk not meeting performance standards and provide a copy of any corrective action plans.

CCOC monitors the performance of the Clerk's offices quarterly through reports provided by the Clerk's offices, due on the 20<sup>th</sup> of the month following the end of the quarter. CCOC provides notification of the status of the Clerks' performance standards to the Legislature through these quarterly reports.

The quarterly report for the 1st quarter of CFY 2015/2016 provides information about the performance of the Clerks of Courts on standards relating to collections, timeliness and juror payment management. The report identifies the Clerk's offices not meeting each performance standard. In addition, the report provides a description of factors that may have contributed to the standard not being met. For the 1st quarter, CFY 2015/2016, fifteen (15) Clerks met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payment:

**Citrus, Collier, Flagler, Franklin, Glades, Jackson, Jefferson, Lafayette, Monroe, Pasco, St. Johns, St. Lucie, Sumter, Wakulla, Walton**

<b>At or Above Standard</b>	<b>511</b>
<b>Below Standard</b>	<b>92</b>



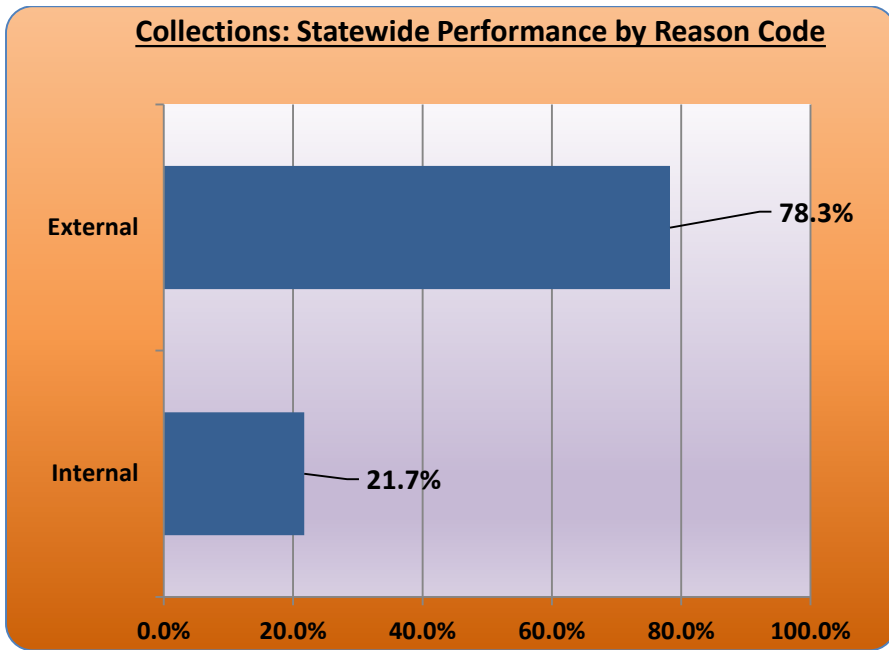
### Collection Performance by Reason Code

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Collection performance measure were amended to clarify what was under the control of the Clerk’s office and what was not. The new Reason Codes, placed into production in the first quarter of the 2015/16 County Fiscal Year (CFY) are:

- “Internal” – Reasons are inter-office and controllable. Internal reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “External” – Factors outside of office management and/or process control. External Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Collection Performance Standard was not met.

Of the 92 examples where the Collection standard was not met, 20 were classified as internal reasons. A list of the 20 Action Plans are found below. The remaining 72 examples were due to external reasons outside the control of the Clerks’ offices. A list of these external reasons are found in this report as Appendix E.

### Collections: Statewide Performance by Reason Code



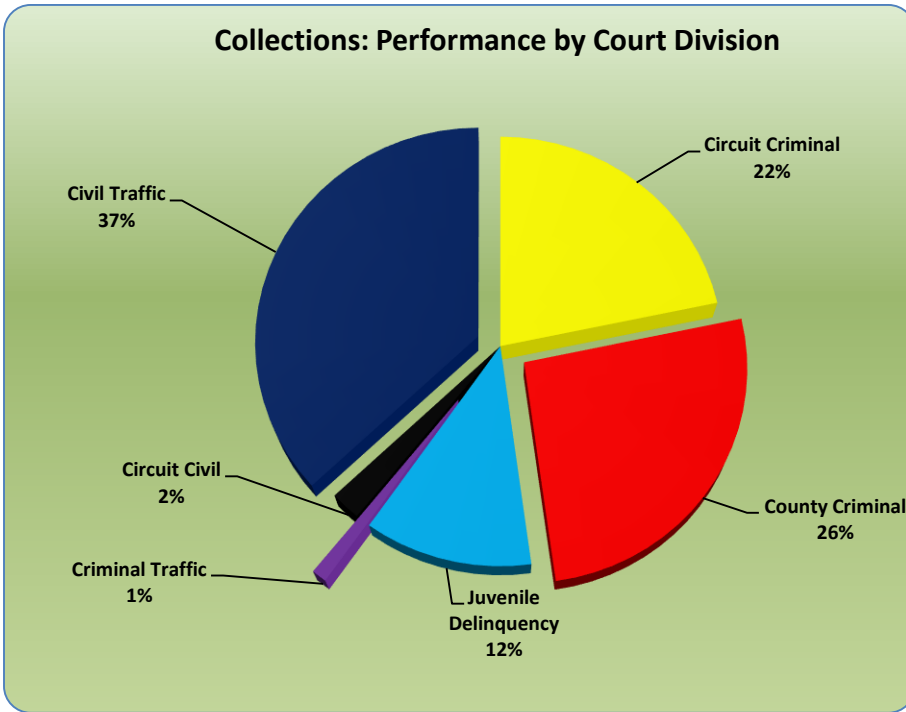
<u>Reason Code</u>	<u>#</u>
Internal	20
External	72
<b>Total</b>	<b>92</b>

The 20 Action Plans required due to internal reasons are below.

#	County	Division	Plan to Improve
1	Bay	Circuit Criminal	Report Changes have increased the amount assessed
2	Broward	Civil Traffic	Reduced hours of operation at our service windows and closed DHSMV payment locations because of budget reductions impact our collections efforts. Improvement in collection performance is anticipated in the next quarter.
3	Charlotte	County Criminal	Judgement Liens are 28% of the amount assessed. Licenses now suspended and/or after 90 days sent to collections
4	Gadsden	Civil Traffic	We are a small office with a small staff. We will continue to attempt to meet the standard using the resources we have at our disposal.
5	Highlands	County Criminal	Our Judge places most defendants on a partial payment program Waiting on an Order from Chief Judge to set limits on partial payment failures and refer balances to Collection Agency.
6	Leon	County Criminal	Increase of conversion of payment plans to community service hours. Monitor.
7	Leon	Circuit Civil	Unable to post response.
8	Manatee	Civil Traffic	Area continues to be monitored; assessment for post court cases may be at issue. We are reviewing/determining new process for timing of assessments.
9	Marion	Circuit Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee. Changes made to our payment plan procedures in September 2015, consistent with the FCCC Best Practices. These new procedures allow for extremely low monthly payment based on the person's ability to pay.
10	Marion	County Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
11	Marion	Civil Traffic	Increased number (734) of payment plan extension requests during this reporting period causing a decrease in collections and payments to be due outside of the reporting period. There was also an increase in the number of hearing requests during this period. Collections for these payment plans should improve during the next reporting period.
12	Orange	County Criminal	Collections Project is underway to review complete process and recommend changes. Project will likely extend to end of fiscal year or further.
13	Orange	Civil Traffic	Collections Project is underway to review complete process and recommend changes. Project will likely extend to end of fiscal year or further.
14	Osceola	Civil Traffic	Osceola County continues to successfully collect and increase revenues for Traffic Citations. Each quarter the percentage improves due to the implementation of partial payment plans.
15	Pinellas	County Criminal	Refining processes and looking for additional ways of improving our collections.
16	Pinellas	Juvenile Delinquency	Refining processes and looking for additional ways of improving our collections and by the next reporting period we hope to meet our standards.
17	Pinellas	Civil Traffic	Restruction of collection efforts and find additional or better methods to improve our collections in this area.
18	Santa Rosa	Civil Traffic	Partial payment agreements can go up to 18 months which is outside the reporting time frame. Civil citation issued along with a criminal citation is held until the disposition of the civil citation.
19	Sarasota	County Criminal	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates.
20	Sarasota	Civil Traffic	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates.

The remaining 72 examples of not meeting the Collection performance standard are classified as external reasons outside the control of the Clerks' offices and are listed in Appendix E of this report.

## Collection Performance by Court Division



<u>Division</u>	<u>#</u>
Circuit Criminal	20
County Criminal	24
Juvenile Delinquency	11
Criminal Traffic	1
Circuit Civil	2
County Civil	0
Civil Traffic	34
Probate	0
Family	0
<b>Total</b>	<b>92</b>

The table below is designed to illustrate the historic collection rate of assessments per court division. The timeframe is from the CFY 2013/14 year end through the first quarter of CFY 2015/16.

### Historic Statewide Collection Rate per Division

Court Division	CFY 2013/14 Year End	CFY 2014/15 Year End	CFY 2015/16 1st Quarter	Standard
Circuit Criminal	7.45%	8.19%	8.81%	9.00%
County Criminal	38.14%	38.54%	36.89%	40.00%
Juvenile Delinquency	18.89%	17.34%	15.35%	9.00%
Criminal Traffic	59.07%	61.27%	63.26%	40.00%
Circuit Civil	98.71%	98.91%	99.03%	90.00%
County Civil	99.32%	99.54%	99.64%	90.00%
Probate	99.01%	99.10%	99.16%	90.00%
Family	95.63%	96.12%	96.52%	75.00%
Civil Traffic	85.09%	84.65%	85.66%	90.00%
<b>Division-Wide</b>	<b>68.51%</b>	<b>67.61%</b>	<b>67.47%</b>	

Recognizing the large percentage of drug trafficking assessments filed in the Circuit Criminal court division, the CCOC Executive Council approved further analysis of how these assessments and collections would affect the collection rate in the Circuit criminal division.

- After 5 quarters of control group (CQ1-16) data, the total assessment in the statewide Circuit Criminal division was \$61,483,482.29. Of this amount, \$25,589,822.07 (41.6%) was assessed in felony drug trafficking cases.
- After removing the drug trafficking dollar amounts assessed and collected from the Circuit Criminal division, the statewide collection rate increased from 8.81% to 14.77%.
- Of the 20 examples in the Circuit Criminal division of not meeting the 9.0% collection standard, 8 of these counties would have met the standard once the drug trafficking assessment and collection data was removed. Those counties are:
  - Baker: Total Circuit Criminal Rate: 7.77% / Rate omitting Drug Trafficking: 14.59%
  - Bay: Total Circuit Criminal Rate: 7.89% / Rate omitting Drug Trafficking: 11.16%
  - Hernando: Total Circuit Criminal Rate: 7.96% / Rate omitting Drug Trafficking: 11.90%
  - Hillsborough: Total Circuit Criminal Rate: 3.96% / Rate omitting Drug Trafficking: 14.54%
  - Lake: Total Circuit Criminal Rate: 6.83% / Rate omitting Drug Trafficking: 13.49%
  - Liberty: Total Circuit Criminal Rate: 3.65% / Rate omitting Drug Trafficking: 17.12%
  - Marion: Total Circuit Criminal Rate: 8.56% / Rate omitting Drug Trafficking: 16.50%
  - Osceola: Total Circuit Criminal Rate: 4.90% / Rate omitting Drug Trafficking: 12.16%

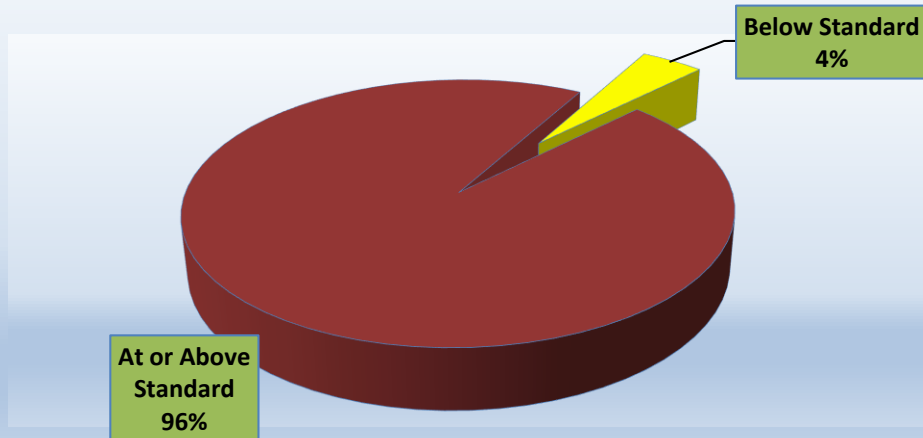
A complete table of the results seen by each county by removing the drug trafficking data from the Circuit Criminal division is found in this report as Appendix B.



## New Cases Filed

At or Above Standard	640
Below Standard	30

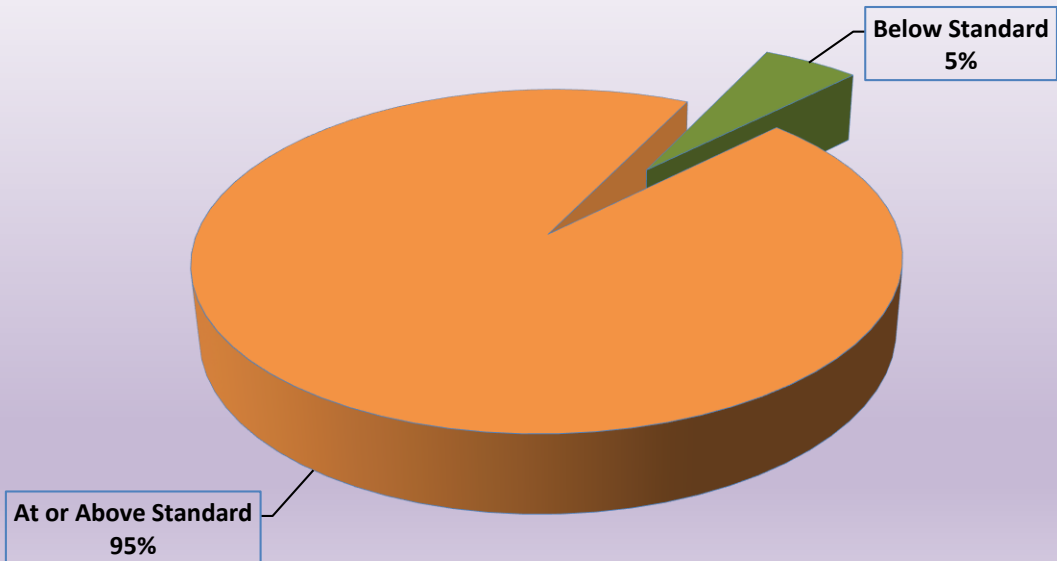
### Timeliness 1 - Statewide Action Plans



## Cases Docketed

At or Above Standard	634
Below Standard	36

### Timeliness 2: Statewide Action Plans



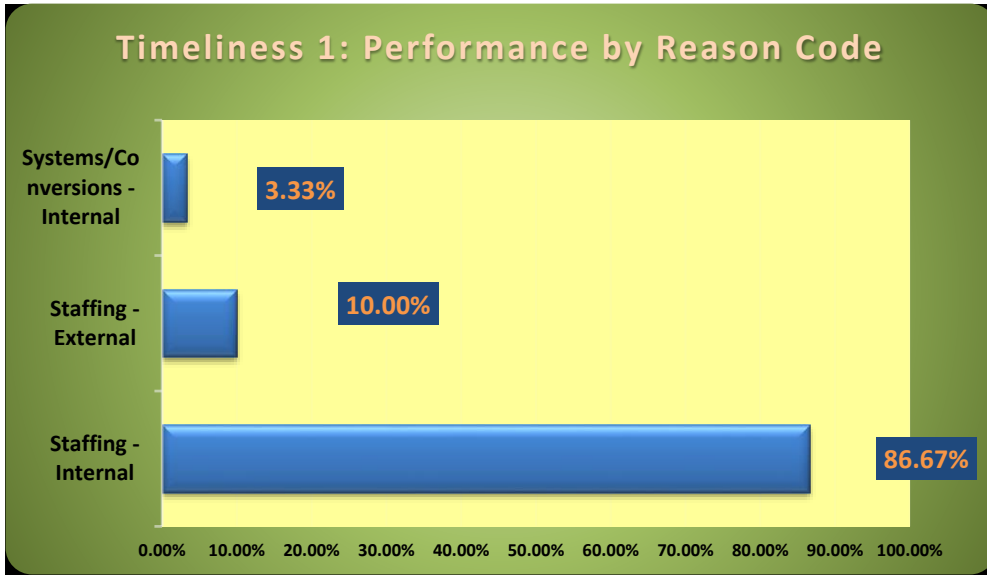
## **New Cases Filed by Reason Code**

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Timeliness (Case Processing and Docket Entry) performance measures were amended to clarify what was under the control of the Clerk’s office and what was not. The new Reason Codes, placed into production in the first quarter of the 2015/16 County Fiscal Year (CFY) are:

- “Staffing - Internal”: Reason is inter-office and controllable. Internal Staffing reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “Staffing External”: Staffing factors outside of office management and/or process control. External Staffing Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.
- “Systems / Conversions - Internal”: Reason is inter-office and controllable. Internal System reasons will require an “Action to Improve” including all factors noted above.
- “Systems – Conversions - External”: System / Conversion is outside of office management and/or process control. External Systems / Conversion reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.
- “Unfunded Mandates - External”: Federal, State and / or local mandates outside of office management and/or process control. Unfunded Mandate reason(s) will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.

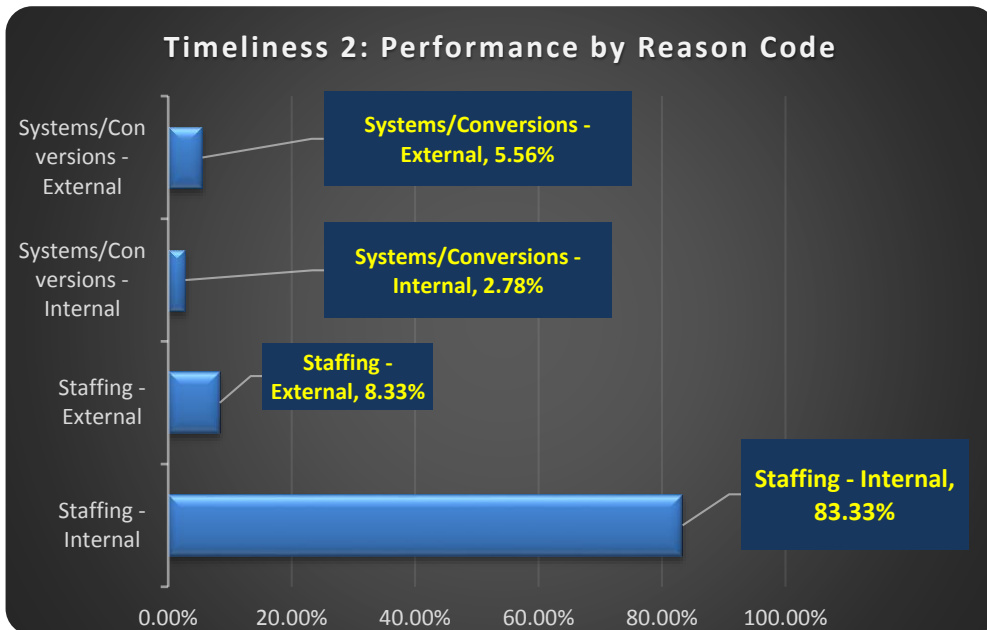
Of the 30 Timeliness 1 (Cases) and the 36 Timeliness 2 (Dockets) examples where the Timeliness Performance standards were not met, 58 were classified as internal reasons; 27 New Case Processing and 31 Docket Entry. A list of the 58 Action Plans are found at the end of the Timeliness by Reason Code section of this report. The remaining 8 External Reason descriptions are found in this report as Appendix E.

## Timeliness 1 (Cases Filed) - Performance by Reason Code



Reason Code	Plans
Staffing – Internal	26
Staffing – External	3
System / Conversion - Internal	1
System / Conversion – External	0
Unfunded Mandates - External	0
Total	30

## Timeliness 2 (Docket Entries) Performance by Reason Code



Reason Code	Plans
Staffing – Internal	30
Staffing – External	3
System / Conversion - Internal	1
System / Conversion – External	2
Unfunded Mandates - External	0
Total	36

### **Timeliness 1 (Case Processing) – Inter-Office Action Plans**

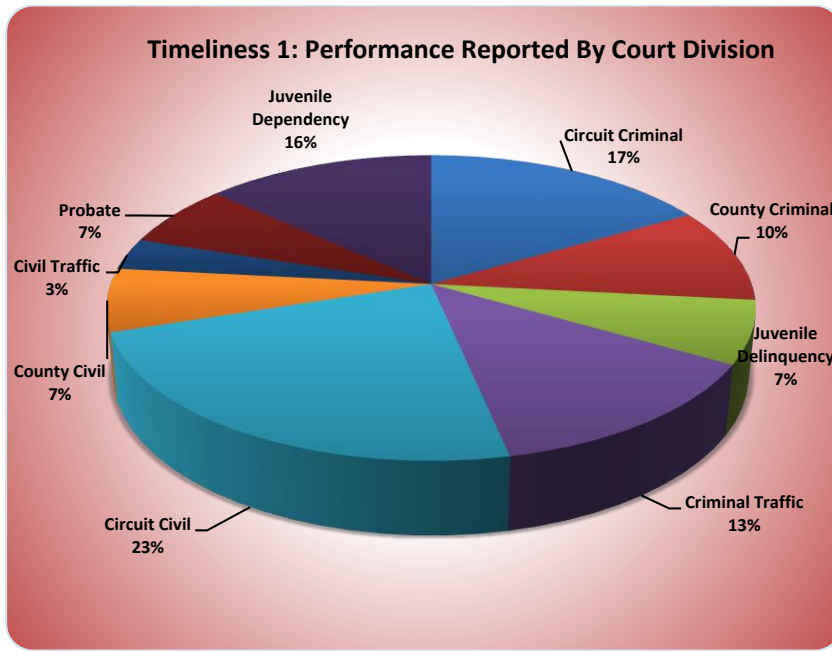
	<b><u>County</u></b>	<b><u>Division</u></b>	<b><u>Reason Code</u></b>	<b><u>Plan to Improve</u></b>
1	Broward	Circuit Civil	Staffing - Internal	As budgets permit, removal of hiring freeze and furloughs may provide additional resources for case processing.
2	Broward	County Civil	Staffing - Internal	As budgets permit, removal of hiring freeze and furloughs may provide additional resources for case processing.
3	Broward	Probate	Staffing - Internal	Additional staffing was hired and was in training during this quarter.
4	Columbia	Juvenile Delinquency	Staffing - Internal	One person department. Staff from other areas will help cover when this person is on leave.
5	Dixie	Circuit Criminal	Staffing - Internal	Unexpected caseload
6	Dixie	Criminal Traffic	Staffing - Internal	Unexpected caseload
7	Dixie	County Civil	Staffing - Internal	One staff member out on maternity will return next month
8	Gulf	Juvenile Dependency	Staffing - Internal	Internal staffing transition.
9	Hendry	Circuit Criminal	Staffing - Internal	Need increase in budget to hire more clerks and/or allow for overtime
10	Levy	Criminal Traffic	Staffing - Internal	short staffed
11	Liberty	Circuit Civil	Staffing - Internal	Limited number of staff, civil clerk on vacation caused delays, will work toward cross training.
12	Madison	Circuit Criminal	Staffing - Internal	Staff will work to meet the demands of the increased volume.
13	Madison	County Criminal	Staffing - Internal	Staff will work to meet demands due to absence of MM Clerk for medical reasons.
14	Manatee	Juvenile Delinquency	Staffing - Internal	Position became vacant during time period/remains vacant. Workload has been shifted to another division to resolve Timeliness issue.
15	Marion	Probate	Staffing - Internal	Priorities have been evaluated and more resources will be applied to mental health cases.
16	Okeechobee	Circuit Civil	Staffing - Internal	Case load doubled and our office is under staffed. We are training more staff to process these cases
17	Palm Beach	Circuit Civil	Staffing - Internal	Staff reductions due to budget cuts played a significant role in not meeting timeliness standards. In addition, PBC has been preparing for a conversion to a new CMS. Many staff members were dedicated to testing and reviewing converted data to ensure data accuracy. The system is scheduled to go live on January 19, 2016.
18	Pinellas	Circuit Civil	Staffing - Internal	Look at options to reassign staff to provide sufficient coverage to process new case filing timely
19	Putnam	Circuit Criminal	Staffing - Internal	Hired new employees for this office
20	Putnam	County Criminal	Staffing - Internal	Hired new employees for this office
21	Putnam	Criminal Traffic	Staffing - Internal	Hired new employees for this office
22	Putnam	Circuit Civil	Staffing - Internal	Staff shortage in December
23	Santa Rosa	Juvenile Dependency	Systems / Conversions - Internal	Backscanning old cases. Pending orders - no ETA
24	Suwannee	Circuit Civil	Staffing - Internal	Staff shortage due to death in family and sick children. Staff have returned to work so standards will be corrected next quarter.
25	Taylor	Juvenile Dependency	Staffing - Internal	Training and system setup has been resolved
26	Washington	Circuit Criminal	Staffing - Internal	Short staffed, hired and are training new staff member.
27	Washington	Juvenile Dependency	Staffing - Internal	Truancy reclassified as Juv. Dep. Handed by Criminal Dept. hired and training new staff.

### **Timeliness 2 (Docket Entry) – Inter-Office Action Plans**

	<b><u>County</u></b>	<b><u>Division</u></b>	<b><u>Reason Code</u></b>	<b><u>Plan to Improve</u></b>
1	Broward	Circuit Civil	Staffing - Internal	As budgets permit, removal of hiring freeze and furloughs may provide additional resources for case processing.
2	Broward	County Civil	Staffing - Internal	As budgets permit, removal of hiring freeze and furloughs may provide additional resources for case processing.
3	Broward	Probate	Staffing - Internal	As budgets permit, additional staffing for validation is needed.
4	Broward	Family	Staffing - Internal	As budgets permit, removal of hiring freeze and furloughs may provide additional resources for case processing.
5	Clay	Juvenile Delinquency	Systems / Conversions - Internal	We are always <90%, I will run a detailed report to locate the problem. Discuss issue w/ dept. director.
6	Columbia	Circuit Criminal	Staffing - Internal	New Employee in this area. Should improve with training.
7	Columbia	Juvenile Delinquency	Staffing - Internal	One person department. Staff from other areas will help cover when this person is on leave.
8	Columbia	Family	Staffing - Internal	Small department. Paid leave during qtr contributed to slight decrease.
9	Dixie	Circuit Criminal	Staffing - Internal	Unexpected caseload
10	Dixie	County Civil	Staffing - Internal	Unexpected caseload
11	Hamilton	County Criminal	Staffing - Internal	Continue to work with staff to prioritize and organize to be more efficient
12	Hamilton	Criminal Traffic	Staffing - Internal	Continue to work with staff to prioritize and organize to be more efficient
13	Hendry	County Criminal	Staffing - Internal	Need increase in budget to hire more clerks and/or allow for overtime
14	Hendry	Criminal Traffic	Staffing - Internal	Need increase in budget to hire more clerks and/or allow for overtime
15	Levy	Criminal Traffic	Staffing - Internal	UNDERSTAFFED
16	Levy	County Civil	Staffing - Internal	UNDERSTAFFED
17	Levy	Probate	Staffing - Internal	UNDERSTAFFED
18	Levy	Family	Staffing - Internal	UNDERSTAFFED
19	Madison	Criminal Traffic	Staffing - Internal	Staff will work to meet demands due to absence of MM Clerk for medical reasons.
20	Marion	Family	Staffing - Internal	Training two new employees will alleviate the backlog to enable meeting standards
21	Okeechobee	Criminal Traffic	Staffing - Internal	Our office is also understaffed in this area. Also cross training in this area
22	Palm Beach	Circuit Civil	Staffing - Internal	Staff reductions due to budget cuts played a significant role in not meeting timeliness standards. In addition, PBC has been preparing for a conversion to a new CMS. Many staff members were dedicated to testing and reviewing converted data to ensure data accuracy. The system is scheduled to go live on January 19, 2016.
23	Pinellas	Probate	Staffing - Internal	Look at options to reassign staff to provide sufficient coverage to process new case filing timely

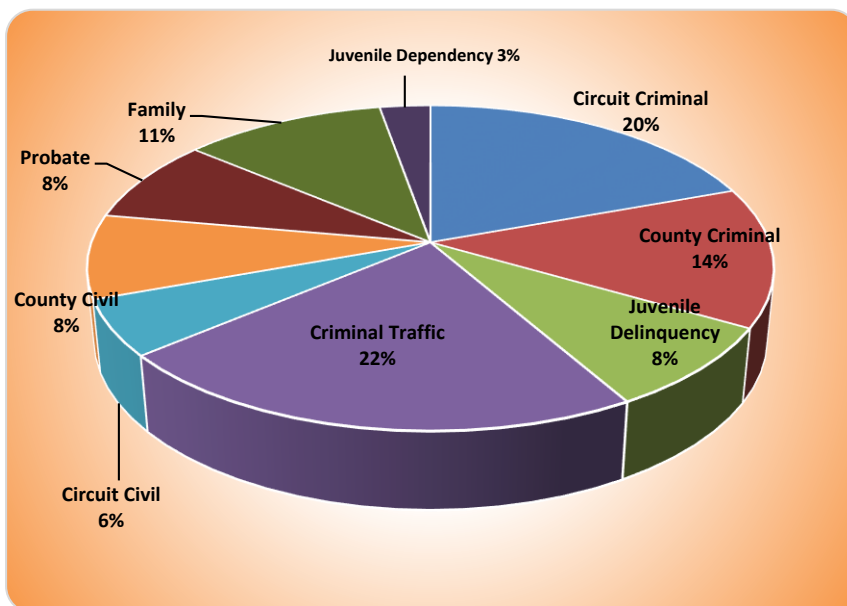
24	Putnam	Circuit Criminal	Staffing - Internal	Staff shortage in December
25	Putnam	Criminal Traffic	Staffing - Internal	Staff shortage in December
26	Suwannee	Criminal Traffic	Staffing - Internal	Staff shortage due to death in family and sick children. Staff have returned to work so standards will be corrected next quarter.
27	Suwannee	Juvenile Dependency	Staffing - Internal	Staff shortage due to death in family and sick children. Staff have returned to work so standards will be corrected next quarter.
28	Washington	Circuit Criminal	Staffing - Internal	Training new staff
29	Washington	County Criminal	Staffing - Internal	Training new staff
30	Washington	Juvenile Delinquency	Staffing - Internal	Training new staff
31	Washington	Criminal Traffic	Staffing - Internal	Training new staff

## Timeliness 1 (Cases Filed) - Performance by Court Division



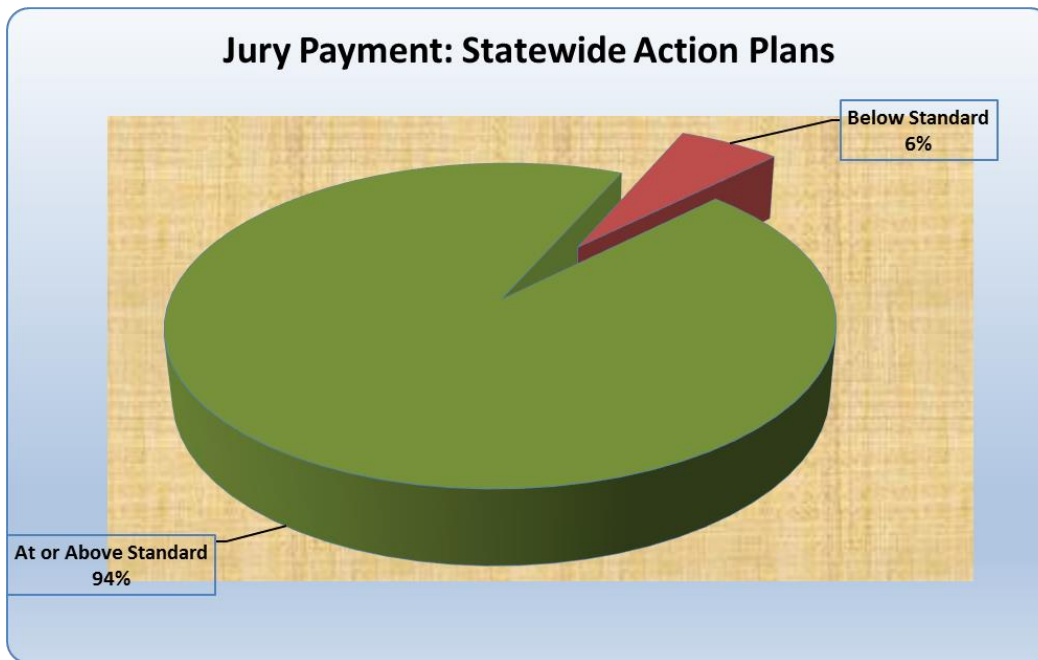
Division	Plans/Description
Circuit Criminal	5
County Criminal	3
Juvenile Delinquency	2
Criminal Traffic	4
Circuit Civil	7
County Civil	2
Civil Traffic	1
Probate	2
Family	0
Juvenile Dependency	4
<b>Total</b>	<b>30</b>

## Timeliness 2 (Docket Entry) - Performance by Court Division



Division	Plans/Description
Circuit Criminal	7
County Criminal	5
Juvenile Delinquency	3
Criminal Traffic	8
Circuit Civil	2
County Civil	3
Civil Traffic	0
Probate	3
Family	4
Juvenile Dependency	1
<b>Total</b>	<b>36</b>

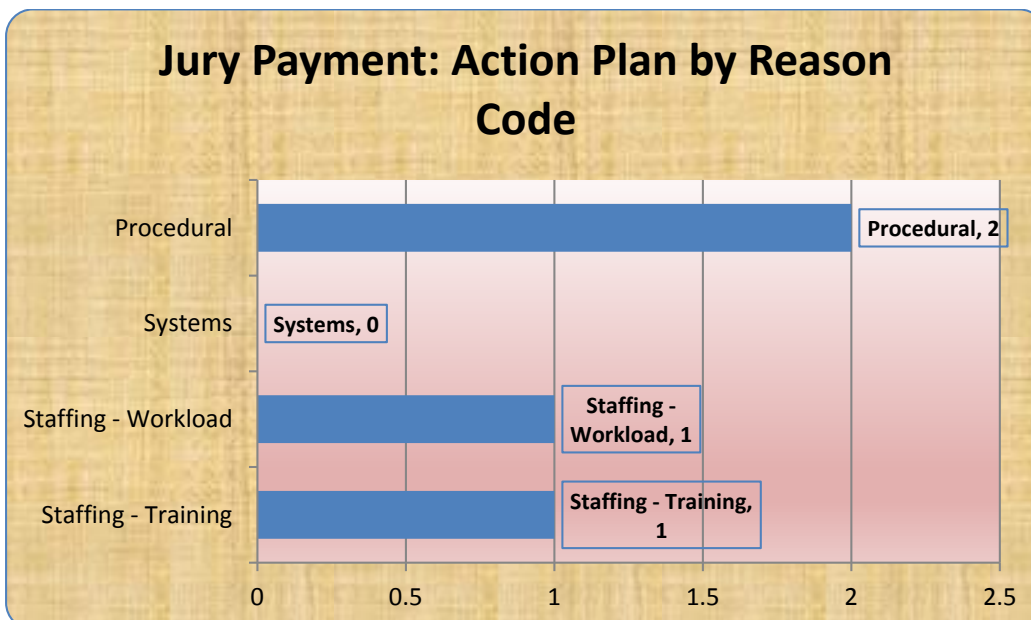
At or Above Standard	63
Below Standard	4



### Jury Payment Action Plans by Reason Code

The performance standard for timely juror payment is 100% payment of jurors within 20 days of final jury attendance.

The reason codes for not meeting the performance standard were not changed from the previous reporting cycle.



Reason Code	Plans
Staffing-Workload	1
Staffing - Training	1
Systems	0
Procedural	2
Other	0
<b>Total</b>	<b>4</b>

County	Reporting Quarter	Appendix A: Collections Performance by Division									
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Alachua	Qrt 1 10/1-12/31		External								1
Baker	Qrt 1 10/1-12/31	External						External			2
Bay	Qrt 1 10/1-12/31	Internal	External					External			3
Bradford	Qrt 1 10/1-12/31										0
Brevard	Qrt 1 10/1-12/31		External					External			2
Broward	Qrt 1 10/1-12/31		External	External				Internal			3
Calhoun	Qrt 1 10/1-12/31	External		External							2
Charlotte	Qrt 1 10/1-12/31		Internal								1
Citrus	Qrt 1 10/1-12/31										0
Clay	Qrt 1 10/1-12/31										0
Collier	Qrt 1 10/1-12/31										0
Columbia	Qrt 1 10/1-12/31		External								1
Dade	Qrt 1 10/1-12/31		External					External			2
Desoto	Qrt 1 10/1-12/31	External	External	External							3
Dixie	Qrt 1 10/1-12/31	External	External	External	External			External			5
Duval	Qrt 1 10/1-12/31	External	External					External			3
Escambia	Qrt 1 10/1-12/31							External			1
Flagler	Qrt 1 10/1-12/31										0
Franklin	Qrt 1 10/1-12/31										0
Gadsden	Qrt 1 10/1-12/31							Internal			1
Gilchrist	Qrt 1 10/1-12/31			External							1
Glades	Qrt 1 10/1-12/31										0
Gulf	Qrt 1 10/1-12/31			External							1
Hamilton	Qrt 1 10/1-12/31							External			1
Hardee	Qrt 1 10/1-12/31		External								1
Hendry	Qrt 1 10/1-12/31			External							1
Hernando	Qrt 1 10/1-12/31	External						External			2
Highlands	Qrt 1 10/1-12/31	External	Internal	External							3
Hillsborough	Qrt 1 10/1-12/31	External	External					External			3
Holmes	Qrt 1 10/1-12/31	External						External			2
Indian River	Qrt 1 10/1-12/31	External									1
Jackson	Qrt 1 10/1-12/31										0
Jefferson	Qrt 1 10/1-12/31										0
Lafayette	Qrt 1 10/1-12/31										0
Lake	Qrt 1 10/1-12/31	External	External								2
Lee	Qrt 1 10/1-12/31							External			1
Leon	Qrt 1 10/1-12/31		Internal			Internal		External			3
Levy	Qrt 1 10/1-12/31							External			1
Liberty	Qrt 1 10/1-12/31	External						External			2
Madison	Qrt 1 10/1-12/31							External			1
Manatee	Qrt 1 10/1-12/31		External					Internal			2
Marion	Qrt 1 10/1-12/31	Internal	Internal					Internal			3

County	Reporting Quarter	Appendix A: Collections Performance by Division									
		<u>Circuit Criminal</u>	<u>County Criminal</u>	<u>Juvenile Delinquency</u>	<u>Criminal Traffic</u>	<u>Circuit Civil</u>	<u>County Civil</u>	<u>Civil Traffic</u>	<u>Probate</u>	<u>Family</u>	<u>Total</u>
Martin	Qrt 1 10/1-12/31							External			1
Monroe	Qrt 1 10/1-12/31										0
Nassau	Qrt 1 10/1-12/31							External			1
Okaloosa	Qrt 1 10/1-12/31	External						External			2
Okeechobee	Qrt 1 10/1-12/31							External			1
Orange	Qrt 1 10/1-12/31		Internal					Internal			2
Osceola	Qrt 1 10/1-12/31	External						Internal			2
Palm Beach	Qrt 1 10/1-12/31		External	External				External			3
Pasco	Qrt 1 10/1-12/31										0
Pinellas	Qrt 1 10/1-12/31		Internal	Internal				Internal			3
Polk	Qrt 1 10/1-12/31	External	External					External			3
Putnam	Qrt 1 10/1-12/31	External	External	External				External			4
Santa Rosa	Qrt 1 10/1-12/31							Internal			1
Sarasota	Qrt 1 10/1-12/31		Internal					Internal			2
Seminole	Qrt 1 10/1-12/31							External			1
St. Johns	Qrt 1 10/1-12/31										0
St. Lucie	Qrt 1 10/1-12/31										0
Sumter	Qrt 1 10/1-12/31										0
Suwannee	Qrt 1 10/1-12/31										0
Taylor	Qrt 1 10/1-12/31							External			1
Union	Qrt 1 10/1-12/31					External					1
Volusia	Qrt 1 10/1-12/31	External	External								2
Wakulla	Qrt 1 10/1-12/31										0
Walton	Qrt 1 10/1-12/31										0
Washington	Qrt 1 10/1-12/31	External									1
<b>Statewide</b>		<b>20</b>	<b>24</b>	<b>11</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>92</b>
<b>Internal Reasons</b>		<b>2</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9</b>			<b>20</b>
<b>External Reasons</b>		<b>18</b>	<b>17</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>25</b>			<b>72</b>



**Drug Traffic Assessment and Collections Affect on Circuit Criminal Collection Rate**

**CFY 2015/16 1st Quarter Analysis**

**Circuit Criminal**

**Drug Trafficking**

**Circuit Criminal Net**

CountyName	Assessment	Collection	%
Alachua	\$ 790,778.40	\$ 179,185.23	22.66%
Baker	\$ 112,435.32	\$ 8,739.55	7.77%
Bay	\$ 727,690.74	\$ 58,041.32	7.98%
Bradford	\$ 96,202.00	\$ 18,084.92	18.80%
Brevard	\$ 544,982.95	\$ 104,158.79	19.11%
Broward	\$ 2,982,908.67	\$ 339,437.47	11.38%
Calhoun	\$ 50,520.00	\$ 1,981.00	3.92%
Charlotte	\$ 398,260.85	\$ 65,411.89	16.42%
Citrus	\$ 361,739.65	\$ 66,931.67	18.50%
Clay	\$ 275,678.00	\$ 49,427.00	17.93%
Collier	\$ 499,670.56	\$ 108,547.02	21.72%
Columbia	\$ 155,490.57	\$ 20,551.48	13.22%
Dade	\$ 2,864,015.00	\$ 353,259.00	12.33%
Desoto	\$ 408,727.68	\$ 25,906.41	6.34%
Dixie	\$ 56,088.00	\$ 3,017.00	5.38%
Duval	\$ 1,195,895.09	\$ 104,245.40	8.72%
Escambia	\$ 1,286,943.62	\$ 123,059.81	9.56%
Flagler	\$ 146,964.00	\$ 13,942.66	9.49%
Franklin	\$ 46,714.00	\$ 5,609.55	12.01%
Gadsden	\$ 90,671.20	\$ 17,362.00	19.15%
Gilchrist	\$ 27,060.00	\$ 4,327.00	15.99%
Glades	\$ 16,051.00	\$ 3,298.86	20.55%
Gulf	\$ 69,794.68	\$ 7,131.41	10.22%
Hamilton	\$ 47,547.27	\$ 4,619.39	9.72%
Hardee	\$ 83,532.50	\$ 8,124.01	9.73%
Hendry	\$ 51,365.00	\$ 15,539.20	30.25%
Hernando	\$ 641,178.15	\$ 51,063.81	7.96%
Highlands	\$ 382,273.21	\$ 15,062.47	3.94%
Hillsborough	\$ 13,729,238.00	\$ 543,739.00	3.96%
Holmes	\$ 191,217.35	\$ 11,720.51	6.13%
Indian River	\$ 312,569.58	\$ 27,226.70	8.71%
Jackson	\$ 120,574.82	\$ 16,930.24	14.04%
Jefferson	\$ 21,214.75	\$ 3,964.59	18.69%
Lafayette	\$ 14,027.00	\$ 1,599.45	11.40%
Lake	\$ 1,716,102.19	\$ 117,167.24	6.83%
Lee	\$ 1,176,064.00	\$ 122,259.00	10.40%
Leon	\$ 1,012,775.37	\$ 122,527.42	12.10%
Levy	\$ 87,621.08	\$ 9,699.56	11.07%
Liberty	\$ 67,716.50	\$ 2,472.24	3.65%
Madison	\$ 102,944.23	\$ 13,956.72	13.56%
Manatee	\$ 814,115.12	\$ 103,278.49	12.69%
Marion	\$ 1,805,656.64	\$ 154,652.54	8.56%
Martin	\$ 327,582.22	\$ 35,358.48	10.79%

Assessment	Collection	%
\$ 316,593.00	\$ 309.54	0.10%
\$ 52,520.00	\$ -	0.00%
\$ 209,506.00	\$ 193.25	0.09%
\$ -	\$ -	#DIV/0!
\$ 2,506.00	\$ 200.00	7.98%
\$ 291,574.62	\$ 5,394.70	1.85%
\$ -	\$ -	#DIV/0!
\$ 53,115.00	\$ -	0.00%
\$ 160,576.00	\$ 50.00	0.03%
\$ -	\$ -	#DIV/0!
\$ 163,618.04	\$ 95.04	0.06%
\$ -	\$ -	#DIV/0!
\$ 555,485.00	\$ 13,830.00	2.49%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ 428,407.00	\$ 284.00	0.07%
\$ 52.00	\$ 2.00	3.85%
\$ -	\$ -	#DIV/0!
\$ 34,386.00	\$ 12,467.00	36.26%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ 212,147.00	\$ -	0.00%
\$ 125,000.00	\$ -	0.00%
\$ 9,996,033.00	\$ 991.26	0.01%
\$ 53,093.00	\$ -	0.00%
\$ 841.02	\$ 841.02	100.00%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ 850,000.00	\$ 294.41	0.03%
\$ 511,873.00	\$ 100.00	0.02%
\$ 210,028.06	\$ 418.00	0.20%
\$ -	\$ -	#DIV/0!
\$ 53,275.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ 157,918.00	\$ -	0.00%
\$ 873,126.88	\$ 761.00	0.09%
\$ 105,465.00	\$ -	0.00%

Assessment	Collection	%
\$ 474,185.40	\$ 178,875.69	37.72%
\$ 59,915.32	\$ 8,739.55	14.59%
\$ 518,184.74	\$ 57,848.07	11.16%
\$ 96,202.00	\$ 18,084.92	18.80%
\$ 542,476.95	\$ 103,958.79	19.16%
\$ 2,691,334.05	\$ 334,042.77	12.41%
\$ 50,520.00	\$ 1,981.00	3.92%
\$ 345,145.85	\$ 65,411.89	18.95%
\$ 201,163.65	\$ 66,881.67	33.25%
\$ 275,678.00	\$ 49,427.00	17.93%
\$ 336,052.52	\$ 108,451.98	32.27%
\$ 155,490.57	\$ 20,551.48	13.22%
\$ 2,308,530.00	\$ 339,429.00	14.70%
\$ 408,727.68	\$ 25,906.41	6.34%
\$ 56,088.00	\$ 3,017.00	5.38%
\$ 1,195,895.09	\$ 104,245.40	8.72%
\$ 858,536.62	\$ 122,775.81	14.30%
\$ 146,912.00	\$ 13,940.66	9.49%
\$ 46,714.00	\$ 5,609.55	12.01%
\$ 56,285.20	\$ 4,895.00	8.70%
\$ 27,060.00	\$ 4,327.00	15.99%
\$ 16,051.00	\$ 3,298.86	20.55%
\$ 69,794.68	\$ 7,131.41	10.22%
\$ 47,547.27	\$ 4,619.39	9.72%
\$ 83,532.50	\$ 8,124.01	9.73%
\$ 51,365.00	\$ 15,539.20	30.25%
\$ 429,031.15	\$ 51,063.81	11.90%
\$ 257,273.21	\$ 15,062.47	5.85%
\$ 3,733,205.00	\$ 542,747.74	14.54%
\$ 138,124.35	\$ 11,720.51	8.49%
\$ 311,728.56	\$ 26,385.68	8.46%
\$ 120,574.82	\$ 16,930.24	14.04%
\$ 21,214.75	\$ 3,964.59	18.69%
\$ 14,027.00	\$ 1,599.45	11.40%
\$ 866,102.19	\$ 116,872.83	13.49%
\$ 664,191.00	\$ 122,159.00	18.39%
\$ 802,747.31	\$ 122,109.42	15.21%
\$ 87,621.08	\$ 9,699.56	11.07%
\$ 14,441.50	\$ 2,472.24	17.12%
\$ 102,944.23	\$ 13,956.72	13.56%
\$ 656,197.12	\$ 103,278.49	15.74%
\$ 932,529.76	\$ 153,891.54	16.50%
\$ 222,117.22	\$ 35,358.48	15.92%

**Drug Traffic Assessment and Collections Affect on Circuit Criminal Collection Rate**

**CFY 2015/16 1st Quarter Analysis**

**Circuit Criminal**

**Drug Trafficking**

**Circuit Criminal Net**

CountyName	Assessment	Collection	%
Monroe	\$ 476,431.00	\$ 60,168.00	12.63%
Nassau	\$ 71,620.00	\$ 16,239.49	22.67%
Okaloosa	\$ 1,224,406.83	\$ 75,813.77	6.19%
Okeechobee	\$ 172,342.40	\$ 18,898.47	10.97%
Orange	\$ 4,183,556.00	\$ 385,479.00	9.21%
<b>Osceola</b>	\$ 4,118,315.13	\$ 201,865.58	4.90%
Palm Beach	\$ 1,630,999.69	\$ 177,129.95	10.86%
Pasco	\$ 1,726,593.22	\$ 162,717.17	9.42%
Pinellas	\$ 2,403,730.00	\$ 298,701.00	12.43%
Polk	\$ 2,138,096.50	\$ 138,325.71	6.47%
PUTNAM	\$ 286,265.13	\$ 10,426.25	3.64%
Santa Rosa	\$ 424,000.73	\$ 55,120.77	13.00%
Sarasota	\$ 1,024,553.88	\$ 103,183.64	10.07%
Seminole	\$ 1,725,252.64	\$ 221,800.17	12.86%
St. Johns	\$ 289,171.82	\$ 43,817.94	15.15%
St. Lucie	\$ 807,416.76	\$ 102,822.36	12.73%
Sumter	\$ 370,772.87	\$ 110,682.14	29.85%
Suwannee	\$ 144,239.11	\$ 14,755.92	10.23%
Taylor	\$ 100,348.40	\$ 13,784.95	13.74%
Union	\$ 27,536.50	\$ 3,072.43	11.16%
Volusia	\$ 1,875,117.73	\$ 81,854.14	4.37%
Wakulla	\$ 75,821.84	\$ 23,745.84	31.32%
Walton	\$ 190,360.00	\$ 25,664.00	13.48%
Washington	\$ 85,937.15	\$ 5,377.30	6.26%
<b>Statewide</b>	<b>\$ 61,483,482.29</b>	<b>\$ 5,414,063.49</b>	<b>8.81%</b>

Assessment	Collection	%
\$ 348,847.00	\$ 20,023.96	5.74%
\$ -	\$ -	#DIV/0!
\$ 318,146.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ 2,659,716.99	\$ 1,660.00	0.06%
\$ 2,474,271.57	\$ 1,930.87	0.08%
\$ 212,050.00	\$ -	0.00%
\$ 354,375.00	\$ 125.72	0.04%
\$ 845,064.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ 159,540.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ 423,347.00	\$ 10.00	0.00%
\$ 1,266,390.63	\$ 53,131.47	4.20%
\$ 53,218.00	\$ -	0.00%
\$ 268,689.50	\$ 445.09	0.17%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ 739,027.76	\$ 463.57	0.06%
\$ -	\$ -	#DIV/0!
\$ 50,000.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
<b>\$ 25,589,822.07</b>	<b>\$ 114,021.90</b>	<b>0.45%</b>

Assessment	Collection	%
\$ 127,584.00	\$ 40,144.04	31.46%
\$ 71,620.00	\$ 16,239.49	22.67%
\$ 906,260.83	\$ 75,813.77	8.37%
\$ 172,342.40	\$ 18,898.47	10.97%
\$ 1,523,839.01	\$ 383,819.00	25.19%
\$ 1,644,043.56	\$ 199,934.71	12.16%
\$ 1,418,949.69	\$ 177,129.95	12.48%
\$ 1,372,218.22	\$ 162,591.45	11.85%
\$ 1,558,666.00	\$ 298,701.00	19.16%
\$ 2,138,096.50	\$ 138,325.71	6.47%
\$ 126,725.13	\$ 10,426.25	8.23%
\$ 424,000.73	\$ 55,120.77	13.00%
\$ 601,206.88	\$ 103,173.64	17.16%
\$ 458,862.01	\$ 168,668.70	36.76%
\$ 235,953.82	\$ 43,817.94	18.57%
\$ 538,727.26	\$ 102,377.27	19.00%
\$ 370,772.87	\$ 110,682.14	29.85%
\$ 144,239.11	\$ 14,755.92	10.23%
\$ 100,348.40	\$ 13,784.95	13.74%
\$ 27,536.50	\$ 3,072.43	11.16%
\$ 1,136,089.97	\$ 81,390.57	7.16%
\$ 75,821.84	\$ 23,745.84	31.32%
\$ 140,360.00	\$ 25,664.00	18.28%
\$ 85,937.15	\$ 5,377.30	6.26%
<b>\$ 35,893,660.22</b>	<b>\$ 5,300,041.59</b>	<b>14.77%</b>

**Osceola** Font indicates Clerk offices that would make the Circuit Criminal performance standard if drug trafficking assessment and collections were omitted.

County	Reporting Quarter	Appendix C: Timeliness Standard 1 (New Cases Opened) Performance by Division										
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua	Qrt 1 10/1-12/31											0
Baker	Qrt 1 10/1-12/31											0
Bay	Qrt 1 10/1-12/31											0
Bradford	Qrt 1 10/1-12/31											0
Brevard	Qrt 1 10/1-12/31											0
Broward	Qrt 1 10/1-12/31					Staffing - Internal	Staffing - Internal		Staffing - Internal			3
Calhoun	Qrt 1 10/1-12/31											0
Charlotte	Qrt 1 10/1-12/31											0
Citrus	Qrt 1 10/1-12/31											0
Clay	Qrt 1 10/1-12/31											0
Collier	Qrt 1 10/1-12/31											0
Columbia	Qrt 1 10/1-12/31		Staffing - External	Staffing - Internal	Staffing - External							3
Dade	Qrt 1 10/1-12/31											0
Desoto	Qrt 1 10/1-12/31											0
Dixie	Qrt 1 10/1-12/31	Staffing - Internal			Staffing - Internal		Staffing - Internal					3
Duval	Qrt 1 10/1-12/31											0
Escambia	Qrt 1 10/1-12/31											0
Flagler	Qrt 1 10/1-12/31											0
Franklin	Qrt 1 10/1-12/31											0
Gadsden	Qrt 1 10/1-12/31											0
Gilchrist	Qrt 1 10/1-12/31											0
Glades	Qrt 1 10/1-12/31											0
Gulf	Qrt 1 10/1-12/31									Staffing - Internal		1
Hamilton	Qrt 1 10/1-12/31											0
Hardee	Qrt 1 10/1-12/31											0
Hendry	Qrt 1 10/1-12/31	Staffing - Internal										1
Hernando	Qrt 1 10/1-12/31											0
Highlands	Qrt 1 10/1-12/31											0
Hillsborough	Qrt 1 10/1-12/31											0
Holmes	Qrt 1 10/1-12/31											0
Indian River	Qrt 1 10/1-12/31											0
Jackson	Qrt 1 10/1-12/31											0
Jefferson	Qrt 1 10/1-12/31											0
Lafayette	Qrt 1 10/1-12/31											0
Lake	Qrt 1 10/1-12/31											0
Lee	Qrt 1 10/1-12/31											0
Leon	Qrt 1 10/1-12/31											0
Levy	Qrt 1 10/1-12/31				Staffing - Internal							1
Liberty	Qrt 1 10/1-12/31					Staffing - Internal						1

County	Reporting Quarter	Appendix C: Timeliness Standard 1 (New Cases Opened) Performance by Division										
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Madison	Qrt 1 10/1-12/31	Staffing - Internal	Staffing - Internal									2
Manatee	Qrt 1 10/1-12/31			Staffing - Internal								1
Marion	Qrt 1 10/1-12/31							Staffing - External	Staffing - Internal			2
Martin	Qrt 1 10/1-12/31											0
Monroe	Qrt 1 10/1-12/31											0
Nassau	Qrt 1 10/1-12/31											0
Okaloosa	Qrt 1 10/1-12/31											0
Okeechobee	Qrt 1 10/1-12/31					Staffing - Internal						1
Orange	Qrt 1 10/1-12/31											0
Osceola	Qrt 1 10/1-12/31											0
Palm Beach	Qrt 1 10/1-12/31					Staffing - Internal						1
Pasco	Qrt 1 10/1-12/31											0
Pinellas	Qrt 1 10/1-12/31					Staffing - Internal						1
Polk	Qrt 1 10/1-12/31											0
Putnam	Qrt 1 10/1-12/31	Staffing - Internal	Staffing - Internal		Staffing - Internal	Staffing - Internal						4
Santa Rosa	Qrt 1 10/1-12/31										Systems/Conversions - Internal	1
Sarasota	Qrt 1 10/1-12/31											0
Seminole	Qrt 1 10/1-12/31											0
St. Johns	Qrt 1 10/1-12/31											0
St. Lucie	Qrt 1 10/1-12/31											0
Sumter	Qrt 1 10/1-12/31											0
Suwannee	Qrt 1 10/1-12/31					Staffing - Internal						1
Taylor	Qrt 1 10/1-12/31										Staffing - Internal	1
Union	Qrt 1 10/1-12/31											0
Volusia	Qrt 1 10/1-12/31											0
Wakulla	Qrt 1 10/1-12/31											0
Walton	Qrt 1 10/1-12/31											0
Washington	Qrt 1 10/1-12/31	Staffing - Internal									Staffing - Internal	2
<b>Statewide</b>		<b>5</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>30</b>
<b>Internal</b>		<b>5</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>27</b>
<b>External</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

County	Reporting Quarter	Appendix D: Timeliness Standard 2 (Cases Docketed) Performance by Division										
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua	Qrt 1 10/1-12/31											0
Baker	Qrt 1 10/1-12/31											0
Bay	Qrt 1 10/1-12/31											0
Bradford	Qrt 1 10/1-12/31											0
Brevard	Qrt 1 10/1-12/31											0
Broward	Qrt 1 10/1-12/31					Staffing - Internal	Staffing - Internal		Staffing - Internal	Staffing - Internal		4
Calhoun	Qrt 1 10/1-12/31											0
Charlotte	Qrt 1 10/1-12/31											0
Citrus	Qrt 1 10/1-12/31											0
Clay	Qrt 1 10/1-12/31			Systems/Conversions - Internal								1
Collier	Qrt 1 10/1-12/31											0
Columbia	Qrt 1 10/1-12/31	Staffing - Internal	Staffing - External	Staffing - Internal	Staffing - External					Staffing - Internal		5
Dade	Qrt 1 10/1-12/31											0
Desoto	Qrt 1 10/1-12/31											0
Dixie	Qrt 1 10/1-12/31	Staffing - Internal					Staffing - Internal					2
Duval	Qrt 1 10/1-12/31											0
Escambia	Qrt 1 10/1-12/31											0
Flagler	Qrt 1 10/1-12/31											0
Franklin	Qrt 1 10/1-12/31											0
Gadsden	Qrt 1 10/1-12/31											0
Gilchrist	Qrt 1 10/1-12/31											0
Glades	Qrt 1 10/1-12/31											0
Gulf	Qrt 1 10/1-12/31											0
Hamilton	Qrt 1 10/1-12/31		Staffing - Internal		Staffing - Internal							2
Hardee	Qrt 1 10/1-12/31											0
Hendry	Qrt 1 10/1-12/31		Staffing - Internal		Staffing - Internal							2
Hernando	Qrt 1 10/1-12/31											0
Highlands	Qrt 1 10/1-12/31											0
Hillsborough	Qrt 1 10/1-12/31											0
Holmes	Qrt 1 10/1-12/31											0
Indian River	Qrt 1 10/1-12/31											0
Jackson	Qrt 1 10/1-12/31											0
Jefferson	Qrt 1 10/1-12/31											0
Lafayette	Qrt 1 10/1-12/31											0
Lake	Qrt 1 10/1-12/31	Staffing - External										1
Lee	Qrt 1 10/1-12/31											0
Leon	Qrt 1 10/1-12/31											0
Levy	Qrt 1 10/1-12/31				Staffing - Internal		Staffing - Internal		Staffing - Internal	Staffing - Internal		4

County	Reporting Quarter	Appendix D: Timeliness Standard 2 (Cases Docketed) Performance by Division										
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Liberty	Qrt 1 10/1-12/31											0
Madison	Qrt 1 10/1-12/31				Staffing - Internal							1
Manatee	Qrt 1 10/1-12/31											0
Marion	Qrt 1 10/1-12/31	Systems/Conversions - External	Systems/Conversions - External							Staffing - Internal		3
Martin	Qrt 1 10/1-12/31											0
Monroe	Qrt 1 10/1-12/31											0
Nassau	Qrt 1 10/1-12/31											0
Okaloosa	Qrt 1 10/1-12/31											0
Okeechobee	Qrt 1 10/1-12/31	Staffing - Internal										1
Orange	Qrt 1 10/1-12/31											0
Osceola	Qrt 1 10/1-12/31											0
Palm Beach	Qrt 1 10/1-12/31					Staffing - Internal						1
Pasco	Qrt 1 10/1-12/31											0
Pinellas	Qrt 1 10/1-12/31								Staffing - Internal			1
Polk	Qrt 1 10/1-12/31											0
Putnam	Qrt 1 10/1-12/31	Staffing - Internal			Staffing - Internal							2
Santa Rosa	Qrt 1 10/1-12/31											0
Sarasota	Qrt 1 10/1-12/31											0
Seminole	Qrt 1 10/1-12/31											0
St. Johns	Qrt 1 10/1-12/31											0
St. Lucie	Qrt 1 10/1-12/31											0
Sumter	Qrt 1 10/1-12/31											0
Suwannee	Qrt 1 10/1-12/31				Staffing - Internal						Staffing - Internal	2
Taylor	Qrt 1 10/1-12/31											0
Union	Qrt 1 10/1-12/31											0
Volusia	Qrt 1 10/1-12/31											0
Wakulla	Qrt 1 10/1-12/31											0
Walton	Qrt 1 10/1-12/31											0
Washington	Qrt 1 10/1-12/31	Staffing - Internal	Staffing - Internal	Staffing - Internal	Staffing - Internal							4
Statewide		7	5	3	8	2	3	0	3	4	1	36
Internal		5	3	3	7	2	3	0	3	4	1	31
External		2	2	0	1	0	0	0	0	0	0	5

## Appendix E: External Descriptions for not Meeting Performance Standards by Division

### CFY 2015/16 Quarter 1 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve	Timeliness Reason Code
1	Alachua	County Criminal	Economy / Type of case	
2	Baker	Circuit Criminal	With defendants being incarcerated and fined, DOC P/P collects fines and costs while on probation. Our office also sets up payment plans. We D6 their Drivers License and make sure that all Civil Judgments are recorded as a lien. We are open to any other options that are available to us that we are not aware of.	
3	Baker	Civil Traffic	At this time our office D6 the DL weekly and send all unpaid traffic citations to the collections agency on a monthly basis. We are open for any suggestions that we may not be aware of that we can do.	
4	Bay	County Criminal	Bay County is using all methods at our disposal to collect fees.	
5	Bay	Civil Traffic	Bay County is using all methods at our disposal to collect fees.	
6	Brevard	County Criminal	The standard was not met despite pursuit of all collection efforts within the control fo the Clerk. By the end if this fiscal year, we anticipate a change by the judiciary which will require payment on the day of sentencing with direction to either pay in full or enroll in a payment plan.	
7	Brevard	Civil Traffic	The standard was not met despite pursuit of all collection efforts within the control the Clerk. By the end of this fiscal year, we anticipate a change by the judiciary which will require payment on the day of sentencing with direction to either pay in full or enroll in a payment plan.	
8	Broward	County Criminal	Customers are selecting the option to enter into payment plan agreements as opposed to paying the total amount imposed.	
9	Broward	Juvenile Delinquency	Explore options with other state agencies, like State Attorney's Office, to improve enforcement of court ordered assessments.	
10	Calhoun	Circuit Criminal	Will work collections once release from prison.	
11	Calhoun	Juvenile Delinquency	New probation officer. Will work with him to improve collections.	
12	Columbia	County Criminal	We had issues receiving payments in a timely manner from one of two probation offices. It appears that these issues have been addressed.	
13	Dade	County Criminal	Due to our current economic conditions, many defendants are indigent or transient making collection efforts more difficult.	
14	Dade	Civil Traffic	We currently have a significant number of payment plans which extend the time required for full collection.	
15	Desoto	Circuit Criminal	Although collection efforts were maintained, ability to pay was significantly decreased. Continue collection efforts for next quarter.	
16	Desoto	County Criminal	Although collections efforts were maintained, ability to pay was signifantly decreased. Continue collection efforts for next quarter.	
17	Desoto	Juvenile Delinquency	Although collection efforts were maintained, ability to pay decreased significantly. Will continue collection efforts for next quarter	
18	Dixie	Circuit Criminal	We are doing everything possible	
19	Dixie	County Criminal	We are doing everything possible	
20	Dixie	Juvenile Delinquency	We are doing everything possible	
21	Dixie	Criminal Traffic	We are doing everything possible	
22	Dixie	Civil Traffic	We are doing everything possible	
23	Duval	Circuit Criminal	Reviewing collection agency performance and other on-line payment options.	
24	Duval	County Criminal	Reviewing collection agency performance and other on-line payment options.	
25	Duval	Civil Traffic	Reviewing collection agency performance and other options to pay as well as enforcing 30 days to pay.	

## Appendix E: External Descriptions for not Meeting Performance Standards by Division

### CFY 2015/16 Quarter 1 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve	Timeliness Reason Code
26	Escambia	Civil Traffic	The ability to collect traffic fines and court costs is impacted by the economic situation in the count. We have been working with a new internal collection program to try to improve our collections.	
27	Gilchrist	Juvenile Delinquency	Discuss alternatives with Judges	
28	Gulf	Juvenile Delinquency	Most minors have no income available to pay fines. They do community services programs with some cases.	
29	Hamilton	Civil Traffic	County Judge reduces or dismisses fines/cases; many cases not paid; sent to collection in 90 days	
30	Hardee	County Criminal	People are not paying. We have & continue to follow every statutory provision to maximize collections. Additionally, we made changes to our payment plans.	
31	Hendry	Juvenile Delinquency	There is currently no enforcement in place for juveniles under age	
32	Hernando	Circuit Criminal	Rate would have been 11.9% without the Drug Trafficking assessment. Increasing rate from last quarter and continue to establish payment plans and achieve payments. (7.4 to 7.96%)	
33	Hernando	Civil Traffic	Red light cameras are affecting this performance as they are being assessed but dismissed at hearing, of which there is a backlog to get the cases to court.	
34	Highlands	Circuit Criminal	Defendants sentenced to Prison do not normal start payment until released from custody. We send our outstanding assessments to Penn Collection Agency	
35	Highlands	Juvenile Delinquency	We reduce balances to Judgment/liens and refer to Collection Agency. Unless the parent is buying/selling land they hardly ever pay off the lien.	
36	Hillsborough	Circuit Criminal	Continued dunning notice and collection agency process	
37	Hillsborough	County Criminal	Continued dunning notice and collection agency process	
38	Hillsborough	Civil Traffic	Continued use of internal collection methods and referral to outside collection agencies.	
39	Holmes	Circuit Criminal	Fines reduced to civil judgement. Collections are being pursued by outside agency--Pioneer.	
40	Holmes	Civil Traffic	Non-payment...Currently sending letters for collections/reminders.	
41	Indian River	Circuit Criminal	CONTINUE TO WORK ON OUR COLLECTIONS PLANS AND EFFORTS	
42	Lake	Circuit Criminal	\$850,000 of assessments were Mandatory Drug Trafficking Fines. Without those assessments, our collection rate would have been 13.53%.	
43	Lake	County Criminal	Late/Non-Pay/Lengthy Pay Plans. Reviewing opportunities through new CMS to see if enhanced collections tools can be implemented.	
44	Lee	Civil Traffic	Beginning 10/01/15, launch of compliance office and outbound calling for payments due reminders to customers. Expectation of program is increased collections in the coming year.	
45	Leon	Civil Traffic	Question Standard.	
46	Levy	Civil Traffic	economy	
47	Liberty	Circuit Criminal	Drug trafficking case, defendant sentenced to DOC.	
48	Liberty	Civil Traffic	Measure was not met due to non-payment of traffic citations. Continue to send to collection agency.	
49	Madison	Civil Traffic	Encourage payment in full.	
50	Manatee	County Criminal	Area continues to be monitored and reviewed to determine issue with low standard. Best practice guidelines followed/external issue with economy .	
51	Martin	Civil Traffic	Potential delay in our external collection agency commencing action on delinquent accounts	
52	Nassau	Civil Traffic	Continue to send fines to collections and offer payment plans when available	
53	Okaloosa	Circuit Criminal	More of the Defendant's are either incarcerated or indigent.	
54	Okaloosa	Civil Traffic	Question Standard - Everything possible is being done to improve collections with the current staff and funding available.	
55	Okeechobee	Civil Traffic	Economy - Cases sent to Collections	
56	Osceola	Circuit Criminal	The defendants for Felony cases who are sentenced to serve time in prison may take many years before we receive payment for court cost and fines. We have many cases that have assessed monies without any activity in revenues due to the reason stated.	



## Appendix E: External Descriptions for not Meeting Performance Standards by Division

### CFY 2015/16 Quarter 1 Collections - External Reasons Provided

<u>Count</u>	<u>County</u>	<u>Division</u>	<u>Action Plan to Improve</u>	<u>Timeliness Reason Code</u>
57	Palm Beach	County Criminal	Defendant's provided too much time to pay without being ordered onto a Clerk payment plan. Defendants on probation are not ordered to establish payment plans. Failure to pay as a condition does not have negative impact on successful completion of probation. Since meeting with the judges, we have seen an increase in payment plans. We expect the collection rate to increase as payment plan activity increases.	
58	Palm Beach	Juvenile Delinquency	Defendants placed on probation are not ordered to establish payment plans. Failure to pay as a condition of probation is usually converted to community service.	
59	Palm Beach	Civil Traffic	Traffic Hearing Officers providing too much time for the defendant to pay without placing him/her on a payment plan. We expect the collection rate to increase as payment plans increase.	
60	Polk	Circuit Criminal	Polk is looking to send cases to outside collections in an effort to collect on older Felony cases.	
61	Polk	County Criminal	Criminal obligation suspension programming was moved into production January 2016.	
62	Polk	Civil Traffic	Lack of payments from customers.	
63	Putnam	Circuit Criminal	Eliminating Drug Trafficking brings rate up to 8.23%. Challenges from high incarceration rate and local economy continue.	
64	Putnam	County Criminal	The local economy is not improving. People are unable to pay.	
65	Putnam	Juvenile Delinquency	Primarily related to economy and demographics of offenders.	
66	Putnam	Civil Traffic	Poor economic conditions.	
67	Seminole	Civil Traffic	get additional funding to hire staff.	
68	Taylor	Civil Traffic	Failure to pay, we are implementing new collections procedures.	
69	Union	Circuit Civil	All unpaid cases are Department of Corrections inmate cases. Order to Pay Fees have been entered in all cases.	
70	Volusia	Circuit Criminal	Increase number of late pay and non-pay cases sent to collection agencies.	
71	Volusia	County Criminal	Increase number of late pay and non-pay cases sent to collection agencies and negotiate contract to outsource administration of payment plans.	
72	Washington	Circuit Criminal	Over 50 % of late collections are incarcerated.. We have implemented a plan to collect some assessments while incarcerated.	

### CFY 2015/16 Quarter 1 Timeliness 1 (Case Processing) - External Reasons Provided

<u>Count</u>	<u>County</u>	<u>Division</u>	<u>Description</u>	<u>Reason Code</u>
1	Columbia	County Criminal	Down 1.0 FTE in this area and one experienced employee left to work for Court Admin with higher pay.	Staffing - External
2	Columbia	Criminal Traffic	Down 1.0 FTE in this area and one experienced employee left to work for Court Admin with higher pay.	Staffing - External
3	Marion	Civil Traffic	An outside agency filed a backlog of cases causing a delay in timeliness of cases being processed	Staffing - External

### CFY 2015/16 Quarter 1 Timeliness 2 (Docket Entry) - External Reasons Provided

<u>Count</u>	<u>County</u>	<u>Division</u>	<u>Description</u>	<u>Reason Code</u>
1	Columbia	County Criminal	Down 1.0 FTE in this area and one experienced employee left to work for Court Admin with higher pay.	Staffing - External
2	Columbia	Criminal Traffic	Down 1.0 FTE in this area and one experienced employee left to work for Court Admin with higher pay.	Staffing - External
3	Lake	Circuit Criminal	Two recent large drug busts created more paperwork than our reduced staff could process timely.	Staffing - External
4	Marion	Circuit Criminal	CLERICUS ICPS- A continued work in progress with Civitek	Staffing - External
5	Marion	County Criminal	CLERICUS ICPS- A continued work in progress with Civitek	Staffing - External

<b>Appendix F - Juror Payment Performance</b>		
<b>County</b>	<b>Reporting Quarter</b>	<b>Juror Payment All Courts</b>
Alachua	Qrt 1 10/1-12/31	
Baker	Qrt 1 10/1-12/31	
Bay	Qrt 1 10/1-12/31	
Bradford	Qrt 1 10/1-12/31	<b>Staffing-Workload</b>
Brevard	Qrt 1 10/1-12/31	
Broward	Qrt 1 10/1-12/31	
Calhoun	Qrt 1 10/1-12/31	
Charlotte	Qrt 1 10/1-12/31	
Citrus	Qrt 1 10/1-12/31	
Clay	Qrt 1 10/1-12/31	
Collier	Qrt 1 10/1-12/31	<b>Procedural</b>
Columbia	Qrt 1 10/1-12/31	
Dade	Qrt 1 10/1-12/31	
Desoto	Qrt 1 10/1-12/31	
Dixie	Qrt 1 10/1-12/31	
Duval	Qrt 1 10/1-12/31	
Escambia	Qrt 1 10/1-12/31	
Flagler	Qrt 1 10/1-12/31	<b>Procedural</b>
Franklin	Qrt 1 10/1-12/31	
Gadsden	Qrt 1 10/1-12/31	
Gilchrist	Qrt 1 10/1-12/31	
Glades	Qrt 1 10/1-12/31	
Gulf	Qrt 1 10/1-12/31	
Hamilton	Qrt 1 10/1-12/31	
Hardee	Qrt 1 10/1-12/31	
Hendry	Qrt 1 10/1-12/31	
Hernando	Qrt 1 10/1-12/31	
Highlands	Qrt 1 10/1-12/31	
Hillsborough	Qrt 1 10/1-12/31	
Holmes	Qrt 1 10/1-12/31	
Indian River	Qrt 1 10/1-12/31	
Jackson	Qrt 1 10/1-12/31	
Jefferson	Qrt 1 10/1-12/31	
Lafayette	Qrt 1 10/1-12/31	
Lake	Qrt 1 10/1-12/31	
Lee	Qrt 1 10/1-12/31	
Leon	Qrt 1 10/1-12/31	

<b>Appendix F - Juror Payment Performance</b>		
<b>County</b>	<b>Reporting Quarter</b>	<b>Juror Payment All Courts</b>
Levy	Qrt 1 10/1-12/31	
Liberty	Qrt 1 10/1-12/31	
Madison	Qrt 1 10/1-12/31	
Manatee	Qrt 1 10/1-12/31	
Marion	Qrt 1 10/1-12/31	
Martin	Qrt 1 10/1-12/31	
Monroe	Qrt 1 10/1-12/31	
Nassau	Qrt 1 10/1-12/31	
Okaloosa	Qrt 1 10/1-12/31	
Okeechobee	Qrt 1 10/1-12/31	<b>Staffing - Training</b>
Orange	Qrt 1 10/1-12/31	
Osceola	Qrt 1 10/1-12/31	
Palm Beach	Qrt 1 10/1-12/31	
Pasco	Qrt 1 10/1-12/31	
Pinellas	Qrt 1 10/1-12/31	
Polk	Qrt 1 10/1-12/31	
Putnam	Qrt 1 10/1-12/31	
Santa Rosa	Qrt 1 10/1-12/31	
Sarasota	Qrt 1 10/1-12/31	
Seminole	Qrt 1 10/1-12/31	
St. Johns	Qrt 1 10/1-12/31	
St. Lucie	Qrt 1 10/1-12/31	
Sumter	Qrt 1 10/1-12/31	
Suwannee	Qrt 1 10/1-12/31	
Taylor	Qrt 1 10/1-12/31	
Union	Qrt 1 10/1-12/31	
Volusia	Qrt 1 10/1-12/31	
Wakulla	Qrt 1 10/1-12/31	
Walton	Qrt 1 10/1-12/31	
Washington	Qrt 1 10/1-12/31	
<b>Statewide</b>		<b>4</b>

# FLORIDA CCOOC

Clerks of Court  
Operations Corporation



## Quarterly Performance Measure and Action Plans Report

*Section 28.35(2)(d) Florida Statutes*

2nd Quarter County Fiscal Year 2015 / 2016

(January 1, 2016 through March 31, 2016)

May, 2016



**CFY 2015/2016 2<sup>ND</sup> QUARTER ACTION PLAN**  
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## **Performance Measure & Quarterly Action Plan Background**

The Florida Clerks of Court Operations Corporation (CCOC) was created as a public corporation to perform the functions specified in Sections 28.35 and 28.36, Florida Statutes. Section 28.35 (2)(d), F.S. requires CCOC to develop a uniform system of performance measures and applicable standards in consultation with the Legislature. These measures and standards are designed to facilitate an objective determination of the performance of each clerk in fiscal management, operational efficiency, and effective collection of fines, fees, service charges, and court costs. Current performance measures address:

- Collections (one measure each for nine court divisions, reported quarterly)
- Timeliness (two measures for each of ten court divisions, reported quarterly)
- Juror Payment Processing (one measure, reported quarterly)
- Fiscal Management (one measure, reported annually)

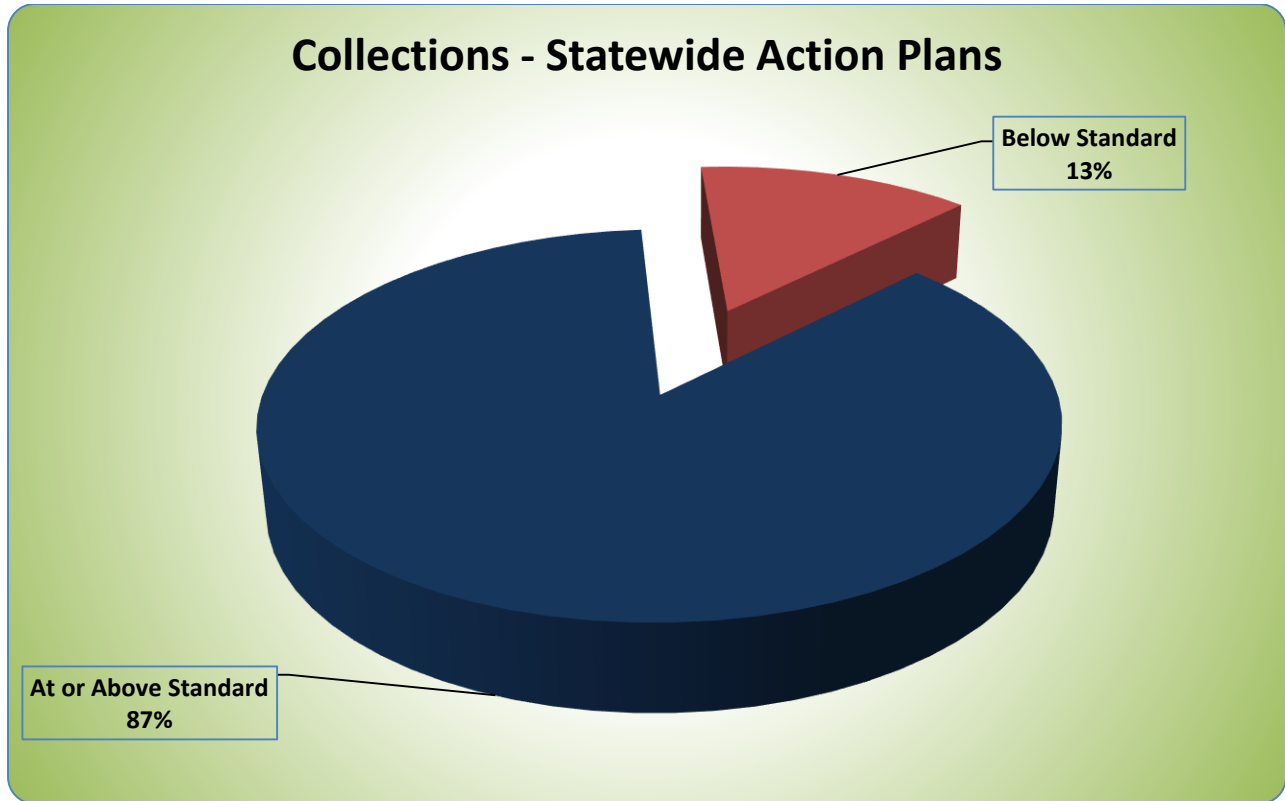
When the CCOC finds a Clerk's office has not met the performance standards, CCOC identifies the nature of each deficiency and any corrective action recommended and taken by the affected Clerk of the Court. The CCOC is required to notify the Legislature of any clerk not meeting performance standards and provide a copy of any corrective action plans.

CCOC monitors the performance of the Clerk's offices quarterly through reports provided by the Clerk's offices, due on the 20<sup>th</sup> of the month following the end of the quarter. CCOC provides notification of the status of the Clerks' performance standards to the Legislature through these quarterly reports.

The quarterly report for the 2nd quarter of CFY 2015/2016 provides information about the performance of the Clerks of Courts on standards relating to collections, timeliness and juror payment management. The report identifies the Clerk's offices not meeting each performance standard. In addition, the report provides a description of factors that may have contributed to the standard not being met. For the 2nd quarter, CFY 2015/2016, seventeen (17) Clerks met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payment:

**Charlotte, Citrus, Collier, Flagler, Gilchrist, Jackson, Jefferson, Lake, Martin, Nassau, Seminole, St. Johns, St. Lucie, Sumter, Taylor, Wakulla, Walton**

<b>At or Above Standard</b>	<b>522</b>
<b>Below Standard</b>	<b>81</b>



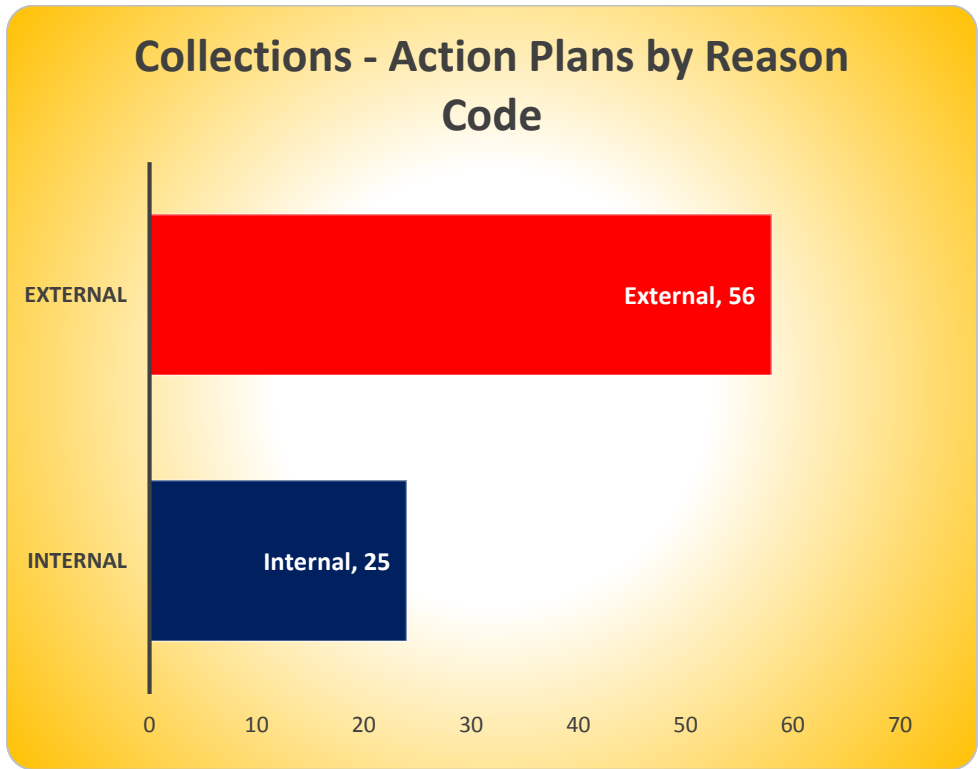
### Collection Performance by Reason Code

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Collection performance measure were amended to clarify what was under the control of the Clerk’s office and what was not. The new Reason Codes, placed into production beginning in the 2015/16 County Fiscal Year (CFY) are:

- “Internal” – Reasons are inter-office and controllable. Internal reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “External” – Factors outside of office management and/or process control. External Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Collection Performance Standard was not met.

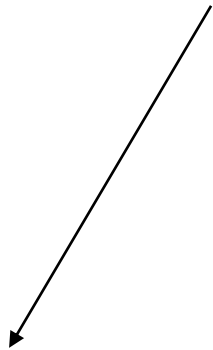


Of the 81 examples where the Collection standard was not met, 25 were classified as internal reasons. A list of the 25 Action Plans are found below. The remaining 56 examples were due to external reasons outside the control of the Clerks' offices. A list of these external reasons are found in this report as Appendix E.



<u>Reason Code</u>	<u>#</u>
<b>Internal</b>	<b>25</b>
<b>External</b>	<b>56</b>
<b>Total</b>	<b>81</b>

The 25 Action Plans required due to internal reasons are below.

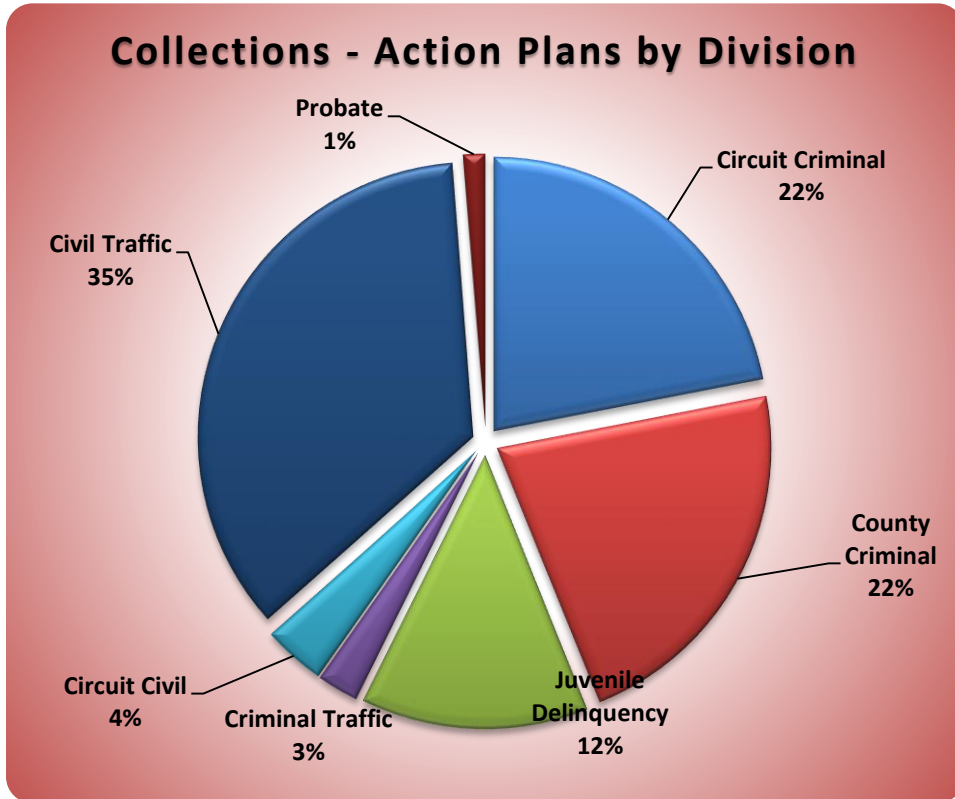


<u>#</u>	<u>County</u>	<u>Division</u>	<u>Plan to Improve</u>
1	Bay	Circuit Criminal	Report Changes have increased the amount assessed
2	Broward	Circuit Criminal	Changes in collection agencies created new collection rate assessments on all unpaid criminal cases.
3	Broward	County Criminal	Changes in collection agencies created new collection rate assessments on all unpaid criminal cases.
4	Broward	Criminal Traffic	Changes in collection agencies created new collection rate assessments on all unpaid criminal cases.
5	Broward	Civil Traffic	Changes in collection agencies created new collection rate assessments on all unpaid traffic cases for this control group.
6	Clay	Civil Traffic	Clay County Judiciary allows TR offenders 90 days to pay citations, versus 30 days. This process makes timely collections more difficult.
7	Gadsden	Civil Traffic	We are a small office with a small staff, one of which is out on leave. We will continue to attempt to meet the standard using the resources we have at our disposal.
8	Highlands	County Criminal	Our Judge allows the County Court defendants to pay as little as possible whenever they can. We have cases that are 10 years old where defendant is still sending in \$5.00 a month.

9	Highlands	Criminal Traffic	Judge has withdrawn several Capias and reduced the money to Judgement/liens. This has increased the assessment, creating a lower %.
10	Indian River	Circuit Criminal	LARGE AMOUNT FOR DRUG TRAFFICKING CASE THIS QUARTER. WE CONTINUE TO WORK ON OUR COLLECTION EFFORTS TO IMPROVE OUR RATE
11	Madison	Probate	Need to actively pursue collection.
12	Manatee	Civil Traffic	Have determined issued with the timing of assessments - unable to make correction in system; reported to case management system vendor
13	Marion	County Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
14	Orange	County Criminal	Collections Project is underway to review complete process and recommend changes. Project will likely extend to end of fiscal year or further.
15	Orange	Civil Traffic	Collections Project is underway to review complete process and recommend changes. Project will likely extend to end of fiscal year or further.
16	Osceola	Circuit Criminal	Osceola County continues to successfully collect and increase revenues for Traffic Citations. Each quarter the percentage improves due to the implementation of partial payment plans.
17	Osceola	Civil Traffic	Osceola County continues to successfully collect and increase revenues for Traffic Citations. Each quarter the percentage improves due to the implementation of partial payment plans.
18	Pinellas	County Criminal	Implementing new methods/ways of collecting fines/costs with staff and how they are addressing defendants out of court or at our counters.
19	Pinellas	Juvenile Delinquency	Implementing new methods/ways of collecting fines/costs with staff and how they are addressing defendants out of court or at our counters.
20	Pinellas	Civil Traffic	Implementing new methods/ways of collecting fines/costs with staff and how they are addressing defendants out of court or at our counters.
21	Polk	County Criminal	Continuing to suspend cases through criminal obligation suspensions
22	Santa Rosa	Civil Traffic	Partial payment agreements can go up to 18 months which is outside the reporting time frame. Civil citation issued along with a criminal citation is held until the disposition of the civil citation.
23	Sarasota	County Criminal	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates in 2016.
24	Sarasota	Civil Traffic	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates in 2016.
25	Washington	Civil Traffic	Increased our collection efforts

The remaining 72 examples of not meeting the Collection performance standard are classified as external reasons outside the control of the Clerks' offices and are listed in Appendix E of this report.

## Collection Performance by Court Division



<u>Division</u>	<u>#</u>
Circuit Criminal	18
County Criminal	18
Juvenile Delinquency	10
Criminal Traffic	2
Circuit Civil	3
County Civil	0
Civil Traffic	29
Probate	1
Family	0
<b>Total</b>	<b>81</b>

The table below is designed to illustrate the historic collection rate of assessments per court division. The timeframe is from the CFY 2013/14 year end through the first quarter of CFY 2015/16. The 2<sup>nd</sup> quarter Collection rate is pending.

## Historic Statewide Collection Rate per Division

<u>Court Division</u>	<u>CFY 2013/14 Year End</u>	<u>CFY 2014/15 Year End</u>	<u>CFY 2015/16 1st Quarter</u>	<u>CFY 2015/16 2nd Quarter</u>	<u>Standard</u>
Circuit Criminal	7.45%	8.19%	8.81%	4.36%	9.00%
County Criminal	38.14%	38.54%	36.89%	29.86%	40.00%
Juvenile Delinquency	18.89%	17.34%	15.35%	16.56%	9.00%
Criminal Traffic	59.07%	61.27%	63.26%	53.16%	40.00%
Circuit Civil	98.71%	98.91%	99.03%	98.94%	90.00%
County Civil	99.32%	99.54%	99.64%	99.63%	90.00%
Probate	99.01%	99.10%	99.16%	99.21%	90.00%
Family	95.63%	96.12%	96.52%	97.05%	75.00%
Civil Traffic	85.09%	84.65%	85.66%	84.46%	90.00%
<b>Division-Wide</b>	<b>68.51%</b>	<b>67.61%</b>	<b>67.47%</b>	<b>52.68%</b>	

Recognizing the large percentage of drug trafficking assessments filed in the Circuit Criminal court division, the CCOC Executive Council approved further analysis of how these assessments and collections would affect the collection rate in the Circuit criminal division.

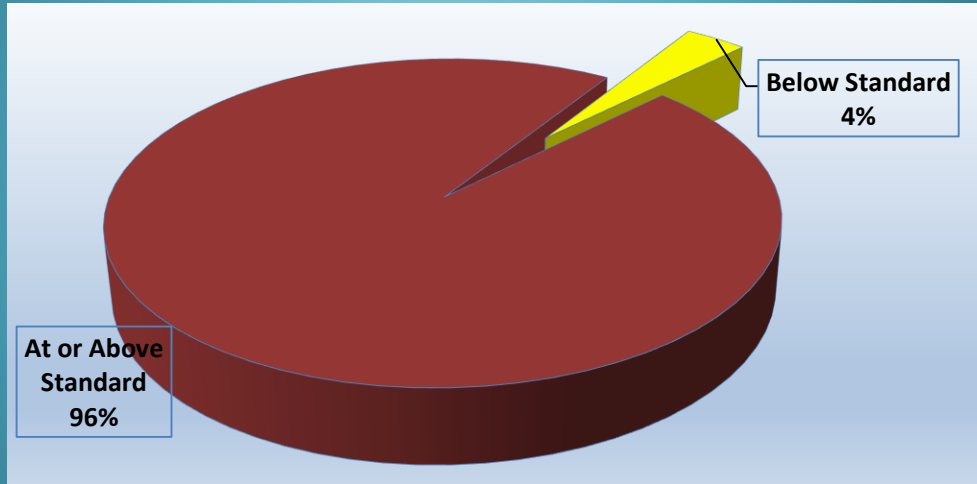
- After 5 quarters of control group (CQ2-16) data, the total assessment in the statewide Circuit Criminal division was \$135,559,971. Of this amount, \$70,639,949 (52.1%) was assessed in felony drug trafficking cases.
- After removing the drug trafficking dollar amounts assessed and collected from the Circuit Criminal division, the statewide collection rate increased from 4.36% to 8.62%.
- Of the 17 examples in the Circuit Criminal division of not meeting the 9.0% collection standard, 9 of these counties would have met the standard once the drug trafficking assessment and collection data was removed. Those counties are:
  - Duval: Total Circuit Criminal Rate: 5.46% / Rate omitting Drug Trafficking: 10.5%
  - Hardee: Total Circuit Criminal Rate: 5.81% / Rate omitting Drug Trafficking: 11.35%
  - Hillsborough: Total Circuit Criminal Rate: 6.0% / Rate omitting Drug Trafficking: 16.6%
  - Okaloosa: Total Circuit Criminal Rate: 4.76% / Rate omitting Drug Trafficking: 10.1%
  - Osceola: Total Circuit Criminal Rate: 6.47% / Rate omitting Drug Trafficking: 15.94%
  - Pasco: Total Circuit Criminal Rate: 7.54% / Rate omitting Drug Trafficking: 9.1%
  - Putnam: Total Circuit Criminal Rate: 4.5% / Rate omitting Drug Trafficking: 11.37%
  - Suwannee: Total Circuit Criminal Rate: 6.9% / Rate omitting Drug Trafficking: 18.2%
  - Volusia: Total Circuit Criminal Rate: 6.2% / Rate omitting Drug Trafficking: 10.2%

A complete table of the results seen by each county by removing the drug trafficking data from the Circuit Criminal division is found in this report as Appendix B.

## New Cases Filed

At or Above Standard	646
Below Standard	24

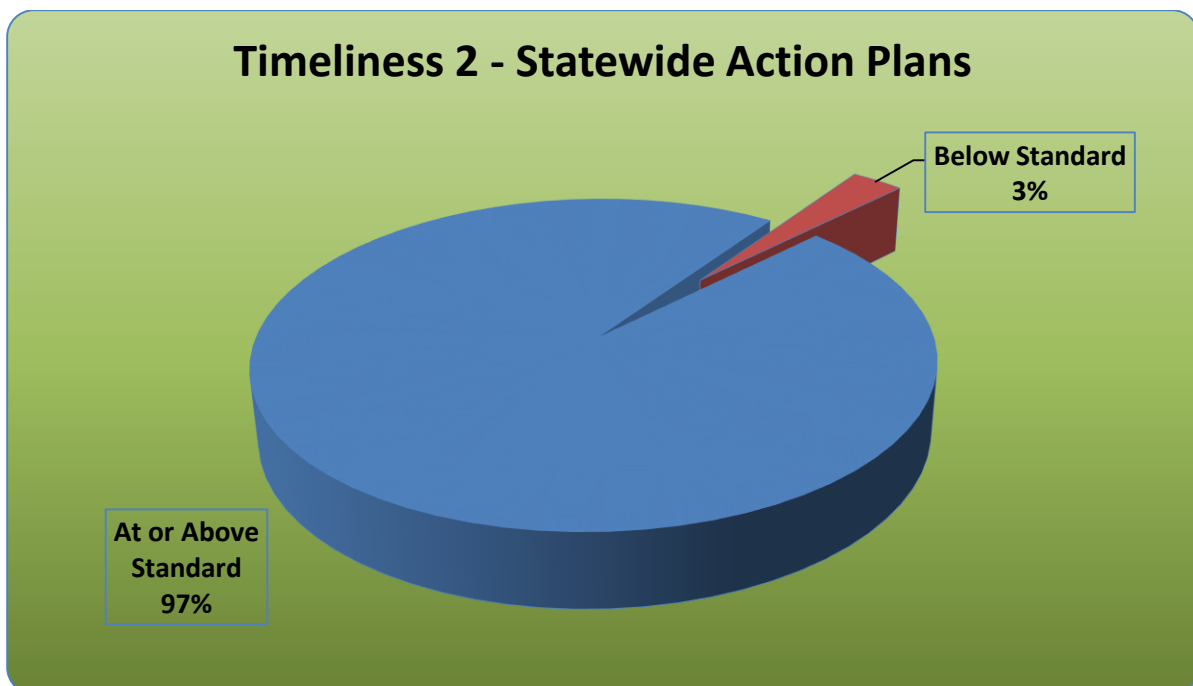
### Timeliness 1 - Statewide Action Plans



## Cases Docketed

At or Above Standard	650
Below Standard	20

### Timeliness 2 - Statewide Action Plans



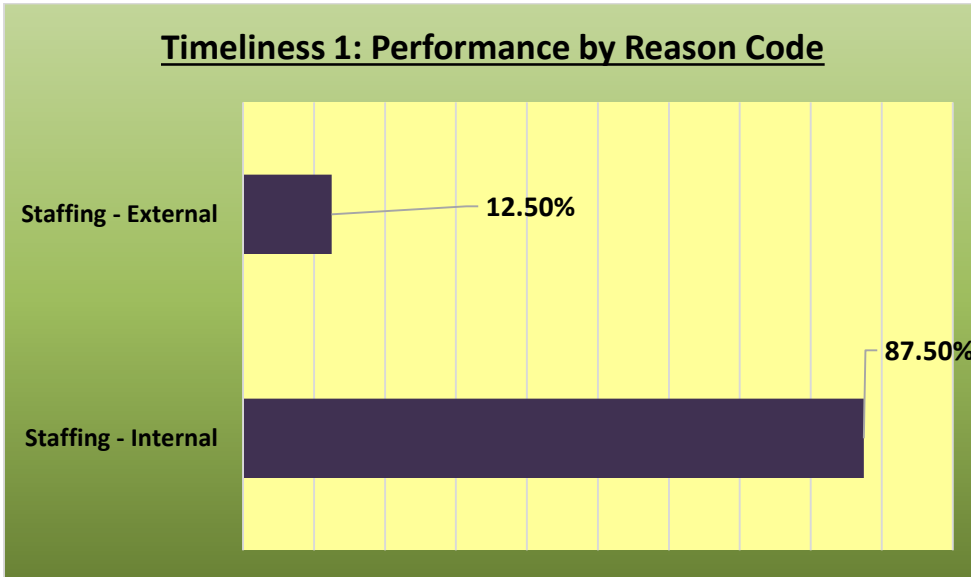
## **Timeliness Performance by Reason Code**

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Timeliness (Case Processing and Docket Entry) performance measures were amended to clarify what was under the control of the Clerk’s office and what was not. The CCOC conducted 4 separate Web-Ex training sessions in March to further clarify the new reason codes and potential Action Plans that may be required. The new Reason Codes, placed into production for the second quarter of the 2015/16 County Fiscal Year (CFY) are:

- “Staffing - Internal”: Reason is inter-office and controllable. Internal Staffing reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “Staffing External”: Staffing factors outside of office management and/or process control. External Staffing Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.
- “Systems / Conversions - Internal”: Reason is inter-office and controllable. Internal System reasons will require an “Action to Improve” including all factors noted above.
- “Systems – Conversions - External”: System / Conversion is outside of office management and/or process control. External Systems / Conversion reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.
- “Unfunded Mandates - External”: Federal, State and / or local mandates outside of office management and/or process control. Unfunded Mandate reason(s) will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.

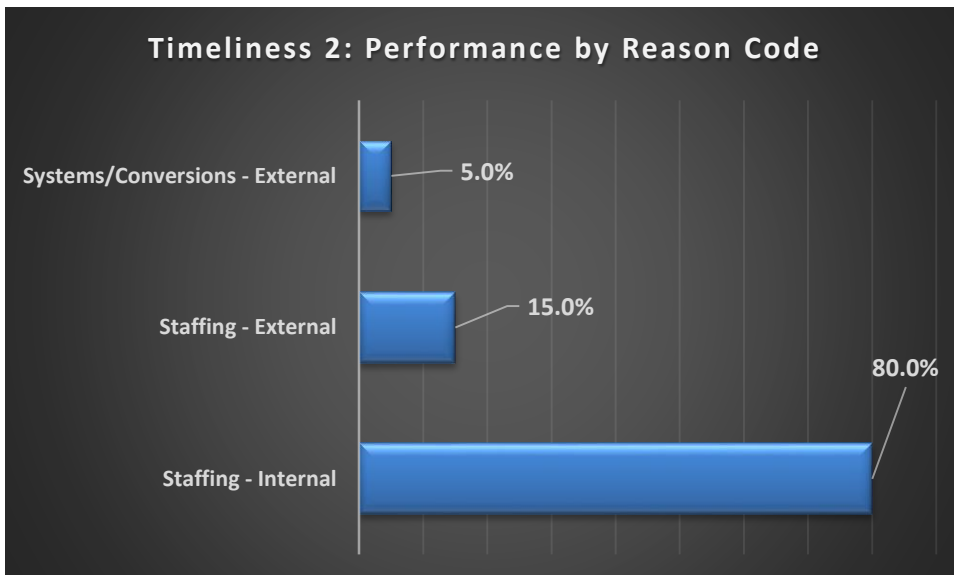
Of the 24 Timeliness 1 (Cases) and the 20 Timeliness 2 (Dockets) examples where the Timeliness Performance standards were not met (37) were classified as internal reasons; 21 New Case Processing and 16 Docket Entry. A list of the 37 Action Plans are found at the end of the “Timeliness by Reason Code” section of this report. The remaining 7 External Reason descriptions are found in this report as Appendix E.

## Timeliness 1 (Cases Filed) - Performance by Reason Code



Reason Code	Plans
Staffing – Internal	21
Staffing – External	3
System / Conversion - Internal	0
System / Conversion – External	0
Unfunded Mandates - External	0
<b>Total</b>	<b>24</b>

## Timeliness 2 (Docket Entries) Performance by Reason Code



Reason Code	Plans
Staffing – Internal	16
Staffing – External	3
System / Conversion - Internal	0
System / Conversion – External	1
Unfunded Mandates - External	0
<b>Total</b>	<b>20</b>

## Timeliness 1 (Case Processing) – Inter-Office Action Plans

	<u>County</u>	<u>Division</u>	<u>Reason Code</u>	<u>Action Plan to Improve</u>
1	Broward	Circuit Civil	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
2	Broward	Probate	Staffing-Internal	While new staff are now trained, additional staff is needed to meet the 80% standard.
3	Broward	Family	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
4	Columbia	Juvenile Delinquency	Staffing-Internal	One person department. Staff from other areas will help cover when this person is on leave.
5	Dade	Criminal Traffic	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
6	Dade	Civil Traffic	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
7	Dixie	Circuit Civil	Staffing-Internal	Unexpected caseload
8	Dixie	County Civil	Staffing-Internal	Unexpected caseload
9	Franklin	Circuit Criminal	Staffing-Internal	Employee has health problems and has indicated she will be retiring in July. Should see improvements if budget allows replacement for this position.
10	Gadsden	Criminal Traffic	Staffing-Internal	insufficient staff available to handle caseload
11	Gadsden	County Civil	Staffing-Internal	insufficient staff available to handle caseload
12	Levy	Criminal Traffic	Staffing-Internal	SHORT STAFFED
13	Liberty	Circuit Civil	Staffing-Internal	Clerk returned from vacation and had to work on priority filings first.
14	Madison	Circuit Criminal	Staffing-Internal	We were without 1 Clerk for almost the whole quarter. Back to full staff.
15	Madison	County Criminal	Staffing-Internal	We were without 1 Clerk for almost the whole quarter. Back to full staff.



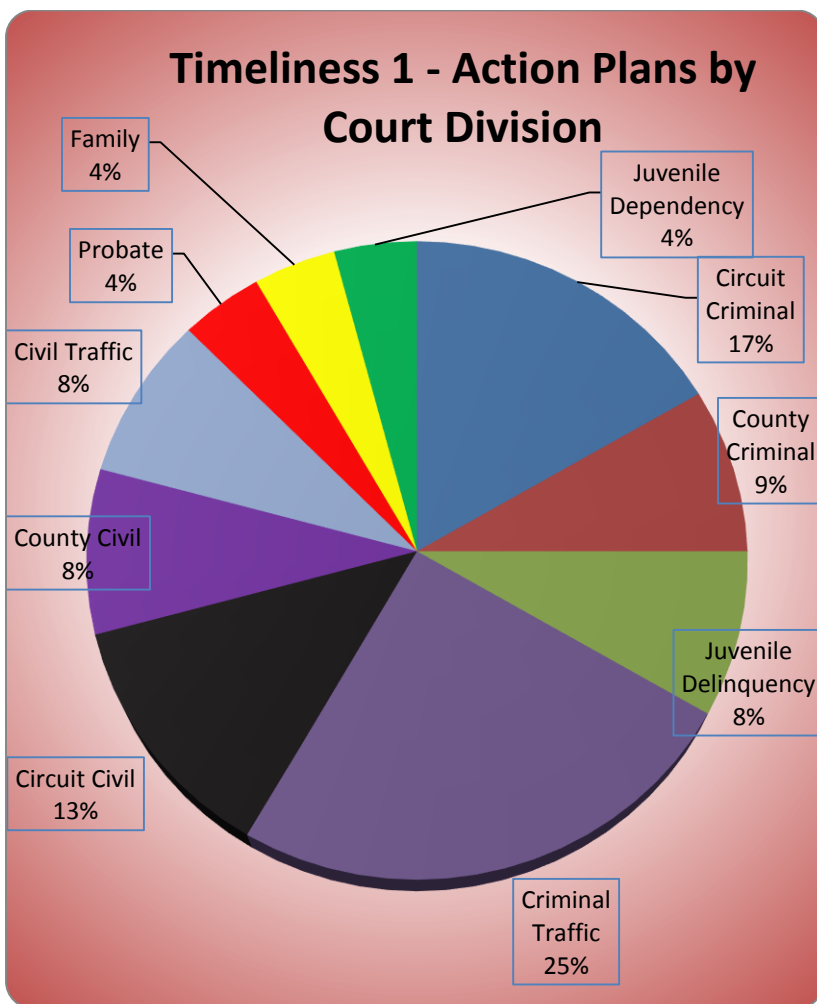
16	Madison	Criminal Traffic	Staffing-Internal	We were without 1 Clerk for almost the whole quarter. Back to full staff.
17	Marion	Civil Traffic	Staffing-Internal	Staffing-Insufficient - Due to extended period of leave for current employee. Adjustments made to better prioritize workload
18	Putnam	Circuit Criminal	Staffing-Internal	Showing improvement from last quarter
19	Putnam	County Criminal	Staffing-Internal	Showing improvement from last quarter
20	Putnam	Criminal Traffic	Staffing-Internal	Showing improvement from last quarter
21	Union	Juvenile Delinquency	Staffing-Internal	Unable to meet standards due to staff covering multiple areas

### **Timeliness 2 (Docket Entry) – Inter-Office Action Plans**

	<b><u>County</u></b>	<b><u>Division</u></b>	<b><u>Reason Code</u></b>	<b><u>Action Plan to Improve</u></b>
1	Broward	County Civil	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
2	Broward	Family	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
3	Clay	Juvenile Delinquency	Staffing-Internal	Discuss results with the 2 CJ Clerks to reiterate the importance of working the queues in a timely manner.
4	Dade	Circuit Civil	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
5	Dixie	Circuit Criminal	Staffing-Internal	Unexpected court dates
6	Dixie	County Civil	Staffing-Internal	Unexpected caseload
7	Levy	Criminal Traffic	Staffing-Internal	UNDERSTAFFED
8	Levy	Probate	Staffing-Internal	UNDERSTAFFED
9	Levy	Family	Staffing-Internal	UNDERSTAFFED
10	Madison	County Criminal	Staffing-Internal	We were without 1 Clerk for almost the whole quarter. Back to full staff.
11	Madison	Criminal Traffic	Staffing-Internal	We were without 1 Clerk for almost the whole quarter. Back to full staff.

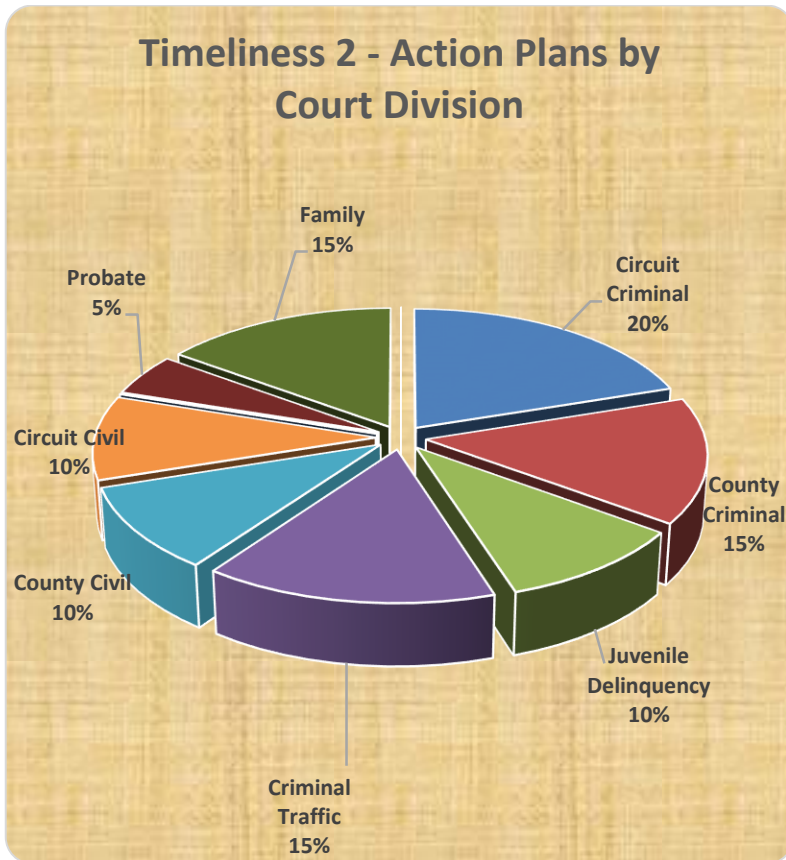
12	Palm Beach	Circuit Civil	Staffing-Internal	Lack of staffing due to budget cuts continue to negatively impact our ability to meet the timeliness standard.
13	Polk	Family	Staffing-Internal	To finalize training and shift resources when possible
14	Putnam	County Criminal	Staffing-Internal	Showing improvement from last quarter
15	Washington	Circuit Criminal	Staffing-Internal	Training new Staff
16	Washington	Juvenile Delinquency	Staffing-Internal	Training new Staff

### Timeliness 1 (Cases Filed) - Performance by Court Division



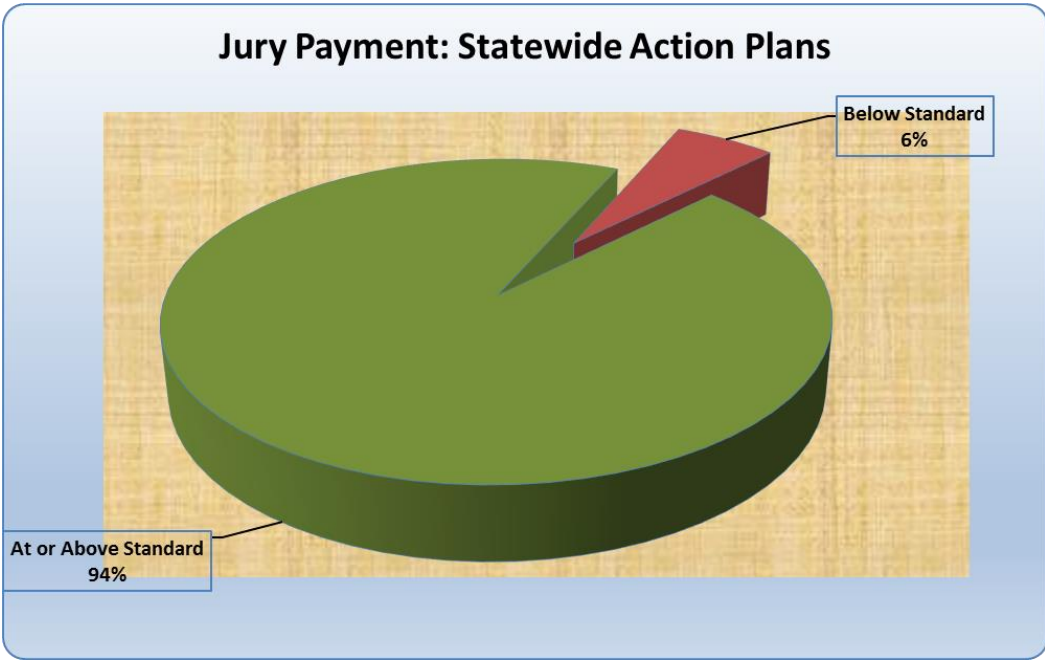
Division	Plans/Description
Circuit Criminal	4
County Criminal	2
Juvenile Delinquency	2
Criminal Traffic	6
Circuit Civil	3
County Civil	2
Civil Traffic	2
Probate	1
Family	1
Juvenile Dependency	1
<b>Total</b>	<b>24</b>

## Timeliness 2 (Docket Entry) - Performance by Court Division



Division	Plans/Description
Circuit Criminal	4
County Criminal	3
Juvenile Delinquency	2
Criminal Traffic	3
Circuit Civil	2
County Civil	2
Civil Traffic	0
Probate	1
Family	3
Juvenile Dependency	0
<b>Total</b>	<b>20</b>

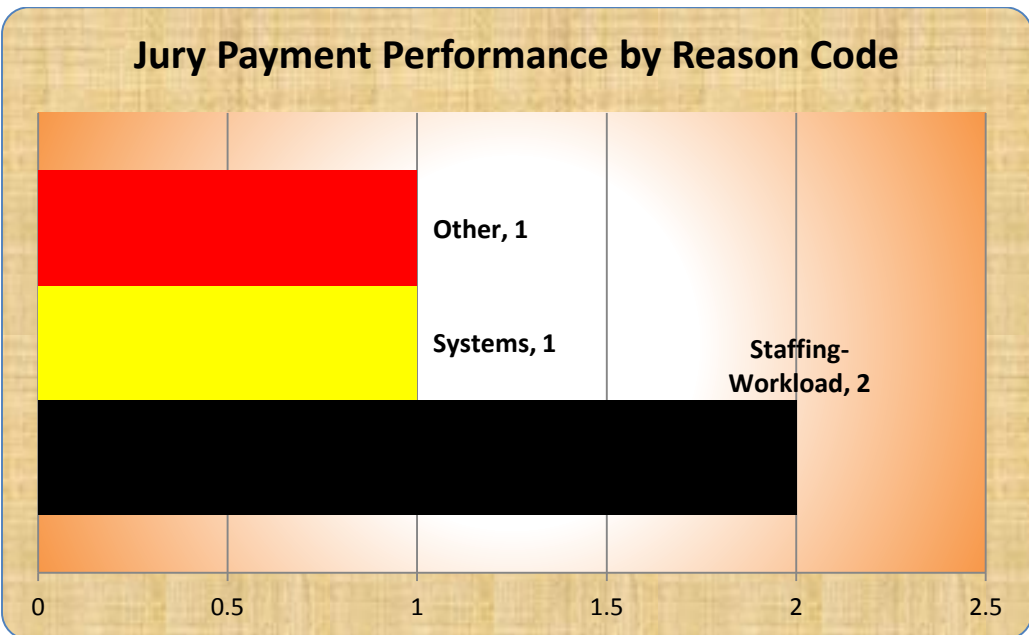
At or Above Standard	63
Below Standard	4



### Jury Payment Action Plans by Reason Code

The performance standard for timely juror payment is 100% payment of jurors within 20 days of final jury attendance.

The reason codes for not meeting the performance standard were not changed from the previous reporting cycle.



Reason Code	Plans
Staffing-Workload	2
Staffing - Training	0
Systems	1
Procedural	0
Other	1
<b>Total</b>	<b>4</b>

County	Reporting Quarter	Appendix A: Collections Performance by Division									
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Alachua	Qrt 2 1/1-3/31		External								1
Baker	Qrt 2 1/1-3/31							External			1
Bay	Qrt 2 1/1-3/31	Internal	External					External			3
Bradford	Qrt 2 1/1-3/31			External							1
Brevard	Qrt 2 1/1-3/31			External				External			2
Broward	Qrt 2 1/1-3/31	Internal	Internal		Internal			Internal			4
Calhoun	Qrt 2 1/1-3/31	External	External					External			3
Charlotte	Qrt 2 1/1-3/31										0
Citrus	Qrt 2 1/1-3/31										0
Clay	Qrt 2 1/1-3/31							Internal			1
Collier	Qrt 2 1/1-3/31										0
Columbia	Qrt 2 1/1-3/31		External								1
Dade	Qrt 2 1/1-3/31		External					External			2
Desoto	Qrt 2 1/1-3/31	External	External	External							3
Dixie	Qrt 2 1/1-3/31			External				external			2
Duval	Qrt 2 1/1-3/31	External	External					External			3
Escambia	Qrt 2 1/1-3/31							External			1
Flagler	Qrt 2 1/1-3/31										0
Franklin	Qrt 2 1/1-3/31	External									1
Gadsden	Qrt 2 1/1-3/31							Internal			1
Gilchrist	Qrt 2 1/1-3/31										0
Glades	Qrt 2 1/1-3/31			External							1
Gulf	Qrt 2 1/1-3/31			External		External					2
Hamilton	Qrt 2 1/1-3/31							External			1
Hardee	Qrt 2 1/1-3/31	External									1
Hendry	Qrt 2 1/1-3/31							External			1
Hernando	Qrt 2 1/1-3/31			External				External			2
Highlands	Qrt 2 1/1-3/31	External	Internal	External	Internal						4
Hillsborough	Qrt 2 1/1-3/31	External	External					External			3
Holmes	Qrt 2 1/1-3/31	External									1
Indian River	Qrt 2 1/1-3/31	Internal									1
Jackson	Qrt 2 1/1-3/31										0
Jefferson	Qrt 2 1/1-3/31										0
Lafayette	Qrt 2 1/1-3/31	External									1
Lake	Qrt 2 1/1-3/31										0
Lee	Qrt 2 1/1-3/31							External			1
Leon	Qrt 2 1/1-3/31		External			External		External			3
Levy	Qrt 2 1/1-3/31							External			1
Liberty	Qrt 2 1/1-3/31							External			1
Madison	Qrt 2 1/1-3/31							External	Internal		2
Manatee	Qrt 2 1/1-3/31							Internal			1
Marion	Qrt 2 1/1-3/31		Internal								1
Martin	Qrt 2 1/1-3/31										0
Monroe	Qrt 2 1/1-3/31										0
Nassau	Qrt 2 1/1-3/31										0
Okaloosa	Qrt 2 1/1-3/31	External						External			2
Okeechobee	Qrt 2 1/1-3/31										0
Orange	Qrt 2 1/1-3/31		Internal	External				Internal			3
Osceola	Qrt 2 1/1-3/31	Internal						Internal			2
Palm Beach	Qrt 2 1/1-3/31		External								1
Pasco	Qrt 2 1/1-3/31	External									1

County	Reporting Quarter	Appendix A: Collections Performance by Division									
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Pinellas	Qrt 2 1/1-3/31		Internal	Internal				Internal			3
Polk	Qrt 2 1/1-3/31	External	Internal					External			3
Putnam	Qrt 2 1/1-3/31										0
Santa Rosa	Qrt 2 1/1-3/31							Internal			1
Sarasota	Qrt 2 1/1-3/31		Internal					Internal			2
Seminole	Qrt 2 1/1-3/31										0
St. Johns	Qrt 2 1/1-3/31										0
St. Lucie	Qrt 2 1/1-3/31										0
Sumter	Qrt 2 1/1-3/31										0
Suwannee	Qrt 2 1/1-3/31	External									1
Taylor	Qrt 2 1/1-3/31										0
Union	Qrt 2 1/1-3/31					External					1
Volusia	Qrt 2 1/1-3/31	External	External								2
Wakulla	Qrt 2 1/1-3/31										0
Walton	Qrt 2 1/1-3/31										0
Washington	Qrt 2 1/1-3/31							Internal			1
<b>Statewide</b>		<b>18</b>	<b>18</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>29</b>	<b>1</b>	<b>0</b>	<b>81</b>
<b>Internal Reasons</b>		<b>4</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>25</b>
<b>External Reasons</b>		<b>14</b>	<b>11</b>	<b>9</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>56</b>

**Appendix B: Drug Traffic Assessment and Collections Affect on Circuit Criminal Collection Rate**

**CFY 2015/16 2nd Quarter Analysis**

**Circuit Criminal**

**Drug Trafficking**

**Circuit Criminal Net**

CountyName	Assessment	Collection	%
Alachua	\$437,114.34	\$79,600.93	18.21%
Baker	\$49,319.00	\$8,796.90	17.84%
Bay	\$697,347.56	\$68,506.43	9.82%
Bradford	\$78,426.00	\$20,114.16	25.65%
Brevard	\$703,632.75	\$112,127.61	15.94%
Broward	\$81,196,875.26	\$483,487.14	0.60%
Calhoun	\$61,088.00	\$3,152.00	5.16%
Charlotte	\$304,871.23	\$69,308.75	22.73%
Citrus	\$512,108.90	\$78,804.29	15.39%
Clay	\$1,424,069.00	\$220,950.00	15.52%
Collier	\$580,621.21	\$52,809.41	9.10%
Columbia	\$162,243.04	\$18,821.78	11.60%
Dade	\$3,060,414.00	\$399,895.00	13.07%
Desoto	\$271,294.35	\$31,699.50	11.68%
Dixie	\$54,843.00	\$12,093.00	22.05%
Duval	\$2,672,534.85	\$145,891.45	5.46%
Escambia	\$1,218,270.64	\$123,921.18	10.17%
Flagler	\$110,945.67	\$16,624.61	14.98%
Franklin	\$68,775.63	\$4,992.40	7.26%
Gadsden	\$69,638.00	\$13,059.84	18.75%
Gilchrist	\$26,247.00	\$5,790.00	22.06%
Glades	\$13,698.50	\$1,807.75	13.20%
Gulf	\$69,069.45	\$16,555.52	23.97%
Hamilton	\$21,759.19	\$3,397.41	15.61%
Hardee	\$215,018.20	\$12,491.95	5.81%
Hendry	\$53,628.50	\$16,842.14	31.41%
Hernando	\$507,385.89	\$63,395.75	12.49%
Highlands	\$363,825.44	\$14,275.53	3.92%
Hillsborough	\$7,121,019.00	\$427,088.00	6.00%
Holmes	\$277,251.25	\$21,146.26	7.63%
Indian River	\$1,448,249.35	\$38,495.81	2.66%
Jackson	\$114,976.75	\$17,450.71	15.18%
Jefferson	\$22,456.58	\$7,254.86	32.31%
Lafayette	\$19,895.33	\$ -	0.00%
Lake	\$1,157,179.62	\$133,714.14	11.56%
Lee	\$ 1,350,002.00	\$ 142,188.00	10.53%
Leon	\$1,021,431.18	\$184,518.08	18.06%
Levy	\$107,475.50	\$12,676.39	11.79%
Liberty	\$29,666.50	\$6,001.66	20.23%
Madison	\$89,544.52	\$11,534.78	12.88%
Manatee	\$637,056.62	\$91,485.71	14.36%
Marion	\$1,429,070.02	\$164,951.06	11.54%
Martin	\$325,952.52	\$36,514.08	11.20%
Monroe	\$344,705.00	\$76,545.00	22.21%
Nassau	\$78,879.04	\$21,537.15	27.30%
Okaloosa	\$2,003,089.68	\$95,255.17	4.76%
Okeechobee	\$300,595.76	\$30,863.61	10.27%
Orange	\$2,974,202.00	\$372,556.00	12.53%
Osceola	\$2,881,813.77	\$186,312.54	6.47%
Palm Beach	\$1,671,869.21	\$188,701.48	11.29%
Pasco	\$2,436,843.26	\$183,673.86	7.54%
Pinellas	\$2,865,510.00	\$331,139.00	11.56%
Polk	\$2,491,978.80	\$219,503.85	8.81%
Putnam	\$436,110.24	\$19,401.05	4.45%
Santa Rosa	\$432,049.99	\$63,812.35	14.77%

Assessment	Collection	%
\$105,725.36	\$39.85	0.04%
\$ -	\$ -	#DIV/0!
\$104,854.00	\$145.00	0.14%
\$ -	\$ -	#DIV/0!
\$213,080.00	\$193.00	0.09%
\$49,590,293.25	\$11,786.74	0.02%
\$ -	\$ -	#DIV/0!
\$711.00	\$0.00	0.00%
\$214,107.00	\$1,348.74	0.63%
\$766,279.00	\$26,206.00	3.42%
\$319,478.93	\$408.93	0.13%
\$ -	\$ -	#DIV/0!
\$582,585.00	\$9,827.00	1.69%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$1,395,877.00	\$11,814.44	0.85%
\$372,376.00	\$1,237.00	0.33%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$17,221.00	\$7,008.00	40.69%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$105,865.00	\$100.00	0.09%
\$ -	\$ -	#DIV/0!
\$106,051.00	\$ -	0.00%
\$100,000.00	\$ -	0.00%
\$4,554,894.00	\$577.98	0.01%
\$ -	\$ -	#DIV/0!
\$1,016,659.91	\$664.62	0.07%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$250,000.00	\$ -	0.00%
\$ 739,790.00	\$ 50.00	0.01%
\$104,920.95	\$395.40	0.38%
\$ -	\$ -	#DIV/0!
\$2,625.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$105,418.00	\$ -	0.00%
\$553,921.60	\$2,077.37	0.38%
\$ -	\$ -	#DIV/0!
\$203,146.00	\$30,309.37	14.92%
\$ -	\$ -	#DIV/0!
\$1,058,909.00	\$ -	0.00%
\$100,000.00	\$ -	0.00%
\$1,284,826.20	\$3,263.94	0.25%
\$1,720,111.00	\$1,143.84	0.07%
\$581,283.05	\$ -	0.00%
\$409,030.57	\$ -	0.00%
\$1,272,709.00	\$493.00	0.04%
\$ -	\$ -	#DIV/0!
\$265,450.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!

Assessment	Collection	%
\$331,388.98	\$ 79,561.08	24.01%
\$ 49,319.00	\$ 8,796.90	17.84%
\$ 592,493.56	\$ 68,361.43	11.54%
\$ 78,426.00	\$ 20,114.16	25.65%
\$ 490,552.75	\$ 111,934.61	22.82%
\$ 31,606,582.01	\$ 471,700.40	1.49%
\$ 61,088.00	\$ 3,152.00	5.16%
\$ 304,160.23	\$ 69,308.75	22.79%
\$ 298,001.90	\$ 77,455.55	25.99%
\$ 657,790.00	\$ 194,744.00	29.61%
\$ 261,142.28	\$ 52,400.48	20.07%
\$ 162,243.04	\$ 18,821.78	11.60%
\$ 2,477,829.00	\$ 390,068.00	15.74%
\$ 271,294.35	\$ 31,699.50	11.68%
\$ 54,843.00	\$ 12,093.00	22.05%
\$ 1,276,657.85	\$ 134,077.01	10.50%
\$ 845,894.64	\$ 122,684.18	14.50%
\$ 110,945.67	\$ 16,624.61	14.98%
\$ 68,775.63	\$ 4,992.40	7.26%
\$ 52,417.00	\$ 6,051.84	11.55%
\$ 26,247.00	\$ 5,790.00	22.06%
\$ 13,698.50	\$ 1,807.75	13.20%
\$ 69,069.45	\$ 16,555.52	23.97%
\$ 21,759.19	\$ 3,397.41	15.61%
\$ 109,153.20	\$ 12,391.95	11.35%
\$ 53,628.50	\$ 16,842.14	31.41%
\$ 401,334.89	\$ 63,395.75	15.80%
\$ 263,825.44	\$ 14,275.53	5.41%
\$ 2,566,125.00	\$ 426,510.02	16.62%
\$ 277,251.25	\$ 21,146.26	7.63%
\$ 431,589.44	\$ 37,831.19	8.77%
\$ 114,976.75	\$ 17,450.71	15.18%
\$ 22,456.58	\$ 7,254.86	32.31%
\$ 19,895.33	\$ -	0.00%
\$ 907,179.62	\$ 133,714.14	14.74%
\$ 610,212.00	\$ 142,138.00	23.29%
\$ 916,510.23	\$ 184,122.68	20.09%
\$ 107,475.50	\$ 12,676.39	11.79%
\$ 27,041.50	\$ 6,001.66	22.19%
\$ 89,544.52	\$ 11,534.78	12.88%
\$ 531,638.62	\$ 91,485.71	17.21%
\$ 875,148.42	\$ 162,873.69	18.61%
\$ 325,952.52	\$ 36,514.08	11.20%
\$ 141,559.00	\$ 46,235.63	32.66%
\$ 78,879.04	\$ 21,537.15	27.30%
\$ 944,180.68	\$ 95,255.17	10.09%
\$ 200,595.76	\$ 30,863.61	15.39%
\$ 1,689,375.80	\$ 369,292.06	21.86%
\$ 1,161,702.77	\$ 185,168.70	15.94%
\$ 1,090,586.16	\$ 188,701.48	17.30%
\$ 2,027,812.69	\$ 183,673.86	9.06%
\$ 1,592,801.00	\$ 330,646.00	20.76%
\$ 2,491,978.80	\$ 219,503.85	8.81%
\$ 170,660.24	\$ 19,401.05	11.37%
\$ 432,049.99	\$ 63,812.35	14.77%

CountyName	Assessment	Collection	%
Sarasota	\$714,734.00	\$90,788.59	12.70%
Seminole	\$1,105,848.20	\$210,846.50	19.07%
St. Johns	\$429,394.81	\$69,951.63	16.29%
St. Lucie	\$1,034,932.50	\$104,810.90	10.13%
Sumter	\$288,848.65	\$39,900.22	13.81%
Suwannee	\$523,836.77	\$36,189.83	6.91%
Taylor	\$146,760.70	\$25,820.07	17.59%
Union	\$16,491.75	\$1,639.21	9.94%
Volusia	\$1,771,179.47	\$109,203.12	6.17%
Wakulla	\$62,373.00	\$6,955.05	11.15%
Walton	\$270,813.00	\$25,506.00	9.42%
Washington	\$120,820.13	\$11,813.66	9.78%
<b>Statewide</b>	<b>\$ 135,559,971.07</b>	<b>\$ 5,916,957.81</b>	<b>4.36%</b>

Assessment	Collection	%
\$184,574.00	\$ 5.00	0.00%
\$598,271.00	\$212,549.70	35.53%
\$105,618.00	\$ -	0.00%
\$401,501.00	\$1,372.76	0.34%
\$ -	\$ -	#DIV/0!
\$324,787.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$707,000.64	\$ 618.00	0.09%
\$ -	\$ -	#DIV/0!
\$ 100,000.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
<b>\$ 70,639,949.46</b>	<b>\$ 323,635.68</b>	<b>0.46%</b>

Assessment	Collection	%
\$ 530,160.00	\$ 90,783.59	17.12%
\$ 507,577.20	\$ (1,703.20)	-0.34%
\$ 323,776.81	\$ 69,951.63	21.60%
\$ 633,431.50	\$ 103,438.14	16.33%
\$ 288,848.65	\$ 39,900.22	13.81%
\$ 199,049.77	\$ 36,189.83	18.18%
\$ 146,760.70	\$ 25,820.07	17.59%
\$ 16,491.75	\$ 1,639.21	9.94%
\$ 1,064,178.83	\$ 108,585.12	10.20%
\$ 62,373.00	\$ 6,955.05	11.15%
\$ 170,813.00	\$ 25,506.00	14.93%
\$ 120,820.13	\$ 11,813.66	9.78%
<b>\$ 64,920,021.61</b>	<b>\$ 5,593,322.13</b>	<b>8.62%</b>

Font indicates Counties that would have surpassed the Circuit Criminal performance standard if drug trafficking assessments and collection data was omitted from the formula.



County	Reporting Quarter	Appendix C: Timeliness Standard 1 (New Cases Opened) Performance by Division										
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua	Qrt 2 1/1-3/31											0
Baker	Qrt 2 1/1-3/31											0
Bay	Qrt 2 1/1-3/31											0
Bradford	Qrt 2 1/1-3/31											0
Brevard	Qrt 2 1/1-3/31											0
Broward	Qrt 2 1/1-3/31					Staffing - Internal			Staffing - Internal	Staffing - Internal		3
Calhoun	Qrt 2 1/1-3/31											0
Charlotte	Qrt 2 1/1-3/31											0
Citrus	Qrt 2 1/1-3/31											0
Clay	Qrt 2 1/1-3/31											0
Collier	Qrt 2 1/1-3/31											0
Columbia	Qrt 2 1/1-3/31			Staffing - Internal	Staffing - External							2
Dade	Qrt 2 1/1-3/31				Staffing - Internal			Staffing - Internal				2
Desoto	Qrt 2 1/1-3/31											0
Dixie	Qrt 2 1/1-3/31					Staffing - Internal	Staffing - Internal					2
Duval	Qrt 2 1/1-3/31											0
Escambia	Qrt 2 1/1-3/31											0
Flagler	Qrt 2 1/1-3/31											0
Franklin	Qrt 2 1/1-3/31	Staffing - Internal										1
Gadsden	Qrt 2 1/1-3/31				Staffing - Internal		Staffing - Internal					2
Gilchrist	Qrt 2 1/1-3/31											0
Glades	Qrt 2 1/1-3/31											0
Gulf	Qrt 2 1/1-3/31											0
Hamilton	Qrt 2 1/1-3/31											0
Hardee	Qrt 2 1/1-3/31											0
Hendry	Qrt 2 1/1-3/31	Staffing - External										1
Hernando	Qrt 2 1/1-3/31											0
Highlands	Qrt 2 1/1-3/31											0
Hillsborough	Qrt 2 1/1-3/31											0
Holmes	Qrt 2 1/1-3/31											0
Indian River	Qrt 2 1/1-3/31											0
Jackson	Qrt 2 1/1-3/31											0
Jefferson	Qrt 2 1/1-3/31											0
Lafayette	Qrt 2 1/1-3/31											0
Lake	Qrt 2 1/1-3/31											0
Lee	Qrt 2 1/1-3/31											0
Leon	Qrt 2 1/1-3/31											0

County	Reporting Quarter	Appendix C: Timeliness Standard 1 (New Cases Opened) Performance by Division										Total
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	
Levy	Qrt 2 1/1-3/31				Staffing - Internal							1
Liberty	Qrt 2 1/1-3/31					Staffing - Internal						1
Madison	Qrt 2 1/1-3/31	Staffing - Internal	Staffing - Internal		Staffing - Internal							3
Manatee	Qrt 2 1/1-3/31											0
Marion	Qrt 2 1/1-3/31							Staffing - Internal				1
Martin	Qrt 2 1/1-3/31											0
Monroe	Qrt 2 1/1-3/31											0
Nassau	Qrt 2 1/1-3/31											0
Okaloosa	Qrt 2 1/1-3/31											0
Okeechobee	Qrt 2 1/1-3/31										Staffing - External	1
Orange	Qrt 2 1/1-3/31											0
Osceola	Qrt 2 1/1-3/31											0
Palm Beach	Qrt 2 1/1-3/31											0
Pasco	Qrt 2 1/1-3/31											0
Pinellas	Qrt 2 1/1-3/31											0
Polk	Qrt 2 1/1-3/31											0
Putnam	Qrt 2 1/1-3/31	Staffing - Internal	Staffing - Internal		Staffing - Internal							3
Santa Rosa	Qrt 2 1/1-3/31											0
Sarasota	Qrt 2 1/1-3/31											0
Seminole	Qrt 2 1/1-3/31											0
St. Johns	Qrt 2 1/1-3/31											0
St. Lucie	Qrt 2 1/1-3/31											0
Sumter	Qrt 2 1/1-3/31											0
Suwannee	Qrt 2 1/1-3/31											0
Taylor	Qrt 2 1/1-3/31											0
Union	Qrt 2 1/1-3/31			Staffing - Internal								1
Volusia	Qrt 2 1/1-3/31											0
Wakulla	Qrt 2 1/1-3/31											0
Walton	Qrt 2 1/1-3/31											0
Washington	Qrt 2 1/1-3/31											0
<b>Statewide</b>		<b>4</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>24</b>
<b>Internal Reasons</b>		<b>3</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>21</b>
<b>External Reasons</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>

County	Reporting Quarter	Appendix D: Timeliness Standard 2 (Cases Docketed) Performance by Division										Total
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	
Alachua	Qrt 2 1/1-3/31											0
Baker	Qrt 2 1/1-3/31											0
Bay	Qrt 2 1/1-3/31											0
Bradford	Qrt 2 1/1-3/31											0
Brevard	Qrt 2 1/1-3/31											0
Broward	Qrt 2 1/1-3/31						Staffing - Internal			Staffing - Internal		2
Calhoun	Qrt 2 1/1-3/31											0
Charlotte	Qrt 2 1/1-3/31											0
Citrus	Qrt 2 1/1-3/31											0
Clay	Qrt 2 1/1-3/31			Staffing - Internal								1
Collier	Qrt 2 1/1-3/31											0
Columbia	Qrt 2 1/1-3/31											0
Dade	Qrt 2 1/1-3/31						Staffing - Internal					1
Desoto	Qrt 2 1/1-3/31											0
Dixie	Qrt 2 1/1-3/31	Staffing - Internal						Staffing - Internal				2
Duval	Qrt 2 1/1-3/31											0
Escambia	Qrt 2 1/1-3/31											0
Flagler	Qrt 2 1/1-3/31											0
Franklin	Qrt 2 1/1-3/31											0
Gadsden	Qrt 2 1/1-3/31											0
Gilchrist	Qrt 2 1/1-3/31											0
Glades	Qrt 2 1/1-3/31											0
Gulf	Qrt 2 1/1-3/31											0
Hamilton	Qrt 2 1/1-3/31											0
Hardee	Qrt 2 1/1-3/31											0
Henry	Qrt 2 1/1-3/31	Staffing - External	Staffing - External		Staffing - External							3
Hernando	Qrt 2 1/1-3/31											0
Highlands	Qrt 2 1/1-3/31											0
Hillsborough	Qrt 2 1/1-3/31											0
Holmes	Qrt 2 1/1-3/31											0
Indian River	Qrt 2 1/1-3/31											0
Jackson	Qrt 2 1/1-3/31											0
Jefferson	Qrt 2 1/1-3/31											0
Lafayette	Qrt 2 1/1-3/31											0
Lake	Qrt 2 1/1-3/31											0
Lee	Qrt 2 1/1-3/31											0
Leon	Qrt 2 1/1-3/31											0
Levy	Qrt 2 1/1-3/31					Staffing - Internal			Staffing - Internal	Staffing - Internal		3
Liberty	Qrt 2 1/1-3/31											0
Madison	Qrt 2 1/1-3/31		Staffing - Internal		Staffing - Internal							2
Manatee	Qrt 2 1/1-3/31											0
Marion	Qrt 2 1/1-3/31	Systems/Conversions - External										1
Martin	Qrt 2 1/1-3/31											0
Monroe	Qrt 2 1/1-3/31											0
Nassau	Qrt 2 1/1-3/31											0

County	Reporting Quarter	Appendix D: Timeliness Standard 2 (Cases Docketed) Performance by Division										
		Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Okaloosa	Qrt 2 1/1-3/31											0
Okeechobee	Qrt 2 1/1-3/31											0
Orange	Qrt 2 1/1-3/31											0
Osceola	Qrt 2 1/1-3/31											0
Palm Beach	Qrt 2 1/1-3/31					Staffing - Internal						1
Pasco	Qrt 2 1/1-3/31											0
Pinellas	Qrt 2 1/1-3/31											0
Polk	Qrt 2 1/1-3/31									Staffing - Internal		1
Putnam	Qrt 2 1/1-3/31		Staffing - Internal									1
Santa Rosa	Qrt 2 1/1-3/31											0
Sarasota	Qrt 2 1/1-3/31											0
Seminole	Qrt 2 1/1-3/31											0
St. Johns	Qrt 2 1/1-3/31											0
St. Lucie	Qrt 2 1/1-3/31											0
Sumter	Qrt 2 1/1-3/31											0
Suwannee	Qrt 2 1/1-3/31											0
Taylor	Qrt 2 1/1-3/31											0
Union	Qrt 2 1/1-3/31											0
Volusia	Qrt 2 1/1-3/31											0
Wakulla	Qrt 2 1/1-3/31											0
Walton	Qrt 2 1/1-3/31											0
Washington	Qrt 2 1/1-3/31	Staffing - Internal		Staffing - Internal								2
<b>Statewide</b>		<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>20</b>
<b>Internal Reasons</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>16</b>
<b>External Reasons</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

## Appendix E: External Descriptions for not Meeting Performance Standards by Division

### CFY 2015/16 Quarter 2 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve	Reason Code
1	Alachua	County Criminal	Economy / Type of case	External to Clerk's Control
2	Baker	Civil Traffic	At this time our office D6 the DL weekly and send all unpaid traffic citations to the collections agency on a monthly basis. We are open for any suggestions that we may not be aware of that we can do.	External to Clerk's Control
3	Bay	County Criminal	Bay County is using all methods at our disposal to collect fees.	External to Clerk's Control
4	Bay	Civil Traffic	Bay County is using all methods at our disposal to collect fees.	External to Clerk's Control
5	Bradford	Juvenile Delinquency	Parents are having a hard time paying and the Department of Juvenile Justice does not seem to make paying the court costs an important part of their probation. Set compliance date to return and pay or set up community service work.	External to Clerk's Control
6	Brevard	Juvenile Delinquency	The standard was not met despite pursuit of all collection efforts within the control of the clerk. By the end of this fiscal year, we anticipate a change by the judiciary which will require payment on the day of sentencing with direction to either pay in full or enroll in a payment plan.	External to Clerk's Control
7	Brevard	Civil Traffic	External	External to Clerk's Control
8	Calhoun	Circuit Criminal	Will work collections once release from prison.	External to Clerk's Control
9	Calhoun	County Criminal	More than \$5,000 was converted to a civil judgment and the individuals did jail time.	External to Clerk's Control
10	Calhoun	Civil Traffic	Will continue all collection efforts.	External to Clerk's Control
11	Columbia	County Criminal	We had issues receiving payments in a timely manner from one of two probation offices. It appears that these issues have been addressed.	External to Clerk's Control
12	Miami-Dade	County Criminal	Due to our current economic conditions, many defendants are indigent or transient making collection efforts more difficult.	External to Clerk's Control
13	Miami-Dade	Civil Traffic	We currently have a significant number of payment plans which extend the time required for full collection.	External to Clerk's Control
14	Desoto	Circuit Criminal	Although collection efforts were maintained, ability to pay was significantly decreased. Continue collection efforts for next quarter.	External to Clerk's Control
15	Desoto	County Criminal	Although collections efforts were maintained, ability to pay was significantly decreased. Continue collection efforts for next quarter.	External to Clerk's Control
16	Desoto	Juvenile Delinquency	Although collection efforts were maintained, ability to pay decreased significantly. Will continue collection efforts for next quarter	External to Clerk's Control
17	Dixie	Juvenile Delinquency	We are doing everything possible	External to Clerk's Control
18	Dixie	Civil Traffic	We are doing everything possible	External to Clerk's Control
19	Duval	Circuit Criminal	Reviewing collection agency performance and other on-line payment options.	External to Clerk's Control
20	Duval	County Criminal	Reviewing collection agency performance and other on-line payment options.	External to Clerk's Control
21	Duval	Civil Traffic	Reviewing collection agency performance and other options to pay as well as enforcing 30 days to pay.	External to Clerk's Control
22	Escambia	Civil Traffic	The ability to collect traffic fines and court costs is impacted by the economic situation in the county. We have been working with a new internal collections program to try to improve our collections.	External to Clerk's Control
23	Franklin	Circuit Criminal	Judge assessed minimal partial payments to start after prison term. Current Judge is working with clerk's office to try to improve collections.	External to Clerk's Control
24	Glades	Juvenile Delinquency	These have been sent to Collections.	External to Clerk's Control
25	Gulf	Juvenile Delinquency	Most minors have no income available to pay fines. They do community services programs with some cases. DJJ has not provided community service hours for defendants.	External to Clerk's Control

## Appendix E: External Descriptions for not Meeting Performance Standards by Division

### CFY 2015/16 Quarter 2 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve	Reason Code
26	Gulf	Circuit Civil	Inmate cases on which filing fees are owed on have not been collected. We have no control over when these are paid.	External to Clerk's Control
27	Hamilton	Civil Traffic	County Judge reduces or dismisses fines/cases; many cases not paid; sent to collection in 90 days	External to Clerk's Control
28	Hardee	Circuit Criminal	Mandatory assessment - drug trafficking case.	External to Clerk's Control
29	Hendry	Civil Traffic	Non-Pays	External to Clerk's Control
30	Hernando	Juvenile Delinquency	We have not yet set up payment plans since we are finding it difficult to send to collections based on the sensitive nature of Juvenile records.	External to Clerk's Control
31	Hernando	Civil Traffic	We have changed collection agencies and are slowing coming up to standard.	External to Clerk's Control
32	Highlands	Circuit Criminal	Defendants sentenced to Prison do not normally start payment until released from custody. We send our outstanding assessments to Penn Collection Agency	External to Clerk's Control
33	Highlands	Juvenile Delinquency	We reduce balances to Judgment/liens and refer to Collection Agency. Unless the parent is buying/selling land they hardly ever pay off the lien.	External to Clerk's Control
34	Hillsborough	Circuit Criminal	Continued dunning notice and collection agency process	External to Clerk's Control
35	Hillsborough	County Criminal	Continued dunning notice and collection agency process	External to Clerk's Control
36	Hillsborough	Civil Traffic	Continued use of internal collection methods and referral to outside collection agencies.	External to Clerk's Control
37	Holmes	Circuit Criminal	Fines reduced to civil judgement. Collections are being pursued by outside agency--Pioneer.	External to Clerk's Control
38	Lafayette	Circuit Criminal	The defendants were incarcerated.	External to Clerk's Control
39	Lee	Civil Traffic	Representative in the uncollected balance; 69% or \$424k are toll cases and of those toll cases, 88% have been referred to a collection agency	External to Clerk's Control
40	Leon	County Criminal	Leon County uses all methods of collections available to them for collecting on these criminal cases. License suspension and submission to Collection Agency are two methods used. Results of Collection Agency are outside of the 5 quarter accounting and are not credited to our collection rate. Leon County will continue to monitor this.	External to Clerk's Control
41	Leon	Circuit Civil	A change to this report occurred in 6/2013 which fixed a reporting error. After fixing that error, it exposed the low collection rate among prisoner cases	External to Clerk's Control
42	Leon	Civil Traffic	Question Standard. Statistically speaking this is so close (0.33%) to the standard, that it should be counted as meeting the standard.	External to Clerk's Control
43	Levy	Civil Traffic	Economy	External to Clerk's Control
44	Liberty	Civil Traffic	Measure was not met due to non-payment of traffic citations. Continue to send to collection agency.	External to Clerk's Control
45	Madison	Civil Traffic	Encourage payment in full.	External to Clerk's Control
46	Okaloosa	Circuit Criminal	More of the Defendant's are either incarcerated or indigent.	External to Clerk's Control
47	Okaloosa	Civil Traffic	Question Standard - Everything possible is being done to improve collections with the current staff and funding available.	External to Clerk's Control
48	Orange	Juvenile Delinquency	Unsure why rate dropped below 9%. This is the first quarter this has ever happened. Dollars are immaterial for juvenile cases.	External to Clerk's Control
49	Palm Beach	County Criminal	Defendant's provided too much time to pay without being ordered onto a Clerk payment plan. Defendants on probation are not ordered to establish payment plans. Failure to pay as a condition does not have negative impact on successful completion of probation. Since meeting with the judges, we have seen an increase in payment plans. We expect the collection rate to increase as payment plan activity increases.	External to Clerk's Control
50	Pasco	Circuit Criminal	Uncollectable drug trafficking	External to Clerk's Control
51	Polk	Circuit Criminal	Polk is looking to send cases to outside collections in an effort to collect on older Felony cases. Also, our systems will not yet permit us to pull out the drug trafficking assessments.	External to Clerk's Control
52	Polk	Civil Traffic	Lack of payments from customers.	External to Clerk's Control

## **Appendix E: External Descriptions for not Meeting Performance Standards by Division**

### **CFY 2015/16 Quarter 2 Collections - External Reasons Provided**

<b>Count</b>	<b>County</b>	<b>Division</b>	<b>Action Plan to Improve</b>	<b>Reason Code</b>
53	Suwannee	Circuit Criminal	Researching methods to collect from incarcerated defendants who are imprisoned for numerous years due to drug trafficking charges.	External to Clerk's Control
54	Union	Circuit Civil	All unpaid cases are Department of Corrections inmate cases. Order to Pay Fees have been entered in all cases.	External to Clerk's Control
55	Volusia	Circuit Criminal	Increase number of late pay and non-pay cases sent to collection agencies.	External to Clerk's Control
56	Volusia	County Criminal	Increase number of late pay and non-pay cases sent to collection agencies and negotiate contract to outsource administration of payment plans.	External to Clerk's Control

### **CFY 2015/16 Quarter 2 Timeliness 1 (Case Processing) - External Reasons Provided**

<b>Count</b>	<b>County</b>	<b>Division</b>	<b>Description</b>	<b>Reason Code</b>
1	Columbia	Criminal Traffic	Down 1.0 FTE in this area and one experienced employee left to work for Court Admin with higher pay.	Staffing-External
2	Hendry	Circuit Criminal	Need increase in budget to hire more clerks and/or allow for overtime	Staffing-External
3	Okeechobee	Juvenile Dependency	understaffed therefore we are cross training in all areas	Staffing-External

### **CFY 2015/16 Quarter 2 Timeliness 2 (Docket Entry) - External Reasons Provided**

<b>Count</b>	<b>County</b>	<b>Division</b>	<b>Description</b>	<b>Reason Code</b>
1	Hendry	Circuit Criminal	Need increase in budget to hire more clerks and/or allow for overtime	Staffing-External
2	Hendry	County Criminal	Need increase in budget to hire more clerks and/or allow for overtime	Staffing-External
3	Hendry	Criminal Traffic	Need increase in budget to hire more clerks and/or allow for overtime	Staffing-External
4	Marion	Circuit Criminal	CLERICUS ICPS- A continued work in progress with Civitek	Systems/Conversions-External

<b>Appendix F - Juror Payment Performance</b>		
<b>County</b>	<b>Reporting Quarter</b>	<b>Juror Payment All Courts</b>
Alachua	Qrt 2 1/1/16-3/31/16	
Baker	Qrt 2 1/1/16-3/31/16	
Bay	Qrt 2 1/1/16-3/31/16	
Bradford	Qrt 2 1/1/16-3/31/16	X
Brevard	Qrt 2 1/1/16-3/31/16	
Broward	Qrt 2 1/1/16-3/31/16	
Calhoun	Qrt 2 1/1/16-3/31/16	
Charlotte	Qrt 2 1/1/16-3/31/16	
Citrus	Qrt 2 1/1/16-3/31/16	
Clay	Qrt 2 1/1/16-3/31/16	
Collier	Qrt 2 1/1/16-3/31/16	
Columbia	Qrt 2 1/1/16-3/31/16	
Dade	Qrt 2 1/1/16-3/31/16	
Desoto	Qrt 2 1/1/16-3/31/16	
Dixie	Qrt 2 1/1/16-3/31/16	X
Duval	Qrt 2 1/1/16-3/31/16	
Escambia	Qrt 2 1/1/16-3/31/16	
Flagler	Qrt 2 1/1/16-3/31/16	
Franklin	Qrt 2 1/1/16-3/31/16	
Gadsden	Qrt 2 1/1/16-3/31/16	X
Gilchrist	Qrt 2 1/1/16-3/31/16	
Glades	Qrt 2 1/1/16-3/31/16	
Gulf	Qrt 2 1/1/16-3/31/16	
Hamilton	Qrt 2 1/1/16-3/31/16	
Hardee	Qrt 2 1/1/16-3/31/16	
Hendry	Qrt 2 1/1/16-3/31/16	
Hernando	Qrt 2 1/1/16-3/31/16	
Highlands	Qrt 2 1/1/16-3/31/16	
Hillsborough	Qrt 2 1/1/16-3/31/16	
Holmes	Qrt 2 1/1/16-3/31/16	
Indian River	Qrt 2 1/1/16-3/31/16	
Jackson	Qrt 2 1/1/16-3/31/16	
Jefferson	Qrt 2 1/1/16-3/31/16	
Lafayette	Qrt 2 1/1/16-3/31/16	
Lake	Qrt 2 1/1/16-3/31/16	
Lee	Qrt 2 1/1/16-3/31/16	
Leon	Qrt 2 1/1/16-3/31/16	



<b>Appendix F - Juror Payment Performance</b>		
<b>County</b>	<b>Reporting Quarter</b>	<b>Juror Payment All Courts</b>
Levy	Qrt 2 1/1/16-3/31/16	
Liberty	Qrt 2 1/1/16-3/31/16	
Madison	Qrt 2 1/1/16-3/31/16	
Manatee	Qrt 2 1/1/16-3/31/16	
Marion	Qrt 2 1/1/16-3/31/16	
Martin	Qrt 2 1/1/16-3/31/16	
Monroe	Qrt 2 1/1/16-3/31/16	X
Nassau	Qrt 2 1/1/16-3/31/16	
Okaloosa	Qrt 2 1/1/16-3/31/16	
Okeechobee	Qrt 2 1/1/16-3/31/16	
Orange	Qrt 2 1/1/16-3/31/16	
Osceola	Qrt 2 1/1/16-3/31/16	
Palm Beach	Qrt 2 1/1/16-3/31/16	
Pasco	Qrt 2 1/1/16-3/31/16	
Pinellas	Qrt 2 1/1/16-3/31/16	
Polk	Qrt 2 1/1/16-3/31/16	
Putnam	Qrt 2 1/1/16-3/31/16	
Santa Rosa	Qrt 2 1/1/16-3/31/16	
Sarasota	Qrt 2 1/1/16-3/31/16	
Seminole	Qrt 2 1/1/16-3/31/16	
St. Johns	Qrt 2 1/1/16-3/31/16	
St. Lucie	Qrt 2 1/1/16-3/31/16	
Sumter	Qrt 2 1/1/16-3/31/16	
Suwannee	Qrt 2 1/1/16-3/31/16	
Taylor	Qrt 2 1/1/16-3/31/16	
Union	Qrt 2 1/1/16-3/31/16	
Volusia	Qrt 2 1/1/16-3/31/16	
Wakulla	Qrt 2 1/1/16-3/31/16	
Walton	Qrt 2 1/1/16-3/31/16	
Washington	Qrt 2 1/1/16-3/31/16	
<b>Statewide</b>		<b>4</b>

**“Minimum” Collection Standards County Fiscal Year 2016/17**

This Minimum Collections certification is to reflect the Clerk’s collection effort(s) during the previous CFY (2015/16). Please “X” all elements that are undertaken by your office.

**“Minimum” Elements (Statutorily Required)**

- Does your office impose statutory fees for payments as required by S. 28.24(26), F.S.?
- Does your office establish a payment program to accept partial payments for court related fees, service charges, costs, and fines as required by S. 28.246(4), F.S.?
- Does your office distribute funds in the order of priority required by S. 28.246(5), F.S. after distributing funds as required by S. 27.52(1) (c), F.S.?
- Does your office contract with a private attorney or collection agent as required by S. 28.246(6), F.S. for all “fees, service charges, fines, court costs, and liens for the payment of attorney fees and costs pursuant to S. 938.29, F.S” .?
- Does your office enforce, satisfy, compromise, settle, subordinate, release, or dispose of debts and liens as required by S. 938.30(9), F.S.?
- Does your office comply with all bond forfeiture requirements pursuant to S. 903.26, .27, .28, and S. 142.01, F.S.
- Does your office suspend driver licenses for nonpayment pursuant to S. 322.245(5), F.S.?
- Please check here if not able to confirm each of the 7 Minimum Standards listed and provide the reason why one or more were not met in the provided area below:

## Optional Elements

- Does your office place **criminal** defendants on payment plans on the day of sentencing?
- Does your office place **civil traffic (TR)** case defendants on payment plans?
- Does your office use application/affidavit forms to secure financial information from defendants when establishing their payment plans?
- Does your office use postcards, late notices, letters, IVR systems and/or Clerk office calls to provide defendants with payment reminders and subsequent consequences?
- Does your office establish default payment amounts for CT/MM vs. CF and TR cases as a starting point, but work with defendants and their individual circumstances?
- Does your office communicate with all parties involved in collections?:
  - Defendants: In court or immediately after sentencing to provide contact information, information sheets, etc.
  - DOC: Concerning its statutory requirement under S. 948.09(7), F.S. due to the statute providing a different distribution than S. 28.246(5), F.S.
  - Judiciary:
    - For an administrative order that will allow the financial portion of cases to remain open until paid in full, despite a seal or expunge order.
    - For a process to claim money seized during a case, whether as evidence or not, to apply to court costs and fines (S.B. 1044).
- Does your office collect the administrative costs listed in S. 938.30(12), such as postage, copying, docketing fees, service fees, etc.?
- Does your office share information on community service options noted in S. 938.30(2), S. 316.193(6), and S. 318.18(8) (b) provide information forms, ensure monitoring, and work with the judiciary for reconversion if defendants fail to submit timely proof of completion?
- Does your office record all criminal judgments and sentences to ensure that a lien is created under S. 938.30(6), F.S.?

- Does your office conduct a review of property records and motor vehicle title records as part of the criminal indigence determination process under S. 27.52(2) (a) 2, F.S.?
- Does your office use the DOC website and/or Offender Search to track defendants' release to notify defendants about their expected compliance?
- Does your office respond to all motions pertaining to collections and all motions pertaining to bond remissions?
- Does your office regularly evaluate the effectiveness of collection tools?
- Does your office have a "collection / compliance department" and/or staff solely dedicated to monitoring and enforcing payment plans?

If your office does not have staff solely dedicated to enforcing payment plans (above), briefly describe the monitoring and enforcement activities the office conducts below.

- Does your office utilize multiple collection agencies and if so, do you swap unpaid cases from one agency to the other after a period of collection inactivity?
- Does your office conduct local collection initiatives? (Provide Examples)

Certification:

Clerk of Court: \_\_\_\_\_

Date: \_\_\_\_\_

# ADVISORY BULLETIN

## Florida Court Clerks & Comptrollers

REF: SB 1044 Florida Contraband Forfeiture Act

DATE: May 24, 2016

NO: 16-033

CONTACT: B. Allman E-MAIL: [allman@flclerks.com](mailto:allman@flclerks.com)

TELEPHONE: (850) 921-0808

PAGE 1 OF 3

The association has been asked for guidance from Clerks on how to implement [CS/CS/SB 1044](#), the amendments to the Contraband Forfeiture Act.

This bill raises a number of issues and the following guidance has been developed to address the questions that have been received.

### 1. What kind of bond should be accepted?

It appears that this would be a cash bond deposited with the Clerk when the seizing agency promptly files a complaint with the circuit court for the forfeiture proceeding. The prevailing party in the forfeiture proceeding would receive the \$1,500.

### 2. How will the filing fee be set and distributed?

CS/CS/SB 1044 provides amendment to the current civil forfeiture process and requires law enforcement to pay a specific filing fee for filing such an action. A new base filing fee of “at least \$1,000” must be charged for a civil forfeiture action. As such, the Clerk can either charge the base, in this case \$1,000, or be told what the higher amount may be – a Court could be asked to set the filing fee at a higher level, or perhaps the Chief Judge could address this by administrative order to establish some consistency to the filing fee amount within the circuit.

While forfeiture cases such as these have been filed for some time, the filing fee charged for these actions has been the basic circuit civil filing fee set forth in s. 28.241, F.S. It is determined that because this new fee is the most recent statement of the Legislature, setting the filing fee for these civil actions of at least \$1,000; this, then, becomes the last word of the Legislature and is specific as to what to charge for a filing of this type case.

*Note: This new filing fee will be shown on the 2016 Distribution Schedule as follows:*

FLORIDA CONTRABAND FORFEITURE ACT (effective July 1, 2016)				932.701-7062
cc	2	420	FILING FEE - CLERK	at least \$1000 F/M <b>FF51</b> 932.704
cc	3	LIABILITY	STATE COURTS REVENUE TRUST FUND	<u>\$1.00</u> F/M <b>FF45</b> 44.108(1)
				at least \$1001.00
			POSTED BOND	\$1,500.00

### 3. What is the distribution of the filing fee of “at least \$1,000” filing fee?

As the new law does not state that the filing fee, the \$1,000, is split with any entity and, as is the custom throughout the statutes when the Legislature has not given any direction for distribution, it is retained by the Clerk pursuant to s. 142.01, F.S.; the Clerk has no authority to send it elsewhere.

### 4. Should the Clerk charge a \$1,000 filing fee, or should the Clerk charge more?

Unless a higher fee is established by the Court or the Chief Judge, the Clerk must charge the \$1,000 filing fee.

### 5. What determines a filing fee more than \$1,000?

It is possible that the Court or the Chief Judge may establish a higher fee by administrative order. If not otherwise specified, the filing fee is \$1,000.

**6. If these cases are e-filed, how will the Florida Courts E-Filing Portal determine that the appropriate fee is paid with the filing?**

A filing for a new case establishing a contraband forfeiture case through the Florida Courts E-Filing Portal will require the county portal administrator to set up a Circuit Civil case type and subtype with the corresponding filing fee. The portal team will be issuing information to each county. The county portal administrator will need to make the change prior to the July 1, 2016, effective date. Guidance on how to set up a new case type can be found at [http://archive.flclerks.com/e-Filing\\_Authority/Resources/Manuals/Manuals\\_2016/Portal\\_County\\_Administrator\\_User\\_Manual\\_April\\_2016.pdf](http://archive.flclerks.com/e-Filing_Authority/Resources/Manuals/Manuals_2016/Portal_County_Administrator_User_Manual_April_2016.pdf).

**7. What Circuit Civil Case Type and Subtype must be used for these type cases?**

The portal team and Best Practices Committee will provide information on what case type and subtype must be used. The Best Practices Committee will look into establishing a Best Practice for these type cases. An update on these efforts will be provided prior to July 1, 2016.

**8. How can the 70 percent of any proceeds of a vehicle sale be used?**

Subsection 322.34(9), F.S., requires a law enforcement agency to retain 30 percent of the proceeds from the sale of a motor vehicle held by that agency. The current law has also directed the agency to send 70 percent to a General Revenue account to be used for the regional workforce boards. It is not clear that that portion of the proceeds ever passed through the Clerk in performance of their courtside function.

Subsection (9) is amended to require that “the remaining 70 percent of the proceeds shall first be applied to payment of court costs, fines, and fees remaining due . . .” Any remaining balance is then sent to the General Revenue fund for the regional workforce boards. Clearly, this language provides authorization to law enforcement to use this portion of the proceeds to be reimbursed for the \$1,001 filing fee, as well as any other fees, court costs or fines incurred as part of the forfeiture action.

Potentially, the Court could be asked to require the law enforcement agency, upon the ultimate sale of the vehicle, to reimburse the defendant through the 70 percent portion of the proceeds, for any fines, fees or court costs he or she incurred as part of the forfeiture action, but that would have to be proposed by counsel and incorporated by order of the court.

**9. How can we make sure that the law enforcement agency uses the funds appropriately?**

The use of these funds can be reviewed in the annual report submitted by each seizing agency to the Florida Department of Law Enforcement as newly required by s. 932.7061, F.S. Note the substantial financial penalty set out in s. 932.7062, F.S., for a seizing agency that fails to report.

As discussed above, we are following up on several aspects of this legislation and will provide additional information over the next 30 days. The summary of this bill as provided in the [2016 Legislation of Interest](#) follows:

**Bill Summary**

**CS/CS/SB 1044 Contraband Forfeiture**

**Effective Date: July 1, 2016**

**Approved: April 1, 2016**

**Chapter Law: 2016-179**

**Summary:** This bill amends s. 932.703, F.S., Forfeiture of contraband article; exceptions, to alter the way property suspected of being used in connection with a criminal activity is seized by law enforcement.

This section is amended to stipulate that a seizure may only occur if the property owner is arrested by law enforcement for a criminal offense that forms the basis for determining that the property is a contraband article, or one or more specific circumstances apply, as detailed by the bill.

Within 10 business days of the seizure, the bill requires the seizing agency to apply to the court of competent jurisdiction for an order determining whether probable cause exists. If the court makes such determination, the forfeiture may proceed as set forth in the Florida Contraband Forfeiture Act. If not, the property must be released within five days.

The bill also amends s. 932.704(4), F.S., Forfeiture proceedings, to require the seizing agency to pay a filing fee of at least \$1,000 and deposit a \$1,500 bond to the Clerk of Court when filing a petition for forfeiture. Unless otherwise expressly agreed to in writing by the parties, the bond shall be payable to the claimant if the claimant prevails in the forfeiture proceeding and in any appeal.

The bill also amends s. 322.34(9), F.S., Driving while license suspended, revoked, canceled or disqualified, to require that, when a seizing agency obtains a final judgment granting forfeiture of a motor vehicle under this section—and after the first 30 percent of the net proceeds from the sale of the motor vehicle have been retained by the seizing agency—the remaining 70 percent of the proceeds be first applied to the payment of court costs, fines, and fees that are due. Following this distribution, any remaining balance shall be deposited in the General Revenue Fund. Currently, the remaining 70 percent of proceeds are deposited in the General Revenue Fund; this bill changes the distribution of the proceeds.

The bill also amends the reporting, review, and training requirements for law enforcement agencies related to seized or forfeited property under the Florida Contraband Forfeiture Act in s. 932.704, F.S., and new s.932.7061, F.S. Additionally, a civil fine of up to \$5,000, determined by the Chief Financial Officer and payable to General Revenue, is created in s. 932.7062, F.S., for a seizing agency that fails to comply with the reporting requirements.

**Clerk Point:** In general, this bill alters the way property suspected of being used in connection with a criminal activity is seized by law enforcement under the Florida Contraband Forfeiture Act.

Of specific interest, the bill amends s. 932.704(4), F.S., Forfeiture proceedings, to require the seizing agency to pay a filing fee of at least \$1,000 and deposit a \$1,500 bond to the Clerk of Court when filing a petition for forfeiture. Unless otherwise expressly agreed to in writing by the parties, the bond shall be payable to the claimant if the claimant prevails in the forfeiture proceeding and in any appeal.

The bill also amends s. 322.34(9), F.S., Driving while license suspended, revoked, canceled or disqualified, to require that, when a seizing agency obtains a final judgment granting forfeiture of a motor vehicle under this section—and after the first 30 percent of the net proceeds from the sale of the motor vehicle have been retained by the seizing agency—the remaining 70 percent of the proceeds be first applied to the payment of court costs, fines, and fees that are due. Following this distribution, any remaining balance shall be deposited in the General Revenue Fund. Currently, the remaining 70 percent of proceeds are deposited in the General Revenue Fund; this bill changes the distribution of the proceeds.



**Forfeited Contraband / SB 1044**

**Transitional Period (July, August and September, 2016)**

Version #:

County:


Contact:

Telephone #:

Email:


	July, 2016	August, 2016	September, 2016	Total
<b>Forfeited Contraband Cases Filed</b>				<b>0</b>
<b>Contraband Filing Fee Revenue</b>				<b>\$ -</b>
<b>Net Proceeds from Contraband Seizure</b>				<b>\$ -</b>

**CCOC FINANCIAL ANALYSIS  
WORKGROUP  
REPORT**

**JUNE 27, 2016**



## Agenda Item 3c

**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**  
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**Honorable Stacy Butterfield, CPA**  
Polk County Clerk

**Supreme Court**  
**Honorable Ron Ficarrotta**  
13<sup>th</sup> 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:** June 27, 2016

**Subject:** Agenda Item 3c: Financial Analysis and Enhancement Workgroup Report

**Committee Action:**

No action required. Providing a status report on Workgroup projects.

**Overview/Background:**

At the direction of the PIE Committee the Financial Analysis and Enhancement Work Group met on April 11, 2016. (See attached agenda) The Work Group addressed several items that are geared toward enhancing the budget process and improving collections. The Work Group provided a status report to the PIE Committee at its May 19<sup>th</sup> meeting. Below is a status report on these projects.

**1) Updating the Program, Services, Activities, and Tasks Framework (aka Betty Book)**

The objective of this project is to amend the 2004 the “Betty Book” Framework. The original framework was the criteria that was used by the North Highland consultant group for their workload study. Since 2004 Clerks court-related services, activities, and tasks have changed. Amending the Framework would be valuable for conducting future workload studies and/or time studies. Additionally, the Framework is a valuable tool that could be used to better tell the Clerk’s story to the public and for the budget documents and presentations to the Legislature.

At its April 11<sup>th</sup> meeting 5 teams were created—Format & Design, Information & Reporting, Financial and Juror Processing, and Civil and Criminal Case Processing. Mr. Glenn Robertson, the original author of the Framework, was contracted with the CCOC to facilitate the project through completion.

The project phases include:

- Phase 1: Amend the programs and services by May 30;
- Phase 2: Provide descriptions of activities and tasks by June 30;
- Phase 3: Provide Clerks Service Storyline for Council consideration July; and
- Phase 4: Interconnect service data and information to tell the Clerks’ story

The teams were provided guidelines and instructions. The teams have met several times via conference call. And the team leaders met in Tallahassee on June 16. Phase 1 is completed.

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Attached is a draft of the current Framework showing 3 programs (criminal, civil, civil traffic), and eight (8) services: 1. Case processing 2. Revenue Collection & Distribution 3. Financial Processing 4. Requests for Records and Reports 5. Ministerial Pro Se Assistance 6. Technology for external users 7. Standard Reporting and 8. Jury Management.

The work group will continue fleshing out the Framework including adding tasks. Additional items planned include statutory and court rule authority, revenue support, outputs and outcome medium. After the tasks are completed the intent is to provide the Framework to all the Clerks to review to ensure that the Framework is complete and shows all the Clerks' court-related duties and responsibilities.

## 2) Collecting and reporting additional workload and revenue data

There are currently three (3) data sets that have been identified as needed data by the PIE Committee (subcase types, civil indigent, and payment plans) because this data would enhance the Clerks' budget process and assist them in explaining their how indigence and payment plans impact revenues.

The issue at hand is identifying the best way to collect the data without putting an undue burden on Clerks' staff with new reporting requirements in light of recent budget cuts. One approach identified is to use the CCIS system. The CCIS data is case-based and is submitted by the Clerks daily. Clerk Green and the CCOC staff have had initial discussions with Clerk Doggett and members of the CCIS team to identify whether the data is available and also determine data reliability and accuracy. The three data sets currently identified are below.

- 1) Reporting Subcases. The goal of this effort is to collect and report data by subcase types on a monthly basis. Currently, the CCOC collects new cases at the court division level (e.g. circuit criminal). The subcase types for circuit criminal would include capital murder and theft etc. The subcases would be reported for all 10 court divisions where applicable.
- 2) Reporting civil indigent cases. Clerk staff said that civil indigent cases have increased over the last several years. However, the CCOC does not collect this case type. Instead, it relies on surveys upon request. Collecting indigent case counts on a routine basis would provide revenue impacting trends associated with cost related services.
- 3) Payment plans. Payment plans also has been identified as another valuable performance indicator for collections. The CCOC also surveys to collect this information upon request.

## 3) Collection training and education

The CCOC will continue to provide Clerk staff with technical assistance and training regarding collection best practices. Since Clerks' offices are continually improving their collection processes it was suggested that the CCOC schedule a statewide collection summit as it had done in the fall of 2014. For example, Palm Beach has developed data that shows positive results in swapping cases between collection agencies. Also, it has developed some additional revenues resulting in their negotiation process. Lastly, this past spring Palm Beach Clerk staff conducted a successful county-wide Operation Fresh Start. There are many other counties (such as Santa

Rosa, and Osceola that have also implemented new in-house collection programs and/or improved their existing collection process.

CCOC is planning on scheduling a collection summit this fall that would provide an opportunity for Clerk offices to get together and share best practices. If Clerk offices would like specific topics discussed at the summit they are requested to provide them to the CCOC staff.

**Lead Staff:**

Douglas Isabelle, Deputy Executive Director

**Attachments:**

1. Workgroup April 11 Agenda
2. Draft of the Clerk's Framework and/or Matrix

# CCOC Financial Analysis and Enhancement Work Group

## Agenda

**Date:** April 11, 2016

**Time:** 10:00 AM ET

**Location:** Orlando Airport Marriott Lakeside

**Room:** Captiva C

**Honorable Sharon R. Bock, Esq.**

Palm Beach County  
*Chair*

**Honorable Bob Inzer**

Leon County  
*Vice Chair*

**Honorable Ken Burke, CPA**

Pinellas County  
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Phone: 850.386.2223

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Welcome and introductions.....Clerk Kellie Connell

### Morning Session—Enhancing the Budget Process

- 1) Review North Highland Study methodology and results..... Doug Isabelle
- 2) Review the Performance & Accountability System (aka “Betty Book”).... Glenn Robertson
  - Why was the system created?
  - How does it tell the Clerk’s Story and budget needs?
  - How can it enhance the LBR process?
- 3) Discuss the best approach for reporting Sub-case types .....Doug Isabelle
- 4) Discuss the best approach for amending the “Betty Book” .....Clerk Kellie Connell

### Working Lunch-- Discuss Criminal Funding Options pros and cons (12:30 – 1:30 pm)

Afternoon Session—Enhancing Collections Performance ..... Clerk Tara Green

- 5) Discuss the pros and cons of creating a minimum collection program standards.
  - What is the purpose and what is the best approach to implement?
  - Developing a return on investment
- 6) Discuss ideas for increasing criminal collections?
  - What pilot projects can be implemented throughout the state?
  - What should or can the CCOC do to increase criminal collections?
- 7) Discuss additional enhancements to collections performance and the best approach for collecting and reporting this data.
  - Payment plans, civil indigent cases, and sub-case types
- 8) Finalize tasks, assignments, and schedule for updating the “Betty Book” .....Clerk Connell
- 9) Wrap-up

**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.”

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

Service	Activity	Task (TBD)	Criminal				Traffic	Civil					Mandated Without Funding	Authority	Output Medium
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency			
<b>1. Case Processing</b>			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		TBD	
	Create and maintain court case record		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Monthly Outputs Report
	Create and maintain child support/alimony record		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	Determine indigent status		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	Prepare for and attend court		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	Process case after court decision		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	Process Reopened Cases														Monthly Outputs Report
	Prepare Record for Appealed Cases														
	Perform Records Management/Retention														
	Perform Evidence Management/Retention														
<b>2. Revenue Collection and Distribuion</b>															
	Establish and maintain assessment, collection, and distribution schedules														
	Assess, Collect, and Distribute Fines, Fees, Court Costs, and Service Charges														
	Establish and ensure compliance with payment plans														
	Negotiate settlement of a debt														
	Pursue collection of delinquent debts														
<b>3. Financial Processing</b>															financial transactions
	Reconcile financial transactions														
	Maintain Attorney & Governmental Deposit Accounts														
	Process Bonds														
	Process Abandoned/Unclaimed property														
	Mangage funds deposited into the Court Registry														
	Process child support payments														
<b>4. Requests for Records and Reports</b>															
	Fill customer copy requests														
	Fill public record requests (apart from copies)														
	Provide and maintain OnLine Public Access														
	Prepare and manage custom reports														
	Perform Record Searches														
<b>5. Ministerial Pro Se Assistance</b>															
	Assist customers with Domestic, Repeat, Sexual, Dating, and Stalking Injunction for Protection filings		N	N	N	N	N	N	N	N	Y	N			
	Assist customers with Tenant Eviction filings		N	N	N	N	N	N	Y	N	N	N			
	Assist customers with Small Claims case filings		N	N	N	N	N	N	Y	N	N	N			
	Assist customers with Simplified Dissolution of Marriage intake and filings		N	N	N	N	N	N	N	N	Y	N			
	Assist customers with Mental Health case filings		N	N	N	N	N	N	N	Y	N	N			
<b>6. Technology Services for External Users</b>															
	Manage external user accounts														
	Maintain the eFiling Portal														
	Maintain data and image integration with Judicial Viewer application														
	Establish and maintain Clerk website														
	Provide and maintain OnLine Public Access														

<b>7. Standard Reporting Services</b>															
	Prepare and maintain fiscal and performance reports (# reports)														
	Prepare and maintain Supreme Court / Court Administration reports (# reports)														
	Prepare and maintain legislatively mandated reports (# reports)														
	Extract and transmit data														
<b>8. Jury Management</b>															
	Establish and manage jury pools														
	Support enforcement of Failure to Appear for Jury Duty														
	Request funds and reconcile jury cost reimbursement														
<b>Administration</b>															
	Perform Human Resource Functions														
	Purchase and procure goods and services														
	Perform internal accounting services														
	Prepare and manage budget														
	Interpret and implement legislative and judicial changes														
	Provide internal legal assistance														
	Perform internal audit functions														



CCOC LEGISLATIVE COMMITTEE  
REPORT

JUNE 27, 2016

No materials included

**FUNDING TECHNOLOGY  
WORKGROUP  
REPORT**

**JUNE 27, 2016**

No Materials Included

# REPORT ON CCOC TRUST FUND

JUNE 27, 2016

# FLORIDA CCOC

Clerks of Court  
Operations Corporation



## Agenda Item 4

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

**Honorable Bob Inzer**  
Leon County  
*Vice Chair*

**Honorable Ken Burke, CPA**  
Pinellas County  
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**John Dew**  
Executive Director

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

**Date:** June 27, 2016

**Subject:** Agenda Item 4: CFY 15/16 Trust Fund and Clerks' Revenues Update

**Council Action:**

Information purposes only.

**Overview:**

The 2016 Florida Legislature provided \$12.9 million from General Revenues to be placed into the CCOC Trust Fund. These revenues were necessary to help provide monthly disbursements to "funded" Clerks due to less revenues coming in during the year than originally projected.

Still there was not sufficient dollars in the Trust Fund to offset the revenue loss. Therefore in April the CCOC Executive Council decreased Clerk's budgets by approximately 3.61%. With this reduction, and the Clerks' reprojected of revenues, it was anticipated there would be sufficient Trust Fund dollars for the "funded" Clerks for the remainder of CFY 15/16.

Each month forty eight Clerks receive dollars from the Trust Fund. The total statewide monthly disbursement is approximately \$3.4 million. Clerks received their June disbursement the third week of June. With this disbursement, and the dollars received from "depository" Clerks from the month of May, the TF has approximately \$7 Million dollars.

If the revenue from "depository" Clerks comes in as projected (\$1.3 million monthly) then the TF should have sufficient dollars to meet the needs of the "funded" Clerks for the remainder of this CFY. If not, CCOC staff will work with the Budget Committee Chair to determine how to distribute the dollars.

**Lead Staff:**

John Dew, Executive Director

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# UPDATE ON TCBC ISSUES

JUNE 27, 2016

# FLORIDA CCOC

Clerks of Court  
Operations Corporation



## Agenda Item 5

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

**Honorable Bob Inzer**  
Leon County  
*Vice Chair*

**Honorable Ken Burke, CPA**  
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Phone: 850.386.2223  
Fax: 850.386.2224

**Date:** June 27, 2016

**Subject:** Agenda Item 5: Update on Trial Court Budget Commission (TCBC)

**Council Action:**

Information purposes only.

**Overview:**

The TCBC was created by the Florida Supreme Court to provide recommendations on the budgets and budget issues for the Trial Courts of Florida. Judge Ficarrotta, Chief Judge of the 13<sup>th</sup> Judicial Circuit, was appointed to the CCOC by the Supreme Court Justice. Judge Ficarrotta also is a member of the TCBC.

The TCBC had their most recent meeting in Orlando on June 17<sup>th</sup>.

Judge Ficarrotta will provide to the Council an update on TCBC issues.

**Lead Staff:**

John Dew, Executive Director

**Attachments:**

1. Agenda from the June 17<sup>th</sup> TCBC Meeting

**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."



**MEETING AGENDA**  
**8:30 a.m. to 12:30 p.m., Friday, June 17, 2016**  
**Orlando, Florida**

**Note: By Wednesday evening, June 15, materials will be available at:**

**<http://www.flcourts.org/administration-funding/court-funding-budget/trial-court-budget-commission/>**

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Welcome and Roll Call

- |      |  |            |
|------|--|------------|
| I.   | Approval of April 12, 2016, Meeting Minutes  | 8:30-8:35  |
| II.  | FY 2015-16 Budget Status   | 8:35-9:10  |
|      | A. Salary Budgets  |            |
|      | B. Personnel Actions   |            |
|      | C. Positions Vacant More than 180 Days   |            |
|      | D. Operating Budgets   |            |
|      | E. Trust Fund Cash Balances  |            |
| III. | Due Process Workgroup – Status Report and Action Items   | 9:10-9:40  |
| IV.  | FY 2016-17 Allotments  | 9:40-10:15 |
|      | A. Report from Funding Methodology Committee Chair on June 6, 2016, Meeting Discussions  |            |
|      | B. Allocation Policy and Procedure Recommendations   |            |
|      | C. Child Support Enforcement Hearing Officers and General Magistrates  |            |
|      | D. Full-Time Equivalent and Base Operating Budgets   |            |
|      | E. Non-Due Process Contractual Allotments: Senior Judge Days, Civil Traffic Infraction Hearing Officers, Additional Compensation to County Judges, and Mediation |            |

Break 10:15-10:30

IV. FY 2016-17 Allotments – CONTINUED 10:30-11:00

F. Due Process Contractual Allotments: Court Interpreting, Expert Witnesses, Court Reporting, and Cost Recovery

G. Statewide Allotments

H. Allotments for Special Appropriations

1. Domestic Violence Active Global Positioning Satellite (GPS) Technology

2. Post-Adjudicatory Expansion Drug Court Contractual Funding

3. Drug Courts

4. Veterans Courts

5. Second Judicial Circuit Mental Health Court

6. Eleventh Circuit Criminal Mental Health Project

7. Vivitrol/Naltrexone to Treat Alcohol- or Opioid-Addicted Offenders

V. FY 2017-18 Legislative Budget Request 11:00-11:30

A. Timeline

B. Priorities

VI. Report from Funding Methodology Committee Chair on Shared Remote Interpreting Services Recommendations 11:30-11:45

VII. Report from Chief Justice Designee to Clerks of Court Operations Corporation Executive Council 11:45-12:00

VIII. Other Business 12:00-12:30

Adjourn

**Next Meeting:** Thursday, August 11, 2016, 8:30 a.m. to 12:30 p.m., in Ponte Vedra Beach.



**PRESENTATION TO OUTGOING COUNCIL  
MEMBERS**

**JUNE 27, 2016**

# **SWEARING IN OF COUNCIL MEMBERS**

**JUNE 27, 2016**

**OTHER BUSINESS**

**JUNE 27, 2016**