

FLORIDA CLERKS OF COURT OPERATIONS
CORPORATION

EXECUTIVE COUNCIL MEETING

NOVEMBER 14TH 2016

Sandestin Resort, Miramar, FL 32550

Azalea Room

Meeting Packet



CCOC Executive Council

Agenda

Date: November 14, 2016; 3pm CST

Location: Grand Sandestin Resort, 9300 Emerald Coast Parkway, Miramar, FL 32550

Meeting Room: Azalea Room

Conference Call (904)512-0115, Conference Code: 412463

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable John Crawford
Nassau County

Honorable Bob Inzer
Leon County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Jeffery R. Smith, CPA
Indian River County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Call to Order.....	Sharon Bock
Roll Call.....	CCOC Staff
Approval of Agenda and Welcome	Sharon Bock
1) Approval of June 27 th and July 28 th Council Minutes Pg.2-32.....	Stacy Butterfield
2) Treasurer’s Report Pg.33-34	Stacy Butterfield
a. CFY 15/16 Financial Report	
3) Report on CCOC Committee Assignments Pg.35-38	Sharon Bock
4) Report from CCOC Committees	
a. Executive Committee Pg.39-45.....	Sharon Bock
b. Budget Committee Pg.46-84.....	Stacy Butterfield
c. PIE Committee Pg.85-136.....	Tara Green
d. Funding Technology Committee Pg.137.....	JD Peacock
e. Other	
5) CCOC Contracts Pg.138-174.....	Doug Isabelle
6) Letter on Clerks’ Role in Collections Pg.175.....	Sharon Bock
7) Report on Clerks’ CFY 15/16 CCOC Trust Fund and Revenue Trend Pg.176-182.....	John Dew
8) Update on TCBC Issues Pg.183-188	Ron Ficarrotta
9) Thank you to Retiring Council Members Clerk Inzer and Clerk Sanders.....	Sharon Bock
10) 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.”

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

APPROVAL OF COUNCIL MINUTES

JUNE 27, 2016

JULY 28, 2016

MINUTES
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
MONDAY, JUNE 27, 2016 3:00 PM EST
EXECUTIVE COUNCIL MEETING
Rosen Shingle Creek, Orlando, FL (St. Johns Room 33/34)

The June 27, 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 3:05 PM. Chair Bock thanked all in the room and on the telephone for attending the Executive Council meeting. Roll call was taken by Mary Baker, the Executive Assistant. Council Members present were the Honorable Sharon Bock, Honorable Bob Inzer, Honorable Ken Burke, Honorable Stacy Butterfield, Honorable John Crawford, Honorable Neil Kelly, Honorable Tim Sanders, Honorable Harvey Ruvin, Honorable Paula S. O'Neil, Honorable Ron Ficarrota, and Honorable Kyle Hudson.

APPROVAL OF AGENDA

Chair Bock asked for approval of two small changes. The first is under Item number 3, Report from Committee and Workgroup Chairs, she would like to move the Budget Committee from a. to e. and then move everyone up. The second change is having the new Council members sworn in, and the election of the Corporation officers at this meeting as opposed to the Annual meeting. The motion was made by Clerk Crawford and seconded by Clerk O'Neil. There was no discussion. The Agenda was approved as changed.

Chair Bock welcomed everyone to the meeting especially the Clerks in the room and on the phone. Today's meeting will be the swearing in of the Board members today, adopting a budget and a work plan, setting meeting dates and electing our corporate officers. Chair Bock congratulated the eleven Clerks who ran for the Executive Council this year.

APPROVAL OF MINUTES – February 15, 2016 and April 15, 2016

Chair Bock asked CCOC Secretary/Treasurer Clerk Burke to present the minutes for approval. Clerk Burke made a motion to approve the minutes as submitted. Clerk Inzer seconded the motion. Chair Bock asked if there were any questions concerning the minutes. There was a discussion as to the correct date for the April, 2016 meeting. It was confirmed April 15th was the correct date. A vote was taken. The minutes were approved unanimously.

TREASURER'S REPORT

Chair Bock asked CCOC Council Secretary/Treasurer Clerk Burke to present the Treasurer's Report. The Budget for CCOC Operations is in order for this year. The budget for the 16/17 year is a continuation budget. Mr. Dew confirmed that it is a continuation budget as it has been for the last couple of years. Clerk Burke made a motion to accept the Treasurer's Report and the proposed budget for next year. Clerk Inzer seconded the motion. Chair Bock asked if there were any questions. Chair Bock stated that CCOC has had a continuation budget for the last four years. Out of the nine staff, there are two unfilled positions and one staff that is out sick. CCOC is coming into this budget year with limited staff and are trying hard to fill the vacancies. Chair Bock wanted to commend the CCOC staff under John Dew's leadership in these tight budget times. The Treasurer's Report and CCOC's Operational Budget for next year were approved unanimously.

PERFORMANCE IMPROVEMENT AND EFFICIENCY (PIE) COMMITTEE

and

Financial Analysis and Enhancement Workgroup

Chair Bock asked Clerk Green to give the PIE Committee and Financial Enhancement Workgroup reports. Clerk Green thanked Chair Bock. The first items that needed approval were the CFY 15/16 1st and 2nd quarterly measurement and action plan reports. There were two significant changes that were incorporated into these reports. One is reason codes that give a better reason why some standards were not met. The reason codes were simplified down to internal and external. Internal are controlled by Clerks and external are outside the Clerk's control. Now that there are two quarters of data, the Committee will continue to review the information. It was found that the internal codes used the most were staffing and training. Examples of external codes were, "inconsistent business processes between agencies" and in some cases "with the judiciary". The second significant change was the drug trafficking analysis that was performed on the Circuit Criminal Collections Performance standards. In the first quarter, eight offices exceeded the standard after the drug trafficking assessments were pulled out. This shows a truer picture of collection performance. In the second quarter, there were nine

that exceeded performance standards. The Committee will continue to report both reason standards and drug trafficking.

Clerk Green asked if there were any questions from the audience or on the telephone. Clerk O'Neil made a motion to approve the two reports and post them on the CCOC website. Clerk Kelly seconded the motion. Vote was taken and motion passed unanimously.

Moving on to the minimum collection program standards checklist, recalling that late last year the Committee looked at a standard and wrote a best practice with the CCOC staff and Clerks' staff that were familiar with it. On page 117, you will see the checklist. The PIE Committee took that information from the best practices and recommended caseloads be looked at from the work group level. The Committee came up with minimum collection elements that were statutorily required. This was voted on by the work group and the Committee. This would be a way to determine the minimum collection standards through the offices as well as supplemental optional elements of the collection standards attached to it. Basically the way it was proven to the workgroup and the PIE Committee was that in order to be certified in all the minimum collection standards, you have to meet all eight standards that are required with the language in the Statutes and the direction of the Clerk. Mr. Dew added the importance of this information for the Peer Group meetings in July. A motion was made by Clerk Inzer and seconded by Clerk O'Neil. Chair Bock asked if there was any discussion. Clerk O'Neil had a question on how often would these be used. Clerk Green said annually. Hearing no more discussion, a vote was taken. The motion passed unanimously.

Clerk Green is working with the CCOC staff to build training sessions and potentially looking at a collection summit based on several educational initiatives that would be in support of implementing or adhering them to the standards in the upcoming year.

The third item is the result of Senate Bill 1044, the Contraband Forfeiture Act and the increase of the filing fee to \$1000. It was proposed that the PIE Committee look roughly at what revenues that would be or not be. The Committee is looking for the approval of the form that is attached on page 121. The first report is due by October 20, 2016. This will really give us a picture of what the impact of revenue will or will not be. Clerk Crawford made a motion. Seconded by Clerk

Sanders. Chair Bock asked if there was any discussion. Mr. Dew stated that if there are no dollars after a year of reporting, then the report would stop. Clerk Inzer asked what this would generate. Mr. Dew stated he was not so sure with all the new interpretations on it. It was asked when we were going to talk about the collection of the data related to this as suggested by the best practices? Clerk Inzer noted that this has been coordinated with the best practices. Mr. Isabelle stated that revenue is unknown, but if we end up with a lot of zeros, we come back to the Council and asked that the report be stopped.

Chair Bock asked if there was any more discussion. Hearing none, a vote was taken on the motion. The motion passed unanimously.

Clerk Green continued with the Financial Analysis and Enhancement Workgroup. Clerk Green noted that on the monthly update call, the PIE Committee has been discussing the revamping of the book that lists Clerks' activities and tasks. It was brought out in the North Highlands study that there was not really a good picture of what the Clerks do in detail in their offices. The workgroup was tasked to look at the list of activities and tasks in today's Clerk world. The document the workgroup is creating will be called the PAC (Performance and Accountability) Framework. The premise behind this initiative is to get a clear understanding of the programs the Clerks do in their offices such as criminal, civil and civil traffic. At a very high level, what are the services associated with the programs and then at a lower level, what tasks do the Clerks and staff do every day to support those services and programs in order to get a true inventory of the workload of Clerks. This is important because it will become a living document as we evolve as Clerks, as laws change, as unfunded mandates come down; this is a way of capturing those changes. As this is being built out, the group is going to be looking at costs associated with the work. Understanding what the costs are to provide the services that Clerks statutorily provide is going to be extremely critical in moving forward and communicating what financial needs are of Clerks. Looking at the costs based on a true inventory of what Clerks do is a premise to the framework. In Phase 1, the group has tackled a program and service level. The group has come together and has five teams. One team is looking at the Framework overall, another is looking at financial processing and jury management, another is looking at information and reporting services, another is looking at case processing within civil, and one is looking at case processing in

criminal and traffic services. If you look back at Operation Greenlight, the same approach was taken. Teams were broken out and team leads assigned. As of right now in our phased approach, the programs and services have been defined. The next level will be at the activities and the tasks. That is where it gets pretty complicated with the level of detail. The timeframe is activities being finished by June 30 and tasks through the rest of the summer. Mr. Isabelle referred to the document on page 130/131 and asked those to look at the left side where the services were listed. He described the services under Case Processing, Revenue Collection & Distribution, Financial Processing, Requests for Records & Reports, Ministerial Pro Se Assistance, Technology Services for External Users, Standard Reporting Services, Jury Management and Administration. The activities are listed and this will be sent out to all the 67 Clerks to go over and make sure everything is covered. Clerk Green continued that this is phase one and hopes that there is enough information to give a picture of what the Clerks do on a daily basis. This will help in the upcoming legislative session to tell the story of what the services are that the Clerks do and the costs for those services. The cost of the services would be valuable to the Budget Committee, the Council, the CCOC and be a caveat of collected effort and agreement that these are reasonable costs associated with these services. Clerk Green offered another good thing about this Framework is that it is scalable. It can be used by the largest county or the smallest. One of the things that was very important about this project was being able to capture the nuances that are unique to a county. She noted that it is going to be a living document moving forward. Chair Bock added that it is a good tool to explain the data that is being collected as we talk to the State Legislature about the model that we are now under, fee for services. And by doing this incredible work you will see gaps where no associated revenues are coming in. Clerk Green said a good example of this is the work with Domestic Violence. You can capture the work associated with Domestic Violence with no revenue coming in. It is important to get down to an activity and service level. Clerk Green took the opportunity to brag about the work group. She continued by recognizing Doug Bakke and Robert Rocamora from Hillsborough, Denise Bell and Gary Cooney from Lake, Cathy Davis from Citrus, Joe Valentino from Palm Beach, Tyler Winik from Brevard, Linda Warren from Walton, and Noreen Mack from Pasco. These members know the heartbeat of the Clerk's office. This concluded the update on the Framework. Chair Bock thanked Clerk Green and turned the program over to the Budget Chair, Clerk Stacy Butterfield.

BUDGET COMMITTEE

Clerk Butterfield thanked Chair Bock and began by saying the Budget Committee has met twice since the last Executive Council meeting. Those dates were May 18, 2016 and June 2, 2016. The agenda and the summary of the meetings are found on page 33 of the materials packet. Clerk Butterfield highlighted each of the meetings. She asked the Chair about the vote on the action items. It was decided to discuss each and then have one vote at the end. Clerk Butterfield began speaking about the \$11.7 million provided by the Legislature for the Juror Funding program. A workgroup was formed to work on implementation, submission and allocation. It was chaired by Citrus County Clerk Vick. Clerk Butterfield asked Clerk Vick if she would give the report.

Clerk Vick began and stated that the JAC (Justice Administrative Commission) responded to the matrix that shows the pro-rated amount for the Clerks. She thanked all the Clerks for getting in their certification letters. The JAC has approved the amounts and the Clerks should be receiving their money sometime soon. July is the anticipated time on that. There will be a follow up with the expectation that we will be reporting on these expenditures and verify how the funds were expended. The JAC will be looking for that follow up information. Mr. Dew added that this is the first quarter of this process and we will improve each quarter as we analyze information. He thanked Clerk Vick for her leadership. Chair Bock asked if there were any questions. There were none.

Clerk Butterfield moved on to the next item and noted that the budget review process was upon the Clerks. The Budget Committee has been working on a “toolbox” of items that will be used this year during the budget process. The items to be included in the toolbox are analyses available from previous years and additional information from the Clerks’ budget requests that was presented through the budget process. On page 44, is the index of the toolbox. The Budget Committee moved forward gathering this data. All the analysis can be done via the budgets that have been submitted by the budget process or from other reporting that has been done by CCOC.

There are no other items that have to go back out and be surveyed. Mr. Dew confirmed this. Staff will be preparing for each Clerk a fairly large document with the purpose that each Clerk can see their information compared to others in their peer group. Clerks can use that information to prepare for the Peer Group meetings as well as the Budget Deliberations. Clerks are encouraged to call other Clerks in their peer group to ask questions. This gives Clerks another way of using the data to compare each other in their peer groups. Clerk Butterfield asked if there were any questions on the toolbox.

Clerk Burke was recognized and noted that at the Trial Court Budget Commission (TCBC) met last week and their Chair Judge Mahon stated that facts were needed to take to the Legislature concerning their budget. Unless there are facts and figures we are not going anywhere. He stated that Clerks need to bring documentation to the Budget Committee. Clerk Burke used the example of administrative orders that impact Clerks' work. Clerks need to bring quantitative data to show what the costs are and what is driving up the costs.

Clerk Butterfield stated for clarification that she had sent out a letter to the Clerks asking them to compile this information and to cost it out. She asked if they could send it with their budget submission to please do. At the latest, have it at the peer group meeting. If anyone wants assistance, contact the CCOC staff, Budget Committee members, or call another Clerk. Chair Bock asked Clerk Butterfield to expand on the importance of facts and data as a mechanism to get the information in front of the Budget Committee. Clerk Butterfield agreed by talking about the bottom line. If a Clerk has a budget request before the Budget Committee and they are significantly higher than others in their peer group and the Committee does not have the documented information to explain that, then the Budget Committee will not be able to accept the budget and will have to reduce that budget. That is what the Committee is tasked with. That is what we heard last year at the Senate hearing. They asked how do we know that the Clerks are effective with the dollars. The Legislature is expected to help and offer solutions, but they need to feel comfortable that a process will make sure all Clerks are efficient and accountable. It was explained that if you look at the budget process through the years and plotted the Clerks on a line, the line has moved in. They talked about the process that has been used in the past, but it obviously is not up to their expectations. The Legislature wants to make sure that Clerks are

effective with their dollars. It is going to be a difficult year for the Budget Committee and Clerk Butterfield wanted to thank everyone now. Chair Bock noted that this is not just the Budget Committee or the CCOC that is demanding the information. This is information that is being asked of the Clerks by the Legislature and in a format that is digestible and that everyone understands.

Clerk Burke asked that Clerk Rushing or Fred Baggett be recognized and confirm what we all face. Clerk Rushing spoke that as we deliberate and make decisions particularly as it relates to pushing people closer together in the peer groups that you quantify that in a way that we can repeat it. The work of this body resulted in, for instance, a shrinking of two percent or alignment, however you want to articulate it so that it looks clear and convincing that a lot of effort went into addressing what is their concern of efficiency measured by peer group related matters. Mr. Baggett stated that the points that have been made about the need for facts is most important. The Legislature is accustomed to looking at that kind of information from the agencies that they fund. We as Clerks are a different type of entity that is difficult for them to digest. And he supports what Clerk Butterfield and her Committee are doing because that has been the missing link.

Chair Bock asked if there were any other questions. It was asked why the North Highland study was not being used. Clerk Butterfield said that it was being used. The toolbox includes calculations this year on the weighted workload measures that actually uses the time study from North Highlands by weighting cases on a subcase level, with traffic being a one and normalizing all other cases. Chair Bock asked if there were any further questions. There were none.

Clerk Butterfield asked for approval to have the CCOC staff to follow up with Clerks as they did with their budget submittals. On page 45, is the criteria. It is not a study in place, it is an administrative type process that allows staff to identify Clerks that may need to start preparing and gathering additional information. That is the only purpose of this agenda item.

Mr. Dew noted that the data did not really settle until this past Friday. The CCOC staff had to contact 66 to 67 Clerks to work on their budget requests. The numbers have just been run to see how many Clerks this would effect. Internally, before the staff call a Clerk, they will look at the data that has been provided. They will look at the various costs and then call to verify that they

have all the information. Mr. Dew estimated that at least 17 Clerks will probably fall in these categories. The staff will begin this week if this is approved. Chair Bock asked if there were any questions. There were no questions.

The CCOC has to send a budget request to the Legislative Budget Commission (LBC) by August 1, 2016. In that process, the Budget committee has been talking about the data that is put in the packet. More detailed data and more information that is based on fact opposed to antidotal is needed. There has been a start to the framework of the actual request document. Quantity of factual information will be important. The Budget Committee has asked Clerk Angela Vick to chair a group to work on a framework and develop the actual content of the request. Clerk Butterfield asked Clerk Vick to speak.

Clerk Vick noted that a sub workgroup was established at the June 2nd meeting. There have been several phone meetings and the result from that is the document you see in your package, pages 46-50. This is the framework that goes by the guidelines of what the appropriation staff is used to seeing. The content is outlined as they typically would see this information. When they look through it, they can quickly see the information they need. The information that goes into this will come from the budget process. Clerks will be asked to give additional information about significant issues that they are dealing with in their office. The workgroup will be meeting again to start bringing in more information. Clerk Vick noted that she is being joined by Clerk Green in this effort as well as staff from various Clerks' offices.

Clerk Butterfield continued that the initial data from the 16-17 request will let us know what the numbers look like. We are in 15-16 and started with a budget of \$447 million, \$417 from the CCOC Trust fund and \$30 million of 10% money. We know we have had a budget reduction and are operating at a \$400 million budget. The Clerks have submitted a total budget request of \$466 million; \$443 million is CCOC Trust fund and \$23 million in 10% dollars. This is the number that the Budget Committee will be starting with. The Clerks have projected revenue of \$380 million. As you can see there is a problem. On page 51, by adding the 10%, the total is \$405 million. You can see where we are starting and where we have come from. Clerk Butterfield reminded the Council that the Legislature gave the Clerks \$12.9 million to this year but it is not reoccurring.

Chair Bock asked if this brought the Clerks to being fully funded for the year. Clerk Butterfield stated that it did not bring the Clerks to be fully funded for this year. Clerk Ruvin noted that the base the EDR uses has to be enlarged to meet the Clerks' needs. Clerk Butterfield stated that the current funding model does not meet the needs of the Clerks.

Clerk Butterfield began on the last item, the Peer Group meetings. The Peer Group 1 & 2 meeting begins next week on July 7th in Gainesville. On July 12th Peer Group 5 & 6 will be in Orlando with Peer Group 3 & 4 following on July 13th. A communication was sent out last week asking all Clerks to be at these meetings or at least send someone from the office. July 18th and 19th the Committee will be meeting for their Budget Deliberations in Orlando. Tomorrow morning the Budget Committee will be having a brief meeting at 7:30 AM here to talk about the upcoming meeting processes. The meeting has been advertised and everyone is invited to attend.

Clerk Butterfield concluded the Budget Committee report. She made a motion for the Council to approve the recommendations of the Committee and Workgroups as were described under the items. Clerk Inzer seconded it. Clerk Bock noted that there were discussions during the time each of the items and if nobody has any other discussion, she will call for a vote. With no further discussion a vote was taken and passed unanimously.

Chair Bock wanted to give Clerk Green added time for her report. Clerk Green needed to update another project the Committee is working on along with CCOC staff and the Clerks' Association to see if we can leverage CCIS and its data elements in order to minimize the number of surveys that come out from the CCOC and will give the Budget Committee information at their fingertips about a bill change and the financial impact. These types of partnerships need to be apparent and growing.

Chair Bock thanked Clerk Green and Butterfield for their reports and the work they continue to do. She continued by saying that the Legislative Committee worked very hard this year with Karen and Fred and will continue to do so next year. There was no report. Chair Bock called upon Clerk Peacock to give his report from the Technology Funding Workgroup.

CCOC Technology Funding Workgroup

Clerk Peacock gave a brief update that the Technology Workgroup is working on a Jury model like the PIE Committee is working on the Betty book, to define Florida traffic and see in the scale of technology now each Clerk is doing. He is looking at a 10-week timeframe in order to get the tool out, get the material back and get monetized. Then, there will be real dollars assigned and other revenue sources can be looked at. Chair Bock thanked him and noted that he is heading a new workgroup that is trying to quantify the technology dollars that the Clerks have. The 10% fine dollars have now been wrapped into the CCOC budget process and that was the money that the Clerks had used for technology. Technology will have to be an element that is carved out. Not carving it out is missing a huge part of the budget. Clerks depend on real estate to fund technology. This is going to be a huge issue for the Clerks in the next year. She thanked Clerk Peacock. He stated that he is hoping to have numbers in the Fall that are concrete and can back up the facts for the Legislative session. Clerk Inzer asked if this would show the costs. Clerk Peacock said that as soon as the cost can be quantified, then we can see if the revenue is there to support technology.

REPORT ON CLERKS' TRUST FUND

Mr. Dew began on page 135 of the packet where there is a memo on the Trust Fund. The Legislature this year did give \$12.9 million into the Trust Fund. It was not sufficient to fund all the Clerks based on the budget that was previously approved. The Budget Committee and Council approved a reduction to the Clerks in April of this year. That reduction was put in place and so the dollars had to be redistributed that would be sent to the funded Clerks. There are 48 funded Clerks that needed approximately \$3.4 million per month. The trust fund is projected to receive approximately \$1.3 million per month from the depository Clerks, and if that continues then there will be enough for the rest of the fiscal year. He had staff run some numbers to see if the depository Clerks are meeting their monthly amounts and it was found they remitted about half of that. Before the end of the year he will know if there is enough money to fund the funded Clerks.

Clerk Inzer stated to keep in mind that today Leon is a surplus Clerk and after his budget cut he is giving the money back. But, if his money is not coming in sufficient enough to fund his budget, he is worried that we will be owing money as in prior years and that has to be funded out of next year's budget. He would like this to be monitored very closely. Chair Bock agreed with Clerk Inzer. It has been brought up in Committee meetings on how that money should be distributed and should be talked about again. Clerk Inzer wants to make sure that the overall revenue is there to support the Clerks. Mr. Dew noted that he and staff were looking at this.

UPDATE ON THE Trial Court Budget Commission (TCBC)

Chair Bock called on Judge Ficarrota to give his report of the TCBC. He stated that before he gave his report he would like to ask Clerks to keep Clerk Pat Frank in their thoughts with the loss of her daughter.

The TCBC met here in Orlando on June 17th. Their agenda is part of the materials. They were there to discuss resource allocations for the 16/17 fiscal year. They did not receive any additional resources for the upcoming fiscal year, but a \$2.7 million reduction in their base budget. TCBC allocated the available funds to the categories specified in the Appropriations Act. The Commission approved the Shared Remote Services Pilot Project. This will go before the Supreme Court for consideration. They discussed the potential LBR's for the 17/18 fiscal year and directed staff to develop equity in retention of Court employees, case management resources, etc. They will be looking at the detail at their next meeting on August 11, 2016 in Pointe Vedra. Judge Mahon is stepping down as chair and being replaced by Judge Roundtree from Gainesville. Clerk Inzer thanked Judge Ficarrota for being a part of the Executive Council. Clerk Burke would like to see the TCBC and Clerks work together on several projects. Judge Ficarrota agreed. Chair Bock thanked the Judge for his report.

OTHER BUSINESS

Chair Bock wanted to congratulate all the Clerks that ran for the positions on the Executive Council. She pointed out that there is a newly elected CCOC member, Jeff Smith. The re-elected

members were Clerks Burke, Crawford, Bock. Before the swearing in, Chair Bock wanted to take a minute and make a presentation to the outgoing member, Clerk Kelly. The Executive Council and those present applauded Clerk Kelly for his years of service on the Council. Clerk Kelly thanked the Council.

Chair Bock asked Joe Boyd, the General Council to swear in the new members. The oath was given to the new members. The members were congratulated. The nominations for the Executive Committee followed. Clerk Burke nominated Clerk Bock as Chair and it was seconded by Clerk Ruvin. Mr. Boyd asked if there were any other nominations. Hearing none Clerk Sharon Bock was elected Chair of the Council. Chair Bock thanked everyone. She then asked for the nomination of a Vice Chair. Clerk Butterfield nominated Clerk Burke. Seconded by Clerk Ruvin. Vote was taken and Clerk Burke was elected as the new Vice Chair. The next nomination was for Secretary/Treasurer. Clerk Burke nominated Clerk Butterfield. Clerk Inzer seconded it. Vote was taken and Clerk Butterfield was elected as the new Secretary/Treasurer. Clerk Burke recognized Clerk Inzer for serving as the Vice Chair over the last two years.

Chair Bock asked if there was any other business. Hearing none, the motion to adjourn was made by Clerk Burke and seconded by Clerk O'Neil. Vote was taken and the meeting was adjourned at approximately 4:40 PM.

MINUTES
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
THURSDAY, JULY 28, 2016 9:00 AM EST
EXECUTIVE COUNCIL MEETING
Hyatt Regency Orlando Airport, Orlando, FL (Mirabel Room)

The July 28th, 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 9:00am, who welcomed and thanked members and guests for attending the meeting. Chair Bock asked Mary Baker, the Executive Assistant, to call roll. Council Members present during the meeting were the Honorable Sharon Bock, Honorable Ken Burke, Honorable Stacy Butterfield, Honorable Bob Inzer, Honorable John Crawford, Honorable Jeff Smith, Honorable Tim Sanders, and Honorable Paula S. O'Neil. The Honorable Harvey Ruvin and the Honorable Ron Ficarrota were present via phone. The Honorable Kyle Hudson was not present. Mr. John Dew, CCOC Executive Director, stated that there was a quorum.

APPROVAL OF AGENDA

Chair Bock asked for the approval of the draft agenda. There are two items on the agenda, the 2016-17 CCOC office budget and the recommendation from the Budget Committee on the Clerks' 2016-17 budget. She noted that this is an open meeting and it has been legally noticed. A motion to approve the agenda was made by Clerk Inzer and seconded by Clerk Butterfield. The agenda was approved unanimously.

Before turning the agenda over to Clerk Butterfield to cover the two budget items in detail, Chair Bock recapped how the budget will be approached. She stated that during the discussion and before the final vote, Clerks would be able to speak to the Council either in person or on the phone for 3-5 minutes. She included the statutory roll of the CCOC under Florida Statute 28.35 and 28.36, is to present a balanced budget to the Legislature Budget Commission by August 1 of each year. To do this, the Budget Committee reviews budgets individually for all 67 Clerks. The Clerks were asked to give the Budget Committee a needs based budget request. The Budget Committee then undertook the task of cutting this needs based budget to fit the declining revenue. This was a difference of \$44 million. In order to make the \$44 million reduction, the Budget Committee had to agree on assumptions that Clerk Butterfield will outline. Chair

Bock thanked everyone that was part of the process and for their work. She called on Clerk Butterfield to review the budget process and then make the motion for this Council to vote on the 2016-17 Budget.

BUDGET COMMITTEE

Clerk Butterfield thanked Chair Bock. She began with the CCOC office budget that has to be approved by the Council each year. The 2016-17 CCOC office budget is a continuation budget. Clerk Butterfield made a motion to approve the budget as presented. Clerk Crawford seconded the motion. Chair Bock asked if there was any discussion. Clerk Butterfield noted that this was the fourth consecutive year of a continuation budget. The vote was taken and the motion passed unanimously.

Clerk Butterfield continued and wanted to thank all who were involved with the budget process. During the process, 66 of the 67 Clerks or their staff presented their budgets in a professional manner. She summarized how the Budget Committee arrived at the recommendation for moving forward with a budget for each Clerk. It was a two-step process. The first part was the needs based budget submitted by the Clerks. Then, Clerks were asked to attend the review process within their peer groups. All six peer groups met and discussed their budgets. The peer groups had a "Toolbox" that had a lot of valuable information that Clerks did not have in previous years. Clerks attending the peer group process were able to see and discuss why their offices were different. She wanted to stress that in the process they used a weighted workload benchmark budget, which was key. This year, the Committee looked at cases at a subcase level using various weights. The North Highlands study was used for the weighting measurements. There was movement this year in recognizing that the ten division case-type levels needed additional information and analysis to put Clerks on an equal playing field. Clerk Butterfield pointed out that it is actually in the law for the CCOC to do a comparative analysis and examine outliers. The outliers are those that are above and those that are below peer group averages, but the expectations were clear that you may have a Clerk that is above their benchmark or below their benchmark. There are reasons for that and these were articulated, and this year also quantified and compared. There may be reasons that there are still Clerks that are above or below that are completely justifiable. If there is an expectation that everyone is going to be at their calculated benchmark, Clerk Butterfield believed this was an unreal expectation. There are differences in the Clerks' offices as was pointed out by the Chair and things that are beyond a Clerk's control..

The Clerks submitted a budget on a needs basis of \$466 million. The committee, after going through all the peer review meetings, set forth some criteria to use in the first pass reviewing the budgets. The criteria used was the weighted workload benchmark budgets and from that, limits were set: if a Clerk

was more than 5% above the weighted workload benchmark budget for Peer Groups 3 through 6, the committee was going to make a hard cut to that 5% level. If a Clerk was more than 10% for groups 1 and 2, then there was a hard cut to that 10% level. In addition to the hard cut which produced about \$9 million worth of cuts, the committee also looked at the reasons Clerks brought forward and were compared to others in their peer group. The committee went through every single Clerk's budget request and then took a vote after the hard cuts from the weighted workload and asked if they had the information that they felt was quantifiable and truly made a Clerk's need different. From that, the committee decided whether to add back dollars or not as Clerks came forward and gave their requests to add back from the hard cuts. A vote was taken for every single Clerk. There were adjustments made. That amounted to about \$2.5 million added back. There was a net reduction of \$7 million based on the weighted workload. If that is taken off the \$466 million, that puts the budget need at \$459 million. In Clerk Butterfield's opinion, that number is what the committee determined was the appropriate budget based on comparison. Even though the committee asked for a needs based budget, the committee compared budgets as was required by law.

Clerks do not have the revenue that they are allowed to keep in order to fund a \$459 million budget. They only projected to have \$422 million. Additional cuts had to be made. So, there were other hard criteria that were used. One criteria was that if any Clerk had more than 3% salary increases included, the committee limited it to 3%. If the Clerks had more than 8% increase in their overall budget, the committee limited it to 8%. The committee thought it was a reasonable approach. After those two cuts and with the weighted workload, the committee was at \$444 million. The budget was still a good way from \$422 million. The committee had originally looked at an across the board cut to adjust to the available revenue. There was a memo that went out as well as training that was held. The committee had to get from \$444 million to \$422 million. The committee did an across the board cut and then looked at the results. After looking at the results, the committee stopped and reflected on what this looked like. It produced, at that point, some double digit increases as well as a double digit decreases in Clerk's budgets from the current year. There were 20% decreases in some budgets. The Budget Committee then met Monday, July 25 and moved forward a hybrid method. The hybrid method took all the work the committee had done, including the information from the peer groups and budget deliberations. Starting from that point, the committee put additional limitations on growth in a budget and additional limitations on the amount of reduction a Clerk could take. We were now faced with the fact that Clerks only have \$422 million. No Clerk is going to leave with a budget that is going to fulfil their needs to do their mandatory and statutory constitutional duties. That was recognized by the committee and that limited the growth to 1% and then limited the amount of decrease on a tiered

amount based on peer group, over the current year's budgets. Peer Groups 1 & 2 were limited to 5% decrease; Peer Groups 3 & 4 were limited to 8.5% decrease; Peer Groups 5 & 6 were limited to 12% decrease. There are Clerks that took a 12% decrease, 5% and 8.5% decreases and Clerks that have a 1% increase. That was the process. It was very deliberative and again the committee's final recommendation did take into account everything that was presented to the committee and used the weighted workload as well as other criteria to get to a balanced budget which is simply the requirement. The challenge for this council is to look at this recommendation. Clerk Butterfield then put it into a form of a motion. The motion is for the council to approve the recommendation of the Budget Committee of the hybrid method that produces a budget for each Clerk and produces a balanced statewide budget. A second to the motion was made by Clerk Burke.

Chair Bock stated that there was a motion that the Council approve the hybrid budget that was voted on and recommended by the Budget Committee and there is a second. The floor was opened for discussion. Clerk Butterfield added a couple of discussion points now that the motion was on the floor. The process used this year was a great progress towards being able to answer questions, being able to model the expectations of the Legislature, and looking at outliers as well as being able to know what the differences are. The model that was used is not perfect, but this model can be refined and there is an expectation that it be refined as the committee moves forward each year. The plan is a two or three year plan to get to a refined model. Clerk Butterfield made a recommendation to the Budget Committee to pass it to the PIE Committee and they would look at continuing cases and examine outliers and be sure that the committee can prioritize the major outliers. The PIE Committee would come up with a recommendation on a standardized quantification of identifying those differences. Clerk Butterfield emphasized that there was room for refinement and the committee will be working with the PIE Committee.

There were questions by council members how the discussion and vote would proceed. Chair Bock restated the process that would be used. The consensus would be that the meeting would be opened up to any Clerk that would like to approach the council. That would mean any Clerk that is physically present at the meeting and any Clerk that is on the telephone. The process for the procedure on the phone was sent out by CCOC staff at 9:05 AM. A raised hand will be taken in order for discussion purposes. The motion will not be entertained during this discussion. Each Clerk will have 3 to 5 minutes to make their presentation. There will be no discussion or changes to the recommended budget until the council comes back in as a council again.

Chair Bock opened up the floor to those Clerks that were in the room that would like to address the council. Clerk Gail Wadsworth was the first to speak. She stated that she had sent Mr. Dew an appeal

which had been sent to the council as well. Her appeal hinged on not being fully funded for medical insurance and thus she will lose another FTE. She will have fewer FTEs at that point than 2005-06. At the peer group meetings and on Monday, she asked to gain the two FTEs which were lost during the revenue shortfall recently. Clerk Wadsworth asked if there were any questions. Clerk Butterfield wanted to know the specific amount of money the Clerk was asking for in your appeal. She stated that it would be \$60,000 for the FTEs + \$48,000 for the health insurance she could not cover for a total of around \$108,000. She thanked the Council.

Next to speak was Clerk JD Peacock. He had comments to the process used by the Budget Committee and about his own budget. He worked on another option which both staff and the Budget Chair looked at it and compared it to the current hybrid. He agrees that the money that the Budget Committee is tasked to split is not sufficient and sustainable. He agrees that Clerks do not have control over some of the aspects that are driving the costs. He noted that he can look at Clerks that have taken proactive steps to find ways to gain efficiencies. He agreed that there are things that Clerks cannot control, but he believes over time Clerks can make changes. There are examples of that. He continued with comments on the Hybrid 3. He was disappointed with all the brain power, that there has not been a simple solution found. He believed that we have to find a way to easily educate the legislative folks on our situation. There has to be a simpler way to tell the story. His option would be a better starting place because it is objective and not subjective. It would limit a significant decrease and limit a significant increase. Overtime, it would bring Clerks closer together. He added that Clerk Butterfield said that it is unreasonable to bring everybody back to the same, however, the committee is tasked to bring Clerks closer together. Overtime, his solution has a less drastic effect, but it incentivizes Clerks to find efficiencies over time. He agreed that it cannot be done overnight, but over time there are Clerks who have proven that you can get more efficient. The model he is proposing will do that over time. It can be used in an increasing revenue state and a decreasing revenue state. It starts with an objective review that no one is applying their own particular issues. After the initial objective review, they will weigh in on the cost drivers and make adjustments from there. Clerk Peacock concluded with his particular case, in his county he is taking a 4.75% decrease on the hybrid when across the board cut would have been 2.410%. His county is 20% below the benchmark budget. He can point to reasons and decisions made by staff that has gotten them there. Those were not uncontrollable reasons but decisions by the Clerk and Clerk staff over time. He can see his point of reference being cut unfairly. He noted that he will be bringing his model forward as a starting point next year. Clerk Peacock asked if there were any questions.

Clerk Butterfield stated that she did what the committee asked her to do. She looked and analyzed his model along with staff. Whenever Clerk Peacock is ready she will give those comments at the end. Chair Bock asked if she should give it now. Clerk Inzer stated that there were Clerks waiting and he felt that it should be part of the discussion but should be part of the policy at the end not here and should be part of the Council's deliberations. He would like to encourage the council to stay the process. All agreed. Chair Bock thanked Clerk Peacock.

Chair Bock asked if there were any others in the audience who would like to speak. Clerk Moore Russell of Orange County introduced herself and spoke about the process. Prior to becoming a Clerk she was a County Commissioner for eight years and had been through the budget process with Orange County. She stated that she would like to see more time for the budget process. She felt it was unsettling to be rushing the budget process and there was not enough time to address issues. In Orange County, they start the budget process in January of that year. She would like to see the process start early enough that some of the issues can be resolved. She felt more time should be given to all the staff and the CCOC staff to prepare the budget. Chair Bock thanked Clerk Moore Russell.

Clerk Ronnie Fussell from Duval County spoke next. Clerk Fussell thanked the Council for allowing him to speak again. A handout was given out to the Council and audience. He began by pointing out the differences in Duval County compared to the other 67 counties. One is their pension costs. Since he has taken office three years ago, there has been a 17% increase in their pension costs. The total pension cost is 36.79%. He believed that Duval was in the wrong peer group. There was an ERS Peer group study in 2012 and again in June, 2014, he was expecting another in June, 2016. He felt that there is a need to look at peer groups and how the numbers are run. Lastly, he noted that Clerks were told of the process for weeks, Clerks gave numbers and met those numbers and then at the very end changes were made by utilizing the hybrid model. He and other Clerks have concerns about how the process was handled. He thanked the council and noted that he and his staff are here to answer any questions.

Clerk Smith asked if \$1.3 million is what Clerk Fussell was asking for. There was some discussion and Clerk Butterfield asked the Chair to speak. She asked Clerk Fussell about the bullet on the very last page, it reads "If this is not restored, we would request a footnote be added to the request made to the LBC outlining Duval's differences with pension and collective bargaining and the fact that it was not funded in this request." Clerk Butterfield stated that is what was requested on day one and wanted to confirm that if Duval's request is not able to be funded that this is what he wanted added to the LBR request? Clerk Fussell said yes.

Clerk Burke asked that if any part of the request had salary increases? Clerk Fussell said no that the increase was for retention adjustments. Clerk Burke asked again and it was stated that it was not for

salary increases but retention duties that we have to put in place as stated in an HR study. Before the adjustment that was done, Duval was 66th in salaries, but with the adjustment it brought Duval up to 64th in salaries.

Clerk Butterfield noted for the record that the \$1.2 million Clerk Fussell was referring to was a result of collective bargaining whether it is retention or whatever, it is for salaries. Clerk Fussell stated that the adjustments on day 1 helped with the retention and Clerk Inzer's motion to the Budget Committee for the \$1.2 million was to help with the \$2.2 million in pension cost.

Clerk Inzer stated that the dollars were added in, the process was not directed to individual items. It was giving you 1% and you can use it anyway you want. The Budget Committee moved away from the model that was funding X or Y, but saying that you made an argument for an increase of which the committee is giving you an increase of 1%.

Clerk Butterfield felt that it was important to put the process on the record. Going through the process, the committee considered equity with weighted workload and each Clerk's presentation. There were some hard cuts taken and then adding back for requests based on the data that was provided to us and the committee's decision if that was something that would make a difference. The end result said that the totals was X dollars and was above where we would need to get to a balanced budget. The committee made decisions on how to get this number to that number. The committee decided to do this with limitations on growth and limitations on cuts. She wanted to make sure that the process was laid out.

Clerk Smith wanted to make clear that, from the handout, Duval is asking for \$1,300,000. That is the difference between the final on day 2 and the hybrid. \$1,330,301 is the number.

Chair Bock asked if there was anyone else in the audience that would like to speak. Brent Thurmond asked to speak. He stated that he wanted to talk generally and not about specifics. He wanted to encourage the Clerks to stay focused on the fact that they have a shared destiny. All are working on this process. Clerk Thurmond would like the Council to consider not giving any increases under the hybrid model unless the Clerks have made a compelling case. Also he knows that the peer group cannot be changed today, but if there are some outliers that can be taken into account, such as Wakulla. He noted that progress is being made but would like to mitigate the drastic cuts that the smaller counties are taking. Clerk Thurmond thanked the Council.

Clerk Burke asked Clerk Butterfield to clarify what the maximum percentage cuts were in Peer Group 1 & 2. Clerk Butterfield responded 5%. Clerk Butterfield noted that the cuts were limited to 5%, 8.5% and 12%. In recognition of saying that the committee is trying to move people to the middle, she wanted to point out her statement at the beginning, while there is a need to look at outliers and make

some movement, she does not believe the goal of all getting to the middle is realistic. She believed that the committee needs to prioritize those that are most pressing on the Clerks' workload and then give allowances in some standardized method for that then Clerks would end up where you are above or below with an appropriate justification.

Chair Bock thanked Clerk Thurmond and asked if there were any others that wanted to speak.

Clerk Sanders wanted to present a letter. He is not here to talk of policy, but to talk about an error that is his. He read the letter. He thanked the Council. He stated that the mistake was his and he is here to try and get it corrected if that can be considered.

Clerk Inzer said he was confused and Clerk Sanders restated that he was going to have some savings at the end of this fiscal year (15-16) in his CCOC budget. Clerk Inzer asked why he was not charging his CCOC budget 100% so the dollars are left in your 10% so you only have \$42,000. If we find the 10% and other funds in the general operating, we could eliminate that. Mr. Dew stated that the 10% might be capped. Mr. Inzer understood what Clerk Sanders was saying.

Mr. Dew asked to be recognized. If the issue could have been found a week ago, it could have been resolved. Another way to handle it is the possibility of other Clerks offering some dollars. That is up to the individual Clerks. Another option is next year if the budget gets approved additional dollars, then we would go back and see if there could be dollars moved from one Clerk to the next while staying within the budget cap. He noted that there are options out there. He appreciated Clerk Sanders bringing this forward.

Clerk Sanders said that his budget is very dependent on his 10% dollars. The decrease in his needs in the aggregate budget is about 7.5% and with the \$57,000 decrease it is about another 11% decrease. He stated that he appreciated any help.

Chair Bock thanked Clerk Sanders and asked if there was any one present in the room that would like to speak. There were no others and the Chair noted that there were Clerks on the phone that would like to speak. The first will be Clerk Johnson from Franklin County.

Clerk Johnson noted that she wanted to make two points. She would like to see the needs budget sent to the Legislature along with the budgets that are approved in the end. This would show the legislative staff what the Clerks sent in as their needs. The other thing was that she was limited to the 5% cut with the hybrid model. She thanked the committee for that, but there may be members that would like to ask questions about the cost drivers, because at the workshops her peer group members requested money back and were approved except her. She sent a letter of appeal to the Budget Committee and she is willing to speak to those members if they had any questions they do not understand about her budget.

Chair Bock thanked Clerk Johnson. She recapped that the budget by law is to be submitted by August 1. Along with that submittal will be an Executive Summary and data that backs up the budget request. Part of that data is going to be the needs based budget for the very reason Clerk Johnson mentioned. Chair Bock asked Clerk Butterfield if she had anything to add. She noted that the chart started on page 16 of the budget request draft has the needs budget for every Clerk.

Chair Bock continued that the information that is submitted is extremely complex. The documents that are being submitted have been created by a committee headed by Clerk Vick. The submittal is going to be more reflective of the kind of budgets that are submitted by state agencies. This has been worked on now for several weeks. She is hoping that the complexities of the budget are more apparent to the legislative staff, the LBC, and the Appropriation Committee and that there will be a recognition and understanding of what it entails to run a Clerk's office.

Chair Bock called on Clerk Kinsaul of Bay County. He wanted to highlight some of the things that Clerk Peacock mentioned. He would encourage the committee to look at some of these suggestions. Part of the duty of the committee is to narrow some of these gaps. Another point he made was that throughout this whole process and over the years, it is obvious and apparent that Clerks do not fit a statewide model. Every one of the counties are different. He would like to see the Budget Committee meet soon and come up with a model that allows for some sort of local option. Clerks offices do not fall under state anything, therefore there needs to be a local option of funds. He believes that the statewide model is not going to work for the Clerks' offices.

Chair Bock thanked Clerk Kinsaul. Clerk Inzer asked to comment that there are two aspects to this. One is looking for local revenue sources and the flip side of that would be a bill that requires when a local government imposes a cost on the Clerk then the local county fund the local mandates that they have incurred for that Clerk. This is a different model that has not been talked about and he felt is a derivative of what Clerk Kinsaul is talking about. He would like to see the Legislative Committee consider looking at this.

Next Clerk Timmann asked to speak. She wanted to echo some of the comments that have been made this morning about the tremendous amount of work that has gone into this process but still the very compact timing of it which made it very difficult to fully analyze and crunch numbers. Moving forward she hopes that a better time schedule will be used. During the process, discrepancies were identified. The issue of counties being in the wrong peer groups was brought up a number of times. It was talked about but was not addressed. Clerk Timmann would like to see this addressed in order to have true equity. She did not want this to fall off the chart. If the Clerks are facing additional cuts throughout the year, the committee needs to have that data better aligned and analyzed before the

additional cuts are made. She reiterated her comments about needing a true peer based model that excludes local factors. It has been talked about having that true base and then the layers that are out of Clerks' control highlighted. We are getting close to the cost drivers and she does not want to lose the momentum. This is a very valuable tool for the legislature to understand what the local cost drivers are and how we best handle that. She would like to see the committee have a fully categorized spreadsheet with a real base that is determined and then all those other local categories that are identified throughout this process clearly highlighted and pointed out. This and the peer group issue are her concerns. She thanked the council for allowing her to share her comments.

Chair Bock thanked Clerk Timmann and mentioned again through the CCOC PIE Committee under the leadership of Clerk Green and Clerk Connell with the workgroup, that is exactly what is being done. It is collecting, cataloging, and characterizing the differences. She wanted to let the Clerks know on the phone that they will be surveyed to answer questions so we can move into a direction that Clerk Timmann is speaking about.

Next to speak is Sherry Mehl, finance staff from Putnam County. She had issues that were related to the process that was involved in establishing a model as far as including reopened cases and appeals. Only new cases are viewed and the reopen cases are very high in family and criminal cases for their county. This exclusion affects the weighting cost per case. She would also like to see a major adjustment to the peer groups. She has been looking at the relationship of criminal activities versus civil traffic. There is a huge range. Some have 41% criminal cases when the average for the state is 20%. Some have civil traffic activity that is 80% when the average is 60%. Some are high in criminal activity and low in civil traffic and the peer groups do not reflect that. Also she would like to see some factoring in of the demographic information. For Putnam, low income and poverty rates do affect the Clerk costs in doing a simple case. The overall weighting of cases is odd to her county.

Chair Bock thanked her and noted that she brought up some excellent points.

Next to speak was Ms. Ortega, finance staff from Osceola County. She wanted to state for the record that Osceola County will have to cut or eliminate 25 to 28 positions this October. The Clerk may have to close the courthouse on Fridays and have four hour furloughs for employees. This was based on the \$1.4 million that Osceola got cut. They asked for \$1.1 million but did not get it.

Chair Bock thanked her and noted that all 67 Clerks will have to make adjustments due to the budget cuts.

Next to speak was Clerk Frank of Hillsborough County. She noted that she did not participate, but when the North Highlands Group were hired to do the workload study, this was to be a study that tells us what it costs exactly for a Clerk to do their job. In that study, it said that her county should have 30

more employees. Under this current proposal, she has to get rid of 39 employees. She wanted to go back to the needs based budget and submit a \$466 million budget and say this is what we need and this is what we are going to have. The Clerks would withhold the money that is sent to general revenue right now to make up the difference. Then Clerks would have the money they would need. She did a survey of three counties and Dade had sent \$20 million to general revenue. This is for the Clerks' trust fund and everything. Broward sent \$11 million. Hillsborough sent \$11 million. That is \$42 million that we can address the \$466 million figure with. She is asking the corporation to tell the Department of Revenue that her budget is a deficit budget and therefore she could withhold the money she is sending to general revenue and fund her deficit. She urged all Clerks to do the same thing and stay on the same page, and draw a line in the sand. The arbitrary amount the LBC draws that limits Clerks to a figure is not a true figure. Clerks are collecting more than that and sending it to general revenue that is paying for staff or some service at the Capitol. She noted that the money is needed at home where the Clerks have collected it and the people deserve it. She made a formal request with a letter that the corporation allow her to retain revenues she is sending to general revenue. She will put that money in a separate account in preparation of that letter being sent.

Chair Bock thanked Clerk Frank and noted that everybody got a copy of the letter that was sent to the Council. Clerk Inzer asked to speak. He stated that there are two separate issues here. One is as we look at next year's budget under state law, you cannot spend dollars other than those that are appropriated. This does not give the Clerks the authority to spend the excess of this budget. To spend dollars that have not been appropriated would be cause for removal from office. This is not just choosing to redirect dollars. If the dollars were budgeted then there might be some validity for consideration. He would counsel any Clerk that spending any money that exceeds the appropriation is against the law and is grounds for removal from office.

Clerk Frank followed that she was going to put the money aside and will not spend it until this is resolved. This is not an equitable system and does not like the patchwork quilt Clerks go through talking about their woes. She is going to take a position and that is what it is.

Chair Bock called on Clerk Butterfield who wanted to clarify that Clerk Frank's request of this council is to move forward her needs based budget. Clerk Frank confirmed that is her request. Clerk Butterfield was not sure the letter said something about withholding the money. She wants to make sure of what Clerk Frank is asking of this council. Then the General Counsel will tell us whether we can or not. She thought that the Clerks were limited to the REC estimate as to what could be moved forward. Clerk Inzer said that the needs based budget was going to be presented. The LBC will probably take action to approve a budget and he is assuming that we are going to give them a balanced budget as well as a needs based

budget. His assumption is the LBC will feel constrained by the numbers in the EDR and once they pass a budget it will be limited to the revenues that are in the trust fund and that will be the Clerks' limit to spend.

Clerk Frank said take the money in the general revenue and put it in and make a balanced budget. Chair Bock said that she may be right, but she has asked General Counsel Joe Boyd to give us time. Right now we are in deliberations for this year's budget and there is a motion that the council will have to move on today. The letter was received last night and did not give us enough time to really vet/examine the proposal that you have presented and the potential effect.

Chair Bock said that it is difficult to get 67 ways of looking at it. She wanted to reiterate that there is not a single Clerk that does not want to solve this problem. The difficulties have been heard that Clerks are not able to serve our customers at the county level. We are looking for solutions and yours is on the table. Our legal counsel will take it and vet it properly and then we will be talking about it at the next Budget Committee meeting. Clerk Frank stated that she is expecting a formal response from the corporation. This is her request, she has a deficit budget based on her needs and she needs sufficient funds according to the workload measures. She is stating that to you and you can verify that it is all court related expenses as she has done in her budget and that meets the requirement. She wants the council to make a decision on what your recommendation is as far as the Department of Revenue. Chair Bock answered that all the issues will be discussed at the end. And this will be included as a policy issue. There will be an open discussion.

Clerk Burke asked how Clerk Frank determined or defined the excess. Dan Klein noted that this is distribution to the general revenue out of the finds and fees. It is not going to any specific trust fund. It is what every Clerk is sending to general revenue. Clerk Burke asked what was the length of time for the previous dollar amounts. Mr. Klein said that this amount is not going to DOR but to general revenue. The \$11 million for Hillsborough was for the last fiscal year. Clerk Frank added it was the same for the other counties.

Chair Bock asked if there were any other questions. She thanked Clerk Frank.

Next to speak was Clerk Forman from Broward County. He stated that he appreciated Clerk Frank's efforts, but he had one correction and that was Broward's amount was \$13.5 million. He quoted Yogi Berra "that it was Déjà vu all over again". This is 11th post Article V budget and there has been a struggle with budgets since the 2009 session. He stated that the pie is just not big enough. The biggest problem is the amount of money being diverted to revenue and other places rather than the Clerk's office. He feels once this problem is solved, the Clerks will be back where they were.

Chair Bock thanked Clerk Forman and called on Clerk Harvey from Baker County. She noted that for a small county like hers she took a pretty hard hit as far as the budget. She has some situations that are going on in her office such as long term employees that are retiring and she has not received the county health insurance rate and does not know what her rate is going to be. She is in limbo with this budget and does not know what some of her cost factors are going to be. She wanted to put on the record that with the cut she has taken, she may have some trouble down the road.

Chair Bock thanked her and said that she appreciated Clerk Harvey's input because it is something that all Clerks across the state are facing.

Chair Bock said that was the last Clerk to speak. She asked if there was any other Clerk that wanted to speak. A ten minute break was taken.

Chair Bock called the meeting back to order. She stated the CCOC Executive Council will discuss the policy issues and other issues that were brought up today by the members of CCOC and our fellow Clerks. She reminded everyone that there is a motion on the table and a second to approve the recommendation that the Budget Committee brought to us today.

Clerk Inzer stated that he would like to have the General Counsel who is here today talk about the overarching issue that was raised by Hillsborough County. He stated that the council may want to take that issue and deal with it first before we get into the other details. It influences everything after that to the extent that we want to follow that model and it changes everything.

Mr. Joe Boyd was recognized. He stated that he had spoken with Clerk Frank previously and they had not completed the research of this, but we have done some preliminary review. He wanted to tell the council the departure point is that you will be looking at. 28.36(3) has a provision that mandates that you have to do certain things with regard to individual Clerks. Elsewhere, you are required to submit to the LBC a balanced budget. He stated that he would submit to you if you authorize a Clerk to withhold funds that are relied upon for the trust fund, you will be violating your obligation of having a balanced budget. If you do not send a balanced budget to the State August 1 you put in peril the Clerks' budgets of all 67 counties. He respects Clerk Frank's issue that she has raised, but you can make those findings. He thinks that the statement by Clerk Butterfield at the beginning with all of the Clerks having unfunded needs, that part should not be that difficult. With regard with what happens after that is something you are free to make a decision on. But if you authorize a Clerk and notify DOR that they are authorized to retain funds you will not have a balanced budget as he understands the current process. That completed his report.

Chair Bock asked if there were any questions. Clerk Inzer noted that it almost sounds like an interim during the year process issue compared to an approval process at the beginning of the year. He asked if

he was misreading and trying to put this together. Mr. Boyd was not comfortable giving an answer to that. He stated that it may be a mechanical and legal issue, but he knows that we cannot go without a balanced budget to the Legislature under the current law at this date.

Chair Bock asked if there were any other questions. There were none. She called on Clerk Burke.

He had a process question on how to approach this. If you had a request from a Clerk to now adjust up their budget from what was recommended by the Budget Committee then wouldn't that mean we would have to adjust downward other Clerks' budgets. If we go in that direction, he would certainly hope then we reopen the public hearing based on what we advertised is not what we would be delivering. Clerk Ruvin noted that this was a good point.

Chair Bock noted that she had kept a running total of what we were requested to change. She asked what the requested amount was. Clerk Smith said it was \$1.48 million. Chair Bock reiterated that there was a \$1.48 million budget request and to paraphrase what Clerk Burke just said, as a committee we can discuss it, but the discussion of approving anyone's budget over the model and the disciplines that were used during the budget deliberation would mean that we would not have a balanced budget. We would either create a budget that is over what the Revenue Estimating Committee says what our budgeted revenues will be or it means that to meet our budget we would have to cut other budgets. Clerk Burke brings up a good question as to how we would like to proceed knowing it is a fairly black and white issue. Clerk Ruvin asked to speak. He spoke about after submitting the budget that is balanced, those other areas listed, if there is extra money, are additional items we would want covered. He would levy Miami Dade collective bargaining at the end.

Clerk Butterfield spoke that she separated what was heard into a specific appeal request, a process issue, future considerations, and addressing policy issues. For the special appeal requests there was Franklin County asking in a letter to have her money added back in and that was for \$90,872. Madison requested \$57,600 in the letter. Flagler asked for \$137,000. Duval asked for \$1.2 million. Hillsborough was asking for the needs based budget amount which would be \$2,391,965. This is an interpretation because the letter did not state the amount. That is a total of \$3.8 million dollars. Other things that she heard were numerous things about future issues which can be noted and taken up with the Budget Committee. These were time, peer groups, weighted workloads, etc. She heard two other things. One was from Clerk Peacock about the council looking at option 4. She heard from other Clerks about policy decisions at hand for this committee such as why we would include any percentage increase. The hybrid model does. She heard discussion about the process used this year. That is how she broke them down. Future items can be handled later. Any dollar amount that is changed, it has to come from somewhere.

She thinks that is the first thing that should be put on the table. The second thing to put on the table is if there is any policy decision. Clerk Butterfield would gladly explain and summarize things if needed.

Chair Bock relayed that was a good synopsis. She asked if anyone had any requests to how we proceed. Clerk Inzer wanted to make a couple of comments. First he complimented the hard work done by the Budget Committee Chair, Clerk Butterfield. He also thanked staff for their hard work. He wanted to go back to Clerk Russell's comment that we need more time. The committee met in mass to hear each of the Clerks. There was not adequate time at the end for us to do deliberations. He related back to Clerk Peacock's comments and believes there are discrepancies that we are proposing that are hard to defend. The committee did not do a good job of saying what is controllable and what is not controllable by a Clerk. He believed that there has to be a better way of collecting data on the front end. He would like the committee to sit down and spend some time on the healthcare issue. He is sensitive to the error made by Madison County. He would like to find a solution for this unique situation. He wanted to express that he is sympathetic all requests that have been made. He understands the situation because of his own office. There are a lot of issues that the committee needs to address and they need to start early and examine the issues while they are still fresh as opposed to waiting. He agrees with Clerk Peacock that those at the bottom need to be brought up and those at the top need to be brought down. He agrees that peer groups should be looked at soon after this budget process. These were just some of his reflections about the process.

Clerk Butterfield asked to speak. She wanted to lay out some analysis that might be helpful as to the results as they stand right now. First is the benchmark and where Clerks are as a result of the hybrid method. After the hybrid method was done and we had to recalculate the benchmark and see where everybody is at compared to the benchmark. An analysis was done using numbers to see if the hybrid model moved the benchmark up. The results were that 49 clerks in the hybrid model moved in the right direction and there were 18 that did not. Percentage wise it means the 74% moved in the right direction. Of the 18, 13 were still under the caps that were set, the 5% and 10%. If we take the 49 clerks plus the 13, that makes 62 clerks that are within the movement or the caps that were set. That is 92.5%. She agrees with Clerk Inzer that there are things that need to be worked on sooner than later. But, given the place we are at today and the decision at hand, she wants the Council to see that the committee looked at results of the hybrid and calculated that. Other points about the hybrid, on a policy level it has Clerks getting increases. There are 19 clerks getting increases to the tune of \$1.4 million rounded. There are 16 clerks that are getting decreases at the max that was set for limitations of 5%, 8.5% and 12%. After all of this was done, we also looked at the where the Clerks fall as depository and funded clerks just to make sure the model worked for the balanced budget of the revenue we have. The results from

that is there are 45 funded clerks and 22 depository clerks. The makeup of that is no different than last year at this time. She noted that Franklin County after the hybrid model is at 22.3% above the weighted workload. Madison is at -44.4%. Flagler is 1.7% below. Duval is 1.9% below. Hillsborough is -3.6%. There are only two that jump out as significantly above or below the weighted workload. This is just more information for the Council.

Clerk O'Neil asked to speak. She asked why the hybrid model was used. Clerk Butterfield stated that at the end of day two of the budget deliberations and looking at the results of all the steps that were taken, the committee looked at those numbers and then there was a motion to scrap it and do an across the board cut from where we are at today. The committee took a step back and said that the hard cut may have unknown consequences. Clerk Butterfield worked with staff to work on something else that she thought when put forward could temper that. If we had the money to fill our needs, the hard cut would be a more appropriate method. There are still many things we needed to look at. Since Clerks after the hard cut had double digit increases and Clerks getting double digit decreases. With this something else had to be put forward. The hybrid said let's go from that point to a limit of 1% increase and limited the cuts to 5%, 8.5% and 12%. The Clerks that were significantly being cut; were not cut as much and Clerks that had significant increases were not getting as much. That is the reason the committee went with the hybrid.

Clerk Burke wanted to discuss the motion at hand of approving the hybrid model. There are 48 Clerks taking a budget decrease. That is a three step decrease. First, it is fewer dollars than the Clerks had this year. Clerks are facing significant health insurance costs increases. And last is pay adjustments from complying with the new wage and labor law concerning overtime. That means that all will be dealing with employee cutbacks. Several years ago there was a workforce of approximately 10,000. Today it is around 7,500 currently. He would like to suggest that none of the 48 Clerks that have taken a decrease be cut anymore.

Clerk Butterfield wanted to say as a point of reference that in 2005 the budget was \$423.8 million. The budget today is less than over ten years ago. She also stated for the record that Polk County is at the max cut with this method. To move ahead, she would like to make a decision on the 5 requests. She does not know how to do that with the motion on the floor. For the record what are we doing with these?

Chair Bock said that the Council could go through them individually or collectively. The issues are if we can fund them and the budget is not balanced, we could choose to fund them and then remove that money from other Clerks and by Clerk Burke's suggestion to not cut anymore from the Clerks that have taken a cut from the hybrid process. That is what she understands to be on the table at this time.

Clerk Inzer spoke to the fact that if there is additional funds that it be distributed equitably. He wanted to make sure that it is defined what policy is given to the specific change. And that it is applied to all similar situated Clerks as opposed to giving it X versus Y. This has to be dealt with using objective policy criteria. If everyone is okay with that he would make a motion. Chair Bock reminded everyone that there is a motion on the table. We can curb that motion. It was asked what the motion was. Chair Bock said that we have a motion and a second and that the Council has been in a discussion mode as to whether to accept the recommendation from the Budget Committee. Clerk Inzer would like to amend the motion. One thing that the committee did not hear was the Madison county issue. That was never presented for consideration. Chair Bock added that last year that the CCOC asked for voluntary monies from counties to cover some of the mistakes. Her county gave a million dollars to other counties. She is suggesting that before the model is tinkered with that we consider voluntary monies given to Madison County.

Clerk Inzer continued with his motion, because it is not known if that will be forth coming and the fact that the committee did not know about this. Clerk Sanders is the only one that has come forward. This has created a unique situation. He is 44% under his benchmark and Clerk Inzer would not be making this motion if this were not the case.

Clerk Butterfield stated that she would be willing to amend her motion to say approve the recommendation of the Budget Committee with the hybrid model with one modification and that is to take the \$12,499 that is unallocated and make that available to Madison County. Her reasoning is not necessarily that they came forward but to the fact that they are so significant with the 44% and that was an error. That is what she would like to put forward. Mr. Dew pointed out that the issue for Clerks to help Madison County by giving them some of their budget authority was put out to the Clerks, and he would hope the Council would give staff the authority to accept this. Clerk Butterfield added that to her motion. Clerk Burke agreed.

Chair Bock reiterated that there is a motion on the table and there has been extensive discussion. She noted that Clerk Butterfield has called the question and a vote will now be taken on the motion that CCOC approved the recommendation of the Budget Committee for the hybrid model to be amended by the unallocated money of \$12,499 to be given to Madison County and allowing the staff in the event that there is voluntary money to make Madison County whole because of their unique situation of an error in their budgeting. Vote was taken by hands. The motion passed.

Chair Bock asked if there was any other business. Hearing none, Clerk Butterfield made a motion to adjourn the meeting. Clerk O'Neil seconded. Vote was taken and the motion passed. The meeting was adjourned at 11:55 AM.

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #2

Secretary/Treasurer Financial Report

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	June	July	Aug	Sept	Year to Date Expenditures	(%) of Budget Expended
CCOC STAFF:	\$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	\$54,467.04	\$61,426.77	\$54,879.66	\$81,138.86	\$731,379.26	91.43%
OPS STAFF:	\$22,000.00	\$783.00	\$473.00	\$253.00	\$264.00	\$176.00	\$130.17	\$44.00	\$0.00	\$0.00	\$209.00	\$874.50	\$929.50	\$4,136.17	18.80%
GENERAL EXPENSES:	\$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	\$11,858.43	\$13,015.98	\$8,009.64	\$13,538.81	\$88,690.79	95.61%
TRAVEL:	\$60,400.00	\$4,014.34	\$4,158.13	\$1,692.00	\$2,144.80	\$3,679.12	\$5,281.58	\$3,772.44	\$2,123.80	\$3,210.24	\$10,369.70	\$3,165.43	\$4,107.79	\$47,719.37	79.01%
STAFF TRAINING:	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	4.00%
CONTRACTUAL EXPENSES:	\$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	\$17,167.50	\$23,617.50	\$18,783.75	\$14,152.50	\$198,513.50	70.28%
EDUCATION SERVICES	\$354,533.00	\$49,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	\$10,000.00	\$50,000.00	\$10,000.00	\$13,500.00	\$49,770.00	\$0.00	\$244,270.00	68.90%
TOTALS:	\$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	\$123,817.93	\$96,703.21	\$122,138.95	\$135,482.98	\$1,314,909.09	81.31%

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #3

Chair's Report on CCOC Committee Assignments

Agenda Item 3



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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County Clerk
Secretary/Treasurer

Honorable John Crawford
Nassau County

Honorable Bob Inzer
Leon County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Jeff Smith, CPA
Indian River County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Update on CCOC Committees.

Council Action:

Information purposes only.

Overview:

CCOC Committee

While the Corporation Plan of Action identifies which CCOC Committees are created and their purpose, the CCOC Chair determines the leadership of those committees. Chair Bock notified Clerks on October 27th who she appointed as Chairs/Vice-Chairs of the various committees via an email. (See attachment for list provided in the email.)

Chair Bock also asked Clerks to complete an online survey indicating their interest for serving on one of the CCOC Committees. CCOC staff received the survey results on Friday, November 4th. Chair Bock indicated that the Chairs of each Committee could then determine the membership. CCOC staff are currently working with the Committee Chairs to establish membership for each of the committees.

Announcements for committee membership and potential meeting dates are forthcoming.

Lead Staff:

John Dew, CCOC Executive Director

Attachments: 1: List of CCOC Committees, Chairs/Vice-Chairs, and lead staff

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 Clerks of Court Operations Corporation
2016-2017 Program Year
Standing Committees & Workgroup List
The Honorable Sharon R. Bock, Chair

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Executive Council:

Chair: The Honorable Sharon R. Bock, Esq.
Vice President: The Honorable Ken Burke, CPA
Secretary/Treasurer: The Honorable Stacy M. Butterfield, CPA
Members: The Honorable Jeffrey Smith, CPA
The Honorable Bob Inzer
The Honorable Tim Sanders
The Honorable Harvey Ruvin
The Honorable John Crawford
The Honorable Kyle Hudson
The Honorable Paula S. O'Neil
The Honorable Ronal Ficarrota, Judge
Staff Liaisons: John Dew
Joe Boyd, Esq.
Duties: Perform those duties and responsibilities assigned by statute and the plan of operations; develop for internal use, administrative, personnel and purchasing policies for the Corporation.

STANDING COMMITTEES:

Budget Committee:

Chair: The Honorable Stacy M. Butterfield, CPA
Vice Chair: The Honorable Jeffrey Smith, CPA
Members: TBD
Staff Liaison: Jason Harrell
Duties: Develop budget forms and instructions for Clerks; inform and educate Clerks on the budget process; request Clerks to submit a budget; develop budgetary evaluation criteria; review Clerks proposed budgets consistent with the evaluation criteria; recommend to the Council a proposed budget for all Clerks; recommend such amendments to existing or proposed budgets as may be required; present budget before the Legislature, Governor or their staff as needed; identify legislative problems and solutions; and, make recommendations to the Legislative Committee.

Performance Improvement and Efficiencies Committee:

Chair: The Honorable Tara Green
Vice Chair: The Honorable Don Barbee
Members: TBD
Staff Liaison: Doug Isabelle
Duties: Help carry out statutory duties of developing workload measures and clerk workload performance standards as well as seeking methods to develop where feasible, further efficiencies in Clerks' court-related duties.

Legislative Committee:

Chair: The Honorable Carolyn Timmann
Vice Chair: The Honorable Ken Burke, CPA
Members: TBD
Staff Liaison: Jason Harrell
Duties: Act on behalf of the Council as requested to provide recommendation to the Legislature as required by statute and the plan of operations; review Legislative priorities, committee hearings, bills and other issues as they relate to Clerks and CCOC activities.

Education Program Committee:

Chair: The Honorable Sharon R. Bock, Esq.
Vice Chair: The Honorable Tiffany Moore Russell, Esq.
Members: TBD
Staff Liaison: John Dew
Duties: Help carry out statutory duties related to developing and conducting Clerk education programs.

Executive Committee:

Chair: The Honorable Sharon R. Bock, Esq.
Vice Chair: The Honorable Ken Burke, CPA
Secretary/Treasurer: The Honorable Stacy M. Butterfield, CPA
Staff Liaisons: John Dew
Joe Boyd, Esq.
Duties: Act on behalf of the Council when decisions need to be made on issues requiring immediate attention or on administrative issues.

Plan of Operations Committee:

Chair: The Honorable Ken Burke, CPA
Vice Chair: The Honorable Sharon R. Bock, Esq.
Staff Liaison: John Dew

STANDING WORKGROUPS:

Workgroups are led by a single Clerk as Chair and the members consist entirely of Clerk staff. Clerks other than the Chair do not participate in workgroup meetings. Workgroup Chairs report directly to a committee and are often Vice-Chair of a committee.

Financial Analysis & Enhancement Workgroup:

Chair: The Honorable Don Barbee
Staff Liaison: Justin Young

Technology Funding Workgroup:

Chair: The Honorable J.D. Peacock
Staff Liaison: Jason Harrell

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #4a

Chair's Report on CCOC Executive Committee

Agenda Item 4a



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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County Clerk
Secretary/Treasurer

Honorable John Crawford
Nassau County

Honorable Bob Inzer
Leon County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Jeff Smith, CPA
Indian River County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Report from CCOC Executive Committee.

Council Action:

Concur with Executive Committee Recommendations.

Overview:

CCOC Executive Committee

Since the last Executive Council meeting the CCOC Executive Committee met three times. The Executive Committee consists of the CCOC elected Chair, Vice-Chair, and Secretary/Treasurer.

The Committee met on July 28th, September 9th, and October 31st 2016. (Summary Minutes attached.)

Lead Staff:

John Dew, CCOC Executive Director

Attachments: 1: Summary Minutes from the Executive Committee meetings held July 28th, September 9th, and October 31st.

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 CCOC

Clerks of Court
Operations Corporation



Honorable Sharon R. Bock, Esq.

Palm Beach County
Chair

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Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA

Polk County
Secretary/Treasurer

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General Counsel

John Dew

Executive Director

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Tallahassee, Florida 32308

Phone: 850.386.2223

Fax: 850.386.2224

Summary Minutes of the 7/28/16 CCOC Executive Committee Meeting

The CCOC July 28th Executive Committee was advertised in advance. The meeting was held at 12:15pm at the Orlando Airport Hyatt.

CCOC Executive Director John Dew called the role. Present were Chair Sharon Bock, Vice-Chair Ken Burke, and Secretary/Treasurer Stacy Butterfield. Also present was CCOC Executive Director John Dew and CCOC General Counsel Joe Boyd.

Clerk Burke made a motion to accept the draft agenda with moving agenda item number #3 to the first item. The motion was seconded by Clerk Butterfield and was approved.

The Committee members received information from the CCOC General Counsel on the evaluation results from Council members on the CCOC Executive Director. General Counsel Joe Boyd summarized that the Executive Director received a good to excellent evaluation from each of the Council members that submitted the evaluation results. The Chair thanked Mr. Dew for his work and agreed that he has done an outstanding job once again.

The Committee members discussed the importance of having an outside entity review the workload of the CCOC staff and review the pay scale for a number of its employees due to the what appears to be insufficient pay for the work that is being provided. Clerk Butterfield made a motion to have an outside consultant do such a review but limit the contractual expense to no more than \$15,000. The motion was seconded by Clerk Burke and approved. The Committee also discussed with the Executive Director methods to continue to keep staff at the CCOC office to help assure staff do not leave for better paying jobs. Clerk Burke made a motion to provide employees with a bonus to all staff that were working so hard during the month of July due to the increased workload and due to the absence of having a Budget Director for the last several months. The bonus would be done during the current county fiscal year using some of the unspent dollars from the vacant Budget Director's position. Clerk Butterfield seconded the motion and it 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."

The Committee and Executive Director then begin the process of interviewing potential candidates for the vacant Director of Budget and Communications Position. Three candidates were interviewed.

After the interviews the scores were tabulated and the Executive Committee recommended that the Executive Director contact the candidate that received the highest score and potentially offer them the position.

There were no items under other business. Clerk Burke made a motion to adjourn which was seconded by Clerk Butterfield. The motion passed and the meeting ended at 3:30pm.

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FLORIDA CCOC

Clerks of Court
Operations Corporation



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General Counsel

John Dew

Executive Director

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Tallahassee, Florida 32308

Phone: 850.386.2223

Fax: 850.386.2224

Summary Minutes of the 9/09/16 CCOC Executive Committee Meeting

The CCOC September 9th Executive Committee meeting was advertised in advance. The meeting was held at 10:30am via a telephone conference call.

CCOC Executive Director John Dew called the roll. Present were Chair Sharon Bock, Vice-Chair Ken Burke, and Secretary/Treasurer Stacy Butterfield.

Chair Bock called the meeting to order and noted that the purpose of the meeting was specifically to review and approve a Request for Quote (RFQ) draft for seeking a vendor to conduct an organizational study of the CCOC. The draft agenda was presented. Clerk Butterfield made a motion to accept the draft agenda and it was seconded by Clerk Burke. A vote was taken and the agenda was approved unanimously.

Clerk Burke moved to approve the minutes from the July 28, 2016 Executive Committee meeting. Clerk Butterfield seconded the motion. The minutes were approved.

There was a discussion on the purpose of the Organizational Study and the need to move quickly due to the impact of recent federal changes in the Labor Law. It was noted that the point of contact used on the RFQ needed to be changed. Mr. Joe Boyd reminded that it was a public document. Point of Contact was changed to Sharon R. Bock, Esq. and her designated Palm Beach County Clerk & Comptroller staff, CCOCRFQ1601@mypalmbeachclerk.com.

Clerk Burke made a motion to approve the Request for Quote (RFQ) with the contact changes. Clerk Butterfield seconded the motion. Chair Bock asked if there was any further discussion. Hearing none, vote was taken. Motion passed unanimously.

Clerk Burke noted that he would like the committee to do some planning for the upcoming year.

Clerk Butterfield thanked Clerk Burke for attending and speaking at the LBC meeting.

With no further business before the Committee, a motion was made by Clerk Butterfield and seconded by Clerk Burke to adjourn the meeting. The meeting concluded at 10:50am.

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 CCOC

Clerks of Court
Operations Corporation



Honorable Sharon R. Bock, Esq.

Palm Beach County
Chair

Honorable Ken Burke, CPA

Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA

Polk County
Secretary/Treasurer

Honorable Bob Inzer

Leon County

Honorable Jeffrey R. Smith, CPA

Indian River County

Honorable John Crawford

Nassau County

Honorable Harvey Ruvin

Dade County

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Joe Boyd, Esq.

General Counsel

John Dew

Executive Director

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Tallahassee, Florida 32308

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Fax: 850.386.2224

Summary Minutes of the 10/31/16 CCOC Executive Committee Meeting

The CCOC October 31st Executive Committee meeting was advertised in advance. The meeting was held at 3:30 PM via a telephone conference call.

CCOC Executive Director John Dew called the roll. Present were Chair Sharon Bock, Vice-Chair Ken Burke, and Secretary/Treasurer Stacy Butterfield. Mr. Dew indicated there was a quorum.

Chair Bock called the meeting to order and thanked those in attendance. Clerk Butterfield moved to approve the minutes from the September 9, 2016 Executive Committee meeting. Clerk Burke seconded the motion. The minutes were approved.

Chair Bock began a discussion concerning the contract with Economist Incorporated (E.I.). She will sign the contract today. Clerk Burke and Clerk Butterfield gave their approval to sign. Mr. Dew explained the process that after the contract signing, E. I. will meet with clerks and staff and begin the study. The report will be done by the end of January, 2017. Clerk Burke asked if there would be an interim report before the final report is issued. Mr. Dew affirmed that there would be an interim report.

The next item to be discussed was the Organizational Study and the contract with the vendor Evergreen, Inc. Mr. Dew noted that a timeline and contract will be worked on and the study will be ready by the end of January, 2017. Mr. Isabelle will work on the contract and get it to Chair Bock.

Clerk Burke opened a discussion about sending a letter to Justice Labarga concerning collections and judges' role. Clerk Butterfield said that the Budget Committee approved this. It was decided that this would be put on the Executive Council agenda.

The committee continued discussing the providing of data to the legislature and making sure that the legislative staff has an explanation to any questions they might have about the data. Mr. Harrell, CCOC's Budget and Communications Director, noted that he would be providing a summary with the data in order to control the takeaway points. Chair Bock added that CCOC contact information with the data would be helpful. Further discussion included that the website Florida Transparency had incomplete data. Mr. Harrell reported that he is working on a quick overview "Getting to Know Clerks".

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."

In the upcoming year, new members will be added to CCOC committees. Clerk Butterfield, Chair Bock and Mr. Dew will be working on this.

Chair Bock noted that the Plan of Operations were being looked at by a committee set up by Clerk Burke. Mr. Dew will check with General Counsel to see if the whole corporation will need to vote on all recommended changes.

Mr. Dew brought forward that Mr. Harrell felt that graphic artist help was needed since no staff has that expertise. Chair Bock thought this was a good idea and encouraged Mr. Dew to reach out and see what the cost would be.

There was no further items to discuss. Clerk Butterfield made a motion to adjourn. Seconded by Chair Bock. The meeting adjourned at 4:10 PM.

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CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #4b

Report on CCOC Budget Committee



Agenda Item 4b

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

Honorable Bob Inzer
Leon County
Vice Chair

Honorable Ken Burke, CPA
Pinellas County
Secretary/Treasurer

Honorable Neil Kelly
Lake County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Stacy Butterfield, CPA
Polk County Clerk

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4b: Budget Committee Report

Council Action:

Since the last Council Meeting the Budget Committee met on October 13th. Attached are the agenda and the summary minutes from that meeting. The actual meeting packet can be found by clicking on the CCOC website at www.flccoc.org, clicking on "meetings and minutes, and then clicking on "Budget Committee", and choosing the date of the meeting.

Overview/Background on Issues:

CFY 2015-16

Comparison of Actual to Projected Revenues

Before and during CFY 2015-16, Clerks submitted revenue projections to CCOC three times: as part of the original budget request (June), part of the operational budget (October), and in April. The April re-projections were completed in effect to revenues not meeting the October projections. The Clerks' actual revenues from CFY 2015-16 for September 2015-August 2016 exceeded the April re-projection by approximately .3%. A statewide analysis comparing the three projections to actual revenues is provided as an attachment below.

Settle-Up

The Budget Committee voted for Chair Butterfield to work with CCOC staff to contact Clerks that owe dollars as CFY 2015-16 settle-up to the trust fund, to remit the dollars earlier than the statutory due date to assist with the fluctuating trust fund balance, which is discussed in agenda item 7. The calculations are provided as an attachment below.

Jury Funding and Expenditure Update

Clerks should have received the second quarter (Oct-Dec) of juror funding recently. The estimated amounts requested statewide totaled to more than the allowable allocation by the Justice Administration Commission, and were therefore prorated. Also related to juror funding, Clerks' first quarter (Jul-Sep) actual expenditure reports have been received and analyzed by CCOC staff. This data will be used to adjust Clerks' third quarter estimates as necessary, to ensure equitable allocation of the remaining funding dollars for SFY 2016-17. First quarter estimates compared to actual expenditures and second quarter estimates are provided as an attachment below.

CFY2016-17

Allocation of Individual Clerk Budgets

On September 12th, the Legislative Budget Commission (LBC) approved a motion to establish the budget amount for CFY 2016-17 of \$422.1 million and authorize the CCOC to establish each Clerk's budget within that total. The request letter and individual Clerk allocation amounts are included as an attachment below.

Operational Budget Forms

The Budget Committee voted for Chair Clerk Butterfield to work with CCOC staff to finalize and distribute the CFY 2016-17 operational budget forms. Changes discussed from the CFY 2016-17 original request forms include: capturing gross versus net data on the detail exhibits and detailed information regarding specific areas within Clerks' budgets that will be increased and/or decreased to meet the approved budget authority amount. In addition, a meeting was scheduled with Legislative staff to review the forms and discuss potential revisions. CCOC staff are still in the process of finalizing the forms for distribution and awaiting follow-up correspondence from Legislative staff.

Expenditure and Collections Report Form

Each fiscal year, CCOC staff updates the Expenditure and Collections report that is submitted by each Clerk on a monthly basis. Revisions made to the CFY 2016-17 report form were minor, including: adding rows for filing fees under the Criminal Traffic and Juvenile Dependency divisions, including original revenue projections by division, adding rows to report juror funding and the expenditures, and updating dates included on the form.

CFY 2017-18

State Fiscal Outlook

The State of Florida Long-Range Financial Outlook for fiscal years 2017-18 through 2019-20 was presented to the Legislature on September 12th, 2016. Included in the report was discussion around the state of Florida's economy and how it is continuing to improve, however, due to a projected increase in expenditures, a deficit is projected for 2018-19 and 2019-20. CCOC staff, Jason Harrell, will provide a summary of the Outlook and the effect it may have on Clerks. The memo and analysis are provided as an attachment below.

Peer Group Study Contract

Every two years, the CCOC contracts with a firm to conduct a peer group study to evaluate the peer group listing of Clerks and make changes from the current list if necessary. The last study was conducted in June of 2014. The Committee voted for CCOC staff to contract with a firm as soon as possible to complete the biannual study. CCOC staff have established a contract and have met with staff to begin the study.

Budget Forms, Process, and Timeline

There was discussion amongst the Committee at the October 13th meeting regarding lessons learned from the CFY 2016-17 budget process. Consensus was reached that some portions of the process could be improved, specifically relating to: the budget request forms, starting the process earlier, the concept of a base budget versus the weighted workload methodology, analyzing Clerks' budgeted benefit expenditures, and addressing the issue of counting cases consistently. Workgroups of Clerks and Clerk staff, or CCOC staff and Clerk staff, were established for each of the issues. These are each still a work in progress.

List of Additional Studies and Research Projects

Throughout the CFY 2016-17 budget process, many ideas of studies and research projects were discussed. The Committee voted to have Chair Butterfield work with CCOC staff to prioritize and distribute the work corresponding with each of the listed items to CCOC staff and Clerk staff. The list of additional studies and research projects discussed is included as an attachment below.

Council Action: Confirm or Revise the recommendations of the Committee as provided below.

Summary of Budget Committee Actions:

- 1) **Approval of CFY 2015-16 Settle-Up Calculations. CCOC staff to follow-up with Clerks owing excess to request that they remit dollars early to the trust fund.**
- 2) **Approval of CFY 2016-17 Operational Budget Forms with the ability for Chair Butterfield to work with CCOC staff on any additional, minor changes.**
- 3) **Approval of CFY 2016-17 EC Report Form.**
- 4) **Approval for CCOC staff to begin a peer group study contract.**
- 5) **Approval of work groups being established in the following CFY 2017-18 areas: budget forms and timeline, base budget concept, analyzing Clerks' benefits, and addressing the issue of counting cases consistently.**
- 6) **Approval for Chair Butterfield to work with CCOC staff to prioritize and organize workgroups for the list of additional studies and research projects that were discussed throughout the CFY 2016-17 budget process.**

Lead Staff:

John Dew, Executive Director

Attachments:

- 1) Agenda and Summary Minutes from the October 13th Committee meeting
- 2) Comparison of CFY 2015-16 Actual to Projected Revenues (Memo and Attachment)
- 3) DRAFT CFY 2015-16 Settle-Up (Memo and Attachment)
- 4) Jury Funding Estimates compared to Actual Expenditures Reported (Memo and Attachments)
- 5) CFY 2016-17 Allocation of Individual Clerk Budgets (Memo and Attachment)
- 6) State Fiscal Outlook (Memo and Attachment)
- 7) DRAFT Budget Process Timeline
- 8) Additional Studies and Research Projects (Memo and Attachment)

CCOC Budget Committee Workshop followed by Meeting

Agenda

Date: October 13, 2016

Time: 10:00 AM ET

Location: Florida Hotel and Conference Center: 1500 Sand Lake Rd Orlando, FL 32809

Meeting Room: Legacy South 3

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

Honorable Ken Burke
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
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Budget Committee Workshop: Beginning October 13, 2016 at 10:00 AM (ET)

(The workshop is open to all interested in attending. **This event is a workshop, and there is no call in capability for this event.**)

- 1) Call to Order and Introduction Stacy Butterfield
- 2) Review Summary of July 25 Meeting and Update on Action Items (Pg.1-2) John Dew
- 3) Update on Clerks PAC (Performance and Accountability Framework (Pg.3-4).....Tara Green
- 4) Summer Budget Review Process, Lessons Learned, and ideas for improvement in CFY 17/18 (Pg.5-6) Stacy Butterfield
- 5) Discuss and Receive Updates on Pending Operational Issues
 - a. CFY 2015-16 Issues
 - i. Discuss Settle-up Calculations (Pg.7-9).....Johnna Kauffman
 - ii. Comparison of Actual to Projected Revenues (Pg.10-12).....Johnna Kauffman
 - iii. Clerks TF Update and Revenue Trend (Pg.13-18).....John Dew & Doug Isabelle
 - iv. Jury Funding and Expenditure Update (Pg.19-23).....Stacy Butterfield
 - b. CFY 2016-17 Issues
 - i. Allocation of Individual Clerk Budgets (Pg.24-27) John Dew
 - ii. Operational Budget Form and Timeline (Pg. 28-42)..... Stacy Butterfield
 - iii. Funded/Depository Clerks Results (Pg.43-46).....Johnna Kauffman
 - iv. Updates to 16-17 EC Form (Pg.47-50).....Johnna Kauffman
 - c. CFY 2017-18 Issues
 - i. Presentation on State Fiscal Outlook (Pg.51-56).....Jason Harrell
 - ii. Discussion on Budget Model and/or Revisions (Pg.57-59).....Stacy Butterfield
 - iii. Recommended Peer Group Review RFP (Pg.60-65)..... Doug Isabelle
 - iv. Discuss Budget Process and Timeline (Pg.66-67) John Dew
 - v. Discuss Changes to Budget Forms (Pg.68)..... Johnna Kauffman
 - vi. Discuss the Weighted Workload Measure Methodology (Pg.69-71) Doug Isabelle
 - vii. Discuss List of Additional Studies/Research Projects (Pg.72-74)..... Doug Isabelle
- 6) Discuss Setting the Next Budget Committee Meeting Stacy Butterfield
- 7) Other Business

CONTINUE TO NEXT PAGE FOR MEETING AGENDA

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."

Budget Committee Meeting: *Beginning October 13, 2016 at 3:00 PM (ET)*

(The meeting time is subject to change. Please visit the CCOC website (www.flccoc.org) for the latest information. The meeting is open to all interested in attending. Call in capability will be available for full participation. Call in: 1-904-512-0115 and Conference code: 412463)

- 1) Call to Order and Introduction Stacy Butterfield
- 2) Review Summary of July 25 Meeting and Update on Action Items John Dew
- 3) Discussion on Improvement for Budget Process for CFY 17/18.....Stacy Butterfield
- 4) Update on PAC Framework Tara Green
- 5) Discuss and Receive Updates on Pending Operational Issues..... Stacy Butterfield
 - a. CFY 15/16
 - b. CFY 16/17
 - c. CFY 17/18
- 6) Discuss Setting the Next Budget Committee Meeting Stacy Butterfield
- 7) Other Business



Memorandum

To: CCOC Executive Council

From: CCOC Staff

Date: November 14, 2016

Re: Summary of October 13, 2016 Budget Committee Meeting

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting in Orlando on October 13, 2016. An agenda and materials were distributed in advance of the October 13 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 October 13, 2016 Meeting

1) Call to Order and Introduction

The meeting on October 13 was called to order at approximately 3:00 PM ET. Members in attendance during the meeting included: Clerk Butterfield, Chair; Clerk Inzer, Vice-Chair; Clerk Bock; Clerk Brock; Clerk Burke; Clerk Childers; Clerk Connell; Clerk Crawford; Clerk Peacock; Clerk Smith; Clerk Timmann; and Clerk Vick.

2) Review Summary of July 25 Meeting and Update on Action Items

Clerk Vick made a motion to approve the minutes from the July 25 meeting. Clerk Timmann seconded the motion. Motion passed unanimously.

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3) Update on Clerks' PAC (Performance and Accountability Framework)

Clerk Vick provided an update on the PAC framework, including an overview of the goals and scope of the work being completed by the workgroup. Clerk Vick also provided a timeframe for when the tasks portion of the framework should be completed, which is November. Clerk Vick asked the Committee to approve the PAC framework project direction.

Clerk Vick made a motion to continue the work of the PIE (Performance, Improvement, and Efficiency) committee regarding the PAC framework. Clerk Crawford seconded the motion. Motion passed unanimously.

4) Summer Budget Review Process, Lessons Learned, and Ideas for Improvement in CFY 17/18

Clerk Butterfield provided a summary of the budget process used for CFY 16/17, how it differed from previous years, and discussed areas where improvements may need to be made moving forward. Clerk Butterfield discussed the idea of calculating a base budget, the issue of counting cases consistently, and moving the budget process forward. Other Committee members provided feedback as well.

Clerk Vick made a motion for CCOC staff to work with Clerk staff to review and complete a DRAFT timeline and also discuss the toolbox for the CFY 2017-18 budget process before the next Budget Committee meeting. Clerk Crawford seconded the motion. Motion passed unanimously.

Action Item: CCOC staff to work with Clerk staff on developing a DRAFT timeline and to discuss the toolbox for the CFY 2017-18 budget process.

5) Discuss and Review Updates on Pending Operational Issues

a) CFY 2015-16 Issues

i. Discuss Settle-up Calculations

Clerk Butterfield briefly discussed the mechanics of the CFY 2015-16 settle-up calculation. Calculations will fluctuate depending on Clerks' September 2016 EC reports.

Clerk Smith made a motion for CCOC staff to work with Clerks/staff, once settle-up calculations can be run, that have settle-up dollars due to the trust fund to remit early. Also, to give Clerk Butterfield the ability to work with CCOC staff to prorate the October deficit disbursement if necessary. Clerk Inzer seconded the motion. Motion passed unanimously.

Action Item: CCOC staff to calculate 1516 settle-up and contact Clerks that owe dollars to the trust fund to ask them to remit the dollars prior to the statutory deadline of January 25th, 2017. CCOC staff to also work

with Clerk Butterfield to prorate the October deficit disbursement if necessary.

ii) Comparison of Actual to Projected Revenues

Clerk Butterfield provided a summary of Clerks' CFY 1516 revenue projections compared to CFY 1516 year-end actuals. Year-end actuals came in slightly higher than the latest projections done in April 2016.

iii) Clerks TF Update and Revenue Trend

John Dew provided an update on the available funds in the trust fund and the impact of settle-up and CFY 1617 deficit and depository amounts. John Dew also briefly summarized the revenue data reported by Clerks being analyzed by CCOC staff.

Clerk Vick made a motion to ask the CCOC chair, Clerk Bock, to write a letter to the Supreme Court explaining the importance of the Clerks' control of collections within their offices and the importance of partnering with their judiciary regarding this effort. This effort should be coordinated with the Legislative Committee as well. Clerk Smith seconded this motion. Motion passed unanimously.

iv) Jury Funding and Expenditure Update

Clerk Vick provided a brief update on the juror funding process thus far for quarter 1 and 2 of SFY1617.

b) CFY 2016-17 Issues

i) Allocation of Individual Clerk Budgets

John Dew provided a summary of the September 12th Legislative Budget Commission meeting and approval of the \$422.1 million Clerks' budget for CFY1617.

ii) Operational Budget Form and Timeline

Clerk Butterfield explained some of the differences Clerks would see between the Original Budget Request forms and the Operational Budget forms.

Clerk Inzer made a motion for Clerk Butterfield to work with CCOC staff on the issue of obtaining consistent data from Clerks and work on changes to the forms to capture gross budgeted data from Clerks. Clerk Peacock seconded the motion. Motion passed unanimously.

Action Item: CCOC staff to work with Clerk Butterfield to finalize the operational budget forms and timeline.

iii) Funded/Depository Clerks Results

Clerk Butterfield discussed the mechanics of the CFY1617 funded/depository calculation.

iv) Updates to 16-17 EC Form

Johnna Kauffman provided an update on the minor changes to the CFY1617 EC report form.

Clerk Inzer made a motion to approve the CFY1617 EC report. Clerk Vick seconded the motion. Motion passed unanimously.

c) CFY 2017-18 Issues

i) Presentation on State Fiscal Outlook

Jason Harrell presented a summary of the State of Florida Long-Range Fiscal Outlook for fiscal years 2017-18 through 2019-20.

ii) Discussion on Budget Model and/or Revisions

Clerk Butterfield discussed potential workgroups for the following issues: the concept of calculating a base budget for Clerks' offices going forward, analyzing Clerks' benefits in comparison to the State, and counting cases consistently.

Clerk Vick made a motion to establish a workgroup chaired by Clerk Timmann with Clerk Smith's help to look into a base budget concept for Clerks. Clerk Peacock seconded the motion. Motion passed unanimously.

Clerk Vick made a motion to establish a workgroup chaired by Clerk Childers to study Clerks' budgeted benefits in comparison to the State amounts and process. Clerks Peacock seconded the motion. Motion passed unanimously.

Clerk Peacock made a motion to establish a workgroup chaired by Clerk Burke to look further into the issue of counting cases consistently for Clerks. Clerk Inzer seconded the motion. Motion passed unanimously.

Action Item: CCOC staff to post Clerk Burke's spreadsheet online containing SRS and population data.

iii) Recommended Peer Group Review RFP

Doug Isabelle provided an update to the Committee of the most recent peer group review study contract and asked for approval of the ITN to contract for statistical services to conduct another peer group study.

Clerk Peacock made a motion for CCOC to proceed with haste and within rules and guidelines of contracts to acquire a firm to conduct a

peer group study. Clerk Inzer seconded the motion. Motion passed unanimously.

iv) Discuss Budget Process and Timeline

Clerk Butterfield addressed that CCOC staff had established a draft timeline for the CFY1718 budget process.

v) Discuss Changes to Budget Forms

Clerk Butterfield addressed the potential need to revisit the budget forms for CFY1718.

Clerk Smith made a motion for Clerk Butterfield to work with CCOC staff and Clerk staff on the budget forms and timeframe for CFY1718 budget.

Action Item: CCOC staff to work with Clerk Butterfield and Clerk staff to vet any budget form issues/ideas and discuss the draft timeline for CFY1718.

vi) Discuss the Weighted Workload Measure Methodology

Clerk Butterfield addressed this meeting point above when discussing the issue of counting cases consistently. Once that issue is resolved, the methodology may need to be revised for comparing similarly situated Clerks.

vii) Discuss List of Additional Studies/Research Projects

Doug Isabelle discussed the list of additional studies and research projects that were brought up throughout the CFY1617 budget process and deliberation.

Clerk Peacock made a motion to allow Clerk Butterfield to work with CCOC staff to prioritize and distribute the work of the studies/research projects to workgroups of Clerk staff.

Action Item: CCOC staff to work with Clerk Butterfield to prioritize the list and organize workgroups to begin work on the list.

6) Discuss Setting the Next Budget Committee Meeting

Clerk Butterfield expressed her opinion that the Committee should try to meet again in December and asked for input of potential dates. It was decided that CCOC staff should send out a Doodle poll with a few potential dates to get feedback.

Action Item: CCOC staff to send out Doodle poll to Committee containing potential meeting dates in December.

7) Other Business

Clerk Butterfield discussed with the Committee two requests for information from the Legislature recently. The first was for the most recent operational salary and benefit data, by Clerk (CFY1516). This information has been provided by CCOC staff to Legislative staff. The second was for historical benefit data, by Clerk. This data request is currently a work in progress.

With no other business to discuss, Clerk Inzer made a motion to adjourn the meeting at 4:11pm. Clerk Vick seconded the motion. Motion passed unanimously.

Draft



Agenda Item 4b

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Phone: 850.386.2223
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Date: November 14, 2016

Subject: Agenda Item 4b Attachment 2. Comparison of Actual to Projected Revenues

Council Action:

Information purposes only.

Overview:

Prior to and throughout county fiscal year 2015-16, Clerks projected annual revenues three separate times, in June 2015 (\$412.5 M), October 2015 (\$404.1 M), and April 2016 (\$381.4 M). The first two projections were standard as part of the budget process, first for the original budget request and then for the operational budget once a budget authority was approved for each Clerk. The re-projection in April was done in reaction to actual revenue data being reported, as revenues were not on track to meet projections for most Clerks. Per direction of the Budget Committee, CCOC staff calculated five revenue estimates for CFY 2015-16 and presented them in March. The estimates were based upon varying methodologies and historical data. The Budget Committee voted on an estimate and directed CCOC staff to send out a survey to Clerks, asking them to either agree with the CCOC estimate or disagree and adjust the projection accordingly.

Actual revenues available for CFY 2015-16 (September 2015-August 2016) are currently being reported at \$382.5 M, or approximately .3% greater than the April projections statewide. A total of 32 Clerks' actual revenues exceeded the April projection by varying percentages.

Looking forward into CFY 2016-17, Clerks have projected annual revenues of \$381.6 M as the original projections completed in June 2016, which is .24% less than CFY 2015-16 actual revenues.

Lead Staff:

Johnna Kauffman, Budget Manager

Attachments:

- 1: Comparison of CFY1516 Actual Revenues to Projections

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."

Actual and Projected Revenue Comparison for CFY1516

CFY1516 Actual Revenues Compared to Original Projections (June 2015)						CFY1516 Actual Revenues Compared to Operational Projections (October 2015)			CFY1516 Actual Revenues Compared to Latest Projections (April 2016)		
County	Peer Group	Actual Revenues Reported Sept-August	Original Budget Revenue Projections	Difference	% Diff	Operational Budget Revenue Projections	Difference	% Diff	April Re-Projections	Difference	% Diff
Calhoun	1	\$ 177,913.78	\$ 155,330.00	\$ 22,583.78	14.5%	\$ 155,330.00	\$ 22,583.78	14.5%	\$ 155,329.74	\$ 22,584.04	14.5%
Dixie	1	\$ 259,385.77	\$ 233,980.00	\$ 25,405.77	10.9%	\$ 233,980.00	\$ 25,405.77	10.9%	\$ 228,668.00	\$ 30,717.77	13.4%
Franklin	1	\$ 243,082.17	\$ 218,634.00	\$ 24,448.17	11.2%	\$ 218,634.00	\$ 24,448.17	11.2%	\$ 238,999.45	\$ 4,082.72	1.7%
Gilchrist	1	\$ 191,077.16	\$ 180,000.00	\$ 11,077.16	6.2%	\$ 180,000.00	\$ 11,077.16	6.2%	\$ 181,941.62	\$ 9,135.54	5.0%
Glades	1	\$ 367,714.18	\$ 317,217.00	\$ 50,497.18	15.9%	\$ 317,217.00	\$ 50,497.18	15.9%	\$ 286,013.74	\$ 81,700.44	28.6%
Gulf	1	\$ 198,749.43	\$ 219,025.00	\$ (20,275.57)	-9.3%	\$ 230,025.00	\$ (31,275.57)	-13.6%	\$ 209,824.44	\$ (11,075.01)	-5.3%
Hamilton	1	\$ 324,112.36	\$ 322,130.00	\$ 1,982.36	0.6%	\$ 322,130.00	\$ 1,982.36	0.6%	\$ 345,200.39	\$ (21,088.03)	-6.1%
Holmes	1	\$ 356,991.36	\$ 420,945.00	\$ (63,953.64)	-15.2%	\$ 409,753.00	\$ (52,761.64)	-12.9%	\$ 361,918.03	\$ (4,926.67)	-1.4%
Jefferson	1	\$ 318,178.76	\$ 346,141.00	\$ (27,962.24)	-8.1%	\$ 346,141.00	\$ (27,962.24)	-8.1%	\$ 328,216.99	\$ (10,038.23)	-3.1%
Lafayette	1	\$ 87,147.06	\$ 87,706.00	\$ (558.94)	-0.6%	\$ 86,835.00	\$ 312.06	0.4%	\$ 81,274.71	\$ 5,872.35	7.2%
Liberty	1	\$ 99,937.86	\$ 97,120.00	\$ 2,817.86	2.9%	\$ 97,120.00	\$ 2,817.86	2.9%	\$ 94,231.46	\$ 5,706.40	6.1%
Madison	1	\$ 805,957.11	\$ 725,825.00	\$ 80,132.11	11.0%	\$ 725,825.00	\$ 80,132.11	11.0%	\$ 766,956.14	\$ 39,000.97	5.1%
Union	1	\$ 141,855.18	\$ 130,590.00	\$ 11,265.18	8.6%	\$ 130,590.00	\$ 11,265.18	8.6%	\$ 143,242.45	\$ (1,387.27)	-1.0%
Baker	2	\$ 434,292.69	\$ 410,000.00	\$ 24,292.69	5.9%	\$ 410,000.00	\$ 24,292.69	5.9%	\$ 411,638.43	\$ 22,654.26	5.5%
Bradford	2	\$ 608,827.72	\$ 636,278.00	\$ (27,450.28)	-4.3%	\$ 631,000.00	\$ (22,172.28)	-3.5%	\$ 622,891.06	\$ (14,063.34)	-2.3%
Columbia	2	\$ 1,359,893.79	\$ 1,450,000.00	\$ (90,106.21)	-6.2%	\$ 1,450,000.00	\$ (90,106.21)	-6.2%	\$ 1,402,037.54	\$ (42,143.75)	-3.0%
Desoto	2	\$ 580,700.68	\$ 760,102.00	\$ (179,401.32)	-23.6%	\$ 689,733.00	\$ (109,032.32)	-15.8%	\$ 590,020.85	\$ (9,320.17)	-1.6%
Flagler	2	\$ 1,263,737.82	\$ 1,446,100.00	\$ (182,362.18)	-12.6%	\$ 1,446,100.00	\$ (182,362.18)	-12.6%	\$ 1,264,523.12	\$ (785.30)	-0.1%
Gadsden	2	\$ 864,770.95	\$ 925,000.00	\$ (60,229.05)	-6.5%	\$ 925,000.00	\$ (60,229.05)	-6.5%	\$ 811,441.18	\$ 53,329.77	6.6%
Hardee	2	\$ 486,826.43	\$ 535,300.00	\$ (48,473.57)	-9.1%	\$ 530,000.00	\$ (43,173.57)	-8.1%	\$ 454,818.88	\$ 32,007.55	7.0%
Hendry	2	\$ 934,319.83	\$ 891,000.00	\$ 43,319.83	4.9%	\$ 951,000.00	\$ (16,680.17)	-1.8%	\$ 952,794.14	\$ (18,474.31)	-1.9%
Jackson	2	\$ 758,779.26	\$ 769,815.00	\$ (11,035.74)	-1.4%	\$ 769,815.00	\$ (11,035.74)	-1.4%	\$ 733,928.00	\$ 24,851.26	3.4%
Levy	2	\$ 535,633.97	\$ 627,100.00	\$ (91,466.03)	-14.6%	\$ 480,000.00	\$ 55,633.97	11.6%	\$ 526,741.09	\$ 8,892.88	1.7%
Nassau	2	\$ 1,295,943.23	\$ 1,366,840.00	\$ (70,896.77)	-5.2%	\$ 1,366,840.00	\$ (70,896.77)	-5.2%	\$ 1,376,951.73	\$ (81,008.50)	-5.9%
Okeechobee	2	\$ 707,580.44	\$ 735,830.00	\$ (28,249.56)	-3.8%	\$ 735,830.00	\$ (28,249.56)	-3.8%	\$ 812,425.20	\$ (104,844.76)	-12.9%
Sumter	2	\$ 1,321,761.75	\$ 1,600,100.00	\$ (278,338.25)	-17.4%	\$ 1,480,100.00	\$ (158,338.25)	-10.7%	\$ 1,321,911.63	\$ (149.88)	0.0%
Suwannee	2	\$ 771,941.25	\$ 830,500.00	\$ (58,558.75)	-7.1%	\$ 830,500.00	\$ (58,558.75)	-7.1%	\$ 849,054.54	\$ (77,113.29)	-9.1%
Taylor	2	\$ 417,218.01	\$ 476,154.00	\$ (58,935.99)	-12.4%	\$ 476,154.00	\$ (58,935.99)	-12.4%	\$ 429,207.10	\$ (11,989.09)	-2.8%
Wakulla	2	\$ 500,480.43	\$ 545,600.00	\$ (45,119.57)	-8.3%	\$ 545,600.00	\$ (45,119.57)	-8.3%	\$ 472,076.94	\$ 28,403.49	6.0%
Walton	2	\$ 1,215,848.24	\$ 1,550,100.00	\$ (334,251.76)	-21.6%	\$ 1,488,577.00	\$ (272,728.76)	-18.3%	\$ 1,290,835.54	\$ (74,987.30)	-5.8%
Washington	2	\$ 362,513.01	\$ 343,300.00	\$ 19,213.01	5.6%	\$ 343,300.00	\$ 19,213.01	5.6%	\$ 321,576.00	\$ 40,937.01	12.7%
Bay	3	\$ 3,693,733.77	\$ 3,838,215.00	\$ (144,481.23)	-3.8%	\$ 3,838,215.00	\$ (144,481.23)	-3.8%	\$ 3,556,179.43	\$ 137,554.34	3.9%
Charlotte	3	\$ 3,137,090.26	\$ 3,191,500.00	\$ (54,409.74)	-1.7%	\$ 3,191,500.00	\$ (54,409.74)	-1.7%	\$ 3,166,550.75	\$ (29,460.49)	-0.9%
Citrus	3	\$ 2,134,811.14	\$ 2,120,840.00	\$ 13,971.14	0.7%	\$ 2,120,840.00	\$ 13,971.14	0.7%	\$ 2,173,613.38	\$ (38,802.24)	-1.8%
Clay	3	\$ 3,101,392.21	\$ 3,304,475.00	\$ (203,082.79)	-6.1%	\$ 3,304,475.00	\$ (203,082.79)	-6.1%	\$ 3,030,576.08	\$ 70,816.13	2.3%
Hernando	3	\$ 3,697,790.26	\$ 3,583,500.00	\$ 114,290.26	3.2%	\$ 3,583,500.00	\$ 114,290.26	3.2%	\$ 3,682,825.91	\$ 14,964.35	0.4%

CFY1516 Actual Revenues Compared to Original Projections (June 2015)	CFY1516 Actual Revenues Compared to Operational Projections (October 2015)	CFY1516 Actual Revenues Compared to Latest Projections (April 2016)
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County	Peer Group	Actual Revenues Reported Sept-August	Original Budget Revenue Projections	Difference	% Diff	Operational Budget Revenue Projections	Difference	% Diff	April Re-Projections	Difference	% Diff
Highlands	3	\$ 1,434,916.03	\$ 1,500,275.00	\$ (65,358.97)	-4.4%	\$ 1,500,275.00	\$ (65,358.97)	-4.4%	\$ 1,481,950.83	\$ (47,034.80)	-3.2%
Indian River	3	\$ 2,775,603.26	\$ 3,000,000.00	\$ (224,396.74)	-7.5%	\$ 2,960,500.00	\$ (184,896.74)	-6.2%	\$ 2,834,570.64	\$ (58,967.38)	-2.1%
Martin	3	\$ 3,390,737.56	\$ 3,694,567.00	\$ (303,829.44)	-8.2%	\$ 3,694,567.00	\$ (303,829.44)	-8.2%	\$ 3,486,320.12	\$ (95,582.56)	-2.7%
Monroe	3	\$ 2,203,321.12	\$ 2,157,500.00	\$ 45,821.12	2.1%	\$ 2,107,550.00	\$ 95,771.12	4.5%	\$ 2,420,357.07	\$ (217,035.95)	-9.0%
Okaloosa	3	\$ 3,716,565.96	\$ 4,011,940.00	\$ (295,374.04)	-7.4%	\$ 4,011,940.00	\$ (295,374.04)	-7.4%	\$ 3,815,711.34	\$ (99,145.38)	-2.6%
Putnam	3	\$ 889,247.69	\$ 1,026,200.00	\$ (136,952.31)	-13.3%	\$ 965,200.00	\$ (75,952.31)	-7.9%	\$ 867,590.84	\$ 21,656.85	2.5%
Santa Rosa	3	\$ 3,183,059.93	\$ 2,646,000.00	\$ 537,059.93	20.3%	\$ 2,646,000.00	\$ 537,059.93	20.3%	\$ 3,152,728.41	\$ 30,331.52	1.0%
St. Johns	3	\$ 2,927,286.35	\$ 3,180,000.00	\$ (252,713.65)	-7.9%	\$ 3,180,000.00	\$ (252,713.65)	-7.9%	\$ 2,805,021.04	\$ 122,265.31	4.4%
Alachua	4	\$ 3,977,239.08	\$ 4,400,000.00	\$ (422,760.92)	-9.6%	\$ 4,300,000.00	\$ (322,760.92)	-7.5%	\$ 4,095,408.57	\$ (118,169.49)	-2.9%
Collier	4	\$ 6,483,765.78	\$ 7,145,500.00	\$ (661,734.22)	-9.3%	\$ 6,823,053.00	\$ (339,287.22)	-5.0%	\$ 6,498,819.69	\$ (15,053.91)	-0.2%
Escambia	4	\$ 5,642,827.91	\$ 5,300,000.00	\$ 342,827.91	6.5%	\$ 5,300,000.00	\$ 342,827.91	6.5%	\$ 5,376,868.03	\$ 265,959.88	4.9%
Lake	4	\$ 5,088,423.00	\$ 5,757,750.00	\$ (669,327.00)	-11.6%	\$ 5,757,750.00	\$ (669,327.00)	-11.6%	\$ 5,362,063.23	\$ (273,640.23)	-5.1%
Leon	4	\$ 5,120,573.83	\$ 5,342,042.00	\$ (221,468.17)	-4.1%	\$ 5,214,835.00	\$ (94,261.17)	-1.8%	\$ 5,156,612.18	\$ (36,038.35)	-0.7%
Manatee	4	\$ 4,889,061.38	\$ 5,375,000.00	\$ (485,938.62)	-9.0%	\$ 5,375,000.00	\$ (485,938.62)	-9.0%	\$ 5,042,560.29	\$ (153,498.91)	-3.0%
Marion	4	\$ 5,930,747.94	\$ 6,389,750.00	\$ (459,002.06)	-7.2%	\$ 6,389,750.00	\$ (459,002.06)	-7.2%	\$ 6,085,199.33	\$ (154,451.39)	-2.5%
Osceola	4	\$ 8,253,168.45	\$ 8,970,930.00	\$ (717,761.55)	-8.0%	\$ 8,585,057.00	\$ (331,888.55)	-3.9%	\$ 8,253,591.30	\$ (422.85)	0.0%
Sarasota	4	\$ 6,967,808.43	\$ 7,905,965.00	\$ (938,156.57)	-11.9%	\$ 7,739,094.00	\$ (771,285.57)	-10.0%	\$ 6,941,466.36	\$ 26,342.07	0.4%
Seminole	4	\$ 8,000,831.58	\$ 9,362,607.00	\$ (1,361,775.42)	-14.5%	\$ 8,128,200.00	\$ (127,368.42)	-1.6%	\$ 7,414,618.16	\$ 586,213.42	7.9%
St. Lucie	4	\$ 5,887,444.66	\$ 6,605,000.00	\$ (717,555.34)	-10.9%	\$ 6,605,000.00	\$ (717,555.34)	-10.9%	\$ 5,839,948.04	\$ 47,496.62	0.8%
Brevard	5	\$ 8,317,164.46	\$ 8,200,000.00	\$ 117,164.46	1.4%	\$ 8,200,000.00	\$ 117,164.46	1.4%	\$ 8,360,899.41	\$ (43,734.95)	-0.5%
Duval	5	\$ 15,528,341.91	\$ 16,800,040.00	\$ (1,271,698.09)	-7.6%	\$ 16,291,037.00	\$ (762,695.09)	-4.7%	\$ 15,183,143.72	\$ 345,198.19	2.3%
Lee	5	\$ 12,054,398.57	\$ 12,473,470.00	\$ (419,071.43)	-3.4%	\$ 12,473,470.00	\$ (419,071.43)	-3.4%	\$ 12,514,360.65	\$ (459,962.08)	-3.7%
Pasco	5	\$ 7,360,251.65	\$ 7,468,841.00	\$ (108,589.35)	-1.5%	\$ 7,122,777.00	\$ 237,474.65	3.3%	\$ 7,139,242.91	\$ 221,008.74	3.1%
Polk	5	\$ 10,800,229.21	\$ 10,750,000.00	\$ 50,229.21	0.5%	\$ 10,500,000.00	\$ 300,229.21	2.9%	\$ 10,313,759.79	\$ 486,469.42	4.7%
Volusia	5	\$ 8,179,498.94	\$ 8,470,452.00	\$ (290,953.06)	-3.4%	\$ 8,470,452.00	\$ (290,953.06)	-3.4%	\$ 8,317,811.43	\$ (138,312.49)	-1.7%
Broward	6	\$ 36,060,003.00	\$ 41,879,760.00	\$ (5,819,757.00)	-13.9%	\$ 39,934,600.00	\$ (3,874,597.00)	-9.7%	\$ 36,894,783.75	\$ (834,780.75)	-2.3%
Dade	6	\$ 59,595,373.74	\$ 65,602,200.00	\$ (6,006,826.26)	-9.2%	\$ 65,602,200.00	\$ (6,006,826.26)	-9.2%	\$ 58,644,039.14	\$ 951,334.60	1.6%
Hillsborough	6	\$ 25,504,378.00	\$ 27,601,654.00	\$ (2,097,276.00)	-7.6%	\$ 27,601,654.00	\$ (2,097,276.00)	-7.6%	\$ 24,885,609.00	\$ 618,769.00	2.5%
Orange	6	\$ 30,816,776.34	\$ 30,440,000.00	\$ 376,776.34	1.2%	\$ 30,440,000.00	\$ 376,776.34	1.2%	\$ 30,995,178.27	\$ (178,401.93)	-0.6%
Palm Beach	6	\$ 27,078,387.66	\$ 33,100,629.00	\$ (6,022,241.34)	-18.2%	\$ 30,529,643.00	\$ (3,451,255.34)	-11.3%	\$ 27,422,867.46	\$ (344,479.80)	-1.3%
Pinellas	6	\$ 20,706,228.23	\$ 20,590,000.00	\$ 116,228.23	0.6%	\$ 20,590,000.00	\$ 116,228.23	0.6%	\$ 20,114,562.54	\$ 591,665.69	2.9%
Whole State		\$ 382,521,650.97	\$ 412,540,364.00	\$ (30,018,713.03)	-7.3%	\$ 404,081,263.00	\$ (21,559,612.03)	-5.3%	\$ 381,394,099.22	\$ 1,127,551.75	0.3%

Notes:
1. Document Prepared by CCOC staff with data available as of 11/09/2016.
2. Data is subject to change if actual revenues reported are revised by Clerks.



Agenda Item 4b

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

Honorable Ken Burke, CPA
Vice Chair
Pinellas County

Honorable Stacy Butterfield, CPA
Secretary/Treasurer
Polk County Clerk

Honorable John Crawford
Nassau County

Honorable Bob Inzer
Leon County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Jeffrey R. Smith, CPA
Indian River County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4b Attachment 3. Discuss Settle-up Calculations

Council Action:

Information purposes only.

Overview:

Section 28.37(3), F.S. requires that no later than January 25th for the previous county fiscal year, the Clerks of Court, in consultation with the Florida Clerks of Court Operations Corporation (CCOC), shall remit to the Department of Revenue (DOR) for deposit in the General Revenue (GR) Fund the cumulative excess of all fines, fees, service charges, and costs retained by the Clerks which exceed the amount needed to meet their budget.

CCOC General Counsel Joe Boyd issued an opinion in March 2014 that Clerks are authorized to send cumulative excess funds to the Clerks of Court Trust Fund, where CCOC may authorize the release of those funds to qualifying other Clerks of Court, with the excess, if any, flowing to GR on January 25th of each year.

The Clerks' year-end excess is calculated by CCOC staff following the submission of year-end reports using revenue and expenditure data provided by Clerks, disbursement and remittance data provided by DOR, and reconciliations between the two data sets as identified by CCOC staff. Year-end reports were due to CCOC from Clerks by October 20th, 2016, however, due to common year-end revisions, the calculations provided today are estimates with data available as of 11/09/2016.

The county fiscal year 2015-16 excess, or settle-up, due to the trust fund is estimated to be \$9.0 million and the settle-up due from the trust fund is estimated to be \$2.4 million, for a net settle-up amount of approximately \$6.6 million. (See attachment)

Lead Staff:

Johnna Kauffman, Budget Manager

Attachments:

- 1: DRAFT Estimated Settle-up Calculation

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

DRAFT CFY1516 Settle-Up

	County	April Projected Revenues	Actual Revenues Collected (Sept-Aug)	Difference Between Actual and Projected Revenues	Unexpended Budget Authority	Settle-Up Due to Trust Fund (Due to County from Trust Fund)
1	Alachua	\$ 4,095,408.57	\$ 3,977,239.08	\$ (118,169.49)	\$ 169,815.93	\$ 17,337.27
2	Baker	\$ 411,638.43	\$ 434,292.69	\$ 22,654.26	\$ -	\$ 1,904.65
3	Bay	\$ 3,556,179.43	\$ 3,693,733.77	\$ 137,554.34	\$ -	\$ 10,987.91
4	Bradford	\$ 622,891.06	\$ 608,827.72	\$ (14,063.34)	\$ -	\$ 20,430.88
5	Calhoun	\$ 155,329.74	\$ 177,913.78	\$ 22,584.04	\$ -	\$ 18,265.36
6	Collier	\$ 6,498,819.69	\$ 6,483,765.78	\$ (15,053.91)	\$ 1,174,921.34	\$ 883,570.30
7	Columbia	\$ 1,402,037.54	\$ 1,359,893.79	\$ (42,143.75)	\$ -	\$ 21,433.21
8	Dade	\$ 58,644,039.14	\$ 59,595,373.74	\$ 951,334.60	\$ -	\$ 957,828.00
9	Dixie	\$ 228,668.00	\$ 259,385.77	\$ 30,717.77	\$ -	\$ 25,373.90
10	Escambia	\$ 5,376,868.03	\$ 5,642,827.91	\$ 265,959.88	\$ 232,408.09	\$ 341,267.14
11	Flagler	\$ 1,264,523.12	\$ 1,263,737.82	\$ (785.30)	\$ 161,427.47	\$ 126,072.85
12	Franklin	\$ 238,999.45	\$ 243,082.17	\$ 4,082.72	\$ 20,480.45	\$ 10,624.39
13	Gadsden	\$ 811,441.18	\$ 864,770.95	\$ 53,329.77	\$ -	\$ 35,042.03
14	Gilchrist	\$ 181,941.62	\$ 191,077.16	\$ 9,135.54	\$ 20,683.40	\$ 10,271.42
15	Glades	\$ 286,013.74	\$ 367,714.18	\$ 81,700.44	\$ 34,897.38	\$ 97,961.86
16	Hardee	\$ 454,818.88	\$ 486,826.43	\$ 32,007.55	\$ -	\$ 2,476.68
17	Hendry	\$ 952,794.14	\$ 934,319.83	\$ (18,474.31)	\$ -	\$ 42,766.15
18	Hernando	\$ 3,682,825.91	\$ 3,697,790.26	\$ 14,964.35	\$ 24,720.21	\$ 119,413.77
1	Hillsborough	\$ 24,885,609.00	\$ 25,504,378.00	\$ 618,769.00	\$ 1,369,793.25	\$ 1,699,360.96
2	Jackson	\$ 733,928.00	\$ 758,779.26	\$ 24,851.26	\$ 189,675.51	\$ 210,878.67
3	Lake	\$ 5,362,063.23	\$ 5,088,423.00	\$ (273,640.23)	\$ 400,041.36	\$ 59,122.41
4	Lee	\$ 12,514,360.65	\$ 12,054,398.57	\$ (459,962.08)	\$ -	\$ 211,140.36
5	Leon	\$ 5,156,612.18	\$ 5,120,573.83	\$ (36,038.35)	\$ 192,799.71	\$ 75,147.81
6	Levy	\$ 526,741.09	\$ 535,633.97	\$ 8,892.88	\$ 28,173.23	\$ 7,440.93
7	Liberty	\$ 94,231.46	\$ 99,937.86	\$ 5,706.40	\$ 5,247.51	\$ 1,171.67
8	Madison	\$ 766,956.14	\$ 805,957.11	\$ 39,000.97	\$ 802.34	\$ 17,198.82
9	Manatee	\$ 5,042,560.29	\$ 4,889,061.38	\$ (153,498.91)	\$ 221,683.27	\$ 169,356.39
10	Marion	\$ 6,085,199.33	\$ 5,930,747.94	\$ (154,451.39)	\$ 123,133.90	\$ 148,294.31
11	Martin	\$ 3,486,320.12	\$ 3,390,737.56	\$ (95,582.56)	\$ -	\$ 5,603.32
12	Nassau	\$ 1,376,951.73	\$ 1,295,943.23	\$ (81,008.50)	\$ 18,026.18	\$ 53,840.17
13	Orange	\$ 30,995,178.27	\$ 30,816,776.34	\$ (178,401.93)	\$ 133.38	\$ 708,885.69
14	Osceola	\$ 8,253,591.30	\$ 8,253,168.45	\$ (422.85)	\$ -	\$ 204,057.64
15	Palm Beach	\$ 27,422,867.46	\$ 27,078,387.66	\$ (344,479.80)	\$ 1,150,332.15	\$ 517,679.61
16	Pasco	\$ 7,139,242.91	\$ 7,360,251.65	\$ 221,008.74	\$ -	\$ 88,925.04
17	Pinellas	\$ 20,114,562.54	\$ 20,706,228.23	\$ 591,665.69	\$ -	\$ 507,151.96
18	Polk	\$ 10,313,759.79	\$ 10,800,229.21	\$ 486,469.42	\$ -	\$ 468,180.12
19	Santa Rosa	\$ 3,152,728.41	\$ 3,183,059.93	\$ 30,331.52	\$ -	\$ 181,456.42
20	Seminole	\$ 7,414,618.16	\$ 8,000,831.58	\$ 586,213.42	\$ 504,856.26	\$ 608,124.32
21	St. Johns	\$ 2,805,021.04	\$ 2,927,286.35	\$ 122,265.31	\$ 53,967.61	\$ 64,531.09
22	St. Lucie	\$ 5,839,948.04	\$ 5,887,444.66	\$ 47,496.62	\$ 205,615.14	\$ 130,801.83
23	Sumter	\$ 1,321,911.63	\$ 1,321,761.75	\$ (149.88)	\$ -	\$ 48,727.34
24	Wakulla	\$ 472,076.94	\$ 500,480.43	\$ 28,403.49	\$ -	\$ 9,628.10
25	Washington	\$ 321,576.00	\$ 362,513.01	\$ 40,937.01	\$ -	\$ 41,398.40
	Settle-Up Dollars Due to the Trust Fund	\$ 280,463,853.38	\$ 282,955,563.79	\$ 2,491,710.41	\$ 6,303,635.07	\$ 8,981,131.18

County	April Projected Revenues	Actual Revenues Collected (Sept-Aug)	Difference Between Actual and Projected Revenues	Unexpended Budget Authority	Settle-Up Due to Trust Fund (Due to County from Trust Fund)
1 Brevard	\$ 8,360,899.41	\$ 8,317,164.46	\$ (43,734.95)	\$ 37,200.62	\$ (353,508.05)
1 Broward	\$ 36,894,783.75	\$ 36,060,003.00	\$ (834,780.75)	\$ -	\$ (556,199.87)
2 Charlotte	\$ 3,166,550.75	\$ 3,137,090.26	\$ (29,460.49)	\$ -	\$ (58,280.23)
3 Citrus	\$ 2,173,613.38	\$ 2,134,811.14	\$ (38,802.24)	\$ -	\$ (48,358.58)
4 Clay	\$ 3,030,576.08	\$ 3,101,392.21	\$ 70,816.13	\$ 5,214.17	\$ (59,722.02)
5 Desoto	\$ 590,020.85	\$ 580,700.68	\$ (9,320.17)	\$ 19,787.17	\$ (18.67)
6 Duval	\$ 15,183,143.72	\$ 15,528,341.91	\$ 345,198.19	\$ 2,950.91	\$ (392,638.12)
7 Gulf	\$ 209,824.44	\$ 198,749.43	\$ (11,075.01)	\$ -	\$ (29,800.53)
8 Hamilton	\$ 345,200.39	\$ 324,112.36	\$ (21,088.03)	\$ -	\$ (26,078.23)
9 Highlands	\$ 1,481,950.83	\$ 1,434,916.03	\$ (47,034.80)	\$ -	\$ (59,375.30)
10 Holmes	\$ 361,918.03	\$ 356,991.36	\$ (4,926.67)	\$ 7,539.23	\$ (5,027.35)
11 Indian River	\$ 2,834,570.64	\$ 2,775,603.26	\$ (58,967.38)	\$ -	\$ (81,679.99)
12 Jefferson	\$ 328,216.99	\$ 318,178.76	\$ (10,038.23)	\$ 15,739.18	\$ (2,800.11)
13 Lafayette	\$ 81,274.71	\$ 87,147.06	\$ 5,872.35	\$ -	\$ (2,301.50)
14 Monroe	\$ 2,420,357.07	\$ 2,203,321.12	\$ (217,035.95)	\$ -	\$ (218,033.71)
15 Okaloosa	\$ 3,815,711.34	\$ 3,716,565.96	\$ (99,145.38)	\$ -	\$ (23,640.19)
16 Okeechobee	\$ 812,425.20	\$ 707,580.44	\$ (104,844.76)	\$ 57,682.29	\$ (51,106.44)
17 Putnam	\$ 867,590.84	\$ 889,247.69	\$ 21,656.85	\$ 2,200.80	\$ (49,177.39)
18 Sarasota	\$ 6,941,466.36	\$ 6,967,808.43	\$ 26,342.07	\$ -	\$ (121,101.49)
19 Suwannee	\$ 849,054.54	\$ 771,941.25	\$ (77,113.29)	\$ -	\$ (86,709.04)
20 Taylor	\$ 429,207.10	\$ 417,218.01	\$ (11,989.09)	\$ 847.63	\$ (37,116.72)
21 Union	\$ 143,242.45	\$ 141,855.18	\$ (1,387.27)	\$ 5,702.13	\$ (8,137.54)
22 Volusia	\$ 8,317,811.43	\$ 8,179,498.94	\$ (138,312.49)	\$ 186,733.56	\$ (91,469.41)
23 Walton	\$ 1,290,835.54	\$ 1,215,848.24	\$ (74,987.30)	\$ 73,357.81	\$ (3,765.23)
Settle-Up Due From Trust Fund	\$ 100,930,245.84	\$ 99,566,087.18	\$ (1,364,158.66)	\$ 414,955.50	\$ (2,366,045.69)
Whole State	\$ 381,394,099.22	\$ 382,521,650.97	\$ 1,127,551.75	\$ 6,718,590.57	\$ 6,615,085.49

Notes:

1. Document Prepared by CCOC Staff with data available as of 11/09/2016.
2. Data is subject to change as revisions are made to Expenditure and Collections reports submitted by Clerks.
3. The amount calculated as CFY1516 settle-up due to and from the trust fund will depend upon the difference between the projected and actual revenues collected for Sept 2015-Aug 2016, the amount of unexpended budget authority, the amount received from the trust fund throughout the year as deficit disbursements (not shown above), and the amount remitted to the trust fund throughout the year as 1/12th excess (not shown above).

Agenda Item 4b



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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County Clerk
Secretary/Treasurer

Honorable John Crawford
Nassau County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4b Attachment 4. Update on Juror Funding.

Council Action:

Information purposes only.

Overview:

Juror Funding

The Florida Legislature during the 2016 session provided an authority of \$11.7 million dollars to be distributed to Clerks to help fund juror program expenses for July 1, 2016 through June 30, 2017. The dollars, effective July 2016, are to be released each quarter.

Attached is a memorandum and juror management funding spreadsheet from Clerk Vick who was asked by the Budget Committee to help oversee the juror funding program. The first quarterly release of juror funds to Clerks were provided in July for the quarter of July through September 2016 and the second quarterly release of juror funds to Clerks were provided in October for the quarter of October through December 2016. If there are any unspent juror funds from the first quarter, those dollars can be carried over to fund juror expenses for the first nine months of CFY 16/17.

Juror Expenditure Documentation

It is expected that the juror program expense statewide will be more than the \$11.7 million provided by the Legislature. In order to document such expenditures, the CCOC has approved seeking the actual expenditures by quarter from each Clerk's office. The expenditure report for the quarter of July through September was due to the CCOC on October 20th. The actual expenditures reported from Clerks are included in an attachment below.

CCOC Training on Juror Funding

CCOC staff traveled in August to regional workshops to provide training to Clerks and staff on the juror funding program. Policies, procedures, and timelines were provided. Justice Administrative Staff also provided training concerning their role in the process as well.

Lead Staff:

John Dew, Executive Director

Attachments:

- 1: Memorandum on 2nd Quarter Disbursement
- 2: Funding Spreadsheet for 2nd Quarter
- 3: Expenditure Information Template
- 4: First Quarter Actual Expenditure Analysis

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 CCOC

Clerks of Court
Operations Corporation



Honorable Sharon R. Bock, Esq.
Palm Beach County
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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: September 28, 2016

Memo to: Florida Clerks of the Circuit Court

Memo from: Honorable Angela Vick, Chair, CCOC Jury Management Workgroup

Subject: Jury Management Actual Cost Reporting

I wish to extend my appreciation to you and your incredible staff on the efforts put forth to ensure the Legislature's Juror Cost Initiative is a success.

As you all know, in July we received the first quarter allocation of the \$11.7 million dollars the Legislature appropriated at the end of last Session to assist us in funding our jury management obligation.

This memorandum serves as notification that you should be receiving your next quarter's jury expense dollars for the period of October through December 2016 from the Department of Financial Services the first week of October.

Please see the attached distribution schedule the CCOC has recommended for disbursement that lists your original estimate and the prorated amount which was submitted to the Justice Administrative Commission (JAC) on September 9, 2016. The quarterly estimates received have been prorated down by approximately 5% from your original requests due to a higher statewide request amount than the dollars available.

In order to document each Clerk's office actual juror program cost, we will be working with each of you to gather the actual expense amount in detail. A subsequent memo will be distributed to you concerning this issue to help ensure proper jury management funding in future years.

This funding from the Legislature is appreciated and made possible by the hard work and diligence of you and staff.

Please contact Justin Young at the CCOC office at 850-386-2223 with any questions.

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."

Quarterly Estimates of Clerk Juror Costs

Estimates for Quarter	October 1, 2016 to December 31, 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 ¹	Prorated, Rounded, and Endorsed Amounts ^{2,3,4}
Alachua	\$ 8,500.00	\$ 2,000.00	\$ -	\$ 12,000.00	\$ 3,100.00	\$ 25,600.00	Yes	\$ 24,270.83
Baker	\$ 990.00	\$ 224.00	\$ -	\$ 2,967.00	\$ 360.00	\$ 4,541.00	Yes	\$ 4,305.23
Bay	\$ 13,140.00	\$ -	\$ -	\$ 15,318.03	\$ -	\$ 28,458.03	Yes	\$ 26,980.46
Bradford	\$ 3,210.00	\$ 287.30	\$ -	\$ 248.09	\$ 1,341.28	\$ 5,086.67	Yes	\$ 4,822.57
Brevard	\$ 60,000.00	\$ 1,000.00	\$ -	\$ 46,000.00	\$ 6,655.00	\$ 113,655.00	Yes	\$ 107,753.93
Broward	\$ 125,780.00	\$ 2,850.00	\$ 4,560.00	\$ 62,100.00	\$ 24,110.00	\$ 219,400.00	Yes	\$ 208,008.56
Calhoun	\$ 300.00	\$ -	\$ -	\$ 1,600.00	\$ 105.00	\$ 2,005.00	Yes	\$ 1,900.90
Charlotte	\$ 11,700.00	\$ 106.00	\$ -	\$ 21,710.00	\$ 6,760.00	\$ 40,276.00	Yes	\$ 38,184.84
Citrus	\$ 9,945.00	\$ 2,821.00	\$ -	\$ 8,523.00	\$ 1,053.35	\$ 22,342.35	Yes	\$ 21,182.32
Clay	\$ 3,150.00	\$ -	\$ -	\$ 11,587.65	\$ 3,100.00	\$ 17,837.65	Yes	\$ 16,911.50
Collier	\$ 29,625.00	\$ 1,575.00	\$ -	\$ 34,090.38	\$ 7,600.00	\$ 72,890.38	Yes	\$ 69,105.85
Columbia	\$ 3,300.00	\$ 100.00	\$ -	\$ 10,050.00	\$ 800.00	\$ 14,250.00	Yes	\$ 13,510.13
DeSoto	\$ 1,605.00	\$ 100.00	\$ -	\$ 6,750.00	\$ 871.60	\$ 9,326.60	Yes	\$ 8,842.35
Dixie	\$ 5,080.00	\$ 100.00	\$ -	\$ 2,500.00	\$ 1,200.00	\$ 8,880.00	Yes	\$ 8,418.94
Duval	\$ 46,500.00	\$ 1,000.00	\$ -	\$ 61,111.15	\$ 10,008.80	\$ 118,619.95	Yes	\$ 112,461.10
Escambia	\$ 30,960.00	\$ 2,628.57	\$ -	\$ 27,202.14	\$ 13,282.74	\$ 74,073.45	Yes	\$ 70,227.49
Flagler	\$ 5,000.00	\$ 500.00	\$ -	\$ 9,096.00	\$ 750.00	\$ 15,346.00	Yes	\$ 14,549.22
Franklin	\$ 555.00	\$ -	\$ -	\$ 2,240.69	\$ 500.00	\$ 3,295.69	Yes	\$ 3,124.57
Gadsden	\$ 5,690.00	\$ -	\$ -	\$ 10,357.17	\$ 2,378.33	\$ 18,425.50	Yes	\$ 17,468.83
Gilchrist *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	\$ -
Glades	\$ 450.00	\$ -	\$ -	\$ 3,805.55	\$ 372.00	\$ 4,627.55	Yes	\$ 4,387.28
Gulf	\$ 855.00	\$ -	\$ -	\$ 3,649.41	\$ 250.00	\$ 4,754.41	Yes	\$ 4,507.56
Hamilton	\$ 1,635.00	\$ -	\$ -	\$ 963.00	\$ 950.00	\$ 3,548.00	Yes	\$ 3,363.78
Hardee	\$ 3,164.00	\$ 630.00	\$ -	\$ 4,140.00	\$ 560.00	\$ 8,494.00	Yes	\$ 8,052.98
Hendry	\$ 3,825.00	\$ 17.50	\$ -	\$ 5,500.00	\$ 2,865.00	\$ 12,207.50	Yes	\$ 11,573.68
Hernando	\$ 8,975.00	\$ 1,678.17	\$ -	\$ 18,328.80	\$ 4,183.59	\$ 33,165.56	Yes	\$ 31,443.58
Highlands	\$ 8,000.00	\$ 500.00	\$ -	\$ 17,500.00	\$ 3,900.00	\$ 29,900.00	Yes	\$ 28,347.57
Hillsborough	\$ 90,000.00	\$ 4,000.00	\$ -	\$ 45,750.00	\$ 18,125.00	\$ 157,875.00	Yes	\$ 149,677.99
Holmes	\$ 450.00	\$ -	\$ -	\$ 2,350.00	\$ 285.00	\$ 3,085.00	Yes	\$ 2,924.82
Indian River	\$ 10,815.00	\$ 223.55	\$ -	\$ 18,719.52	\$ 5,709.00	\$ 35,467.07	Yes	\$ 33,625.59
Jackson	\$ 2,400.00	\$ -	\$ -	\$ 861.00	\$ 147.00	\$ 3,408.00	Yes	\$ 3,231.05
Jefferson	\$ 768.75	\$ 200.00	\$ -	\$ 2,156.43	\$ 366.25	\$ 3,491.43	Yes	\$ 3,310.15
Lafayette	\$ 280.00	\$ -	\$ -	\$ 990.00	\$ 317.00	\$ 1,587.00	Yes	\$ 1,504.60
Lake	\$ 8,750.00	\$ 1,125.00	\$ -	\$ 36,567.00	\$ 7,703.00	\$ 54,145.00	Yes	\$ 51,333.74
Lee	\$ 4,500.00	\$ 900.00	\$ -	\$ 31,820.00	\$ 27,000.00	\$ 64,220.00	Yes	\$ 60,885.64
Leon	\$ 33,504.00	\$ 946.04	\$ -	\$ 26,236.00	\$ 8,592.14	\$ 69,278.18	Yes	\$ 65,681.20

Quarterly Estimates of Clerk Juror Costs

Estimates for Quarter	October 1, 2016 to December 31, 2016
-----------------------	--------------------------------------

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 ¹	Prorated, Rounded, and Endorsed Amounts ^{2,3,4}
Levy	\$ 1,350.00	\$ 186.07	\$ -	\$ 14,482.60	\$ 603.86	\$ 16,622.53	Yes	\$ 15,759.47
Liberty	\$ 810.00	\$ 100.00	\$ -	\$ 1,151.00	\$ 400.00	\$ 2,461.00	Yes	\$ 2,333.22
Madison	\$ 1,100.00	\$ -	\$ -	\$ 2,682.00	\$ 325.00	\$ 4,107.00	Yes	\$ 3,893.76
Manatee	\$ 22,095.00	\$ 648.67	\$ -	\$ 12,250.07	\$ 1,200.00	\$ 36,193.74	Yes	\$ 34,314.53
Marion	\$ 25,905.00	\$ 4,575.34	\$ -	\$ 24,840.56	\$ 5,995.82	\$ 61,316.72	Yes	\$ 58,133.10
Martin	\$ 14,966.65	\$ 295.55	\$ -	\$ 19,121.04	\$ 5,151.44	\$ 39,534.68	Yes	\$ 37,482.01
Miami-Dade	\$ 79,250.45	\$ 4,619.70	\$ 3,500.00	\$ 169,177.15	\$ 25,675.00	\$ 282,222.30	Yes	\$ 267,569.08
Monroe	\$ 10,050.00	\$ 500.00	\$ -	\$ 21,144.00	\$ 6,650.00	\$ 38,344.00	Yes	\$ 36,353.15
Nassau	\$ 3,510.00	\$ -	\$ -	\$ 11,716.00	\$ 588.00	\$ 15,814.00	Yes	\$ 14,992.92
Okaloosa	\$ 7,470.00	\$ 540.00	\$ -	\$ 15,150.00	\$ 6,650.00	\$ 29,810.00	Yes	\$ 28,262.24
Okeechobee	\$ 5,994.99	\$ 134.76	\$ -	\$ 7,925.82	\$ 2,037.33	\$ 16,092.90	Yes	\$ 15,257.34
Orange	\$ 87,500.00	\$ 5,000.00	\$ -	\$ 55,737.59	\$ 33,317.41	\$ 181,555.00	Yes	\$ 172,128.51
Osceola	\$ 21,000.00	\$ 825.00	\$ -	\$ 38,155.53	\$ 11,500.00	\$ 71,480.53	Yes	\$ 67,769.20
Palm Beach	\$ 103,849.00	\$ 5,491.00	\$ -	\$ 61,923.50	\$ 35,758.50	\$ 207,022.00	Yes	\$ 196,273.24
Pasco	\$ 25,980.00	\$ 200.00	\$ -	\$ 20,256.04	\$ 9,556.00	\$ 55,992.04	Yes	\$ 53,084.89
Pinellas	\$ 95,360.00	\$ 1,430.00	\$ -	\$ 73,200.00	\$ 13,220.00	\$ 183,210.00	Yes	\$ 173,697.58
Polk	\$ 46,053.75	\$ 1,826.17	\$ -	\$ 25,798.00	\$ 22,005.35	\$ 95,683.27	Yes	\$ 90,715.31
Putnam	\$ 8,475.00	\$ 765.00	\$ -	\$ 24,696.00	\$ 4,998.00	\$ 38,934.00	Yes	\$ 36,912.51
Santa Rosa	\$ 11,865.00	\$ 531.00	\$ -	\$ 30,501.00	\$ 3,894.00	\$ 46,791.00	Yes	\$ 44,361.57
Sarasota	\$ 44,085.00	\$ 711.66	\$ -	\$ 28,569.76	\$ 13,848.30	\$ 87,214.72	Yes	\$ 82,686.46
Seminole	\$ 21,895.00	\$ 100.00	\$ -	\$ 24,630.00	\$ 4,288.21	\$ 50,913.21	Yes	\$ 48,269.75
St. Johns	\$ 4,000.00	\$ 150.00	\$ -	\$ 13,775.00	\$ 620.00	\$ 18,545.00	Yes	\$ 17,582.13
St. Lucie	\$ 38,280.00	\$ 650.00	\$ -	\$ 25,625.00	\$ 7,215.00	\$ 71,770.00	Yes	\$ 68,043.64
Sumter	\$ 2,800.00	\$ 300.00	\$ -	\$ 12,000.00	\$ 1,025.00	\$ 16,125.00	Yes	\$ 15,287.78
Suwannee	\$ 2,259.20	\$ -	\$ -	\$ 5,743.13	\$ 616.55	\$ 8,618.88	Yes	\$ 8,171.38
Taylor	\$ 1,485.00	\$ -	\$ -	\$ 1,269.00	\$ 410.00	\$ 3,164.00	Yes	\$ 2,999.72
Union	\$ 575.00	\$ 90.00	\$ -	\$ 1,301.00	\$ 30.00	\$ 1,996.00	Yes	\$ 1,892.37
Volusia	\$ 23,040.00	\$ 96.00	\$ -	\$ 40,500.00	\$ 300.00	\$ 63,936.00	Yes	\$ 60,616.39
Wakulla	\$ 690.00	\$ -	\$ -	\$ 7,614.75	\$ 330.25	\$ 8,635.00	Yes	\$ 8,186.66
Walton	\$ 2,000.00	\$ 450.00	\$ -	\$ 10,639.00	\$ 600.00	\$ 13,689.00	Yes	\$ 12,978.26
Washington	\$ 4,860.00	\$ 130.00	\$ -	\$ 7,564.41	\$ 1,244.00	\$ 13,798.41	Yes	\$ 13,081.98
Total	\$ 1,261,955.79	\$ 55,858.05	\$ 8,060.00	\$ 1,373,926.96	\$ 385,354.10	\$ 3,085,154.90	67	\$ 2,924,970.98

NOTE: Gilchrist County's October - December request was received as \$0.00 and processed as such.

Notes	Percent Difference Quarterly Release from Total Estimate (value not rounded):	-5.19%	Notes Regarding Endorsement
<p>1. The anticipated releases for each quarter are as follows:</p> <ul style="list-style-type: none"> a. First quarter \$ 2,925,000 b. Second quarter \$ 2,924,971 c. Third quarter \$ 2,925,015 d. Fourth quarter \$ 2,925,014 <p>2. 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.</p> <p>3. This form will be revised as needed.</p> <p>Form Version: 1.0</p>			<p>1. A "Yes" regarding the certification letter indicates a letter has been received and is on file.</p> <p>2. Values have been prorated based on a CCOC recommended formula.</p> <p>3. Values have been rounded to the nearest penny.</p> <p>4. Values are endorsed by the JAC based on JAC approved policies and procedures.</p>

CFY 2016/17; Quarterly Clerk Jury Management Actual Cost

County		Reporting Quarter
Contact Name		
Contact E-Mail		

Clerk Personnel Cost

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

--	--

Clerk Operational Cost *

(Include cost of Summons procedure)

Postage	
Printing	
Supplies	

Other (Include Examples Below)

--	--

Total Clerk Operating Cost \$ -

Juror Cost

Petit Juror Payment (per day)

\$15.00	
\$30.00	
Other Payment Amount	

Petit Juror Payment Total \$ -

Grand Juror Payment (per day)

\$15.00	
\$30.00	
Other Payment Amount	

Total Grand Jury Payment \$ -

Meals

Breakfast	
Lunch	
Dinner	
Other	

Meal Total \$ -

Lodging

Lodging Total \$ -

Total Juror Cost \$ -

Total Jury Management Cost	\$ -
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*Note: Do not include any cost of jury management software or juror parking.

July-September Jury Management Funding Analysis

<u>Categories</u>	<u>1st Quarter Estimate</u>	<u>1st Quarter Actual</u>	<u>1st Quarter Difference</u>	<u>% Surplus / Deficit</u>
Jury Compensation	\$ 1,217,368.28	\$ 1,103,160.64	\$ 114,207.64	9.38%
Meals	\$ 51,704.12	\$ 65,341.94	\$ (13,637.82)	-26.38%
Lodging	\$ 6,783.00	\$ 465.25	\$ 6,317.75	93.14%
Clerk Personnel	\$ 1,241,755.55	\$ 1,428,069.28	\$ (186,313.73)	-15.00%
Clerk Operations	\$ 444,521.74	\$ 407,309.20	\$ 37,212.54	8.37%
Total	\$ 2,962,132.69	\$ 3,004,346.31	\$ (42,213.62)	-1.43%

Points of Analysis:

- * Personnel: Under estimating cost of Clerk Personnel is primarily due to not including allocated staff time working on juries
- * Lodging: Broward and Miami-Dade estimated juror lodging expense which didn't result in actual expenditures. Hamilton is the only Clerk incurring jury lodging.

NOTE: Actual Expenditure reports have not been received from Dixie and Monroe County but the unexpended allocation is still included in the formulas above. When these 2 reports are received, the balances will update accordingly.

Agenda Item 4b



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

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Polk County Clerk
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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: November 14, 2016

Subject: Agenda Item 4b Attachment 5. Allocation of Individual Clerks Budgets

Council Action:

Information purposes only.

Overview:

LBC Approval

The Legislature Budget Commission on September 12th (LBC) approved a motion to establish the budget amount for CFY 16/17 of \$422.1 million and authorize the Clerks of Court Operations Corporation to establish each Clerk's budget within that total. (See attached request letter and budget amount provided to the LBC from Chair Bock.)

The Commission Chair stated he understood that the Clerks are operating at deficit and the revenues have fallen short of their needs. He has heard the concerns but noted that the LBC is not the place to seek any additional dollars beyond projected revenues. That place is during the session with the full Legislature.

CCOC provided a document to the LBC staff to help lay the groundwork and explain the "Clerk's budget story" in preparation for the upcoming legislative session. This document was provided in late August. Click on the link below to see the report:

<http://www.flccoc.org/attachments/LBRDocument0826161030AM.pdf>

Lead Staff:

Jason Harrell, CCOC Budget and Communications Director

Attachments: 1: Letter and Individual Clerk Budget Request from Chair 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 CCOC

Clerks of Court
Operations Corporation



August 1, 2016

Honorable Tom Lee
Chair, Joint Legislative Budget Commission
The Capitol
404 South Monroe Street
Tallahassee, Florida 32399-1100

Honorable Richard Corcoran
Vice-Chair, Joint Legislative Budget Commission
The Capitol
402 South Monroe Street
Tallahassee, Florida 32399-1300

RE: Clerks of Court FY 2016-17 Legislative Budget Submission

Dear Chairman Lee and Vice-Chairman Corcoran,

The proposed budgets for Florida Clerks of Court and the Clerks of Court Operations Corporation (CCOC) for Fiscal Year 2016-17 is submitted and has been posted to the Florida Clerks of Court Operations Corporation website at www.flccoc.org. The information provided electronically is a true and accurate presentation of our proposed Legislative Budget Request of \$422,023,218 for Florida Clerks of Court and \$1,617,090 for the CCOC for Fiscal Year 2016-17.

Should you have any questions regarding our budget submission, please contact me at 561-355-4995 or John Dew, CCOC Executive Director, at 850-386-2223.

Respectfully,

Sharon R. Bock, Esq.
Clerk & Comptroller, Palm Beach County
Chair, Clerks of Court Operations Corporation

cc: CCOC Members
John Dew, CCOC Executive Director
Joe Boyd, CCOC General Counsel
JoAnne Leznoff, House Appropriations Staff Director
Cythia Kynoch, Senate Appropriations Staff Director

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.

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Joe Boyd, Esq.

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Executive Director

2560-102 Barrington Circle

Tallahassee, Florida 32308

Phone: 850.386.2223

Fax: 850.386.2224

CFY 2016-17 Clerks' Proposed Budget Request

County	SSC	CFY 2015-16 CCOC Original Authority	CFY 2015-16 10% Original Authority	CFY 2015-16 Original Aggregate Authority	CFY 2016-17 CCOC Request	CFY 2016-17 10% Request	CFY 2016-17 Aggregate Needs Based Budget Request	CFY 2016-17 Proposed CCOC Budget ¹	CFY 2016-17 Proposed 10% Budget	CFY 2016-17 Proposed Aggregate Budget	CFY 2016-17 Proposed vs. CFY 2015-16 Original Budget	
											Change	% Change
Liberty	1	\$ 292,276	\$ 12,200	\$ 304,476	\$ 294,266	\$ 8,000	\$ 302,266	\$ 276,028	\$ 8,000	\$ 284,028	\$ (20,448)	-6.72%
Lafayette	1	\$ 268,313	\$ 16,500	\$ 284,813	\$ 271,259	\$ 24,000	\$ 295,259	\$ 253,875	\$ 24,000	\$ 277,875	\$ (6,938)	-2.44%
Franklin	1	\$ 604,711	\$ 50,100	\$ 654,811	\$ 596,021	\$ 31,795	\$ 627,816	\$ 569,530	\$ 31,795	\$ 601,325	\$ (53,486)	-8.17%
Glades	1	\$ 405,856	\$ 121,637	\$ 527,493	\$ 445,071	\$ 87,100	\$ 532,171	\$ 409,945	\$ 87,100	\$ 497,045	\$ (30,448)	-5.77%
Hamilton	1	\$ 393,027	\$ 58,460	\$ 451,487	\$ 434,285	\$ 44,768	\$ 479,053	\$ 396,899	\$ 44,768	\$ 441,667	\$ (9,820)	-2.17%
Jefferson	1	\$ 382,931	\$ 36,915	\$ 419,846	\$ 433,110	\$ 43,934	\$ 477,044	\$ 366,144	\$ 43,934	\$ 410,078	\$ (9,768)	-2.33%
Calhoun	1	\$ 429,944	\$ 14,000	\$ 443,944	\$ 472,615	\$ 11,500	\$ 484,115	\$ 401,352	\$ 11,500	\$ 412,852	\$ (31,092)	-7.00%
Union	1	\$ 433,849	\$ 8,960	\$ 442,809	\$ 464,348	\$ 13,108	\$ 477,456	\$ 404,714	\$ 13,108	\$ 417,822	\$ (24,987)	-5.64%
Gulf	1	\$ 440,245	\$ 66,000	\$ 506,245	\$ 491,193	\$ 16,012	\$ 507,205	\$ 449,818	\$ 16,012	\$ 465,830	\$ (40,415)	-7.98%
Dixie	1	\$ 469,887	\$ 13,000	\$ 482,887	\$ 484,633	\$ 13,250	\$ 497,883	\$ 453,072	\$ 13,250	\$ 466,322	\$ (16,565)	-3.43%
Gilchrist	1	\$ 497,022	\$ 44,000	\$ 541,022	\$ 518,952	\$ 13,000	\$ 531,952	\$ 483,920	\$ 13,000	\$ 496,920	\$ (44,102)	-8.15%
Madison	1	\$ 370,024	\$ 156,165	\$ 526,189	\$ 403,047	\$ 157,000	\$ 560,047	\$ 418,454	\$ 99,501	\$ 517,955	\$ (8,234)	-1.56%
Holmes	1	\$ 409,753	\$ 175,963	\$ 585,716	\$ 462,402	\$ 158,960	\$ 621,362	\$ 417,668	\$ 158,960	\$ 576,628	\$ (9,888)	-1.55%
Taylor	2	\$ 469,808	\$ 47,835	\$ 517,643	\$ 564,351	\$ 10,000	\$ 574,351	\$ 495,684	\$ 10,000	\$ 505,684	\$ (11,959)	-2.31%
Washington	2	\$ 560,320	\$ 39,100	\$ 599,420	\$ 648,645	\$ 27,000	\$ 675,645	\$ 557,978	\$ 27,000	\$ 584,978	\$ (14,442)	-2.41%
Baker	2	\$ 454,324	\$ 196,000	\$ 650,324	\$ 610,149	\$ 121,000	\$ 731,149	\$ 502,109	\$ 121,000	\$ 623,109	\$ (27,215)	-4.18%
Bradford	2	\$ 521,054	\$ 151,602	\$ 672,656	\$ 435,350	\$ 363,539	\$ 798,889	\$ 296,839	\$ 363,539	\$ 660,378	\$ (12,278)	-1.83%
Hardee	2	\$ 776,769	\$ 101,000	\$ 877,769	\$ 823,233	\$ 68,550	\$ 891,783	\$ 738,683	\$ 68,550	\$ 807,233	\$ (70,536)	-8.04%
Wakulla	2	\$ 673,228	\$ 25,000	\$ 698,228	\$ 643,645	\$ 18,000	\$ 661,645	\$ 622,221	\$ 18,000	\$ 640,221	\$ (58,007)	-8.31%
Desoto	2	\$ 689,733	\$ 120,000	\$ 809,733	\$ 729,307	\$ 75,000	\$ 804,307	\$ 684,106	\$ 75,000	\$ 759,106	\$ (50,627)	-6.25%
Hendry	2	\$ 1,026,606	\$ 70,000	\$ 1,096,606	\$ 1,037,620	\$ 70,000	\$ 1,107,620	\$ 957,176	\$ 70,000	\$ 1,027,176	\$ (69,430)	-6.33%
Okeechobee	2	\$ 1,106,563	\$ 277,051	\$ 1,383,614	\$ 967,535	\$ 279,000	\$ 1,246,535	\$ 967,535	\$ 279,000	\$ 1,246,535	\$ (137,079)	-9.91%
Levy	2	\$ 990,323	\$ 27,000	\$ 1,017,323	\$ 1,012,340	\$ 35,000	\$ 1,047,340	\$ 897,483	\$ 35,000	\$ 932,483	\$ (84,840)	-8.34%
Suwannee	2	\$ 1,043,925	\$ 68,515	\$ 1,112,440	\$ 1,029,485	\$ 23,393	\$ 1,052,878	\$ 997,612	\$ 23,393	\$ 1,021,005	\$ (91,435)	-8.22%
Gadsden	2	\$ 1,096,729	\$ 79,222	\$ 1,175,951	\$ 1,291,742	\$ 61,801	\$ 1,353,543	\$ 1,057,945	\$ 61,801	\$ 1,119,746	\$ (56,205)	-4.78%
Jackson	2	\$ 944,762	\$ 81,200	\$ 1,025,962	\$ 1,010,023	\$ 76,500	\$ 1,086,523	\$ 925,264	\$ 76,500	\$ 1,001,764	\$ (24,198)	-2.36%
Walton	2	\$ 1,578,577	\$ 104,068	\$ 1,682,645	\$ 1,561,665	\$ 97,114	\$ 1,658,779	\$ 1,464,874	\$ 97,114	\$ 1,561,988	\$ (120,657)	-7.17%
Columbia	2	\$ 1,236,956	\$ 341,000	\$ 1,577,956	\$ 1,296,320	\$ 240,000	\$ 1,536,320	\$ 1,211,624	\$ 240,000	\$ 1,451,624	\$ (126,332)	-8.01%
Nassau	2	\$ 1,227,827	\$ 380,471	\$ 1,608,298	\$ 1,636,574	\$ 54,866	\$ 1,691,440	\$ 1,430,896	\$ 54,866	\$ 1,485,762	\$ (122,536)	-7.62%
Flagler	2	\$ 1,550,822	\$ 131,500	\$ 1,682,322	\$ 1,834,849	\$ 59,600	\$ 1,894,449	\$ 1,582,983	\$ 59,600	\$ 1,642,583	\$ (39,739)	-2.36%
Sumter	2	\$ 1,159,720	\$ 668,946	\$ 1,828,666	\$ 1,826,654	\$ 120,000	\$ 1,946,654	\$ 1,577,448	\$ 120,000	\$ 1,697,448	\$ (131,218)	-7.18%
Putnam	3	\$ 2,010,430	\$ 36,000	\$ 2,046,430	\$ 2,265,198	\$ 28,000	\$ 2,293,198	\$ 1,826,188	\$ 28,000	\$ 1,854,188	\$ (192,242)	-9.39%
Monroe	3	\$ 2,922,443	\$ 802,942	\$ 3,725,385	\$ 3,415,202	\$ 607,676	\$ 4,022,878	\$ 2,799,646	\$ 607,676	\$ 3,407,322	\$ (318,063)	-8.54%
Highlands	3	\$ 1,685,100	\$ 320,000	\$ 2,005,100	\$ 1,777,311	\$ 126,500	\$ 1,903,811	\$ 1,652,488	\$ 126,500	\$ 1,778,988	\$ (226,112)	-11.28%
Indian River	3	\$ 3,141,839	\$ 200,000	\$ 3,341,839	\$ 3,141,839	\$ 171,917	\$ 3,313,756	\$ 2,782,054	\$ 171,917	\$ 2,953,971	\$ (387,868)	-11.61%
Citrus	3	\$ 2,324,235	\$ 137,500	\$ 2,461,735	\$ 2,390,967	\$ 110,015	\$ 2,500,982	\$ 2,152,797	\$ 110,015	\$ 2,262,812	\$ (198,923)	-8.08%
Martin	3	\$ 3,372,177	\$ 379,463	\$ 3,751,640	\$ 3,424,741	\$ 241,490	\$ 3,666,231	\$ 3,079,838	\$ 241,490	\$ 3,321,328	\$ (430,312)	-11.47%
Santa Rosa	3	\$ 2,948,717	\$ 156,000	\$ 3,104,717	\$ 3,250,898	\$ 170,000	\$ 3,420,898	\$ 2,820,722	\$ 170,000	\$ 2,990,722	\$ (113,995)	-3.67%
Charlotte	3	\$ 3,411,014	\$ 284,918	\$ 3,695,932	\$ 3,538,014	\$ 217,843	\$ 3,755,857	\$ 3,209,957	\$ 217,843	\$ 3,427,800	\$ (268,132)	-7.25%
Bay	3	\$ 3,391,653	\$ 248,000	\$ 3,639,653	\$ 3,391,653	\$ 240,000	\$ 3,631,653	\$ 3,231,510	\$ 240,000	\$ 3,471,510	\$ (168,143)	-4.62%
Hernando	3	\$ 3,175,280	\$ 227,000	\$ 3,402,280	\$ 3,511,672	\$ 200,000	\$ 3,711,672	\$ 3,120,493	\$ 200,000	\$ 3,320,493	\$ (81,787)	-2.40%
Okaloosa	3	\$ 3,576,975	\$ 207,340	\$ 3,784,315	\$ 3,447,806	\$ 207,340	\$ 3,655,146	\$ 3,274,169	\$ 207,340	\$ 3,481,509	\$ (302,806)	-8.00%
Clay	3	\$ 3,165,193	\$ 132,218	\$ 3,297,411	\$ 3,508,135	\$ 165,000	\$ 3,673,135	\$ 3,049,943	\$ 165,000	\$ 3,214,943	\$ (82,468)	-2.50%
St. Johns	3	\$ 3,204,950	\$ 470,000	\$ 3,674,950	\$ 3,415,889	\$ 250,000	\$ 3,665,889	\$ 3,204,175	\$ 250,000	\$ 3,454,175	\$ (220,775)	-6.01%

CFY 2016-17 Clerks' Proposed Budget Request

County	SSC	CFY 2015-16 CCOC Original Authority	CFY 2015-16 10% Original Authority	CFY 2015-16 Original Aggregate Authority	CFY 2016-17 CCOC Request	CFY 2016-17 10% Request	CFY 2016-17 Aggregate Needs Based Budget Request	CFY 2016-17 Proposed CCOC Budget ¹	CFY 2016-17 Proposed 10% Budget	CFY 2016-17 Proposed Aggregate Budget	CFY 2016-17 Proposed vs. CFY 2015-16 Original Budget	
											Change	% Change
Alachua	4	\$ 5,583,175	\$ 469,000	\$ 6,052,175	\$ 5,778,175	\$ 285,000	\$ 6,063,175	\$ 5,420,049	\$ 285,000	\$ 5,705,049	\$ (347,126)	-5.74%
Leon	4	\$ 5,700,567	\$ 235,647	\$ 5,936,214	\$ 5,823,160	\$ 227,199	\$ 6,050,359	\$ 5,462,246	\$ 227,199	\$ 5,689,445	\$ (246,769)	-4.16%
St. Lucie	4	\$ 7,150,775	\$ 420,000	\$ 7,570,775	\$ 6,892,551	\$ 346,000	\$ 7,238,551	\$ 6,339,984	\$ 346,000	\$ 6,685,984	\$ (884,791)	-11.69%
Osceola	4	\$ 6,946,516	\$ 354,293	\$ 7,300,809	\$ 7,871,768	\$ 284,757	\$ 8,156,525	\$ 6,470,483	\$ 284,757	\$ 6,755,240	\$ (545,569)	-7.47%
Escambia	4	\$ 6,454,352	\$ 410,000	\$ 6,864,352	\$ 6,628,000	\$ 270,000	\$ 6,898,000	\$ 6,217,202	\$ 270,000	\$ 6,487,202	\$ (377,150)	-5.49%
Lake	4	\$ 5,689,904	\$ 617,210	\$ 6,307,114	\$ 5,478,489	\$ 407,925	\$ 5,886,414	\$ 5,175,079	\$ 407,925	\$ 5,583,004	\$ (724,110)	-11.48%
Collier	4	\$ 6,823,053	\$ 429,400	\$ 7,252,453	\$ 5,975,241	\$ 420,000	\$ 6,395,241	\$ 5,970,241	\$ 420,000	\$ 6,390,241	\$ (862,212)	-11.89%
Manatee	4	\$ 5,621,220	\$ 404,400	\$ 6,025,620	\$ 5,909,736	\$ 305,000	\$ 6,214,736	\$ 5,543,456	\$ 305,000	\$ 5,848,456	\$ (177,164)	-2.94%
Marion	4	\$ 6,065,058	\$ 332,500	\$ 6,397,558	\$ 6,502,043	\$ 494,000	\$ 6,996,043	\$ 5,741,326	\$ 494,000	\$ 6,235,326	\$ (162,232)	-2.54%
Sarasota	4	\$ 7,649,875	\$ 453,631	\$ 8,103,506	\$ 8,497,170	\$ 322,301	\$ 8,819,471	\$ 7,520,473	\$ 322,301	\$ 7,842,774	\$ (260,732)	-3.22%
Seminole	4	\$ 7,745,317	\$ 1,292,179	\$ 9,037,496	\$ 9,052,117	\$ 605,000	\$ 9,657,117	\$ 7,871,048	\$ 605,000	\$ 8,476,048	\$ (561,448)	-6.21%
Pasco	5	\$ 11,700,703	\$ 400,790	\$ 12,101,493	\$ 11,065,622	\$ 366,776	\$ 11,432,398	\$ 10,216,674	\$ 366,776	\$ 10,583,450	\$ (1,518,043)	-12.54%
Volusia	5	\$ 10,486,840	\$ 637,921	\$ 11,124,761	\$ 10,747,720	\$ 658,760	\$ 11,406,480	\$ 10,081,586	\$ 658,760	\$ 10,740,346	\$ (384,415)	-3.46%
Brevard	5	\$ 13,104,332	\$ 425,000	\$ 13,529,332	\$ 12,300,000	\$ 350,000	\$ 12,650,000	\$ 11,139,384	\$ 350,000	\$ 11,489,384	\$ (2,039,948)	-15.08%
Polk	5	\$ 12,145,224	\$ 1,774,320	\$ 13,919,544	\$ 11,721,445	\$ 550,000	\$ 12,271,445	\$ 11,313,249	\$ 550,000	\$ 11,863,249	\$ (2,056,295)	-14.77%
Lee	5	\$ 11,219,984	\$ 1,158,159	\$ 12,378,143	\$ 10,814,816	\$ 938,366	\$ 11,753,182	\$ 10,144,524	\$ 938,366	\$ 11,082,890	\$ (1,295,253)	-10.46%
Duval	5	\$ 15,959,569	\$ 2,395,177	\$ 18,354,746	\$ 20,230,650	\$ 1,197,003	\$ 21,427,653	\$ 16,759,207	\$ 1,197,003	\$ 17,956,210	\$ (398,536)	-2.17%
Pinellas	6	\$ 21,815,936	\$ 1,000,000	\$ 22,815,936	\$ 24,278,732	\$ 970,000	\$ 25,248,732	\$ 21,007,365	\$ 970,000	\$ 21,977,365	\$ (838,571)	-3.68%
Orange	6	\$ 26,874,931	\$ 1,700,000	\$ 28,574,931	\$ 27,539,291	\$ 1,700,104	\$ 29,239,395	\$ 25,832,432	\$ 1,700,104	\$ 27,532,536	\$ (1,042,395)	-3.65%
Hillsborough	6	\$ 27,112,792	\$ 2,060,026	\$ 29,172,818	\$ 29,050,250	\$ 1,817,392	\$ 30,867,642	\$ 26,658,285	\$ 1,817,392	\$ 28,475,677	\$ (697,141)	-2.39%
Palm Beach	6	\$ 30,529,643	\$ 1,136,454	\$ 31,666,097	\$ 30,239,744	\$ 1,106,563	\$ 31,346,307	\$ 28,355,215	\$ 1,106,563	\$ 29,461,778	\$ (2,204,319)	-6.96%
Broward	6	\$ 37,710,492	\$ 1,235,400	\$ 38,945,892	\$ 37,791,880	\$ 1,800,000	\$ 39,591,880	\$ 35,444,574	\$ 1,800,000	\$ 37,244,574	\$ (1,701,318)	-4.37%
Dade	6	\$ 66,154,320	\$ 3,900,000	\$ 70,054,320	\$ 76,427,065	\$ 3,600,000	\$ 80,027,065	\$ 64,742,056	\$ 3,600,000	\$ 68,342,056	\$ (1,712,264)	-2.44%
Total		\$ 417,080,468	\$ 30,526,298	\$ 447,606,766	\$ 441,825,679	\$ 24,180,717	\$ 466,006,396	\$ 397,900,000	\$ 24,123,218	\$ 422,023,218	\$ (25,583,548)	-5.72%

Notes:

1. CFY 2016-17 Proposed CCOC Budget includes \$11.7 million of juror program reimbursement dollars and the REC revenue estimate of \$386.2 million, adopted on 07/20/2016.
2. Document prepared by CCOC staff on 08/01/2016.



Agenda Item 4b

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
Indian River County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Supreme Court
Honorable Ron Ficarrota
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4b Attachment 6. Presentation on State Fiscal Outlook

Council Action:

For informational purposes only.

Overview/Background:

The purpose of this memo is to provide a brief update on Florida's economy and a summary of the contents of the State of Florida Long-Range Financial Outlook (the Outlook) for Fiscal Years 2017-18 through 2019-20.

In 2006, Florida voters adopted a constitutional amendment that requires the development of a Long-Range Financial Outlook, setting out recommended fiscal strategies for the state and its departments in order to assist the Legislature in making budget decisions. The Legislative Budget Commission is required to issue the Outlook by September 15th of each year. At the September 12, 2016 meeting of the Joint Legislative Budget Commission (LBC) - in addition to consideration and approval of Clerks' CFY 2016-17 budget request - the Outlook was officially adopted by the LBC.

This memo includes an overview of Florida's current economy/employment numbers, a review and explanation of the state revenue projections provided in the Outlook, as well as assessment of what the Legislature's options may be in response to the revenue projections in the upcoming Legislative Session.

Florida's Economy: Continuing to Improve:

Florida's economy continues to steadily improve from the effects of the Great Recession in 2008-09. Because it is a growth state that was heavily tied to the housing market boom, Florida was one of the states hardest hit by the recession. The recovery has been slow, but steady. After a long slog the economy is now returning to normalcy and Florida is now a consistent leader in economic growth and job creation.

The most recent employment numbers are positive (See Chart 1). Florida's seasonally adjusted unemployment rate was 4.7 percent in September 2016, unchanged from the August 2016 rate, but down 0.4 percentage point from 5.1 percent a year ago.

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

Page 2 (Fiscal Outlook continued)

In September 2016, Florida added 23,000 jobs (+0.3 percent) over the month and has gained 276,300 jobs over the year, an increase of 3.4 percent. Florida's over-the-year job growth rate has exceeded the nation's rate since May 2012. Compared to other states, Florida has the highest annual job growth rate of the 10 most populous states and the second best job growth rate in the nation. Florida's annual job growth from August 2015 through August 2016 is over 3 times that of similar large states such as New York and Illinois (See Chart 2).

State Revenues:

With Florida's economy continuing to improve revenue collections to the state remain relatively strong. However, expenditures are increasing rapidly as well. The Outlook shows potential cause for concern, as for the first time since 2010, there is a projected **budget gap** (short fall between revenues and expenditures) during the three-year outlook (See Chart 3). The Outlook estimates that Florida will take in just enough to cover its critical needs for the upcoming Fiscal Year, with a projected surplus of just \$7.5 million for FY 2017-18. Although there is no budget gap for the upcoming Fiscal Year, there is essentially no remaining General Revenue for discretionary issues. Move into FY 2018-19 and 19-20, and the Outlook shows budget needs significantly in excess of available revenues, with projected budget gaps of **\$1.3 billion** and **\$1.9 billion** respectively. The main cost drivers for the budget are Medicaid and education.

Legislative Options:

With a looming deficit it will be incumbent upon the Legislature to take action in the 2017 Session to address the deficits. The Fiscal Strategies available to the Legislature to change the budget gap projections are:

- Budget Reduction or Reduced Program Growth
- Reductions or Elimination of Revenue Adjustments Affecting Taxes and Fees
- Revenue Enhancement (tax or fee increases)
- Trust Fund Sweeps
- Reserve Reductions

Of the above options, it is very unlikely that the Legislature will agree to increase taxes or reduce reserves. It is true that the projections do assume \$1 billion is left in reserve. This has been consistently done since the economic recovery. However, it is important to note that these funds are not an "account" but rather just money that are not appropriated and can be used for unforeseen events, such as hurricanes, Zika, etc. If unused, those dollars roll into the base of next year's start up budget. There are other reserves in addition to the \$1 billion mentioned above, but those are not available for normal budgeting purposes.

The Legislature could in theory reduce the amount of unappropriated reserves. However, the Legislature has not been very open to that idea. Economists have also warned that the reserves are something that the bond rating agencies look at very closely in determining Florida's ratings.

The most likely outcome is some combination of Trust Fund Sweeps, budget cuts and reducing program growth (if possible).

Effect on Clerks:

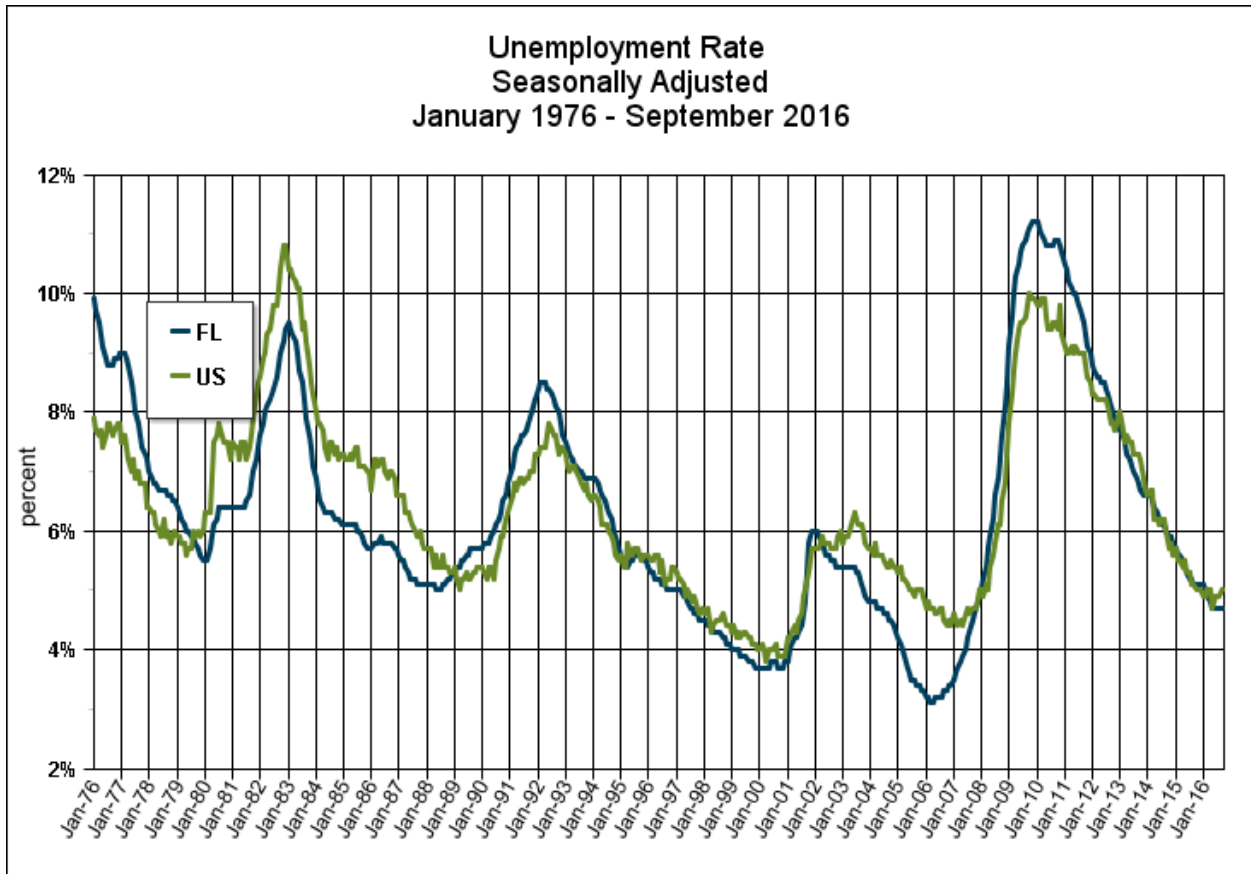
The budget environment in Tallahassee will be quite a bit different than what was encountered in recent years. Since 2013, The Legislature has been focused on restoring funding that was cut during the recession. However, this year the budget will be tighter, and the Legislature will be looking for ways to reduce budget costs. Accordingly, there will likely be a significant focus by the Legislature on where, how, and to what programs dollars are being appropriated. It will be critical to be able to provide sufficient data on Clerks' needs and demonstrate accountability for every dollar as Clerks work with the Legislature to address their budget challenges.

Committee consideration: N/A

Lead Staff: Jason Harrell, Budget and Communications Director, FLCCOC

Attachments: 1. August Employment Numbers Graph; 2. 10 Most Populous States; 3. Revenue Outlook

Sci Chart 1: Unemployment Rate Graph



Sci Chart 2: Comparing States

Nonagricultural Employment
 Ten Most Populous States
 September 2016
 Ranked by Over-the-Year Growth Rate
 Seasonally Adjusted

All States Ranking	State	Total Jobs			Job Growth			
		September 2016 (P)	August 2016	September 2015	Over-the-Month Change		Over-the-Year Change	
					Level	Rate (%)	Level	Rate (%)
2	Florida	8,428,000	8,405,000	8,151,700	23,000	0.3	276,300	3.4
7	Georgia	4,403,400	4,385,300	4,284,700	18,100	0.4	118,700	2.8
14	California	16,549,600	16,519,600	16,169,900	30,000	0.2	379,700	2.3
19	Michigan	4,331,800	4,326,400	4,246,900	5,400	0.1	84,900	2.0
21	North Carolina	4,337,300	4,327,600	4,254,700	9,700	0.2	82,600	1.9
24	Texas	12,084,800	12,046,500	11,878,000	38,300	0.3	206,800	1.7
29	Ohio	5,497,900	5,501,000	5,424,500	-3,100	-0.1	73,400	1.4
33	New York	9,384,700	9,386,100	9,278,100	-1,400	*	106,600	1.1
37	Pennsylvania	5,895,200	5,900,500	5,843,700	-5,300	-0.1	51,500	0.9
40	Illinois	6,016,300	6,008,900	5,972,900	7,400	0.1	43,400	0.7

Sci Chart 3: Revenue Outlook

Outlook Projections Over Time

Outlook	For the Period Beginning	Year 1 (\$ Millions)	Year 2 (\$ Millions)	Year 3 (\$ Millions)	Level of Reserves
2007	Fiscal Year 2008-09	(2,334.5)	(2,860.7)	(3,066.0)	0.0
2008	Fiscal Year 2009-10	(3,306.3)	(2,482.5)	(1,816.8)	0.0
2009	Fiscal Year 2010-11	(2,654.4)	(5,473.2)	(5,228.6)	0.0
2010	Fiscal Year 2011-12	(2,510.7)	(2,846.3)	(1,930.3)	0.0
2011	Fiscal Year 2012-13	273.8	692.1	840.6	1,000.0
2012	Fiscal Year 2013-14	71.3	53.5	594.0	1,000.0
2013	Fiscal Year 2014-15	845.7	1,426.7	3,295.3	1,000.0
2014	Fiscal Year 2015-16	336.2	1,004.5	2,156.1	1,000.0
2015	Fiscal Year 2016-17	635.4	583.7	222.2	1,000.0
2016	Fiscal Year 2017-18	7.5	(1,300.9)	(1,897.7)	1,000.0



Agenda Item 4b

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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: November 14, 2016

Subject: Agenda Item 4b Attachment 7. Discussion on Budget Process and Timeframe

Council Action:

Confirm or revise the recommendations of the Budget Committee

Overview:

The CCOC is required to submit to the Legislative Budget Commission (LBC) annually a recommendation on August 1st of each year. The Clerks submit their budget request to the CCOC by law two months prior on June 1st. Attached is the budget process and timeframe used for the development of the CFY 16/17 budget request.

Review of Process and Timeframe:

Timeframe: Issues to address could be:

1. More time needed to analyze, ask questions, and made decisions on budget request made by Clerks. (Only have 60 days currently.)
2. More time for development of the Legislative Budget Request (LBR) document.
3. Allow time for Clerks' workgroup to review budget forms and requirements to determine need or not for revisions.
4. Allow more than 30 days for training of Clerks on budget forms and process.
5. Other

Process: Issues to address could be:

1. Prior to budget process development meet with legislative staff to determine if they have issues or need specific information.
2. Determine if there should be information received throughout the year on budget issues by CCOC or only during the budget review process.
3. Determine if there should be a process where each Clerk or their budget staff present budget request information to the CCOC Budget Committee.
4. Other

Attachments:

- 1: Draft Budget Process/Timeline for CFY 17/18

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."

2016-17 Clerk Court-Related Budget Process Timeframe

POTENTIAL BUDGET TIMEFRAME

CFY 17/18

~~March 2016~~ (January 2017)

1. CCOC Budget Committee WG meets and develops recommendations for budget process revisions.
2. CCOC Budget Committee Meets to begin discussion of budget revision ideas.
3. Suggested revisions provided to Clerks for feedback.
4. CCOC Budget Committee meets to make decisions on revisions to process.

~~April 2016~~ (February 2017)

1. CCOC Budget Committee meets to make decisions on revisions to process.
2. CCOC Executive Committee or Council meets to approve revisions to budget process.
3. CCOC sends out budget instructions and forms for CFY 17/19 budget to Clerks. CCOC provides training sessions to Clerks.

~~May 2016~~ (March 2017)

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

~~June 2016~~ (APRIL 2017)

1. Clerks submit their **INTIAL** budget request to CCOC.
2. **Clerks can meet together with CCOC staff help to review data.**

May 2017

1. **Clerks can resubmit budget request.**
2. Peer 3 & 4 Review. (June 22nd.)
3. Peer 1 & 2 Review. (July 7th.)
4. Peer 5 & 6 Review. (July 12th.)

June and July 2016

1. CCOC Budget Committee meets to discuss budget request and determines recommendation to Executive Council.
2. CCOC Executive Council review and approve budget request recommendations the week of July 25th.

August

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

September

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

October

1. Clerks' budget year begins.



Agenda Item 4b

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
Indian River County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4b Attachment 8. Discuss List of Additional Studies/Research Projects

Council Action:

Confirm or revise the recommendations of the Budget Committee

Overview/Background:

During the 2016/17 budget review process, Budget Committee members asked staff to bring back to the Committee for discussion 14 additional issues or studies/research. (see attached list). CCOC staff grouped these 14 items into 3 issue areas: costs, revenues, and budget.

Eight Cost Issues:

- Many of these fiscal impacts are directed by the judiciary which the Clerks have no or limited control.
- One issue pertains to health plan options for the Clerk.
- One issue pertains to local law enforcement providing paper citations vs. electronic citations to the clerks' offices and the cost implications.

Four Revenue Issues:

- The revenue projects include fee increases for local ordinance violations, loss revenues due to civil indigence, potential loss revenues if DL suspensions law is changed, and a civil traffic practices in one county.

Two budget Issues:

- One issue relates to how unpaid leave balances are paid by Clerks. And providing additional information on the use of 10% fine monies.

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."

Page 2: Studies and Research Projects

Committee consideration:

The two budget issues could be addressed by amending the current budget forms. However, the cost and revenue projects will take significant CCOC and Clerk staff time to complete. Surveys will be required and some data may not be readily available. The Committee needs to prioritize the list of projects they would like completed and when they would like the information, and send the project list to the PIE Committee and Financial Analysis and Enhancement Work Group so they can begin work.

Lead Staff:

Douglas Isabelle, Deputy Executive Director

Attachments:

- 1) List of Studies/Research Projects

List of Studies/Research Projects Identified during Peer Group Budget Sessions

Cost Issues

- 1) What are the costs impact on the Clerks' budgets regarding judges requesting more jurors than needed? What are clerk options if any?
- 2) What are options if any for the Clerks regarding health benefits? (e.g. consortiums, state plan, Clerk design plan, CCOC provide amount based on amount per employee, etc..)
- 3) What is the fiscal impact of senior judges on Clerks' budgets?
- 4) What is the fiscal impact of providing paper files vs. electronic files?
- 5) What is the fiscal impact of paper citations vs. electronic citations?
- 6) What is the fiscal impact of specialty courts on Clerks' budgets? How should these costs be paid?
- 7) What is the fiscal impact on Clerks' budgets because of the lack of standard documents?
- 8) What is the budget impact because some Clerks have greater criminal activities (e.g. heroin cases) than other Clerks?

Revenue Issues

- 1) What is the impact on trust fund revenues because of civil indigent cases?
- 2) Is there an opportunity to increase local ordinance fees to offset costs?
- 3) What is the impact on trust fund revenues because of DL suspensions?
- 4) What is the impact on revenues to Miami-Dade because of "ticket clinic" cases?

Budget Issues

- 1) How should Clerks pay for unpaid leave balances?
- 2) What additional information is needed regarding the 10% fine monies?
- 3) Definitions and clarity on how to define courthouses versus satellite offices, etc...
- 4) Clarity on "costing out" administrative and other requirements

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #4c

Report on CCOC PIE Committee



Agenda Item 4c1

Date: November 14, 2016

Subject: Agenda Item 4c1: Approve Quarter 3 Performance Measure & Action Plans Report

Council Action:

Approve Quarter 3 (April-June, 2016) Performance Measure & Action Plans Report

Overview/Background:

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 the 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 performance standards and provide a copy of any corrective action plans.

The CFY 15/16 Quarter 3 (April-June, 2016) Action Plan Summary Report is attached. Eleven (11) Clerk offices met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payments. (Charlotte, Citrus, Clay, Gulf, Hardee, Jefferson, Martin, Sumter, Suwannee, Wakulla and Walton)

The total number of **action plans** (statewide) increased by 12 from quarter 2. While the Timeliness and Jury action plan count reduced or remained static from the previous quarter, the number of action plans required in Collections increased by 22. As shown in the chart below, most (103 of 141) actions plans in Quarter 3 were for not meeting collection standards.

(ACTION PLANS)

Quarter	Collections	Filing Timely	Docketing Timely	Paying Jurors Timely	Total
1	92	30	36	4	162
2	81	24	20	4	129
3	103	21	13	4	141

While Clerks and staff for a number of years have found a way to ensure cases are processed timely over the last several months the number of counties that are failing to meet timeliness standards in one or more court divisions is increasing. For the first 3 quarters of CFY 2015/16 the number of **counties** failing to meet timeliness standards are already greater than the previous two fiscal years. This is likely due to a decrease in FTE's because of the budget reductions.

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Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

The table below clarifies the increase of Clerk offices required to file an action plan required from CFY 2013-14 through the first 3 quarters of the present fiscal year.

(COUNTIES)

Measure	2013/14	2014/15	2015/16 To-Date
Case Filing	26	23	44
Docketing	24	20	36

Quarter 3 Highlights

Collections

- While the number of action plans increased from the previous quarter, the collection rate against dollars assessed also increased from 52.68% to 66.35%.
- By removing the drug trafficking assessments and collections from the Circuit Criminal division, the statewide collection rate increases from 7.99% to 13.89%, The standard collection measure for this division is 9.00%
- Of the 22 examples in the Circuit Criminal division of not meeting the 9.0% collection standard, 12 of these counties would have met the standard once the drug trafficking assessment and collection data was removed.
- All civil divisions other than Civil Traffic met the 90% collection standard. Civil Traffic’s collection rate was 85.13%. This is a slight increase from 84.46% in quarter 2.

Timeliness 1 & 2

- As requested by the PIE Committee, the CCOC has included a table to illustrate the historical trend of the percentages in meeting both case filing and docket entry timeliness in each court division on a statewide basis.
 - From baseline CFY 2014/15 year end through the 3rd quarter of CFY 2015/16, timeliness in new case filing has remained consistently strong with only Criminal Traffic case filing timeliness on a downward trend. This remains the case in docket entry as well with only Juvenile ~~De~~linquency trending down. This is primarily due to a 19.0% increase in docket entries increasing staff workload from the 1st through the 3rd quarter of this fiscal year
 - The Civil divisions, primarily Circuit Civil, are showing a decreasing trend in successfully meeting the Timeliness standards. Timeliness in filing new cases has dropped from an annual rate of 90.64% in CFY 2014/15 to an average of 77.47% in the 3rd quarter of the present 2015/16 fiscal year.
 - According to the Internal and External reasons why these percentages may have dropped, budget reductions leading to insufficient staffing to cover the workload is the primary factor for the decline.

Jury Payment

- Action plans required for timely juror payment remains steady at 4 offices for the past 3 quarters at not meeting the standard of 100% of the payments within the standard of 20 days after completion of jury service.

Recommendation: Approve the CFY 15/16 Quarter 3 Performance & Action Plans Report as provided. Once approved, post the report on the CCOC website.

Agenda item 4c1

Lead Staff:

Douglas Isabelle, Deputy Executive Director

Attachments:

CFY 2015/16 Quarter 3 Performance Measure & Action Plans Report

FLORIDA CCOOC

Clerks of Court
Operations Corporation



Quarterly Performance Measure and Action Plans Report

Section 28.35(2)(d) Florida Statutes

3rd Quarter County Fiscal Year 2015 / 2016

(April 1, 2016 through June 30, 2016)

November, 2016



CFY 2015/2016 3RD QUARTER ACTION PLAN
TABLE OF CONTENTS

BACKGROUND	1
<hr/>	
COLLECTIONS	
<hr/>	
STATEWIDE PERFORMANCE SUMMARY	2
STATEWIDE PERFORMANCE BY REASON CODE	3
INTERNAL COLLECTION ACTION PLANS REQUIRED	3
STATEWIDE PERFORMANCE BY COURT DIVISION	5
HISTORIC COLLECTION RATES	5
DRUG TRAFFICKING COLLECTION SUMMARY	6
TIMELINESS	
<hr/>	
STATEWIDE PERFORMANCE SUMMARY	
○ TIMELINESS 1 - NEW CASES FILED	8
○ TIMELINESS 2 - CASES DOCKETED	8
STATEWIDE PERFORMANCE BY REASON CODE	9
○ TIMELINESS 1 - NEW CASES FILED	10
○ TIMELINESS 2 - CASES DOCKETED	10
○ TIMELINESS 1 & 2 INTERNAL ACTION PLANS REQUIRED	11
STATEWIDE PERFORMANCE BY COURT DIVISION	
○ TIMELINESS 1 - NEW CASES FILED	13
○ TIMELINESS 2 - CASES DOCKETED	13
HISTORIC TIMELINESS 1 & 2 RATES	14
JURY PAYMENT	
<hr/>	
STATEWIDE ACTION PLANS REQUIRED	16
STATEWIDE ACTION PLANS BY REASON CODE	16

CFY 2015/2016 3RD QUARTER ACTION PLAN
TABLE OF CONTENTS

APENDIXES

A: COUNTY PERFORMANCE BY DIVISION – COLLECTIONS 17

B: DRUG TRAFFICKING CASES - ASSESSMENT AND COLLECTION BY COUNTY 19

APENDIXES CONT.

C: COUNTY PERFORMANCE BY DIVISION –TIMELINESS 1 (NEW CASES FILED) 21

D: COUNTY PERFORMANCE BY DIVISION –TIMELINESS 2 (DOCKET ENTRIES) 23

**E: EXTERNAL FACTORS / DESCRIPTIONS PROVIDED FOR NOT MEETING
PERFORMANCE STANDARDS (COLLECTIONS, TIMELINESS 1, TIMELINESS 2) 25**

F: COUNTY PERFORMANCE BY DIVISION – JURY PAYMENT 29

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.

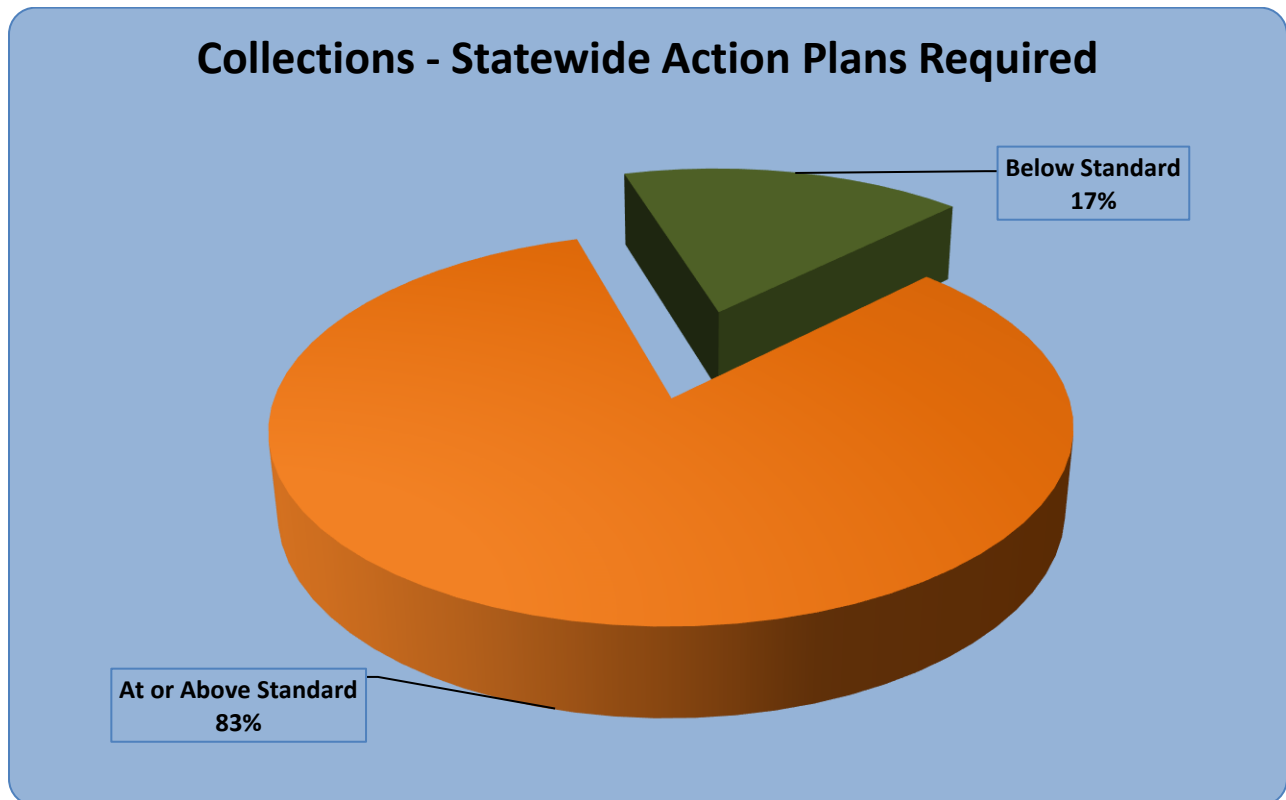
CCOC monitors the performance of the Clerk's offices through quarterly reports provided by the Clerk's offices, due on the 20th of the month following the end of the quarter. CCOC provides notification of the status of the Clerks' performance standards to the Legislature through these quarterly reports.

The quarterly report for the 3rd 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 3rd quarter, CFY 2015/2016, eleven (11) or 16.4% Clerks met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payment:

Charlotte, Citrus, Clay, Gulf, Hardee, Jefferson, Martin, Sumter, Suwannee, Wakulla, Walton

Collections – Statewide Performance CFY 2015/16; 3rd Quarter

Court Divisions at or Above Standard	500
Court Divisions Below Standard (Action Plans Required)	103
Potential Action Plans Required	603



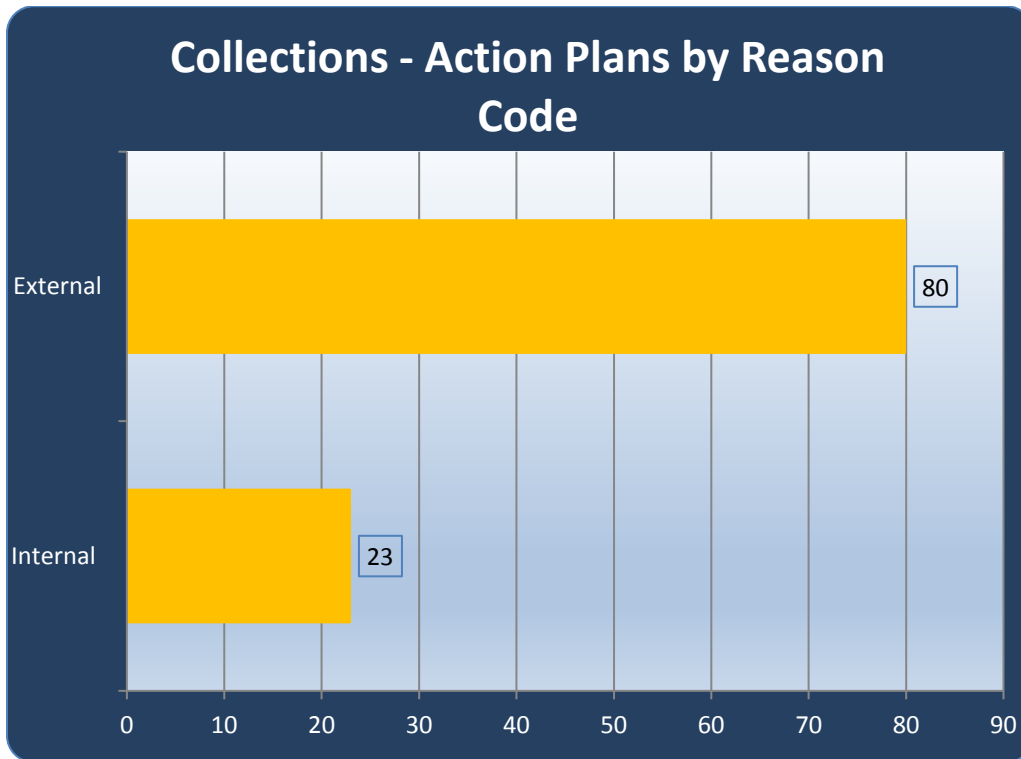
Collection Performance by Reason Code

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.

Collections – Statewide Performance CFY 2015/16; 3rd Quarter

Of the 103 examples where the Collection standard was not met, 23 were classified as internal reasons. A list of the 23 Action Plans are found below. The remaining 80 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.



Reason Code	#
Internal	23
External	80
Total	103

The 23 Action Plans required due to internal reasons are below.

#	County	Division	Plan to Improve
1	Brevard	Civil Traffic	Balance Adjustment
2	Broward	Circuit Criminal	Staff is working with agencies on additional strategies to improve collection performance as resources permit.
3	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.
4	Franklin	Juvenile Delinquency	We now have a collection person in place and expect to see improvements in collections for Juvenile Delinquency.
5	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.
6	Manatee	Civil Traffic	Issue determined/issue reported to case management system vendor for assistance and/or correction
7	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. We should meet the standard by the next quarter.
8	Pinellas	County Criminal	Implementing new methods/ways of collecting fines/costs with staff and how they are addressing defendants out of court, at our counters and by phone call from our compliance section of the department.

Collections – Statewide Performance CFY 2015/16; 3rd Quarter

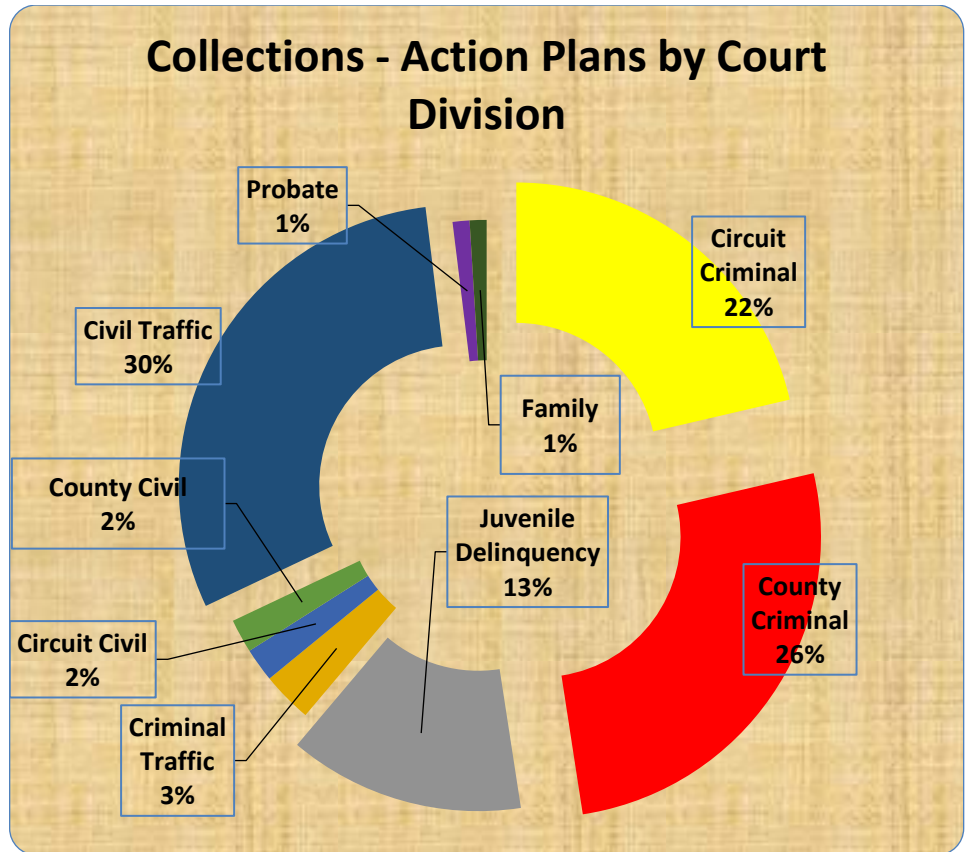
9	Pinellas	Juvenile Delinquency	Refining processes and looking for additional ways of improving our collections and by the next reporting period we hope to meet our standards.
10	Pinellas	Civil Traffic	Implementing new methods/ways of collecting fines/costs with staff and how they are addressing defendants out of court, at our counters and by phone.
11	Sarasota	County Criminal	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates in 2016.
12	Sarasota	Civil Traffic	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates in 2016.
13	Seminole	Civil Traffic	Get additional funding to hire staff.
14	St. Lucie	Circuit Criminal	System migration. Should be fixed next quarter (JY via Shai Francis)
15	St. Lucie	County Criminal	System migration. Should be fixed next quarter (JY via Shai Francis)
16	St. Lucie	Juvenile Delinquency	System migration. Should be fixed next quarter (JY via Shai Francis)
17	St. Lucie	Criminal Traffic	
18	St. Lucie	Circuit Civil	System migration. Should be fixed next quarter (JY via Shai Francis)
19	St. Lucie	County Civil	System migration. Should be fixed next quarter (JY via Shai Francis)
20	St. Lucie	Civil Traffic	System migration. Should be fixed next quarter (JY via Shai Francis)
21	St. Lucie	Probate	System migration. Should be fixed next quarter (JY via Shai Francis)
22	St. Lucie	Family	System migration. Should be fixed next quarter (JY via Shai Francis)
23	Washington	County Criminal	Increased efforts on collections of County Criminal.

The remaining 80 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.

Collections – Statewide Performance CFY 2015/16; 3rd Quarter

Collection Performance by Court Division

<u>Division</u>	<u>#</u>
Circuit Criminal	22
County Criminal	27
Juvenile Delinquency	14
Criminal Traffic	3
Circuit Civil	2
County Civil	2
Civil Traffic	31
Probate	1
Family	1
Total	103



Collections – Statewide Performance CFY 2015/16; 3rd Quarter

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 third quarter of CFY 2015/16.

<i>Historic Statewide Collection Rate</i>						
Court Division	CFY 2013/14 Year End	CFY 2014/15 Year End	CFY 2015/16 1st Quarter	CFY 2015/16 2nd Quarter	CFY 2015/16 3rd Quarter	Standard
Circuit Criminal	7.45%	8.19%	8.81%	4.36% *	7.99%	9.00%
Circuit Criminal (No Trafficking)*	NA	NA	14.77%	8.62%	13.89%	NA
County Criminal	38.14%	38.54%	36.89%	29.86%	38.35%	40.00%
Juvenile Delinquency	18.89%	17.34%	15.35%	16.56%	17.97%	9.00%
Criminal Traffic	59.07%	61.27%	63.26%	53.16%	65.69%	40.00%
Circuit Civil	98.71%	98.91%	99.03%	98.94%	99.06%	90.00%
County Civil	99.32%	99.54%	99.64%	99.63%	99.46%	90.00%
Civil Traffic	85.09%	84.65%	85.66%	84.46%	85.13%	90.00%
Probate	99.01%	99.10%	99.16%	99.21%	98.83%	90.00%
Family	95.63%	96.12%	96.52%	97.05%	96.88%	75.00%
Statewide	68.51%	67.61%	67.47%	52.68%	66.35%	

- Note: CCOC is presently studying the CFY 2015/16 2nd quarter Collection rates in the Criminal Court Divisions.
- Note: St. Lucie County assessment and collection data is omitted from the CFY 2015/16 3rd quarter due to system enhancement.
- Note: CCOC staff, upon request, was asked to present Circuit Criminal and Circuit Criminal Drug Trafficking collection rate data in this table separately.

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 (CQ3-16) data, the total assessment in the statewide Circuit Criminal division was \$69,422,129.69. Of this amount, \$31,552,327.01 (45.5%) was assessed in felony drug trafficking cases.

Collections – Statewide Performance CFY 2015/16; 3rd Quarter

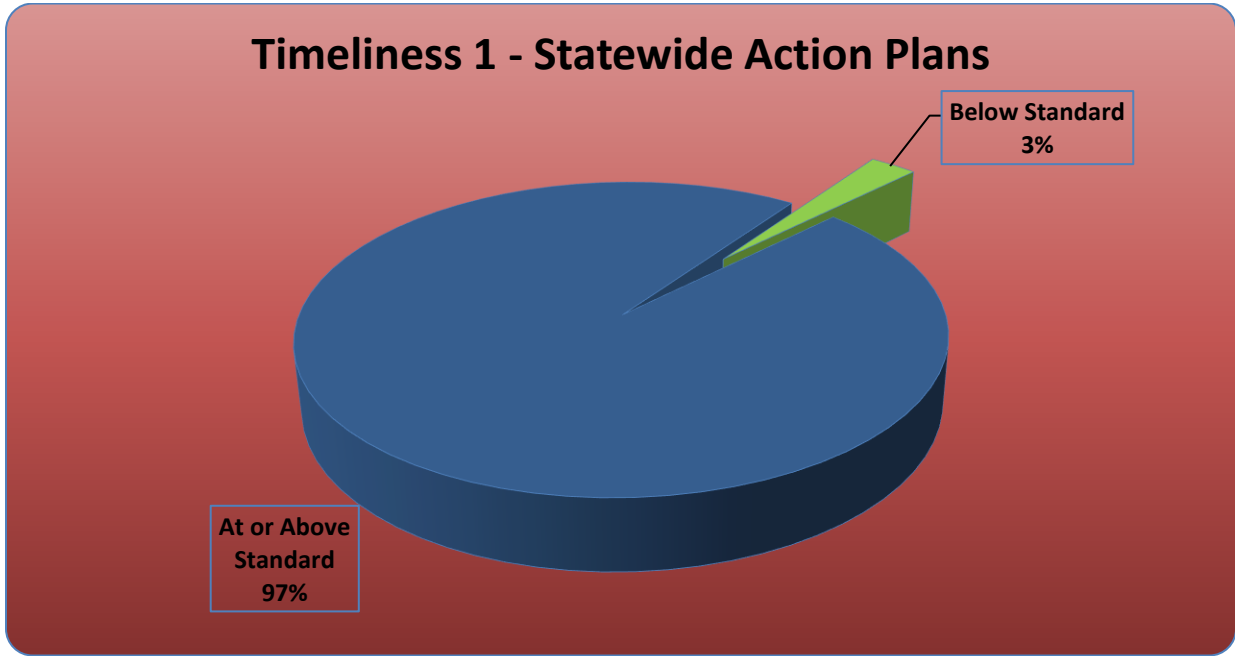
- After removing the drug trafficking dollar amounts assessed and collected from the Circuit Criminal division, the statewide collection rate increased from 7.99% to 13.89%.
- Of the 22 examples in the Circuit Criminal division of not meeting the 9.0% collection standard, 12 of these counties would have met the standard once the drug trafficking assessment and collection data was removed. Those counties are:
 - Bay: Total Circuit Criminal Rate: 8.77% / Rate omitting Drug Trafficking: 12.96%
 - Broward: Total Circuit Criminal Rate: 6.70% / Rate omitting Drug Trafficking: 9.98%
 - Collier: Total Circuit Criminal Rate: 5.33% / Rate omitting Drug Trafficking: 18.94%
 - Duval: Total Circuit Criminal Rate: 7.76% / Rate omitting Drug Trafficking: 10.42%
 - Hillsborough: Total Circuit Criminal Rate: 3.45% / Rate omitting Drug Trafficking: 13.25%
 - Lake: Total Circuit Criminal Rate: 8.10% / Rate omitting Drug Trafficking: 11.32%
 - Lee: Total Circuit Criminal Rate: 3.83% / Rate omitting Drug Trafficking: 24.72%
 - Levy: Total Circuit Criminal Rate: 2.88% / Rate omitting Drug Trafficking: 9.93%
 - Orange: Total Circuit Criminal Rate: 8.75% / Rate omitting Drug Trafficking: 25.29%
 - Osceola: Total Circuit Criminal Rate: 5.31% / Rate omitting Drug Trafficking: 16.44%
 - Putnam: Total Circuit Criminal Rate: 4.42% / Rate omitting Drug Trafficking: 10.81%
 - Volusia: : Total Circuit Criminal Rate: 7.38% / Rate omitting Drug Trafficking: 10.78%

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.

Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

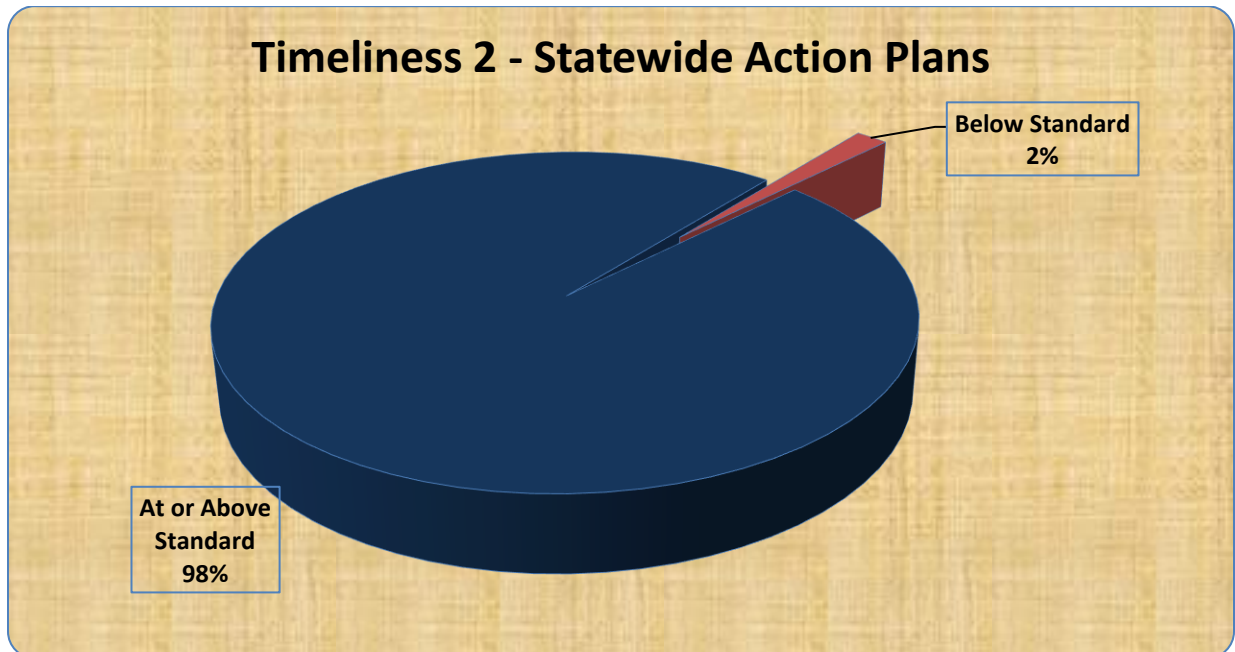
New Cases Filed

Court Divisions At or Above Standard	649
Court Divisions Below Standard (Action Plans Required)	21
Potential Action Plans Required	670



Cases Docketed

Court Divisions At or Above Standard	657
Court Divisions Below Standard (Action Plans Required)	13
Potential Action Plans Required	670



Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

Timeliness Performance by Reason Codes

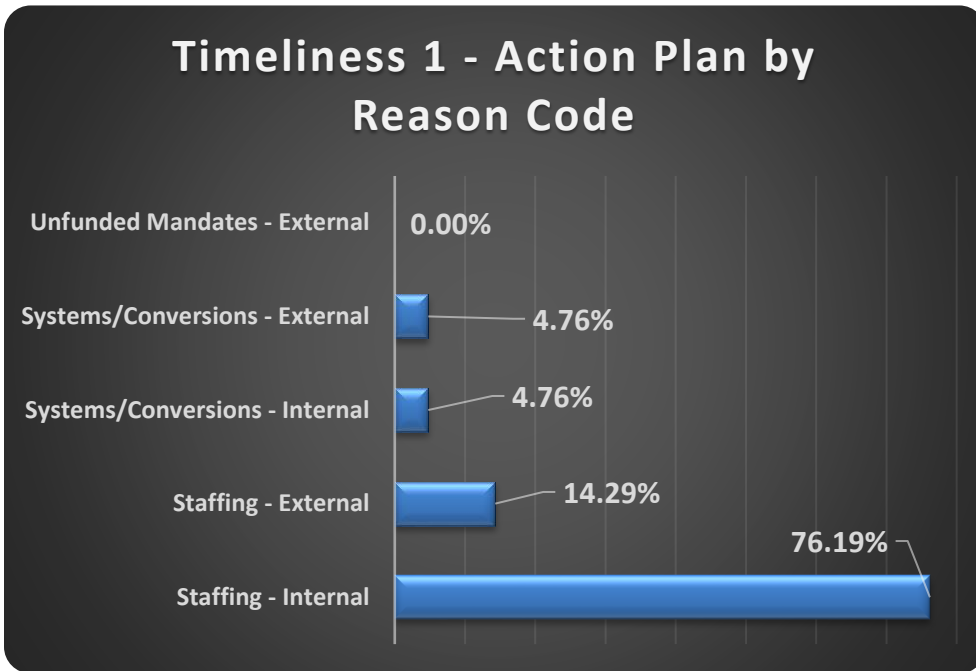
Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Timeliness (Case Processing and Docket Entry) performance measures were amended to clarify what was under the control of the Clerk’s office and what was not. The CCOC conducted 4 separate Web-Ex training sessions in March and participated in 4 of the FCCC’s regional training seminars to further clarify the new reason codes and potential Action Plans that may be required. The new Reason Codes, placed into production for the third 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 21 Timeliness 1 (Cases) and the 13 Timeliness 2 (Dockets) examples where the Timeliness Performance standards were not met 26 were classified as internal reasons; 17 New Case Processing and 9 Docket Entry. A list of the 26 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.

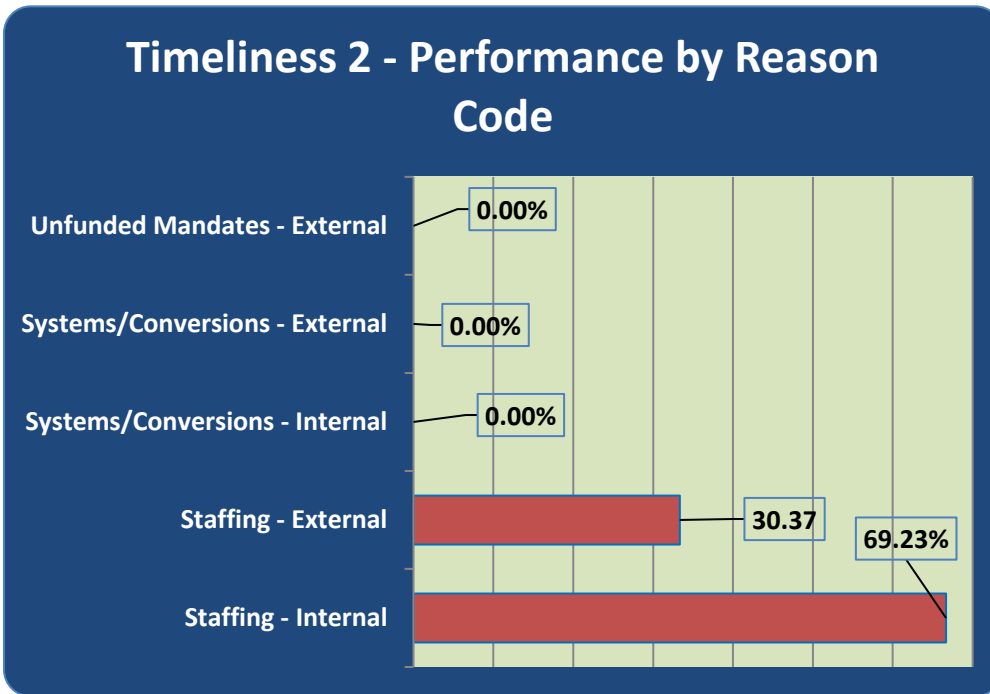
Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

Timeliness 1 (Cases Filed) - Performance by Reason Code



Reason Code	Plans
Staffing – Internal	16
Staffing – External	3
System / Conversion - Internal	1
System / Conversion – External	1
Unfunded Mandates - External	0
Total	21

Timeliness 2 (Docket Entries) Performance by Reason Code



Reason Code	Plans
Staffing – Internal	9
Staffing – External	4
System / Conversion - Internal	0
System / Conversion – External	0
Unfunded Mandates - External	0
Total	13

Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

Timeliness 1 (Case Processing) – Internal Office Action Plans

	<u>County</u>	<u>Division</u>	<u>Reason Code</u>	<u>Action Plan to Improve</u>
1	Bradford	Juvenile Delinquency	Staffing-Internal	Continue to encourage meeting time line
2	Broward	Circuit Civil	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
3	Broward	Probate	Staffing-Internal	Additional case filers are needed in order to meet the 80% standard.
4	Broward	Family	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
5	Franklin	Juvenile Delinquency	Staffing-Internal	Clerk in training. Should see improvement next quarter.
6	Gadsden	Criminal Traffic	Staffing-Internal	Insufficient staff available
7	Gadsden	County Civil	Staffing-Internal	Insufficient staff available
8	Levy	Circuit Criminal	Staffing-Internal	Short staff with dc illness
9	Madison	Circuit Criminal	Staffing-Internal	Staff will work to meet the demands of the volume.
10	Miami-Dade	County Criminal	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
11	Miami-Dade	Criminal Traffic	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
12	Miami-Dade	Circuit Civil	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
13	Miami-Dade	Civil Traffic	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
14	Okaloosa	Criminal Traffic	Staffing-Internal	Undergoing reorganization due to budget constraints
15	Okeechobee	Circuit Civil	Staffing-Internal	Short staffed during this quarter, continue to cross-train
16	Okeechobee	County Civil	Staffing-Internal	Short staffed during this quarter, continue to cross-train
17	Santa Rosa	Juvenile Dependency	Systems/Conversions - Internal	Multiple Filings per case, thus showing a lower number of cases completed

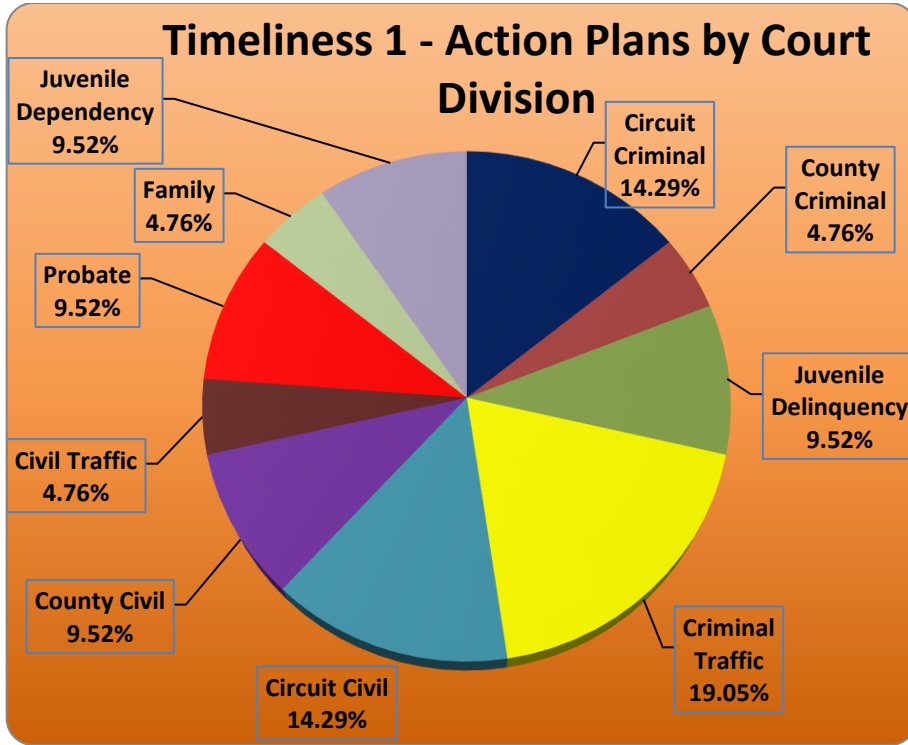
Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

Timeliness 2 (Docket Entry) – Internal Office Action Plans

	<u>County</u>	<u>Division</u>	<u>Reason Code</u>	<u>Action Plan to Improve</u>
1	Bradford	Juvenile Delinquency	Staffing-Internal	Continue to encourage meeting time line
2	Broward	Probate	Staffing-Internal	As budgets permit, additional staffing is needed to consistently meet the 80% standard.
3	Broward	Family	Staffing-Internal	As budget permits, frozen positions to be filled to provide resources.
4	Gadsden	Criminal Traffic	Staffing-Internal	Insufficient staff available
5	Levy	Probate	Staffing-Internal	Understaffed
6	Marion	Family	Staffing-Internal	Staff turnover, filled three vacant positions
7	Miami-Dade	Circuit Civil	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
8	Miami-Dade	Family	Staffing-Internal	Unable to meet standard due to reduced staffing as a result of budget cuts
9	Okeechobee	County Criminal	Staffing-Internal	Short staffed during this quarter, continue to cross-train

Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

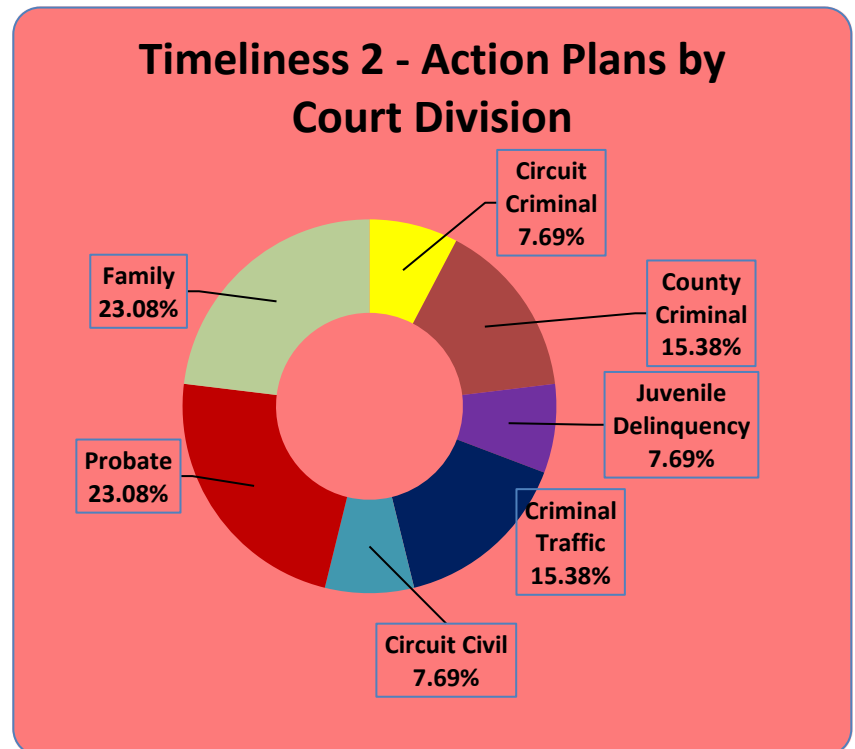
Timeliness 1 (Cases Filed) - Performance by Court Division



Division	Plans
Circuit Criminal	3
County Criminal	1
Juvenile Delinquency	2
Criminal Traffic	4
Circuit Civil	3
County Civil	2
Civil Traffic	1
Probate	2
Family	1
Juvenile Dependency	2
Total	21

Timeliness 2 (Docket Entry) - Performance by Court Division

Division	Plans
Circuit Criminal	1
County Criminal	2
Juvenile Delinquency	1
Criminal Traffic	2
Circuit Civil	1
County Civil	0
Civil Traffic	0
Probate	3
Family	3
Juvenile Dependency	0
Total	13



Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

To clarify historically the total success rate of both Timeliness measures the tables below provides the total number of new cases filed and docketed by the respective standard measures.

Timeliness Measures #1: % of New Cases opened within X business days after initial documents are clocked in

Standards:

Circuit Criminal: 80% within 2 business days

County Criminal: 80% within 3 business days

Juvenile Delinquency: 80% within 2 business days

Criminal Traffic: 80% within 3 business days

Circuit Civil: 80% within 2 business days

County Civil: 80% within 2 business days

Civil Traffic: 80% within 4 business days

Probate: 80% within 2 business days

Family: 80% within 3 business days

Juvenile Dependency: 80% within 2 business days

As seen in the table below, many court divisions are maintaining strong rates of meeting the New Case Filing Timeliness standards. This is to be expected especially in the Criminal Divisions where the Clerks are ensuring a defendant's right to due process. In contrast, however, offices are seeing a decrease in meeting all standards in the Civil Divisions from the previous year. In response to budget reductions, Clerk offices are prioritizing resources for the Criminal divisions that may have been utilized to meet the civil timeliness standards previously.

Court Division	CFY 2014/15 Year End	CFY 2015/16 1st Quarter	CFY 2015/16 2nd Quarter	CFY 2015/16 3rd Quarter
Circuit Criminal	97.52%	97.73%	97.75%	97.98%
County Criminal	95.38%	96.39%	96.49%	94.69%
Juvenile Delinquency	96.53%	96.82%	97.57%	98.04%
Criminal Traffic	97.04%	94.48%	87.99%	86.59%
Circuit Civil	90.64%	91.63%	89.30%	77.47%
County Civil	95.43%	94.41%	97.04%	94.95%
Civil Traffic	95.59%	95.75%	91.22%	89.70%
Probate	95.45%	94.69%	96.03%	94.73%
Family	97.43%	97.43%	96.38%	96.90%
Juvenile Dependency	98.03%	97.76%	96.50%	96.43%

Timeliness - Statewide Performance CFY 2015/16; 3rd Quarter

Timeliness Measures #2: % of Docket Entries entered within X business days after clock in / action taken date

Standards:

Circuit Criminal: 80% within 3 business days

County Criminal: 80% within 3 business days

Juvenile Delinquency: 80% within 3 business days

Criminal Traffic: 80% within 3 business days

Circuit Civil: 80% within 3 business days

County Civil: 80% within 3 business days

Civil Traffic: 80% within 4 business days

Probate: 80% within 3 business days

Family: 80% within 3 business days

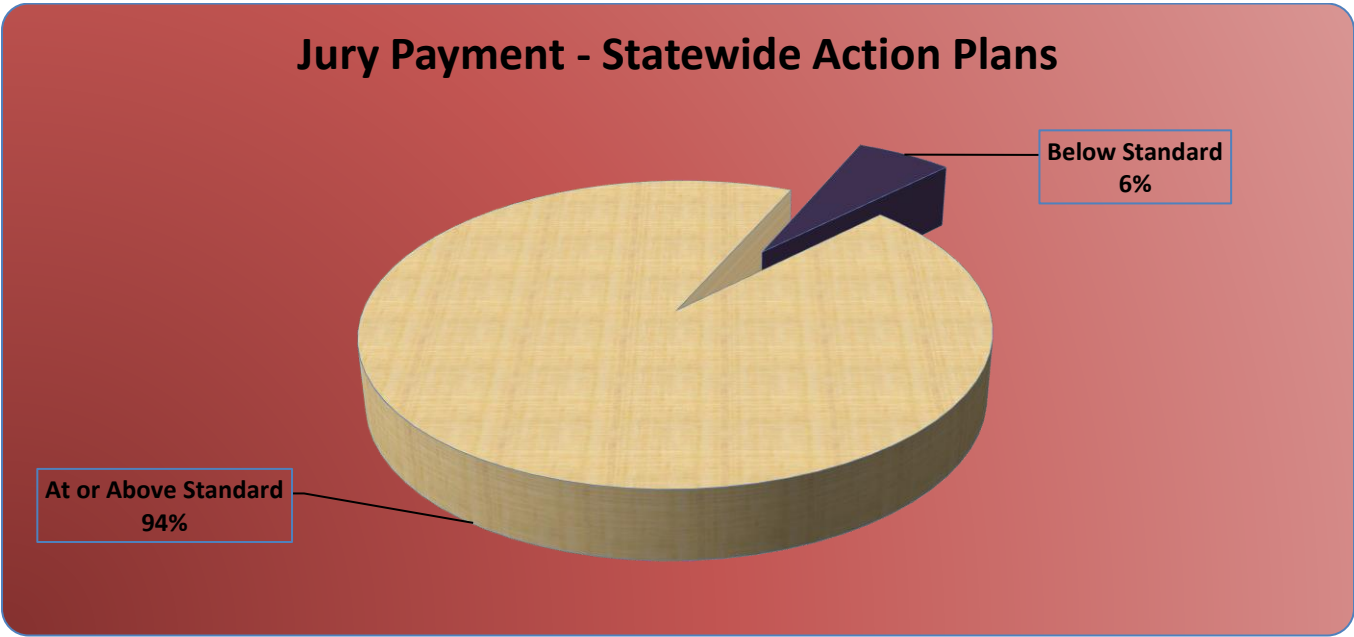
Juvenile Dependency: 80% within 3 business days

Like the Timeliness 1 measure, many court divisions are maintaining strong rates of meeting the Docket Entry Timeliness 2 standard from the previous year however these divisions did see a decrease in meeting the standard from the previous quarter. Again, the Criminal Divisions, with the exception of Juvenile Delinquency, are meeting the standard regularly. However, Clerk offices are also seeing a decrease in meeting the Docket Entry Timeliness measure standard in a majority of the Civil Divisions from the previous quarter. The decrease in meeting the docketing standard is primarily due to the 19.0% increase in dockets filed from the 1st to the 3rd quarter of CFY 2015/16.

Court Division	CFY 2014/15 Year End	CFY 2015/16 1st Quarter	CFY 2015/16 2nd Quarter	CFY 2015/16 3rd Quarter
Circuit Criminal	95.10%	95.14%	96.05%	95.43%
County Criminal	94.99%	94.25%	96.31%	95.81%
Juvenile Delinquency	96.37%	96.24%	95.25%	91.81%
Criminal Traffic	94.91%	95.90%	95.79%	95.46%
Circuit Civil	95.10%	91.34%	89.15%	85.78%
County Civil	96.52%	88.32%	91.98%	94.50%
Civil Traffic	96.74%	96.58%	96.66%	96.22%
Probate	95.23%	90.84%	96.51%	94.57%
Family	94.40%	93.42%	93.44%	91.47%
Juvenile Dependency	93.84%	94.56%	96.55%	96.19%

Jury Payments – Statewide Action Plans Required

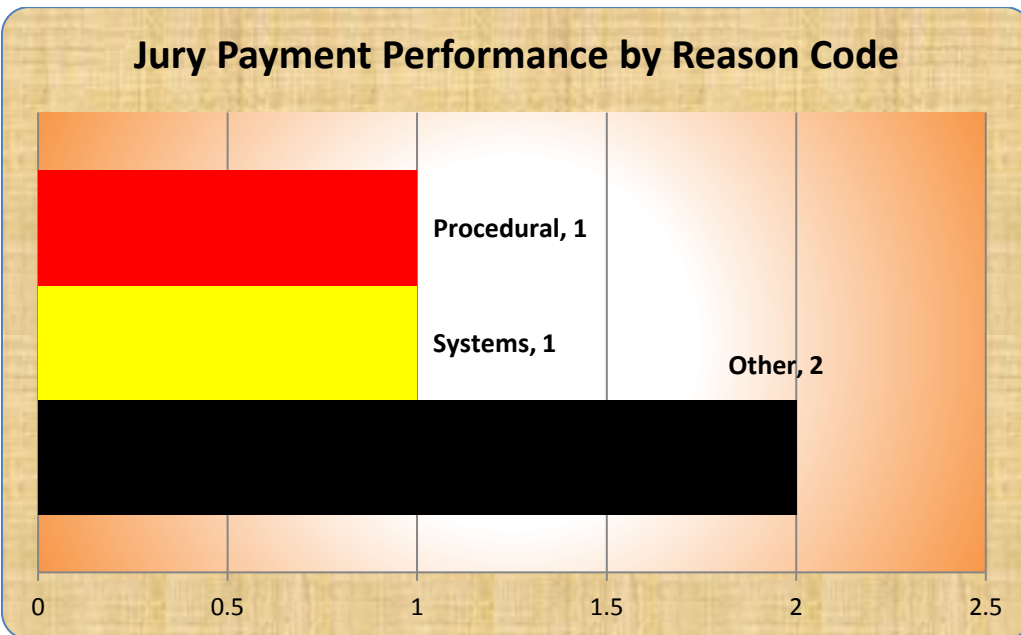
Court Divisions At or Above Standard	63
Court Divisions Below Standard (Action Plans Required)	4
Potential Action Plans Required	67



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	0
Staffing - Training	0
Systems	1
Procedural	1
Other	2
Total	4

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 3 Apr. - June 2016		External								1
Baker	Qrt 3 Apr. - June 2016		External					External			2
Bay	Qrt 3 Apr. - June 2016	External	External					External			3
Bradford	Qrt 3 Apr. - June 2016		External								1
Brevard	Qrt 3 Apr. - June 2016							Internal			1
Broward	Qrt 3 Apr. - June 2016	Internal		External				Internal			3
Calhoun	Qrt 3 Apr. - June 2016		External	External	External			External			4
Charlotte	Qrt 3 Apr. - June 2016										0
Citrus	Qrt 3 Apr. - June 2016										0
Clay	Qrt 3 Apr. - June 2016										0
Collier	Qrt 3 Apr. - June 2016	External									1
Columbia	Qrt 3 Apr. - June 2016		External								1
Dade	Qrt 3 Apr. - June 2016		External					External			2
Desoto	Qrt 3 Apr. - June 2016		External								1
Dixie	Qrt 3 Apr. - June 2016		External	External	External			External			4
Duval	Qrt 3 Apr. - June 2016	External	External					External			3
Escambia	Qrt 3 Apr. - June 2016							External			1
Flagler	Qrt 3 Apr. - June 2016	External									1
Franklin	Qrt 3 Apr. - June 2016			Internal							1
Gadsden	Qrt 3 Apr. - June 2016		External					Internal			2
Gilchrist	Qrt 3 Apr. - June 2016			External							1
Glades	Qrt 3 Apr. - June 2016	External									1
Gulf	Qrt 3 Apr. - June 2016										0
Hamilton	Qrt 3 Apr. - June 2016		External					External			2
Hardee	Qrt 3 Apr. - June 2016										0
Hendry	Qrt 3 Apr. - June 2016			External							1
Hernando	Qrt 3 Apr. - June 2016							External			1
Highlands	Qrt 3 Apr. - June 2016	External	External								2
Hillsborough	Qrt 3 Apr. - June 2016	External	External					External			3
Holmes	Qrt 3 Apr. - June 2016	External									1
Indian River	Qrt 3 Apr. - June 2016	External									1
Jackson	Qrt 3 Apr. - June 2016			External							1
Jefferson	Qrt 3 Apr. - June 2016										0
Lafayette	Qrt 3 Apr. - June 2016	External						External			2
Lake	Qrt 3 Apr. - June 2016	External	External								2
Lee	Qrt 3 Apr. - June 2016	External						External			2
Leon	Qrt 3 Apr. - June 2016		External					External			2
Levy	Qrt 3 Apr. - June 2016	External						External			2
Liberty	Qrt 3 Apr. - June 2016			External							1
Madison	Qrt 3 Apr. - June 2016							External			1
Manatee	Qrt 3 Apr. - June 2016		External					Internal			2
Marion	Qrt 3 Apr. - June 2016										0
Martin	Qrt 3 Apr. - June 2016										0
Monroe	Qrt 3 Apr. - June 2016										0
Nassau	Qrt 3 Apr. - June 2016							External			1
Okaloosa	Qrt 3 Apr. - June 2016							External			1
Okeechobee	Qrt 3 Apr. - June 2016										0
Orange	Qrt 3 Apr. - June 2016	External	External					External			3
Osceola	Qrt 3 Apr. - June 2016	External						Internal			2
Palm Beach	Qrt 3 Apr. - June 2016		External	External							2
Pasco	Qrt 3 Apr. - June 2016		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 3 Apr. - June 2016		Internal	Internal				Internal			3
Polk	Qrt 3 Apr. - June 2016	External	External					External			3
Putnam	Qrt 3 Apr. - June 2016	External	External	External				External			4
Santa Rosa	Qrt 3 Apr. - June 2016							External			1
Sarasota	Qrt 3 Apr. - June 2016		Internal					Internal			2
Seminole	Qrt 3 Apr. - June 2016							Internal			1
St. Johns	Qrt 3 Apr. - June 2016	External									1
St. Lucie	Qrt 3 Apr. - June 2016	Internal	Internal	Internal	Internal	Internal	Internal	Internal	Internal	Internal	9
Sumter	Qrt 3 Apr. - June 2016										0
Suwannee	Qrt 3 Apr. - June 2016										0
Taylor	Qrt 3 Apr. - June 2016			External				External			2
Union	Qrt 3 Apr. - June 2016			External		External	External				3
Volusia	Qrt 3 Apr. - June 2016	External	External								2
Wakulla	Qrt 3 Apr. - June 2016										0
Walton	Qrt 3 Apr. - June 2016										0
Washington	Qrt 3 Apr. - June 2016	External	Internal								2
Statewide		22	27	14	3	2	2	31	1	1	103
Internal Reasons		2	4	3	1	1	1	9	1	1	23
External Reasons		20	23	11	2	1	1	22	0	0	80

Appendix B
Drug Traffic Assessment and Collections Affect on Circuit Criminal Collection Rate
CFY 2015/16 3rd Quarter Analysis

<u>Circuit Criminal</u>				<u>Drug Trafficking</u>			<u>Circuit Criminal Net</u>		
County Name	Assessment	Collection	%	Assessment	Collection	%	Assessment	Collection	%
Alachua	\$ 845,198.03	\$ 110,478.49	13.07%	\$ 107,761.00	\$ 427.00	0.40%	\$ 737,437.03	\$ 110,051.49	14.92%
Baker	\$ 76,451.00	\$ 15,755.19	20.61%	\$ -	\$ -	#DIV/0!	\$ 76,451.00	\$ 15,755.19	20.61%
Bay	\$ 939,920.05	\$ 82,433.83	8.77%	\$ 305,213.00	\$ 152.00	0.05%	\$ 634,707.05	\$ 82,281.83	12.96%
Bradford	\$ 146,990.00	\$ 16,995.93	11.56%	\$ -	\$ -	#DIV/0!	\$ 146,990.00	\$ 16,995.93	11.56%
Brevard	\$ 597,360.82	\$ 104,258.97	17.45%	\$ 108,176.13	\$ 245.00	0.23%	\$ 489,184.69	\$ 104,013.97	21.26%
Broward	\$ 5,069,735.36	\$ 339,469.57	6.70%	\$ 1,756,436.50	\$ 8,674.43	0.49%	\$ 3,313,298.86	\$ 330,795.14	9.98%
Calhoun	\$ 65,982.00	\$ 7,047.00	10.68%	\$ -	\$ -	#DIV/0!	\$ 65,982.00	\$ 7,047.00	10.68%
Charlotte	\$ 307,207.27	\$ 72,612.96	23.64%	\$ 511.00	\$ 511.00	100.00%	\$ 306,696.27	\$ 72,101.96	23.51%
Citrus	\$ 563,148.10	\$ 70,870.48	12.58%	\$ 271,872.00	\$ 2,551.00	0.94%	\$ 291,276.10	\$ 68,319.48	23.46%
Clay	\$ 452,457.00	\$ 80,755.00	17.85%	\$ 211,299.00	\$ 27.00	0.01%	\$ 241,158.00	\$ 80,728.00	33.48%
Collier	\$ 1,245,807.85	\$ 66,434.37	5.33%	\$ 902,302.82	\$ 1,360.82	0.15%	\$ 343,505.03	\$ 65,073.55	18.94%
Columbia	\$ 179,476.89	\$ 25,193.20	14.04%	\$ -	\$ -	#DIV/0!	\$ 179,476.89	\$ 25,193.20	14.04%
Desoto	\$ 164,561.95	\$ 23,857.00	14.50%	\$ -	\$ -	#DIV/0!	\$ 164,561.95	\$ 23,857.00	14.50%
Dixie	\$ 35,844.00	\$ 6,430.00	17.94%	\$ -	\$ -	#DIV/0!	\$ 35,844.00	\$ 6,430.00	17.94%
Duval	\$ 1,896,217.42	\$ 147,077.96	7.76%	\$ 512,663.00	\$ 2,907.18	0.57%	\$ 1,383,554.42	\$ 144,170.78	10.42%
Escambia	\$ 1,157,185.70	\$ 118,780.18	10.26%	\$ 264,137.00	\$ 144.00	0.05%	\$ 893,048.70	\$ 118,636.18	13.28%
Flagler	\$ 173,036.00	\$ 10,367.71	5.99%	\$ 50,668.00	\$ -	0.00%	\$ 122,368.00	\$ 10,367.71	8.47%
Franklin	\$ 54,766.00	\$ 5,848.68	10.68%	\$ -	\$ -	#DIV/0!	\$ 54,766.00	\$ 5,848.68	10.68%
Gadsden	\$ 88,317.00	\$ 9,841.08	11.14%	\$ 31,787.00	\$ 9,627.00	30.29%	\$ 56,530.00	\$ 214.08	0.38%
Gilchrist	\$ 24,576.00	\$ 5,987.00	24.36%	\$ -	\$ -	#DIV/0!	\$ 24,576.00	\$ 5,987.00	24.36%
Glades	\$ 113,938.35	\$ 2,802.68	2.46%	\$ 53,050.00	\$ -	0.00%	\$ 60,888.35	\$ 2,802.68	4.60%
Gulf	\$ 100,590.32	\$ 12,413.77	12.34%	\$ -	\$ -	#DIV/0!	\$ 100,590.32	\$ 12,413.77	12.34%
Hamilton	\$ 17,372.76	\$ 2,774.44	15.97%	\$ -	\$ -	#DIV/0!	\$ 17,372.76	\$ 2,774.44	15.97%
Hardee	\$ 168,735.00	\$ 19,087.89	11.31%	\$ 53,840.00	\$ -	0.00%	\$ 114,895.00	\$ 19,087.89	16.61%
Hendry	\$ 114,058.50	\$ 30,237.79	26.51%	\$ -	\$ -	#DIV/0!	\$ 114,058.50	\$ 30,237.79	26.51%
Hernando	\$ 487,315.77	\$ 61,443.89	12.61%	\$ 80,222.00	\$ -	0.00%	\$ 407,093.77	\$ 61,443.89	15.09%
Highlands	\$ 322,860.80	\$ 19,605.00	6.07%	\$ 50,000.00	\$ -	0.00%	\$ 272,860.80	\$ 19,605.00	7.18%
Hillsborough	\$ 14,971,147.00	\$ 516,095.00	3.45%	\$ 11,083,957.00	\$ 1,231.75	0.01%	\$ 3,887,190.00	\$ 514,863.25	13.25%
Holmes	\$ 172,782.87	\$ 9,057.12	5.24%	\$ -	\$ -	#DIV/0!	\$ 172,782.87	\$ 9,057.12	5.24%
Indian River	\$ 483,104.89	\$ 34,045.94	7.05%	\$ 160,344.40	\$ 73.40	0.05%	\$ 322,760.49	\$ 33,972.54	10.53%
Jackson	\$ 114,976.75	\$ 22,166.62	19.28%	\$ -	\$ -	#DIV/0!	\$ 114,976.75	\$ 22,166.62	19.28%
Jefferson	\$ 2,065.50	\$ 1,917.71	92.84%	\$ 114,200.50	\$ 1,232.61	1.08%	\$ (112,135.00)	\$ 685.10	-0.61%
Lafayette	\$ 151,955.05	\$ 1,391.67	0.92%	\$ 100,250.00	\$ -	0.00%	\$ 51,705.05	\$ 1,391.67	2.69%
Lake	\$ 1,227,515.22	\$ 99,368.45	8.10%	\$ 350,000.00	\$ -	0.00%	\$ 877,515.22	\$ 99,368.45	11.32%
Lee	\$ 3,522,803.00	\$ 134,925.00	3.83%	\$ 2,978,562.00	\$ 370.00	0.01%	\$ 544,241.00	\$ 134,555.00	24.72%
Leon	\$ 958,865.92	\$ 152,331.66	15.89%	\$ 56,039.94	\$ 623.29	1.11%	\$ 902,825.98	\$ 151,708.37	16.80%
Levy	\$ 410,014.35	\$ 11,795.43	2.88%	\$ 291,236.79	\$ -	0.00%	\$ 118,777.56	\$ 11,795.43	9.93%
Liberty	\$ 16,434.50	\$ 2,373.62	14.44%	\$ 875.00	\$ -	0.00%	\$ 15,559.50	\$ 2,373.62	15.26%
Madison	\$ 85,264.08	\$ 11,358.54	13.32%	\$ -	\$ -	#DIV/0!	\$ 85,264.08	\$ 11,358.54	13.32%
Manatee	\$ 799,339.88	\$ 101,420.34	12.69%	\$ 210,418.00	\$ -	0.00%	\$ 588,921.88	\$ 101,420.34	17.22%
Marion	\$ 2,797,709.65	\$ 270,306.45	9.66%	\$ 541,462.10	\$ 3,003.18	0.55%	\$ 2,256,247.55	\$ 267,303.27	11.85%
Martin	\$ 347,552.00	\$ 53,127.58	15.29%	\$ 53,465.00	\$ -	0.00%	\$ 294,087.00	\$ 53,127.58	18.07%
Miami-Dade	\$ 4,356,462.00	\$ 433,688.00	9.96%	\$ 1,715,067.00	\$ 12,499.00	0.73%	\$ 2,641,395.00	\$ 421,189.00	15.95%
Monroe	\$ 243,283.00	\$ 65,709.00	27.01%	\$ 83,577.00	\$ 30,458.45	36.44%	\$ 159,706.00	\$ 35,250.55	22.07%
Nassau	\$ 79,714.00	\$ 22,611.83	28.37%	\$ -	\$ -	#DIV/0!	\$ 79,714.00	\$ 22,611.83	28.37%

Appendix B

Drug Traffic Assessment and Collections Affect on Circuit Criminal Collection Rate

CFY 2015/16 3rd Quarter Analysis

Circuit Criminal

Drug Trafficking

Circuit Criminal Net

County Name	Assessment	Collection	%
Okaloosa	\$ 708,162.11	\$ 75,381.83	10.64%
Okeechobee	\$ 205,680.33	\$ 26,701.85	12.98%
Orange	\$ 4,300,466.00	\$ 376,424.00	8.75%
Osceola	\$ 3,585,472.27	\$ 190,224.64	5.31%
Palm Beach	\$ 1,885,694.09	\$ 194,772.02	10.33%
Pasco	\$ 1,300,647.07	\$ 189,774.34	14.59%
Pinellas	\$ 2,353,886.00	\$ 257,125.00	10.92%
Polk	\$ 2,991,822.26	\$ 206,150.16	6.89%
Putnam	\$ 359,291.13	\$ 15,864.41	4.42%
Santa Rosa	\$ 594,421.35	\$ 60,161.49	10.12%
Sarasota	\$ 580,800.22	\$ 80,809.19	13.91%
Seminole	\$ 1,079,923.36	\$ 174,654.43	16.17%
St. Johns	\$ 957,821.28	\$ 64,560.30	6.74%
St. Lucie *	\$ -	\$ -	#DIV/0!
Sumter	\$ 197,615.40	\$ 29,118.73	14.74%
Suwannee	\$ 199,461.20	\$ 21,300.72	10.68%
Taylor	\$ 97,511.63	\$ 10,270.92	10.53%
Union	\$ 33,273.50	\$ 6,128.28	18.42%
Volusia	\$ 1,394,321.53	\$ 102,953.33	7.38%
Wakulla	\$ 58,123.52	\$ 13,697.02	23.57%
Walton	\$ 250,205.00	\$ 29,243.00	11.69%
Washington	\$ 137,430.84	\$ 10,962.51	7.98%
Statewide	\$ 69,422,129.69	\$ 5,548,828.19	7.99%

Assessment	Collection	%
\$ 319,235.00	\$ 100.00	0.03%
\$ 50,000.00	\$ -	0.00%
\$ 2,815,337.89	\$ 899.87	0.03%
\$ 2,429,229.76	\$ 150.00	0.01%
\$ 736,692.00	\$ -	0.00%
\$ 269,953.00	\$ 5.00	0.00%
\$ 746,845.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ 212,570.00	\$ -	0.00%
\$ 255,087.00	\$ -	0.00%
\$ 53,233.00	\$ -	0.00%
\$ 598,271.00	\$ 212,549.70	35.53%
\$ 26,868.00	\$ -	0.00%
		#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ -	\$ -	#DIV/0!
\$ 439,612.18	\$ 72.61	0.02%
\$ -	\$ -	#DIV/0!
\$ 100,000.00	\$ -	0.00%
\$ -	\$ -	#DIV/0!
\$ 31,552,327.01	\$ 289,895.29	0.92%

Assessment	Collection	%
\$ 388,927.11	\$ 75,281.83	19.36%
\$ 155,680.33	\$ 26,701.85	17.15%
\$ 1,485,128.11	\$ 375,524.13	25.29%
\$ 1,156,242.51	\$ 190,074.64	16.44%
\$ 1,149,002.09	\$ 194,772.02	16.95%
\$ 1,030,694.07	\$ 189,769.34	18.41%
\$ 1,607,041.00	\$ 257,125.00	16.00%
\$ 2,991,822.26	\$ 206,150.16	6.89%
\$ 146,721.13	\$ 15,864.41	10.81%
\$ 339,334.35	\$ 60,161.49	17.73%
\$ 527,567.22	\$ 80,809.19	15.32%
\$ 481,652.36	\$ (37,895.27)	-7.87%
\$ 930,953.28	\$ 64,560.30	6.93%
\$ -	\$ -	#DIV/0!
\$ 197,615.40	\$ 29,118.73	14.74%
\$ 199,461.20	\$ 21,300.72	10.68%
\$ 97,511.63	\$ 10,270.92	10.53%
\$ 33,273.50	\$ 6,128.28	18.42%
\$ 954,709.35	\$ 102,880.72	10.78%
\$ 58,123.52	\$ 13,697.02	23.57%
\$ 150,205.00	\$ 29,243.00	19.47%
\$ 137,430.84	\$ 10,962.51	7.98%
\$ 37,869,802.68	\$ 5,258,932.90	13.89%

* NOTE 1: Shaded Counties meet Circuit Criminal collection standard once Drug Trafficking assessments and collection amounts are removed.
 * NOTE 2: St. Lucie county is working with their software vendor to ensure accurate 3rd quarter assessment and collection data.

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 3 4/1-6/30											0
Baker	Qrt 3 4/1-6/30											0
Bay	Qrt 3 4/1-6/30											0
Bradford	Qrt 3 4/1-6/30			Staffing - Internal								1
Brevard	Qrt 3 4/1-6/30											0
Broward	Qrt 3 4/1-6/30					Staffing - Internal			Staffing - Internal	Staffing - Internal		3
Calhoun	Qrt 3 4/1-6/30											0
Charlotte	Qrt 3 4/1-6/30											0
Citrus	Qrt 3 4/1-6/30											0
Clay	Qrt 3 4/1-6/30											0
Collier	Qrt 3 4/1-6/30											0
Columbia	Qrt 3 4/1-6/30											0
Dade	Qrt 3 4/1-6/30		Staffing - Internal		Staffing - Internal	Staffing - Internal		Staffing - Internal				4
Desoto	Qrt 3 4/1-6/30											0
Dixie	Qrt 3 4/1-6/30											0
Duval	Qrt 3 4/1-6/30											0
Escambia	Qrt 3 4/1-6/30											0
Flagler	Qrt 3 4/1-6/30											0
Franklin	Qrt 3 4/1-6/30			Staffing - Internal								1
Gadsden	Qrt 3 4/1-6/30				Staffing - Internal		Staffing - Internal					2
Gilchrist	Qrt 3 4/1-6/30										Systems/Conversions - External	1
Glades	Qrt 3 4/1-6/30											0
Gulf	Qrt 3 4/1-6/30											0
Hamilton	Qrt 3 4/1-6/30											0
Hardee	Qrt 3 4/1-6/30											0
Hendry	Qrt 3 4/1-6/30	Staffing - External				Staffing - External						2
Hernando	Qrt 3 4/1-6/30											0
Highlands	Qrt 3 4/1-6/30											0
Hillsborough	Qrt 3 4/1-6/30											0
Holmes	Qrt 3 4/1-6/30											0
Indian River	Qrt 3 4/1-6/30											0
Jackson	Qrt 3 4/1-6/30											0
Jefferson	Qrt 3 4/1-6/30											0
Lafayette	Qrt 3 4/1-6/30											0
Lake	Qrt 3 4/1-6/30								Staffing - External			1
Lee	Qrt 3 4/1-6/30											0
Leon	Qrt 3 4/1-6/30											0
Levy	Qrt 3 4/1-6/30	Staffing - Internal										1
Liberty	Qrt 3 4/1-6/30											0
Madison	Qrt 3 4/1-6/30	Staffing - Internal										1
Manatee	Qrt 3 4/1-6/30											0
Marion	Qrt 3 4/1-6/30											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	
Martin	Qrt 3 4/1-6/30											0
Monroe	Qrt 3 4/1-6/30											0
Nassau	Qrt 3 4/1-6/30											0
Okaloosa	Qrt 3 4/1-6/30				Staffing - Internal							1
Okeechobee	Qrt 3 4/1-6/30					Staffing - Internal	Staffing - Internal					2
Orange	Qrt 3 4/1-6/30											0
Osceola	Qrt 3 4/1-6/30											0
Palm Beach	Qrt 3 4/1-6/30											0
Pasco	Qrt 3 4/1-6/30											0
Pinellas	Qrt 3 4/1-6/30											0
Polk	Qrt 3 4/1-6/30											0
Putnam	Qrt 3 4/1-6/30											0
Santa Rosa	Qrt 3 4/1-6/30									Systems/Conversions - Internal		1
Sarasota	Qrt 3 4/1-6/30											0
Seminole	Qrt 3 4/1-6/30											0
St. Johns	Qrt 3 4/1-6/30											0
St. Lucie	Qrt 3 4/1-6/30											0
Sumter	Qrt 3 4/1-6/30											0
Suwannee	Qrt 3 4/1-6/30											0
Taylor	Qrt 3 4/1-6/30											0
Union	Qrt 3 4/1-6/30											0
Volusia	Qrt 3 4/1-6/30											0
Wakulla	Qrt 3 4/1-6/30											0
Walton	Qrt 3 4/1-6/30											0
Washington	Qrt 3 4/1-6/30											0
Statewide		3	1	2	4	3	2	1	2	1	2	21
Internal Reasons		2	1	2	3	3	2	1	1	1	1	17
External Reasons		1	0	0	1	0	0	0	1	0	1	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
Alachua	Qrt 3 4/1-6/30											0
Baker	Qrt 3 4/1-6/30											0
Bay	Qrt 3 4/1-6/30											0
Bradford	Qrt 3 4/1-6/30			Staffing - Internal								1
Brevard	Qrt 3 4/1-6/30											0
Broward	Qrt 3 4/1-6/30								Staffing - Internal	Staffing - Internal		2
Calhoun	Qrt 3 4/1-6/30											0
Charlotte	Qrt 3 4/1-6/30											0
Citrus	Qrt 3 4/1-6/30											0
Clay	Qrt 3 4/1-6/30											0
Collier	Qrt 3 4/1-6/30											0
Columbia	Qrt 3 4/1-6/30											0
Dade	Qrt 3 4/1-6/30						Staffing - Internal			Staffing - Internal		2
Desoto	Qrt 3 4/1-6/30											0
Dixie	Qrt 3 4/1-6/30											0
Duval	Qrt 3 4/1-6/30											0
Escambia	Qrt 3 4/1-6/30											0
Flagler	Qrt 3 4/1-6/30											0
Franklin	Qrt 3 4/1-6/30											0
Gadsden	Qrt 3 4/1-6/30				Staffing - Internal							1
Gilchrist	Qrt 3 4/1-6/30											0
Glades	Qrt 3 4/1-6/30											0
Gulf	Qrt 3 4/1-6/30											0
Hamilton	Qrt 3 4/1-6/30											0
Hardee	Qrt 3 4/1-6/30											0
Henry	Qrt 3 4/1-6/30	Staffing - External	Staffing - External		Staffing - External							3
Hernando	Qrt 3 4/1-6/30											0
Highlands	Qrt 3 4/1-6/30											0
Hillsborough	Qrt 3 4/1-6/30											0
Holmes	Qrt 3 4/1-6/30											0
Indian River	Qrt 3 4/1-6/30											0
Jackson	Qrt 3 4/1-6/30											0
Jefferson	Qrt 3 4/1-6/30											0
Lafayette	Qrt 3 4/1-6/30											0
Lake	Qrt 3 4/1-6/30								Staffing - External			1
Lee	Qrt 3 4/1-6/30											0
Leon	Qrt 3 4/1-6/30											0
Levy	Qrt 3 4/1-6/30								Staffing - Internal			1
Liberty	Qrt 3 4/1-6/30											0
Madison	Qrt 3 4/1-6/30											0
Manatee	Qrt 3 4/1-6/30											0
Marion	Qrt 3 4/1-6/30									Staffing - Internal		1
Martin	Qrt 3 4/1-6/30											0
Monroe	Qrt 3 4/1-6/30											0
Nassau	Qrt 3 4/1-6/30											0
Okaloosa	Qrt 3 4/1-6/30											0

County	Reporting Quarter	Appendix D: Timeliness Standard 2 (Cases Docketed) Performance by Division										
		Circuit Criminal	County Criminal Staffing - Internal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Okeechobee	Qrt 3 4/1-6/30											1
Orange	Qrt 3 4/1-6/30											0
Osceola	Qrt 3 4/1-6/30											0
Palm Beach	Qrt 3 4/1-6/30											0
Pasco	Qrt 3 4/1-6/30											0
Pinellas	Qrt 3 4/1-6/30											0
Polk	Qrt 3 4/1-6/30											0
Putnam	Qrt 3 4/1-6/30											0
Santa Rosa	Qrt 3 4/1-6/30											0
Sarasota	Qrt 3 4/1-6/30											0
Seminole	Qrt 3 4/1-6/30											0
St. Johns	Qrt 3 4/1-6/30											0
St. Lucie	Qrt 3 4/1-6/30											0
Sumter	Qrt 3 4/1-6/30											0
Suwannee	Qrt 3 4/1-6/30											0
Taylor	Qrt 3 4/1-6/30											0
Union	Qrt 3 4/1-6/30											0
Volusia	Qrt 3 4/1-6/30											0
Wakulla	Qrt 3 4/1-6/30											0
Walton	Qrt 3 4/1-6/30											0
Washington	Qrt 3 4/1-6/30											0
Statewide		1	2	1	2	1	0	0	3	3	0	13
Internal Reasons		0	1	1	1	1	0	0	2	3	0	9
External Reasons		1	1	0	1	0	0	0	1	0	0	4

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

CFY 2015/16 Quarter 3 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve / Description of External Factor	Reason Code
1	Alachua	County Criminal	Economy / Type of case	External to Clerk's Control
2	Baker	County 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.	External to Clerk's Control
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.	External to Clerk's Control
4	Bay	Circuit Criminal	Bay County is using all methods at our disposal to collect fees.	External to Clerk's Control
5	Bay	County Criminal	Bay County is using all methods at our disposal to collect fees.	External to Clerk's Control
6	Bay	Civil Traffic	Bay County is using all methods at our disposal to collect fees.	
7	Bradford	County Criminal	Encourage timeliness in collections from local county probation office	External to Clerk's Control
8	Broward	Juvenile Delinquency	Explore options with other state agencies, like State Attorney's Office, to improve enforcement of court ordered assessments.	External to Clerk's Control
9	Calhoun	County Criminal	Will continue to work with the probation officer to improve collections.	External to Clerk's Control
10	Calhoun	Juvenile Delinquency	Will continue to work with the probation officer to improve collections.	External to Clerk's Control
11	Calhoun	Criminal Traffic	Will continue to work with the probation officer to improve collections.	External to Clerk's Control
12	Calhoun	Civil Traffic	Will continue all collection efforts.	External to Clerk's Control
13	Collier	Circuit Criminal	Collier County nearly all felony cases result in incarceration/probation with the DOC (this quarter 97.8%). Collier suspends the driver license of those released from probation without paying their fines/costs, as well as those not on probation who owe fines/costs. Additionally, we held discussions with probation to provide assistance to aid their collection efforts. Collier currently has two collection agencies working to collect past due balances. We are collecting on average \$77,946 per month of past due amounts. The collections agencies will continue working these outstanding amounts (particularly circuit criminal) to resolve the balances as they are released from incarceration. Collier has already collect 49.1% of assessments against defendants not incarcerated or on probation. Next 4 quarters of collections listed on the report have already met the performance goals.	External to Clerk's Control
14	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
15	Miami-Dade			External to Clerk's Control
16	Miami-Dade			External to Clerk's Control
17	Desoto	County Criminal	Assessment increase is being investigated by Clericus.	External to Clerk's Control
18	Dixie	County Criminal	We are doing everything possible	External to Clerk's Control
19	Dixie	Juvenile Delinquency	We are doing everything possible	External to Clerk's Control
20	Dixie	Criminal Traffic	We are doing everything possible	External to Clerk's Control
21	Dixie	Civil Traffic	We are doing everything possible	External to Clerk's Control
22	Duval	Circuit Criminal	Reviewing collection agency performance and other on-line payment options.	External to Clerk's Control
23	Duval	County Criminal	Reviewing collection agency performance and other on-line payment options.	External to Clerk's Control
24	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
25	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
26	Flagler	Circuit Criminal	Drug Trafficking; Incarceration	External to Clerk's Control
27	Gadsden	County Criminal	We do not have the budget to fund the positions we need to maintain current level operations. We will continue to attempt to meet the standard using the resource we have.	External to Clerk's Control
28	Gilchrist	Juvenile Delinquency	Contact State Attorney to discuss options to secure payment of court costs not just restitution.	External to Clerk's Control

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

CFY 2015/16 Quarter 3 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve / Description of External Factor	Reason Code
29	Glades	Circuit Criminal	Incarceration of defendants	External to Clerk's Control
30	Hamilton	County Criminal	Fines and costs reduced to lien, indigent defendants unable to pay	External to Clerk's Control
31	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
32	Hendry	Juvenile Delinquency	Most often choose community service rather than paying	External to Clerk's Control
33	Hernando	Civil Traffic	We are working with the new collection agency and are slowly coming up to standard.	External to Clerk's Control
34	Highlands	Circuit Criminal	Prison commitments with outstanding assessments	External to Clerk's Control
35	Highlands	County Criminal	Same as previous quarters. Low payments from defendants due to struggling economy of the Heartland. Our Judge has sympathy & compassion for these people.	External to Clerk's Control
36	Hillsborough	Circuit Criminal	Continued dunning notice and collection agency process	External to Clerk's Control
37	Hillsborough	County Criminal	Transitioning from private probation service provider to local sheriff has greatly improved collections and we will continue to monitor performance.	External to Clerk's Control
38	Hillsborough	Civil Traffic	Continued use of internal collection methods and referral to outside collection agencies.	External to Clerk's Control
39	Holmes	Circuit Criminal	Fines reduced to civil judgement. Collections are being pursued by outside agency--Pioneer. Also, we now have a collections clerk.	External to Clerk's Control
40	Indian River	Circuit Criminal	WE CONTINUE TO WORK ON COLLECTION EFFORTS TO IMPROVE OUR RATE.	External to Clerk's Control
41	Jackson	Juvenile Delinquency	We have no way of enforcing payments from juveniles. Our probation officers change and it takes a period of time to educate them about payments. We send out letters that indicate that we will restrict drivers license eligibility.	External to Clerk's Control
42	Lafayette	Circuit Criminal	The defendants were incarcerated in the case with the large fines.	External to Clerk's Control
43	Lafayette	Civil Traffic	One defendant had 4% of our tickets this quarter.	External to Clerk's Control
44	Lake	Circuit Criminal	\$350,000 of assessments were Mandatory Drug Trafficking Fines. Without those assessments, our collection rate would have been 11.32%.	External to Clerk's Control
45	Lake	County Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.	External to Clerk's Control
46	Lee	Circuit Criminal	Three (3) cases totaling over \$2 million in assessments with lengthy incarceration periods. Exclusion of these cases returns a collection rate of 9.9%	External to Clerk's Control
47	Lee	Civil Traffic	Representative in the uncollected balance; 51% or \$229k are toll cases and of those toll cases, 74% have been referred to a collection agency and 15% are on an active payment plan. Collections improvement in this area	External to Clerk's Control
48	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
49	Leon	Civil Traffic	Question Standard. Statistically speaking this is so close (0.87%) to the standard, that it should be counted as meeting the standard.	External to Clerk's Control
50	Levy	Circuit Criminal	MOST SERVING TIME	External to Clerk's Control
51	Levy	Civil Traffic	ECONOMY	External to Clerk's Control
52	Liberty	Juvenile Delinquency	When a defendants term of supervision terminates they are placed on a payment plan to attempt to collect outstanding cost.	External to Clerk's Control
53	Madison	Civil Traffic	Encourage payment in full.	External to Clerk's Control
54	Manatee	Circuit Criminal	Area continues to be worked/reviewed to determine issue. Best Practices guidelines are followed - external issue with economy	External to Clerk's Control
55	Nassau	Civil Traffic	Continue to suspend drivers license and send all unpaid fines to collection agency.	External to Clerk's Control
56	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

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

CFY 2015/16 Quarter 3 Collections -External Reasons Provided

Count	County	Division	Action Plan to Improve / Description of External Factor	Reason Code
57	Orange	Circuit Criminal	Unsure why our rate has dropped below required rate. This is the first quarter it has ever happened. Looking at our next 2 quarterly periods we are already above 9%	External to Clerk's Control
58	Orange	County Criminal	While we are working on projects to improve collections org-wide, our criminal area continues to show declines in rates, attributable to high underemployed society and struggles with cost increases locally.	External to Clerk's Control
59	Orange	Civil Traffic	Rate has dropped fairly significantly over the prior quarter. This has to be attributable to external factors, similar to what is occurring in the other criminal case types	External to Clerk's Control
60	Osceola	Circuit Criminal	Many Circuit Criminal Cases/defendants are sentenced to prison and ordered court costs and restitution. These cases are assessed court costs however payments are not made due to the length of sentencing in DOC.	External to Clerk's Control
61	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
62	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.	External to Clerk's Control
63	Pasco	County Criminal	During this quarter, there were a number of county ordinances that were assessed a higher than normal fine, similar to the drug trafficking cases.	External to Clerk's Control
64	Polk	Circuit Criminal	Programming must be developed to define drug trafficking. This is our first full quarter of felony cases suspended via the TCATS Criminal Obligation file.	External to Clerk's Control
65	Polk	County Criminal	Customers do not pay.	External to Clerk's Control
66	Polk	Civil Traffic	Lack of payments from customers.	External to Clerk's Control
67	Putnam	Circuit Criminal	High incarceration rate and depressed economy continue. Relatively high drug trafficking.	External to Clerk's Control
68	Putnam	County Criminal	The local economy is not improving. People have exhausted any savings and cannot pay. We are preparing to implement new collection effort for misdemeanors and criminal traffic which may help.	External to Clerk's Control
69	Putnam	Juvenile Delinquency	Poor economy and demographics; high violence rate. Judge will not press for collection due to perceived parental retaliation against juvenile.	External to Clerk's Control
70	Putnam	Civil Traffic	Extremely poor economic conditions continue.	External to Clerk's Control
71	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.	External to Clerk's Control
72	St. Johns	Circuit Criminal	Unusually large assessment-13001579CFMA mandatory \$500,000 fine for F.S. 893.20 Continuing Criminal Enterprise	External to Clerk's Control
73	Taylor	Juvenile Delinquency	One Defendant sentenced in 6 cases, then transferred supervision to Indian River. Defendant now resides in Indian River and has not paid, still on probation	External to Clerk's Control
74	Taylor	Civil Traffic	We are doing everything we can to collect	External to Clerk's Control
75	Union	Juvenile Delinquency	The parents/delinquents in the cases related to these assessments are unemployed and receive state/government assistance. Pursuing collections.	External to Clerk's Control
76	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
77	Union	County Civil	6 Inmate Cases. Order to pay fees entered. 3 of these cases have been filed by the same inmate.	External to Clerk's Control
78	Volusia	Circuit Criminal	Increase number of late pay and non-pay cases sent to collection agencies.	External to Clerk's Control
79	Volusia	County Criminal	Increase number of late pay and non-pay cases sent to collection agencies. We were unable to negotiate contract to outsource administration of payment plans.	External to Clerk's Control
80	Washington	Circuit Criminal	Most are Incarcerated. The incarceration collections is in place but not much to collected.	External to Clerk's Control

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

CFY 2015/16 Quarter 3 Collections - External Reasons Provided

<u>Count</u>	<u>County</u>	<u>Division</u>	<u>Action Plan to Improve / Description of External Factor</u>	<u>Reason Code</u>
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CFY 2015/16 Quarter 3 Timeliness 1 (Case Processing) - External Reasons Provided

<u>Count</u>	<u>County</u>	<u>Division</u>	<u>Description</u>	<u>Reason Code</u>
1	Gilchrist	Juvenile Dependency	E-portal issue for one case and clerk error on one	Staffing-External
2	Hendry	Circuit 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	Lake	Probate	We continue to explore the reallocation of our reduced staff to assist in departments that are hurting the most.	Staffing-External

CFY 2015/16 Quarter 3 Timeliness 2 (Docket Entry) - External Reasons Provided

<u>Count</u>	<u>County</u>	<u>Division</u>	<u>Description</u>	<u>Reason Code</u>
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	Lake	Probate	We continue to explore the reallocation of our reduced staff to assist in departments that are hurting the most.	Staffing-External

Appendix F - Juror Payment Performance		
County	Reporting Quarter	Juror Payment All Courts
Alachua	Qrt 3 4/1/16-6/30/16	
Baker	Qrt 3 4/1/16-6/30/16	
Bay	Qrt 3 4/1/16-6/30/16	
Bradford	Qrt 3 4/1/16-6/30/16	
Brevard	Qrt 3 4/1/16-6/30/16	
Broward	Qrt 3 4/1/16-6/30/16	
Calhoun	Qrt 3 4/1/16-6/30/16	
Charlotte	Qrt 3 4/1/16-6/30/16	
Citrus	Qrt 3 4/1/16-6/30/16	
Clay	Qrt 3 4/1/16-6/30/16	
Collier	Qrt 3 4/1/16-6/30/16	
Columbia	Qrt 3 4/1/16-6/30/16	
Dade	Qrt 3 4/1/16-6/30/16	
Desoto	Qrt 3 4/1/16-6/30/16	
Dixie	Qrt 3 4/1/16-6/30/16	
Duval	Qrt 3 4/1/16-6/30/16	
Escambia	Qrt 3 4/1/16-6/30/16	
Flagler	Qrt 3 4/1/16-6/30/16	
Franklin	Qrt 3 4/1/16-6/30/16	
Gadsden	Qrt 3 4/1/16-6/30/16	X
Gilchrist	Qrt 3 4/1/16-6/30/16	
Glades	Qrt 3 4/1/16-6/30/16	
Gulf	Qrt 3 4/1/16-6/30/16	
Hamilton	Qrt 3 4/1/16-6/30/16	
Hardee	Qrt 3 4/1/16-6/30/16	
Hendry	Qrt 3 4/1/16-6/30/16	
Hernando	Qrt 3 4/1/16-6/30/16	
Highlands	Qrt 3 4/1/16-6/30/16	
Hillsborough	Qrt 3 4/1/16-6/30/16	
Holmes	Qrt 3 4/1/16-6/30/16	
Indian River	Qrt 3 4/1/16-6/30/16	
Jackson	Qrt 3 4/1/16-6/30/16	
Jefferson	Qrt 3 4/1/16-6/30/16	
Lafayette	Qrt 3 4/1/16-6/30/16	
Lake	Qrt 3 4/1/16-6/30/16	
Lee	Qrt 3 4/1/16-6/30/16	
Leon	Qrt 3 4/1/16-6/30/16	X

Appendix F - Juror Payment Performance		
County	Reporting Quarter	Juror Payment All Courts
Levy	Qrt 3 4/1/16-6/30/16	
Liberty	Qrt 3 4/1/16-6/30/16	
Madison	Qrt 3 4/1/16-6/30/16	
Manatee	Qrt 3 4/1/16-6/30/16	
Marion	Qrt 3 4/1/16-6/30/16	
Martin	Qrt 3 4/1/16-6/30/16	
Monroe	Qrt 3 4/1/16-6/30/16	X
Nassau	Qrt 3 4/1/16-6/30/16	
Okaloosa	Qrt 3 4/1/16-6/30/16	
Okeechobee	Qrt 3 4/1/16-6/30/16	
Orange	Qrt 3 4/1/16-6/30/16	
Osceola	Qrt 3 4/1/16-6/30/16	
Palm Beach	Qrt 3 4/1/16-6/30/16	
Pasco	Qrt 3 4/1/16-6/30/16	
Pinellas	Qrt 3 4/1/16-6/30/16	
Polk	Qrt 3 4/1/16-6/30/16	
Putnam	Qrt 3 4/1/16-6/30/16	
Santa Rosa	Qrt 3 4/1/16-6/30/16	
Sarasota	Qrt 3 4/1/16-6/30/16	
Seminole	Qrt 3 4/1/16-6/30/16	
St. Johns	Qrt 3 4/1/16-6/30/16	
St. Lucie	Qrt 3 4/1/16-6/30/16	
Sumter	Qrt 3 4/1/16-6/30/16	
Suwannee	Qrt 3 4/1/16-6/30/16	
Taylor	Qrt 3 4/1/16-6/30/16	
Union	Qrt 3 4/1/16-6/30/16	X
Volusia	Qrt 3 4/1/16-6/30/16	
Wakulla	Qrt 3 4/1/16-6/30/16	
Walton	Qrt 3 4/1/16-6/30/16	
Washington	Qrt 3 4/1/16-6/30/16	
Statewide		4



Agenda Item 4c2

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
Indian River County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Miami-Dade County

Honorable Tim Sanders
Madison County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4c2: Approve CFY 2015-16 Collection Agent and Continuing Case Reports

Council Action:

Approve CFY 2015-16 Collection Agent Report and Continuing Case templates for distribution with the deadline of submitting the completed report to the CCOC December 1st, 2016.

Overview/Background:

As recommended by the CCOC PIE Committee and Executive Council last fiscal year, the CCOC reinstated the Annual Collection Agent report to clarify the amount of agent contracts and the effectiveness of the Clerks' agents. Also approved for distribution was the Continuing Case report to assist the CCOC in presenting a new focus on the true work effort Clerk offices put forth in processing cases that were filed in previous years.

Recommendation: Approve CFY 2015-16 Collection Agent Report and 2016/17 Continuing Case reporting templates for distribution.

Lead Staff:

Douglas Isabelle, Deputy Executive Director

Attachments:

- 1) CFY 2015/16 Annual CCOC Collection Agent Report template
- 2) CFY 2016/17 Clerk of Court Continuing Case Report

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."



Annual CCOC Collection Agent Report - CFY 2015-2016

County:

Contact:

E-Mail:

Section 28.246 (6) F.S., authorizes the clerk to pursue any unpaid fees, service charges, fines, and court costs, which remain unpaid for 90 days or more, or refer the account to a private attorney or collection agent.

1) Collection Agency Contract:

a) Did your office enter into a contract with a collection agent for the period October 1, 2015 through September 30, 2016?

* If "No", please end the survey and submit to the CCOC at: reports@flccoc.org.

b) If yes, what is the name of the collection agent and length of the contract? **(If there is more than one agent under contract please complete a separate form for each agency.)**

Collection Agent Name:

Contract Length:

2) Collections

a.) What was the total amount of accounts (fines, fees, service charges, court costs) **sent to the Collection Agents(s)** from October 1, 2015 through September 30, 2016? (Provide detailed information if available.) **DO NOT INCLUDE COLLECTION FEES.**

Allocate the amount totals by court division below -OR- provide a Lump Sum if the amounts are not individually available:

Criminal Courts		Civil Courts	
Circuit Felony	<input type="text"/>	Circuit	<input type="text"/>
County	<input type="text"/>	County	<input type="text"/>
Delinquency	<input type="text"/>	Probate	<input type="text"/>
Traffic	<input type="text"/>	Juvenile Dependency	<input type="text"/>
Total Criminal	\$ -	Family	<input type="text"/>
- OR -		Traffic (UTC)	<input type="text"/>
Lump Sum Criminal	<input type="text"/>	Total Civil	\$ -
- OR -		- OR -	
		Lump Sum Civil	<input type="text"/>
		Criminal and Civil Courts Grand Total	
		\$	-
		Lump Sum Sent to Agent	
		\$	-



Annual CCOC Collection Agent Report - CFY 2015-2016

County:

b.) What was the total amount (fines, fees, service charges, court costs) the Clerk **received from the Collection Agent(s)** from October 1, 2015 through September 30, 2016? Provide detailed information if available.) **DO NOT INCLUDE COLLECTION FEES.**

Allocate the amount totals by court division below -OR- provide a Lump Sum if the amounts are not individually available:

	Criminal Courts		Civil Courts	
Circuit Felony			Circuit	
County			County	
Delinquency			Probate	
Traffic			Juvenile Dependency	
Total Criminal	\$ -		Family	
- OR -			Traffic (UTC)	
Lump Sum Criminal			Total Civil	\$ -
			- OR -	
			Lump Sum Civil	
			Criminal and Civil Courts Grand Total	\$ -
			Lump Sum Received	\$ -

NOTE: This report is due to the CCOC by December 1, 2016. Please submit as an attachment to reports@flccoc.org.ccoc.

NOTE: Amounts assessed and collected are during the fiscal year reported. These dollars do not need to correlate to specific accounts sent and dollars received.

Clerk of Court Continuous Case Report - 2016/17 County Fiscal Year

Version #:

County: Contact: E-Mail:

	Criminal				Civil						Totals
	Circuit (Defendants)	County (Defendants)	Juvenile Delinquency (Juveniles)	Traffic (UTC)	Circuit (Cases)	County (Cases)	Circuit Probate (Cases)	Family (Cases)	Juvenile Dependency (Cases)	Traffic (UTC)	
Continuous Case Activity											
FY - 1 (Cases Filed October 1, 2015 - September 30, 2016)											-
FY - 2 (Cases Filed October 1, 2014 - September 30, 2015)											-
FY - 3 (Cases Filed October 1, 2013 - September 30, 2014)											-
FY - 3 (Cases Filed October 1, 2012 - September 30, 2013)											-
Cases Filed Previous to to October 1, 2012											-



Agenda Item 4c3

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
Indian River County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
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Honorable Tim Sanders
Madison County

Supreme Court
Honorable Ron Ficarrota
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Senate
Honorable Kyle Hudson
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Honorable Paula S. O'Neil Ph.D
Pasco County

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 4c3: Update on Performance Accountability Clerk (PAC) Framework

Council Action:

Provide direction on approach and schedule for PAC Framework.

Overview/Background:

The goal of the PAC Framework is to identify and inventory the work within Clerks' office relating to their court-related duties. This information will allow for a better understanding of the overall workload and the associated revenues and costs. In addition, the results of gathering this information will allow the Clerks and the CCOC prepare and defend credible Legislative Budget Requests (LBR) and monitor/manage budget issues.

The PAC Framework identifies Clerk programs, services, activities, and tasks. (**See Attachment**) This is the foundation upon which Clerks can complement a comprehensive and integrated budget system. The PAC "Matrix" connects a wide variety of key budgeting data/information to the Framework (e.g. budget categories authorization, FTE's workloads, spending authority requests, revenue requests, customers, service production, and performance measures and legal authority). The Framework can be coordinated with CCOC's Performance Accountability Budgeting System (PABS) and other Clerk budgeting tools to create a useful LBR and budget monitoring system.

The Framework can help answer typical budget-related questions and "Tell" and/or defend the Clerk's budget story. For example:

- What do Clerks do? (Provide 3 programs, 9 services with legal authority)
- For whom do they do it? (For the public, government, business, non-profit, etc.)
- Where are services provided? (Within 10 court divisions, Clerks' offices and facilities)
- How do Clerks provide services? (Work activities and tasks, FTE's & work processes)
- How efficiently are services provided? (Work processing resource usage and operational costs analysis/comparisons)
- What revenues have historically been available to cover costs? (By source and by funding authority)

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."

- What are costs and revenue trends and needs? (Projections and CCOC/LBR)
- How much service will be provided if an LBR is approved? (Output measures), and
- What are the customer/societal returns on investments? (Outcome measures)

Although the PAC Framework is in its early phase of development, it was very useful in the development of the Clerks' 2016-2017 LBR.

Moving forward the PAC Framework should enhance the data and analysis that was included in the "Budget Toolbox" which was created this past budget year. Detailed budget questions, when connected into the PABS data base, should also provide additional information for the Budget Committee to compare similarly situated counties during the budget review process.

The 5 Work Groups have met either in person or via conference call numerous times since the start of the project. Last week the leadership team met in Gainesville to continue organizing, amending, and editing the products developed by these Work Groups. The leadership team is continuing its work.

Project schedule and timeline:

November: Complete the PAC Framework Description (Programs, Services, Activities, and Tasks).

December: Parallel work continues regarding identifying legal authority for all services and activities as well as identifying funding sources (or lack thereof), and connecting services and activities to customers and performance.

January: Start testing the costing template with several counties. The costing template should assist with estimating "due process" costs and other Clerk court-processing activities.

Council consideration: Do you approve of the direction that is being taken by PAC Work Group? Is there any additional guidance you would like to provide?

Lead Staff: Douglas Isabelle, Deputy Executive Director

Attachments:

- 1) PAC Framework Services, Activities and Tasks

Performance & Accountability Clerk Framework - DRAFT

<i>Services</i>		<i>Activities Names and Number</i>		<i>Tasks</i>	
1	Case Processing				
		Create & maintain court case record	1		77
		Create and maintain child support/ alimony depository	2		17
		Determine indigent status	3		5
		Prepare for and attend court	4		19
		Process case after court decision	5		26
		Process reopened cases	6		5
		Seal & Expunge	7		3
		Prepare record for appealed cases	8		12
		Perform records management/ retention	9		10
		Perform evidence management/ retention	10		22
		Total	10	Total	196
2	Revenue Collections and Distribution				
		Establish & maintain assessment, collection and distribution schedules	1		3
		Assess, collect & distribute fines, fees, court costs, service charges	2		4
		Establish & ensure compliance with payment plans	3		5
		Pursue collections of delinquent debts	4		8
		Total	4	Total	20
3	Financial Processing				
		Establish and maintain fines and forfeiture fund	1		2
		Reconcile financial transactions	2		6
		Maintain escrow accounts	3		3
		Process bonds	4		4
		Process abandoned/ unclaimed property	5		11
		Manage funds deposited into court registry	6		3
		Total	6	Total	29
4	Request Records & Reports				
		Satisfy customer copy and records requests	1		9
		Prepare and manage custom reports/ bulk data requests	2		6
		Total	2	Total	15
5	Provide Pro Se Ministerial Assistance				
		Assist self-represented (pro se) litigants	1		5
		Total	1	Total	5

Performance & Accountability Clerk Framework - DRAFT

<i>Services</i>		<i>Activities Names and Number</i>		<i>Tasks</i>	
6	Technology Services for External Users				
		Provide & maintain On-line Electronic Access	1		7
		Maintain the E-filing portal	2		7
		Maintain data & image integration with judicial viewer application	3		4
		Establish & maintain clerk websites	4		3
		Total	4	Total	21
7	Mandated Reporting Services				
		Compile and submit state & local reports and data extracts	1		7
		Total	1	Total	7
8	Jury Management				
		Establish & manage jury pools	1		10
		Support enforcement of failure to appear for jury duty	2		3
		Request funds and reconcile jury costs reimbursement	3		3
		Total	3	Total	16
9	Administration				
		Human resource support	1		3
		Financial support	2		4
		Legal support	3		5
		Facilities support	4		3
		Total	4	Total	15
9	Total Services	Activities	35	Tasks	324

* As of 11/04/16



Agenda Item 4c4

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

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Indian River County

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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: November 14, 2016

Subject: Agenda Item 4c4: Discuss the Weighted Workload Measure Methodology

Council Action:

Approve direction moving forward to amend the weighted workload methodology for the CFY 2017/18 budget year.

Overview/Background:

The weighted workload methodology is a tool that was developed to assist the Budget Committee when it compares budgets of similarly situated (peer group) counties as required by Florida Statutes.

The methodology historically has relied on the Clerks' projection of new cases filed for each of the 10 budgeted court divisions for the budget year. However, for the 2016/17 budget year the methodology was enhanced in three specific ways.

1. First, projections were replaced with actual/estimated cases for 15/16.
2. Secondly, cases were reported at the "sub-case" level.
3. Thirdly, each sub-case was weighted using a factor that was developed by North Highland. For example, civil traffic was weighted 1 while capital murder was weighted 74.5. ([see attachment](#))

During the 16/17 budget reviews it became apparent that these enhancements need further refinement. For example,

- There are no sub-case types for juvenile delinquency and dependency court divisions. Should there be additional sub-case types? Is this data readily reportable to be used next year?
- Family court division has 6 sub-case types. Are these adequate? Should there be more or less sub-case types.

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."

- Also, civil traffic cases are weighted a 1 (e.g. less time to process) compared to misdemeanor cases that are weighted 6.6 (e.g. more time to process). Should traffic cases be weighted a 1? In contrast county ordinance violations, which are similar to traffic cases, are weighted 3.9. In fact, ordinance violations weigh heavier than small claims, eviction cases, and mental health cases. Should these ordinances be weighed differently?
- Lastly, the sub-case categories were used for 15/16 fiscal year. Additional fiscal years would allow for further analysis and applicability.

Proposed Approach:

Weighted Caseload Proposed Approach:

Step 1: An inventory of all sub-case types will be created. The subcase types include SRS sublevel case types and Non-SRS case types. (see attached draft list)

Step 2: The subcase inventory will be provided to Clerk Work Group.

Step 3: Work Group will categorize the subcase types.

Step 4: The Work Group will use a scale of 1-10 to weight the cases. 1 being the easiest type case to process (cradle to grave) and 10 being the hardest to process.

Step 5: The Work Group will compile results and rectify anomalies.

Step 6: A final list of subcases and weights will be compiled and provided to the Budget Committee for use in the 17/18 budget cycle.

The goal is to begin the process in December and have a draft list of the results by the end of January. At its last meeting the Budget Committee agreed with the overall approach and schedule.

Council consideration: CCOC staff is seeking feedback and direction from the Council. Do you approve the direction that is being taken? Is there any additional guidance you would like to provide?

Lead Staff:

Douglas Isabelle, Deputy Executive Director

Attachments:

- 1) Example of North Highland Case Weight
- 2) Inventory of subcase types

North Highland Case Categories and Weights

	Case Type	Case Sub-type	Workload (Minutes)	Cases Filed	Case Weight	Normalized
Criminal	Circuit Criminal	Capital Murder	424,087	95	4,464	74.5
		Circuit Criminal Other	1,105,760	7,701	144	2.4
		Crimes Against Property	10,881,813	19,938	546	9.1
		Drugs	11,039,127	15,248	724	12.1
		Less Serious Crimes Against Person	5,867,009	8,480	692	11.5
		Other Felony Offenses	-	-	-	-
		Serious Crimes Against Person	2,142,226	1,243	1,723	28.8
		Case Type Aggregate	32,753,467	53,478	612	10.2
	County Criminal	Misdemeanors	37,489,851	95,308	393	6.6
		Ordinance Violations	2,324,109	10,014	232	3.9
		Worthless Checks	289,547	488	593	9.9
		Other County Criminal	-	-	-	-
		Case Type Aggregate	40,310,449	107,581	375	6.3
	Criminal Traffic	Criminal Traffic	2,583,105	12,180	212	3.5
Criminal Traffic - non-DUI		24,689,687	124,848	198	3.3	
Case Type Aggregate		27,473,967	138,482	198	3.3	
Juvenile Delinquency	Case Type Aggregate	9,332,172	9,773	955	15.9	
Civil	Circuit Civil	Auto and Other Negligence	5,519,996	10,867	508	8.5
		Professional Malpractice and Product Liabil	832,635	892	933	15.6
		Real Property	18,578,685	33,136	561	9.4
		Contracts and Indebtedness	17,207,766	17,748	970	16.2
		Jimmy Ryce	-	-	-	-
		Other Circuit Civil	6,500,252	4,794	1,356	22.6
		Case Type Aggregate	48,639,334	67,437	721	12.0
	County Civil	Small Claims	15,959,685	77,702	205	3.4
		County Civil	6,439,412	30,907	208	3.5
		Evictions	8,878,710	56,908	156	2.6
		Other County Civil	1,709,429	2,568	666	11.1
		Case Type Aggregate	32,987,236	168,085	196	3.3
	Civil Traffic	Case Type Aggregate	80,321,535	1,340,107	60	1.0
	Probate	Probate	6,565,922	16,211	405	6.8
		Guardianship	1,367,286	2,324	588	9.8
		Trust	55,709	324	172	2.9
		Commitment / Mental Health	2,186,003	19,561	112	1.9
		Case Type Aggregate	10,174,920	38,420	265	4.4
	Family	Simplified Divorce	529,026	2,739	193	3.2
		Dissolution	14,705,663	29,345	501	8.4
Child Support		7,011,095	9,675	725	12.1	
Orders for Protection Against Violence		12,058,186	24,964	483	8.1	
Adoptions		-	-	-	-	
Other Domestic Relations		7,742,733	12,651	612	10.2	
Case Type Aggregate		42,046,703	79,374	530	8.8	
Juvenile Dependency	Case Type Aggregate	6,332,562	3,828	1,654	27.6	

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<u>Court Type</u>	<u>Case Type</u>	
CIRCUIT CRIMINAL	<i>Report all new cases filed, regardless of whether an Information was Filed by the State Attorney</i>	
	SRS Case Types	
	Capital Murder	
	Non Capital Murder	
	Sexual Offense Robbery	
	Crimes Against Person	
	Burglary	
	Theft, Forgery, Fraud	
	Worthless Check (Felony)	
	Crimes Against Property	
	Drug	
	Other Felony	
	Non-SRS	
	Please provide type(s) of case(s)	
COUNTY CRIMINAL		
	Misdemeanor	
	Worthless Checks	
	County Ordinance	
	Municipal Ordinance	
	Non-Criminal Infractions	
	Non-SRS	
	Please provide type(s) of case(s)	
CRIMINAL TRAFFIC	<i>Unit of count is the number of Uniform Traffic Citations</i>	
	DUI	
	Other Criminal Traffic	
	Non-SRS	
	Please provide type(s) of case(s)	
DELINQUENCY	<i>Complaints Filed, regardless of whether Petition filed by SAO</i>	
	Complaints Filed	
	Non-SRS	
	Transfers from another county for jurisdiction/supervision only	
	Other - Please provide type(s) of case(s)	
CIVIL TRAFFIC	<i>Unit of count is the number of Uniform Traffic Citations For subtype, please consider status of citation as of 9/30.</i>	
	Citations - Undisposed or D6'd	
	Citations - Paid Civil Penalty	
	Citations - Disposed after Court, or scheduled for Court	

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<u>Court Type</u>	<u>Case Type</u>	
<u>CIRCUIT CIVIL</u>		
	Professional Malpractice	
	Business	
	Medical	
	Other	
	Products Liability	
	Auto Negligence	
	Condominium	
	Contract and Indebtedness	
	Eminent Domain	
	Negligence – Other	
	Business Governance	
	Business Tort	
	Environmental/Toxic Tort	
	Third Party Indemnification	
	Construction Defect	
	Mass Tort	
	Negligent Security	
	Nursing Home Negligence	
	Premises Liability Commercial	
	Premises Liability Residential	
	Other	
	Real Property/Mortgage Foreclosure	
	Commercial Foreclosure - \$0 - \$50,000	
	Commercial Foreclosure - \$50,001 - \$249,999	
	Commercial Foreclosure - \$250,000 or more	
	Homestead Residential Foreclosure - \$0 - \$50,000	
	Homestead Residential Foreclosure - \$50,001 - \$249,999	
	Homestead Residential Foreclosure - \$250,000 or more	
	Non-Homestead Residential Foreclosure - \$0 - \$50,000	
	Non-Homestead Residential Foreclosure - \$50,001 - \$249,999	
	Non-Homestead Residential Foreclosure - \$250,000 or more	
	Other Real Property Actions - \$0 - \$50,000	
	Other Real Property Actions - \$50,001 - \$249,999	
	Other Real Property Actions - \$250,000 or more	
	OTHER CIRCUIT CIVIL	
	Antitrust/Trade Regulation	
	Business Transaction	
	Constitutional Challenge Statute or Ordinance	
	Constitutional Challenge Proposed Amendment	
	Corporate Trust	
	Discrimination Employment or Other	
	Insurance Claim	
	Intellectual Property	
	Libel/Slander	
	Shareholder Derivative Action	
	Securities Litigation	
	Trade Secret	
	Trust Litigation	
	Other	
	NON-SRS	
	Foreign Judgment	
	Petition to Extend	
	Failure to Appear for Jury Duty	

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<u>Court Type</u>	<u>Case Type</u>	
	Other - Please provide type(s) of case(s)	
<u>COUNTY CIVIL</u>		
	Small Claims (up to \$5,000)	
	Civil (\$5,001 - \$15,000)	
	Replevins	
	Evictions	
	Other County Civil (non-monetary)	
	NON-SRS	
	Foreign Judgment	
	Motor Vehicle Repair Act (MVRA)	
	Other - Please provide type(s) of case(s)	
<u>FAMILY</u>		
	Simplified Dissolution	
	Dissolution	
	Child Support IV-D	
	Child Support Non IV-D	
	UIFSA IV-D	
	UIFSA Non IV-D	
	Other Family Court	
	Adoption Arising out of Chapter 63	
	Name Change	
	Paternity\ Disestablishment of Paternity	
	Domestic Violence	
	Dating Violence	
	Repeat Violence	
	Sexual Violence	
	Stalking Violence	
	Non-SRS	
	Depository Only cases	
	Foreign Judgments	
	UIFSA Registrations	
	Registrations of Administrative Support Orders	
	DOR Establish Foreign Decree	
	DOR Interstate Support Order	
	Other - Please provide type(s) of case(s)	
<u>PROBATE</u>		
	Probate	
	Guardianship	
	Trusts	
	Baker Act	
	Substance Abuse Act	
	Other Social	
	Non-SRS	
	Wills on Deposit	
	Petition to Open Safe Deposit Box	
	Caveat	
	Pre-Need Guardianship	
	Notice of Trust	
	Petition to Gain Entry to Apartment or Dwelling	
	Jimmy Ryce	

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<u>Court Type</u>	<u>Case Type</u>	
	Other - Please provide type(s) of case(s)	
<u>DEPENDENCY</u>	<i>*New cases can start with various petitions. Only include a case one time, regardless of whether multiple petitions are subsequently filed.</i>	
	Dependency Petitions*	
	Termination of Parental Rights	
	CINS/FINS	
	Non-SRS	
	Truancy	
	Parental Notice of Abortion	
	DCF Dependency Petitions for Injunction pursuant to Ch 39	
	Transfers from another county for supervision only	
	Other - Please provide type(s) of case(s)	

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #4d

Report on CCOC Funding Technology Committee

No Materials in Packet

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #5

CCOC Contracts



Agenda Item 5

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
Indian River County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Supreme Court
Honorable Ron Ficarrota
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 5: CCOC Contracts

Council Action:

Approve 5 contract extensions and 3 contracts.

Overview/Background:

Section 28.35 (4), Florida Statutes authorizes the CCOC to pay expenses as necessary to perform the official duties and responsibilities of the corporation. During 2016 CCOC managed 5 contracts last year for financial, auditing, education, technology, and budget services. CCOC contracts provide an option to extend the contract an additional year for up to 2 additional years not to exceed 3 years on conditions that CCOC is provided adequate funding. The following vendors were contacted and agreed to extend their contract for 2017 as originally signed. (See attachment for extensions.)

(Contract Extensions for 2017)

Vendor	Services Provided	Contract deliverable/rate
Lanigan & Associates	Annual Financial Audit	\$8,000 /deliverable
Bill Sittig, CPA, LLC	Internal audit and financial support	\$85 per hour
Florida Court Clerks and Comptroller	Clerk Education	\$286,900/deliverables
Epyon	Technology support and training	\$80 per hour
Glenn Robertson & Associates	Budgeting services	\$125 per hour

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."

Additionally, the CCOC is seeking approval of three contracts for 2017.

- 1) At the direction of the Executive Committee the CCOC is seeking approval of a contract with Evergreen Solutions to conduct an organizational study of the CCOC. (See attached draft contract.) The contract is for \$14,700. The CCOC staff have contacted the vendor and will be meeting with the vendor on November 18th if the contract is approved.
- 2) At the direction of the Budget Committee the CCOC is seeking approval of a contract with Economist Incorporated to conduct a peer group review of Clerks for the upcoming CFY 2017/18 budget. (See attached draft contract) The contract is for \$17,000. The CCOC staff have contacted the vendor to begin the process.
- 3) The CCOC contract extensions for human resources support services (HR) ended in October 2016. As such, the CCOC staff are requesting a new contract with the Krizner Group to continue these services at the current amount of \$5,700. (See attached draft contract.)

Recommendation: Approve contract extensions for 5 vendors and three additional contracts for a CCOC organizational study, peer group analysis, and HR services support.

Lead Staff:

Douglas Isabelle, Deputy Executive Director

Attachments:

- 1) Contract extensions (For a copy of the original contracts click on the link below.)
<http://flccoc.org/meetingmaterials.php?recordID=MT0385>
- 2) Contract with Evergreen Solutions
- 3) Contract with Economist Incorporated
- 4) Contract with Krizner Group

Extension of Contract

The initial contract between the CCOC and Lanigan & Associates dated February 11, 2016, for External Audit Services expires December 31, 2016 and is given a one-year extension that will expire December 31, 2017. Lanigan & Associates has agreed to a one-year extension as offered by the CCOC Contract Manager, Douglas Isabelle that begins on January 1, 2017.

Professional Services Agreement

- 1) The parties agree to extend this contract for an additional one-year period, which will begin immediately on the expiration of the original time period and will end on December 31, 2017.
- 2) All other terms and conditions of this contract remain unchanged.
- 3) This document, including the attached original contract and 2017 extension is the entire agreement between the parties.
- 4) The original and one or more copies, including facsimile copies of this Agreement may be executed by one or more of the parties hereto. In such event, all of such executive copies shall have the same force and effect as the executed original, and all of such counterparts, taken together shall have the effect of a fully executed original.

IN WITNESS WHEREOF, this Extension of Contract has been executed by the parties hereto as of the effective date of January 1, 2017.

Florida Clerks of Court Operations Corporation

Lanigan & Associates

Signature: _____

Signature: _____

Chair

Date: _____

Date: _____

Witness: _____

Witness: _____

Extension of Contract

The initial contract between the CCOC and Bill Sittig, CPA dated December 31, 2015, for Internal Audit Services expires December 31, 2016 and is given a one-year extension that will expire December 31, 2017. Mr. Bill Sittig has agreed to a one-year extension as offered by the CCOC Contract Manager, Douglas Isabelle that begins on January 1, 2017.

Professional Services Agreement

- 1) The parties agree to extend this contract for an additional one-year period, which will begin immediately on the expiration of the original time period and will end on December 31, 2017.
- 2) All other terms and conditions of this contract remain unchanged.
- 3) This document, including the attached original contract and 2017 extension is the entire agreement between the parties.
- 4) The original and one of more copies, including facsimile copies of this Agreement may be executed by one or more of the parties hereto. In such event, all of such executive copies shall have the same force and effect as the executed original, and all of such counterparts, taken together shall have the effect of a fully executed original.

IN WITNESS WHEREOF, this Extension of Contract has been executed by the parties hereto as of the effective date of January 1, 2017.

Florida Clerks of Court Operations Corporation

Bill Sittig, CPA

Signature: _____

Signature: _____

Chair

Bill Sittig (owner)

Date: _____

Date: _____

Witness: _____

Witness: _____

Extension of Contract

The initial contract between the CCOC and FCCC dated December 31, 2015, for Educational Services expires December 31, 2016 and is given a one-year extension that will expire December 31, 2017. Florida Clerks and Comptrollers has agreed to a one-year extension as offered by the CCOC Contract Manager, Douglas Isabelle that begins on January 1, 2017.

Professional Services Agreement

- 1) The parties agree to extend this contract for an additional one-year period, which will begin immediately on the expiration of the original time period and will end on December 31, 2017.
- 2) All other terms and conditions of this contract remain unchanged.
- 3) This document, including the attached original contract and 2017 extension is the entire agreement between the parties.
- 4) The original and one of more copies, including facsimile copies of this Agreement may be executed by one or more of the parties hereto. In such event, all of such executive copies shall have the same force and effect as the executed original, and all of such counterparts, taken together shall have the effect of a fully executed original.

IN WITNESS WHEREOF, this Extension of Contract has been executed by the parties hereto as of the effective date of January 1, 2017.

Florida Clerks of Court Operations Corporation

Signature: _____

Chair

Date: _____

Witness: _____

Florida Clerks and Comptrollers

Signature: _____

Ken Kent, Executive Director

Date: _____

Witness: _____

Extension of Contract

The initial contract between the CCOC and Epyon Technologies Inc. dated December 31, 2015, for Technology Services expires December 31, 2016 and is given a one-year extension that will expire December 31, 2017. Epyon Technologies, Inc. has agreed to a one-year extension as offered by the CCOC Contract Manager, Douglas Isabelle that begins on January 1, 2017.

Professional Services Agreement

- 1) The parties agree to extend this contract for an additional one-year period, which will begin immediately on the expiration of the original time period and will end on December 31, 2017.
- 2) All other terms and conditions of this contract remain unchanged.
- 3) This document, including the attached original contract and 2017 extension is the entire agreement between the parties.
- 4) The original and one or more copies, including facsimile copies of this Agreement may be executed by one or more of the parties hereto. In such event, all of such executive copies shall have the same force and effect as the executed original, and all of such counterparts, taken together shall have the effect of a fully executed original.

IN WITNESS WHEREOF, this Extension of Contract has been executed by the parties hereto as of the effective date of January 1, 2017.

Florida Clerks of Court Operations Corporation

Signature: _____

Chair

Date: _____

Witness: _____

Epyon Technologies Inc.

Signature: _____

Date: _____

Witness: _____

Extension of Contract

The initial contract between the CCOC and Glenn Robertson dated December 31, 2015, for Budget Services expires December 31, 2016 and is given a one-year extension that will expire December 31, 2017. Mr. Glenn Robertson has agreed to a one-year extension as offered by the CCOC Contract Manager, Douglas Isabelle that begins on January 1, 2017.

Professional Services Agreement

- 1) The parties agree to extend this contract for an additional one-year period, which will begin immediately on the expiration of the original time period and will end on December 31, 2017.
- 2) All other terms and conditions of this contract remain unchanged.
- 3) This document, including the attached original contract and 2017 extension is the entire agreement between the parties.
- 4) The original and one of more copies, including facsimile copies of this Agreement may be executed by one or more of the parties hereto. In such event, all of such executive copies shall have the same force and effect as the executed original, and all of such counterparts, taken together shall have the effect of a fully executed original.

IN WITNESS WHEREOF, this Extension of Contract has been executed by the parties hereto as of the effective date of January 1, 2017.

Florida Clerks of Court Operations Corporation

Glenn Robertson and Associates

Signature: _____

Signature: _____

Chair

Glenn Robertson (owner)

Date: _____

Date: _____

Witness: _____

Witness: _____

PROFESSIONAL SERVICES AGREEMENT

This Agreement made this 4th day of November, 2016, between the Florida Clerks of Court Operations Corporation (hereinafter the "Corporation"), having its principal place of business at 2560-102 Barrington Circle, Tallahassee, Florida 32308 and Evergreen Solutions, LLC, having its principal place of business at 2878 Remington Green Circle, Tallahassee, Florida, 32308.

WHEREAS, the Legislature created the Florida Clerks of Court Operations Corporation in Section 28.35, F.S.; and

WHEREAS, the Corporation is charged under Section 28.35, F.S., and other relevant statutes with certain duties and responsibilities which include planning, budget review, and the development and certification of a uniform system of performance measures, and

WHEREAS, the Corporation has determined that in order to meet its statutory obligations, certain professional services will be required; and

WHEREAS, the Corporation has determined that Evergreen Solutions, LLC has the experience and expertise to meet the Corporation's needs and requirements in a timely and professional manner; and

WHEREAS, the Corporation wishes to contract with Evergreen Solutions, LLC, on a non-exclusive basis, for certain services as hereafter defined and Evergreen Solutions, LLC is willing to enter into such an agreement to provide such services to the Corporation. Therefore,

IN CONSIDERATION of the aforementioned representations, it is hereby agreed as follows:

SECTION 1: SERVICES

- 1.1 The Corporation hereby retains Evergreen Solutions, LLC to be available to furnish certain services, information and items as identified in Section 2. The Corporation reserves the right to select additional contractors for the services listed in this contract.
- 1.2 Services that may be provided by Evergreen Solutions, LLC to the Corporation pursuant to this Agreement and hereinafter defined shall include specific areas of an Organizational Study.
- 1.3 Services as delineated and hereinafter defined shall be provided as desired and to the extent determined by the Corporation.
- 1.4 Services shall be performed and delivered at the Corporation principal place of business.

Section 2: DEFINITION AND SCOPE OF SERVICES

Services provided by Evergreen Solutions, LLC shall be as defined below within the scope and tasks as established.

2.1 Work to be Performed

- a. Evaluate existing positions utilizing a Position Description Questionnaire("PDQ");

- b. Record and make recommendations that may include consolidation, elimination or addition of new positions or classifications, or any other organizational changes based upon quality public sector management principles and attention to the importance of efficient operations (note: the I.T. Director position is expected to be vacant in January and the Data Base Administrator position is currently vacant);
- c. Update or create job descriptions and titles utilizing the PDQ results and State of Florida Classification system as appropriate;
- d. Review and make recommendations with regard to Fair Labor Standards Act exemption status (including recommendations regarding raising salaries to the new minimum salary level vs. budgeting for overtime expenses) utilizing a FLSA Exemption Test Questionnaire and the updated job descriptions;
- e. Review assignment of positions to the Senior Management retirement classification and make appropriate recommendations;
- f. Conduct interviews regarding the current method of determining individual salary ranges, calculating pay rates for promotions and demotions, methods for across-the-board pay increases and progression through pay ranges, etc. and make recommendations in this regard;
- g. Conduct a market-based review and analysis of the Corporation's current compensation and classification structure to test the competitiveness of the salaries offered by the Corporation as compared to public and private employers in local markets and benchmarked to the geographic labor market with which it competes. In addition to, and separate from salaries, benefits should be analyzed to determine competitiveness. If benefits are found to be not competitive or are exceedingly competitive, recommendations should be made with regard to eliminating or adding benefits to ensure market competitiveness;
- h. Review the State of Florida's Broadband Classification and Compensation Program and make recommendations for assigning positions to like job families, pay bands and pay grades;
- i. Create a pay grade schedule and assign benchmark jobs to the schedule based on market data and non-benchmark jobs to the schedule based on internal equity;
- j. Recommend administrative and maintenance procedures and methods to maintain fairness and competitiveness of the position classification and compensation plan after implementation;
- k. Prepare implementation strategy and cost analysis, including a written plan for communicating changes to employees;
- l. Provide a timetable for study;
- m. Produce a report that clearly specifies the study's methodologies, assumptions, results and recommendations;
- n. Make formal presentations to the Corporation's Executive Committee and Executive Staff as needed.

2.2 Staffing

The work will be performed by Dr. Jeff Ling, PhD, who will direct the project, with contributions from other staff as needed.

2.3 Supervision of Work

Evergreen Solutions, LLC will decide on the methods and staff used to complete its work.

2.4 Independent Opinion

Evergreen Solutions, LLC will render professional opinions as independent statisticians and analysts with no pre-conditions of their findings.

SECTION 3: COSTS

3.1 Rate of Payment

The Corporation, subject to availability of funds, shall pay Evergreen Solutions, LLC a fixed-fee of no more than \$14,700.00 upon the completion of the project and presentation of the report. Such payment includes any costs and expenses, including travel expenses, which Evergreen Solutions, LLC requires and/or uses for the purpose of completing the work identified in Section 2 above.

3.2 Invoices

Evergreen Solutions, LLC shall provide an invoice to the CCOC Executive Director upon completion of the project and presentation of the report for the costs of services rendered by Evergreen Solutions, LLC as agreed to hereunder. Such invoice shall include identification of the services performed, the dates of such service, the Evergreen Solutions, LLC employee performing such service, and hours worked in rendering such service. Corporation shall pay such invoice(s) within 45 days of receipt, subject to availability of funds.

The Evergreen Solutions, LLC invoice shall be subject to approval by the Executive Director and Corporation Secretary/Treasurer. Corporation shall pay such invoices within thirty days of receipt, subject to availability of funds and state processing time.

3.3 Mode of Payment

All checks shall be made payable to Evergreen Solutions, LLC and sent to Evergreen Solutions, LLC, 2878 Remington Green Circle, Tallahassee, Florida 32308.

SECTION 4: TERM OF AGREEMENT

4.1 Term

This Agreement shall be effective upon the date the agreement is signed by both parties, and continuing until all work (as identified in Section 2 above) has been completed, but no later than January 13, 2017 with the presentation to be provided to the Corporation's Executive Committee and Executive Staff as needed.

4.2 Termination Limitations

This Agreement shall only be terminated or canceled as provided under the provisions herein.

4.3 Termination

Either party may terminate this Agreement for convenience upon providing fifteen (15) days Termination Notice to the other party. In the event of termination with no cause by Evergreen Solutions, LLC, all amounts paid by Corporation will be refunded.

4.4 Payment in Event of Termination

In the event of termination, Evergreen Solutions, LLC shall submit to Corporation a final invoice listing the tasks completed by Evergreen Solutions, LLC staff and consultants on behalf of Corporation. All work done before termination must be provided to CCOC prior to payment of final invoice.

4.5 Cancellation

If either the Corporation or Evergreen Solutions, LLC violates its obligations under this Agreement, the other party may cancel this Agreement by sending Cancellation Notice describing the noncompliance to the other party. Upon receiving Cancellation Notice, the Corporation or Evergreen Solutions, LLC (as the case may be) shall have ten (10) business days from the date of such notice to cure any such noncompliance. If such noncompliance is not cured within the required ten (10) business day period, the other party shall have the right to cancel this Agreement as of the eleventh day after the date of the Cancellation Notice.

4.6 Cancellation Without Notice

Notwithstanding other provisions herein, either party may cancel this Agreement without notice upon the earliest to occur of the following events:

- a. Fraud or Dishonesty: The Corporation or Evergreen Solutions, LLC commits an act of fraud or dishonesty pursuant to the provisions of this Agreement;
- b. Failure to Perform: The Corporation or Evergreen Solutions, LLC fails to perform pursuant to the provisions of this Agreement;
- c. Felony Conviction: The Corporation or Evergreen Solutions, LLC is convicted of a felony.

SECTION 5: RESPONSIBILITIES OF ECONOMISTS INCORPORATED

5.1 Evergreen Solutions, LLC fully understands and agrees that there shall be no reimbursement of funds by the Corporation for any obligation or expenditure made prior to the execution of this Agreement or any work being performed.

5.2 All services described in this Agreement shall be performed by Dr. Jeff Ling, PhD, who will direct the project with contributions from Evergreen Solutions, LLC staff. For the purposes of this Agreement, Dr. Jeff Ling, PhD shall be considered the Contract Manager for Evergreen Solutions, LLC.

5.3 All notes and work associated with this Agreement shall be open for review by the Corporation's Contract Manager during Evergreen Solutions, LLC's normal working hours.

5.4 Evergreen Solutions, LLC shall be responsible for all work performed under the terms of this Agreement. It is agreed that none of the services performed under this Agreement shall be subcontracted.

5.5 All records of Evergreen Solutions, LLC with respect to this Agreement shall be public record pursuant to Chapter 119, Florida Statutes, and shall be treated in the same manner as other public records are treated under general law.

SECTION 6: MISCELLANEOUS

6.1 Confidentiality

Except as provided above, Evergreen Solutions, LLC recognizes and acknowledges that the functions the Corporation performs may provide access to Evergreen Solutions, LLC which, by Florida Statute, are confidential (hereinafter referred to as “Confidential Information”) and that any unauthorized disclosure of same would cause irreparable damage. Evergreen Solutions, LLC agrees that, except as directed by the Corporation, it will not, at any time during or after the term of the Agreement, disclose whatsoever any Confidential Information to any party affiliated with Evergreen Solutions, LLC. Accordingly, the Corporation may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies, which may be available. Evergreen Solutions, LLC hereby recognizes that disclosure of Confidential Information would be a breach of this Agreement; however, any information made public by Florida law shall be exempt from this provision.

6.2 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Evergreen Solutions, LLC is an independent contractor in the performance of each and every part of this Agreement. As such, Evergreen Solutions, LLC is solely liable for all acts and omissions of itself, its offices, its employees, and agents, for all labor and expenses in the performance of services, unless otherwise specified in this Agreement. It is expressly agreed that Evergreen Solutions, LLC, its office, employees, and agents shall act in an independent capacity and not as office, employees, or agents of the Corporation in the performance of services under this Agreement.

It is further expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Corporation and Evergreen Solutions, LLC. Evergreen Solutions, LLC shall have no authority to bind the Corporation for the performance of any contract or otherwise obligate the Corporation, except as specifically set forth in this Agreement.

6.3 Assurances

The Corporation and Evergreen Solutions, LLC represent and warrant that all representations, warranties, recitals, statements and information provided under this Agreement are true, correct and accurate as of the date of this Agreement.

6.4 Conflict of Interest

Evergreen Solutions, LLC covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of the services required.

This Agreement is not intended nor shall it be construed as granting any rights, privileges, or interest in any third party without mutual written agreement of the parties hereto.

6.5 Discrimination

No person, on the grounds of race, creed, color, national origin, age, sex, or disability shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Agreement.

6.6 Entire Agreement

This Agreement contains the entire understanding of the parties relating to the Services and supersedes all previous verbal and written agreements relating to the Services.

6.7 Severability

If a provision of this Agreement is rendered invalid, the remaining provisions shall remain in full force and effect.

6.8 Captions

The headings and captions of this Agreement are inserted for convenience of reference and do not define, limit or describe the scope or intent of this Agreement or any particular section, paragraph, or provision.

6.9 Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6.10 Governing Law

This Agreement shall be governed by the laws of the State of Florida and venue shall be Leon County, Florida.

6.11 Notice

All communications shall be delivered by e-mail. "Request a Read Receipt" shall be used by each party to this Agreement in order to provide confirmation of delivery. Notice shall be deemed given on the date of receipt.

CORPORATION

Honorable Sharon Bock, Esq.
Palm Beach County Clerk & Comptroller
sbock@mypalmbeachclerk.com

COMPANY

Dr. Jeff Ling , PhD
Contract Manager
Evergreen Solutions, LLC
2878 Remington Green Circle
Tallahassee, FL 32308

6.12 Pronouns/Gender

Pronouns and nouns shall refer to the masculine, feminine, singular or plural, as the context shall require.

6.13 Equitable Remedies

The parties hereby acknowledge that damages at law may be an inadequate remedy to the parties. In addition to other rights, which may be available, the parties shall have the right of specific performance, injunction or other equitable remedy in the event of a breach or threatened breach of this Agreement by the other party.

6.14 Litigation Expenses

In the event of litigation or arbitration arising out of this Agreement, each party shall pay its own costs and expenses of litigation and arbitration (excluding fees and expenses of arbitrators and administrative fees and expenses of arbitration).

6.15 Waiver

Waiver of a breach of this Agreement shall not constitute a waiver of any other breach. All remedies under this Agreement are in addition to equitable remedies and remedies provided by law and are cumulative. Failure to enforce any provision of this Agreement shall not constitute a waiver or create an estoppel from enforcing such provision.

6.16 Assignments

Any and all assignments of rights hereunder by the Corporation and Evergreen Solutions, LLC shall be void.

6.17 Public Announcements

All public announcements of the relationship of the Corporation and Evergreen Solutions, LLC under this Agreement shall be subject to the prior written approval of the Corporation.

6.18 Arbitration

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, that can not be otherwise resolved, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association ("Rules of the AAA"), as amended and in effect on the date of service of the demand for arbitration. Any award by the arbitrator shall specify which party is to be deemed the prevailing party. The AAA's and arbitrator's expenses and fees, together with other arbitration expenses including reasonable attorney's fees of the prevailing party, shall be paid for by the non-prevailing party or reimbursed to the prevailing party if advanced by the prevailing party. Judgment, upon the award rendered by the arbitrators, may be vacated by a court of competent jurisdiction in Leon County, Florida. Each party shall have the right of discovery as set forth in the Florida Rules of Civil Procedure.

6.20 Fraud Policy

Pursuant to F.S. 112.311, the Corporation and the Vendor acknowledge the following Fraud Policy of the Corporation exists to guard against fraudulent, unethical, and dishonest acts and identify responsibilities for preventing, detecting, reporting, and investigating such. Sections 6.21-6.23 below outline the Fraud Policy and Procedures of the Corporation (therein "CCOC").

6.21 Background/Objective

The CCOC recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operational breaches and unethical activities. Therefore, it is incumbent upon CCOC's Executive Director to institute and clearly communicate the fraud prevention policy to employees, both internal and external customers, vendors and partners.

The CCOC is committed to the highest standards of moral and ethical behavior. Breaches of these standards, especially through acts involving fraudulent, unethical, and other dishonest behavior, are not only costly, but they erode the public's trust and confidence in the integrity of the agency. By issuing this formal policy statement, the CCOC hereby reaffirms its longstanding duty and responsibility to aggressively combat such behavior.

The CCOC recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated. This policy covers all CCOC employees and Council Members. Additionally, this policy covers consultants, vendors, contractors, outside agency, or a person doing business with

the agency or in any other relationship with the agency to the extent that the CCOC resources are involved or impacted.

An employee who, in good faith, reports wrongful activity meeting the provisions of s. [112.3187](#), F.S. (Whistle-blower's Act), is protected against retaliation for making such a report. The law also provides for the individual's identity to remain confidential. Regardless as to whether or not the provisions of the Whistle-blower's Act are met, it is a violation of this policy for anyone to retaliate against an employee for reporting, in good faith, allegations of wrongdoing, or participating in the investigation of such.

The CCOC's policy is to promote consistent, legal, and ethical organizational behavior by:

- assigning responsibility for reporting fraud, theft, waste or abuse;
- institute preventive measures designed to deter these activities or make them easier to detect;
- providing guidelines for reporting and investigating suspected fraudulent behavior;
- requiring each employee to attend fraud awareness training;

Failure to comply with this policy subjects an employee (including management) to disciplinary action, including immediate termination. Failure to comply by a consultant, vendor, contractor, outside agency, or a person doing business with the agency or in any other relationship with the agency could result in cancellation of the business or other relationship between the entity and the CCOC.

For purposes of this policy only the term *fraud* or *fraudulent* includes theft, waste, and abuse as defined below. The term *employee* also includes employees in management positions. The term *management* includes council members, managers, assistant managers, supervisors and any other employee who has authority to sign another employee's performance evaluation and/or timesheet.

Definitions and Examples of Fraud, Waste, Abuse and Corruption

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Fraud generally involves a willful or deliberate act or omission with the intention of obtaining an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. Fraud can be committed through many methods, including mail, wire, telephone, and the Internet. Fraudulent, unethical, and other dishonest acts may include, but are not limited to, the following:

- Forgery or alteration of a check, bank draft, any other financial document, or computer records;
- Falsification or misrepresentation of reports to management and external agencies, including time sheets, official travel claims for reimbursement, or other expense reimbursement reports;
- Knowingly authorizing or receiving payment for time not worked;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Engaging in unauthorized activities that result in a conflict of interest;
- Disclosing confidential or proprietary information to unauthorized individuals;
- Removal of agency property, records, or other assets from the premises without supervisory approval;
- Unauthorized use or destruction of agency property, records, or other agency assets; and
- Taking and using information or providing the information that would lead to identity theft.
- Theft of cash or fixed assets;

- Failure to account for monies collected;
- Knowingly providing false information on job applications and requests for funding;

6.22 Investigate

Upon reviewing allegations of fraudulent, unethical, or dishonest acts, if the Executive Director determines an investigation is warranted, he/she shall appoint a qualified individual or entity to investigate the reported activity after consulting with the General Counsel. In those instances where the investigation by the Executive Director-Appointee indicates potential criminal activity, the investigation shall immediately be turned over to the Florida Department of Law Enforcement and the State Attorney's Office.

During the investigation, the Constitutional rights of all persons are to be observed. The accused will be afforded the opportunity to respond to the allegations or matters being investigated. The rights of the accused will be safeguarded throughout the investigation.

Pursuant to this policy, all employees are to cooperate fully with those performing an investigation. An employee who does not fully cooperate with an authorized investigation may be disciplined, up to and including termination of employment. An employee may be required to answer any questions that are within the scope of the employee's employment, whether such questions are asked in an investigation conducted by the Executive Director Appointee or Human Resources.

The investigation shall be completed expeditiously and in accordance with established procedures. The results of the investigation conducted by the Executive Director Appointee shall be communicated, either orally or in writing, to the Executive Director.

Allegations or matters of conduct deemed outside the scope of this policy, such as supervisory or personnel-related issues, may be referred to the respective area of management or the Human Resources Section for review and appropriate action.

6.23 Actions

Employees, consultants, vendors, contractors, outside agency, or a person doing business with the agency or in any other relationship with the agency to the extent that the CCOC resources are involved or impacted is determined to have participated in fraudulent, unethical, or dishonest acts will be subject to disciplinary action in accordance with personnel policies and rules. Criminal, civil, and/or other administrative actions may also be taken against employees who are found to have participated in unlawful acts. Criminal action falls within the sole purview of local, state, or federal law enforcement, as well as prosecuting and judicial authorities. In those instances where disciplinary and/or other administrative action is warranted, the Human Resources Section, or other appropriate office, shall be consulted prior to taking such actions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the Effective Date of October 25, 2016.

**Florida Clerks of Court
Operations Corporation**

Evergreen Solutions, LLC

Signature
Sharon Bock
Chair

Signature
Dr. Jeff Ling, PhD
Representative, Evergreen Solutions, LLC

Date

Date

Witness

Witness

DRAFT

PROFESSIONAL SERVICES AGREEMENT

This Agreement made this 31st day of October, 2016, between the Florida Clerks of Court Operations Corporation (hereinafter the "Corporation"), having its principal place of business at 2560-102 Barrington Circle, Tallahassee, Florida 32308 and ECONOMISTS INCORPORATED, having its principal place of business at 1276 Metropolitan Boulevard, Tallahassee, Florida, 32308.

WHEREAS, the Legislature created the Florida Clerks of Court Operations Corporation in Section 28.35, F.S.; and

WHEREAS, the Corporation is charged under Section 28.35, F.S., and other relevant statutes with certain duties and responsibilities which include planning, budget review, and the development and certification of a uniform system of performance measures, and

WHEREAS, the Corporation has determined that in order to meet its statutory obligations, certain professional services will be required; and

WHEREAS, the Corporation has determined that ECONOMISTS INCORPORATED has the experience and expertise to meet the Corporation's needs and requirements in a timely and professional manner; and

WHEREAS, the Corporation wishes to contract with ECONOMISTS INCORPORATED, on a non-exclusive basis, for certain services as hereafter defined and ECONOMISTS INCORPORATED is willing to enter into such an agreement to provide such services to the Corporation. Therefore,

IN CONSIDERATION of the aforementioned representations, it is hereby agreed as follows:

SECTION 1: SERVICES

- 1.1 The Corporation hereby retains ECONOMISTS INCORPORATED to be available to furnish certain services, information and items as identified in Section 2. The Corporation reserves the right to select additional contractors for the services listed in this contract.
- 1.2 Services that may be provided by ECONOMISTS INCORPORATED to the Corporation pursuant to this Agreement and hereinafter defined shall include specific areas of Statistical Data Analysis.
- 1.3 Services as delineated and hereinafter defined shall be provided as desired and to the extent determined by the Corporation.
- 1.4 Services shall be performed and delivered at the Corporation principal place of business.

Section 2: DEFINITION AND SCOPE OF SERVICES

Services provided by ECONOMISTS INCORPORATED shall be as defined below within the scope and tasks as established.

- 2.1 Work to be Performed
 - a. Undertake research to define "similarly situated" clerks of court that will be provided timely for use during the CYF 17/18 budget cycle.
 - b. Prepare a final report providing options for grouping similarly situated Clerks of Court.
 - c. Work closely with a team of Clerk and CCOC staff.

- d. Include the use of prior reports to augment research and supporting recommendation.
- e. Presentation to be provided to the CCOC Budget Committee and Executive Council.

2.2 Staffing

The work will be performed by Benjamin S. Shippen (Bo), PhD, who will direct the project, with contributions from other staff as needed.

2.3 Supervision of Work

ECONOMISTS INCORPORATED will decide on the methods and staff used to complete its work.

2.4 Independent Opinion

ECONOMISTS INCORPORATED will render professional opinions as independent statisticians and analysts with no pre-conditions of their findings.

SECTION 3: COSTS

3.1 Rate of Payment

The Corporation, subject to availability of funds, shall pay ECONOMISTS INCORPORATED a fixed-fee of no more than \$17,000.00 upon the completion of the project and presentation of the report. Such payment includes any costs and expenses, including travel expenses, which ECONOMISTS INCORPORATED requires and/or uses for the purpose of completing the work identified in Section 2 above.

3.2 Invoices

ECONOMISTS INCORPORATED shall provide an invoice to the CCOC Executive Director upon completion of the project and presentation of the report for the costs of services rendered by ECONOMISTS INCORPORATED as agreed to hereunder. Such invoice shall include identification of the services performed, the dates of such service, the ECONOMISTS INCORPORATED employee performing such service, and hours worked in rendering such service. Corporation shall pay such invoice(s) within thirty days of receipt, subject to availability of funds.

The ECONOMISTS INCORPORATED invoice shall be subject to approval by the Executive Director and Corporation Secretary/Treasurer. Corporation shall pay such invoices within thirty days of receipt, subject to availability of funds and state processing time.

3.3 Mode of Payment

All checks shall be made payable to ECONOMISTS INCORPORATED and sent to ECONOMISTS INCORPORATED, Suite 1100, 2121 K Street, NW, Washington D.C. 20037.

SECTION 4: TERM OF AGREEMENT

4.1 Term

This Agreement shall be effective upon the date the agreement is signed by both parties, and continuing until all work (as identified in Section 2 above) has been completed, but no later than January 27, 2017 with the presentation to be provided to the CCOC Budget Committee and CCOC Executive Council.

4.2 Termination Limitations

This Agreement shall only be terminated or canceled as provided under the provisions herein.

4.3 Termination

Either party may terminate this Agreement for convenience upon providing fifteen (15) days Termination Notice to the other party. In the event of termination with no cause by ECONOMISTS INCORPORATED, all amounts paid by Corporation will be refunded.

4.4 Payment in Event of Termination

In the event of termination, ECONOMISTS INCORPORATED shall submit to Corporation a final invoice listing the tasks completed by ECONOMISTS INCORPORATED staff and consultants on behalf of Corporation. All work done before termination must be provided to CCOC prior to payment of final invoice.

4.5 Cancellation

If either the Corporation or ECONOMISTS INCORPORATED violates its obligations under this Agreement, the other party may cancel this Agreement by sending Cancellation Notice describing the noncompliance to the other party. Upon receiving Cancellation Notice, the Corporation or ECONOMISTS INCORPORATED (as the case may be) shall have ten (10) business days from the date of such notice to cure any such noncompliance. If such noncompliance is not cured within the required ten (10) business day period, the other party shall have the right to cancel this Agreement as of the eleventh day after the date of the Cancellation Notice.

4.6 Cancellation Without Notice

Notwithstanding other provisions herein, either party may cancel this Agreement without notice upon the earliest to occur of the following events:

- a. Fraud or Dishonesty: The Corporation or ECONOMISTS INCORPORATED commits an act of fraud or dishonesty pursuant to the provisions of this Agreement;
- b. Failure to Perform: The Corporation or ECONOMISTS INCORPORATED fails to perform pursuant to the provisions of this Agreement;
- c. Felony Conviction: The Corporation or ECONOMISTS INCORPORATED is convicted of a felony.

SECTION 5: RESPONSIBILITIES OF ECONOMISTS INCORPORATED

5.1 ECONOMISTS INCORPORATED fully understands and agrees that there shall be no reimbursement of funds by the Corporation for any obligation or expenditure made prior to the execution of this Agreement.

5.2 All services described in this Agreement shall be performed by Benjamin (Bo) Shippen, PhD, who will direct the project with contributions from ECONOMISTS INCORPORATED staff. For the purposes of this Agreement, Benjamin (Bo) Shippen shall be considered the Contract Manager for ECONOMISTS INCORPORATED.

- 5.3 All notes and work associated with this Agreement shall be open for review by the Corporation's Contract Manager during ECONOMISTS INCORPORATED's normal working hours.
- 5.4 ECONOMISTS INCORPORATED shall be responsible for all work performed under the terms of this Agreement. It is agreed that none of the services performed under this Agreement shall be subcontracted.
- 5.5 All records of ECONOMISTS INCORPORATED with respect to this Agreement shall be public record pursuant to Chapter 119, Florida Statutes, and shall be treated in the same manner as other public records are treated under general law.

SECTION 6: MISCELLANEOUS

6.1 Confidentiality

Except as provided above, ECONOMISTS INCORPORATED recognizes and acknowledges that the functions the Corporation performs may provide access to Economists Incorporated which, by Florida Statute, are confidential (hereinafter referred to as "Confidential Information") and that any unauthorized disclosure of same would cause irreparable damage. ECONOMISTS INCORPORATED agrees that, except as directed by the Corporation, it will not, at any time during or after the term of the Agreement, disclose any Confidential Information whatsoever to any party not affiliated with Economists Incorporated. Accordingly, the Corporation may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies, which may be available. ECONOMISTS INCORPORATED hereby recognizes that disclosure of Confidential Information would be a breach of this Agreement; however, any information made public by Florida law shall be exempt from this provision.

6.2 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that ECONOMISTS INCORPORATED is an independent contractor in the performance of each and every part of this Agreement. As such, ECONOMISTS INCORPORATED is solely liable for all acts and omissions of itself, its offices, its employees, and agents, for all labor and expenses in the performance of services, unless otherwise specified in this Agreement. It is expressly agreed that ECONOMISTS INCORPORATED, its office, employees, and agents shall act in an independent capacity and not as office, employees, or agents of the Corporation in the performance of services under this Agreement.

It is further expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Corporation and ECONOMISTS INCORPORATED. ECONOMISTS INCORPORATED shall have no authority to bind the Corporation for the performance of any contract or otherwise obligate the Corporation, except as specifically set forth in this Agreement.

6.3 Assurances

The Corporation and ECONOMISTS INCORPORATED represent and warrant that all representations, warranties, recitals, statements and information provided under this Agreement are true, correct and accurate as of the date of this Agreement.

6.4 Conflict of Interest

ECONOMISTS INCORPORATED covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of the services required.

This Agreement is not intended nor shall it be construed as granting any rights, privileges, or interest in any third party without mutual written agreement of the parties hereto.

6.5 Discrimination

No person, on the grounds of race, creed, color, national origin, age, sex, or disability shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Agreement.

6.6 Entire Agreement

This Agreement contains the entire understanding of the parties relating to the Services and supersedes all previous verbal and written agreements relating to the Services.

6.7 Severability

If a provision of this Agreement is rendered invalid, the remaining provisions shall remain in full force and effect.

6.8 Captions

The headings and captions of this Agreement are inserted for convenience of reference and do not define, limit or describe the scope or intent of this Agreement or any particular section, paragraph, or provision.

6.9 Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6.10 Governing Law

This Agreement shall be governed by the laws of the State of Florida and venue shall be Leon County, Florida.

6.11 Notice

All communications shall be delivered by e-mail. "Request a Read Receipt" shall be used by each party to this Agreement in order to provide confirmation of delivery. Notice shall be deemed given on the date of receipt.

CORPORATION

John Dew
Executive Director
Clerks of Court Operations Corporation
2560-102 Barrington Circle
Tallahassee, FL 32308

COMPANY

Benjamin Shippen, PhD
Contract Manager
ECONOMISTS INCORPORATED
1276 Metropolitan Boulevard
Tallahassee, FL 32308

6.12 Pronouns/Gender

Pronouns and nouns shall refer to the masculine, feminine, singular or plural, as the context shall require.

6.13 Equitable Remedies

The parties hereby acknowledge that damages at law may be an inadequate remedy to the parties. In addition to other rights, which may be available, the parties shall have the right of specific performance, injunction or other equitable remedy in the event of a breach or threatened breach of this Agreement by the other party.

6.14 Litigation Expenses

In the event of litigation or arbitration arising out of this Agreement, each party shall pay its own costs and expenses of litigation and arbitration (excluding fees and expenses of arbitrators and administrative fees and expenses of arbitration).

6.15 Waiver

Waiver of a breach of this Agreement shall not constitute a waiver of any other breach. All remedies under this Agreement are in addition to equitable remedies and remedies provided by law and are cumulative. Failure to enforce any provision of this Agreement shall not constitute a waiver or create an estoppel from enforcing such provision.

6.16 Assignments

Any and all assignments of rights hereunder by the Corporation and ECONOMISTS INCORPORATED shall be void.

6.17 Public Announcements

All public announcements of the relationship of the Corporation and ECONOMISTS INCORPORATED under this Agreement shall be subject to the prior written approval of the Corporation.

6.18 Arbitration

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, that can not be otherwise resolved, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association ("Rules of the AAA"), as amended and in effect on the date of service of the demand for arbitration. Any award by the arbitrator shall specify which party is to be deemed the prevailing party. The AAA's and arbitrator's expenses and fees, together with other arbitration expenses including reasonable attorney's fees of the prevailing party, shall be paid for by the non-prevailing party or reimbursed to the prevailing party if advanced by the prevailing party. Judgment, upon the award rendered by the arbitrators, may be vacated by a court of competent jurisdiction in Leon County, Florida. Each party shall have the right of discovery as set forth in the Florida Rules of Civil Procedure.

6.20 Fraud Policy

Pursuant to F.S. 112.311, the Corporation and the Vendor acknowledge the following Fraud Policy of the Corporation exists to guard against fraudulent, unethical, and dishonest acts and identify responsibilities for preventing, detecting, reporting, and investigating such. Sections 6.21-6.23 below outline the Fraud Policy and Procedures of the Corporation (therein "CCOC").

6.21 Background/Objective

The CCOC recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operational breaches and unethical activities. Therefore, it is incumbent upon CCOC's Executive Director to institute and clearly communicate the fraud prevention policy to employees, both internal and external customers, vendors and partners.

The CCOC is committed to the highest standards of moral and ethical behavior. Breaches of these standards, especially through acts involving fraudulent, unethical, and other dishonest behavior, are not only costly, but they erode the public's trust and confidence in the integrity of the agency. By issuing this formal policy statement, the CCOC hereby reaffirms its longstanding duty and responsibility to aggressively combat such behavior.

The CCOC recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated. This policy covers all CCOC employees and Council Members. Additionally, this policy covers consultants, vendors, contractors, outside agency, or a person doing business with the agency or in any other relationship with the agency to the extent that the CCOC resources are involved or impacted.

An employee who, in good faith, reports wrongful activity meeting the provisions of s. [112.3187](#), F.S. (Whistle-blower's Act), is protected against retaliation for making such a report. The law also provides for the individual's identity to remain confidential. Regardless as to whether or not the provisions of the Whistle-blower's Act are met, it is a violation of this policy for anyone to retaliate against an employee for reporting, in good faith, allegations of wrongdoing, or participating in the investigation of such.

The CCOC's policy is to promote consistent, legal, and ethical organizational behavior by:

- assigning responsibility for reporting fraud, theft, waste or abuse;
- institute preventive measures designed to deter these activities or make them easier to detect;
- providing guidelines for reporting and investigating suspected fraudulent behavior;
- requiring each employee to attend fraud awareness training;

Failure to comply with this policy subjects an employee (including management) to disciplinary action, including immediate termination. Failure to comply by a consultant, vendor, contractor, outside agency, or a person doing business with the agency or in any other relationship with the agency could result in cancellation of the business or other relationship between the entity and the CCOC.

For purposes of this policy only the term ***fraud*** or ***fraudulent*** includes theft, waste, and abuse as defined below. The term ***employee*** also includes employees in management positions. The term ***management*** includes council members, managers, assistant managers, supervisors and any other employee who has authority to sign another employee's performance evaluation and/or timesheet.

Definitions and Examples of Fraud, Waste, Abuse and Corruption

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Fraud generally involves a willful or deliberate act or omission with the intention of obtaining an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. Fraud can be committed through many methods, including mail, wire, telephone, and the Internet. Fraudulent, unethical, and other dishonest acts may include, but are not limited to, the following:

- Forgery or alteration of a check, bank draft, any other financial document, or computer records;
- Falsification or misrepresentation of reports to management and external agencies, including time sheets, official travel claims for reimbursement, or other expense reimbursement reports;
- Knowingly authorizing or receiving payment for time not worked;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Engaging in unauthorized activities that result in a conflict of interest;

- Disclosing confidential or proprietary information to unauthorized individuals;
- Removal of agency property, records, or other assets from the premises without supervisory approval;
- Unauthorized use or destruction of agency property, records, or other agency assets; and
- Taking and using information or providing the information that would lead to identity theft.
- Theft of cash or fixed assets;
- Failure to account for monies collected;
- Knowingly providing false information on job applications and requests for funding;

6.22 Investigate

Upon reviewing allegations of fraudulent, unethical, or dishonest acts, if the Executive Director determines an investigation is warranted, he/she shall appoint a qualified individual or entity to investigate the reported activity after consulting with the General Counsel. In those instances where the investigation by the Executive Director-Appointee indicates potential criminal activity, the investigation shall immediately be turned over to the Florida Department of Law Enforcement and the State Attorney's Office.

During the investigation, the Constitutional rights of all persons are to be observed. The accused will be afforded the opportunity to respond to the allegations or matters being investigated. The rights of the accused will be safeguarded throughout the investigation.

Pursuant to this policy, all employees are to cooperate fully with those performing an investigation. An employee who does not fully cooperate with an authorized investigation may be disciplined, up to and including termination of employment. An employee may be required to answer any questions that are within the scope of the employee's employment, whether such questions are asked in an investigation conducted by the Executive Director Appointee or Human Resources.

The investigation shall be completed expeditiously and in accordance with established procedures. The results of the investigation conducted by the Executive Director Appointee shall be communicated, either orally or in writing, to the Executive Director.

Allegations or matters of conduct deemed outside the scope of this policy, such as supervisory or personnel-related issues, may be referred to the respective area of management or the Human Resources Section for review and appropriate action.

6.23 Actions

Employees, consultants, vendors, contractors, outside agency, or a person doing business with the agency or in any other relationship with the agency to the extent that the CCOC resources are involved or impacted is determined to have participated in fraudulent, unethical, or dishonest acts will be subject to disciplinary action in accordance with personnel policies and rules. Criminal, civil, and/or other administrative actions may also be taken against employees who are found to have participated in unlawful acts. Criminal action falls within the sole purview of local, state, or federal law enforcement, as well as prosecuting and judicial authorities. In those instances where disciplinary and/or other administrative action is warranted, the Human Resources Section, or other appropriate office, shall be consulted prior to taking such actions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the Effective Date of October 31, 2016.

**Florida Clerks of Court
Operations Corporation**

ECONOMISTS INCORPORATED

Signature
Sharon Bock
Chair

Signature
Benjamin Shippen, PhD
Representative, ECONOMISTS INCORPORATED

Date

Date

Witness

Witness

PROFESSIONAL SERVICES AGREEMENT

This Agreement made this 1st day of January, 2017, between the Florida Clerks of Court Operations Corporation (hereinafter the “Corporation”), having its principal place of business at 2560-102 Barrington Circle, Tallahassee, Florida 32308 and The Krizner Group (hereinafter “Vendor”), 1709 Hermitage Boulevard, Suite 202, Tallahassee, Florida 32308.

WHEREAS, the Legislature created the Florida Clerks of Court Operations Corporation in Section 28.35, F.S.; and

WHEREAS, the Corporation is charged under Section 28.35, F.S., and other relevant Florida Statutes with certain duties and responsibilities which include budget planning, budget review, and the development and certification of a uniform system of performance measures, and

WHEREAS, the Corporation has determined that in order to meet its statutory obligations, certain professional services will be required; and

WHEREAS, the Corporation has determined that the Vendor has the experience and expertise to perform services and training to meet the Corporation’s needs and requirements in a timely and professional manner; and

WHEREAS, the Corporation wishes to contract with Vendor, on a non-exclusive basis, for certain services as hereafter defined and the Vendor is willing to enter into such an Agreement to provide such services to the Corporation. Therefore,

IN CONSIDERATION of the aforementioned representations, it is hereby agreed as follows:

SECTION 1: SERVICES

- 1.1 The Corporation hereby retains Vendor to furnish certain services, information and items as provided below, but reserves the right to select additional contractors.
- 1.2 All services shall be directed by the Executive Director or the Contract Manager.
- 1.3 Services that may be provided by Vendor to the Corporation pursuant to this Agreement and hereinafter defined shall include specific areas of:
 - A. Retainer Services for Core HR Components
- 1.4 Services to be provided by Vendor as delineated and hereinafter defined shall be provided as desired and to the extent determined by the Corporation, as directed.
- 1.5 Services to be provided by Vendor shall be performed and delivered at the Corporation principal place of business unless provided otherwise in the Task Assignment.

SECTION 2: DEFINITION AND SCOPE OF SERVICES

Services provided by Vendor pursuant to this Agreement shall be as defined below within the scope and tasks as established.

2.1 Retainer Services for Core HR Components:

- A. Supervisor training on sexual harassment and discrimination in the workplace
- B. Complete annual audit and comprehensive report detailing CCOC compliance with all relevant state and federal employment laws
- C. Thorough review and report of employment policies and practices
- D. Periodic updates on trends in employment law; and
- E. Unlimited advice through the vendor/employer hotline.

SECTION 3: COSTS

3.1 Rate of Payment

The Corporation's performance and obligation to pay under this contract is contingent upon an annual appropriation by the State of Florida Legislature. Such payments by the Corporation to the Vendor during the term of this Agreement shall not exceed \$ 5,700 per year. Payment will be billed on a quarterly basis at \$1,425 per quarter. Said rate encompasses all employee related expenses such as federal taxes, insurances, retirement, and other federal and/or state required costs and Vendor's overhead related expenses.

3.2 Direct Costs

The Corporation shall reimburse the Vendor for direct costs incurred by Vendor in providing services under this Agreement. Such costs shall include postage, telephone, travel/per diem (subject to state policy and Section 112.061, F.S.), and material/supplies but will be reimbursed under the Contract Cap as set in Section 3.1 above.

3.3 Invoices

The Vendor shall invoice the Corporation quarterly for the retainer service. Payments for future quarters may be withheld by the CCOC in the event that required deliverable(s) have not been received. Invoices received more than thirty (30) days past the due date are subject to a reduction of payment by 2% per month for each month it is past due.

All invoices of Vendor shall be subject to approval of the Executive Director and Corporation Secretary/Treasurer. The Corporation shall pay such invoices within thirty (30) days of receipt, subject to availability of funds.

Upon termination of the contract, the Corporation shall provide payment to the Vendor for approved costs incurred up to the date of termination.

SECTION 4: TERM OF AGREEMENT

4.1 Term

This Agreement shall be effective upon the later of the dates signed by the parties and continuing until the Agreement is terminated or canceled under provisions of the Agreement.

On or before end of the term of this Agreement and any extension thereof, the Corporation shall review the performance of the previous term and, in its sole discretion, shall have the option to extend this Agreement an additional year, for up to two (2) additional years, not to exceed a total of three (3) years.

4.2 Termination Limitations

This Agreement shall only be terminated or canceled as provided under the provisions herein.

4.3 Termination

Either party may terminate this Agreement for convenience upon providing fifteen (15) days Termination Notice to the other party in writing.

4.4 Mutual Rescission

The parties may mutually agree in writing to terminate this Agreement without further notice.

4.5 Cancellation

If either the Corporation or the Vendor violates its obligations under this Agreement, the other party may cancel this Agreement by sending Cancellation Notice describing the noncompliance to the other party. Upon receiving Cancellation Notice, the noncompliant party shall have ten (10) business days from the date of such notice to cure any such noncompliance. If such noncompliance is not cured within the required ten (10) business days, the other party shall have the right to cancel this Agreement as of the eleventh day after the date of the Cancellation Notice.

4.6 Cancellation Without Notice

Notwithstanding other provisions herein, either party may cancel this Agreement without notice upon the earliest to occur of the following events:

- (a) Fraud or Dishonesty: The Corporation or the Vendor commits an act of fraud or dishonesty pursuant to the provisions of this Agreement;
- (b) Failure to Perform: The Corporation or the Vendor fails to perform pursuant to the provisions of this Agreement;
- (c) Felony Conviction: The Corporation or the Vendor is convicted of a felony.

SECTION 5: RESPONSIBILITIES OF Vendor

- 5.1 Vendor fully understands and agrees that there shall be no reimbursement of funds by the Corporation for any obligation or expenditure made prior to the execution of this Agreement and fully executed Task Assignment/Task Assignment Change Order.
- 5.2 All direction for services shall be prescribed in a Task Assignment either verbally or in writing by the Executive Director or the Executive Director's designee. Compensation for such services shall be negotiated prior to the issuance of a Task Assignment, unless certified as a valid public emergency pursuant to Florida law.

- 5.3 All services described in the Agreement shall be performed by and/or under the direct supervision of Joyce E. Chastain, William T. Krizner, or another person of similar experience designated by Vendor and approved by the Corporation's Contract Manager. For the purposes of this Agreement, such approved person shall be considered the Vendor.
- 5.4 To the extent required by law, the Vendor shall maintain, during the life of this Agreement, Workers' Compensation insurance for all of its employees connected with any work related to this Agreement. Such insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement are not protected under Workers' Compensation statutes.
- 5.5 All notes and work product associated with this Agreement shall be open for review by the Corporation's Contract Manager during Vendor's normal working hours.
- 5.6 Vendor shall be responsible for all work performed under the terms of this Agreement. It is agreed that none of the services performed under this Agreement shall be subcontracted to any individual or firm without the prior written consent of the Corporation's Contract Manager. It is understood that these subcontractors shall only work in their area of expertise. The Corporation reserves the right to require the Vendor to remove a subcontractor if, during the term of this Agreement, any work performance of the subcontractor deemed unsatisfactory by the Corporation.
- 5.7 Vendor shall retain financial records, supporting documentation, statistical, and all other records pertinent to this Agreement for a period of three (3) years after final payment is made, except that such records shall be further retained until final resolution of any matters resulting from any litigation, claim, or audit that started prior to the expiration of the retention period. The retention period commences from the date of the submission of the final expenditure report. The records and documents shall be made available to the Corporation upon request. Vendor agrees that all records referenced in this paragraph, and any other records relative to this Agreement, shall be maintained by the Vendor at a location within the state of Florida.
- 5.8 The Corporation agrees to compensate the Vendor as identified for the satisfactory completion of services as specified this Agreement. Funding under this Agreement shall be authorized by and for each Task Assignment as issued by the Corporation, and the Vendor is not authorized to perform any services that exceed the funding amount issued.
- 5.9 All records of the Vendor with respect to this Agreement shall be public record and shall be treated in the same manner as other public records are treated under general law.

SECTION 6: MISCELLANEOUS

6.1 Confidentiality

Except as provided above, the Vendor recognizes and acknowledges that the functions the Corporation performs may provide access to matters, which are, by Florida Statute, confidential (hereinafter referred to as "Confidential Information") and that any unauthorized disclosure of same would cause irreparable damage. Vendor agrees that, except as directed by the Corporation, it will not at any time during or after the term of the Agreement disclose any Confidential Information to any person whatsoever. Accordingly, the Corporation may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition

to any other legal remedies available by law, which may be available. The Vendor hereby recognizes that disclosure of Confidential Information would be a breach of this Agreement however; any information made public by Florida law shall be exempt from this provision.

6.2 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that the Vendor is an independent contractor in the performance of each and every part of this Agreement. As such, the Vendor is solely liable for all acts and omissions of itself, its officers, its employees, its agents and subcontractors, for all labor and expenses in the performance of services, unless otherwise specified in this Agreement. It is expressly agreed that the Vendor, its officers, employees, agents, and subcontractors shall act in an independent capacity and not as officers, employees, or agents of the Corporation in the performance of services under this Agreement.

It is further expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Corporation and the Vendor. Vender shall have no authority to bind the Corporation for the performance of any contract or otherwise obligate the Corporation, except as specifically set forth in this Agreement.

6.3 Assurances

The Corporation and Vender represent and warrant that all representations, warranties, recitals, statements and information provided under this Agreement are true, correct and accurate as of the date of this Agreement.

6.4 Conflict of Interest

The Vendor covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of the services required.

This Agreement is not intended nor shall it be construed as granting any rights, privileges, or interest in any third party without mutual written Agreement of the parties hereto.

6.5 Discrimination

No person, on the grounds of race, creed, color, national origin, age, sex, or disability shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Agreement.

6.6 Entire Agreement

This Agreement contains the entire understanding of the parties relating to the Services and supersedes all previous verbal and written Agreements relating to the Services.

6.7 Severability

If a provision of this Agreement is rendered invalid the remaining provisions shall remain in full force and effect.

6.8 Captions

The headings and captions of this Agreement are inserted for convenience of reference and do not define, limit or describe the scope or intent of this Agreement or any particular section, paragraph, or provision.

6.9 Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6.10 Governing Law

This Agreement shall be governed by the laws of the State of Florida and venue shall be Leon County, Florida.

6.11 Notice

All communications shall be in writing. Notices shall be delivered by Certified or Registered Mail - Return Receipt Requested - or by hand to the address set forth below for each party to this Agreement. Notice shall be deemed given on the date of receipt, as evidenced in the case of Certified or Registered Mail by Return Receipt.

<p><u>CORPORATION</u> John Dew Executive Director Clerks of Court Operations Corporation 2560-102 Barrington Circle Tallahassee, Florida 32308</p>	<p><u>VENDOR</u> Krizner Group 1709 Hermitage Boulevard, Suite 202 Tallahassee, FL 32308</p>
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6.12 Pronouns/Gender

Pronouns and nouns shall refer to the masculine, feminine, singular or plural, as the context shall require.

6.13 Equitable Remedies

The parties hereby acknowledge that damages at law may be an inadequate remedy to the parties. In addition to other rights, which may be available, the parties shall have the right of specific performance, injunction or other equitable remedy in the event of a breach or threatened breach of this Agreement by the other party.

6.14 Litigation Expenses

In the event of litigation or arbitration arising out of this Agreement, each party shall pay its own costs and expenses of litigation and arbitration (excluding fees and expenses of arbitrators and administrative fees and expenses of arbitration).

6.15 Waiver

Waiver of any breach of this Agreement shall not constitute a waiver of any other breach. All remedies under this Agreement are in addition to equitable remedies and remedies provided by law, and are cumulative. Failure to enforce any provision of this Agreement shall not constitute a waiver or create an estoppel from enforcing such provision.

6.16 Assignments

Any and all assignments of rights hereunder by the Corporation and the Vendor shall be void.

6.17 Public Announcements

All public announcements of the relationship of the Corporation and Association under this Agreement shall be subject to the prior written approval of the Corporation.

6.18 Arbitration

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, that can not be otherwise resolved, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association ("Rules of the AAA"), as amended and in effect on the date of service of the demand for arbitration. Any award by the arbitrator shall specify which party is to be deemed the prevailing party. The AAA's and arbitrator's expenses and fees, together with other arbitration expenses including reasonable attorney's fees of the prevailing party, shall be paid for by the non-prevailing party or reimbursed to the prevailing party if advanced by the prevailing party. Judgment, upon the award rendered by the arbitrators, may be vacated by a court of competent jurisdiction in Leon County, Florida. Each party shall have the right of discovery as set forth in the Florida Rules of Civil Procedure.

6.19 No Minimum Level of Work

No minimum level of work is guaranteed as a result of this Agreement. This Agreement is not intended to be a sole source contract or an exclusive contract.

SECTION 7: FRAUD POLICY

Pursuant to F.S. 112.311, the Corporation and the Vendor acknowledge the following Fraud Policy of the Corporation exists to guard against fraudulent, unethical, and dishonest acts and identify responsibilities for preventing, detecting, reporting, and investigating such. Sections 6.21-6.23 below outline the Fraud Policy and Procedures of the Corporation (therein "CCOC").

7.1 Background/Objective

The CCOC recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operational breaches and unethical activities. Therefore, it is incumbent upon CCOC's Executive Director to institute and clearly communicate the fraud prevention policy to employees, both internal and external customers, vendors and partners.

The CCOC is committed to the highest standards of moral and ethical behavior. Breaches of these standards, especially through acts involving fraudulent, unethical, and other dishonest behavior, are not only costly, but they erode the public's trust and confidence in the integrity of the agency. By issuing this formal policy statement, the CCOC hereby reaffirms its longstanding duty and responsibility to aggressively combat such behavior.

The CCOC recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated. This policy covers all CCOC employees and Council Members. Additionally, this policy covers consultants, vendors, contractors, outside agency, or a person doing business with the agency or in any other relationship with the agency to the extent that the CCOC resources are involved or impacted.

An employee who, in good faith, reports wrongful activity meeting the provisions of s. [112.3187](#), F.S. (Whistle-blower's Act), is protected against retaliation for making such a report. The law also provides for the individual's identity to remain confidential. Regardless as to whether or not the provisions of the Whistle-blower's Act are met, it is a violation of this policy for anyone to retaliate against an employee for reporting, in good faith, allegations of wrongdoing, or participating in the investigation of such.

The CCOC's policy is to promote consistent, legal, and ethical organizational behavior by:

- assigning responsibility for reporting fraud, theft, waste or abuse;
- institute preventive measures designed to deter these activities or make them easier to detect;
- providing guidelines for reporting and investigating suspected fraudulent behavior;
- requiring each employee to attend fraud awareness training;

Failure to comply with this policy subjects an employee (including management) to disciplinary action, including immediate termination. Failure to comply by a consultant, vendor, contractor, outside agency, or a person doing business with the agency or in any other relationship with the agency could result in cancellation of the business or other relationship between the entity and the CCOC.

For purposes of this policy only the term *fraud* or *fraudulent* includes theft, waste, and abuse as defined below. The term *employee* also includes employees in management positions. The term *management* includes council members, managers, assistant managers, supervisors and any other employee who has authority to sign another employee's performance evaluation and/or timesheet.

7.2 Definitions and Examples of Fraud, Waste, Abuse and Corruption

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Fraud generally involves a willful or deliberate act or omission with the intention of obtaining an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. Fraud can be committed through many methods, including mail, wire, telephone, and the Internet. Fraudulent, unethical, and other dishonest acts may include, but are not limited to, the following:

- Forgery or alteration of a check, bank draft, any other financial document, or computer records;
- Falsification or misrepresentation of reports to management and external agencies, including time sheets, official travel claims for reimbursement, or other expense reimbursement reports;
- Knowingly authorizing or receiving payment for time not worked;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Engaging in unauthorized activities that result in a conflict of interest;
- Disclosing confidential or proprietary information to unauthorized individuals;
- Removal of agency property, records, or other assets from the premises without supervisory approval;
- Unauthorized use or destruction of agency property, records, or other agency assets; and
- Taking and using information or providing the information that would lead to identity theft.
- Theft of cash or fixed assets;
- Failure to account for monies collected;
- Knowingly providing false information on job applications and requests for funding;

7.3 Investigate

Upon reviewing allegations of fraudulent, unethical, or dishonest acts, if the Executive Director determines an investigation is warranted, he/she shall appoint a qualified individual or entity to investigate the reported activity after consulting with the General Counsel. In those instances where the investigation by the Executive Director-Appointee indicates potential criminal activity, the investigation shall immediately be turned over to the Florida Department of Law Enforcement and the State Attorney's Office.

During the investigation, the Constitutional rights of all persons are to be observed. The accused will be afforded the opportunity to respond to the allegations or matters being investigated. The rights of the accused will be safeguarded throughout the investigation.

Pursuant to this policy, all employees are to cooperate fully with those performing an investigation. An employee who does not fully cooperate with an authorized investigation may be disciplined, up to and including termination of employment. An employee may be required to answer any questions that are within the scope of the employee's employment, whether such questions are asked in an investigation conducted by the Executive Director Appointee or Human Resources.

The investigation shall be completed expeditiously and in accordance with established procedures. The results of the investigation conducted by the Executive Director Appointee shall be communicated, either orally or in writing, to the Executive Director.

Allegations or matters of conduct deemed outside the scope of this policy, such as supervisory or personnel-related issues, may be referred to the respective area of management or the Human Resources Section for review and appropriate action.

7.4 Actions

Employees, consultants, vendors, contractors, outside agency, or a person doing business with the agency or in any other relationship with the agency to the extent that the CCOC resources are involved or impacted is determined to have participated in fraudulent, unethical, or dishonest acts will be subject to disciplinary action in accordance with personnel policies and rules. Criminal, civil, and/or other administrative actions may also be taken against employees who are found to have participated in unlawful acts. Criminal action falls within the sole purview of local, state, or federal law enforcement, as well as prosecuting and judicial authorities. In those instances where disciplinary and/or other administrative action is warranted, the Human Resources Section, or other appropriate office, shall be consulted prior to taking such actions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the Effective Date of _____, 20__.

**Florida Court Clerk of Court
Operations Corporation**

The Krizner Group

Signature

Signature

Sharon R. Bock

Joyce E. Chastain, SPHR

Chair

William T. Krizner Firm

Date

Date

Witness

Witness

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #6

Discussion of Letter on Clerk's Role in Collections

No Material in Packet

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #7

Update on CCOC Trust Fund and Revenue/Case Trends



Agenda Item 7

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacey Butterfield, CPA
Polk County
Secretary/Treasurer

Honorable Bob Inzer
Leon County

Honorable Jeffrey R. Smith, CPA
Indian River County

Honorable John Crawford
Nassau County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Supreme Court
Honorable Ron Ficarrota
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Agenda Item 7: Update on CCCC Trust Fund and Revenue Trend

Council Action:

Approve giving authority to the Budget Committee Chair the ability to provide limited TF dollars to Clerks in a prorated manner if necessary.

Overview:

CFY 15/16 Conclusion

The CCOC Trust Fund had sufficient dollars to provide to the funded Clerks in CFY 15/16 only after the CCOC reduced Clerk's budgets by 3.61% in April and the re-projected amount of revenues made then was met. There is expected to be approximately \$6.6 million available for settle-up from Clerks that will be available to help fund the Clerks' 16/17 approved budgets.

CFY 16/17 Outlook

The TF as of November 8th has available approximately \$700K for the \$1.9 million needed for the 47 funded Clerks for this month. The 20 depository Clerks are projected to send in approximately \$1.5 million this month so we expect a disbursement could be made the week of November 14th-18th.

Annually the projected excess revenue from depository Clerks to funded Clerks' need is not sufficient. However, this projected shortfall should be offset by the unspent excess carryover from CFY 15/16 from Clerks or any increase in revenues coming in during these months beyond CCOC projections.

Revenue Trends

On a monthly basis we provide to the Budget Committee, Clerks, and others the amount of dollars collected each month by Clerks. The latest report, which contains the month of September, shows a pick up from the month of August and for only the third time in 24 months shows more collected for the current month than the same month one year earlier. (See attached revenue report.)

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."

Page 2: Update on CCOC TF

Revenue Trend compared to Case Trends

The revenue trend for CFY 15/16 compared to CFY 14/15 shows a decrease of both revenues and cases. The attached table and charts show cases and revenues have trended down in the CFY 15/16. For the twelve-month comparison cases were down by more than 5.6% while revenues were down just over 4.5%. (See Attached Caseload Analysis Chart.) The decline in revenues can be attributed to a continuing decline in civil and criminal traffic cases. Also, a notable decline in the number of circuit civil cases that were reopened. (See attached Table comparing type of revenues to cases and reopens.)

Revenue Trend by Division

The CCOC began getting revenue data by each division beginning October 2015. While we have no previous years to compare data to we wanted to at least provide you the information for the twelve month period of CFY 15/16. (See Attached spreadsheet of revenues by division statewide.) As expected, civil traffic revenues account for 27% of the total revenues. Likewise, circuit civil revenues per case are the highest at approximately \$412 dollars compared to juvenile delinquency revenue per case being approximately \$3 dollars. Also as expected, the first quarter of the CFY shows the least amount of revenues collected and the period of February through April are the highest.

EDR Revenue Projections for CFY 16/17

The Article V Revenue Estimating Conference met in July and projected that Clerks' revenue to be used to support their court-related budget for CFY 16/17 would be approximately \$386.2 million. This included a projected \$2 million revenue surplus from CFY 15/16. The Conference will hold their next meeting to project revenues on November 16th. Despite more revenue surplus coming in than projected from CFY 15/16 CCOC staff, in working with Clerk's staff, will not be recommending that the number increase from the \$386.2 million figure.

Lead Staff:

John Dew, Executive Director

Attachments:

1. Revenues collected by Clerks per month from EC report.
2. Diagram comparing case trend to revenue trend for 12-month comparison.
3. Data table of comparing cases to revenue for 12-month comparison.
4. Spreadsheet providing revenues by division for 12 months of CFY 15/16.

EC Revenue Category Trend SFY 2010 - SFY 2017

SFY 2009-10 Collections by Category

Category	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	YTD Total
Fines	\$ 8,076,363.78	\$ 7,676,832.02	\$ 8,059,604.69	\$ 7,909,638.71	\$ 6,718,314.19	\$ 7,414,863.45	\$ 7,189,498.80	\$ 9,129,736.34	\$ 9,497,148.88	\$ 7,969,418.04	\$ 7,451,591.12	\$ 7,178,979.89	\$ 94,271,989.91
Forfeitures	\$ 1,363,117.36	\$ 656,205.25	\$ 1,402,295.39	\$ 745,885.78	\$ 6,410,473.96	\$ 887,368.66	\$ 648,423.88	\$ 529,673.91	\$ 1,404,709.42	\$ 854,348.81	\$ 1,844,121.59	\$ 1,844,121.59	\$ 11,943,517.98
Filing Fees	\$ 17,010,432.45	\$ 15,458,955.04	\$ 15,903,316.95	\$ 16,116,845.39	\$ 12,729,361.94	\$ 16,104,600.08	\$ 13,235,274.09	\$ 14,750,178.31	\$ 15,513,797.50	\$ 13,988,060.76	\$ 12,732,441.18	\$ 13,492,277.80	\$ 177,035,541.49
Service Charges	\$ 6,422,681.11	\$ 6,138,807.07	\$ 7,803,362.50	\$ 6,390,361.15	\$ 6,391,905.26	\$ 7,078,426.88	\$ 7,937,494.24	\$ 7,385,923.97	\$ 7,918,842.57	\$ 7,370,727.65	\$ 8,671,710.82	\$ 8,671,710.82	\$ 86,713,410.82
Interest Earned	\$ 26,111.03	\$ 54,283.69	\$ 17,033.02	\$ 45,668.24	\$ 109,922.28	\$ 85,127.50	\$ 134,953.35	\$ 184,103.17	\$ 72,951.77	\$ 150,012.81	\$ 106,892.51	\$ 459,405.30	\$ 1,446,564.67
Court Costs	\$ 8,393,746.46	\$ 8,040,676.17	\$ 7,968,748.74	\$ 8,199,460.58	\$ 7,103,985.00	\$ 7,706,145.88	\$ 7,773,611.98	\$ 9,817,062.70	\$ 10,048,922.00	\$ 8,453,184.30	\$ 7,697,531.34	\$ 9,973,566.13	\$ 99,176,641.28
Total	\$ 41,292,552.19	\$ 38,025,759.24	\$ 41,154,361.29	\$ 40,096,807.02	\$ 33,692,418.52	\$ 38,590,010.83	\$ 36,060,188.98	\$ 42,348,248.67	\$ 44,895,239.22	\$ 39,884,227.90	\$ 36,228,728.93	\$ 38,319,123.36	\$ 470,587,666.15

SFY 2010-11 Collections by Category

Category	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	YTD Total
Fines	\$ 7,264,210.76	\$ 7,347,380.03	\$ 7,597,108.90	\$ 7,222,814.35	\$ 7,113,664.64	\$ 6,902,424.59	\$ 7,303,056.96	\$ 8,413,542.30	\$ 9,018,565.50	\$ 7,301,214.64	\$ 7,538,617.07	\$ 7,197,974.31	\$ 90,220,583.05
Forfeitures	\$ 671,957.68	\$ 570,832.22	\$ 1,744,290.36	\$ 674,892.17	\$ 492,770.66	\$ 865,217.43	\$ 1,068,446.79	\$ 785,537.82	\$ 2,032,711.07	\$ 950,242.00	\$ 362,731.20	\$ 946,879.18	\$ 11,166,506.63
Filing Fees	\$ 13,949,991.51	\$ 14,681,294.49	\$ 14,323,529.86	\$ 13,045,602.31	\$ 11,547,503.21	\$ 11,482,621.22	\$ 11,661,117.89	\$ 11,100,735.15	\$ 12,799,479.13	\$ 10,685,110.30	\$ 11,185,002.72	\$ 12,259,795.92	\$ 148,721,783.71
Service Charges	\$ 7,100,376.89	\$ 8,980,225.71	\$ 7,516,032.28	\$ 6,380,233.37	\$ 5,652,617.23	\$ 5,337,335.20	\$ 6,139,736.18	\$ 6,623,593.73	\$ 6,903,597.83	\$ 6,203,810.38	\$ 6,202,306.36	\$ 6,349,884.22	\$ 79,389,803.40
Interest Earned	\$ 89,135.85	\$ 87,793.54	\$ 91,457.27	\$ 71,241.46	\$ 17,675.61	\$ 151,350.91	\$ 195,002.95	\$ 63,884.56	\$ 85,231.76	\$ 78,657.55	\$ 63,661.86	\$ 65,889.98	\$ 1,114,983.30
Court Costs	\$ 7,920,005.39	\$ 7,927,358.04	\$ 7,825,296.55	\$ 7,770,166.92	\$ 7,436,949.02	\$ 7,235,683.45	\$ 7,704,291.89	\$ 9,287,704.64	\$ 9,264,724.85	\$ 7,665,640.42	\$ 7,743,235.27	\$ 7,938,216.42	\$ 95,809,272.86
Total	\$ 36,995,678.08	\$ 39,594,882.03	\$ 39,097,715.22	\$ 35,164,950.58	\$ 32,315,234.37	\$ 32,064,632.80	\$ 34,071,661.66	\$ 36,274,998.25	\$ 40,104,310.14	\$ 32,884,675.29	\$ 33,095,554.50	\$ 34,758,640.03	\$ 426,422,932.94

SFY 2011-12 Collections by Category

Category	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	YTD Total
Fines	\$ 6,510,409.38	\$ 7,336,560.17	\$ 7,261,710.54	\$ 6,825,176.53	\$ 6,402,698.30	\$ 6,461,691.37	\$ 6,799,013.56	\$ 8,462,461.52	\$ 8,119,553.97	\$ 6,984,322.09	\$ 6,950,069.15	\$ 6,482,029.28	\$ 84,595,695.86
Forfeitures	\$ 640,723.86	\$ 1,866,735.63	\$ 2,051,334.45	\$ 1,011,722.92	\$ 804,734.37	\$ 895,682.17	\$ 747,922.60	\$ 453,295.23	\$ 594,020.70	\$ 774,741.92	\$ 634,970.31	\$ 1,724.11	\$ 10,477,608.28
Filing Fees	\$ 10,878,042.06	\$ 12,765,668.50	\$ 12,069,817.37	\$ 11,752,644.00	\$ 11,555,924.52	\$ 12,672,037.72	\$ 12,307,785.92	\$ 12,464,443.76	\$ 12,643,646.12	\$ 12,060,579.13	\$ 12,159,377.43	\$ 12,660,860.84	\$ 145,300,827.37
Service Charges	\$ 6,668,792.30	\$ 6,367,842.54	\$ 6,649,657.91	\$ 6,093,949.32	\$ 5,969,895.32	\$ 5,536,257.06	\$ 6,891,161.21	\$ 7,622,231.73	\$ 7,239,252.31	\$ 6,969,152.63	\$ 7,296,880.08	\$ 7,051,169.59	\$ 80,356,242.00
Interest Earned	\$ 62,580.02	\$ 55,889.63	\$ 135,361.45	\$ 61,959.09	\$ 50,396.14	\$ 33,317.72	\$ 77,691.18	\$ 63,750.13	\$ 67,350.07	\$ 83,210.06	\$ 40,384.56	\$ 50,512.07	\$ 737,409.12
Court Costs	\$ 7,139,830.74	\$ 7,804,096.04	\$ 7,621,898.45	\$ 7,369,059.29	\$ 7,003,962.86	\$ 6,969,612.41	\$ 7,415,191.22	\$ 9,743,881.25	\$ 8,970,488.69	\$ 7,931,656.67	\$ 7,835,529.82	\$ 7,581,539.82	\$ 93,386,748.16
Total	\$ 31,900,378.36	\$ 36,196,792.51	\$ 35,789,780.17	\$ 33,114,511.15	\$ 31,787,611.51	\$ 32,568,598.45	\$ 34,238,765.69	\$ 38,810,064.53	\$ 37,634,311.86	\$ 34,758,669.50	\$ 34,917,211.35	\$ 33,227,835.71	\$ 414,944,530.79

SFY 2012-13 Collections by Category

Category	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	YTD Total
Fines	\$ 6,436,405.90	\$ 6,798,122.81	\$ 6,499,559.58	\$ 6,577,304.84	\$ 5,785,162.51	\$ 5,683,315.90	\$ 6,343,065.44	\$ 7,261,744.03	\$ 7,418,276.84	\$ 7,109,373.22	\$ 6,724,227.66	\$ 6,098,182.29	\$ 78,734,741.02
Forfeitures	\$ 786,392.41	\$ 452,477.85	\$ 1,146,903.72	\$ 546,295.96	\$ 626,219.67	\$ 688,638.59	\$ 548,348.78	\$ 900,069.60	\$ 471,577.33	\$ 778,783.59	\$ 534,650.59	\$ 840,676.38	\$ 8,406,746.38
Filing Fees	\$ 11,927,423.44	\$ 13,093,740.41	\$ 11,052,617.55	\$ 12,520,445.46	\$ 10,433,283.31	\$ 10,452,934.06	\$ 12,176,981.05	\$ 10,783,615.40	\$ 11,180,932.53	\$ 9,059,274.93	\$ 10,761,111.03	\$ 13,529,117.73	\$ 137,016,477.42
Service Charges	\$ 6,955,184.20	\$ 7,413,172.03	\$ 7,422,757.99	\$ 8,920,933.08	\$ 8,440,817.36	\$ 6,648,743.73	\$ 9,081,265.99	\$ 9,370,535.10	\$ 9,392,152.03	\$ 9,424,785.44	\$ 11,422,532.03	\$ 10,532,959.32	\$ 105,232,959.32
Interest Earned	\$ 42,788.39	\$ 43,809.06	\$ 76,684.63	\$ 36,631.50	\$ 39,089.44	\$ 42,099.57	\$ 39,933.93	\$ 50,642.92	\$ 63,251.08	\$ 36,716.73	\$ 52,015.30	\$ 30,466.20	\$ 554,128.75
Court Costs	\$ 7,408,784.85	\$ 7,489,938.27	\$ 6,531,432.47	\$ 7,714,640.01	\$ 7,062,328.26	\$ 6,793,930.79	\$ 7,711,611.83	\$ 9,349,464.87	\$ 9,239,527.77	\$ 8,817,205.42	\$ 8,088,999.60	\$ 7,213,311.91	\$ 94,421,200.05
SFO Filing Fee	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$ 2,519,141.82
Total	\$ 33,601,979.69	\$ 35,291,260.43	\$ 33,299,955.94	\$ 36,316,274.85	\$ 32,687,069.17	\$ 30,247,243.72	\$ 36,041,496.83	\$ 37,364,351.18	\$ 38,802,138.16	\$ 35,426,299.66	\$ 35,829,922.62	\$ 34,137,402.57	\$ 425,885,394.82

SFY 2013-14 Collections by Category

Category	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	YTD Total
Fines	\$ 6,547,543.87	\$ 6,321,659.55	\$ 6,289,565.23	\$ 6,684,311.62	\$ 5,704,377.56	\$ 5,957,160.89	\$ 6,319,999.65	\$ 7,386,828.52	\$ 7,356,253.98	\$ 6,864,559.96	\$ 6,474,860.23	\$ 6,367,535.68	\$ 78,274,656.77
Forfeitures	\$ 332,005.64	\$ 849,677.47	\$ 1,423,757.33	\$ 367,740.33	\$ 340,713.98	\$ 877,668.46	\$ 461,550.50	\$ 334,121.52	\$ 578,696.30	\$ 636,925.13	\$ 454,474.16	\$ 632,662.50	\$ 7,289,996.92
Filing Fees	\$ 10,999,704.22	\$ 10,959,366.12	\$ 9,674,821.35	\$ 11,012,758.47	\$ 8,592,322.28	\$ 8,988,443.66	\$ 9,838,466.62	\$ 9,192,152.35	\$ 10,057,906.98	\$ 10,654,729.57	\$ 10,485,085.28	\$ 10,575,370.05	\$ 126,667,126.15
Service Charges	\$ 8,668,792.80	\$ 8,519,337.64	\$ 8,087,383.33	\$ 8,642,850.31	\$ 7,585,581.51	\$ 6,815,683.54	\$ 8,350,812.25	\$ 8,658,167.68	\$ 8,560,507.84	\$ 8,094,900.56	\$ 8,232,634.55	\$ 7,974,059.52	\$ 98,190,711.53
Interest Earned	\$ 30,350.94	\$ 38,473.53	\$ 63,496.23	\$ 37,141.59	\$ 38,544.29	\$ 30,848.28	\$ 34,829.54	\$ 70,178.61	\$ 41,346.83	\$ 45,747.40	\$ 37,726.47	\$ 39,150.34	\$ 507,834.05
Court Costs	\$ 7,682,100.64	\$ 7,276,501.32	\$ 7,043,634.03	\$ 7,296,479.73	\$ 6,300,987.59	\$ 6,908,013.26	\$ 7,027,941.76	\$ 8,906,495.47	\$ 8,350,256.95	\$ 7,517,583.08	\$ 7,086,401.23	\$ 6,984,661.69	\$ 88,381,056.75
SFO Filing Fee	\$ 2,907,732.67	\$ 2,831,732.96	\$ 2,678,792.15	\$ 2,974,918.80	\$ 2,504,510.32	\$ 2,579,241.67	\$ 2,733,752.84	\$ 2,589,056.44	\$ 2,946,915.00	\$ 2,959,866.84	\$ 2,783,081.58	\$ 2,862,128.74	\$ 33,351,730.01
Total	\$ 37,168,230.78	\$ 36,432,748.59	\$ 35,261,449.65	\$ 37,016,200.85	\$ 31,067,037.53	\$ 32,157,059.76	\$ 34,767,353.16	\$ 37,137,004.22	\$ 37,891,883.88	\$ 36,774,312.54	\$ 35,554,263.50	\$ 35,435,568.52	\$ 426,663,112.98

SFY 2014-15 Collections by Category

Category	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	YTD Total
Fines	\$ 6,250,736.51	\$ 6,046,020.26	\$ 5,626,709.05	\$ 6,270,169.12	\$ 5,182,246.32	\$ 5,997,306.37	\$ 6,146,486.35	\$ 7,238,268.87	\$ 7,363,327.40	\$ 7,016,448.60	\$ 5,832,638.85	\$ 6,236,172.53	\$ 75,796,530.33
Forfeitures	\$ 782,618.65	\$ 947,113.16	\$ 1,157,243.69	\$ 420,958.71	\$ 740,245.38	\$ 910,414.46	\$ 527,527.42	\$ 337,776.29	\$ 428,229.81	\$ 510,959.81	\$ 703,661.11	\$ 749,521.68	\$ 8,216,270.17
Filing Fees	\$ 10,719,879.66	\$ 10,739,870.61	\$ 9,877,307.94	\$ 10,626,545.02	\$ 8,533,715.15	\$ 9,826,426.04	\$ 9,551,821.47	\$ 9,665,239.71	\$ 10,526,647.64	\$ 10,771,962.89	\$ 9,994,787.58	\$ 10,864,224.19	\$ 121,698,427.98
Service Charges	\$ 8,100,489.94	\$ 7,784,593.47	\$ 8,160,221.48	\$ 7,859,230.35	\$ 7,465,277.89	\$ 6,822,709.57	\$ 7,752,988.76	\$ 7,866,427.68	\$ 7,608,605.91	\$ 6,966,950.21	\$ 6,666,950.21	\$ 89,487,103.60	
Interest Earned	\$ 41,545.04	\$ 37,681.05	\$ 51,907.24	\$ 41,035.35	\$ 35,698.75	\$ 36,849.86	\$ 49,910.56	\$ 58,292.10	\$ 55,198.95	\$ 70,181.11	\$ 51,562.61	\$ 56,533.57	\$ 548,396.19
Court Costs	\$ 6,861,914.52	\$ 6,572,937.17	\$ 5,676,303.24	\$ 6,790,849.84	\$ 5,413,764.39	\$ 6,387,738.98	\$ 6,200,						

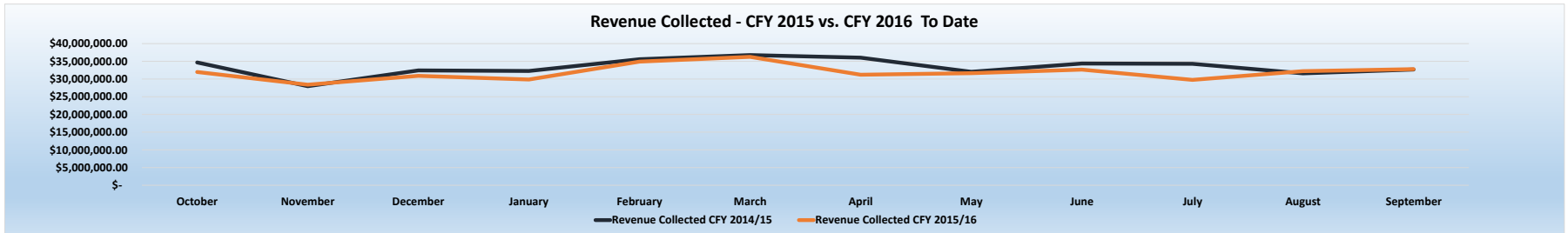


Annual Revenue Collected and Caseload Analysis

County Fiscal Years 2014/2015 vs. 2015/16

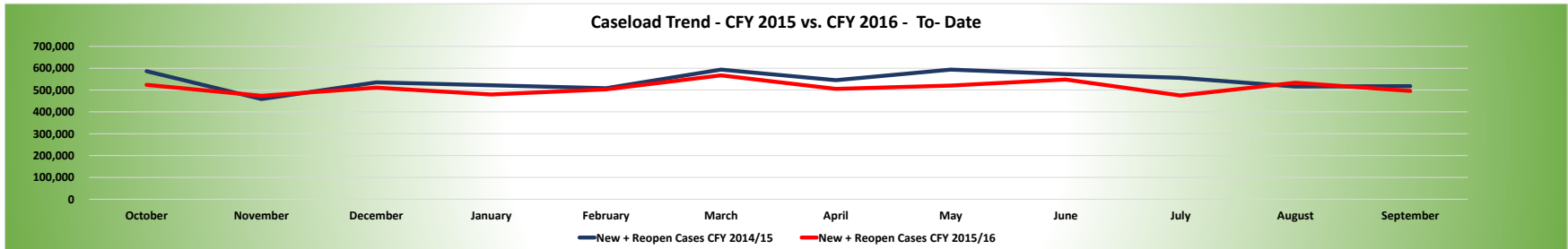
Revenue Trend

Month	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenue Collected CFY 2014/15	\$ 34,679,376.64	\$ 27,980,121.52	\$ 32,427,033.52	\$ 32,287,502.45	\$ 35,599,953.58	\$ 36,765,195.00	\$ 36,044,513.62	\$ 32,039,052.69	\$ 34,367,270.77	\$ 34,285,716.13	\$ 31,594,285.71	\$ 32,689,111.26	\$ 400,759,132.89
Revenue Collected CFY 2015/16	\$ 31,985,861.90	\$ 28,401,726.88	\$ 30,897,858.72	\$ 29,873,468.31	\$ 34,927,499.23	\$ 36,263,650.96	\$ 31,201,675.50	\$ 31,647,045.87	\$ 32,666,989.50	\$ 29,760,732.73	\$ 32,233,909.90	\$ 32,799,960.14	\$ 382,660,379.64
													-4.52%



New + Reopen Case Trend

Month	October	November	December	January	February	March	April	May	June	July	August	September	Total
New + Reopen Cases CFY 20	586,466	458,729	535,433	521,809	508,417	593,667	545,107	593,667	572,830	556,218	516,319	518,116	6,506,778
New + Reopen Cases CFY 2015/16	523,899	473,728	510,933	479,870	503,398	567,307	505,357	520,444	548,401	475,237	533,650	496,035	6,138,259
													-5.66%



NOTE: Balances are subject to change as year end and post adjustments continue

Comparison of Revenue Collected and Case Count Analysis
CFYs 2014/15 -2015/16; Quarter 4 Report (To Date)

CFY 2014-2015													
Revenues	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	June-15	Jul-15	Aug-15	Sep-15	Total
Fines	\$6,270,169.12	\$5,182,246.42	\$5,997,306.37	\$6,146,486.35	\$7,238,268.87	\$7,363,327.40	\$7,016,448.60	\$5,832,638.85	\$6,236,172.53	\$6,069,827.99	\$5,648,927.77	\$5,864,482.44	\$74,866,302.71
Forfeitures	\$420,958.71	\$740,245.38	\$910,414.46	\$527,527.42	\$337,776.29	\$428,229.81	\$510,959.81	\$703,661.11	\$749,521.68	\$644,272.06	\$542,492.80	\$1,621,463.18	\$8,137,522.71
Filing Fees	\$10,626,545.02	\$8,533,715.15	\$9,826,426.04	\$9,551,821.47	\$9,665,239.71	\$10,526,647.64	\$10,771,962.89	\$9,994,787.58	\$10,864,224.19	\$10,495,339.67	\$10,002,719.87	\$9,563,015.97	\$120,422,445.20
Service Charges	\$7,859,230.35	\$5,871,374.08	\$6,822,709.57	\$7,465,277.89	\$7,752,988.76	\$7,866,427.68	\$7,688,605.91	\$6,966,950.21	\$7,148,234.34	\$7,851,887.82	\$6,810,552.62	\$7,140,989.39	\$87,245,228.62
Interest	\$41,035.35	\$35,698.75	\$36,849.86	\$49,910.56	\$58,292.10	\$55,198.95	\$70,181.11	\$51,562.61	\$56,533.57	\$112,757.86	\$42,288.77	\$72,888.56	\$683,198.05
Court Costs	\$6,790,849.84	\$5,413,764.39	\$6,387,738.98	\$6,200,318.86	\$8,046,630.71	\$7,719,439.96	\$7,278,158.91	\$5,988,345.30	\$6,571,129.03	\$6,398,932.65	\$6,007,823.01	\$6,115,896.58	\$78,919,028.22
\$80.00 Filing Fee	\$2,670,588.25	\$2,203,077.35	\$2,445,588.24	\$2,346,159.90	\$2,500,757.14	\$2,805,923.56	\$2,708,196.39	\$2,501,107.03	\$2,741,455.43	\$2,712,698.08	\$2,539,480.87	\$2,310,375.14	\$30,485,407.38
Reopen Filing Fee													\$0.00
Total	\$34,679,376.64	\$27,980,121.52	\$32,427,033.52	\$32,287,502.45	\$35,599,953.58	\$36,765,195.00	\$36,044,513.62	\$32,039,052.69	\$34,367,270.77	\$34,285,716.13	\$31,594,285.71	\$32,689,111.26	\$400,759,132.89

New & Reopen Cases Filed	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen		
Circuit Criminal	23,035	21,202	18,934	16,162	20,441	18,664	21,205	18,528	19,771	17,860	23,120	19,994	21,674	18,927	21,252	17,485	22,031	18,679	22,679	18,458	21,974	18,204	20,792	18,620	256,908	222,783
County Criminal	33,954	7,235	26,860	5,809	30,962	6,768	30,786	6,461	29,078	5,705	37,940	6,071	33,756	6,350	31,400	5,993	33,234	6,136	34,133	6,612	31,495	6,136	31,170	5,591	384,768	74,867
Juvenile Delinquency	6,120	6,454	4,729	5,079	5,535	5,486	5,335	5,360	5,382	5,610	5,883	5,916	6,199	6,018	6,085	5,552	5,339	6,116	4,988	5,669	4,598	4,981	4,896	5,066	65,089	67,307
Criminal Traffic	30,551	9,051	24,929	7,235	29,977	7,564	28,887	7,998	28,098	7,838	31,955	9,024	29,266	8,076	26,675	7,523	30,460	7,921	28,575	8,296	27,760	7,716	28,434	7,450	345,567	95,692
Circuit Civil	17,231	24,659	13,812	18,617	15,475	21,328	14,402	22,559	14,769	20,605	16,265	20,797	15,451	19,848	14,913	18,664	16,062	20,270	16,625	18,886	15,374	17,286	14,296	16,773	184,675	240,292
County Civil	38,254	11,705	30,234	9,108	35,043	10,564	36,035	11,042	33,256	10,191	35,299	11,669	39,301	11,696	37,260	10,416	39,239	11,078	37,789	11,262	36,197	11,109	35,827	11,071	433,734	130,911
Probate	13,586	8,537	10,472	6,528	12,656	7,340	12,802	7,867	13,080	9,042	14,734	11,045	14,210	9,743	13,014	8,160	14,129	8,867	13,888	8,365	13,167	7,580	12,899	7,459	158,637	100,533
Family	22,555	20,448	16,926	15,973	18,871	18,360	20,059	19,473	20,587	19,549	24,695	20,899	24,075	20,237	22,025	19,359	24,006	20,687	23,669	20,580	22,875	20,397	22,652	20,158	262,995	236,120
Juvenile Dependency	1,582	6,173	1,373	5,019	1,550	6,200	1,652	5,651	1,684	5,988	1,729	6,564	1,789	6,517	1,453	5,553	1,476	6,519	1,357	5,573	1,372	5,522	1,427	5,317	18,444	70,596
Civil Traffic	284,134	-	220,930	-	262,649	-	245,707	-	240,324	-	290,068	-	251,974	-	256,712	-	288,149	-	268,814	-	242,576	-	248,218	-	3,100,255	-
Total	471,002	115,464	369,199	89,530	433,159	102,274	416,870	104,939	406,029	102,388	481,688	111,979	437,695	107,412	430,789	98,705	474,125	106,273	452,517	103,701	417,388	98,931	420,611	97,505	5,211,072	1,239,101

CFY 2015-2016													
Revenues	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total
Fines	\$5,818,842.89	\$5,371,306.20	\$5,629,204.35	\$5,312,302.89	\$7,173,649.97	\$7,379,636.83	\$6,206,251.92	\$5,967,564.62	\$6,046,502.57	\$5,403,733.74	\$5,810,447.53	\$5,752,468.89	\$71,871,912.40
Forfeitures	\$464,058.96	\$465,777.82	\$1,275,173.51	\$1,159,816.64	\$283,286.98	\$396,183.75	\$337,182.47	\$943,576.47	\$504,996.76	\$869,791.27	\$541,363.83	\$2,529,318.33	\$9,770,526.79
Filing Fees	\$9,665,117.44	\$8,647,270.78	\$9,295,066.89	\$8,622,829.88	\$9,550,863.51	\$10,450,944.58	\$8,772,988.45	\$9,494,015.37	\$10,298,322.71	\$9,156,504.52	\$10,410,536.63	\$9,552,174.39	\$113,916,635.15
Service Charges	\$7,083,184.02	\$5,772,855.75	\$6,036,892.24	\$6,753,892.05	\$7,053,666.81	\$6,898,169.23	\$6,511,421.73	\$6,206,005.46	\$6,535,961.69	\$5,895,308.16	\$6,237,436.40	\$6,421,184.31	\$77,405,977.85
Interest	\$45,213.90	\$42,983.45	\$50,579.70	\$48,505.50	\$68,477.17	\$59,044.02	\$55,166.87	\$56,122.33	\$55,926.26	\$52,444.33	\$83,794.75	\$65,303.33	\$683,561.61
Court Costs	\$6,034,739.51	\$5,493,786.70	\$5,816,629.10	\$5,497,863.13	\$7,915,115.36	\$7,601,323.29	\$6,499,846.79	\$6,099,588.34	\$6,166,171.76	\$5,623,950.21	\$6,079,463.40	\$5,729,828.49	\$74,558,306.08
\$80.00 Filing Fee	\$2,519,141.82	\$2,302,930.84	\$2,468,000.54	\$2,205,185.77	\$2,567,185.07	\$3,096,301.61	\$2,485,799.51	\$2,587,595.98	\$2,733,880.90	\$2,473,713.73	\$2,755,170.04	\$2,474,258.19	\$30,669,164.00
Reopen Filing Fee	\$355,563.36	\$304,815.34	\$326,312.39	\$273,072.45	\$315,254.36	\$382,047.65	\$333,017.76	\$292,577.30	\$325,226.85	\$285,286.77	\$315,697.32	\$275,424.21	\$3,784,295.76
Total	\$31,985,861.90	\$28,401,726.88	\$30,897,858.72	\$29,873,468.31	\$34,927,499.23	\$36,263,650.96	\$31,201,675.50	\$31,647,045.87	\$32,666,989.50	\$29,760,732.73	\$32,233,909.90	\$32,799,960.14	\$382,660,379.64

New & Reopen Cases Filed	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen	New	Reopen		
Circuit Criminal	21,986	19,297	19,261	16,459	20,984	18,240	19,865	17,579	20,294	18,331	22,418	20,143	22,119	18,692	22,756	18,325	22,557	19,207	20,559	17,487	22,347	19,583	21,095	16,990	256,241	220,333
County Criminal	31,222	6,395	27,664	5,222	29,882	5,616	27,421	5,605	28,309	5,504	35,027	6,162	31,966	5,850	32,747	5,598	32,742	5,770	30,757	5,225	31,035	6,061	28,723	5,482	367,495	68,490
Juvenile Delinquency	5,311	5,424	4,749	4,550	5,467	4,697	4,956	4,588	5,328	4,908	5,931	6,041	5,814	5,622	5,588	5,452	5,363	5,266	4,466	4,397	4,603	5,233	4,437	4,916	62,013	61,094
Criminal Traffic	27,026	7,839	25,235	6,848	27,551	6,755	25,298	7,425	27,217	7,904	29,525	8,391	26,211	7,573	26,298	7,443	27,930	7,361	23,529	6,882	26,738	7,712	25,816	7,316	318,374	89,449
Circuit Civil	16,060	16,115	13,458	14,150	14,711	14,288	13,054	13,434	15,072	14,291	17,665	15,292	15,484	13,657	15,700	12,639	15,703	13,732	15,235	12,299	16,637	13,464	14,493	11,910	183,272	165,271
County Civil	36,945	11,936	32,080	10,663	35,852	11,110	34,114	9,967	36,074	11,528	38,727	12,620	30,789	11,830	34,891	11,978	40,192	11,895	35,378	10,399	41,038	11,753	38,166	11,289	434,246	136,968
Probate	13,561	9,354	12,015	7,607	12,470	7,612	11,904	8,349	13,892	10,019	15,097	10,560	13,927	9,653	14,224	8,914	14,262	8,918	12,807	7,642	15,023	8,824	13,216	8,291	162,398	105,743
Family	22,914	19,599	20,134	17,730	20,147	17,382	19,725	17,794	22,093	19,364	25,037	21,216	23,625	19,474	22,959	18,584	23,696	19,240	21,481	17,876	24,653	20,695	21,922	18,507	268,386	227,461
Juvenile Dependency	1,547	5,905	1,297	5,630	1,490	5,755	1,507	5,349	1,513	5,450	1,585	5,854	1,580	5,286	1,533	5,319	1,453	5,721	1,340	4,846	1,578	5,779	1,568	4,914	17,991	65,808
Civil Traffic	245,463	-	228,976	-	250,924	-	231,936	-	236,307	-	270,016	-	236,205	-	249,496	-	267,393	-	222,632	-	250,894	-	236,984	-	2,927,226	-
Total	422,035	101,864	384,869	88,859	419,478	91,455	389,780	90,090	406,099	97,299	461,028	106,279	407,720	97,637	426,192	94,252	45									

CCOC 2015-2016

Revenues	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total
Circuit Criminal	\$ 1,323,538.24	\$ 1,162,140.07	\$ 1,333,672.01	\$ 1,257,662.57	\$ 1,845,225.75	\$ 2,022,969.16	\$ 1,600,780.85	\$ 1,423,592.61	\$ 1,544,344.54	\$ 1,322,662.07	\$ 1,557,544.97	\$ 1,447,797.45	\$ 17,841,930.29
County Criminal	\$ 1,186,898.71	\$ 1,080,765.82	\$ 1,226,930.87	\$ 1,117,024.74	\$ 1,658,518.31	\$ 1,613,650.98	\$ 1,430,208.21	\$ 1,344,010.94	\$ 1,273,453.80	\$ 1,230,637.95	\$ 1,308,700.06	\$ 1,417,807.56	\$ 15,888,607.95
Juvenile Delinquency	\$ 10,704.11	\$ 11,060.53	\$ 11,449.86	\$ 22,450.78	\$ 12,677.92	\$ 12,790.43	\$ 14,260.60	\$ 19,358.48	\$ 11,566.36	\$ 12,157.78	\$ 12,921.33	\$ 11,816.84	\$ 163,215.02
Criminal Traffic	\$ 2,265,779.35	\$ 2,214,544.33	\$ 2,230,145.05	\$ 2,188,913.11	\$ 3,281,723.96	\$ 3,028,123.82	\$ 2,687,649.51	\$ 2,544,263.12	\$ 2,553,710.40	\$ 2,418,207.28	\$ 2,604,579.75	\$ 2,523,429.51	\$ 30,541,069.19
Circuit Civil	\$ 6,975,628.58	\$ 5,622,687.71	\$ 5,993,658.84	\$ 6,321,619.38	\$ 6,037,211.59	\$ 6,806,114.60	\$ 6,325,745.66	\$ 6,109,379.66	\$ 6,552,130.92	\$ 6,129,915.52	\$ 6,611,713.45	\$ 6,112,234.10	\$ 75,598,040.01
County Civil	\$ 6,139,670.40	\$ 5,565,798.49	\$ 6,296,305.61	\$ 5,818,242.20	\$ 6,226,698.06	\$ 6,732,169.92	\$ 5,257,580.96	\$ 6,006,925.22	\$ 6,842,284.13	\$ 6,227,666.21	\$ 7,084,343.91	\$ 6,813,036.79	\$ 75,010,721.90
Juvenile Dependency	\$ 16,132.98	\$ 26,199.85	\$ 21,307.11	\$ 13,922.07	\$ 20,664.36	\$ 24,410.15	\$ 19,410.11	\$ 33,316.59	\$ 15,421.70	\$ 14,590.11	\$ 20,988.31	\$ 18,590.51	\$ 244,953.85
Probate	\$ 1,261,639.48	\$ 1,146,652.42	\$ 1,187,224.33	\$ 1,091,024.36	\$ 1,358,241.07	\$ 1,513,525.73	\$ 1,347,435.47	\$ 1,334,611.37	\$ 1,350,501.59	\$ 1,227,740.37	\$ 1,503,222.35	\$ 1,271,386.31	\$ 15,593,204.85
Family	\$ 1,514,034.19	\$ 1,411,650.48	\$ 1,421,633.05	\$ 1,366,135.51	\$ 1,656,095.31	\$ 1,842,758.94	\$ 1,734,540.04	\$ 1,689,224.63	\$ 1,655,349.74	\$ 1,610,620.76	\$ 1,756,048.81	\$ 1,599,127.59	\$ 19,257,219.05
Civil Traffic	\$ 8,322,380.58	\$ 7,526,538.87	\$ 8,099,818.24	\$ 7,704,332.03	\$ 10,370,058.89	\$ 10,182,390.27	\$ 8,591,957.33	\$ 8,325,051.81	\$ 8,299,534.20	\$ 7,906,799.08	\$ 8,538,888.81	\$ 8,092,161.01	\$ 101,959,911.12
Other(Not Included in Calculation Below)	\$ 2,969,437.76	\$ 2,633,688.32	\$ 3,075,713.76	\$ 2,972,141.55	\$ 2,460,384.01	\$ 2,484,746.96	\$ 2,192,106.74	\$ 2,817,311.44	\$ 2,568,692.32	\$ 1,662,312.82	\$ 1,233,386.81	\$ 3,490,012.75	\$ 30,559,935.24
Total	\$ 31,985,844.38	\$ 28,401,726.89	\$ 30,897,858.73	\$ 29,873,468.30	\$ 34,927,499.23	\$ 36,263,650.96	\$ 31,201,675.48	\$ 31,647,045.87	\$ 32,666,989.70	\$ 29,763,309.95	\$ 32,232,338.56	\$ 32,797,400.42	\$ 382,658,808.47

Cases	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total
Circuit Criminal	21,986	19,261	20,984	19,865	20,294	22,418	22,119	22,756	22,557	20,559	22,347	21,095	256,241
County Criminal	31,222	27,664	29,882	27,421	28,310	35,027	31,966	32,747	32,742	30,501	31,035	28,723	367,240
Juvenile Delinquency	5,311	4,749	5,467	4,956	5,328	5,931	5,814	5,588	5,363	4,466	4,603	4,437	62,013
Criminal Traffic	27,026	25,235	27,551	25,298	27,217	29,525	26,211	26,298	27,930	23,529	26,738	25,816	318,374
Circuit Civil	16,060	13,458	14,711	13,054	15,072	17,665	15,484	15,700	15,703	15,235	16,637	14,493	183,272
County Civil	36,945	32,080	35,852	34,114	36,074	38,727	30,789	34,891	40,192	35,378	41,038	38,166	434,246
Juvenile Dependency	1,547	1,297	1,490	1,507	1,513	1,585	1,580	1,533	1,426	12,807	15,023	13,216	67,360
Probate	13,561	12,015	12,470	11,904	13,892	15,097	13,927	14,224	23,696	21,481	24,653	21,922	198,842
Family	22,914	20,134	20,147	19,725	22,093	25,037	23,625	22,959	1,453	1,340	1,578	1,568	182,573
Civil Traffic	245,463	228,976	250,924	231,936	236,307	270,016	236,205	249,496	267,393	222,632	250,894	236,984	2,927,226
Total	422,035	384,869	419,478	389,780	406,100	461,028	407,720	426,192	451,291	387,928	434,546	406,420	4,997,387

Revenues per Case	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total
Circuit Criminal	\$ 60	\$ 60	\$ 64	\$ 63	\$ 91	\$ 90	\$ 72	\$ 63	\$ 68	\$ 64	\$ 70	\$ 69	\$ 70
County Criminal	\$ 38	\$ 39	\$ 41	\$ 41	\$ 59	\$ 46	\$ 45	\$ 41	\$ 39	\$ 40	\$ 42	\$ 49	\$ 43
Juvenile Delinquency	\$ 2	\$ 2	\$ 2	\$ 5	\$ 2	\$ 2	\$ 2	\$ 3	\$ 2	\$ 3	\$ 3	\$ 3	\$ 3
Criminal Traffic	\$ 84	\$ 88	\$ 81	\$ 87	\$ 121	\$ 103	\$ 103	\$ 97	\$ 91	\$ 103	\$ 97	\$ 98	\$ 96
Circuit Civil	\$ 434	\$ 418	\$ 407	\$ 484	\$ 401	\$ 385	\$ 409	\$ 389	\$ 417	\$ 402	\$ 397	\$ 422	\$ 412
County Civil	\$ 166	\$ 173	\$ 176	\$ 171	\$ 173	\$ 174	\$ 171	\$ 172	\$ 170	\$ 176	\$ 173	\$ 179	\$ 173
Juvenile Dependency	\$ 10	\$ 20	\$ 14	\$ 9	\$ 14	\$ 15	\$ 12	\$ 22	\$ 1	\$ 1	\$ 1	\$ 1	\$ 4
Probate	\$ 93	\$ 95	\$ 95	\$ 92	\$ 98	\$ 100	\$ 97	\$ 94	\$ 57	\$ 57	\$ 61	\$ 58	\$ 78
Family	\$ 66	\$ 70	\$ 71	\$ 69	\$ 75	\$ 74	\$ 73	\$ 74	\$ 1,139	\$ 1,202	\$ 1,113	\$ 1,020	\$ 105
Civil Traffic	\$ 34	\$ 33	\$ 32	\$ 33	\$ 33	\$ 38	\$ 36	\$ 33	\$ 31	\$ 36	\$ 34	\$ 34	\$ 35
Total	\$ 69	\$ 67	\$ 66	\$ 69	\$ 80	\$ 73	\$ 71	\$ 68	\$ 67	\$ 72	\$ 71	\$ 72	\$ 70

NOTE: Balances are subject to change as year end and post adjustments continue

CLERKS OF COURT OPERATIONS
CORPORATION
EXECUTIVE COUNCIL MEETING
NOVEMBER 14, 2016

Agenda Item #8

Update on TCBC Issues

FLORIDA CCOC

Clerks of Court
Operations Corporation



Agenda Item 8

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County Clerk
Secretary/Treasurer

Honorable John Crawford
Nassau County

Honorable Bob Inzer
Leon County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Jeff Smith, CPA
Indian River County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: November 14, 2016

Subject: Update on Trial Court Budget Commission (TCBC) Issues

Council Action:

Information purposes only.

Overview:

TCBC

The TCBC met three times since the CCOC Council last met. The TCBC met on August 1st, August 31st, and November 7th. (The agendas for each of those meetings are attached.)

For a copy of the full meeting packets you can click on the link below:

<http://www.flcourts.org/administration-funding/court-funding-budget/trial-court-budget-commission/tcbc-meeting-materials.stml>

Judge Ficarrotta, while being a member of the CCOC Executive Council, is also a member of the TCBC. Historically he provides an update of TCBC activities at each CCOC Council meeting.

Lead Staff:

John Dew, CCOC Executive Director

Attachments: 1: Agendas from TCBC Meetings (August 1st, August 31st, and November 7th).

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 1 p.m., Thursday, August 11, 2016
Ponte Vedra Beach, Florida

Note: By Tuesday afternoon, August 9, materials will be available at:

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

Welcome and Roll Call

- | | | |
|------|---|-----------|
| I. | Opening Remarks by Chair | 8:30-8:35 |
| II. | Approval of June 17, 2016, Meeting Minutes | 8:35-8:40 |
| III. | FY 2015-16 Year-End Wrap-Up | 8:40-9:00 |
| | A. Salary Budgets | |
| | B. Personnel Actions | |
| | C. Positions Vacant More than 180 Days | |
| | D. Operating Budgets | |
| | E. Trust Fund Cash Balances | |
| | F. Conflict Counsel Cases over Flat Fee | |
| IV. | FY 2016-17 Allocations and Budget Outlook | 9:00-9:45 |
| | A. Circuit Allocations | |
| | 1. Child Support Enforcement Hearing Officers | |
| | 2. General Magistrates | |
| | B. Article V Estimating Conference | |
| | C. Salary Budget and Payroll Projections | |
| | D. Circuit Due Process Requests (12 th , 15 th , and 18 th Circuits) | |
| | E. Budget and Pay Administration Memorandum Recommendations | |

- | | | |
|---------|---|-------------|
| V. | FY 2017-18 Legislative Budget Request (LBR) | 9:45-10:15 |
| A. | LBR Timeline | |
| B. | Priorities/Strategies – Approved for Estimation and Consideration | |
| | 1. Employee Pay Issue | |
| | 2. Trial Court Technology Funding | |
| Break | | 10:15-10:30 |
| | Priorities/Strategies – Approved for Estimation and Consideration
(Continued) | 10:30-12:00 |
| | 3. General Magistrates | |
| | 4. Case Management | |
| | 5. Staff Attorneys | |
| | 6. Court Reporting | |
| | 7. Court Interpreting | |
| C. | Priority Ranking of LBR Issues | |
| VI. | 2017 Judicial Branch Statutory Agenda – Timeline | 12:00-12:05 |
| VII. | Due Process Workgroup – Status Report and Action Items | 12:05-12:30 |
| VIII. | Report from Chief Justice Designee to Clerks of Court Operations
Corporation Executive Council | 12:30-12:45 |
| IX. | Other Business | 12:45-1:00 |
| Adjourn | | |



MEETING AGENDA

12 p.m., Wednesday, August 31, 2016

Telephone Conference Call

1-888-670-3525; Passcode 2923925849#

Note: On Tuesday, August 30, materials will be available at:

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

Welcome and Roll Call

- I. Consideration of FY 2017-18 Legislative Budget Request (LBR) Relating to Trial Court Security Coordinators
- II. LBR Status Report/Update

Adjourn



MEETING AGENDA

12 p.m., Monday, November 7, 2016
Telephone Conference Call
1-888-670-3525; Passcode 2923925849#

Note: On Friday, November 4, materials will be available at:

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

Welcome and Roll Call

- I. Allocation of Re-appropriated Senior Judge Days
- II. Consideration of Due Process Workgroup Report on Expert Witnesses
- III. Consideration of Cross Jurisdictional Technology Support Unit (Time Permitting)

Adjourn