

Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
Sharon R. Bock, Esq. Palm Beach County	John Crawford Nassau County	Pat Frank Hillsborough County
Ron Ficarrotta 13th Judicial Circuit Judge SUPREME COURT APPOINTEE	Kyle Hudson Holmes County SENATE APPOINTEE	Paula S. O'Neil, Ph.D Pasco County HOUSE APPOINTEE
		Todd Newton Gilchrist County
		Jeffrey R. Smith, CPA Indian River County
		John Dew EXECUTIVE DIRECTOR
		Joe Boyd GENERAL COUNSEL

DRAFT Agenda

Executive Council Meeting

October 10, 2017

Date: October 10, 2017

Time: 2pm EDT

Location: Wyndham Grand Orlando Resort Bonnet Creek, 14651 Chelonia Pkwy, Orlando, Fl. 32821. For those unable to attend in person the call-in number is (904) 512-0115, Code 412463.

- Call to OrderKen Burke
- Roll CallTara Green
- Invocation.....John Crawford
- Approval of Agenda and Welcome.....Ken Burke
- 1) Approval of August 31st, 2017 Council MinutesTara Green
- 2) Treasurer’s ReportTara Green
 - a. CCOC 16/17 CCOC Office Budget and Expenditures
 - b. Other
- 3) Report from Committee Chairs
 - a. Budget Committee
 - i. CFY 16/17 Update
 - ii. CFY 17/18 Update
 - b. PIE Committee
 - c. Revenue Enhancement/Funding Model Committee
 - d. Legislative Committee
 - e. Other
- 4) Update on TCBC Issues.....Ron Ficarrotta
- 5) Other Business



Our Mission:

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

MINUTES
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
THURSDAY, AUGUST 31, 2017 2:00 PM EDT
EXECUTIVE COUNCIL MEETING
TELECONFERENCE

The August 31, 2017 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Ken Burke at approximately 2:00 PM (EDT). The Executive Council Meeting was conducted via WEBEX and the meeting was open to all that called in. The meeting was properly noticed. Roll call was taken by Executive Council Secretary/Treasurer Tara Green. Council Members present were the Honorable Ken Burke, Honorable Stacy Butterfield, Honorable Tara Green, Honorable Sharon Bock, Honorable John Crawford, Honorable Pat Frank, Honorable Todd Newton, Honorable Jeff Smith, and Honorable Ron Ficarrotta. The Honorable Paula S. O'Neil and Honorable Kyle Hudson did not join the meeting. Clerk Green stated that there was a quorum.

The minutes from the June 12th and July 24th Executive Council meetings were presented. Chair Burke asked if there were any additions or corrections to the June 12th minutes. There were none. Clerk Butterfield made a motion to accept the June 12th minutes and seconded by Clerk Crawford. The vote was taken and the motion passed unanimously. Next Chair Burke asked if there were any additions or corrections to the July 24th minutes. Hearing none, Clerk Butterfield made the motion and it was seconded by Clerk Crawford. The vote was taken and the motion passed unanimously.

Chair Burke introduced the draft Agenda for the meeting and asked if there were any additions or corrections. The agenda was approved as submitted.

BUDGET COMMITTEE

Chair Burke called upon Clerk Butterfield, the Chair of the Budget Committee to give her report. Clerk Butterfield thanked the Clerks that participate on the Budget Committee and their staff and the CCOC staff for their dedication. Clerk Butterfield noted that there had been one Budget Committee meeting since the last Council meeting and it was August 23, 2017. Clerk Butterfield brought forward to the Council for action the Committee's recommendations. She began by stating in this next fiscal year, the CCOC is charged with allocating the budgets for the Clerks. Through the budget process, the Clerks submitted their budget needs collectively and their request was \$461 million to run their offices. The revenue available to the CCOC to support the needs-based budget of \$461 million was only \$409.4 million. That amount was determined in statute by the Revenue Estimating Conference (REC). They met on July 31st. There is a gap of over \$51 million on what the Clerks need and what is available to them to operate. Once again, she added as we move into the next year, the Clerks are faced with a reduction not only from their needs, but from the current level they are operating which is \$422 million. The Committee met to go through the process with the change in the law this year and the allocation of resources to operate Clerks' offices. The summary of the recommendations that the Committee made and Clerk Butterfield is moving forward on are found on pages 16 and 17 in the packet. Clerk Butterfield spoke of the Committee's actions as related to the 10% funds which was changed by the passage of Senate Bill 2506 in June of

this year. First, it is expected that all the Clerks were to expend all of their 10% funds by the end of this county fiscal year. The Committee is requiring that if a Clerk has not expended all the funds and is expecting to have any remaining dollars that they submit a spending plan to the CCOC by September 29th. There will be a progress report on that plan from each Clerk to the CCOC during the year as well. For all those who had not expended all their available revenue, they have the potential for the remaining fiscal year to spend the greater of the authority or the revenues that were collected. All Clerks cannot exceed their aggregate. CCOC budget authority which aggregated to the \$442 million, has the potential to recommend internally if one Clerk has the additional authority and another does not, there is an internal process to be able to allocate that other authority to that Clerk. This is the first recommendation and Clerk Butterfield noted that was in the form of a motion. Clerk Crawford seconded the motion. Chair Burke asked if there was any discussion. Hearing none, the vote was taken. The motion passed unanimously.

Clerk Butterfield continued with the second item which has two parts. Each came from the committee separately, but she is combining the part about the methodology that would be used to get from the \$422 million to the \$409 million and the part that the committee acted on the distribution of the \$409 million. She put these two together for the sake of time and made a motion to do an across the board cut of 2.99% to allocate the \$409,399,995 million be implemented. The results of that is in the packet on page 26. Clerk Butterfield made a motion that the Attachment #4 is the aggregate budget authority that is recommended for approval by the Council and Council approve each Clerk's individual allocation on that attachment for the total of \$409,399,995 million for the county fiscal year of 17/18. Clerk Green seconded the motion. Chair Burke asked if there were any questions or discussion. There were no questions and the vote was taken. The motion passed unanimously.

Clerk Butterfield continued with the third item. The Budget Committee is recommending that a workgroup be formed to look at the methodology of things that would be used going forward that would consider other factors from the perspective of having additional dollars in the Clerks' budgets. The workgroup would start working on processes and methodologies that will be brought to the Budget Committee and CCOC to use if the budgets get cut again in the future. Clerk Butterfield made a motion to approve the Budget Committee recommendation to form a workgroup to work on this and she would have the authority to pick the workgroup. The motion was seconded by Clerk Frank. Chair Burke asked if there were any discussion or questions. He encouraged names of staff to be given to Clerk Butterfield to work on the workgroup. Hearing no questions, Chair Burke called for a vote. The vote was taken and the motion passed unanimously. This concluded the Budget Committee report. Chair Burke thanked Clerk Butterfield and the committee.

PIE COMMITTEE

Clerk Green was asked to give the PIE Committee report. She noted that there were two items of business that she needs approval from the Council today. First as an update, on August 14th the PIE Committee met via conference call to provide updates on the work that the hard-working PAC Framework workgroup had been doing over the last year as it related to the closing inventory of the programs. Clerk Green continued that services, activities and tasks are all encompassed within the Framework. The Framework is a description of services and activities driven by legal authority

that Clerks provide and an identification of the customers that Clerks provide these services. The Framework was updated with the changes from the 2017 Legislative session. This will be done every year to have a current and accurate document. Sub workgroups were created with staff from offices around the State to start working on specific deliverables that will further enhance the Framework and that are service-based. These focuses include automation, query component, identification of revenue streams for services, re-evaluating and enhancing performance measures, and identifying service cost based on the Clerk's duties. The PIE Committee unanimously approved the updated Framework and she is asking the Council's approval in a form of a motion. Clerk Newton seconded the motion. Chair Burke asked if there were any questions. Hearing none, the motion was voted on. The motion passed unanimously.

Clerk Green continued with the second item as it related to state collection initiatives. A few years ago, a collections summit was held for the Clerks by the CCOC and good information was shared and subsequently implemented in several offices. Now several offices have devoted in-house collection programs. Clerk Green noted that it is hard these days to keep these intact. The goal even in the funding environment is to strive to leverage all the tools that are provided to Clerks. To do that, the committee felt that education through a Collection conference is the right way to go. Currently, topics are being defined and she would like to seek approval from the Executive Council to move forward with scheduling a conference for all Clerks' offices in late fall. Clerk Green put that in the form of a motion. Chair Burke asked how long would the conference be. Clerk Green stated a day and a half to two-day conference. Chair Burke asked if it was possible to have the conference in different regions of the State instead of a conference at one site so Clerks would be closer or is there synergy for all the Clerks to be in one room. Clerk Green said that there was synergy with getting all the counties together to hear all the different stories about what works and what the challenges are, how to overcome them and share innovative ideas and suggestions. She is open to whatever will work best for the majority. Her recommendation for this summit is to keep it centralized and focus. And then for the next one, look at a regional workshop to enhance what is already put into place. Chair Burke asked if adding a day to the Winter Conference would be an option. Clerk Green noted that they would look into that. Clerk Frank wanted to look at the summit as what gives the Clerks the most value. The Clerks get more money out of creating efficiencies. If the Clerks are saving a dollar with efficiencies, then they are keeping that dollar. If they save a dollar through collections, they do not keep that dollar. Her suggestion is an efficiency summit. Clerk Green said that she would be glad to take this suggestion as an action item for the PIE Committee to look at having a different summit that looks at efficiencies. Chair Burke agreed that this was a good idea.

Clerk Green made a motion to add a collection summit. Clerk Crawford seconded the motion. Chair Burke asked if there were any questions for Clerk Green. Hearing none, the vote was taken. The motion passed unanimously. This concluded her report and Chair Burke thanked her and her committee for their work.

Next, Chair Burke asked Clerk Timmann to speak about the revenue distribution. She summarized the previous meeting by noting, the FCCC is statutorily assigned to develop and circulate the distribution charts. They revised the chart after the legal analysis that was provided through the CCOC. Today the FCCC voted to delay the implementation of that revised distribution chart until October 1. That will give additional time to meet with the Legislature and the

Governor's office. Chair Burke asked if anyone had any questions. There were none. He thanked Clerk Timmann for being on the call.

The next item on the agenda is the Outputs Report which was being amended. Chair Burke asked Denise Bell to speak of the changes. She noted that the original plan for the sub-case types included Circuit Criminal being broken out into sub-case levels. But some vendor groups were having trouble doing that by the initial timeline. The rules for Circuit Criminal were minimized by reporting all felonies in one category. She noted that the group is poised to break those all out by sub-case as well. The first section of the Outputs Report has been expanded to have capital murder, non-capital murder, sexual offenses and other felony cases. Clerk Butterfield moved to approve the amending of the Outputs Report. Clerk Newton seconded the motion. Chair Burke asked if there were any questions. There were none and the vote was taken. The motion passed unanimously. Chair Burke thanked Denise Bell and Gary Cooney for their work and Clerk Kelly for allowing them to work on these state initiatives.

OTHER BUSINESS

Chair Burke asked Judge Ficarrota to give an update on the TCBC. Chair Burke congratulated the Judge for being named Jurist of the Year by American Board of Trial Advocates. Judge Ficarrota thanked Chair Burke. He began by stating that the TCBC is in a similar situation as the Clerks and are gearing up for a tough Legislative session. The TCBC is dealing with a lot of issues like the Clerks. They continue to work with and strengthen their working relationship with the Clerks' offices. Chair Burke thanked him and asked if there were any questions. Clerk Green asked him with the upcoming Collections Summit, she would like to know if he had any thoughts that he might have about items to consider. He stated that he is a big believer in the Judicial and Clerks working together on the issues. He felt that the summit was a great idea and noted that if he could do anything from his end on collections, let him know and he will take it to the Court. Chair Burke thanked him for his work.

Chair Burke asked if there was any other business. Hearing none the meeting was adjourned.

CCOC Budgetary Report
County Fiscal Year 2016 - 2017
(October 1, 2016 - September 30, 2017)

	Budget Category Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Year to Date Expenditures	% of Budget Expended
CCOC STAFF:	\$799,949.00	\$63,696.58	\$84,524.04	\$63,418.48	\$63,570.71	\$61,652.84	\$63,660.67	\$63,752.36	\$61,965.10	\$70,362.32	\$69,100.29	\$69,133.29	\$715,136.66	89.40%
Executive Director	\$118,128.00	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$109,200.63	91.67%
Deputy Executive Director	\$105,019.00	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$8,751.58	\$96,267.38	91.67%
Information Systems Director	\$79,500.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$6,625.00	\$72,875.00	91.67%
Budget & Communications Director	\$85,000.00	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$77,916.63	91.67%
Data Analyst	\$48,100.00	\$3,841.67	\$3,841.67	\$3,841.67	\$3,841.67	\$2,934.35	\$230.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,531.78	40.29%
Budget Manager I	\$36,467.60	\$2,614.75	\$2,614.75	\$2,614.75	\$2,614.75	\$2,614.75	\$2,614.75	\$4,550.04	\$2,614.75	\$3,038.97	\$3,038.97	\$3,038.97	\$31,970.20	87.67%
Budget Manager I	\$32,448.00	\$2,704.00	\$2,704.00	\$2,704.00	\$2,704.00	\$1,856.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,672.14	39.05%
Budget Manager I	\$45,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.32	\$3,791.67	\$3,791.67	\$3,791.67	\$12,775.33	28.05%
Budget Manager II	\$58,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,055.00	\$4,875.00	\$4,875.00	\$4,875.00	\$4,875.00	\$4,875.00	\$29,430.00	50.31%
Database Administrator	\$47,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Executive Assistant/Human Resources	\$34,440.00	\$2,870.00	\$2,870.00	\$2,870.00	\$2,870.00	\$2,870.00	\$2,870.00	\$2,870.00	\$2,870.00	\$2,875.12	\$2,875.12	\$2,875.12	\$31,685.36	91.71%
Internal Revenue(Corporation Responsibility)	\$80,000.00	\$3,378.33	\$3,387.60	\$3,180.08	\$3,326.41	\$3,240.64	\$3,236.55	\$3,420.83	\$3,338.04	\$3,544.02	\$3,655.62	\$3,578.53	\$37,166.75	74.33%
Retirement, Benefits, Workers' Comp and Other	\$176,040.00	\$16,230.59	\$16,718.78	\$16,640.72	\$15,626.64	\$15,749.82	\$17,266.36	\$15,649.23	\$14,478.78	\$19,650.33	\$18,378.47	\$18,506.76	\$184,745.46	104.95%
CCOC STAFF:	\$22,000.00	\$1,199.00	\$1,320.00	\$869.00	\$478.50	\$1,061.50	\$968.00	\$1,441.92	\$1,045.00	\$825.00	\$979.00	\$1,278.00	\$11,462.92	62.10%
GENERAL EXPENSES:	\$92,761.00	\$6,801.21	\$5,227.79	\$5,456.06	\$4,459.61	\$4,871.18	\$7,044.09	\$6,912.36	\$7,648.68	\$5,015.72	\$5,383.48	\$10,073.13	\$68,693.31	74.05%
Rent (including Utilities)	\$47,761.00	\$3,387.96	\$3,362.03	\$3,295.91	\$3,581.19	\$3,328.75	\$3,321.06	\$3,355.46	\$3,245.57	\$3,380.22	\$3,481.99	\$5,424.77	\$37,264.81	78.02%
Communications (+ Internet and Phone)	\$10,000.00	\$433.78	\$275.86	\$257.38	\$323.93	\$429.13	\$543.42	\$810.16	\$256.06	\$390.53	\$419.97	\$384.54	\$4,524.76	45.25%
Equipment, Supplies and Other	\$35,000.00	\$2,779.47	\$1,589.90	\$1,902.77	\$554.49	\$1,113.30	\$3,179.61	\$2,746.74	\$4,047.05	\$1,244.97	\$1,481.52	\$6,263.82	\$26,903.64	76.87%
TRAVEL:	\$60,400.00	\$3,130.40	\$3,979.03	\$1,777.58	\$1,087.31	\$1,344.20	\$3,439.39	\$5,578.65	\$3,285.91	\$3,782.17	\$3,983.73	\$3,693.16	\$35,062.53	58.05%
STAFF TRAINING:	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CONTRACTUAL EXPENSES:	\$282,454.00	\$3,688.75	\$11,716.25	\$14,258.75	\$22,208.50	\$15,752.50	\$8,962.50	\$26,692.50	\$7,106.25	\$16,460.00	\$15,518.49	\$18,943.75	\$161,306.24	57.11%
General Counsel	\$111,000.00	\$1,550.50	\$4,445.00	\$7,282.50	\$4,759.00	\$4,907.50	\$3,800.00	\$940.00	\$2,580.00	\$7,950.00	\$5,280.00	\$0.00	\$43,506.50	39.20%
FY 14-15 Survey, Reporting, and Other Services	\$160,454.00	\$2,136.25	\$7,271.25	\$6,976.25	\$17,447.50	\$2,285.00	\$5,162.50	\$25,752.50	\$4,526.25	\$7,650.00	\$10,238.49	\$18,943.75	\$108,599.74	67.56%
Audit Services	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,550.00	\$0.00	\$0.00	\$0.00	\$850.00	\$0.00	\$0.00	\$9,400.00	85.45%
EDUCATION SERVICES	\$354,533.00		\$12,590.00	\$73,950.00	\$61,590.00	\$0.00	\$0.00	\$61,180.00	\$0.00	\$0.00	\$6,180.00	\$25,000.00	\$240,450.00	67.83%
TOTALS:	\$1,617,097.00	\$0.00	\$78,615.94	\$99,357.11	\$159,729.83	\$153,392.63	\$84,682.22	\$84,074.65	\$165,558.79	\$81,030.94	\$96,445.21	\$101,144.99	\$1,232,161.66	76.20%

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

I.D.
 9/15/17
 WBS
 9/14/17
 JSG 9/15/17

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Agenda Item 3a

Executive Council Meeting

October 10, 2017

Date: October 10, 2017
Subject: Budget Committee Report

Committee Action: Consideration of CFY 2017-18 CCOC forms

Overview:

The Budget Committee met on August 23, 2017 in Hollywood, Florida to approve Clerks CFY 2017-18 budgets. All committee actions from that meeting were already considered and approved by the Executive Council at the August 31st meeting.

CFY 2016-17

Trust Fund Update

CCOC staff has been working through the process with the Department of Revenue and the Governor's Office of Policy and Budget to obtain release authority to distribute funds to the funded clerks for July, August, and September for CFY 2016-17. The Trust Fund has sufficient revenues for the year and those counties that are owed money (funded clerks) will receive their July-September dollars this month. CCOC will begin the "settle-up" calculation process as soon as each Clerk's final EC report has been received. If it is determined that a county owes dollars, CCOC requests that they please do not wait until January 2018 to send those in if they have the ability to meet their CFY 2017-18 cash flow needs.

For CFY 2017-18, CCOC has calculated that there are now a fewer number of "Funded Counties" due to the 10% fines being part of the Fine and Forfeiture Trust Fund and the impact of the additional revenues associated with SB 2506. The amount projected to be sent in each month by the "Depository Clerk" is less than that amount needed each month by the "Funded Clerks". However, CCOC expects there will be some Trust Fund carryover to help get through the first few months.

Jury True-up

Under the leadership of Clerk Angela Vick, CCOC staff has been working with clerk staff to finalize SFY 2016-17 jury management process. The data indicated that some clerks had spent more than their estimates, while some had under expended. This is not unexpected as jury costs are estimates and many of the cost drivers are by the Judiciary, outside of the control of the clerk. The result is a small balance of dollars that are unspent.

Legislative staff had indicated to CCOC that they were interested in considering a way for clerks to have a "true-up" process to be able to get excess dollars to the Clerks that needed them. At the direction of Chair Timmann, CCOC staff discussed the issue with Legislative staff who stated that they were okay with the concept of a true-up. CCOC staff is now working with Department of Revenue to develop a process that this may occur, to be able to discuss further with legislative staff and Clerk leadership. That process is ongoing.



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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.

Hurricane Irma Impact

Governor Rick Scott declared a State of Emergency for all 67 counties in Florida with Executive Order 17-235 on Monday, September 4, 2017 to prepare for the imminent impacts of Hurricane Irma. All State offices, colleges, universities, and K-12 schools in the state were directed to close on Friday, September 8 through Monday, September 11. State offices in Tallahassee were also closed on Tuesday, September 12th and major universities closed the entire week.

Some Clerks offices were only closed one day while others were closed until Monday, September 25th. The staff at the CCOC have developed a survey to try to capture information on lost revenue during these office closures, that is still under review and awaiting approval by CCOC leadership.

Due to Hurricane Irma, the CCOC expects a loss of revenues to Clerks. The first internal CCOC staff estimate is a loss of \$8.6 million; however, the CCOC will be surveying all Clerks to have a more reliable estimate in October.

CFY 2017-18

CCOC Report Forms

The Budget Committee continues to work with CCOC staff to begin the CFY 2017-18 budget cycle. CCOC staff has worked with a workgroup of clerk staff to update and develop all necessary changes to CCOC forms. A summary of those changes is provided below. Additionally, CCOC staff developed a calendar that will be sent along with the updated forms that includes all dates for submittal. CFY 2017-18 forms will not be sent out until late October to prevent any confusion with final CFY 2016-17 reports.

The following is an outline of the CFY 2017-18 forms:

1. Outputs (with Subcases) - Timeliness (Monthly)
 - a. This form was approved by the Executive Council at their August 31st meeting. A technical change to include sum totals on the sub-case tab has been requested.
2. Expenditure and Collections - EC (Monthly)
 - a. This form has been revised to include changes as a result of the passage of SB 2506 that were picked up in CFY 2016-17, which includes new revenue lines in various court divisions and changes to 10% funds.
3. 2008-111, L.O.F / New Revenue (Monthly)
 - a. No major changes to this form.
4. Assessment of Additional Court Costs / 318.18(13) (Quarterly)
 - a. No major changes to this form.
5. Collections (Quarterly)
 - a. No major changes to this form.
6. Forfeited Contraband / SB 1044 (Quarterly)
 - a. No major changes to this form.
7. Jurors – Summons/Payment Timeliness (Quarterly)
 - a. No major changes to this form.
8. Jury Management Estimates (Quarterly)
 - a. No major changes to this form.

9. Jury Management Actuals (Quarterly)
 - a. This form has been revised to be a cumulative report that is still submitted Quarterly.
10. Collection Agent (Annual)
 - a. No major changes to this form.
11. Fiscal Management Measures (Annual)
 - a. No major changes to this form.

Motion: Approve the adoption of the updated CFY 2017-18 CCOC budget forms and authorize the Chair of the Budget Committee to work with staff to make minor technical changes throughout the year as needed.

Lead Staff: Jason Harrell, CCOC Budget and Communications Director

Attachments: 1. CCOC Budget Forms
2. CFY 2017-18 Submission Calendar

County Fiscal Year 2017-18 (With Subcases) Outputs Monthly Report Form for CCOC

Report for the Month of: _____	Contact: _____
Submission Version #: _____	E-mail: _____
County Name: _____	

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Circuit Criminal												
Capital Murders												
Non-Capital Murders												
Sexual Offenses												
All Other Felonies (SRS)												
*Appeals (AP cases) from County to Circuit (SRS)												
*Out of State Fugitive Warrants (Non-SRS)												
*Search Warrants (Non-SRS)												
Cases unable to be categorized												
Total Circuit Criminal	0	0	0	0	0	0	0	0	0	0	0	0

Circuit Criminal Notes

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
County Criminal												
Misdemeanors/Worthless Checks (SRS)												
County/Municipal Ordinances (SRS)												
Non-Criminal Infractions (SRS)												
*Out of State Fugitive Warrants (Non-SRS)												
*Search Warrants (Non-SRS)												
Cases unable to be categorized												
Total County Criminal	0	0	0	0	0	0	0	0	0	0	0	0

County Criminal Notes

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Juvenile Delinquency												
Delinquency Complaints, Incl Xfers for Disposition (SRS)												
*Non-criminal (1st offense) juvenile sexing cases												
Transfers for Jurisdiction/Supervision Only (Non-SRS)												
Cases unable to be categorized												
Total Juvenile Delinquency	0	0	0	0	0	0	0	0	0	0	0	0

Juvenile Delinquency Notes

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Criminal Traffic - UTCs												
DUI (SRS)												
Other Criminal Traffic (SRS)												
Cases unable to be categorized												
Total Criminal Traffic	0	0	0	0	0	0	0	0	0	0	0	0

Criminal Traffic - UTCs Notes

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Circuit Civil												
Professional Malpractice (SRS)												
Products Liability (SRS)												
Auto Negligence (SRS)												
Condominium (SRS)												
Contract and Indebtedness (SRS)												
Eminent Domain Parcels (SRS)												
Other Negligence (SRS)												
Commercial Foreclosure (SRS)												
Homestead Residential Foreclosure (SRS)												
Non-Homestead Residential Foreclosure (SRS)												
Other Real Property Actions (SRS)												
Other Civil (SRS)												
*Involuntary Civil Commitment of Sexually Violent Predators (SRS)												
*Appeals (AP cases) from County to Circuit Court (SRS)												
Writs of Certiorari (SRS)												
Medical Extensions (Petitions to Extend) (Non-SRS)												
Transfers of Lien to Security (Non-SRS)												
Civil Contempt for FTA for Jury Duty (Non-SRS)												
Confirmation of Arbitration (Non-SRS)												
Out of State Commission for Foreign Subpoena (Non-SRS)												
Foreign Judgments (Non-SRS)												
Cases unable to be categorized												
Total Circuit Civil	0	0	0	0	0	0	0	0	0	0	0	0

Circuit Civil Notes

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
County Civil												
Small Claims (up to \$5,000) (SRS)												
Civil (\$5,001 - \$15,000) (SRS)												

County Civil Notes

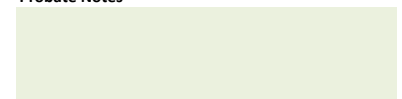
Replevins (SRS)												
Evictions (SRS)												
Other County Civil (Non-Monetary) (SRS)												
Registry Deposits without an Underlying Case (Non-SRS)												
Foreign Judgments (Non-SRS)												
Applications for Voluntary Binding Arbitration (Non-SRS)												
Cases unable to be categorized												
Total County Civil	0	0	0	0	0	0	0	0	0	0	0	0



Probate

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Probate (SRS)												
Guardianship (SRS)												
Probate Trust (SRS)												
Baker Act (SRS)												
Substance Abuse Act (SRS)												
Other Social (SRS)												
*Involuntary Civil Commitment of Sexually Violent Predators (SRS)												
Wills on Deposit (Non-SRS)												
Pre-Need Guardianship (Non-SRS)												
Notice of Trust (Non-SRS)												
Petition to Open Safe Deposit Box (Non-SRS)												
Caveat (Non-SRS)												
Petition to Gain Entry to Apartment of Dwelling (Non-SRS)												
Cert of Person's Imminent Dangerousness (Non-SRS)												
Professional Guardian Files (Non-SRS)												
Cases unable to be categorized												
Total Probate	0	0	0	0	0	0	0	0	0	0	0	0

Probate Notes



Family

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Simplified Dissolution (SRS)												
Dissolution (SRS)												
Injunctions for Protection (SRS)												
Support (IV-D and Non IV-D) (SRS)												
UIFSA (IV-D and Non IV-D) (SRS)												
Other Family Court (SRS)												
Adoption Arising out of Chapter 63 (SRS)												
Name Change (SRS)												
Paternity/Disestablishment of Paternity (SRS)												
New Cases (Non-SRS)												
Cases unable to be categorized												
Total Family	0	0	0	0	0	0	0	0	0	0	0	0

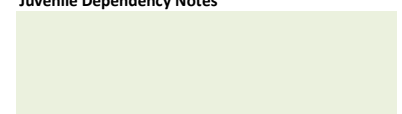
Family Notes



Juvenile Dependency

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Dependency Initiating Petitions (SRS)												
Petitions to Remove Disabilities of Non-Age Minors (743.015) (SRS)												
CINS/FINS (SRS)												
Parental Notice of Abortion Act (SRS)												
Truancy (Non-SRS)												
Transfers for Jurisdiction/Supervision Only (Non-SRS)												
DCF Dependency Petition for Injunction pursuant to Chapter 39 (Non-SRS)												
Other New Cases (Non-SRS)												
Cases unable to be categorized												
Total Juvenile Dependency	0	0	0	0	0	0	0	0	0	0	0	0

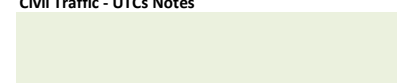
Juvenile Dependency Notes



Civil Traffic - UTCs

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Uniform Traffic Citations												
Total Civil Traffic	0	0	0	0	0	0	0	0	0	0	0	0

Civil Traffic - UTCs Notes



* If Filed in this Division

**County Fiscal Year 2017-18
Outputs Monthly Report Form for CCOC**

Annual Financial Receipts

Financial Receipts are totaled for the full fiscal year and entered here annually. Annual total is to be reported on the September submission.	Total Number of Financial Receipts for the Year:	Projected	Actual
		#N/A	

Report for the Month of: _____
 Version #: _____
 County: _____ Contact: _____

E-mail: _____

	Criminal					Civil						Grand Total	
	Circuit	County	Juvenile Delinquency	Traffic	Total	Circuit	County	Traffic	Probate	Family	Juvenile Dependency		Total
Projections													
Cases/Defendants	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Reopenings	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NOA's	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
October 2017													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
November 2017													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
December 2017													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
January 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
February 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
March 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
April 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
May 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
June 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
July 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
August 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
September 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
Year-to-Date													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
Year-to-Date % of Projections													
Cases/Defendants	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Reopenings	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	0.0%	#N/A	#N/A	#N/A	#N/A	#N/A
NOA's	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

**County Fiscal Year 2017 - 2018
Timeliness Quarterly Report Form for CCOC**

Report Month of (Quarter Ending): _____ Contact: _____
 Version #: _____ E-mail: _____
 County: _____

Timeliness Measures #1: Annual Projected % of new cases OPENED within X business days after initial documents are clocked in.

A Criminal	Standard	# Of Business Days	10/1/17 - 12/31/17	1/1/18 - 3/31/18	4/1/18 - 6/30/18	7/1/18 - 9/30/18	Year-to-Date	10/1/17 - 12/31/17		1/1/18 - 3/31/18		4/1/18 - 6/30/18		7/1/18 - 9/30/18		
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		Reason Code	Comments / Actions to Improve	Reason Code	Comments / Actions to Improve	Reason Code	Comments / Actions to Improve	Reason Code	Comments / Actions to Improve	
Circuit (defendants)	Total # of defendants															
	# within 2 business days	80%	2	#N/A	#N/A		#N/A									
	% mtg level															
County (defendants)	Total # of defendants															
	# within 3 business days	80%	3	#N/A	#N/A		#N/A									
	% mtg level															
Juvenile Delinquency (Juvies)	Total # of juvenies															
	# within 2 business days	80%	2	#N/A	#N/A		#N/A									
	% mtg level															
Traffic (UTC)	Total # UTC															
	# within 3 business days	80%	3	#N/A	#N/A		#N/A									
	% mtg level															
B Civil	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A		#N/A									
	% mtg level															
County (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A		#N/A									
	% mtg level															
Traffic (UTC)	Total # UTC															
	# within 4 business days	80%	4	#N/A	#N/A		#N/A									
	% mtg level															
Circuit Probate (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A		#N/A									
	% mtg level															
Family (cases)	Total # of cases															
	# within 3 business days	80%	3	#N/A	#N/A		#N/A									
	% mtg level															
Juvenile Dependency (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A		#N/A									
	% mtg level															

**County Fiscal Year 2017 - 2018
Timeliness Quarterly Report Form for CCOC**

Report Month of (Quarter Ending): _____ Contact: _____
 Version #: _____
 County: _____ E-mail: _____

Timeliness Measures #2: Annual Projected % of docket entries entered within X business days after clock in/action taken date.

A Criminal	Standard	# Of Business Days	10/1/17 - 12/31/17	1/1/18 - 3/31/18	4/1/18 - 6/30/18	7/1/18 - 9/30/18	Year-to-Date	10/1/17 - 12/31/17		1/1/18 - 3/31/18		4/1/18 - 6/30/18		7/1/18 - 9/30/18	
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		Reason Code	Actions to Improve	Reason Code	Actions to Improve	Reason Code	Actions to Improve	Reason Code	Actions to Improve
Circuit (defendants)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
County (defendants)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Juvenile Delinquency (Juveniles)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Traffic (UTC)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
B Civil	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
County (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Traffic (UTC)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 4 business days	80%	4	#N/A	#N/A		#N/A								
	% mtg level														
Circuit Probate (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Family (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Juvenile Dependency (Juveniles)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														

Notes:
 1.) Reason Codes for Timeliness have been updated to include Internal and External qualifiers. Use the "Comments / Action to Improve" field to further explain why the standard was not met for an "External" or "Internal" reason.
 If the reason was "Internal", include an expected timeframe the reason will be corrected.
 2 Cases/Defendants Output numbers are imported from the Outputs Monthly tab of this workbook.

**County Fiscal Year 2017 - 2018
Timeliness Quarterly Action Plan Form for CCOC**

Report Month of (Quarter Ending): _____
Version #: _____
County: _____

Contact: _____
Telephone: _____
E-mail: _____

Timeliness Measure # 1	Quarter	CCOC Standard	# Of Business Days	Clerk Performance	Reason Code	Current Actions to Improve
Circuit Criminal	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
County Criminal	10/1/17 - 12/31/17	80%	3	0.0%		
	1/1/18 - 3/31/18	80%	3	0.0%		
	4/1/18 - 6/30/18	80%	3	0.0%		
	7/1/18 - 9/30/18	80%	3	0.0%		
Juvenile Delinquency	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
Criminal Traffic	10/1/17 - 12/31/17	80%	3	0.0%		
	1/1/18 - 3/31/18	80%	3	0.0%		
	4/1/18 - 6/30/18	80%	3	0.0%		
	7/1/18 - 9/30/18	80%	3	0.0%		
Circuit Civil	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
County Civil	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
Civil Traffic	10/1/17 - 12/31/17	80%	4	0.0%		
	1/1/18 - 3/31/18	80%	4	0.0%		
	4/1/18 - 6/30/18	80%	4	0.0%		
	7/1/18 - 9/30/18	80%	4	0.0%		
Probate	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
Family	10/1/17 - 12/31/17	80%	3	0.0%		
	1/1/18 - 3/31/18	80%	3	0.0%		
	4/1/18 - 6/30/18	80%	3	0.0%		
	7/1/18 - 9/30/18	80%	3	0.0%		
Juvenile Dependency	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		

**County Fiscal Year 2017 - 2018
Timeliness Quarterly Action Plan Form for CCOC**

Report Month of (Quarter Ending): _____
Version #: _____
County: _____

Contact: _____
Telephone: _____
E-mail: _____

Timeliness Measure # 2	Quarter	CCOC Standard	# Of Business Days	Clerk Performance	Reason Code	Current Actions to Improve
Circuit Criminal	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
County Criminal	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Juvenile Delinquency	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Criminal Traffic	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Circuit Civil	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
County Civil	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Civil Traffic	10/1/17 - 12/31/17	80%	4	0.00%		
	1/1/18 - 3/31/18	80%	4	0.00%		
	4/1/18 - 6/30/18	80%	4	0.00%		
	7/1/18 - 9/30/18	80%	4	0.00%		
Probate	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Family	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Juvenile Dependency	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		

Ch. 2008-111, L.O.F. Monthly Tracking Report County Fiscal Year 2017 / 2018

Month of:

Submission #:

County Name:

Contact:

Telephone #:

Email:

Driving Under the Influence	Issuance of a Summons	Traffic Administration Fees	All Other Line 47 Additional Revenues	Total
F.S. 316.193	F.S. 28.241(1)(d)	F.S. 318.18(18)	All Other	

October 2017					\$ -
November 2017					\$ -
December 2017					\$ -
January 2018					\$ -
February 2018					\$ -
March 2018					\$ -
April 2018					\$ -
May 2018					\$ -
June 2018					\$ -
July 2018					\$ -
August 2018					\$ -
September 2018					\$ -
Year-to-Date	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

- 1) The total amount of all categories reported each month should equal the amounts remitted to the appropriate line of the DOR website.
- 2) Per Ch. 2010-162 L.O.F, Section 12, all moneys collected by the clerks of the court as part of the clerk's court-related functions for subsequent distribution to any state entity must be transmitted electronically, by the 10th day of the month immediately after the month in which the moneys are collected, to the Department of Revenue for appropriate distribution.

**318.18 (13) Florida Statutes
Assessment of Additional Court Costs
Quarterly Summary**

County Name	
Quarter Ending/Year	
Report Submission #	

Contact Name	
Telephone	
Email Address	

REVENUE - 318.18 (13) (a) 1.

Total Revenue Collected	\$0.00
--------------------------------	--------

EXPENDITURES - 318.18 (13) (a) 1.

Court Facilities		Local Law Libraries	
Description*	Amount	Description*	Amount
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
Total from additional lines (See descriptions in form)	\$0.00		\$0.00
Total	\$0.00	Total (Max 25%)	\$0.00

Quarter Expenditure Total (a) 1.	\$0.00
---	---------------

* If possible, please provide a general description of the type of expenditures. Additional lines are provided in this form.

**318.18 (13) Florida Statutes
Assessment of Additional Court Costs
Quarterly Summary**

County Name	
Quarter Ending/Year	
Report Submission #	

Contact Name	
Telephone	
Email Address	

REVENUE - 318.18 (13) (a) 2.

Total Revenue Collected	\$0.00
--------------------------------	--------

EXPENDITURES - 318.18 (13) (a) 2.

Principal & Interest on Bonds		
Description*	Principal	Interest
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
Total from additional lines (See descriptions in form)	\$0.00	\$0.00
Total	\$0.00	\$0.00

EXPENDITURES - 318.18 (13) (a) 2.

Surplus Revenues	
Description (Debt on Bond/Court Facility/Law Library)*	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total from additional lines (See descriptions in form)	\$0.00
Total	\$0.00

Quarter Expenditure Total (a) 2.	\$0.00
---	---------------

* If possible, please provide a general description of the type of expenditures. Additional lines are provided in this form.

**318.18 (13) Florida Statutes
Assessment of Additional Court Costs
Quarterly Summary**

County Name	
Quarter Ending/Year	
Report Submission #	

Contact Name	
Telephone	
Email Address	

REVENUE - 318.18 (13) (a) 3.

Total Revenue Collected	\$0.00
-------------------------	--------

EXPENDITURES - 318.18 (13) (a) 3.

Principal & Interest on Bonds		
Description*	Principal	Interest
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
Total from additional lines (See descriptions in form)	\$0.00	\$0.00
Total	\$0.00	\$0.00

EXPENDITURES - 318.18 (13) (a) 3.

Surplus Revenues	
Description (Debt on Bond/Court Facility/Law Library)*	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total from additional lines (See descriptions in form)	\$0.00
Total	\$0.00

Quarter Expenditure Total (a) 3.	\$0.00
---	---------------

* If possible, please provide a general description of the type of expenditures. Additional lines are provided in this form.

County Fiscal Year 2017-2018 Collections Quarterly Report Form for CCOO

Report for Quarter Ending: 0
 Submission Number: 0
 County Name: 0

REQUIRED: Reason Codes AND Action to Improve / Descriptions Required if Measure(s) Not Met
Internal: Must clarify reason AND expected duration internal reason will be resolved
External: Detailed explanation of external reason the measure wasn't met

Court/Case Type: County Criminal Performance Measure Standard: 40%

Control Groups		10/01/16 - 12/31/16	01/01/17 - 03/31/17	04/01/17 - 06/30/17	07/01/17 - 09/30/17	10/01/17 - 12/31/17	01/01/18 - 03/31/18	04/01/18 - 06/30/18	07/01/18 - 09/30/18	Action Plan		
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5					Reason Code	Current Actions to Improve
CGE CQ1-18	RPE 12/31/16	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5						
	C = Cumulative Collections	#N/A	#N/A	#N/A	#N/A							
	A = Amount Assessed - Adjusted	#N/A	#N/A	#N/A	#N/A							
	CR = Collection Rate	#N/A	#N/A	#N/A	#N/A	N/A						
CGE CQ2-18	RPE 03/31/17		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5					
	C = Cumulative Collections		#N/A	#N/A	#N/A	#N/A						
	A = Amount Assessed - Adjusted		#N/A	#N/A	#N/A	#N/A						
	CR = Collection Rate		#N/A	#N/A	#N/A	N/A	N/A					
CGE CQ3-18	RPE 06/30/17			Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5				
	C = Cumulative Collections			#N/A	#N/A	#N/A	#N/A					
	A = Amount Assessed - Adjusted			#N/A	#N/A	#N/A	#N/A					
	CR = Collection Rate			#N/A	#N/A	N/A	N/A	N/A				
CGE CQ4-18	RPE 09/30/17				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5			
	C = Cumulative Collections				#N/A	#N/A	#N/A	#N/A				
	A = Amount Assessed - Adjusted				#N/A	#N/A	#N/A	#N/A				
	CR = Collection Rate				#N/A	N/A	N/A	N/A	N/A			
CGE CQ1-19	RPE 12/31/17					Qtr 1	Qtr 2	Qtr 3	Qtr 4			
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate					N/A	N/A	N/A	N/A			Additional Notes Related to Collection Issues
CGE CQ2-19	RPE 03/31/18						Qtr 1	Qtr 2	Qtr 3			10/01/17 - 12/31/17:
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate						N/A	N/A	N/A			01/01/18 - 03/31/18:
CGE CQ3-19	RPE 06/30/18							Qtr 1	Qtr 2			04/01/18 - 06/30/18:
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate							N/A	N/A			
CGE CQ4-19	RPE 09/30/18								Qtr 1			07/01/18 - 09/30/18:
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate								N/A			

Business Rules

Purpose of Report: The CCOO Collection Rate Performance Measure report tracks dollars in the quarter they are assessed and then how well those assessed dollars have been collected over the next five quarters.

Adjustments to Assessments: The amount assessed in a given assessment control group should be adjusted in the reporting period when assessments are later adjusted by the Court or other provisions of law.

NOTES: The following conditions will alert when performance standards are not met and/or established business rules within the control group are not followed.

- 1.) **Action Plan:** If the 5th quarter Collection Rate is below Standard (red numbers on rose background), select a "Reason Code" and write a brief statement in "Current Action to Improve" in the green area ONLY.
- 2.) **Additional Notes Related to Collection Issues:** Include a brief explanation when either of the following conditions not consistent with the Collection Report Business Rules.
 - a.) Cumulative Collection amount has **Decreased** from the previous quarter in the same Control Group (font color for amount will change to **RED**)
 - b.) The Amount Assessed - Adjusted has **Increased** from the previous quarter in the same Control Group (font color for amount will change to **RED**)

County Fiscal Year 2017-2018 Collections Quarterly Report Form for CCO

Report for Quarter Ending: 0
 Submission Number: 0
 County Name: 0

REQUIRED: Reason Codes AND Action to Improve / Descriptions Required if Measure(s) Not Met
Internal: Must clarify reason AND expected duration internal reason will be resolved
External: Detailed explanation of external reason the measure wasn't met

Court/Case Type: Juvenile Delinquency Performance Measure Standard: 9%

Control Groups		10/01/16 - 12/31/16	01/01/17 - 03/31/17	04/01/17 - 06/30/17	07/01/17 - 09/30/17	10/01/17 - 12/31/17	01/01/18 - 03/31/18	04/01/18 - 06/30/18	07/01/18 - 09/30/18	Action Plan		
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5					Reason Code	Current Actions to Improve
CGE CQ1-18	RPE 12/31/16	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5						
	C = Cumulative Collections	#N/A	#N/A	#N/A	#N/A							
	A = Amount Assessed - Adjusted	#N/A	#N/A	#N/A	#N/A							
	CR = Collection Rate	#N/A	#N/A	#N/A	#N/A	N/A						
CGE CQ2-18	RPE 03/31/17		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5					
	C = Cumulative Collections		#N/A	#N/A	#N/A							
	A = Amount Assessed - Adjusted		#N/A	#N/A	#N/A							
	CR = Collection Rate		#N/A	#N/A	#N/A	N/A	N/A					
CGE CQ3-18	RPE 06/30/17			Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5				
	C = Cumulative Collections			#N/A	#N/A							
	A = Amount Assessed - Adjusted			#N/A	#N/A							
	CR = Collection Rate			#N/A	#N/A	N/A	N/A	N/A				
CGE CQ4-18	RPE 09/30/17				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5			
	C = Cumulative Collections				#N/A	#N/A						
	A = Amount Assessed - Adjusted				#N/A	#N/A						
	CR = Collection Rate				#N/A	N/A	N/A	N/A	N/A			
CGE CQ1-19	RPE 12/31/17					Qtr 1	Qtr 2	Qtr 3	Qtr 4			
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate					N/A	N/A	N/A	N/A			Additional Notes Related to Collection Issues
CGE CQ2-19	RPE 03/31/18						Qtr 1	Qtr 2	Qtr 3			10/01/17 - 12/31/17:
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate						N/A	N/A	N/A			01/01/18 - 03/31/18:
CGE CQ3-19	RPE 06/30/18							Qtr 1	Qtr 2			04/01/18 - 06/30/18:
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate							N/A	N/A			
CGE CQ4-19	RPE 09/30/18								Qtr 1			07/01/18 - 09/30/18:
	C = Cumulative Collections											
	A = Amount Assessed - Adjusted											
	CR = Collection Rate								N/A			

Business Rules

Purpose of Report: The CCO Collection Rate Performance Measure report tracks dollars in the quarter they are assessed and then how well those assessed dollars have been collected over the next five quarters.

Adjustments to Assessments: The amount assessed in a given assessment control group should be adjusted in the reporting period when assessments are later adjusted by the Court or other provisions of law.

NOTES: The following conditions will alert when performance standards are not met and/or established business rules within the control group are not followed.

- 1.) **Action Plan:** If the 5th quarter Collection Rate is below Standard (red numbers on rose background), select a "Reason Code" and write a brief statement in "Current Action to Improve" in the green area ONLY.
- 2.) **Additional Notes Related to Collection Issues:** Include a brief explanation when either of the following conditions not consistent with the Collection Report Business Rules.
 - a.) Cumulative Collection amount has **Decreased** from the previous quarter in the same Control Group (font color for amount will change to **RED**)
 - b.) The Amount Assessed - Adjusted has **Increased** from the previous quarter in the same Control Group (font color for amount will change to **RED**)

County Fiscal Year 2017-2018 / October 2017 to September 2018

FLCCOC Forfeited Contraband / SB 1044 Quarterly Report

Report for Quarter:

Submission Number:

County Name:

Contact Person:

Telephone #:

E-mail:

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year-to-Date
	10/1/17 - 12/31/17	01/1/18 - 03/31/18	04/1/18 - 06/30/18	07/01/18 - 09/30/18	
Forfeited Contraband Cases Filed					0
Contraband Filing Fee Clerk Revenue*					\$ -
Cases Filed by State Agencies (No Fee)					0

Rules: Please refer to the FCCC Advisory Bulletin No. 16-033 on worksheet.

Note: Please exclude the \$1.00 additional fee collected but transferred to the State Courts Revenue Trust Fund and not retained by the Clerk.

County Fiscal Year 2017-18 Oct. 2017 to Sept. 2018 Jurors (Payment Timeliness) Report Form for CCOC

Report for Quarter: _____
 Submission Version #: _____
 County: _____

Contact Person: _____
 Telephone #: _____
 E-mail: _____

Court Division	Projections	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year-to-Date
		10/1/17-12/31/17	01/1/18-03/31/18	04/1/18-06/30/18	07/01/18-09/30/18	
# Jury Summons Issued	#N/A					0
#Juror Payments Issued	#N/A					0
# Juror Payments Issued Timely	#N/A					0
% of Juror Payments Issued Timely	#N/A	0.0%	0.0%	0.0%	0.0%	0.0%
Reason						
Action Plan						

Rules: # of Jury Summons Issued

- o These Business Rules do not coincide with OSCA reporting rules.
- o Include petit and grand jury
- o Report all summonses issued during the reporting period using the date of issuance

Rules: # of Juror Payments Issued

- o Include all forms of payment issued
- o Reporting period based on date of payment
- o Include ALL payments for jury service (petit and grand jury)

Rules: # of Juror Payments Issued Timely

- o Include all forms of payment issued
- o Reporting period based on date of payment
- o Exclude reissued checks
- o Include ALL payments for jury service (petit and grand jury)
- o Number of juror payments issued during reporting period that were within 20 days after completion of jury service as required by Chapter 40.32, Florida Statutes and/or Rules of Judicial Administration, or within 20 days of revised request for payment if after original Date of Service

**County Fiscal Year 2017-18 Oct. 2017 to Sept. 2018
Jurors (Payment Timeliness) Report Form for CCOC**

Report for Quarter: 0
 Submission Number: 0
 County Name: 0

Contact Person: 0
 Telephone #: 0
 E-mail: 0

Jurors Timely Measure	Quarter	CCOC Standard	# of business days	Clerk Performance	Reason Code	Current Actions to Improve
Juror Payment	10/1/17 - 12/31/17	100%	20	0.00%		
	1/1/18 - 3/31/18	100%	20	0.00%		
	4/1/18 - 6/30/18	100%	20	0.00%		
	7/1/18 - 9/30/18	100%	20	0.00%		

FY 2017/18 Quarterly Clerk Jury Management Estimate*

County Name:		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	\$	-
-----------------------------------	----	---

The Total Jury Management Cost can be amended before submission to the JAC

Notes:

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

** Note: "Other Meals" should include the cost of providing juror concessions/beverages.

Clerk's SFY 17/18 Jury Management Actual Cost Report

Preparer's Name
Submitter's E-Mail

County Name
Reporting Period

	Jul - Sep 2017	Oct - Dec 2017	Jan - Mar 2018	Apr - Jun 2018	Jury Funded Year
Clerk Personnel Cost					\$ -
Includes Managers/Supervisors, Deputies, and all others in all phases of the jury management process.					
Clerk Operational Cost *					
Include cost of Summons procedures. *Do not include costs of Juror Mgmt software or Juror parking.					
Postage					\$ -
Printing					\$ -
Supplies					\$ -
Other (Include Specific Description ON line 52 , Below)					\$ -
Operating Cost Total	\$ -	\$ -	\$ -	\$ -	\$ -
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					\$ -
Grand Jury Payment Total	\$ -	\$ -	\$ -	\$ -	\$ -
Meals					
Breakfast					\$ -
Lunch					\$ -
Dinner					\$ -
Other					\$ -
Meal Total	\$ -	\$ -	\$ -	\$ -	\$ -
Lodging					
Lodging Total					\$ -
Total Juror Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Total Jury Management Cost	\$ -	\$ -	\$ -	\$ -	\$ -

	Jul - Sep 2017	Oct - Dec 2017	Jan - Mar 2018	Apr - Jun 2018	Jury Funded Year
Jury Funding					
Jury Funding Revenue from JAC					\$ -
Amount Overfunded for Fiscal Year					\$ -
Amount Underfunded for Fiscal Year					\$ -

Specific Descriptions of "OTHER" reported on line 18, Above

--	--	--	--



Annual CCOC Collection Agent Report - CFY 2017-2018

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) Was your office under contract with a collection agent for the period October 1, 2016 through September 30, 2017?

* If "**No**", please complete section b) then 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/workbook 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 this Collection Agent under contract** from October 1, 2016 through September 30, 2017? (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	
Circuit Felony	
County	
Delinquency	
Traffic	
Total Criminal	\$ -
- OR -	
Lump Sum Criminal	

Civil Courts	
Circuit	
County	
Probate	
Juvenile Dependency	
Family	
Traffic (UTC)	
Total Civil	\$ -
- OR -	
Lump Sum Civil	

Use "**Lump Sum**" cells only if reporting amounts that cannot be allocated to a specific court division

Criminal and Civil Courts Grand Total	\$	-
Lump Sum Sent to Agent	\$	-



Annual CCOC Collection Agent Report - CFY 2017-2018

County:

b.) What was the total amount (fines, fees, service charges, court costs) the Clerk received from the Collection Agent under contract from October 1, 2016 through September 30, 2017? 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
Use "Lump Sum" cells only if reporting amounts that cannot be allocated to a specific court division	
Criminal and Civil Courts Grand Total \$ -	
Lump Sum Received \$ -	

- NOTES:**
1. This report must remain in Microsoft Excel format and should only be opened, completed, and saved using Micosoft Excel versions 2010 or newer.
 2. This report is due to the FLCCOC via e-mail **before** or **on** December 1, 2017. Submit this workbook in the original Microsoft Excel format as an attachment to reports@flccoc.org.
 3. Amounts reported should ONLY be amounts assessed and collected **DURING** the fiscal year being reported. Amounts for accounts "assigned"/"sent to" and amounts "received from" the Collection Agent under contract do not need to correlate to any specific accounts.
 4. **DO NOT** for **ANY REASON** change the name of the worksheet. It must remain "Survey Form" to work properly in the macro-analysis program.

Fiscal Management Measures Status Report Form for CCOC

Submission #: [Redacted]

Contact Person: [Redacted]

County Name: [Redacted]

E-Mail: [Redacted]

Telephone #: [Redacted]

Fiscal Management Measures and Standards	Met Standard	If "NO" or "N/A", provide an Explanation
Fiscal Management Standard 1: A routine annual financial audit in accordance with s. 11.45 and s. 218.39, F.S. will or has been done by an independent auditor for the prior fiscal year (CFY 2016-17).		
Fiscal Management Standard 2: There is a plan to correct any major audit findings, if applicable, in accordance with s. 218.39(6), F.S. for the prior fiscal year's audit findings (CFY 2016-17).		
Fiscal Management Standard 3: The Clerk's accounting system meets all the requirements of Generally Accepted Accounting Principles (GAAP) and the Uniform Accounting System (UAS) in accordance with s. 218.33 F.S., as mandated by the Florida Department of Financial Services (DFS) for the prior fiscal year (CFY 2016-17).		
Fiscal Management Standard 4: There is a method in place to produce a revenue assessment & collections report required by s. 28.246, F.S. for the prior fiscal year (CFY 2016-17).		
Fiscal Management Standard 5. Clerks/Counties have an accounting system that provides monthly and year-to-date expenditures by criminal and civil courts and budget categories for the prior fiscal year (CFY 2016-17).		
Fiscal Management Measurement Standard 6: Clerks/Counties have a system that produces Florida Clerks of Court Operations Corporation (CCOC) required data and information in support of budget submission requirements as established by the CCOC, including accounting data breakouts (expenditures and revenues) by budget categories/UAS codes; an expenditure and revenue projection system/methodology; an FTE count and distribution methodology for calculating administrative/Article V costs; a performance measurement collection and analysis system and a unit costing capacity (divide output measurements into expenditures) for the prior fiscal year (CFY 2016-17).		
Fiscal Management Measure Standard 7: Required monthly expenditure and collection (EC) reports to the CCOC were produced timely and according to instructions for the prior Fiscal Year (CFY 2016-17).		
Fiscal Management Measure Standard 8: The Article V budget submission to the CCOC was complete and submitted according to instructions for the Fiscal Year (CFY 2018-19).		
Fiscal Management Measure Standard 9: Each Clerk of Court shall forward a copy of the portion of the annual financial audit relating to the court-related duties of the Clerks of Court to the Florida Clerks of the Court Operations Corporation (CCOC) as required by s. 28.35(5), F.S. for the prior fiscal year (CFY 2016-17).		
Fiscal Management Measure Standard #10: Required quarterly S.318.18(13), F.S. (Assessment of Additional Court Costs) reports are submitted to the Florida Clerks of the Court Operations Corporation (CCOC). Each report being submitted no later than 30 days after the end of the quarter for the prior fiscal year (CFY 2016-17).		
Fiscal Management Measure Standard #11a: Required annually (if applicable) pursuant to S. 28.37(3), F.S. Did the Clerk have excess funds to transfer to the the Florida Clerks of the Court Operations Corporation (CCOC) Trust Fund by the required deadline of January 25 for the prior fiscal year (CFY 2016-17). If "Yes", please clarify result in Standard #11b. If "No", please reply to Standard #11b as "NA"		
Fiscal Management Measure Standard #11b: If the Clerk had excess funds to transfer following the prior fiscal year (CFY 2016-17), were these funds transferred to the CCOC trust fund by the January 25, 2018 deadline.		
Fiscal Management Measure Standard #12: Each Clerk of Court shall forward a copy of the Annual Collection Agent Report to the Florida Clerks of the Court Operations Corporation (CCOC) by December 1, 2017, for the prior fiscal year (CFY 2016-17).		

CFY 2017 - 2018 REPORTS CALENDAR

FIRST QUARTER

October

WK	S	M	T	W	T	F	S
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

November

WK	S	M	T	W	T	F	S
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	29	30		

December

WK	S	M	T	W	T	F	S
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

- Oct 09
 Columbus Day
- Oct 31 Halloween
- Nov 11
 Veterans Day (Fri)
- Nov 23
 Thanksgiving Day
- Dec 25
 Christmas

SECOND QUARTER

January

WK	S	M	T	W	T	F	S
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30	31			

February

WK	S	M	T	W	T	F	S
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28			

March

WK	S	M	T	W	T	F	S
22				1	2	3	
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	31

- Jan 01
 New Years Day
- Jan 15
 M L King Day
- Feb 14 Valentine's Day
- Feb 19 Presidents' Day
- Mar 30 Good Friday

THIRD QUARTER

APRIL

WK	S	M	T	W	T	F	S
27	1	2	3	4	5	6	7
28	8	9	10	11	12	13	14
29	15	16	17	18	19	20	21
30	22	23	24	25	26	27	28
31	29	30					

MAY

WK	S	M	T	W	T	F	S
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

JUNE

WK	S	M	T	W	T	F	S
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

- Apr 01 Easter Sunday
- May 13 Mother's Day
- May 28
 Memorial Day

FOURTH QUARTER

JULY

WK	S	M	T	W	T	F	S
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

AUGUST

WK	S	M	T	W	T	F	S
44				1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30	31	

SEPTEMBER

WK	S	M	T	W	T	F	S
48							1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
53	30						

- Jul 04
 Independence Day
- Sep 03
 Labor Day

- M
Monthly Reports:
 TF Expenditure/Collections (EC)
 Sub-Case Outputs
 Ch.2008-111 L.O.F.

- Q
Quarterly Reports:
 (Due in Oct, Jan, Apr, Jul)
 Quarterly Collections Timeliness
 Quarterly Outputs Timeliness
 Quarterly Juror Pay Timeliness
 Forfeited Contraband Revenue
 Jury Mangmt ACTUAL Costs
 (Due in Nov, Feb, May, Aug)
 Jury Mangmt Costs ESTIMATE

- Q
 Quarterly F.S.318.18(13) Report

- A
Annual Reports:
 Annual Financial Receipts (on September Outputs report)
 Annual Continuing Case Workload Report (Dec 1)
 Annual Collection Agents Report (Dec 20)
 Fiscal Management Checklist (Jul 20)
 County Audited Financial Report (NLT Jun30)

CFY 2017 - 2018 REPORTS CALENDAR

Reports due by Month

October:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Quarterly Collections Timeliness
Quarterly Outputs Timeliness
Quarterly Juror Pay Timeliness
Forfeited Contraband Revenue
Jury Mangmt ACTUAL Costs
Quarterly F.S.318.18(13) Report
Annual Financial Receipts
(on September Outputs report)

November:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Jury Mangmt Costs ESTIMATE

December:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Annual Continuing Case Workload
Annual Collection Agents Report

January:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Quarterly Collections Timeliness
Quarterly Outputs Timeliness
Quarterly Juror Pay Timeliness
Forfeited Contraband Revenue
Jury Mangmt ACTUAL Costs
Quarterly F.S.318.18(13) Report

February:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Jury Mangmt Costs ESTIMATE

March:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.

April:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Quarterly Collections Timeliness
Quarterly Outputs Timeliness
Quarterly Juror Pay Timeliness
Forfeited Contraband Revenue
Jury Mangmt ACTUAL Costs
Quarterly F.S.318.18(13) Report

May:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Jury Mangmt Costs ESTIMATE

June:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
County Audited Financial Report

July:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Quarterly Collections Timeliness
Quarterly Outputs Timeliness
Quarterly Juror Pay Timeliness
Forfeited Contraband Revenue
Jury Mangmt ACTUAL Costs
Quarterly F.S.318.18(13) Report
Fiscal Management Checklist

August:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.
Jury Mangmt Costs ESTIMATE

September:

TF Expenditure/Collections (EC)
Sub-Case Outputs
Ch.2008-111 L.O.F.

Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
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		Jeffrey R. Smith, CPA Indian River County
		John Dew EXECUTIVE DIRECTOR
		Joe Boyd GENERAL COUNSEL

Agenda Item 3b

Executive Council Meeting

October 10, 2017

Date: October 10, 2017
Subject: Agenda Item 3b: PIE Committee Report

Council Action: Review and approve Quarter 2 CFY 2016-17 Performance Measure & Action Plans Report

Overview:

On August 31, the Executive Council approved Clerk Green moving forward with scheduling a Clerk "collection summit" for late fall. Clerk Green surveyed all Clerks and approximately 50 counties stated that they would be interested in participating. The date of the summit has been set for November 7th and 8th in Orlando. The hotel selected is the Rosen Plaza on International Drive.

An agenda for the summit is under development and include such topics as resolving common court collection issues, collector's tool box, in-house collection programs, metrics for effective programs, negotiating payment on criminal judgments, and challenges for collection improvements. Participation from various Clerk offices will be important to the overall success of this event.

Ongoing projects:

Costing Project

There are 6 counties that have volunteered to participate in this project (Citrus, Hernando, Clay, Brevard, Palm Beach, and Polk). Each county is in the process of calculating the costs of mental health, domestic violence, and civil indigent cases, that are filed in the probate and family court divisions where the Clerk does not collect any revenues. The goal for this phase of the project is to be completed by the end of October. The next phase of the project is to calculate other court-related services where there are no revenues to fund these services.

Court-Service revenue streams project

In early phase of the project. A draft list of court-related revenues in support of the 9 services is being reviewed by a work group of Clerk staff and will calculate the amount of revenues for each of the services. The goal of the project is to compare the costs of each of the 9 court-related services to the revenues and show a funding shortfall. This project should be completed by the end of October.

Enhancing performance measures and standards project

The team met and is in the process of reviewing the current performance measures (e.g. collections and timeliness) to determine adequacy of the measure and standards. Additionally, the team is also identifying other potential performance measures and standards with a focus on better telling the Clerk's story.



Our Mission:

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.

Quarter 2 Performance Measure and Action Plans Report:

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

During Quarter 2 (January – March 2017) eleven (11) counties or 14% of Clerk offices met or exceeded performance standards for all measures in the areas of collections, timeliness, and juror payments. (Bradford, Brevard, Collier, Hardee, Jefferson, Leon, Nassau, St. Johns, St. Lucie, Sumter, and Walton). The remaining 65 counties required at least one action plan and collectively required 169 action plans across all performance measures.

Quarter 2 Highlights

Collections

- There were some errors in Quarter 1 reports submitted by counties which overstated Quarter 1 collection rates. Quarter 2 showed a drop back to expected rates.
- There was an increase in action plans required primarily due to external reasons
- Criminal Court collections continues to be a challenge to collect with 65% of action plans required on those court divisions

Timeliness

- Only 69 Action plans were required for Time 1 and Time 2, of the 1,340 possible action plans.
- Most reasons (36 of 69 or 52%) were Systems/Conversions – Internal.
- Criminal court divisions made up 25% of the actions plans for Time 1 and 56% of the action plans for Time 2.

Motion: Approve the Quarter 2 Performance Measure and Action Plans report as submitted for distribution and posting on the CCOC website.

Lead Staff: Douglas Isabelle, Deputy Executive Director
Marleni Bruner, Budget Manager II

Attachments: 1. Quarterly Performance Measure & Action Plans Report, 2nd Quarter CFY 2016-17



Quarterly Performance Measure & Action Plans Report

Section 28.35(2)(d) Florida Statutes

2nd Quarter
County Fiscal Year 2016 – 2017

(January 1, 2017 through March 31, 2017)

October 2017

Table of Contents

Background	1
Collections	
Statewide Performance Summary	2
Statewide Performance by Reason Code	2
Internal Collection Action Plans Required	3
Statewide Performance by Court Division.....	5
Historic Collection Rates	6
Timeliness	
Statewide Performance Summary	
Timeliness 1 – Filing New Cases.....	7
Timeliness 2 – Cases Docketed	7
Statewide Performance by Reason Code	
Timeliness 1 – Filing New Cases.....	8
Timeliness 2 – Cases Docketed	8
Internal Action Plans Required	
Timeliness 1 – Filing New Cases.....	10
Timeliness 2 – Cases Docketed	12
Statewide Performance by Court Division	
Timeliness 1 – Filing New Cases.....	14
Timeliness 2 – Cases Docketed	14
Historic Timeliness Rates	
Timeliness 1 – Filing New Cases.....	15
Timeliness 2 – Cases Docketed	15
Jury Payment	
Statewide Action Plans Required.....	16
Statewide Action Plans by Reason Code.....	16
Jury Payment Action Plans.....	17

Appendix

A – County Performance by Division	18
Collections, Timeliness 1, and Timeliness 2	
B –Description of External Factors for Not Meeting Performance Standards	24
Collections, Timeliness 1, Timeliness 2	

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 the 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, the 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 applicable corrective action plans.

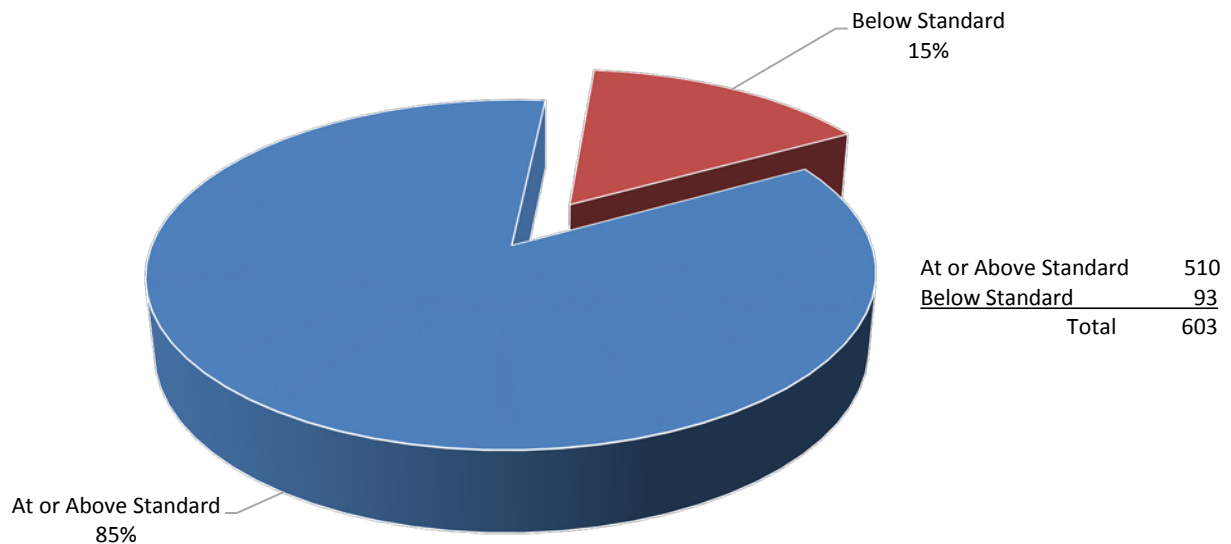
The CCOC monitors the performance of the Clerk's offices through quarterly reports provided by the Clerk's offices, due on the 20th of the month following the end of the quarter. The CCOC provides notification of the status of the Clerks' performance standards to the Legislature through these quarterly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

The quarterly report for the 2nd Quarter of CFY 2016-2017 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 unmet standard.

For the 2nd Quarter of CFY 2016-2017, 16 counties did not have an action plan related to Collections, 48 counties had no action plans for Timeliness 1 standard, 60 counties had no action plans for Timeliness 2, and 60 counties had no action plans regarding Jury Timeliness. The performance measure analysis and required action plans are in the following pages of this report.

Collections – Statewide Performance

Collections - Statewide Action Plans



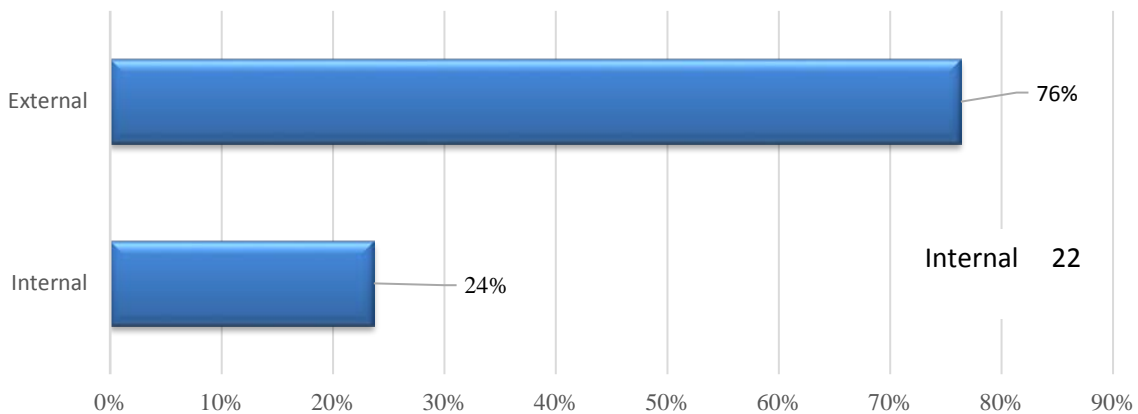
Collection Performance by Reason Code

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 are:

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

Of the 93 action plans where the collection standard was not met, 22 (24%) were classified as within the control of the Clerk. A list of the 19 action plans for 15 counties is found below. The remaining 71 (76%) action plans were outside the control of the Clerks’ offices. A list of these external reasons is found in Appendix C.

Collections - Action Plans by Reason Code



Collections Action Plans – Internal

The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

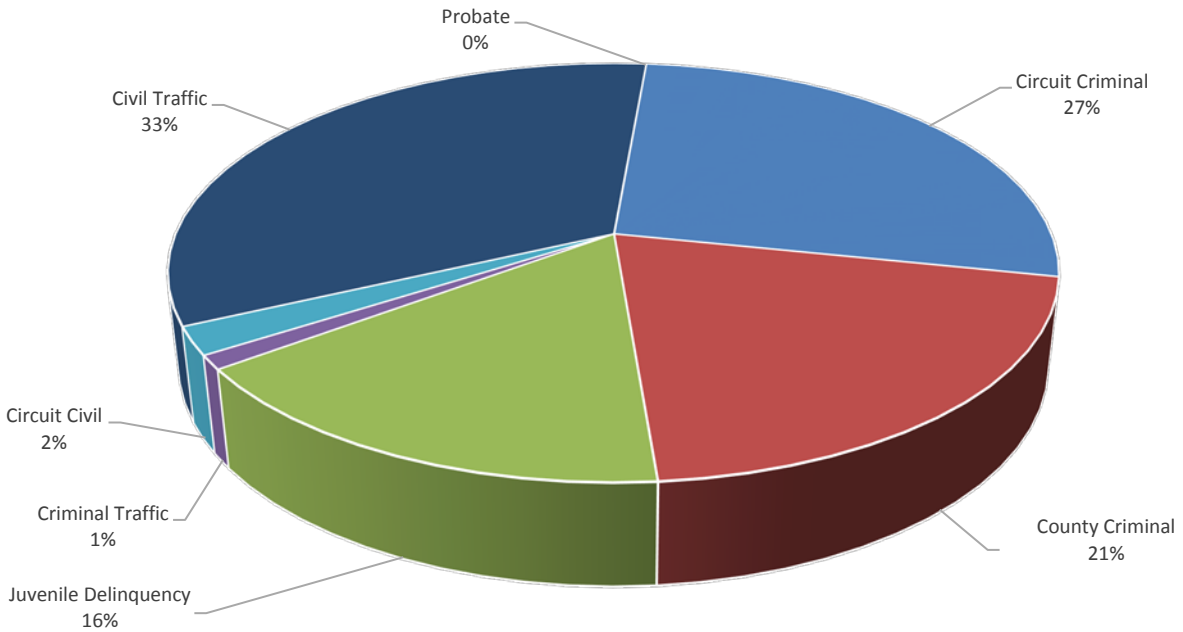
	County	Court Division	Plan to Improve
1	Bay	Circuit Criminal	Corrections were needed to the assessments
2	Bay	Criminal Traffic	Corrections were needed to the assessments
3	Broward	Civil Traffic	Reduced hours of operation at our service windows and closed DHSMV payment locations because of budget reductions impact our collections efforts.
4	Charlotte	County Criminal	Late notice will be sent to defendants on cases that are 30 days late. If not paid 90 days after late notice, case will be sent to collections.
5	Desoto	Circuit Criminal	Continue Collection efforts.
6	Desoto	County Criminal	Continue collections efforts.
7	Glades	Circuit Criminal	No Response Supplied
8	Hamilton	Civil Traffic	We are continuing to work to increase collections in civil traffic. Cases forwarded to collections have increased in the past few months.

9	Highlands	County Criminal	Clericus upgrade scheduled for April 12, 2017 which will enable customers to pay online.
10	Lake	Circuit Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
11	Lake	County Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
12	Lee	Juvenile Delinquency	Court costs assessed to Juvenile defendant; not referred to external collection agency due to confidential case type - Clerk Policy
13	Manatee	Civil Traffic	Area being reviewed/monitored as the new rebuild (see above) should have improved percentages. It is possible the number of contested cases did not impact the numbers as expected.
14	Marion	Circuit Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
15	Marion	County Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
16	Pinellas	County Criminal	Implemented new collections efforts regarding collections.
17	Pinellas	Civil Traffic	Continue working to improve our collection efforts and the approach to the defendants. Implemented changes in our collection efforts.
18	Santa Rosa	County Criminal	Began collecting on older non-suspendable assessments before suspendable assessments to incentivize continued payments
19	Sarasota	County Criminal	Intense Management of existing payment plans and further utilization of collection agencies expect to improve collection rates in 2017.
20	Sarasota	Civil Traffic	Intense management of existing payment plans and further utilization of collection agencies expected to improve collection rates in 2017.
21	Washington	Circuit Criminal	Have setup Payment Plans and should be collected
22	Washington	Juvenile Delinquency	Have setup Payment Plans should collect at a later date

Collection Performance by Court Division

As shown below, the civil traffic court division continues to exceed (33%) all other court divisions for not meeting collection standards. Criminal court division cases, as a whole (65%) continue to be a challenge to collect.

Collections - Action Plans by Division



Historic Collection Rates

The table below shows a decrease from the 1st quarter of CFY 2016-17 to the second quarter in Circuit Criminal, falling below the standard. Civil Traffic increased, but still remained below the standard. The remaining court divisions saw an increase in the second quarter over the first quarter and all were above the standard.

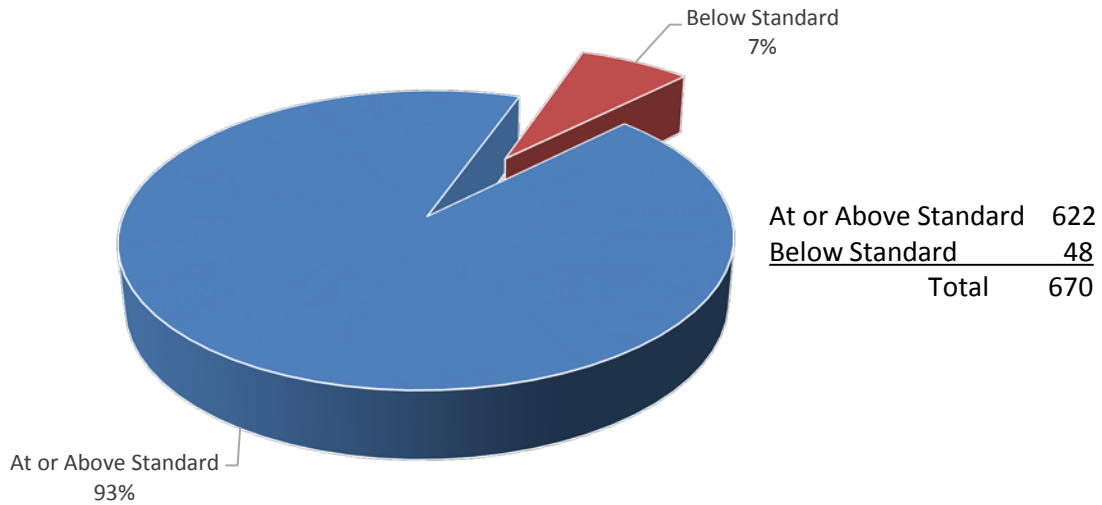
Court Division	CFY 2015-16 Year End	CFY 2016-17 1st Quarter	CFY 2016-17 2nd Quarter	CFY 2016-17 3rd Quarter	CFY 2016-17 4th Quarter	Standard
Circuit Criminal	6.57%	9.44%	6.13%			9%
Circuit Criminal (No Trafficking)	13.12%	16.61%	16.48%			NA
County Criminal	35.70%	39.07%	40.47%			40%
Juvenile Delinquency	16.32%	13.97%	14.03%			9%
Criminal Traffic	61.92%	61.53%	62.37%			40%
Circuit Civil	99.06%	99.15%	99.31%			90%
County Civil	99.56%	99.64%	99.68%			90%
Civil Traffic	84.94%	84.17%	86.23%			90%
Probate	99.15%	99.11%	99.38%			90%
Family	96.78%	96.64%	96.91%			75%
Statewide	63.69%	66.35%	68.26%			

After adjusting the drug trafficking mandatory assessments and collections; the statewide Circuit Criminal court division collection rate increased from 6.13% to 16.48%.

Of the 24 counties who did not meet the Circuit Criminal collection standard, 17 would have met the standard had Drug Trafficking assessments not been included as part of Circuit Criminal assessments. Drug Trafficking assessments accounted for over 63% of total assessments for all counties in Quarter 2. Less than a half percent was collected mainly due to incarcerated defendants.

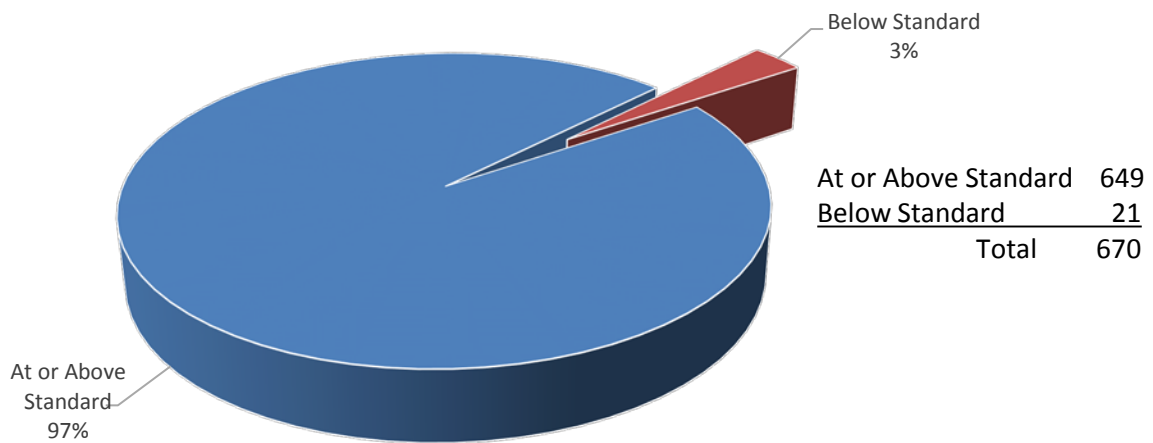
Timeliness 1 (Cases Filed) – Statewide Performance

Timeliness 1 - Statewide Action Plans



Timeliness 2 (Cases Docketed) – Statewide Performance

Timeliness 2 - Statewide Action Plans



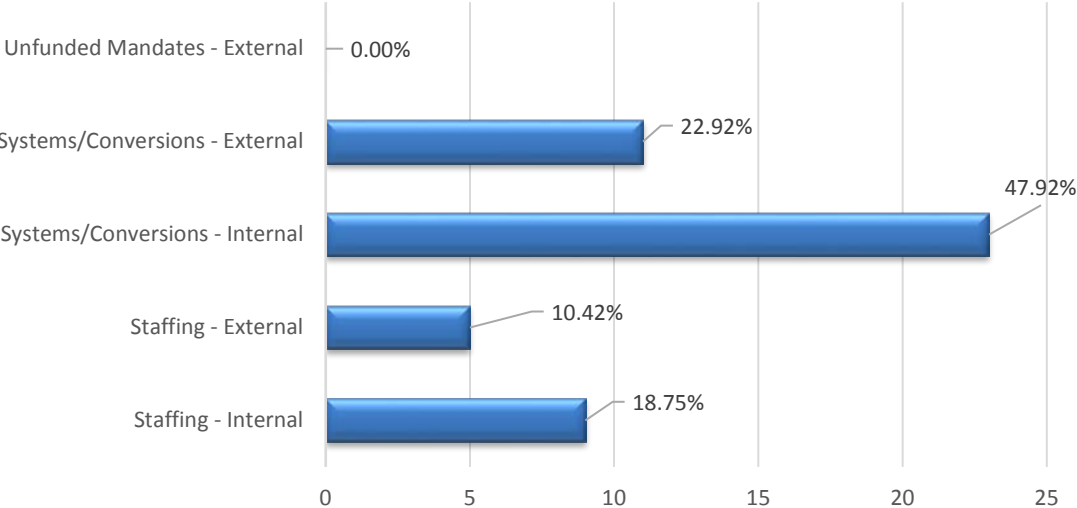
Timeliness Performance by Reason Codes

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Timeliness (filing cases timely and entering docketed timely) performance measures were amended to clarify what was under the control of the Clerk’s office to correct and what was not. The reason codes are:

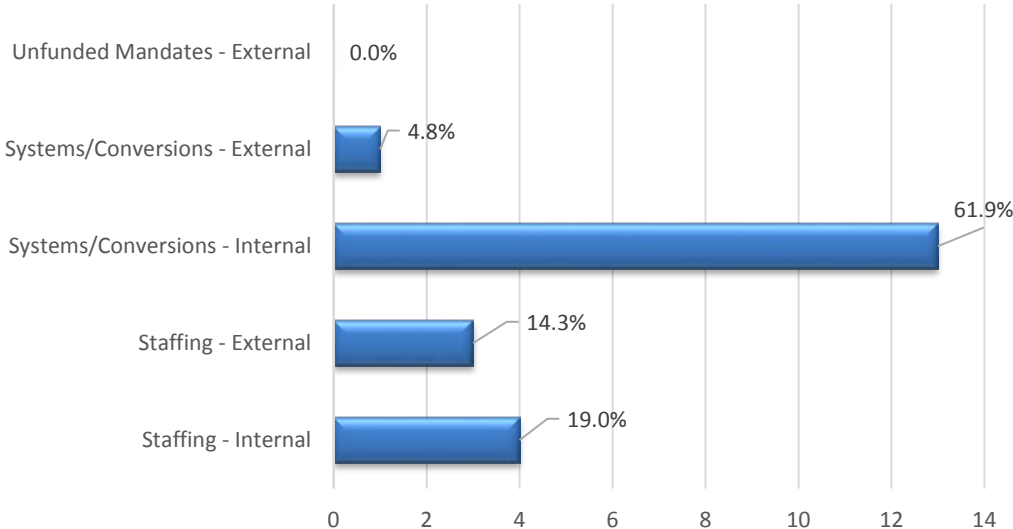
- “Staffing - Internal”: Reason is inter-office and controllable. Internal Staffing reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “Staffing External”: Staffing factors 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.

There were 48 action plans for Timeliness 1 (Filing New Cases) and 21 action plans for Timeliness 2 (Cases Docketed). Of the 48 action plans for Timeliness 1 (Filing New Cases), 9 were for Staffing – Internal, 5 for Staffing – External, 23 for Systems/Conversions – Internal, 11 for Systems/Conversions – External, and none for Unfunded Mandates. Of the 21 action plans for Timeliness 2 (Cases Docketed), 4 were for Staffing – Internal, 3 for Staffing – External, 13 for Systems/Conversions – Internal, 1 for Systems/Conversions – External, and none for Unfunded Mandates. Explanations for external reason are provided in Appendix B.

Timeliness 1 (Filing New Cases) – Performance by Reason Code



Timeliness 2 (Cases Docketed) – Performance by Reason Code



Timeliness 1 (Filing New Cases) – Internal Office Action Plans

The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Division	Reason Code	Action Plan to Improve
1	Baker	Circuit Criminal	Staffing - Internal	Will fix going forward
2	Baker	Criminal Traffic	Staffing - Internal	Will fix going forward
3	Broward	Circuit Civil	Staffing - Internal	Vacancies being filled and employees in training
4	Broward	Family	Staffing - Internal	vacancies being filled and employees in training
5	Broward	Probate	Staffing - Internal	Budget permitting, overtime will be utilized to improve timeliness.
6	Clay	Civil Traffic	Systems/Conversions - Internal	Based on the new business rules, our TR case counts decreased. Due to a manual recount and CMS limitations, I could not rerun a Timeliness Rpt.
7	Clay	Juvenile Dependency	Systems/Conversions - Internal	No Response Supplied
8	Dixie	Circuit Criminal	Staffing - Internal	Too many cases
9	Dixie	Criminal Traffic	Staffing - Internal	Too many cases
10	Duval	Circuit Criminal	Systems/Conversions - Internal	Computer system needs to be updated to reflect changes in how cases are counted.
11	Duval	Criminal Traffic	Systems/Conversions - Internal	Computer system needs to be updated to reflect changes in how cases are counted.
12	Duval	Juvenile Dependency	Systems/Conversions - Internal	No Response Supplied
13	Escambia	Criminal Traffic	Staffing - Internal	Tax season results in increased customer walk-ins. There are 2 new employees in training.

14	Gulf	Circuit Criminal	Systems/Conversions - Internal	Based on the new case counting rules this case count went down.
15	Lafayette	Circuit Civil	Systems/Conversions - Internal	Numbers should correct next quarter due to sub case count changes to reporting.
16	Lafayette	County Civil	Systems/Conversions - Internal	Numbers should correct next quarter due to sub case count changes to reporting.
17	Lafayette	Criminal Traffic	Systems/Conversions - Internal	Numbers should correct next quarter due to sub case count changes to reporting.
18	Lake	Criminal Traffic	Systems/Conversions - Internal	Due to change in business rules as to how cases are to be counted.
19	Madison	Circuit Civil	Systems/Conversions - Internal	Data should be inclusive of new business rule filings - data verification needs to be completed.
20	Madison	Circuit Criminal	Systems/Conversions - Internal	Data should be inclusive of new business rule filings - data verification needs to be completed.
21	Madison	County Civil	Systems/Conversions - Internal	Data should be inclusive of new business rule filings - data verification needs to be completed.
22	Madison	County Criminal	Systems/Conversions - Internal	Data should be inclusive of new business rule filings - data verification needs to be completed.
23	Madison	Criminal Traffic	Systems/Conversions - Internal	Unable to capture at the new individual UTC level at this time; programming needed
24	Madison	Family	Systems/Conversions - Internal	Data should be inclusive of new business rule filings - data verification needs to be completed.
25	Madison	Juvenile Delinquency	Systems/Conversions - Internal	Data should be inclusive of new business rule filings -

				data verification needs to be completed.
26	Madison	Juvenile Dependency	Systems/Conversions - Internal	No Response Supplied
27	Madison	Probate	Systems/Conversions - Internal	Data should be inclusive of new business rule filings - data verification needs to be completed.
28	Okeechobee	Circuit Civil	Systems/Conversions - Internal	No Response Supplied
29	Pasco	County Criminal	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter
30	Pasco	Criminal Traffic	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter
31	Polk	Family	Systems/Conversions - Internal	% dropped due to new case counting rules. Started counting unbuilt Admin Support and Interstate cases.
32	Washington	Juvenile Delinquency	Staffing - Internal	Staffing Changes, should be back to full staff by April

Timeliness 2 (Cases Docketed) – Internal Office Action Plans

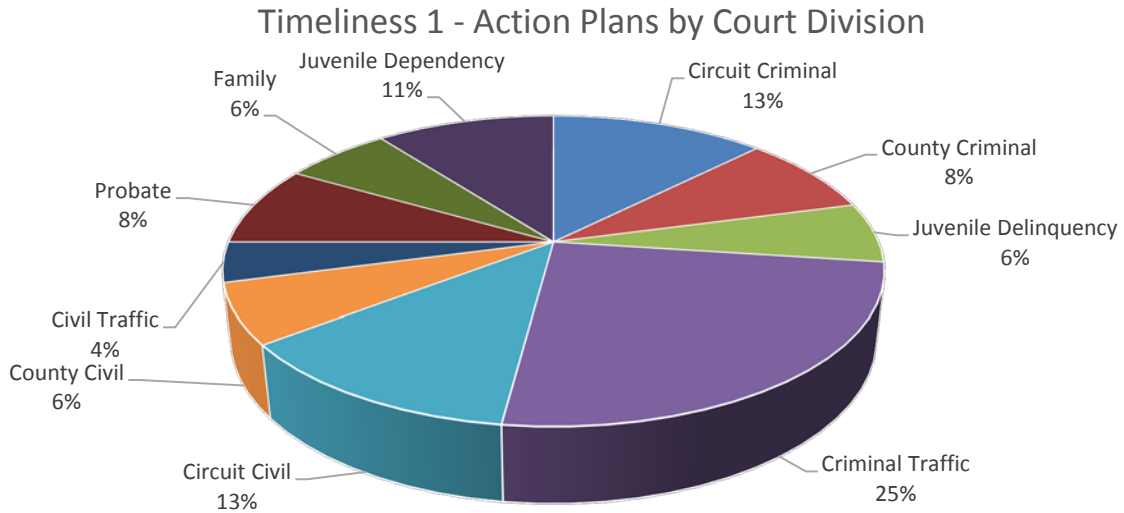
The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Division	Reason Code	Action Plan to Improve
1	Broward	Probate	Staffing - Internal	Budget permitting, overtime will be utilized to improve timeliness.
2	Broward	Family	Staffing - Internal	vacancies filled and employees in training
3	Dade	Family	Staffing - Internal	Unable to meet standard due to reduced staff as a result of FY 2015-16 budget cut
4	Dixie	Circuit Criminal	Staffing - Internal	Too many cases
5	Madison	Circuit Criminal	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.

6	Madison	County Criminal	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.
7	Madison	Juvenile Delinquency	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.
8	Madison	Criminal Traffic	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.
9	Madison	Circuit Civil	Systems/Conversions - Internal	Unable to capture at the new individual UTC level at this time; programming needed
10	Madison	Probate	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.
11	Madison	Family	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.
12	Madison	Juvenile Dependency	Systems/Conversions - Internal	Data does not include new business rule filings; programming needed.
13	Pasco	Circuit Criminal	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter
14	Pasco	County Criminal	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter
15	Pasco	Juvenile Delinquency	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter
16	Pasco	Criminal Traffic	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter
17	Pasco	Juvenile Dependency	Systems/Conversions - Internal	Issue to be resolved in 3rd Quarter

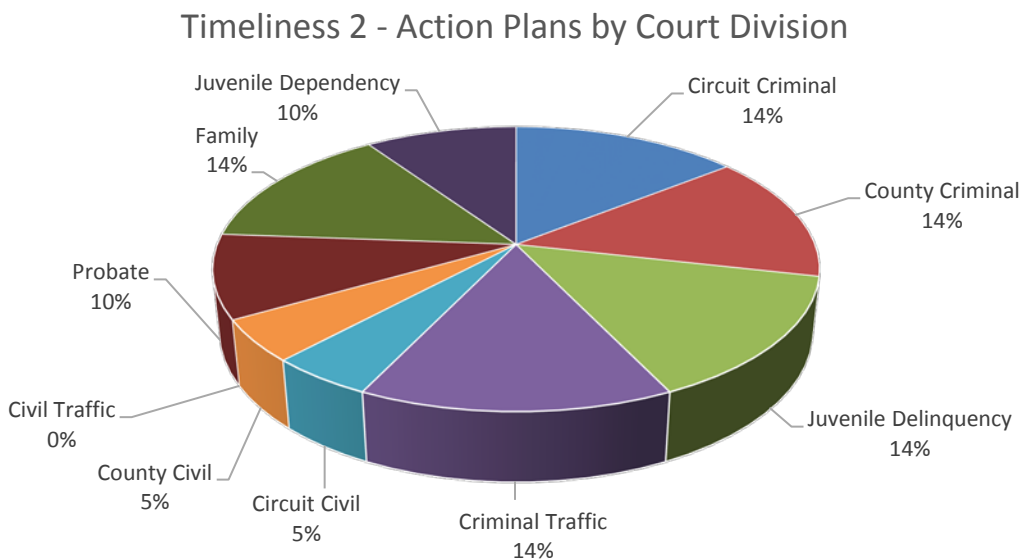
Timeliness 1 (Filing New Cases) – Statewide Performance by Court Division

As shown below, 25% of action plans for Timelines 1 (Filing New Cases) were in the Criminal court divisions, accounting for 25 of the 48 action plans. Criminal Traffic alone was 25% of the action plans for Timeliness 1 (filing New Cases).



Timeliness 2 (Cases Docketed) – Statewide Performance by Court Division

As shown below, 56% of action plans for Timeliness 2 (Cases Docketed) were in the Criminal court divisions, accounting for 12 of the 21 action plans. Circuit Criminal, County Criminal, Juvenile Delinquency, and Criminal Traffic each accounted for 14% of the total actions plans for Timeliness 2 (Cases Docketed).



Historic Timeliness 1 (Filing New Cases) Rates

For Timeliness 1 (Filing New Cases), all court divisions met the 80% standard. There were many increases and decreases between court divisions over Quarter 1 performance, much of which can be attributed to the recently revised New Case Counting Business Rules.

Timeliness 1 (Filing New Cases)						
Quarter 1 CFY 2016-17						
Court Division	CFY 2015-16 Year End	CFY 2016-17 1st Quarter	CFY 2016-17 2nd Quarter	CFY 2016-17 3rd Quarter	CFY 2016-17 4th Quarter	Standard
Circuit Criminal	97.89%	96.48%	95.40%			80.00%
County Criminal	95.69%	97.33%	93.05%			80.00%
Juvenile Delinquency	97.49%	96.98%	93.77%			80.00%
Criminal Traffic	89.90%	89.26%	89.88%			80.00%
Circuit Civil	83.77%	78.64%	86.72%			80.00%
County Civil	95.19%	93.63%	93.49%			80.00%
Civil Traffic	91.84%	96.73%	93.56%			80.00%
Probate	95.12%	92.77%	89.99%			80.00%
Family	96.92%	97.20%	93.69%			80.00%
Juvenile Dependency	97.05%	97.13%	93.90%			80.00%

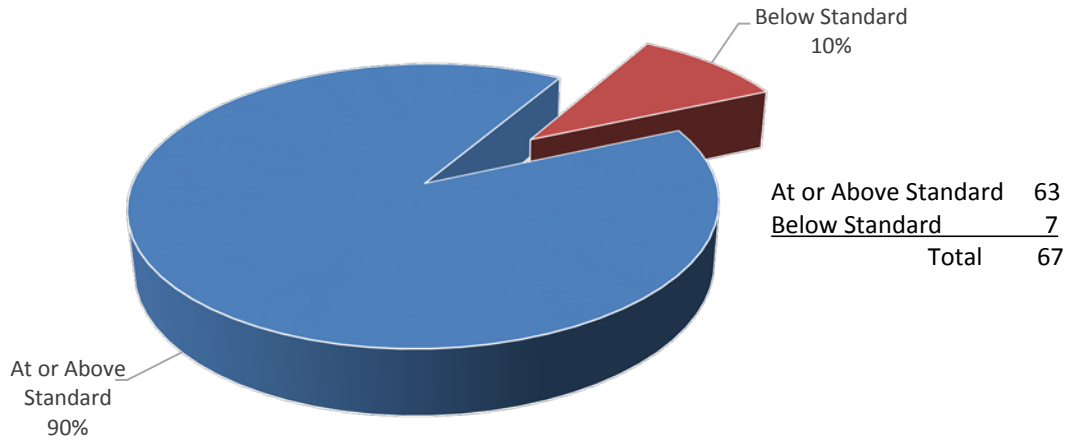
Historic Timeliness 2 (Cases Docketed) Rates

For Timeliness 2 (Cases Docketed), all court divisions meet the standard for entering dockets timely. For the Criminal court divisions, all had a slight increase over Quarter 1, except for a decrease in County Criminal.

Timeliness 2 (Docket Entry)						
Quarter 1 CFY 2016-17						
Court Division	CFY 2015-16 Year End	CFY 2016-17 1st Quarter	CFY 2016-17 2nd Quarter	CFY 2016-17 3rd Quarter	CFY 2016-17 4th Quarter	Standard
Circuit Criminal	95.48%	94.23%	95.07%			80.00%
County Criminal	95.47%	95.12%	94.44%			80.00%
Juvenile Delinquency	95.19%	96.64%	96.83%			80.00%
Criminal Traffic	95.58%	95.14%	95.65%			80.00%
Circuit Civil	88.67%	90.18%	96.80%			80.00%
County Civil	92.52%	94.11%	95.95%			80.00%
Civil Traffic	96.47%	97.33%	97.48%			80.00%
Probate	94.19%	93.72%	95.30%			80.00%
Family	92.75%	92.47%	92.60%			80.00%
Juvenile Dependency	95.38%	93.18%	93.47%			80.00%

Jury Payments – Statewide Action Plans Required

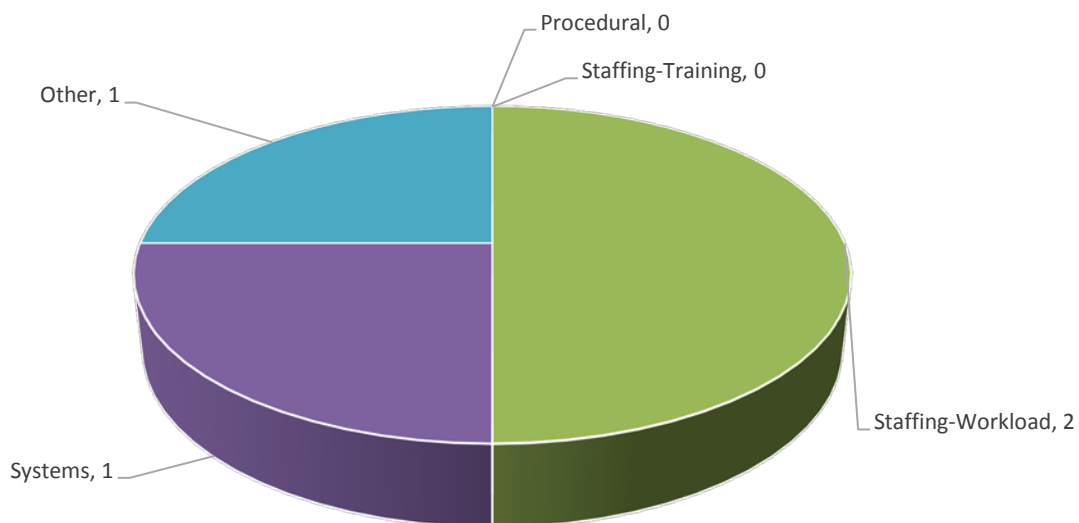
Jury Payment - Statewide Action Plans



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. Of the five reason codes for not meeting the performance standard, Procedural had none. Seven counties had Action Plans; two counties listed Staffing-Training, one listed Staffing – Workload, two listed Systems, and two listed Other. Their explanations are on the next page.

Jury Payment Performance by Reason Code



Jury Payment – Action Plans

The following are the action plans for counties missing the statewide performance measure as submitted by the Clerks:

	County	Reason	Action Plan
1	Broward	Other (Explain)	Employee reassignment out of the division caused several automated reports to be missed which caused the payments to be sent late. Updates to the automated reports have corrected the issue.
2	Citrus	Staffing - Training	Reviewed with staff importance of payment processing within 20 days
3	Dixie	Staffing - Workload	Shift duties
4	Liberty	Other (Explain)	Date of service 1/17/17 Juror requested payment on 2/13/17, 27 days after the service date.
5	Monroe	Systems	Our finance system is still not compatible to our Jury System. Some of the checks are not posting in the system. So we have to manually put them in.
6	Sarasota	Staffing - Training	Will conduct training with employee.
7	Wakulla	Systems	During this period of time we experienced a problem with the Jury software. In the future, these incidences will be handled expeditiously.

Appendix A
Collections Performance by Division
CFY 2017-16 Quarter 2

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Alachua			External							1
Baker		External					External			2
Bay	Internal	External					Internal			3
Bradford										0
Brevard										0
Broward			External				Internal			2
Calhoun		External					External			2
Charlotte		Internal								1
Citrus										0
Clay										0
Collier										0
Columbia		External								1
Dade		External					External			2
Desoto	Internal	Internal								2
Dixie				External			External			2
Duval	External	External					External			3
Escambia	External						External			2
Flagler	External		External							2
Franklin			External							1
Gadsden	External						External			2
Gilchrist							External			1
Glades	Internal									1
Gulf										0
Hamilton		External					Internal			2
Hardee										0
Hendry			External				External			2
Hernando	External		External							2
Highlands		Internal								1
Hillsborough	External						External			2
Holmes	External						External			2
Indian River	External									1
Jackson	External		External							2
Jefferson										0
Lafayette							External			1
Lake	Internal	Internal								2
Lee	External		Internal				External			3
Leon										0
Levy							External			1
Liberty			External		External		External			3
Madison		External					External			2
Manatee		External					Internal			2
Marion	Internal	Internal								2
Martin	External		External							2
Monroe	External									1
Nassau										0
Okaloosa	External						External			2
Okeechobee							External			1
Orange		External	External				External			3
Osceola	External						External			2
Palm Beach										0
Pasco										0
Pinellas	External	Internal	External				Internal			4
Polk							External			1
Putnam	External	External	External				External			4
Santa Rosa	External	Internal					External			3
Sarasota		Internal					Internal			2
Seminole							External			1
St. Johns										0
St. Lucie										0
Sumter										0
Suwannee	External									1
Taylor			External							1

**Appendix A
Collections Performance by Division
CFY 2017-16 Quarter 2**

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Union					External		External			2
Volusia	External									1
Wakulla										0
Walton										0
Washington	Internal		Internal							2
Statewide	25	19	15	1	2	0	31	0	0	93
Internal Reasons	6	8	2	0	0	0	6	0	0	22
External Reasons	19	11	13	1	2	0	25	0	0	71

Appendix A
Timeliness 1 (Case Processing) by Division
CFY 2017-16 Quarter 1

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua											0
Baker	Staffing - Internal			Staffing - Internal							2
Bay											0
Bradford											0
Brevard											0
Broward					Staffing - Internal			Staffing - Internal	Staffing - Internal		3
Calhoun											0
Charlotte											0
Citrus											0
Clay							Systems/Conversions - Internal			Systems/Conversions - Internal	2
Collier											0
Columbia				Systems/Conversions - External							1
Dade											0
Desoto											0
Dixie	Staffing - Internal			Staffing - Internal							2
Duval	Systems/Conversions - Internal			Systems/Conversions - Internal						Systems/Conversions - Internal	3
Escambia				Staffing - Internal							1
Flagler											0
Franklin											0
Gadsden											0
Gilchrist											0
Glades											0
Gulf	Systems/Conversions - Internal										1
Hamilton											0
Hardee											0
Henry	Staffing - External	Staffing - External		Systems/Conversions - External	Staffing - External			Staffing - External			5
Hernando			Systems/Conversions - External	Systems/Conversions - External							2
Highlands											0
Hillsborough											0
Holmes											0
Indian River											0
Jackson											0
Jefferson											0
Lafayette				Systems/Conversions - Internal	Systems/Conversions - Internal	Systems/Conversions - Internal					3
Lake				Systems/Conversions - Internal							1
Lee											0
Leon											0
Levy											0
Liberty										Staffing - External	1
Madison	Systems/Conversions - Internal	Systems/Conversions - Internal	Systems/Conversions - Internal	Systems/Conversions - Internal	Systems/Conversions - Internal	Systems/Conversions - Internal		Systems/Conversions - Internal	Systems/Conversions - Internal	Systems/Conversions - Internal	9
Manatee											0
Marion											0
Martin											0
Monroe											0
Nassau											0
Okaloosa											0
Okeechobee					Systems/Conversions - Internal						1
Orange											0
Osceola											0
Palm Beach											0
Pasco		Systems/Conversions - Internal		Systems/Conversions - Internal							2
Pinellas											0
Polk									Systems/Conversions - Internal		1

Appendix A
Timeliness 1 (Case Processing) by Division
CFY 2017-16 Quarter 1

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Putnam											0
Santa Rosa		Systems/Conversions - External		Systems/Conversions - External	Systems/Conversions - External	Systems/Conversions - External	Systems/Conversions - External	Systems/Conversions - External		Systems/Conversions - External	7
Sarasota											0
Seminole											0
St. Johns											0
St. Lucie											0
Sumter											0
Suwannee											0
Taylor											0
Union											0
Volusia											0
Wakulla											0
Walton											0
Washington			Staffing - Internal								1
Statewide	6	4	3	12	6	3	2	4	3	5	48
Internal Reasons	5	2	2	8	4	2	1	2	3	3	32
External Reasons	1	2	1	4	2	1	1	2	0	2	16

Appendix A
Timeliness 2 (Docket Entries) by Division
CFY 2016-17 Quarter 2

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua											0
Baker											0
Bay											0
Bradford											0
Brevard											0
Broward								Staffing - Internal	Staffing - Internal		2
Calhoun											0
Charlotte											0
Citrus											0
Clay											0
Collier											0
Columbia											0
Dade									Staffing - Internal		1
Desoto											0
Dixie	Staffing - Internal										1
Duval											0
Escambia											0
Flagler											0
Franklin											0
Gadsden											0
Gilchrist											0
Glades											0
Gulf											0
Hamilton											0
Hardee											0
Hendry		Staffing - External		Staffing - External							2
Hernando											0
Highlands											0
Hillsborough											0
Holmes											0
Indian River											0
Jackson											0
Jefferson											0
Lafayette											0
Lake											0
Lee											0
Leon											0
Levy											0
Liberty											0
Madison	Systems/Conversions -	Systems/Conversions -	Systems/Conversions -	Systems/Conversions -	Systems/Conversions -	Systems/Conversions -		Systems/Conversions -	Systems/Conversions -	Systems/Conversions -	9
Manatee											0
Marion											0
Martin											0
Monroe											0
Nassau											0
Okaloosa											0
Okeechobee											0
Orange											0
Osceola											0
Palm Beach											0
Pasco	Systems/Conversions -	Systems/Conversions -	Systems/Conversions -	Systems/Conversions -						Systems/Conversions -	5
Pinellas											0
Polk											0
Putnam											0

Appendix A
Timeliness 2 (Docket Entries) by Division
CFY 2016-17 Quarter 2

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Santa Rosa											0
Sarasota											0
Seminole											0
St. Johns											0
St. Lucie											0
Sumter											0
Suwannee											0
Taylor											0
Union			Staffing - External								1
Volusia											0
Wakulla											0
Walton											0
Washington											0
Statewide	3	3	3	3	1	1	0	2	3	2	21
Internal Reasons	3	2	2	2	1	0	0	2	3	2	17
External Reasons	0	1	1	1	0	1	0	0	0	0	4

Appendix B

External Descriptions for not Meeting Performance Standards

CFY 2016-17 Quarter 2

Collections				
	County	Division	Description	Reason Code
1	Duval	Circuit Criminal	Reviewing collection agency performance and other on-line payment options.	External
2	Escambia	Circuit Criminal	Ability to pay and incarceration affects the collection rate. Work continues on implementation of a payment system to offer expanded payment options.	External
3	Flagler	Circuit Criminal	Confinement to Prison	External
4	Gadsden	Circuit Criminal	Due to budget cuts this division lost a position and is under staffed. We will continue to attempt to meet the standard using the resources we have at our disposal.	External
5	Hernando	Circuit Criminal	This collection rate is off by a slim margin from the performance measure standard. It is 11.63% excluding drug trafficking. We will continue to work to increase collections efforts, increase payments on payment plans, and collect these fees and fines.	External
6	Hillsborough	Circuit Criminal	Continued dunning notice and collection agency process	External
7	Holmes	Circuit Criminal	Non-Payments, continuing to use our collections dept. by sending our due diligent letters and judgements.	External
8	Indian River	Circuit Criminal	We are very aware of the importance of collections and continue to work on increasing our rate.	External
9	Jackson	Circuit Criminal	These individuals have been sentenced to prison. We do record liens and refer to a collection agency.	External
10	Lee	Circuit Criminal	Drug trafficking assessments are 63% of total assessments; see Circuit Criminal Drug tab	External
11	Martin	Circuit Criminal	No Response Supplied	External
12	Monroe	Circuit Criminal	Reports were re-run for this period and showed an increase in assessments for same period	External
13	Okaloosa	Circuit Criminal	Most of the Defendant's are either incarcerated or indigent.	External
14	Osceola	Circuit Criminal	The standard was not met due to the volume of defendants sentenced to DOC.	External
15	Pinellas	Circuit Criminal	Implemented new collections procedures to be utilized by staff in our collection efforts.	External
16	Putnam	Circuit Criminal	High incarceration rates extend beyond collection period. All converted to civil lien on release. Few, if any, assets in defendant's name.	External
17	Santa Rosa	Circuit Criminal	Increased probation, cannot collect until probation sentence has completed	External
18	Suwannee	Circuit Criminal	\$102,000 of assessments were mandatory drug trafficking fines. Our collection rate would be 9.23% without these assessments.	External
19	Volusia	Circuit Criminal	Increase in the number of late pay cases we are sending to collections.	External
20	Baker	County Criminal	Our defendants are placed on probation, we set up payment plans, and suspend their DL for failure to comply. We are open to any suggestions.	External
21	Bay	County Criminal	Bay County is doing everything at our disposal to collect the money owed.	External
22	Calhoun	County Criminal	Will work with Probation officer and the Judges office with collection efforts on civil judgments. Will continue to improve collection efforts in the office.	External
23	Columbia	County Criminal	We will continue to exhaust all collection efforts to improve this measure.	External
24	Dade	County Criminal	Due to our current economic conditions, many defendants are indigent or transient making collections efforts more difficult.	External
25	Duval	County Criminal	Reviewing collection agency performance and other on-line payment options.	External
26	Hamilton	County Criminal	Only reason we can think of is case dismissals, non-payments, low assessments. Will continue to monitor and try to locate issues.	External
27	Madison	County Criminal	We are starting to suspend licenses on these types of cases as well as offer payment plans to help people pay these fees.	External
28	Manatee	County Criminal	Area being monitored and reviewed to determine any issues. Best Practices are followed. Also introduced a new payment reminder postcard this quarter. External issue with economy.	External
29	Orange	County Criminal	We have never met this standard. The majority of our customers are on payment plans that extend beyond the 5 quarters of this report.	External

Appendix B

External Descriptions for not Meeting Performance Standards

CFY 2016-17 Quarter 2

30	Putnam	County Criminal	The judge in this area no longer sends the majority of those found guilty to outside probation . This is a complete change from a year ago. We have implemented an internal collection effort, but the judge will not make enrollment mandatory.	External
31	Alachua	Juvenile Delinquency	This group does not have jobs and parents do not have the money.	External
32	Broward	Juvenile Delinquency	Explore options with other state agencies, like State Attorney's Office, to improve enforcement of court ordered assessments.	External
33	Flagler	Juvenile Delinquency	Inability to attach to juveniles	External
34	Franklin	Juvenile Delinquency	Poor economy and juveniles are not paying.	External
35	Hendry	Juvenile Delinquency	Community Service is usually chosen over making a payment	External
36	Hernando	Juvenile Delinquency	We are in the process of signing on to have an agency help us collect these fines/fees. We anticipate a higher collections rate for the next quarter.	External
37	Jackson	Juvenile Delinquency	We will continue to work with the Juvenile PO's to assist in these collections. We are also sending letters notifying violators that driving privileges will be suspended. We have a new Judge that will start hearing these cases. Our goal is to talk to him about our collection efforts so that he can assist.	External
38	Liberty	Juvenile Delinquency	When a defendants term of supervision terminates, they are placed on a payment plan to attempt to collect outstanding costs.	External
39	Orange	Juvenile Delinquency	Juveniles do not pay amounts due and if they are on a payment plan, the plans extend beyond 5 quarters. Also, juvenile dollars are so immaterial, it is not worth pursuing.	External
40	Pinellas	Juvenile Delinquency	Defendant's satisfying fines/cost by community service.	External
41	Putnam	Juvenile Delinquency	Primarily driven by poor demographics. No recovery in sight.	External
42	Taylor	Juvenile Delinquency	Usually only one or two defendants that do not pay	External
43	Dixie	Criminal Traffic	No Response Supplied	External
44	Liberty	Circuit Civil	Liens placed on inmate trust accounts to attempt collection of filing fees on Writ of Mandamus Cases.	External
45	Union	Circuit Civil	Inmate Litigation. All cases have orders to collect fees.	External
46	Baker	Civil Traffic	We D6 their DL weekly, and send unpaid citations to the collections agency. We are open to suggestions.	External
47	Calhoun	Civil Traffic	Will continue to send to the collection agencies.	External
48	Dade	Civil Traffic	We have a significant number of payment plans which extend the time required for full collection. Additionally, a significant number of citations go to court which also delays collection times.	External
49	Dixie	Civil Traffic	we are utilizing a collection agency and suspending DLs	External
50	Duval	Civil Traffic	Reviewing collection agency performance and other options to pay as well as enforcing 30 days to pay	External
51	Escambia	Civil Traffic	We are continuing to work on implementation of a payment system to offer expanded payment options. Ability to pay affects the collection rate.	External
52	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.	External
53	Gilchrist	Civil Traffic	Reevaluating our final notice procedures	External
54	Hendry	Civil Traffic	Non-Pays, out of our control	External
55	Hillsborough	Civil Traffic	Continued use of internal collection methods and referral to outside collection agencies.	External
56	Holmes	Civil Traffic	Non-payment....currently sending letters from our inhouse collections department.	External
57	Lafayette	Civil Traffic	We will contact our collection agency in an effort to improve collection efforts on unpaid citations.	External
58	Lee	Civil Traffic	Representative in the uncollected balance; 63% or \$375k are toll cases and of those toll cases, 68% have been referred to a collection agency with DL suspension and 26% are on an active payment plan	External
59	Levy	Civil Traffic	Economy	External
60	Liberty	Civil Traffic	Measure was not met due to non-payment of traffic citations. Continue to send to collection agency.	External
61	Madison	Civil Traffic	Encourage payment plans.	External
62	Okaloosa	Civil Traffic	Due to unsustainable court funding, our ability to prioritize collections in this case type are constrained.	External
63	Okeechobee	Civil Traffic	Cases will be sent to collections.	External

Appendix B

External Descriptions for not Meeting Performance Standards

CFY 2016-17 Quarter 2

64	Orange	Civil Traffic	a lot of out of state/out of country visitors who don't pay and a general disregard for paying traffic cases. People don't care if they have a DL suspension or not	External
65	Osceola	Civil Traffic	The standard was not met despite collection efforts within the control of the Clerk's Office. In addition we have a percentage of tourist in our county who live out of country and we are unable to collect on.	External
66	Polk	Civil Traffic	Customers not paying.	External
67	Putnam	Civil Traffic	Primarily driven by poor demographics. No recovery in sight. We are following Best Practices as published by FCCC.	External
68	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
69	Seminole	Civil Traffic	Get additional funding	External
70	Union	Civil Traffic	All citations have been D-6'd and turned over to collections.	

Timeliness 1 (Filing New Cases)

	County	Division	Description	Reason Code
1	Columbia	Criminal Traffic	This is due to the recent change in the Business rules for outputs. Our actual rate is not this low.	Systems/Conversions - External
2	Hendry	Circuit Civil	Short staffed due to budget cuts	Staffing - External
3	Hendry	Circuit Criminal	Short Staffed/Cross Training/Staff Turnover	Staffing - External
4	Hendry	County Criminal	Short Staffed/Cross Training/Staff Turnover	Staffing - External
5	Hendry	Probate	Short staffed due to budget cuts	Staffing - External
6	Hendry	Criminal Traffic	Report was developed in Clericus for new case count business rules but does not tie to timeliness case count	Systems/Conversions - External
7	Hernando	Criminal Traffic	The new sub-case counting method and the old timeliness case count report created this. It should be 95.83% within 3 days.	Systems/Conversions - External
8	Hernando	Juvenile Delinquency	Using the new sub-case counting method and the old timeliness case count report created this disparity.	Systems/Conversions - External
9	Liberty	Juvenile Dependency	No Response Supplied	Staffing - External
10	Santa Rosa	Circuit Civil	My Timeliness report shows 256 total cases	Systems/Conversions - External
11	Santa Rosa	Civil Traffic	My Timeliness report shows 5940 total cases	Systems/Conversions - External
12	Santa Rosa	County Civil	My Timeliness report shows 482 total cases	Systems/Conversions - External
13	Santa Rosa	County Criminal	My Timeliness report shows 646 total cases	Systems/Conversions - External
14	Santa Rosa	Criminal Traffic	My Timeliness report shows 662 total cases which would be 97.7%	Systems/Conversions - External
15	Santa Rosa	Juvenile Dependency	No Response Supplied	Systems/Conversions - External
16	Santa Rosa	Probate	My Timeliness report shows 241 total cases	Systems/Conversions - External

Timeliness 2 (Cases Docketed)

	County	Division	Description	Reason Code
1	Hendry	County Criminal	Short staffed/cross-training/staff turnover	Staffing - External
2	Hendry	Criminal Traffic	No Response Supplied	Staffing - External
3	Madison	County Civil	Data does not include new business rule filings; programming needed.	Systems/Conversions - External
4	Union	Juvenile Delinquency	Reduction in Court Staff hours due to budget cuts.	Staffing - External

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		Joe Boyd GENERAL COUNSEL

Agenda Item 3c

Executive Council Meeting

October 10, 2017

Date: October 10, 2017

Subject: Revenue Enhancement/Funding Model Committee Report

Committee Action: No action needed: Update only.

Overview:

The purpose of the Revenue Enhancement/Funding Model Committee, according to the CCOC Plan of Operations, is to “work with the Council to recommend to the Legislature changes in the various amounts of court-related, fines, fees, service charges and costs. Section 28.35, F.S. requires that one of the responsibilities of the CCOC is to make these recommendations “to ensure adequate funding of the clerks of court in the performance of their court-related functions”.

CCOC Chair Burke, also directed the Committee to look at potential different funding models for budgeting Clerks for the future and bring these recommendations to the CCOC Legislative Committee for their review. He appointed Clerk Tiffany Moore Russell to be the Chair.

The Committee had their orientation meeting in Orlando on September 20, 2017. The purpose of the meeting was to lay out the responsibilities of the Committee and set goals; get an historical perspective of previous Committees, Workgroups, and other’s recommendations made for increases in funding mechanisms; receive an understanding of the responsibilities and coordination between the other CCOC committees; and “brainstorm” some ideas for a new funding model to achieve a long-term funding solution.

Subsequent to that meeting, CCOC staff informed CCOC Chair Burke that Hurricane Irma’s impact will mean a potential decrease in revenues for CFY 17/18 of more than \$9 million dollars. This could mean we may be in a budget shortfall as soon as the county fiscal year begins. He therefore asked the Revenue Committee to meet and develop some recommendations for increasing revenues and provide those to the CCOC Legislative Committee so the Council can vote on the recommendations at the October 10th, Council meeting.

The Committee met on October 2nd and approved funding proposals. The Committee approved recommendations and sent those to the CCOC Legislative Committee for their review on October 2nd.

The Revenue Enhancement Committee is expected to meet in Orlando in late October or early November to examine other budget models and focus on long-term funding solutions.



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Lead Staff: John Dew, CCOC Executive Director

- Attachments:**
1. Committee September 20th agenda. Click on the link below for agenda and materials.
<http://www.flccoc.org/meetingmaterials.php?recordID=MT0405>
 2. October 2 Committee agenda.
<http://www.flccoc.org/meetingmaterials.php?recordID=MT0408>

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Agenda Item 3d

Executive Council Meeting

October 10, 2017

Date: October 10, 2017
Subject: Legislative Committee Report

Committee Action: Consideration of Various Motions Approved by Legislative Committee

Overview:

The Legislative Committee met on September 22, 2017 by conference call. This was an organizational meeting to plan and prepare for the 2018 Legislative Session. Below is a summary of the items considered and discussed by the Committee.

To begin the meeting, Chair Timmann provided an overview of the expectation of the CCOC Legislative Committee and that it would fulfil its statutory obligation to provide recommendations to the Legislature.

The Duties of the Corporation shall include: "Recommending to the Legislature changes in the amounts of the various court-related fines, fees, service charges, and costs established by law to ensure reasonable and adequate funding of the clerks of the court in the performance of their court-related functions." 28.35, 2 (c)F.S.

- Discussion of Committee Week Availability and Expectations
 Chair Timmann explained the need to have members of the committee available to be in Tallahassee during Committee Weeks to be able to provide in-person explanation of Clerk's issues. A Survey Monkey quiz was developed and sent out to committee members for their responses. They are to select whether they can attend in person, be "on call," or unavailable. Meetings typically occur Tuesday through Thursday and Monday afternoon or Friday morning meetings rarely occurring. Meeting time blocks for the committee that impact the CCOC are known in advance.
- Process for Providing Fiscal Impact Bill Analyses
 Jason Harrell explained the process used last year to respond to request by the Legislature and others for fiscal impact analyses of bills. Mr. Harrell explained that a staff workgroup was utilized last year to develop Fiscal Analysis of bills during the Legislative Session and that he coordinated with Clerk Timmann communication with FCCC and submitting a final draft in a timely manner. Clerks and their staff are to notify Mr. Harrell if they are available to assist on this issue during session.

A motion was made by Clerk Maloy to approved the process for bill impact analyses and authorize Committee Chair to work with Jason Harrell to establish those staff, prepare analysis, and coordinate with FCCC legislative team.

Seconded by Clerk Bock. Motion was approved with no nay votes.



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The CCOC will develop a process for soliciting requests for Fiscal Impact when completing bill analyses for the 2018 Legislative Session.

- Discussion of Legislative Outreach

A listing of the committees that impact the CCOC were included in the meeting materials. Chair Timmann indicated that it would be important to have clerks available to be experts on topics and provide answers to Legislators that may have questions on clerk-related issues. Committee members were to notify Mr. Harrell of those Legislators whose districts include their counties.

- Update on Revenue Enhancement/New Clerk Funding Model Committee

Clerk Moore Russell, Chair of the Revenue Enhancement/New Clerk Funding Model Committee updated the committee on their efforts and gave an overview of the agenda from their meeting on September 20, 2017.

- Discussion of Assisting to Collect Revenue Impacts from Hurricane Irma

The staff at the CCOC is in the process of developing a survey on the fiscal impact to revenues and unbudgeted expenditures as a result of Hurricane Irma. Clerk Timmann encouraged everyone to complete the survey when it is released to aid the Legislative Committee in their efforts in the upcoming legislative session.

- Update on Jury Funds True-up

Jason Harrell provided an update to the Committee on contacts with legislative staff regarding creating a true-up process for jury management funds. The CCOC has been in contact with the Department of Revenue (DOR) and the Justice Administrative Commission (JAC) to develop a process and a means to redistribute jury funds to counties who are in need from those who received in excess. Those communications are ongoing.

- Discussion on Implementation of SB 2506

Clerk Timmann discussed some of the technical issues that arose with the passage of SB 2506 that would need to be addressed in the upcoming legislative session.

A motion was made by Clerk Vick to appoint Clerk Eaton to head up a workgroup of Clerk and Clerk Finance staff to investigate the many technical issues related to the passage of SB 2506 and other budgetary issues that could be fixed through legislation. Seconded by Clerk Maloy. Motion passed with no nay votes.

Subsequently, Jason Harrell worked with Clerk Eaton to establish a workgroup and are in the process of establishing dates to begin meeting.

- Update on Florida Fiscal Outlook

Mr. Harrell updated the committee on the Florida Fiscal Outlook that was presented by the Office of Economic and Demographic Research (EDR) at their last meeting. A link to the 130-page document can be found here: http://edr.state.fl.us/Content/long-range-financial-outlook/3-Year-Plan_Fall-2017_1819-2021.pdf

- Suggested Committee Projects
Clerk Timmann requested that ideas be sent to her and Mr. Harrell if there were thoughts and ideas on project for the committee to consider undertaking.
- Agenda Item 10 – Other Business
Clerk Tara Green provided a brief update on PIE Committee projects that may intersect with efforts of the Legislative Committee.

CCOC Legislative Committee met on October 6, 2017 by conference call. The purpose of this meeting is to discuss and consider the list of options from the Revenue Enhancement/New Clerk Funding Model Committee chaired by Clerk Tiffany Moore Russell. A link to the Revenue Enhancement/New Clerk Funding Model Committee materials from their September 20th meeting can be found at the following link: <http://www.flccoc.org/meetingmaterials.php?recordID=MT0405>. The recommendations from Chair Russell's Committee will be discussed and it is expected a list of options will be sent to the CCOC Executive Council from the Legislative Committee.

Motions for Executive Council Consideration:

- **To approve the process for bill impact analyses and authorize Committee Chair to work with CCOC staff to establish those staff, prepare analysis, and coordinate with FCCC legislative team.**
- **To approve forming a workgroup led by Clerk Eaton and Clerk Finance staff to investigate the many technical issues related to the passage of SB 2506 and other budgetary issues that could be fixed through legislation.**
- **To approve the revenue enhancement list of options as passed by the CCOC Revenue Enhancement/New Clerk Funding Model Committee and the CCOC Legislative Committee as a DRAFT to be amended to reflect comments of clerks and allow for technical edits.**

Lead Staff: Jason Harrell, CCOC Budget and Communications Director

Attachments: None

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Agenda Item 5

Executive Council Meeting

October 10, 2017

Date: October 10, 2017
Subject: CCOC Annual Report

Committee Action: Council to provide direction for the CCOC Annual Report

Overview:

SB 2506 contained new language that requires CCOC to submit an Annual Report to the Legislature by January 1 of each year. The language is provided below:

Ch. 28.35 9(h), F.S.

” Preparing and submitting a report to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the chairs of the legislative appropriations committees by January 1 of each year on the operations and activities of the corporation and detailing the budget development for the clerks of the court and the end-of-year reconciliation of actual expenditures versus projected expenditures for each clerk of court.”

The CCOC would like the Council to provide direction on how they would like to proceed with the Annual Report. For consideration:

- A Clerk leads a workgroup to complete report
- The report is done internally by CCOC approved by Council

Lead Staff: Jason Harrell, CCOC Budget and Communications Director

Attachments: none



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