

**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**  
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**TODD NEWTON**  
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**JEFFREY R. SMITH, CPA**  
 INDIAN RIVER COUNTY  
  
**RON FICARROTTA**  
 13TH JUDICIAL CIRCUIT JUDGE  
 SUPREME COURT APPOINTEE  
  
**KYLE HUDSON**  
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 SENATE APPOINTEE

**PAULA S. O'NEIL, PH.D.**  
 PASCO COUNTY  
 HOUSE APPOINTEE  
  
**JOHN DEW**  
 EXECUTIVE DIRECTOR  
  
**JOE BOYD**  
 GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

## CCOC EXECUTIVE COUNCIL MEETING

**February 27, 2018**

Sanibel Harbour Marriott Resort & Spa  
 17260 Harbour Point Drive, Ft. Myers, FL 33908  
 Everglades B Meeting Room: 2:30 pm (EST)  
 Conference Call line: 1-904-512-0115 Code 412463

- Call to Order .....Hon. Ken Burke  
 Roll Call .....Hon. Tara Green
- 1) Introduction and Agenda Approval .....Hon. Ken Burke
  - 2) Approve Minutes of December 18, 2017 Meeting.....Hon. Tara Green
  - 3) Treasurer's Report.....Hon. Tara Green
    - a. Review and acceptance of the CCOC Office annual financials report 16/17
    - b. Review and Approval of the CCOC Office Budget Report for CFY 17/18 through January
  - 4) Report from CCOC Budget Committee .....Hon. Stacy Butterfield
    - a. CFY 16-17 Settle Up
    - b. REC Results
    - c. CFY 17-18 Revenue Update
    - d. CFY 18-19 Budget Start Up
  - 5) Report from CCOC Legislative Committee .....Hon. Carolyn Timmann
    - a. Consideration of CCOC Legislative Workgroup Report
    - b. Update on various bills of interest
  - 6) Report from CCOC PIE Committee.....Hon. Tara Green
    - a. Update on Workgroup Projects
    - b. CFY 16-17 Collection Agency Report
  - 7) Discussion of Final CFY 2016-17 Annual Report .....Hon. Ken Burke
  - 8) CCOC Council Election Process.....Hon. Tara Green
  - 9) Demonstration of CCOC's new website.....Jason Harrell
  - 10) Other Business .....Hon. Ken Burke

Executive Council Members: Hon. Ken Burke, CPA, Chair; Hon. Stacy Butterfield, CPA; Vice-Chair; Hon. Tara Green, Secretary/Treasurer; Hon. Sharon Bock, Esq.; Hon. John Crawford; Hon. Pat Frank; Hon. Todd Newton; Hon. Jeffrey Smith, CPA; Hon. Ronald Ficarrotta; Hon. Kyle Hudson; Hon. Paula O'Neil, Ph.D

*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**  
**MONDAY, DECEMBER 18, 2017 4:00 PM EST**  
**EXECUTIVE COUNCIL MEETING**  
**CONFERENCE CALL**

The December 18, 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 4:00 PM (EST). Chair Burke thanked all for attending and asked that roll call be taken by Clerk Green, the CCOC Secretary/Treasurer. Council members on the call were the Honorable Ken Burke, Honorable Stacy Butterfield, Honorable Tara Green, Honorable John Crawford, Honorable Pat Frank, Honorable Todd Newton, Honorable Jeff Smith, and Honorable Ron Ficarrota. Those unable to attend were Honorable Paula O’Neil, Honorable Sharon Bock and Honorable Kyle Hudson. Clerk Green stated that there was a quorum.

**APPROVAL OF AGENDA**

Chair Burke noted that the agenda is posted on the CCOC website and asked if there were any revisions to be made today for the meeting. There were no changes.

**APPROVAL OF MINUTES – OCTOBER 10, 2017 EXECUTIVE COUNCIL MEETING**

Clerk Green presented the minutes that were in the meeting packet. Clerk Newton made the motion to approve the minutes. Clerk Butterfield seconded. Vote was taken and the motion passed unanimously.

**APPROVAL OF CCOC OFFICE CONTRACTS**

Clerk Green noted that 2018 was the last year for the extensions to the current contracts before CCOC goes back out and rebids the contracts. There were seven contract extensions being asked for approval. These were contracts for the CCOC annual financial audit; internal auditing; clerk education; technology; budget services; HR help; and CCOC office cleaning. All the vendors have agreed to the 2018 contract extensions at their current rate and current services. Clerk Green made a motion that these extensions be approved. A second was made by Clerk Smith. There were no questions, so the vote was taken and the motion passed. Clerk Green next introduced for the Council’s approval, the Request for Quote for a technology audit of the CCOC office. She made a motion of acceptance and Clerk Butterfield seconded. There was no discussion and the vote was taken. The motion passed.

## **REVIEW OF THE DRAFT CCOC ANNUAL REPORT**

Chair Burke stated that the Annual Report is a statutory obligation. Jason Harrell of the CCOC has been working with Clerk Bock's staff in writing this report. Mr. Harrell gave a brief overview of the document. He noted that there are a few edits still to do. He thanked Clerk Bock's staff for their input. Chair Burke asked if there were any questions for Jason. Hearing none, Chair Burke asked for a motion to approve the report and giving him the authority to work with staff to make minor adjustments to finalize the report. Clerk Butterfield made the motion. Clerk Green seconded. Clerk Frank asked if Clerks had any comments could they make them. Chair Burke said yes and asked that they address them to Jason at the CCOC and he would take the comments into consideration. There was no more discussion. The vote was taken and the motion passed unanimously.

## **BUDGET COMMITTEE REPORT**

Chair Burke called upon Clerk Butterfield, Chair of the Budget Committee to give her report. The Budget Committee last met on December 12, 2017. The focus was to discuss the issues that were left to close out fiscal year 2017 as well as providing an update on the revenue situation. Four motions were approved by the Budget Committee that are recommendations to be brought to the Council today. Clerk Butterfield said she would go through all four recommendations and then open it up for questions.

The first motion is to give the Budget Chair the authority to work with the CCOC staff to finalize the settle-up figures to close out CFY 16-17. Those figures have been given to all the Clerks and there are possibly a few minor tweaks. The second motion is to ask the Council to approve asking Clerks to submit an operational budget for fiscal year 17-18. This would tie to the \$409.4 million budget. The deadline would be January 12<sup>th</sup>. Also, part of the motion is to give the Budget Chair the authority to work with the CCOC and Clerk staff to finalize the forms.

The third motion relates to being prepared for the REC meeting in January. Clerk Butterfield is asking for the Clerks to re-project their revenues for 17-18 and submit those to the CCOC by January 4<sup>th</sup>. The only projections that are available from Clerks now were those submitted as part of the budget submittal in the summer. These need to be updated in time to be analyzed and be prepared for the REC meeting on January 11<sup>th</sup>. Chair Burke asked if the projections would be two projections with one to include revenue that relates to the Holland & Knight and other law firms' legal opinion to those numbers for the potential revenue. Clerk Butterfield stated that normally when they re-project it is numbers that go into the Trust Fund. If the Council would like that expanded, a separate projection can be asked for the five revenue areas in the Holland & Knight opinion. Clerk

Frank made a motion to amend and separate those out. Chair Burke stated if no one disagreed, it would be a friendly amendment. No one disagreed.

Clerk Butterfield noted that the fourth and last motion was to request that the Clerks begin to report the number of indigency cases filed in their office in civil to the CCOC as part of the outputs report. She is asking to go back to October 1<sup>st</sup>, 2017. She asked to be able to work with staff to get that form out. The reason for this is that we are finding trends with indigency cases increasing and we are making a number of analyses and projections of the cost as well as the revenue lost as related to these cases where the fee is waived. Each local Clerk's office has that data, but we do not have the numbers at a statewide level. Before there is a motion, Chair Burke asked if there were any questions of Clerk Butterfield. There were none.

Clerk Butterfield made a motion to approve her report with the action items and the amendment to collect revenues for both, the current and the additional revenues of those mentioned by the law firms. Clerk Green seconded the motion. Clerk Spencer asked if this will be sent out to all the Clerks so they will know what is being asked. Chair Burke said it would be and asked Clerk Butterfield to work with staff on that communication. The vote was taken and the motion passed unanimously.

### **RESPONSE TO REQUEST FOR LEGAL OPINION AND LETTER FROM CLERK FRANK**

Chair Burke asked the CCOC's General Counsel Joe Boyd to address the next two items on the agenda. The Chair noted that the CCOC wants to be very receptive to any Clerk that has a concern with the legality and the proper reading of the Florida Statutes and what we are doing. He appreciates Clerk Frank bringing up two concerns and asking that Counsel address them. Chair Burke turned the meeting over to Mr. Boyd.

Mr. Boyd thanked Chair Burke and the Council. He began by saying that the two issues are intertwined with each other. Both revolve around the issue of what Clerks should do and when they should do it. Also tied to that is what efforts the CCOC should go with in regard to notifying the Revenue Estimating Conference (REC) as to what we perceive as Clerk's revenue and numbers that might make a difference in their forecast. He noted that the opinion that you have from his office is related to Clerk Frank's question but it goes to what we are talking about. He paraphrased what Clerk Frank's question was. Basically, is a Clerk barred from being a deficit Clerk if the reason for that is if they have sent funds to state general revenue instead of keeping it in their own fines and forfeitures fund. It is his opinion they do not forfeit their entitlement to be a deficit clerk and receive funds from the Trust Fund. That is not what the statute says.

Mr. Boyd said the bigger picture is how do we go from here to try and share with the REC any increase its revenue estimates for the Clerks. There is a two-step process and it is unconditional. The Council agrees with the Holland & Knight opinion. With how it is implemented, it is unclear to us as to what the Legislative intent is. So, the answer to the question would in fact be, if the Holland & Knight Opinion is the law of Florida and it accurately reflects Legislative intent, then it would be appropriate for Clerks to retain those funds in the fines and forfeiture fund. Those revenues would be part of their budgeting process under ss. 28.35 and 28.36 F.S. Related to that it would still be capped under the spending cap that the REC does. Clerks cannot spend more than REC's forecast. He stated that it would be appropriate for the Executive Council to advise the REC of their concerns and information and numbers.

He did not know what the Legislative intent was and it is outside of his opinion. If the Holland & Knight and the Legislative opinion merge, then there is no doubt that REC should raise its estimates for Clerks. Clerks should retain those funds in the fine and forfeiture account accordingly and their spending authority would increase. His group advises CCOC and not individual Clerks. If Clerks have legal advice they follow, then that is their constitutional authority. That summarizes his opinion on the two issues.

Chair Burke recognized Clerk Frank to ask any questions she has of Joe Boyd. She agreed with his assessment because it is in line with the opinion she got from attorneys John Mills and Steve Zach. As far as Legislative intent, it was addressed by John Mills. She feels the Courts will look seriously at that because that was included in the document. He also refers to the fact that funding of Clerks is not based upon revenue, but based upon need. She noted that is what the Constitution requires. The REC is an inappropriate body to determine what the budget level should be. It should be the CCOC based upon standards that are set and the Legislature approves.

Chair Burke asked Mr. Boyd if he would like to comment. Mr. Boyd stated that he thought Steve Zach and John Mills opinions were outstanding. He agrees with most of what was said. He thinks that CCOC is limited in what it can do to only what is statutorily delegated to them. He thinks unless we can work within that framework, it cannot legally sustain anything. Whether it is needs-based or revenue-based is outside his opinion. The Legislature has decided that it is revenue-based. Mr. Mills and Mr. Zach's opinion is that it is needs-based. He respects that opinion.

He noted from what authority and the provision CCOC has under s. 28.35 F.S. in the Plan of Operations is probably best limited regarding the REC to make those numbers available and inform them of what we are looking at. He noted that CCOC cannot go beyond arguing that it is a needs-based budget versus a revenue-

based budget at least not under CCOC's statutory mandate. Clerk Frank responded that the Clerks should exhaust all the administrative remedies first. If all else fails, then there are other avenues to pursue. We have to go to the REC and tell them that we received consistent opinions on this issue. It is not just one law firm. REC has not had anything to say in return and we have asked for an opinion from the Legislature which we have been denied. The Clerks have to follow the law. There is no choice but to move ahead.

Clerk Frank suggested that the next step has to be to ask the REC to include the funds which the Clerks anticipate getting from the sources that we have been denied and been diverted to GR and add that to the REC's budget for the Clerks. This is what she is asking the CCOC to do. Chair Burke asked her if she wanted to put that in the form of a motion. Clerk Frank said yes. Chair Burke restated the motion. The motion is the CCOC Executive Council is to relay to the REC the legal opinions we received and secondly, provide them the figures including the income that relates to the Holland & Knight opinion that specified the five revenue streams that would be going to Clerks. He then asked Clerk Frank if that was her motion. Yes, but she wanted to clarify that the CCOC is comprised of all members of the Clerks Corporation. Clerk Burke said that was correct. He asked for a second to this motion. Clerk Butterfield stated that the only action is the Council will provide to the REC with the opinion or opinions and secondly, the estimates. It is just providing information to the REC. It is not directing Clerks to do anything and is not directing REC to do anything. We are just providing information. Clerk Burke agreed. Clerk Jeff Smith seconded the motion.

Lee County Court Clerk Linda Doggett said she agrees with Clerk Frank and has reverted funds to her fine and forfeiture fund already instead of going to state general revenues. Chair Burke reiterated that the motion is not giving instructions to Clerks by the CCOC to withhold money into the Trust Fund or retain that money. Clerk Spencer had a question about how to know the amount of these funds. Further discussion by Clerk Spencer centered around Legislative intent.

Chair Burke wanted to make it clear that the motion has nothing to do with legal opinions. It is to communicate information to the Revenue Estimating Conference(REC). Clerk Green make it extremely clear that CCOC is just sharing and providing information to the REC without any direction or interpretation. Clerk Newton agreed with Clerk Green. Clerk Butterfield asked that Clerk Green restate the motion. The motion on the table is to allow, based on statutory requirements, the CCOC to provide to the REC the legal opinions and information regarding the amount of money collected based on the five from Holland & Knight. Clerk Butterfield clarified that since CCOC has only accepted the Holland & Knight opinion, that one is the only one to be included. There

are others, but CCOC has not officially acted on those. Chair Burke stated that CCOC is only sharing and could state that Holland & Knight is the approved opinion of the CCOC. Clerk Butterfield said she could support the motion. The vote was taken. Motion passed.

### **REPORT ON FINDINGS OF THE AUDITOR GENERAL AUDIT OF THE CCOC OFFICE**

The next item on the agenda was the discussion of the findings of the Auditor General review of the CCOC office. Chair Burke considered the items minor. There has been a response. There was concurrence with all of their findings but he did not concur with all their recommendations. He noted that there was a recommendation to financially penalize Clerks who did not send in certain reports on time. It was made very clear by Chair Burke did not agree with this especially with the Clerks' budget situation. The Auditor General's report and the response is part of the packet. There is no action required. Chair Burke asked if there were any questions. Clerk Smith noted that he appreciated the Chair standing up for what was proper.

### **PIE COMMITTEE REPORT**

Clerk Green was asked to give a review and approval of the 3<sup>rd</sup> and 4<sup>th</sup> quarter performance reports. She noted that these Quarterly Performance Reports were in the packet. Since the packet was publicized, there are a few minor revisions that need to be made. She made a motion to accept the reports and asked if the Council would approve her working with CCOC staff and Clerks' offices staff on these revisions to get the final reports out. Clerk Butterfield seconded the motion. Chair Burke asked if there was any discussion. Hearing none, the vote was taken. The motion passed.

### **UPDATE ON UNIFORM CASE MANAGEMENT DATABASE REPORT**

Clerk Burke asked Clerk Green to give in update on the Uniform Case Management Database project and report. He thanked Clerk Green on behalf of all the Clerks for her being the point person for the CCOC and work with the association and courts on this. Clerk Green said she is happy to serve on behalf of the Clerks. She began with background information. In the 2017 Legislative session there was proviso language that was passed with the Courts 17/18 fiscal budget. The language required the Office of State Court Administrator (OSCA) to submit a plan to develop with existing appropriations a statewide uniformed case management database system for the

purposes of caseload data collection and reporting. In that proviso language, OSCA is to work with FCCC and CCOC to develop common definitions for all Clerks and Courts to use. On August 17<sup>th</sup> a letter was sent to FCCC President Johnson from Court Administrator, P. K. Jamison with a series of questions. President Johnson, with the help of Clerks and staff, responded to that letter on September 29<sup>th</sup>. This resulted in an in-person meeting on October 5<sup>th</sup>. In that meeting, representatives from both FCCC and CCOC met with OSCA to discuss data elements proposed by OSCA. Also discussed were definitions, data quality and costs. At the end of the meeting, it was determined that 13 of the 15 data elements were already available from Clerks' offices. There are two definitions that need more clarification and discussion around what exactly is meant by these elements and how can we provide them.

Also provided by the letters was costs that were broken down into four options:

1. Local interfaces – Direct interface with Clerk case management systems. Price was around \$2.9 million. Clerk Green prefaced these numbers that Clerks' offices and along with the help of the association tried to compile the cost with not as much knowledge on specifications and roles of responsibilities. These are high-level costs.
2. Replicated databases - \$600,000.
3. Data brokering using existing interfaces - \$62,000.
4. Utilize CCIS as the reporting platform – no cost associated with it.

During the meeting on October 5<sup>th</sup>, in talking about the data elements, the conversation included a discussion about the cost of these options. It was discovered that OSCA's interpretation of the proviso language, as it relates to the cost to find a solution, and the Clerks' interpretation differed. OSCA's interpretation is they are required to identify the cost of the Clerks, but are not responsible for covering the cost of the Clerks. To her knowledge there have been no further conversations specific to those data elements in the proviso language or costs since that meeting. The proviso language also requires that OSCA submit the plan to the Chair of the House Appropriations and the Chair of the Senate Appropriations by December 1<sup>st</sup>. That report is included in the packet. This is a 37-page report and Clerk Green pointed out some of the highlights. She encouraged everyone to read the report.

Clerk Green noted that the plan does not address all specific costs and activities that may need to be undertaken by the Clerks or their association to implement the plan. So that reiterates OSCA's interpretation of the plan related to Clerk's cost in meeting these requirements. Throughout the report there are statements

regarding OSCA's concerns about the ability of Clerks to provide accurate data. The report also notes that if directed by the Supreme Court order AO 1615, the Clerks are required to electronically transmit the data to OSCA through an approved interface from Clerks' CMS's. OSCA's related projected cost, not specifically Clerks projected related cost, is found in Appendix C. It is noted that the amount of costs for Clerks may incur but it is not clear how the costs are going to be covered. There have been several conversations with OSCA and we are looking forward to working with them. Clerk Green has asked for more clarification and examples to their concerns with data quality as well as working with them on the efficient and effective way to meet the requirements of the proviso language.

Chair Burke asked if anyone had any question for Clerk Green. Judge Ficarrota said on behalf of the Courts, they recognize the importance of this issue and the Courts look forward to working with the Clerks on this. Clerk Doggett thanked Clerk Green for her participation. She knows that the Courts need this data and it is important that this gets done. Clerk Green is very optimistic that the Clerks and the Courts can work together on this and be effective for both. She believes that there is a solution out there to make everyone happy.

#### **OTHER BUSINESS**

Chair Burke said there were a couple of items in other business that the Council members could read and did not require any votes. He asked if there was any other business to be brought before the Council. There was none. He wished everyone happy holidays and thanked everyone for their dedication. Meeting was adjourned at approximately 4:55 PM.



# CCOC

FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

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## AGENDA ITEM 3

**Date:** February 27, 2018

**Subject:** CCOC Treasurer's Report

**Committee Action:** Approve CCOC Treasurer's Report

### OVERVIEW:

Each meeting of the CCOC Executive Council a report is made by the Treasurer updating the Corporation on the finances of the CCOC office. Also, the CCOC has a financial audit conducted by a CPA firm annually. Once the financials are concluded they are brought forward to the Council for review and approval at the first meeting after they are received from the CPA firm.

The firm of Lanigan and Associates completed their review of CFY 2016-17 CCOC financials and presented the report to CCOC leadership on January 17, 2018. Pages 37 and 38 of the report provide the summary of audit results. There were no issues or concerns noted in the report concerning the Corporation's financial practices or financial control.

The current year's Corporation expenditures through January are within the expected range for 4 months of the county fiscal year. The CCOC has expended approximately 28.5% of their budget. Through 1/3<sup>rd</sup> of the year the amount of expenditures for each of the major expenditure categories is below 33.3%.

**COMMITTEE ACTION:** Motion to approve annual financial statements from CFY 2016-17 and most recent CCOC budgetary report for CFY 2017-18.

**LEAD STAFF:** John Dew, CCOC Executive Director

**ATTACHMENTS:** 1. CFY 2016-17 Annual Financial Audit  
2. CFY 2017-18 CCOC Budgetary Report, October 2017 – January 2018

**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION  
(A Component Unit of the State of Florida)  
TALLAHASSEE, FLORIDA**



**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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**LANIGAN & ASSOCIATES, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS ADVISORS  
www.lanigancpa.com

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Florida Clerks of Court Operations Corporation  
Tallahassee, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of the Florida Clerks of Court Operations Corporation (a component unit of the State of Florida), as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Independent Auditor's Report  
Page Two

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Florida Clerks of Court Operations Corporation as of September 30, 2017, and the changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis information on pages 4 and 5 and the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Florida Clerks of Court Operations Corporation's basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by Chapter 10.650, *Rules of the Auditor General*, and is not a required part of the basic financial statements.

The schedule of expenditures of state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Independent Auditor's Report  
Page Three

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 17, 2018, on our consideration of the Florida Clerks of Court Operations Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Florida Clerks of Court Operations Corporation's internal control over financial reporting and compliance.

*Lanigan & Associates, PC*

Tallahassee, Florida  
January 17, 2018

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Florida Clerks of Court Operations Corporation's (the FCCOC) financial performance provides an overview of the FCCOC's financial activities for the year ended September 30, 2017. Please read it in conjunction with the FCCOC's basic financial statements, which begin on page 6.

The Florida Clerks of Court Operations Conference (the Conference) was established in 2003 by Section 28.35, *Florida Statutes*, to establish a process for the review and approval of court-related proposed budgets submitted by the respective Clerks of the Court. The 2004 session of the Florida Legislature amended Section 28.35, *Florida Statutes*, making the Conference a public corporation and changing its name to Florida Clerks of Court Operations Corporation.

During the 2009 session, the Florida Legislature changed the FCCOC from a quasi-governmental form of government to a governmental fund housed under the Justice Administrative Commission (JAC). The Florida Legislature identified a source of court fees, collected from the Clerks throughout the State, to fund the operations of the FCCOC.

Beginning on July 1, 2013, the Florida Legislature changed the structure and funding for the FCCOC. The corporation reverted back to being a separate entity with a September 30 fiscal year end and will no longer be housed under the JAC. Instead, the FCCOC will be funded pursuant to a contract with the Chief Financial Officer of the State of Florida. The employees of the corporation will still participate in the Florida Retirement System. Further, the Corporation may hire staff and pay other expenses necessary to perform the official duties and responsibilities.

The FCCOC issues basic financial statements comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The FCCOC is considered a blended component unit of the State of Florida.

The FCCOC implemented Governmental Accounting Standards (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions - an amendment to GASB Statement No. 27*, which requires employers providing a defined benefit plan to report their net pension liability.

**MANAGEMENT’S DISCUSSION AND ANALYSIS (CONTINUED)**

The following table presents the FCCOC’s condensed Statement of Net Position as of September 30, 2017 and 2016, as derived from the government-wide Statement of Net Position.

**Table 1 – Net Position**

	<u>2017</u>	<u>2016</u>
Total Assets	\$ 913,480	\$ 840,345
Deferred Outflows of Resources	514,980	608,851
Total Liabilities	(872,627)	(900,925)
Deferred Inflows of Resources	<u>(102,473)</u>	<u>(6,073)</u>
Net Position	<u>\$ 453,360</u>	<u>\$ 542,198</u>

The following table presents the FCCOC’s condensed Statement of Activities for year ended September 30, 2017 and 2016, as derived from the government-wide Statement of Activities.

**Table 2 – Changes in Net Position**

	<u>2017</u>	<u>2016</u>
Total Revenues	\$ 1,431,928	\$ 1,403,028
Total Expenditures	<u>1,520,766</u>	<u>1,444,431</u>
Change in Net Position	(88,838)	(41,403)
Net Position - Beginning of Year, as previously reported	542,198	626,942
Restatement	-	(43,341)
Net Position - Beginning of Year, as restated	<u>542,198</u>	<u>583,601</u>
Net Position Ending	<u>\$ 453,360</u>	<u>\$ 542,198</u>

**Requests for Information**

Questions concerning any of the information provided in this report or requests for additional information should be addressed to John Dew, Executive Director, Florida Clerks of Court Operations Corporation, 2560-102 Barrington Circle, Tallahassee, Florida 32308.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2017**

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	<b>Governmental Activities</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash and Cash Equivalents	\$ 894,258
Prepaid Expenses and Other Assets	3,048
<b>Noncurrent Assets</b>	
Capital Assets:	
Equipment, Net	16,174
<b>Total Assets</b>	<b>913,480</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred Outflows Related to Pensions	514,980
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable and Accrued Liabilities	52,632
Compensated Absences - Current	17,957
<b>Noncurrent Liabilities</b>	
Compensated Absences	71,830
Pension Liability	730,208
<b>Total Liabilities</b>	<b>872,627</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Inflows Related to Pensions	102,473
<b>NET POSITION</b>	
Net Investment in Capital Assets	16,174
Unrestricted	437,186
<b>Total Net Position</b>	<b>\$ 453,360</b>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u> <u>State Appropriations</u> <u>and Court Fees</u>	<u>Net (Expenses)</u> <u>Revenues and</u> <u>Changes in Net</u> <u>Assets</u>
<b>Primary Government:</b>			
Governmental Activities:			
State Courts	\$ 1,520,766	\$ 1,431,482	\$ (89,284)
Total Governmental Activities	<u>\$ 1,520,766</u>	<u>\$ 1,431,482</u>	(89,284)
Other Revenue			<u>446</u>
Change in Net Assets			(88,838)
Net Position - Beginning of Year			<u>542,198</u>
<b>Net Position - End of Year</b>			<u><b>\$ 453,360</b></u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**BALANCE SHEET**  
**GOVERNMENTAL FUND**  
**SEPTEMBER 30, 2017**

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	<u>Special Revenue Fund</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash and Cash Equivalents	\$ 894,258
Prepaid Expenses and Other Assets	<u>3,048</u>
<b>Total Current Assets</b>	<b><u><u>\$ 897,306</u></u></b>
<b>LIABILITIES AND FUND BALANCE</b>	
<b>Current Liabilities</b>	
Accounts Payable and Accrued Liabilities	\$ 52,632
<b>Fund Balance</b>	
Restricted Fund Balance	<u>844,674</u>
<b>Total Liabilities and Fund Balance</b>	<b><u><u>\$ 897,306</u></u></b>
Amounts reported for "Governmental Activities" in Statement of Net Position are different because:	
Fund Balance - Governmental Fund	\$ 844,674
Capital Assets, Net of Depreciation used in Governmental Activities, are not financial resources and therefore are not reported in the fund financial statements.	16,174
Deferred outflows and inflows of resources are not available in the current period and, therefore, are not reported in the governmentatl funds. Deferred outflows and inflows of resources at year-end consist of:	
Deferred Outflows Related to Pensions	514,980
Deferred Inflows Related to Pensions	(102,473)
Long-term liabilities, including compensated absences and pension, are not due and payable in the current period and therefore are not reported in the fund financial statements.	<u>(819,995)</u>
<b>Net Position of Governmental Activities</b>	<b><u><u>\$ 453,360</u></u></b>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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	<u>Special Revenue Fund</u>
<b>Revenues</b>	
State Financial Assistance	\$ 1,431,482
Interest Income	446
	<hr/>
Total Revenues	1,431,928
<b>Expenditures</b>	
Current:	
State Courts:	
Personnel Services	798,181
Expenses	574,313
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Total Expenditures	1,372,494
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Net Change in Fund Balance - Governmental Fund	59,434
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Restricted Fund Balance, September 30, 2016	785,240
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<b>Restricted Fund Balance, September 30, 2017</b>	<b><u><u>\$ 844,674</u></u></b>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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Net change in Fund Balance - Governmental Fund	\$ 59,434
 Amounts reported for Governmental Activities in the Statement of Activities are different because:	
 Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense of \$4,824 exceeded capital outlay of \$0 in the current period.	
	(4,824)
 Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	
Change in Pension Related Balances	(119,819)
Decrease in Compensated Absences	<u>(23,629)</u>
Change in Net Position of Governmental Activities	<u><u>\$ (88,838)</u></u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**

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**NOTE 1: *Summary of Significant Accounting Policies***

***Reporting Entity***

These financial statements are intended to present the financial position and results of operations of the Florida Clerks of Court Operations Corporation (FCCOC). The FCCOC is a blended component unit of the State of Florida and is included in the State of Florida's annual financial report. The financial statements contained herein represent the financial transactions of only the FCCOC.

The 2013 session of the Florida Legislature amended Section 28.35, *Florida Statutes*, making the Florida Clerks of Court Operations Corporation a stand-alone entity separate from the state and financed through a contract with the Department of Financial Services, effective July 1, 2013.

FCCOC is classified as a not-for-profit governmental entity whose activities are accounted for in a special revenue fund. The FCCOC has no component units.

***Government-Wide and Fund Accounting***

The FCCOC's financial statements have been prepared in accordance with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). GASB Statement No. 34 establishes financial reporting requirements for state and local governments throughout the United States. The financial data of the FCCOC is presented in the required GASB format as discussed on the following pages.

***Government-Wide Accounting***

The government-wide financial statements, including the Statement of Net Position and the Statement of Activities, report information regarding the activities of the FCCOC. Government-wide statements distinguish between government-type and business-type activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

**NOTE 1: Summary of Significant Accounting Policies (continued)**

As a branch of government that does not levy taxes, the FCCOC is funded by an appropriation of the Florida Legislature through a portion of the fees collected by the Clerks of Court for filing a civil action in Circuit Court, as specified in Section 28.241, *Florida Statutes*. The government-wide financial statements present this activity as a special revenue fund.

***Fund Accounting***

In fund accounting, the diverse nature of governmental operations and the necessity of determining compliance with legal provisions require modification of accounting systems commonly used by commercial enterprises. The FCCOC special revenue fund is considered a separate entity with self-balancing accounts that include, where applicable, its assets, liabilities, fund equity, revenues, expenditures and other financial sources and uses.

**Government Fund Type: Special Revenue Fund** – Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments or expendable trusts) that are legally restricted to expenditures for specified purposes.

GASB Statement No. 54 requires fund balance reported in the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Within this hierarchy, fund balance is first classified as nonspendable, then restricted, committed, assigned, and unassigned.

- *Nonspendable* – This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund.
- *Restricted* – This component of fund balance consists of amounts that are constrained either (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- *Committed* – This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal resolution of the FCCOC's board. These committed amounts cannot be used for any other purpose unless the board removes or changes the specified use by taking the same type of action employed to constrain those amounts.
- *Assigned* – This component of fund balance consists of amounts that are constrained by the FCCOC board's intent to be used for specific purposes, but are neither restricted nor committed.

The FCCOC is a special revenue fund and is a component unit of the State of Florida. The activities of the FCCOC are directed by Florida Statute. Accordingly, the fund balance is classified as restricted.

**NOTE 1: Summary of Significant Accounting Policies (continued)**

***Net Position***

Net position represents all assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources. The FCCOC does not have any amount required to be reported as deferred outflows/inflows of resources as of September 30, 2017. Net position is presented on the Statement of Net Position into the following categories:

- *Net Investment in Capital Assets* – Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.
- *Restricted* – Net position subject to externally imposed stipulations on their use.
- *Unrestricted* – All remaining net position that do not meet the definition of “net investment in capital assets” or “restricted”.

When both restricted and unrestricted resources are available for the same purpose, restricted net position are considered to be used first over unrestricted net position.

***Basis of Accounting***

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The accounting and financial reporting treatment applied is determined by the type of financial statement presentation.

***Measurement Focus***

The government-wide statements are reported using an economic resources management focus and accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental-type and business-type activities are included in the Statement of Net Position. Revenues are recognized when earned and expenses are recognized at the time the liabilities are incurred in the Statement of Activities. In these statements, capital assets are reported and depreciated.

In the Special Revenue Fund, revenues are based on transfers required by law and actual billings to other governmental agencies and are recognized when they become measurable and available. Expenditures are generally recognized under a modified accrual basis of accounting when the related fund liability is incurred.

Governmental funds are reported using a current financial resources measurement focus and the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

**NOTE 1: *Summary of Significant Accounting Policies (continued)***

***Cash***

Cash consists of demand deposits held at qualified public depositories. Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. Therefore, any amount of the FCCOC's demand deposits in excess of FDIC protection would be fully insured or collateralized.

***Capital Assets***

In the governmental fund statements, general fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental fund types.

In the government-wide statements, tangible assets used in operations with an initial useful life that extends beyond one year and valued at more than a specified threshold are capitalized. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset lives are not capitalized. Capital assets are depreciated using the straight-line method of depreciation over their estimated useful lives (3-5 years). These assets are reported net of accumulated depreciation on the Statement of Net Position.

***Deferred Inflows of Resources***

Represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time. The FCCOC has deferred inflows of resources related to pension items.

***Deferred Outflows of Resources***

Represents an acquisition of net assets that applies to a future period and therefore will not be recognized as an outflow of resources (expense) until that future time. The FCCOC has deferred outflows of resources related to pension items.

***Support from State Government***

The FCCOC received all of its support and revenue from a contract with the State of Florida's Chief Financial Officer. The contract is renewed and/or renegotiated annually. Revenue is recognized as it is received from the Department of Financial Services' CCOC Trust Fund. The CCOC Trust Fund collects court filing fees for Circuit Civil Court cases. The FCCOC receives \$4.50 from each filing fee.

**NOTE 1: Summary of Significant Accounting Policies (continued)**

*Estimates*

The preparation of these financial statements in conformity with accounting principles generally accepted in the United States of America requires FCCOC to make estimates and assumptions based on analytical methods in determining depreciation and various accruals. Actual results may differ from those estimates.

*Subsequent Events*

Subsequent events were evaluated through January 17, 2018, which is the date the financial statements were available to be released. As of this date, we were not aware of any other subsequent events.

*New Accounting Pronouncements*

Effective October 1, 2015, the FCCOC adopted the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*. Implementation of these statements resulted in a restatement of beginning net position, deferred outflows of resources, deferred inflows of resources and the beginning net pension liability. See note 6 and note 7 for additional disclosures related to this statement.

**NOTE 2: Budgetary Process**

Pursuant to its Plan of Operation, FCCOC shall adopt an annual operating budget and program work plan for each fiscal year, as recommended by the Executive Council. The program work plan shall clearly outline the annual objectives of the Executive Council relative to duties and responsibilities and provide an anticipated schedule for completion of those objectives. The budget and work plan serves as the basis for funding appropriated by the Florida Legislature. The budget is adopted on the modified accrual basis of accounting.

**NOTE 3: Capital Assets**

Capital asset activity for the 12 month period ended September 30, 2017 was as follows:

	<u>September 30, 2016</u>	<u>Additions</u>	<u>Retirements</u>	<u>September 30, 2017</u>
Fixed Assets -				
Furniture and Equipment	\$ 79,019	\$ -	\$ -	\$ 79,019
Less Accumulated Depreciation	<u>(58,021)</u>	<u>(4,824)</u>	<u>-</u>	<u>(62,845)</u>
<b>Capital Assets, net</b>	<u>\$ 20,998</u>	<u>\$ (4,824)</u>	<u>\$ -</u>	<u>\$ 16,174</u>

Depreciation expense of \$4,824 is recorded in the Statement of Activities for the government-wide statements.

**NOTE 4: *Operating Leases***

The FCCOC has a short-term lease agreement for office space and office equipment. The lease is accounted for as an operating lease. Lease payments are recorded as expenditures of the fund when paid and incurred. Rental expenditures for the year ended September 30, 2017 was \$33,750.

**NOTE 5: *Long-Term Liabilities***

Long-term liability activity for the year ended September 30, 2017 is as follows:

	Beginning Balances	Additions	Payments	Ending Balances	Current Portion of Long-term Liabilities
Accrued Leave Liability	\$ 66,158	\$ 53,594	\$ (36,193)	\$ 89,787	\$ 17,957
Pension Liability	800,660	-	(70,452)	730,208	-
<b>Total Long-Term Debt</b>	<u>\$ 866,818</u>	<u>\$ 53,594</u>	<u>\$ (106,645)</u>	<u>\$ 819,995</u>	<u>\$ 17,957</u>

**NOTE 6: *Florida Retirement System Plans***

Florida Retirement System:

General Information – All of the FCCOC’s employees participate in the Florida Retirement System (FRS). As provided by Chapters 121 and 112, Florida Statutes, the FRS provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan (“Pension Plan”) and the Retiree Health Insurance Subsidy (“HIS Plan”). Under Section 121.4501, Florida Statutes, the FRS also provides a defined contribution plan (“Investment Plan”) alternative to the FRS Pension Plan, which is administered by the State Board of Administration (“SBA”). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

**NOTE 6: Florida Retirement System Plans (continued)**

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Web site: [www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications).

**Pension Plan**

Plan Description – The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (“DROP”) for eligible employees.

Benefits Provided – Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers’ class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers’ class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

**NOTE 6: Florida Retirement System Plans (continued)**

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions – Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017, respectively, were as follows: Regular—7.92% and 7.52%; Senior Management Service—21.77% and 22.71%; and DROP participants—13.26% and 12.99%. These employer contribution rates include 1.66% and 1.66% HIS Plan subsidy for the periods October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017, respectively.

The FCCOC’s contributions, including employee contributions, to the Pension Plan totaled \$46,221 for the fiscal year ended September 30, 2017.

The FCCOC recognizes pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources related to pensions on the accrual basis of accounting. At September 30, 2017, the FCCOC reported a liability of \$549,827 for their proportionate share of the Pension Plan’s net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The FCCOC’s proportionate share of the net pension liability was based on the FCCOC’s 2016-17 fiscal year contributions relative to the 2016-17 fiscal year contributions of all participating members. At June 30, 2017, the FCCOC’s proportionate share for all funds was .0019 percent, which was a decrease of .0005 percent from its proportionate share measured as of June 30, 2016.

For the fiscal year ended September 30, 2017, the FCCOC recognized pension expense of \$140,786. In addition, these activities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>FRS Pension</b>	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 50,461	\$ 3,046
Changes of Assumptions	184,781	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	13,626
Changes in Proportion and Differences Between Pension Plan Contributions and Proportionate Share of Contributions	171,563	69,828
Pension Plan Contributions Subsequent to the Measurement Date	12,061	-
Total	<u>\$ 418,866</u>	<u>\$ 86,500</u>

**NOTE 6: Florida Retirement System Plans (continued)**

The Pension Plan’s deferred outflows of resources related to the FCCOC’s contributions to the Plan subsequent to the measurement date, totaling \$12,061 will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

<b>Year ended June 30:</b>	<b>FRS Amount</b>
2018	\$ 41,808
2019	111,123
2020	77,697
2021	15,875
2022	53,694
Thereafter	20,107
Total	<u>\$ 320,304</u>

Actuarial Assumptions – The total pension liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumption, applied to all period included in the measurement:

Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Investment rate of return	7.10%, net of pension plan investment expense, including inflation

The long-term expected rate of return was decreased from 7.60% to 7.10%, and the active member mortality assumption was updated.

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

**NOTE 6: Florida Retirement System Plans (continued)**

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1%	3.0%	3.0%	1.8%
Fixed Income	18%	4.5%	4.4%	4.2%
Global Equity	53%	7.8%	6.6%	17.0%
Real Estate (Property)	10%	6.6%	5.9%	12.8%
Private Equity	6%	11.5%	7.8%	30.0%
Strategic Investments	12%	6.1%	5.6%	9.7%
Total	<u>100%</u>			
Assumed Inflation - Mean		2.6%		1.9%

(1) As outlined in the Pension Plan's investment policy

Discount Rate – The discount rate used to measure the total pension liability was 7.10%. The Pension Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation of the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the FCCOC’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the FCCOC’s proportionate share of the net pension liability calculated using the discount rate of 7.10%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.10%) or one percentage point higher (8.10%) than the current rate:

	FRS Net Pension Liability		
	1% Decrease (6.10%)	Current Discount Rate (7.10%)	1% Increase (8.10%)
Proportionate Share of the Net Pension Plan Liability	\$ 995,153	\$ 549,827	\$ 129,916

Pension Plan Fiduciary Net Position – Detailed information regarding the Pension Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

**NOTE 6: Florida Retirement System Plans (continued)**

**HIS Plan**

Plan Description – The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided – For the fiscal year ended September 30, 2017, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2017, the HIS contribution for the period October 1, 2016 through June 30, 2017 and from July 1, 2017 through September 30, 2017 was 1.66% and 1.66%, respectively. The FCCOC contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The FCCOC's contributions to the HIS Plan totaled \$8,962 for the fiscal year ended September 30, 2017.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – The basis of accounting and financial reporting of the FCCOC's HIS Plan is identical to that of the FCCOC's Pension Plan. At September 30, 2017, the FCCOC reported a liability of \$180,381 for their proportionate share of the FCCOC's HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The FCCOC's proportionate share of the net pension liability was based on the FCCOC's 2016-17 fiscal year contributions relative to the 2016-17 fiscal year contributions of all participating members. At June 30, 2017, the FCCOC's proportionate share of all funds was .00017 percent rounded, which was similar to its proportionate share measured as of June 30, 2016.

For the fiscal year ended September 30, 2017, the FCCOC recognized pension expense of \$34,215. In addition, these activities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**NOTE 6: Florida Retirement System Plans (continued)**

	<b>HIS Pension</b>	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 375
Changes of Assumptions	25,355	15,598
Net Difference Between Projected and Actual Earnings on HIS Plan		
Investments	100	-
Changes in Proportion and Differences Between HIS Plan		
Contributions and Proportionate Share of Contributions	68,319	-
HIS Plan Contributions Subsequent to the Measurement Date	2,340	-
Total	\$ 96,114	\$ 15,973

The deferred outflows of resources related to the HIS Plan resulting from the FCCOC's contributions to the HIS Plan subsequent to the measurement date, totaling \$2,340, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2017. Other amounts reported as deferred outflows of resources related to the HIS Plan will be recognized as pension expense as follows:

<b>Year ended June 30:</b>	<b>HIS Amount</b>
2018	\$ 24,254
2019	24,098
2020	24,024
2021	18,011
2022	7,103
Thereafter	(19,689)
Total	\$ 77,801

Actuarial Assumptions – The total pension liability in the July 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Municipal bond rate	3.58 %

The municipal bond rate used to determine total pension liability was increased from 2.85% to 3.58%

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

**NOTE 6: Florida Retirement System Plans (continued)**

Discount Rate – The discount rate used to measure the total pension liability was 3.58%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of the FCCOC’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the FCCOC’s proportionate share of the net pension liability calculated using the discount rate of 3.58%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (2.58%) or one percentage point higher (4.58%) than the current rate:

	HIS Net Pension Liability		
	1% Decrease (2.58%)	Current Discount Rate (3.58%)	1% Increase (4.58%)
Proportionate Share of the Net HIS Plan Liability	\$ 205,837	\$ 180,381	\$ 159,175

Pension Plan Fiduciary Net Position – Detailed information regarding the HIS Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

**NOTE 6: *Florida Retirement System Plans (continued)***

**Investment Plan**

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. County employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2016-17 fiscal year, as established by Section 121.72, Florida Statutes, are based on a percentage of gross compensation, by class, as follows: Regular class 6.30% and Senior Management Service class 7.67%.

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the Pension Plan is transferred to the Investment Plan, the member must have the years of service required for Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended September 30, 2017, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the FCCOC.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The FCCOC's Investment Plan pension expense totaled \$17,639 for the fiscal year ended September 30, 2017.

**REQUIRED SUPPLEMENTARY  
INFORMATION**

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF THE FCCOC PROPORTIONATE SHARE OF NET PENSION LIABILITY  
FLORIDA RETIREMENT SYSTEM  
LAST TEN FISCAL YEARS\***

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
FCCOC's proportion of the net pension liability	0.001858821%	0.002392839%	0.001867358%	0.001691518%
FCCOC's proportionate share of the net pension liability	\$ 549,827	\$ 604,194	\$ 241,194	\$ 103,207
FCCOC's covered-employee payroll	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
FCCOC's proportionate share of the net pension liability as a percentage of its covered-employee payroll	184.53%	202.82%	85.42%	39.25%
Plan fiduciary net position as a percentage of the total pension liability	83.89%	84.88%	92.00%	96.09%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous six years.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF THE FCCOC'S CONTRIBUTIONS  
FLORIDA RETIREMENT SYSTEM  
LAST TEN FISCAL YEARS\***

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Contractually required contribution	\$ 48,390	\$ 58,353	\$ 45,528	\$ 37,051
Contributions in relation to the contractually required contribution	(48,390)	(58,353)	(45,528)	(37,051)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
FCCOC's covered-employee payroll	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
Contributions as a percentage of covered-employee payroll	16.24%	19.59%	16.12%	14.09%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous six years.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF THE FCCOC PROPORTIONATE SHARE OF NET PENSION LIABILITY  
HEALTH INSURANCE SUBSIDY PROGRAM  
LAST TEN FISCAL YEARS\***

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
FCCOC's proportion of the net pension liability	0.001686976%	0.001685738%	0.001633944%	0.001527621%
FCCOC's proportionate share of the net pension liability	\$ 180,381	\$ 196,466	\$ 166,637	\$ 142,836
FCCOC's covered-employee payroll	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
FCCOC's proportionate share of the net pension liability as a percentage of its covered-employee payroll	60.54%	65.95%	59.01%	54.32%
Plan fiduciary net position as a percentage of the total pension liability	1.64%	0.97%	0.50%	0.99%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous six years.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF THE FCCOC'S CONTRIBUTIONS  
HEALTH INSURANCE SUBSIDY PROGRAM  
LAST TEN FISCAL YEARS\***

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Contractually required contribution	\$ 8,928	\$ 8,640	\$ 6,246	\$ 5,233
Contributions in relation to the contractually required contribution	(8,928)	(8,640)	(6,246)	(5,233)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
FCCOC's covered-employee payroll	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
Contributions as a percentage of covered-employee payroll	3.00%	2.90%	2.21%	1.99%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous six years.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GOVERNMENTAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	<u>Governmental Fund</u>			
	<u>Special Revenue</u>			
	<u>Budgeted Amounts</u>			<b>Variance - Favorable (Unfavorable)</b>
<u>Original</u>	<u>Final</u>	<u>Actual</u>		
<b>Revenues:</b>				
State Financial Assistance	\$ 1,617,097	\$ 1,617,097	\$ 1,431,482	\$ (185,615)
Interest Income	-	-	446	446
Total Revenues	<u>1,617,097</u>	<u>1,617,097</u>	<u>1,431,928</u>	<u>(185,169)</u>
<b>Expenditures:</b>				
Current				
State Courts:				
Personnel Services	821,949	821,949	798,181	23,768
Expenses	795,148	795,148	574,313	220,835
Operating Capital Outlay	-	-	-	-
Total Expenditures	<u>1,617,097</u>	<u>1,617,097</u>	<u>1,372,494</u>	<u>244,603</u>
 Net Change in Fund Balance - Governmental Fund	 <u>\$ -</u>	 <u>\$ -</u>	 59,434	 <u>\$ 59,434</u>
 Restricted Fund Balance, Beginning of Year			 <u>785,240</u>	
 <b>Restricted Fund Balance, End of Year</b>			 <u><b>\$ 844,674</b></u>	

**REPORTS REQUIRED UNDER  
GOVERNMENT AUDITING STANDARDS  
AND CHAPTER 10.550, RULES OF  
THE AUDITOR GENERAL**

**LANIGAN & ASSOCIATES, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS ADVISORS  
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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Florida Clerks of Court Operations Corporation  
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the Florida Clerks of Court Operations Corporation, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise Florida Clerks of Court Operations Corporation's basic financial statements, and have issued our report thereon dated January 17, 2018.

***Internal Control Over Financial Reporting***

In planning and performing our audit, we considered the Florida Clerks of Court Operations Corporation's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Florida Clerks of Court Operations Corporation's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Florida Clerks of Court Operations Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Report on Internal Control  
Page Two

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Florida Clerks of Court Operations Corporation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Lanigan & Associates, PC*

Tallahassee, Florida  
January 17, 2018

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR STATE PROJECT AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY CHAPTER 10.550,  
RULES OF THE AUDITOR GENERAL**

To the Board of Directors  
Florida Clerks of Court Operations Corporation  
Tallahassee, Florida

**Report on Compliance for Each Major State Project**

We have audited Florida Clerks of Court Operations Corporation's compliance with the types of compliance requirements described in the *Department of Financial Service's State Projects Compliance Supplement* that could have a direct and material effect on each of the Florida Clerks of Court Operations Corporation's major state projects for the year ended September 30, 2017. Florida Clerks of Court Operations Corporation's major state projects are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its major state projects.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Florida Clerks of Court Operations Corporation's major State projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General. Those standards and Chapter 10.550, Rules of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major State project occurred. An audit includes examining, on a test basis, evidence about Florida Clerks of Court Operations Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major State project. However, our audit does not provide a legal determination of the Florida Clerks of Court Operations Corporation's compliance.

Report on Compliance  
Page Two

***Opinion on Each Major State Project***

In our opinion, Florida Clerks of Court Operations Corporation complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major state projects for the year ended September 30, 2017.

**Report on Internal Control over Compliance**

Management of Florida Clerks of Court Operations Corporation is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Florida Clerks of Court Operations Corporation's internal control over compliance with the types of requirements that could have a direct and material effect on each major State project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major State project and to test and report on internal control over compliance in accordance with Chapter 10.550, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Florida Clerks of Court Operations Corporation's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a State project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a State project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or as combination of deficiencies, in internal control over compliance with the type of compliance requirement of a State project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses, or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and results of that testing based on the requirements of Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

*Lanigan & Associates, PC*  
Tallahassee, Florida  
January 17, 2018

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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	<u>CSFA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>
<b><u>STATE:</u></b>			
<u>State of Florida, Department of Financial Services</u>			
FCCOC/CFO Contract	N/A	N/A	<u>\$ 1,520,766</u>
<b>TOTAL STATE FINANCIAL ASSISTANCE EXPENDED</b>			<b><u><u>\$ 1,520,766</u></u></b>

**NOTES:**

- (1) The Schedule of Expenditures of State Financial Assistance was prepared on the accrual basis of accounting.
- (2) The program does not utilize sub-recipients.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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**SECTION I - SUMMARY OF AUDIT RESULTS**

**1. Type of Audit Report issued on the Financial Statements**

Unmodified

**2. Significant Deficiencies and/or Material Weaknesses in Internal Control**

None noted

**3. Noncompliance Material to Audited Financial Statements**

Audit disclosed no material instances of noncompliance

**4. Significant Deficiencies and/or Material Weaknesses in Internal Control Over the Major State Project**

None noted

**5. Type of Audit Report Issued on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major State Project**

Unmodified Opinion

**6. Audit Findings Relative to the Major State Project**

The audit disclosed no findings required to be reported under Major State Projects

**7. Major State Projects**

**State Project**

\_\_\_\_\_  
State of Florida, Department of Financial Services  
FCCOC/CFO Contract

**8. Threshold**

The threshold for distinguishing Type A or Type B programs was \$750,000

**9. Auditee Risk Assessment**

The organization qualified as a low risk auditee

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

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**SECTION II – FINANCIAL STATEMENT FINDINGS**

None Reported.

**SECTION III – STATE PROJECT FINDINGS AND QUESTIONED COSTS**

None Reported.

**SECTION IV – PRIOR YEAR AUDIT FINDINGS**

None Reported.

**CCOC Budgetary Report  
County Fiscal Year 2017 - 2018  
(October 1, 2017 - September 30, 2018)**

	Budget Category Amount	Oct	Nov	Dec	Jan	Year to Date Expenditures	(%) of Budget Expended
<b>CCOC STAFF:</b>	\$799,949.00	\$70,270.88	\$68,692.85	\$62,233.74	\$62,031.09	\$263,228.56	32.91%
Executive Director	\$119,128.00	\$9,927.33	\$9,927.33	\$9,927.33	\$9,927.33	\$39,709.32	33.33%
Deputy Executive Director	\$106,019.00	\$8,834.92	\$8,834.92	\$8,834.92	\$8,834.92	\$35,339.68	33.33%
Information Systems Director	\$80,500.00	\$6,708.33	\$6,708.33	\$6,708.33	\$6,708.33	\$26,833.32	33.33%
Budget & Communications Director	\$86,000.00	\$7,166.67	\$7,166.67	\$7,166.67	\$7,166.67	\$28,666.68	33.33%
Budget Manager I	\$37,867.60	\$3,155.63	\$3,155.63	\$3,155.63	\$3,155.63	\$12,622.52	33.33%
Budget Manager I	\$32,448.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Budget Manager I	\$46,500.00	\$3,875.00	\$3,875.00	\$1,073.28	\$0.00	\$8,823.28	18.97%
Budget Manager II	\$61,255.00	\$5,250.83	\$5,104.58	\$5,104.58	\$5,104.58	\$20,564.57	33.57%
Database Administrator	\$47,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Executive Assistant/Human Resources	\$35,901.48	\$2,991.79	\$2,991.79	\$2,991.79	\$2,991.79	\$11,967.16	33.33%
Internal Revenue(Corporation Responsibility)	\$50,000.00	\$3,699.88	\$3,685.60	\$3,466.45	\$3,281.13	\$14,133.06	28.27%
Retirement, Benefits, Workers' Comp and Other	\$176,040.00	\$18,660.50	\$17,243.00	\$13,804.76	\$14,860.71	\$64,568.97	36.68%
<b>OPS STAFF:</b>	\$22,000.00	\$1,919.50	\$1,699.50	\$1,430.00	\$264.00	\$5,313.00	24.15%
<b>GENERAL EXPENSES:</b>	\$92,761.00	\$5,182.47	\$10,003.19	\$5,240.28	\$4,552.72	\$24,978.66	26.93%
Rent (including Utilities)	\$47,761.00	\$3,473.46	\$3,342.06	\$3,512.12	\$3,361.45	\$13,689.09	28.66%
Communications (+ Internet and Phone)	\$10,000.00	\$535.06	\$310.22	\$170.51	\$287.05	\$1,302.84	13.03%
Equipment, Supplies and Other	\$35,000.00	\$1,173.95	\$6,350.91	\$1,557.65	\$904.22	\$9,986.73	28.53%
<b>TRAVEL:</b>	\$60,400.00	\$6,073.79	\$3,151.21	\$2,321.07	\$258.00	\$11,804.07	19.54%
<b>STAFF TRAINING:</b>	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>CONTRACTUAL EXPENSES:</b>	\$282,454.00	\$7,681.25	\$14,343.75	\$15,342.50	\$16,612.50	\$53,980.00	19.11%
General Counsel	\$111,000.00	\$3,467.50	\$6,277.50	\$5,942.50	\$5,842.50	\$21,530.00	19.40%
FY 14-15 Survey, Reporting, and Other Services	\$160,454.00	\$4,213.75	\$8,066.25	\$9,400.00	\$2,770.00	\$24,450.00	15.24%
Audit Services	\$11,000.00	\$0.00	\$0.00		\$8,000.00	\$8,000.00	72.73%
<b>EDUCATION SERVICES</b>	\$354,533.00	\$0.00	\$20,500.00	\$82,180.00	\$0.00	\$102,680.00	28.96%
<b>TOTALS:</b>	<b>\$1,617,097.00</b>	<b>\$91,127.89</b>	<b>\$118,390.50</b>	<b>\$168,747.59</b>	<b>\$83,718.31</b>	<b>\$461,984.29</b>	<b>28.57%</b>

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





# CCOC

FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

**Ken Burke, CPA**  
PINELLAS COUNTY  
EXECUTIVE COUNCIL CHAIR

SHARON R. BOCK, ESQ.  
PALM BEACH COUNTY

JOHN CRAWFORD  
NASSAU COUNTY

PAT FRANK  
HILLSBOROUGH COUNTY

TODD NEWTON  
GILCHRIST COUNTY

**Stacy Butterfield, CPA**  
POLK COUNTY  
VICE-CHAIR

JEFFREY R. SMITH, CPA  
INDIAN RIVER COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

KYLE HUDSON  
HOLMES COUNTY  
SENATE APPOINTEE

**Tara S. Green**  
CLAY COUNTY  
SECRETARY/TREASURER

PAULA S. O'NEIL, PH.D.  
PASCO COUNTY  
HOUSE APPOINTEE

JOHN DEW  
EXECUTIVE DIRECTOR

JOE BOYD  
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

## AGENDA ITEM 4

**Date:** February 27, 2018

**Subject:** Legislative Committee Report

**Committee Action:** Consideration of the CCOC Legislative Workgroup Report

### OVERVIEW:

The CCOC Legislative Committee met on December 19, 2017. The main purpose of this meeting was to consider the DRAFT Legislative Workgroup Report that was led by Clerk Roger Eaton. The Executive Council can now consider this report to be utilized during the 2018 Session as well as the 2019 Session.

### Workgroup Report Background

SB 2506 was signed into law June 16th, 2017. Over the summer, the CCOC Budget Committee worked on implementing the many technical issues associated with this legislation. During that process, various challenges/concerns arising from the bill were discovered that may require a legislative fix. In addition, CCOC staff identified several other budget-related technical issues that merit review for possible proposed legislation.

In response to these concerns, On September 22, 2017, the CCOC Legislative Committee passed a motion to create a new workgroup chaired by the Honorable Roger Eaton of Charlotte County to examine the issues that had been identified relating to SB 2506 and other technical budget issues. Jason Harrell, CCOC Budget and Communications Director was designated lead staff. A Workgroup of Clerk staff from various counties were identified and asked to participate in the project. The Legislative Proposal Workgroup met three times:

- October 5, 2017, Conference call
- October 18, 2017, Orlando, FL
- November 16, 2017, Charlotte County, FL

The Workgroup thoroughly reviewed the issues identified during SB 2506 implementation and has provided recommendations for the Legislative Committee to consider. The CCOC Legislative

Committee Approved the DRAFT report on December 19, 2017. The DRAFT report will be considered by the Council.

**Motion:** Approve the Legislative Committee Workgroup Report and authorize the CCOC Legislative Chair to utilize the recommendations this Session. Also, allow any of these recommendations that cannot be utilized this Session to be part of the discussions for the Clerks' 2019 Legislative Agenda.

### Legislative Activities Update

CCOC has received 22 formal requests for fiscal impact analysis. CCOC staff utilized a workgroup of clerk financial staff for input on these bills. All requested bills have been reviewed and submitted. CCOC has coordinated on all responses with the FCCC legislative team. Bills with the most significant fiscal impacts include:

- SB 1270/HB 1095, Driver License Penalties and Fees, Brandes/Plakon
- SB 1562/HB 1059, Elder Abuse, Passidomo/Burton
- SB 90, Texting While Driving, Perry

CCOC also received numerous requests for feedback and fiscal input on amendments and Clerk funding proposals. CCOC staff has coordinated with the fiscal workgroup, FCCC team, and the Chair to be responsive to all requests.

**COMMITTEE ACTION:** Motion to approve the Legislative Committee Workgroup Report and authorize the CCOC Legislative Chair to utilize the recommendations this Session. Also, allow any of these recommendations that cannot be utilized this Session to be part of the discussions for the 2019 Legislative Agenda.

**LEAD STAFF:** Jason Harrell, CCOC Budget and Communications Director

**ATTACHMENTS:**

1. CCOC Legislative Committee Workgroup Report – December 2017
2. CCOC Legislative Bill Analyses – 2018 Session to date



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# LEGISLATIVE COMMITTEE WORKGROUP REPORT

DECEMBER 2017

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**Ken Burke, CPA**  
PINELLAS COUNTY  
EXECUTIVE COUNCIL CHAIR

SHARON R. BOCK, ESQ.  
PALM BEACH COUNTY

JOHN CRAWFORD  
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## EXECUTIVE SUMMARY

### INTRODUCTION

SB 2506 was signed into law June 16th, 2017. Over the summer, the CCOC Budget Committee worked on implementing the many technical issues associated with this legislation. During that process, various challenges/concerns arising from the bill were discovered that may require a legislative fix. In addition, CCOC staff identified several other budget-related technical issues that merit review for possible proposed legislation.

In response to these concerns, On September 22, 2017, the CCOC Legislative Committee passed a motion to create a new workgroup chaired by the Honorable Roger Eaton of Charlotte County to examine the issues that had been identified relating to SB 2506 and other technical budget issues. Jason Harrell, CCOC Budget and Communications Director was designated lead staff. A Workgroup of Clerk staff from various counties were identified and asked to participate in the project. The Workgroup members who participated were as follows:

Clerk Roger Eaton; Paula Bonfig (Charlotte); Nirupa Netram (Charlotte); Randy Long (Charlotte); Justin Horan (Clay); Luke Givens (Flagler); Sherry Herring (Gulf); Gary Cooney (Lake); Kevin McDonald (Lake); Mike Murphy (Orange); Shannon Ramsey-Chessman (Palm Beach); Marleni Bruner (CCOC); and Jason Harrell (CCOC)

The Legislative Proposal Workgroup met three times:

- October 5, 2017, Conference call
- October 18, 2017, Orlando, FL
- November 16, 2017, Charlotte County, FL

The Workgroup thoroughly reviewed the issues identified during SB 2506 implementation and has provided recommendations for the Legislative Committee to consider. Below is a summary of the issues reviewed by the group, and the recommendations provided in the report. Details of each issue are provided in the Report Details section further in the report.

### SUMMARY OF FINDINGS

#### Issue 1: Review of Jury Management Reimbursement Process

- SB 2506 changed the language relating to jury cost in excess of reimbursement
- SB 2506 designated the JAC as the entity responsible for jury management reimbursement and reporting for Clerks. Review the entity responsible for jury management in SB 2506

## LEGISLATIVE COMMITTEE WORKGROUP REPORT

- SB 2506 implementation identified technical and accounting challenges relating to State Fiscal Year Appropriation

### **Legislative Committee Workgroup Recommendation:**

- Recommendation 1 – Remove JAC from the jury management process and place this responsibility with the CCOC with appropriate accountability measures (reports, justification for increased costs, true-up process, etc.) and request the Legislature to appropriate funds on the County Fiscal Year, which is October 1 – September 30.
- Recommendation 2 – Amend statute to address the inability for Clerks to pay for jury expenses in excess of clerk reimbursement amounts and request the Legislature to appropriate funds on the County Fiscal Year, which is October 1 – September 30.
  - Offer language to eliminate the inconsistencies found within s. 40.29(5), F.S. which requires clerks to pay for non-reimbursed costs with no ability to do so from funds set forth in 28.35(3)(a), F.S. This language would strike the last sentence in s. 40.29(5), F.S.
- Recommendation 3 – If policy makers are opposed to Recommendation 1 or 2, add back language that was struck in SB 2506 and request the Legislature to appropriate funds on the County Fiscal Year, which is October 1 – September 30.

### **Issue 2: Issues and Challenges Relating to Department of Revenue (DOR) Budget Authority Process revealed during implementation of SB 2506**

- Clerk funding in the General Appropriation Act (GAA) is in a reserve category which creates a long bureaucratic process, which creates inefficiencies and delays in getting funds to clerk's offices in a timely manner and causes inflexibility for the CCOC to respond to individual Clerk's needs.

### **Legislative Committee Workgroup Recommendation:**

- Recommendation 1 – Request Clerks appropriation released at 100% at the beginning of the state fiscal year through one of the following:
  - Request appropriation in an operating or non-reserve category (or other appropriate GAA coding) which would default budget authority release to current budget process for state trust funds, or
  - Request that Clerk budget authority contain proviso that would release at 100% at the beginning of the state fiscal year.
- Recommendation 2 – Request proviso language that would place funds on the Quarterly Release Plan with 50% released in the 1<sup>st</sup> quarter and 50% released in the 3<sup>rd</sup> quarter. The Quarterly Release Plan is maintained by the Governor's Office of Policy and Budget in consultation with House and Senate appropriation staff. This document is developed during the start-up process after a review of all proviso in the GAA.

### **Issue 3: Technical Issues relating to the statutorily-required 1/12th calculation and "Funded" and "Depository" designations of clerks**

- In accordance with Section 28.37(2), Florida Statutes, each clerk compares monthly their court-side revenues to 1/12th of their CCOC budget authority, and must remit any excess revenues from the prior month to the state by the 10th of the following month.

## LEGISLATIVE COMMITTEE WORKGROUP REPORT

- This requirement in conjunction with set amounts sent from the trust fund to Funded clerks can cause cash flow issues for both clerks and the trust fund.

### **Legislative Committee Workgroup Recommendation:**

- Recommendation – Change the submission date in Section 28.37(2), Florida Statutes from the 10th to the 20th to coincide with the submission of the clerks' expenditure and collection report that is sent to the CCOC.
- **NOTE: Other solutions were examined but were determined to be out of the scope of this group. This issue may be referred to another Committee or Workgroup. See additional details in the Report Details Section.**

### **Issue 4: SB 2506 Shifted 10% Funds from Public Modernization Trust Fund to Fine and Forfeiture Trust Fund**

- No recommendation required

### **Other Finding(s):**

### **Issue 5: Inconsistency in SB2506 language**

- Language in SB 2506 (Chapter 2017-126, L.O.F.) amended subparagraph 28.241(1)(c)1., Florida Statutes to allow clerks to retain fees for circuit civil crossclaims, counterclaims, counterpetitions, and third-party complaints, but did not amend paragraph 34.041(1)(c), Florida Statute to allow clerks to retain these same fees in county civil cases. Members of the workgroup felt to allow the retention of these fees in circuit court but not county court was inconsistent and confusing.

### **Legislative Committee Workgroup Recommendation:**

- The consensus of the workgroup was to recommend that section 34.041(1)(c), Florida Statute be amended for consistency and clarity.

## REPORT DETAILS

### **1. REVIEW OF JURY MANAGEMENT DISTRIBUTION PROCESS**

Creating a more efficient and accountable process for reimbursing jury management funding.

#### **ISSUE SUMMARY**

Per the language established in SB 2506, the Justice Administrative Commission (JAC) has the responsibility for jury management reimbursement for Clerks. However, the Clerk of Court Operations Corporation (CCOC) is the entity that interacts with Clerks' offices and performs all the verification and analysis before sending reimbursement requests to the JAC. The CCOC is the legislatively-created entity with the responsibility to evaluate and implement Clerks' court-related budget needs. The JAC being in this process creates an additional and unnecessary layer of bureaucracy. Changes must be coordinated between two entities. Unlike CCOC, the JAC does not regularly interact with Clerks on these types of matters. JAC also expressed in their bill analysis for HB 7501 (House companion to SB 2506) that the JAC taking on the function of jury management would require additional resources, while CCOC can absorb these tasks within existing staff.

## LEGISLATIVE COMMITTEE WORKGROUP REPORT

Another issue identified in the SB 2506 jury management section is current language which creates both accounting issues that are problematic for Clerks' offices and inefficiencies in the reimbursement process. With funding appropriated on the State Fiscal Year, and the counties performing their accounting on the County Fiscal Year, this creates duplicative financial record keeping.

Finally, SB 2506 struck language that allowed Clerks to pay for certain jury expenses from the "CCOC" side of their budget. At the same time, the law also states that clerks are responsible for any cost in excess of those reimbursed.

The cost of jury management is largely outside of the control of clerks and is driven mainly by the Judiciary. If a clerk's jury cost exceeds that provided in the General Appropriation Act (GAA), that clerk cannot pay for those costs out of the Fine and Forfeiture Trust Fund dollars due to the changes to section 28.35 (3)(a), F.S. Under the current provisions in law, as amended in SB 2506, it is unclear how Clerks are to fund jury expenses in excess of their reimbursement.

### **BACKGROUND**

#### Funding History

The 2016 Legislature approved \$11.7 million from General Revenue for the projected cost of Juror Program Expense for State Fiscal Year 2016-17 in HB 5003 (Ch. 2016-062, L.O.F.). The funds are currently provided to Clerks as a pass through from the JAC. Funds come directly from the Department of Financial Services to the individual Clerks after approval by the JAC. Jury Management funding was approved by the Legislature again at \$11.7 million from General Revenue for State Fiscal Year 2017-18 in SB 2500 (Specific Appropriation 774, Ch. 2017-070, L.O.F.). Prior to 2008, jury costs were funded by the State. Jury costs were funded within Clerks' budgets from 2009-2016.

#### Current Process

The CCOC develops and approves policies, procedures, and forms for the Clerks to establish and ensure accountability. The CCOC works with the JAC on this issue and the JAC further approves their own policies, procedures, and forms.

- The CCOC receives quarterly funding requests from Clerks, reviews those requests, and determines a funding allocation among the 67 Clerks.
- Clerks are required to certify their requests and attest, with a signature, that they are following the Legislature's specific language and the intent of HB 5003.
- The CCOC requires quarterly reports from Clerks on the actual juror expenditures and takes into consideration any unspent funds from the previous quarter before providing funds for the upcoming quarterly request.
- Each Clerk's requests and expenditures are analyzed quarterly by the CCOC. Anomalies are reviewed to determine the reasons for the anomalies and any explanations are documented.
- At the end of the State Fiscal Year, the CCOC determines the funding received by Clerks through the process and works with Clerks to redistribute any unused funds to clerks in need of additional funding.

#### Changes as the result of SB 2506, Chapter 2017-126, L.O.F.

SB 2506 was signed into law on June 16, 2017. The language that authorized clerks to pay for jurors, expenses for meals and lodging, and processing of jurors as part of court-related functions that clerks may fund from filing fees, service charges, costs, and fines was deleted in section 28.35(3)(a), F.S. This law change created an inconsistency with section 40.29(5) which states that, in pertinent part, "the clerks of the court are responsible for any compensation to jurors, for

## LEGISLATIVE COMMITTEE WORKGROUP REPORT

payments for meals or lodging provided to jurors, and for jury-related personnel costs that exceed the funding provided in the General Appropriations Act for these purposes.” JAC’s policies and procedures also state that clerks are responsible for any compensation to jurors, for payments for meals or lodging provided to jurors, and for jury-related personnel costs that exceed the funding provided in the General Appropriations Act for these purposes.

### **Legislative Committee Workgroup Recommendation:**

- Recommendation 1 – Remove the JAC from the jury management process and place this responsibility with the CCOC. Include appropriate accountability measures (reports, justification for increased costs, true-up process, etc.) and request that the Legislature appropriate funds on the County Fiscal Year, which is October 1 – September 30.
- Recommendation 2 – Amend section 40.29(5), Florida Statute, to address the inability of Clerks to pay for jury expenses in excess of clerk reimbursement amounts by striking the last sentence of that section, and request that the Legislature appropriate funds on the County Fiscal Year, which is October 1 – September 30.
  - Offer language to eliminate the inconsistencies found within s. 40.29(5), F.S. which requires clerks to pay for non-reimbursed costs with no ability to do so from funds set forth in 28.35(3)(a), F.S. This language would strike the last sentence in s. 40.29(5), F.S.
- Recommendation 3 – If policy makers are opposed to Recommendation 2, add back the language that was struck from subparagraph 28.35(3)(a) by SB 2506, and request that the Legislature appropriate funds on the County Fiscal Year, which is October 1 – September 30.

**Appendix A:** Proposed Bill Language for Recommendation 1

**Appendix B:** Proposed Bill Language for Recommendation 2

**Appendix C:** Proposed Bill Language for Recommendation 3

## **2. ISSUES AND CHALLENGES RELATING TO THE DEPARTMENT OF REVENUE (DOR) TRUST FUND DISTRIBUTION PROCESS**

### **Issue**

Clerk funding in the General Appropriation Act (GAA) is in a reserve category which creates a long bureaucratic process. This creates inefficiencies and delays in getting funds to Clerks’ offices in a timely manner, and causes inflexibility for the CCOC when responding to individual Clerk’s needs.

### **Background**

#### Current Process

The current proviso language for Clerk funding states, “the funds in Specific Appropriation 3058 shall be placed in reserve. The Department of Revenue may request the release of funds pursuant to the provisions of section 28.36, Florida Statutes.” (Chapter 2017-070, L.O.F.)

Having Clerk funding in a reserve category, requires a 14-day consultation budget amendment. The staff at the CCOC must develop a request and send it to the Department of Revenue (DOR). It is reviewed at DOR by their General Tax Administration program and their Office of Financial Management before being approved by their Chief of Staff to be submitted to the Governor’s Office of Policy and Budget (OPB). Once OPB receives the request, they may take up to 14 business days to

## LEGISLATIVE COMMITTEE WORKGROUP REPORT

review the request before submitting on consultation with the Legislature. The legislative consultation period of 14 days cannot be waived or shortened. When the release of funds is approved, it can take DOR up to 3 business days to draft warrant requests to have funds sent to the appropriate counties.

Further detail on this process is provided in **Appendix D – The Budget Amendment Process for Clerks**.

### Areas of Concern

At the beginning of the fiscal year, the CCOC compares each clerk's estimated revenues to their approved budget authority. Any clerk estimated to have an annual deficit is termed "Funded." For Funded clerks, the CCOC calculates the monthly amount they are to receive from the Clerk of Court Trust Fund in order to balance the Funded clerk's court-side budget. Any clerk estimated to have excess revenues is termed "Depository" and is expected to send the excess to the trust fund monthly. The Depository clerks provide the revenues needed to fund Funded counties.

Legislative actions, policy changes, or changes in revenues cause the original calculations to be recalculated. This recalculation may result in differing amounts clerks receive from or send to the trust fund. The inflexibility of the current process means that it could be months before the changes necessitated by the recalculations are realized by the Funded and Depository clerks. Such delays in many instances put clerks in critical financial need.

All state budget appropriations are released on a quarterly release plan for appropriations made from General Revenue and released at 100% for appropriations from State Trust Funds, unless otherwise directed by proviso language or statute. This means if a specific appropriation is for \$100,000 in a State Trust Fund, the entire amount can be expended at the beginning of the State Fiscal Year. If the \$100,000 is in General Revenue, 25% of spending authority is released in the 1<sup>st</sup> Quarter, 33.33% of the balance is release in the 2<sup>nd</sup> Quarter, 50% of the new balance is released in the 3<sup>rd</sup> Quarter, and 100% of the final balance is released in the 4<sup>th</sup> Quarter.

Transfers to clerks cannot be made without sufficient release authority and without sufficient funds being available in the trust fund. Granting the CCOC full release authority would not grant the CCOC unlimited spending authority. Spending authority would still be capped at the approved budget authority as calculated by the latest estimates of the Revenue Estimating Conference and be further limited to funds available in the trust fund.

### **Legislative Committee Workgroup Recommendation:**

- Recommendation 1 – Request the Clerks' appropriation released at 100% at the beginning of the state fiscal year through one of the following:
  - Request appropriation in an operating or non-reserve category (or other appropriate GAA coding) which would default the budget authority release to the current budget process for state trust funds, or
  - Request that Clerk budget authority contain proviso language that would release at 100% at the beginning of the state fiscal year.
- Recommendation 2 – Request proviso language that would place funds on the Quarterly Release Plan with 50% released in the 1<sup>st</sup> quarter and 50% released in the 3<sup>rd</sup> quarter. The Quarterly Release Plan is maintained by the Governor's Office of Policy and Budget in consultation with House and Senate appropriation staff. This document is developed during the start-up process after a review of all proviso language in the GAA.

## LEGISLATIVE COMMITTEE WORKGROUP REPORT

### 3. Technical Issues relating to the statutorily-required 1/12th calculation and “Funded” and “Depository” designations of counties

#### Issue

In accordance with Section 28.37(2), Florida Statutes, each clerk compares monthly their court-side revenues to 1/12th of their CCOC budget authority, and must remit any excess revenues from the prior month to the state by the 10th of the following month.

This requirement in conjunction with set amounts sent from the trust fund to Funded clerks can cause cash flow issues for both clerks and the trust fund.

#### Background

Although a clerk may be designated by the CCOC as being “Funded,” they may experience a single month of high revenues. While they may have excess revenues for that month, it is possible that they have not collected enough revenues, including the funding provided by the trust fund, by that point in the fiscal year to support their budget authority for that portion of the year, but under the 1/12<sup>th</sup> calculation would have to send that excess to the trust fund for that single month. This means that while they are receiving funds from the trust fund, they would also have to send funds to the trust fund and still be short funding for the fiscal year to date.

Additionally, a clerk designated as being “Depository” may not receive monthly revenues in excess of their budget authority, and would then not submit any revenues to the trust fund. The lack of funds sent to the trust fund from Depository clerks means there are reduced funds available to send to Funded counties.

The CCOC requires an Expenditure and Collections (EC) report be submitted by each clerk by the 20<sup>th</sup> of the month following the collection month they are reporting. For example, expenditures and collections from October are reported by November 20<sup>th</sup>. However, section 28.37(2), F.S. requires that excess funds be transmitted by the 10<sup>th</sup>. This results in clerks having to calculate their 1/12<sup>th</sup> excess 10 days prior to submitting their EC report which calculates the amounts for them. This causes discrepancies in reporting which get resolved during the annual settle-up.

#### Legislative Committee Workgroup Recommendation

The workgroup discussed several potential solutions for this item. Potential solutions included:

- Quarterly true up
- Calculating one-twelfth cumulatively

After thoroughly reviewing this issue, the Workgroup determined that adjustments to the 1/12<sup>th</sup> calculation are not within the scope of the Workgroup as established. The Workgroup developed and vetted solutions as noted above, but any solution will require additional study, analysis, and most importantly, an adequate funding source. However, the Workgroup did determine that a small technical change could be made legislatively that would assist Clerks offices from an accounting perspective.

- Recommendation 1 – Change the submission date from the 10<sup>th</sup> to the 20<sup>th</sup> to coincide with the submission of the monthly clerk expenditure and collection report that is sent to the CCOC.

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## LEGISLATIVE COMMITTEE WORKGROUP REPORT

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### 4. SB 2506 Shifting 10% Funds from Public Modernization Trust Fund to Fine and Forfeiture Trust Fund

#### **Issue**

Section 5 of SB 2506 (Chapter 2017-126, L.O.F.) amends section 28.37, F.S. to direct certain court-related fines to the clerks' fine and forfeiture fund in a similar manner to other remittances of fines, fees, and service charges found within Florida Statutes rather than to the Public Records Modernization Trust Fund. This created uncertainty as to how those redirected funds can be spent.

#### **Background**

Since County Fiscal Year 2015-2016 10% funds have been included as part of the Clerks' approved budget authority.

Prior to the passage of SB 2506, 10% funds were sent to the Records Modernization Trust Fund for clerk court-related operational needs and program enhancements. The bill moved the funds to the fine and forfeiture trust fund, and struck the language regarding operational needs and program enhancements.

#### **Legislative Committee Workgroup Recommendation:**

After much discussion by the Workgroup, it was determined that the greatest concerns created by the bill's passage arose during the County Fiscal Year wherein funds were already budgeted for certain activities. These issues and concerns were resolved when a single budget authority was determined for County Fiscal Year 2017-2018.

No further action or changes recommended.

### 5. Other SB2506 Issue for Consideration

Language in SB 2506 amended subparagraph 28.241(1)(c)1., Florida Statutes to allow clerks to retain certain fees for circuit civil crossclaims, counterclaims, counterpetitions, and third-party complaints, but did not amend paragraph 34.041(1)(c), F.S. to allow clerks to retain these same fees in county civil cases. Members of the workgroup felt to allow the retention of these fees in circuit court but not county court was inconsistent and confusing. The consensus of the workgroup was to recommend that paragraph 34.041(1)(c) be amended for consistency and clarity.



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Appendix A – Proposed Bill Language for Recommendation 1

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A bill to be entitled

An act relating to the funding of clerks; amending subsection 40.29(5), Florida Statutes; creating a more efficient and accountable process for reimbursing jury costs; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (5) of section 40.29, Florida Statutes, is amended to read:

40.29 Payment of due-process costs.—

(5) ~~The Justice Administrative Commission shall provide funds to the clerks of the court to compensate jurors, to pay for meals or lodging provided to jurors, and to pay for jury-related personnel costs as provided in this section. For each quarter of the fiscal year of clerks of the court, which commences on October 1 of each year, Each clerk of the court shall forward to the Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation a quarterly estimate of funds necessary to compensate jurors and pay for meals or lodging provided to jurors during the upcoming quarter. Upon receipt of such estimates, The Florida Clerks of Court Operations Corporation shall ~~forward to the Justice Administrative Commission~~ determine a quarterly estimate of the amount necessary to reimburse each clerk of the court for compensation of jurors, payment for meals and lodging provided to jurors, and for its their personnel and other costs related to jury management. ~~Upon receipt of such estimates such determination, the Justice Administrative~~

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## APPENDIX A – Proposed Bill Language for Recommendation 1

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~~Commission~~ Florida Clerks of Court Operations Corporation shall ~~determine the amount deemed necessary for payment to the clerks of the court during the upcoming quarter and submit a request for payment for such reimbursement amounts to the Chief Financial Officer.~~ If the ~~Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation believes that the amount appropriated by the Legislature is insufficient to meet such costs during the remaining part of the state fiscal year, the ~~commission~~ Corporation may apportion the funds appropriated in the General Appropriations Act for those purposes among the several counties, basing the apportionment upon the amount expended for such purposes in each county during the prior fiscal year, in which case, the Chief Financial Officer shall issue the appropriate apportioned amount by warrant to each county. The clerks of the court are responsible for any compensation to jurors, for payments for meals or lodging provided to jurors, and for jury-related personnel costs that exceed the funding provided in the General Appropriations Act for these purposes. The Corporation shall develop policies and procedures for the submission of requests and the reimbursement thereof. Prior to the end of each quarter of the fiscal year of the clerks of the court, the Corporation shall submit to the Legislature a report detailing the requests and expenditures of the prior quarter. Prior to December 31 of each year, the Florida Corporation shall submit to the Legislature an annual report detailing the requests and expenditures of the prior fiscal year.

Section 2. This act shall take effect upon becoming a law.



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Appendix B – Proposed Bill Language for Recommendation 2

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A bill to be entitled

An act relating to the funding of clerks; amending subsection 40.29(5), Florida Statutes; creating a more efficient and accountable process for reimbursing jury costs; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (5) of section 40.29, Florida Statutes, is amended to read:

40.29 Payment of due-process costs.—

(5) ~~The Justice Administrative Commission shall provide funds to the clerks of the court to compensate jurors, to pay for meals or lodging provided to jurors, and to pay for jury-related personnel costs as provided in this section. For each quarter of the fiscal year of clerks of the court, which commences on October 1 of each year, Each clerk of the court shall forward to the Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation a quarterly estimate of funds necessary to compensate jurors and pay for meals or lodging provided to jurors during the upcoming quarter. Upon receipt of such estimates, The Florida Clerks of Court Operations Corporation shall ~~forward to the Justice Administrative Commission~~ determine a quarterly estimate of the amount necessary to reimburse each clerk of the court for compensation of jurors, payment for meals and lodging provided to jurors, and for its their personnel and other costs related to jury management. ~~Upon receipt of such estimates such determination, the Justice Administrative~~

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## APPENDIX B – Proposed Bill Language for Recommendation 2

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~~Commission~~ Florida Clerks of Court Operations Corporation shall ~~determine the amount deemed necessary for payment to the clerks of the court during the upcoming quarter and submit a request for payment for such reimbursement amounts to the Chief Financial Officer.~~ If the ~~Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation believes that the amount appropriated by the Legislature is insufficient to meet such costs during the remaining part of the state fiscal year, the ~~commission~~ Corporation may apportion the funds appropriated in the General Appropriations Act for those purposes among the several counties, basing the apportionment upon the amount expended for such purposes in each county during the prior fiscal year, in which case, the Chief Financial Officer shall issue the appropriate apportioned amount by warrant to each county. ~~The clerks of the court are responsible for any compensation to jurors, for payments for meals or lodging provided to jurors, and for jury related personnel costs that exceed the funding provided in the General Appropriations Act for these purposes.~~ The Corporation shall develop policies and procedures for the submission of requests and the reimbursement thereof. Prior to the end of each quarter of the fiscal year of the clerks of the court, the Corporation shall submit to the Legislature a report detailing the requests and expenditures of the prior quarter. Prior to December 31 of each year, the Florida Corporation shall submit to the Legislature an annual report detailing the requests and expenditures of the prior fiscal year.

Section 2. This act shall take effect upon becoming a law.



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Appendix C – Proposed Bill Language for Recommendation 3

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A bill to be entitled

An act relating to the funding of clerks; amending subparagraph 28.35(3)(a), Florida Statutes; allowing clerks to fund the payment of jurors, juror related expenses, and the processing of jurors from filing fees, service charges, costs, and fines; amending subsection 40.29(5), Florida Statutes; creating a more efficient and accountable process for reimbursing jury costs; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subparagraph (3)(a) of section 28.35, Florida Statutes, is amended to read:

28.35 Florida Clerks of Court Operations Corporation.—

(3)(a) The list of court-related functions that clerks may fund from filing fees, service charges, costs, and fines is limited to those functions expressly authorized by law or court rule. Those functions include the following: case maintenance; records management; court preparation and attendance; processing the assignment, reopening, and reassignment of cases; processing of appeals; collection and distribution of fines, fees, service charges, and court costs; processing of bond forfeiture payments; data collection and reporting; determinations of indigent status; payment of jurors, the expenses for meals or lodging provided to jurors, and the processing of jurors, to the extent the funding for same is not sufficiently provided for in the General Appropriations Act as set forth in subsection 40.29(5); and paying reasonable administrative support costs to enable the clerk of the court to carry out these court-related functions.

APPENDIX C – Proposed Bill Language for Recommendation 3

Section 2. Subsection (5) of section 40.29, Florida Statutes, is amended to read:

40.29 Payment of due-process costs.—

(5) ~~The Justice Administrative Commission shall provide funds to the clerks of the court to compensate jurors, to pay for meals or lodging provided to jurors, and to pay for jury-related personnel costs as provided in this section. For each quarter of the fiscal year of clerks of the court, which commences on October 1 of each year, Each clerk of the court shall forward to the Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation a quarterly estimate of funds necessary to compensate jurors and pay for meals or lodging provided to jurors during the upcoming quarter. Upon receipt of such estimates, ~~the Florida Clerks of Court Operations Corporation shall forward to the Justice Administrative Commission~~ determine a quarterly estimate of the amount necessary to reimburse each clerk of the court for compensation of jurors, payment for meals and lodging provided to jurors, and for its ~~their~~ personnel and other costs related to jury management. Upon receipt of such estimates such determination, ~~the Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation shall ~~determine the amount deemed necessary for payment to the clerks of the court during the upcoming quarter and submit a request for payment for such reimbursement amounts to the Chief Financial Officer. If the Justice Administrative Commission~~ Florida Clerks of Court Operations Corporation believes that the amount appropriated by the Legislature is insufficient to meet such costs during the remaining part of the state fiscal year, the ~~commission~~ Corporation may apportion the funds appropriated in the General Appropriations Act for those purposes among the several counties, basing the apportionment upon the amount expended for such purposes in each county during the prior fiscal year, in which case, the Chief Financial Officer shall issue the appropriate apportioned amount by warrant to each county. The clerks of the court are responsible for any compensation to jurors, for payments for meals or lodging provided to jurors, and for jury-related personnel costs that exceed the funding provided in the General Appropriations Act for these purposes. The Corporation shall develop policies and procedures for the submission of requests and the reimbursement thereof. Prior to the end of

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APPENDIX C – Proposed Bill Language for Recommendation 3

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each quarter of the fiscal year of the clerks of the court, the Corporation shall submit to the Legislature a report detailing the requests and expenditures of the prior quarter. Prior to December 31 of each year, the Florida Corporation shall submit to the Legislature an annual report detailing the requests and expenditures of the prior fiscal year.

Section 3. This act shall take effect upon becoming a law.



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## Appendix D – The Budget Amendment Process for Clerks

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The following outlines the process the CCOC must follow to get spending authority released from the Clerk of Court Trust Fund:

- The CCOC calculates the amount each clerk is either expected to receive from or expected to send to the trust fund. These amounts are included on the budget letter sent to each clerk.
- CCOC staff requests the Department of Revenue (DOR) to send the monthly amount calculated to the Funded clerks.
- The CCOC is appropriated budget authority in the General Appropriations Act (GAA) in an unbudgeted reserve category based on revenue amounts from the Revenue Estimating Conference. DOR, as the state entity where the funds are appropriated, must request a budget amendment from the Executive Office of the Governor (EOG) to move the authority into an operating category – this requires a 14-day budget amendment.
- When budget authority is in an operating category, there must also be appropriate release authority to expend those funds. For State budgeting, General Revenue is released quarterly and state Trust Funds are released at 100% at the beginning of the fiscal year. For example, if a Line Item in the GAA is appropriated \$100,000, 25% of the amount is release in the first quarter (\$25,000), in the second quarter the balance is released at 33.33% (~25,000), 50% of the new balance is released in the third quarter (~\$25,000), and 100% of the remainder is released in the fourth quarter (~\$25,000).
- DOR must verify funds are available in the trust fund with the appropriate release authority in order to make the monthly transfers to clerks.
- CCOC sends a request to DOR's General Tax Administration (GTA) program who must verify there are sufficient funds in the trust fund to fulfill the request. GTA is also responsible for using the calculated amounts to be received by Depository counties into their long-term projections for the trust fund.
- GTA sends the request to DOR's Office of Financial Management (OFM), their Executive budget office. It is received and processed by a budget analyst, then must be approved by the Budget Manager and the Director of OFM, before being sent to the Chief of Staff for final approval. Once all levels of review and approval have been

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## APPENDIX D – The Budget Amendment Process for Clerks

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met, the budget amendment is formally submitted to the Office of Policy and Budget (OPB) in EOG. It can take a couple of weeks to get through all the proper channels at DOR.

- Once submitted to OPB, the amendment goes through a technical review in the Budget Management Unit before being sent to an analyst in the policy area that oversees the CCOC (General Government Unit) who processes the amendment and sends it for approval by the Budget Chief and Policy Coordinator. It is then sent back to the Budget Management Unit for a final technical review before being sent to the Deputy Budget Chief who briefs the Director of OPB on the amendment. If at any time OPB has questions or edits, the amendment can be sent back to DOR and then back through the approval process. It can take a couple of weeks to get through the process at EOG before going on consultation.
- Once OPB agrees on the budget amendment, it is officially put on legislative consultation. The 14-day clock begins at that time and a set date is given for when the budget amendment comes off consultation. If the legislature does not have any issues with the amendment, it is automatically approved and processed on the day it comes off consultation.
- Once the amendment comes off consultation, staff in GTA at DOR begin the paperwork process to request warrants to send funds to the appropriate clerks. This can take 1-2 business days for GTA staff to draft, submit, and await processing by the Department of Financial Services (DFS). Once processed by DFS, clerks receive the funds.

This entire process can take upwards of 2 months from start to finish.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 011

**Subject:** Government Accountability

**Sponsor:** Metz

**Committee Reference:** Government Accountability Committee

**Similar/Identical Bill:**

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Governmental accountability bill which amends auditing requirements including covered entities; amends reporting for CCOC; revised lodging rates for certain state employees; requires counties and others to maintain budget on websites; defines makeup of audit committee; etc.

### CURRENT SITUATION:

Currently, s. 28.35, F.S., requires the CCOC to develop and certify a uniform system of workload measures and applicable workload standards for court-related functions as developed by the CCOC and clerk workload performance in meeting the workload performance standards. The CCOC must notify the Legislature of any clerk not meeting workload performance standards and provide a copy of any corrective action plans.

The CCOC receives four performance reports from each of the 67 counties. CCOC staff then performs technical analyses on each submission and interacts with various counties on any missing or incomplete data or anomalies. CCOC staff then analyzes the submitted reports and identifies any Clerk not meeting performance standards and complies into a quarterly report. The report is approved by CCOC Executive Council and then provided to the Legislature. Currently, there is no specified time that this must be completed by. CCOC staff completes the report in an as timely manner as possible depending on the quality of the data received, any missing data, amount of interaction required with counties, and staff workload.

### EFFECT OF THE BILL:

Under 28.35, FS the bill clarifies the quarterly reporting periods for which the CCOC shall notify the legislature of any clerk not meeting performance standards. The bill also requires the CCOC to submit corrective action plans to the legislature no later than 45 days after the end of the preceding quarterly period.

CCOC is committed to being responsive to any legislative requests. However, the 45-day requirement would be difficult to meet. The CCOC must wait for all reports to be submitted,

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then must have time for follow up and to perform technical reviews of each submission to provide good data in the report. If the Legislature requires a specified timeframe for this report, CCOC would respectfully request more than 45 days. An alternative would be for notification to be made by the beginning of the following quarter.

**FISCAL IMPACT:**

There would be an indeterminate fiscal impact for workload or additional FTE for CCOC.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 439

**Subject:** Public Meetings and Records

**Sponsor:** Donalds

**Committee Reference:** Oversight, Transparency & Administration Subcommittee

**Similar/Identical Bill:** SB 0560 Public Meetings and Records/ Imminent Litigation by Steube

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

The bill creates a limited exemption for officials from a governmental entity to have private meetings with their attorney to discuss imminent or pending litigation.

### EFFECT OF THE BILL:

After review, it does not appear that this bill would have a fiscal impact for Clerks.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 461

**Subject:** Pub. Rec./Trade Secrets Held by an Agency

**Sponsor:** Masullo

**Committee Reference:** Oversight, Transparency & Administration Subcommittee

**Similar/Identical Bill:** SB 0956 Public Records by Mayfield

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

The bill provides a public records exemption for a trade secret (as defined in s. 688.002) filed by an agency (as defined in s. 119.011). It also provides a notice requirement from the submitter of the trade secret, and describes how to respond to a public records request.

Under this bill a company would file suit to protect their records when a party makes a request.

### EFFECT OF THE BILL:

When a party is including "Trade Secrets" in records submitted to an agency, they must also include a notice stating that trade secrets are included in the document and stating where in the document that information is included. If a public records request is made, then the Clerk's Office must notify the party of the request and the party can petition the court to not have the "trade secrets" disclosed.

The Bill would have minimal fiscal impact on Clerks. Trade secret exemptions are not considered a court record pursuant to Fla. R. Jud. P. 2.420. Therefore, for a filer to seek confidentiality for information containing a trade secret in a court file, a motion to determine confidentiality must be filed with the Clerk. The Court will then decide whether to grant or deny the motion.

It is possible that the Bill will require some additional training, the need to maintain documents labeled as trade secret separately, and a minimal cost of providing notice to the company that a public records request has been filed. This is not expected to be significant. There may also be an indeterminate positive impact if new suits are filed and there are additional filing fees to the Clerk.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 589

**Subject:** Public Meetings

**Sponsor:** Newton

**Committee Reference:** Oversight, Transparency & Administration Subcommittee

**Similar/Identical Bill:** SB 1092 Public Meetings by Rader

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Specifies that certain boards and commissions are subject to public meetings requirements; revises notice requirements; requires members of board respond to questions made at public meetings within a specific timeframe.

### EFFECT OF THE BILL:

The bill primarily relates to public meetings. It specifies time allotments for public comments during public hearings. It also refers to availability of minutes of the meeting and gives a time frame for the board to respond to questions made by the public. It doesn't seem this bill will materially impact the Clerk's functions. Therefore, the bill does not appear to have a fiscal impact.

However, according to responding counties, there may be minimal impacts to the Clerk to the Board (non-court) operations depending on the volume of minutes that need to be produced within the stated timeframe as the bill allows for extended public comment times during meetings. However, any impact should be minimal.

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## CCOC BILL ANALYSIS

**Bill Number:** HB767

**Subject:** Pay-For-Success Contracts

**Sponsor:** Ausley

**Committee Reference:** Oversight, Transparency & Administration Subcommittee

**Similar/Identical Bill:** SB 1084 Pay-for-success Contracts by Rouson

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Establishes a process for state agencies to enter into pay-for-success contracts. State agencies may enter into pay for success contracts with private entities under certain conditions. The bill requires an annual report to legislative appropriations committees.

### EFFECT OF THE BILL:

The Clerk's office is not responsible for providing any of the services listed in section 4 of the bill. Therefore, there would be no impact on the Clerks.

After review, it does not appear this bill would have a fiscal impact to the Clerks.

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## **CCOC BILL ANALYSIS**

**Bill Number:** HB791

**Subject:** Regulatory Reform

**Sponsor:** Diaz

**Committee Reference:** Oversight, Transparency & Administration Subcommittee

**Similar/Identical Bill:** SB 1268 Regulatory Reform by Perry

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Establishes the Red Tape Reduction Advisory Council. Also establishes process for amending, repealing or implementing new rules in the Florida Administrative Code.

### EFFECT OF THE BILL:

The bill does not appear to change Clerk duties. After review, this bill as currently written does not appear to have a fiscal impact on Clerks.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 871

**Subject:** Government Actions Discriminating Against Businesses

**Sponsor:** Fant

**Committee Reference:** Careers & Competition Subcommittee

**Similar/Identical Bill:** SB 1290 Government Actions Discriminating Against Businesses by Baxley

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Designates an act titled "Free Enterprise Protection Act;" prohibits certain discriminatory actions by governmental entities against business entities.

### EFFECT OF THE BILL:

After review, it does not appear that this bill as written would have a fiscal impact to the Clerks.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 941

**Subject:** Administrative Procedures - 2018

**Sponsor:** Moritais

**Committee Reference:** Oversight, Transparency & Administration Subcommittee

**Similar/Identical Bill:** SB 1410 Administrative Procedures by Rader

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

## BILL SUMMARY:

This bill relates to updating the Florida Administrative Code. Requires state agencies to review and repromulgate their rules after a specified period of time and establishes the procedures for doing so.

## EFFECT OF THE BILL:

After review, this bill as written does not appear to have a fiscal impact to the Clerks.

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## **CCOC BILL ANALYSIS**

**Bill Number:** HB 1059

**Subject:** Exploitation of a Vulnerable Adult

**Sponsor:** Burton; CS Sponsors: Children, Families & Seniors Subcommittee, Civil Justice & Claims Subcommittee

**Committee Reference:** Judiciary Committee

**Similar/Identical Bill:** SB 1562, Passidomo

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

## **BILL SUMMARY**

The bill creates a process for Elder Abuse Injunctions similar to the Domestic Violence Injunction process.

This creates a new "Temporary Injunction" section within the Probate Department. This is a completely new process requiring orders for protection to be sent to a Probate judge for review and signature. The hearing would be established in a manner comparable to those held for domestic violence injunctions in the Civil division.

## **REQUIREMENTS OF THE CLERK**

The bill provides various duties and responsibilities for the clerk of court regarding assisting vulnerable adults and other parties seeking an injunction. Specifically, the bill requires the clerk of court in each county to:

- Assist petitioners in seeking injunctions for protection against exploitation of vulnerable adults and enforcement of a violation;
- Provide simplified petition forms, including instructions for completion, for the injunction, any modifications, and the enforcement of an injunction or modification;
- Ensure the petitioner's privacy to the extent practical while completing the forms for injunctions;
- Provide petitioners with a minimum of two certified copies of the order of injunction, one of which is serviceable and will inform the petitioner of the process for service and enforcement;

- Participate in training in the effective assistance of petitioners as provided or approved by the Florida Association of Court Clerks;
- Make available informational brochures on exploitation of vulnerable adults when brochures are provided by local senior centers, local aging and disability resource centers, or other state or federal agencies related to the exploitation or protection of elders or vulnerable adults;
- Distribute a statewide uniform informational brochure to petitioners at the time of filing for an injunction when such brochures become available. The brochure must include information about the effect of giving the court false information about exploitation; and
- Furnish that information to the sheriff on the respondent's or alleged victim's physical description and location as is required by the Department of Law Enforcement to comply with the verification procedures of the bill.

The clerk is also required to provide a copy of all petitions filed and all orders entered to adult protective services. Adult protective services is directed to treat such petitions and orders in the same manner as a report of abuse, neglect, or exploitation of a vulnerable adult. Adult protective services must then submit to the court overseeing the proceedings on the petition, within 24 hours, the results of any previous investigations relating to the alleged victim.

The bill also prohibits the clerk from assessing a filing fee for petitions filed.

The bill states that subject to legislative appropriation, the clerk of the circuit court may, on a quarterly basis, submit to the Office of the State Courts Administrator a certified request for reimbursement for the processing of such petitions, at the rate of \$40 per petition. The request for reimbursement must be submitted in the form and manner prescribed by the Office of the State Courts Administrator. From this reimbursement, the clerk must pay any law enforcement agency that served the injunction for protection against the exploitation of a vulnerable adult a fee of up to \$20, as determined by the agency.

### **FISCAL SUMMARY**

This bill has significant impacts to clerks, both operationally and fiscally. There will be recurring and non-recurring impacts to implement the bill. These impacts may be especially significant in many Clerks' offices considering that the units that would perform these additional tasks may already be short staffed due to budget reductions and in most cases, cannot absorb the additional functions proscribed by the bill.

While the anticipated workflow and processes mandated upon the Clerk in assisting with the Injunction for Protection Against Vulnerable Adults is similar to that of the filing of an Injunction Against Domestic Violence, counties surveyed have indicated that this Bill has enumerated approximately 15-20% additional functions that are required of the Clerk.

Additionally, not having the ability to discern the amount of cases that would be filed under this Bill, the estimated impacts would require, at minimum, the following resources to implement:

- Additional FTEs statewide;
- Additional essential training for staff;
- Investments in system resources.
- Procurement resources for additional office supplies (see below).

To determine the potential fiscal impact statewide for this bill, CCOC examined the Clerks' CFY 2016-17 budget request to determine the budgeted costs for domestic violence injunctions. This is a service currently being performed by Clerks very similar what is being required in this bill for vulnerable adults. For CFY 2016-17, Clerks budget request to the CCOC indicated budgeted costs for domestic violence injunctions was approximately **\$19.4 million statewide**. This reflects an average unit cost of approximately **\$230**. These were services performed by the Clerk with no associated fee/revenues.

The \$40 potential reimbursement reflected in the proposed bill does not cover the budgeted per unit costs for Clerk to perform similar services. Additionally, the reimbursement is subject to legislative appropriation and review by OSCA. CCOC ass the statutory budget entity for clerks' court related services, would be the more appropriate entity. Historically, under Section 741.30(2) (a), F.S., similar reimbursement language has never been funded for domestic violence injunctions.

As stated previously, Clerks currently provide these domestic violence injunction services with no reimbursement/funding. This bill adds additional work for Clerks without providing a guaranteed revenue source.

## **IMPACT DETAILS**

### **Staffing Resources**

#### **WORKLOAD EXAMPLE:**

For Miami-Dade, during the FY 2016-2017, the Domestic Violence Civil Intake Unit interviewed and processed 8,037 cases with a staff of seven (7) Court Records Specialist II's and two Supervisors (one Court Records Supervisor III and one Court Records Supervisor II). Similarly, the Mental Health Unit interviewed and processed 7,488 cases including Marchman and Baker Act Cases as well as Certificate of Person's Imminent Dangerousness and Other Social Cases, during the same timeframe also with a staff of seven Court Records Specialist II's and one Court Records Supervisor II. Provided that the Senate Bill increases functions by approximately 15-20% when compared to the process performed in the Domestic Violence Unit and not being able to gage the caseload anticipated by the Bill, the staffing resources required and affiliated costs therewith (insurance benefits, etc.) to perform the same would be as follows: Ten Court Records Specialist II's and one Court Records Supervisor II.

### Essential Training as Mandated

The bill requires resources to assure that all personnel, as mandated, receive the “certain” training in dealing with persons subject to the filing of an Injunction for Protection Against the Exploitation of a Vulnerable Adult.

### System Resources

The bill requires resources to procure Hardware and Software to support additional staff to include case management system, ePortal functionality, Word, Excel and similar software to support the secure compilation of data required and enumerated in the Senate Bill to populate a case and related pleadings.

The bill also requires funding resources associated with utilizing technical staff to prepare the specific forms enumerated in the bill for placement in Clerks’ systems.

This includes for many counties:

- the configuration of Case Types and affiliated Docket Codes as well as SRS Mapping for the same both in systems and at the ePortal level
- assuring that all associated pleadings are mapped as “Confidential” according to the bill and in accordance with the Supreme Court’s Access Security Matrix.
- staff to implement any changes as and when necessary.

### Procurement Resources

The bill may require the following procurement resources:

- based on case volume, resources to procure multifunctional copiers with capabilities to fax and scan to allow for compliance with the bill
- resources required to procure voluminous amounts of copier paper (required to send copies to petitioner, respondent, third party entities and Adult Protective Services and the State Attorney (on occasion) as well as postage both for regular US Mail and Certified Mail. Please note: Many clerks and courts are paperless.
- resources to reconfigure the existing Unit to house the additional requisite staff as well as resources to procure workstations that are appropriate to assure that the process is performed in a “private” manner to the extent possible as enumerated in the bill.

Important to note is that the Senate Bill states on page 11 of 26 that the Court and not the Clerk SHALL perform calendaring of stated cases.

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## **CCOC BILL ANALYSIS**

**Bill Number:** HB 1131

**Subject:** Sovereign Immunity

**Sponsor:** Jenne

**Committee Reference:** Civil Justice & Claims Subcommittee

**Similar/Identical Bill:** Sovereign Immunity by Rader

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### **BILL SUMMARY:**

The bill allows for political sub-divisions to purchase increase liability insurance coverage and umbrella policies.

### **EFFECT OF THE BILL:**

After review, this bill as written does not appear to have a revenue impact to the Clerks. However, for county clerks that are covered under the county's insurance there may be an indirect expenditure impact if the county opts to purchase the increased insurance. In these instances, this will likely increase premiums and those costs can be passed on to all departments including Clerks.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 1171

**Subject:** Workforce Retention

**Sponsor:** Asencio

**Committee Reference:** Careers & Competition Subcommittee

**Similar/Identical Bill:** SB 1754 Workforce Retention by Torres, Jr.

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Requiring notification to DPBR for employers relocating out of state.

### EFFECT OF THE BILL:

After review, this bill as written does not appear to have a fiscal impact to the Clerks.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 1223

**Subject:** Background Screening

**Sponsor:** McGee

**Committee Reference:** Careers & Competition Subcommittee

**Similar/Identical Bill:** HB 0051 Background Screening by Jones

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

## BILL SUMMARY:

The bill prohibits employers from excluding applicants from initial interviews for employment under certain conditions; provides applicability & exceptions; requires DEO to enforce act.

## EFFECT OF THE BILL:

After review, this bill as written does not appear to have a fiscal impact to the Clerks.

Policy Note: Assuming that 435.04(2) requires clerks to screen in accordance therewith, it is not clear how legislation would prohibit employment of those individuals with the specified records and yet prohibit employers from making an initial inquiry about a criminal record to save the time and expense of an interview. It is likewise unclear whether the term criminal justice system which creates an exemption to the proposed prohibition applies to all prospective employees of clerks, only certain employees of clerks, or no employees of clerks.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 7007

**Subject:** Ethics

**Sponsor:** Public Integrity & Ethics Committee, Sullivan

**Committee Reference:** Public Integrity & Ethics Committee

**Similar/Identical Bill:**

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### Summary:

The bill addresses public officer and employee conduct regarding solicitation and negotiation of conflicting and potentially conflicting income producing relationships, addresses post-service lobbying restrictions for certain officers, and revises executive branch lobbyist registration requirements.

### Fiscal Impact:

This bill does not appear to have a fiscal impact for court related duties of Clerks. Clerks may have to adjust internal policies and procedures to comply with the new requirements of the bill for elected officials, but this is not expected to be significant.

This bill may have some policy impacts for elected Clerks, which are not addressed in this CCOC fiscal analysis.

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## CCOC BILL ANALYSIS

**Bill Number:** HB 7053

**Subject:** Public Records/United States Census Bureau

**Sponsor:** Oversight, Transparency & Administration Subcommittee, McClure

**Committee Reference:** Government Accountability Committee

**Similar/Identical Bill:** SB 1078 Public Records/United States Census Bureau by Perry

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

This bill creates provides a Chapter 119 exemption for Census Bureau Information held by a State agency

### EFFECT OF THE BILL:

After review, this bill as written does not have a fiscal impact for Clerks.

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## **CCOC BILL ANALYSIS**

**Bill Number:** HB 7089

**Subject:** Public Safety

**Sponsor:** Judiciary and Byrd

**Committee Reference:** N/A

**Similar/Identical Bill:** N/A

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

## **BILL SUMMARY**

This is a public safety bill, originally passed as PCB JDC-18-03 by the Judiciary Committee.

As it pertains to Clerks, the bill requires each judicial circuit to establish a Driver License Reinstatement Days program for reinstating suspended driver licenses collaboratively with DHSMV, the state attorney's office, the public defender's office, the circuit and county courts, the clerk of court, and any interested community organization. The program must occur at least once a year. Participants must pay the full license reinstatement fee; however, the clerk may compromise or waive other fees and costs to facilitate reinstatement.

## **BACKGROUND**

### **Operation Green Light**

In April 2015, the Clerks of Court Operations Corporation (CCOC) assisted in developing and coordinating Operation Green Light, a statewide program to increase compliance and reinstate driver licenses. The majority of Clerks of Court all over Florida participated, agreeing to open on Saturday (or designate one specific day) to accept overdue traffic tickets as well as criminal fines and fees, without charging collections fees of up to 40 percent. This statewide event also allowed customers to reinstate suspended driver's licenses once they paid in full.

Prior to the statewide effort, CCOC coordinated pilot programs in three counties, Broward, Pinellas, and Palm Beach, to learn and determine various best practices and improvements prior to the one-day event.

### Operation Green Light Statewide Fiscal Summary

Total revenues collected during the one-day program was \$5,414,069, of which \$1,694,057, was kept locally by counties or municipalities, \$1,645,928 went to the Clerk, and \$2,074,083 went to the state. Clerk expenditures incurred to implement this effort was \$132,707, of which \$76,282 was personnel, \$51,745 was operating costs, and \$4,674 was for security for facilities that were used during non-regular business hours. Based on these figures, cost was 2 percent of total revenue for a return on investment (ROI) of 3,979 percent. Cost was 8 percent of total Clerk revenue for an ROI of 1,140 percent.

There were 26,789 cases paid in full. Additionally, 1,851 driver licenses were reinstated and 7,979 were made eligible for reinstatement.

### Ongoing Efforts

Since Operation Green Light, several counties have implemented similar efforts on an ongoing basis. Orange County and Citrus County are two counties that have indicated implementing these types of reinstatement day efforts. There may be other counties as well.

One of the main concerns about having these types of programs on an annual or ongoing basis is whether it results in individuals choosing NOT to pay or go on a payment plan now, but wait for the “reinstatement day” when the fine may be reduced to pay. This is especially relevant as the proposed legislation mandates the events be held at least once per year. If this is the case, these efforts may have diminishing returns and reduce the amount of revenues that would have otherwise been collected.

Citrus County Clerk’s Office has done three additional reinstatement days. Here are their results:

- “Leap into Savings,” 2/29-3/4/16: 243 cases paid in full (\$142,035); Provided 148 Affidavit of reinstatement
- “Fall into Savings,” 10/17-10/21/16: 49 cases paid in full (\$17,364); Provided 28 Affidavit of reinstatement.
- “Spring into Savings,” 2/27-3/3/17: 185 cases paid in full (\$95,810); Provided 107 Affidavit of reinstatement

As to whether customers may wait for such events to be held, the following are last year’s before and after results from the Citrus County Clerk’s Office:

- Feb 1 – Feb 24: 192 cases paid for \$34,559.00; 91 affidavits of reinstatements issued
- Mar 6 – Mar 31: 193 cases paid for \$43,854.00; 88 affidavits of reinstatements issued

Citrus County’s example indicates that some may wait for the week of the event, but even with advertising and signs, some don’t. **IMPORTANT NOTE: This is only one county’s**

experience. Results may vary by county significantly. More data is required to draw a conclusion.

### SUMMARY OF IMPACTS/CONCERNS OF PROPOSED CHANGES

1. Currently, the bill has the Driver Reinstatement Programs established by Circuit collaboratively with, “the DHSMV, the State Attorney’s Office, the Public Defender’s Office, the Circuit and County Courts, the Clerk of Court, and any interested community organization”.
  - Since Clerks are statutorily responsible for collections, it is recommended that the Clerk be designated to direct, plan, and coordinate these events.
  - It may be more beneficial to organize these by county, rather than by Circuit.
2. “Clerks may compromise or waive other fees and costs to facilitate reinstatement”.
  - Statewide, Clerks should be consistent when waiving fees; for instance, only waive the collection agency fee. It would be helpful for there to be a consensus among Clerks on this issue. If Clerks are waiving late fees and D-6 fees (Clerk revenue), Clerks will lose credibility and come under scrutiny for waiving fees that are normally distributed to the Clerk’s Trust Fund. Guidelines on fee waivers for this event should be determined by the Clerks and the CCOC.
  - Since this bill does not mandate the Clerk waive collection agency fees, but merely states that they “may compromise on or waive other fees and costs to facilitate reinstatement,” it may not be as effective. On the other hand, IF Clerks were required to waive fees for the various collection agencies annually, customers may decide not to pay anything to the agencies, but would instead just wait until the annual events.
3. “Participants must pay the full license reinstatement fee”.
  - Currently, Clerks have the technical ability to reinstate driver licenses through their statewide data system when suspended for civil and criminal traffic infractions. The Clerk receives a portion of the \$60 reinstatement fee (\$37.50 – Clerks; \$22.50 – DHSMV). Clerks could also be provided the ability to through CCIS to reinstate driver licenses for unpaid criminal financial obligations. Providing customers with the ability to reinstate his/her driver license for unpaid criminal financial obligations with the Clerk would provide convenience to the customer at the time of the Driver License Reinstatement event as well as provide additional revenue to the Clerks of Court.

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CCOC ANALYSIS - HB 7089

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4. HB 7089 “requires each judicial circuit to establish a Driver License Reinstatement Days program for reinstating suspended driver licenses collaboratively with the DHSMV, the State Attorney’s Office, the Public Defender’s Office, the Circuit and County Courts, the Clerk of Court, and any interested community organization”.
  - To help ensure success, parameters need to be established with the Justice Partners. For example, establishing what will be the involvement of the Courts, SAO and PD if the Clerk has the authority to compromise or waive fees.
5. If Clerks hold the event in the evening or weekend, there may be a fiscal impact to the Clerk.
6. The staff analysis states that the 40 percent collection fee is waived.
  - It is important to note that many counties charge less as the collection fee percentage is based on or determined by the Clerk’s contract with an authorized collection agent.

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## **CCOC BILL ANALYSIS**

**Bill Number:** SB0090

**Subject:** Use of Wireless Communications Devices While Driving

**Sponsor:** Perry CoSponsors: Baxley, Campbell, Garcia, Mayfield, Rodriguez (J), Stewart, Taddeo CS Sponsors: Communications, Energy, and Public Utilities

**Committee Reference:** Appropriations

**Similar/Identical Bill:** HB 0033 Texting While Driving by Toledo

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Makes texting while driving a primary offense and directs all revenue from those citations to the Emergency Medical Services Trust fund of the Department of Health.

### CURRENT SITUATION:

Section 316.305, F.S., is the "Florida Ban on Texting While Driving Law." It bans a person from operating a motor vehicle while using a wireless communications device in specified ways. Enforcement is permitted only as a secondary action when an operator of a motor vehicle has been detained for a suspected violation of another provision of ch. 316, F.S., the "Florida Uniform Traffic Control Law," ch. 320, F.S., relating to motor vehicle licenses, or ch. 322, F.S., relating to driver licenses.

For a normal moving violation, Clerks currently retain a portion of the ticket amount. The distribution breakout will vary somewhat by county based on the agency that issued the citation and any county ordinances enacted. Under the current distribution, the Emergency Management Trust Fund also receives a portion of each of these fines.

### EFFECT OF THE BILL:

The bill authorizes enforcement of the texting while driving ban as a "primary" offense. Under the bill, a law enforcement officer may detain an operator of a motor vehicle for suspected violation of the texting while driving ban without having first detained the operator for suspected violation of another motor vehicle-related law.

The bill changes the current distribution of the penalties and states that all dollars collected for a violation of the ban on texting while driving be remitted to the Department of Revenue for deposit into the Emergency Medical Services Trust Fund of the Department of Health.

FISCAL ANALYSIS SB0090

FISCAL IMPACT:

Clerks will no longer receive a portion of the penalty, but will still be responsible for the work associated with these activities. Additionally, if texting while driving is made a primary offense, the number of violations is likely to increase significantly which will have an impact on Clerk workload. Clerks will be doing more work, with no related revenue to offset the cost increase.

Below is the CCOC fiscal impact estimate based on data from the Florida Department of Highway Safety and Motor Vehicles (DHSMV). The estimate assumes an average per ticket of \$35.

				Potential Increase in number of citations <sup>3</sup>		
Total 2016 Texting While Driving Violations	1433	Estimated 2017 Texting While Driving Violations <sup>2</sup>	2006	40%	30%	20%
Estimate \$35 per ticket <sup>1</sup>	\$ 50,155.00	Estimate \$35 per ticket <sup>1</sup>	\$ 70,210.00	\$ 98,294.00	\$ 91,273.00	\$ 84,252.00
<sup>1</sup> Some Clerks will collect an about \$40 per ticket, while other Clerks will be near \$30 as fees retained by the Clerk vary by county and which authority wrote the ticket.						
<sup>2</sup> Statewide data for 2017 not yet available on the Florida Department of Highway Safety & Motor Vehicles website. Estimated a 40% increase over prior year.						
<sup>3</sup> Anticipate an increase in the number of citations written when ticket moves from a secondary offense to a primary offense.						

CCOC estimates that the impact of this bill will be the loss of between \$84,252 and \$98,294 in revenue. Please note that if the number of violations is greater than anticipated the fiscal impact will be more than shown above.

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## CCOC BILL ANALYSIS

**Bill Number:** SB 1072

**Subject:** Adoption Assistance for Children Within the Child Welfare System - 2018

**Sponsor:** Thurston

**Committee Reference:** Children, Families, and Elder Affairs

**Similar/Identical Bill:** HB 1125 Adoption Assistance for Children Within the Child Welfare System by Russell

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

Requires court costs for all adoptive parents who adopt children in the custody of the Department of Children and Families (DCF) to be waived rather than reimbursed by the department.

### EFFECT OF THE BILL:

The bill waives adoption fees and court costs for parents adopting children that are in DCF custody. The bill will have a minimal fiscal impact for clerks. Clerks will not receive the fee from the department, but it is not significant due to the low number of these types of cases. For example, the largest county, Miami-Dade, indicated that they collected only \$25,000 in fees related to these cases for FY 2016-17. So while there is a fiscal impact, it is not expected to be significant.

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## CCOC BILL ANALYSIS

**Bill Number:** SB 1270

**Subject:** Penalties and Fees

**Sponsor:** Brandes

**Committee Reference:** Appropriations Subcommittee on Criminal and Civil Justice

**Similar/Identical Bill:** HB 1095, Plakon

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

SB 1270 makes various changes to Florida Statutes relating to driver license (DL) suspensions and revocations. Among other things, the bill:

- Revises the indigency application to include the option for community service or payment plan
- Requires clerk staff to check publicly available information when reviewing indigency applications
- Makes changes to the collection agency solicitation process and length of contracts
- Revises the traffic citation to include language about payment plan and community service options
- Eliminates DL suspensions for non-payment of fees, fines, etc. for inability to pay
- Eliminates a DL suspension as a penalty for various misdemeanors

## FISCAL SUMMARY

Clerks recognize the potential public policy benefits of the changes contained within this bill; however, this bill creates a fiscal impact for Clerks. This is due to the current budget funding model relying on individuals paying their court obligations and a portion of those funds being used for clerk operations.

The CCOC estimates a REVENUE impact range for this bill to Clerks of between \$27 million and \$55 million. This is based on a range of loss to current revenue collections as more individuals may fail to comply with their court obligations. (Appendix Chart 1)

The impact above also considers a loss of revenue due to an increase in individuals who enter payment plans and community service programs. From 2014-15 through 2016-17, there was a total of over \$18.9 million in assessments reduced statewide because of

community service - \$2.3 million in civil traffic alone. It is anticipated that this would increase further under this bill.

Overall, the sections of the bill (Sections 16 – 24) relating to DL revocation for specified misdemeanor non-driving offenses are not expected to have significant negative impacts to Clerks. While the impact of these sections is indeterminate, it is believed to be less than \$100,000 statewide (Appendix Chart 2).

There is also an indeterminate but potentially significant EXPENDITURE impact to Clerks due to increased workload and the need for staff to monitor payment plans and community service programs and to comply with the requirements of this Bill.

### DRIVER LICENSE SUSPENSION & COLLECTIONS

The law provides for the suspension of an individual's driver licenses for non-compliance with court obligations. This was established as an important tool for compliance efforts. This bill effectively removes this option from Clerks' compliance toolbox for many instances and may severely impact collection efforts. Without the potential for license suspension, it is reasonable to assume that fewer individuals will choose to comply. This could significantly constrain Clerks' ability to collect the fines, fees, and court costs that under current law funds their operations. Note, these changes impact collections to all stakeholders and judicial partners, as well as General Revenue.

Clerks have identified compliance efforts in their offices as a method to assist individuals in meeting their court obligations and to maintain their driver licenses. Clerks recognize the benefits of these programs, but are limited in this effort due to current budget reductions.

### COMMUNITY SERVICE & PAYMENT PLANS

DL suspension is an important compliance tool, and Clerks recognize the public policy goal of keeping individuals working and driving. In October 2017, Clerks held a statewide Compliance Summit to discuss various programs and best practices from around the state to keep people working, driving, and help them move on with their lives.

A major component of compliance programs currently being used in Clerks' offices is a focus on payment plans. If individuals are paying as agreed their license is not suspended. However, this requires dedicated staff to monitor these programs. Staff must vigilantly call and follow up with individuals on these plans to ensure compliance. Without sufficient staff to implement and monitor these payment plans, individuals are still at risk of being suspended.

Community Service programs are also currently utilized in many offices. Again, there are costs and workload associated with implementing and monitoring these programs. The results of these programs so far have been mixed. A large county Clerk's Office conducted a study which showed that for FY 2015, the defendant failed in 82 percent of cases to

complete community service time (Appendix Chart 3). It takes effort and resources for these programs to be successful.

Clerks' budgets have been reduced \$63 million over the last five years. Under the Clerks' current broken budget model, in many cases the resources are not available to dedicate appropriate staff and resources to these programs. Clerks recognize the benefits of these initiatives; however, if implemented without significant additional resources to properly develop and monitor these programs, there may be a negative fiscal impact to Clerks. There may also be an unintended consequence of MORE individuals having their licenses suspended as individuals are encouraged to enter these plans but without sufficient monitoring end up in non-compliance and referred for suspension.

Payment plans and community service are likely effective initiatives to increase compliance and prevent suspensions but it would require Clerks to receive funding or a fee for administering these programs.

**Suggestions for helping individuals maintain driver licenses**  
**(Indeterminate Positive Fiscal Impact)**

The following recommendation is included in the CCOC Funding Continuity Action Plan submitted to the Legislature under Section 28.35 (2)(c), Florida Statutes:

- Seek authorization and necessary funding for enhanced compliance programs within Clerks' offices to provide individuals with options to ensure successful completion of court-ordered obligations with the goal of keeping Floridians working, driving, and moving forward with their lives.
- An example of a compliance enforcement mechanism is the establishment of community service programs to assist individuals with meeting court-ordered obligations in lieu of court costs and fines. This could include a strategic partnership with the Department of Economic Opportunity Workforce Programs. In addition, this mirrors recommendations by the CCOC Revenue Enhancement Committee in 2010 and suggestions made to the Legislature by the National Center for State Courts in the November 2012 "Study of the Effectiveness of Collections in the Florida Courts."
- Amend s. 28.35, F.S., to specify that the Clerks of Court are charged with the responsibility for collecting all court costs, fines and fees imposed by the courts as authorized in statutes including collection schedules, determinations of community service and other related compliance or collection activities. This would require a fee paid to the Clerks to reimburse for the cost of monitoring these activities. The CCOC will develop procedures and best practices in consultation with the Courts and the Clerks.
- Other compliance enforcement options are available for discussion should policymakers decide this should be a priority.

## IMPACT ON EXPENDITURES

There may also be a workload impact for Clerks due to monitoring of community service and higher volume of traffic court hearings. More offenders may seek court dates to have monetary penalties converted to community service. This could result in more court hearings and more work for Clerks with no additional budget. This will likely require additional Full-Time Equivalent positions (FTEs) in many Clerks' Offices.

The bill also adds new language in Section 5 which states that an individual that meets the criteria for non-suspension must provide the Clerks with documentation every 90 days. This will likely require additional staff and resources for many Clerks to monitor individuals who have qualified and then must submit this documentation or begin paying, or be notified for suspension. This policy could be a resource issue that under current conditions has the potential to create major administrative challenges for Clerks.

## SECTION BY SECTION ANALYSIS

**Section 1:** Requires a new section to the Clerks' indigence form, where the person applying under s. 27.52, F.S., must list all elections or refusals to fulfill court-ordered financial obligations by doing community service and provides new duties to Clerks in determining indigency.

This will require that the CCOC revise the indigent forms to include this language and coordinate with the Court for approval. The revision and approval of the new form will have an impact on workload for CCOC staff, but is expected to be absorbed within existing resources.

This section also includes new language that adds that the duty of the Clerk in determining indigency now includes the ability to compare to readily ascertainable or publicly available information. Previously, the Clerks' role in indigency determination was only ministerial. This adds an additional duty for Clerks. The bill also states that a Clerk may refer any application that they believe to be fraudulent to the court for review.

**Section 2:** States that a payment plan monthly payment amount may not exceed 2% of the annual net income divided by 12 or \$25 per month (whichever is greater); and requires contracts with collection firms can only last three (3) years, with a max of two (2) 1-yr extensions. Must solicit competitive bids.

The \$25 language will ensure a minimum amount is being paid towards outstanding obligations. Feedback from Clerks has consistently indicated that the longer timeframe for collection, the less likely for full payment. If this decreases the length of payment plans, it is possible Clerks may benefit and increase the chance of compliance.

It is noted that without a current financial affidavit to know what 2% of the annual income is, it is not clear how Clerks will determine the amount of the payment plan. The longer the payment plan goes, the less likely payment is fulfilled.

This requirement for competitive bids for contracts could have a workload impact for Clerks' offices to go through the bid process more often. The workload impact will vary by county and therefore is indeterminate; however, a large county Clerk indicated that this requirement will negatively impact collections. They stated that when they go through the bid process they must put their collections on hold until the process is complete and those accounts can be reassigned to the new vendor. This process can be cumbersome, and they believe will grind their collection process to a halt during this time. Also, the competitive bid process could be more burdensome and less productive for the smallest counties since their volume of business would be of less interest to private collection vendors.

**Section 3:** States that the Clerk may refer a fraudulent application to the court. This is positive language for Clerks and codifies current practice in law.

**Section 4:** States that the Uniform Traffic Citation (UTC) must be revised to include language regarding payment plans and community service. Clerks will not incur any cost relating to revision of the UTC, so that will have no fiscal impact; however, adding this language to the UTC will likely reduce revenue to Clerks with the potential surge of fines being satisfied by community service and payment plans. These programs must also be monitored which requires additional resources and staff, as previously mentioned.

An additional concern is that the citation would tell people that they can perform community service if they can demonstrate a financial hardship, but it is not clear in what form – court, affidavit, etc. The indigent application review process also increases Clerk workload, as can the community service monitoring and compliance reviews.

In total, this will have an indeterminate, but potentially significant, negative impact on Clerks' revenue. (Impacts included in range estimate found in **Appendix Chart 1**). Please note the previous comments and suggestions regarding payment plans and community service programs.

**Section 5:** Revises s. 318.15, F.S., to provide that a DL may not be suspended solely for failure to pay IF the person demonstrates that he/she is unable to pay. According to the bill, unable to pay means the person will provide documentation to the Clerk showing that:

- The person receives reemployment assistance or unemployment compensation under Ch. 443; person is disabled and incapable of self-support or receives Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits;
- person receives temporary cash assistance under Ch. 414;
- person is making payments under bankruptcy plan under Ch. 11, 12 or 13 of the US Bankruptcy Code;
- person is on a payment plan(s) that exceed a reasonable payment plan; or person is determined indigent by filing an application under s. 27.52, F.S. or s. 57.082, F.S.

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Sections 5 and 12 (which includes similar language) will likely have a significant negative fiscal impact. This removes Clerks' biggest tool to collect, and due to the current funding model for Clerks, will cause revenues to suffer tremendously. A reasonable assumption is that if there is no impact to the individual's ability to drive for non-compliance, then there is no incentive to pay their fines. If there is no down side to not paying fines, individuals will simply not pay. Word will spread quickly that not paying has no negative impact.

There is an expenditure impact as well. This language will likely lead to an increase in the filing of applications by individuals claiming indigent status. These cases are very work-intensive and costly for Clerks. Clerks are ministerial and have no connection with most of the programs or items provided as qualifications for indigence in the bill. Since Clerks are ministerial in this process, it is unclear how Clerks would know whether the documentation submitted qualifies under the state and federal laws listed. The bill is unclear on how parameters will be established as to how old "documentation" is. An individual could have collected reemployment assistance two years prior, but now has a job; whether that is acceptable to disallow their DL from being suspended is unclear.

A new section, s. 318.15(5), F.S., is added that states a defendant must provide the Clerk with updated documentation every 90 days and if that doesn't occur, then the Clerk starts the 30-day process for DL suspension. This requirement is more workload for Clerks and new "time standards" that need to get added to the Clerk's case management systems to track the timing.

**Section 6:** Revises s. 318.18(8), F.S., to provide that the court must inquire at the time of ordering a civil penalty whether a person can pay the fine. This will have a significant negative impact on Clerks by increasing payment plans and applications for indigence status. If the court is required to ask, "Can you pay?" the answer will most likely be, "No." This will require the Clerk to expend significant resources in making these determinations. It will also result in an increase of payment plans that push collections farther into the future and make them less likely to be fulfilled. (These impacts are captured in the scenario impacts in **Appendix Chart 1**)

**Section 7:** Revises s. 322.055, F.S., persons who commit drug offenses and get their DL suspended/revoked. Revocation period is now six (6) months, not 1 year. No fiscal impact.

**Section 8:** Revises s. 322.056, F.S., persons found guilty of drug offenses. Removes alcohol and tobacco offenses. Revocation period six (6) months instead of a year. No fiscal impact.

**Section 9:** Repeals s. 322.057, F.S., alcohol offenses and revocation/suspension. Minimal indeterminate fiscal impact.

**Section 10:** Revises s. 322.09, F.S., application of minors, responsibility for negligence, to delete subparagraph (3). Minimal indeterminate fiscal impact.

**Section 11:** Repeals s. 322.091, F.S., attendance requirements for minors. Minimal indeterminate fiscal impact.

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**Section 12:** Revises s. 322.245, F.S., suspension of DLs, to add subparagraph (6), same as Section 5 above, except to also state that the section does not apply to failure to pay child support in non-IV cases.

Significant negative fiscal impact. See comments and fiscal impact estimates relating to this language in Section 5.

**Section 13:** Repeals s. 322.251(7), F.S., suspension relating to Failure to Appear in Passing Worthless Bank Checks cases. Minimal indeterminate fiscal impact.

**Section 14:** Adds subparagraph (8) to s. 322.271, F.S., authority to modify revocation, suspension, etc., to allow the Department of Highway Safety & Motor Vehicles (DHSMV) to reinstate, and the restricted DL will be valid until the 7-yr suspension period ends or the debt is paid. Minimal indeterminate fiscal impact.

**Section 15:** Revises s. 322.34, F.S., Driving While License Suspended or Revoked, to delete attendance requirements for minors. Minimal indeterminate fiscal impact.

**Section 16:** Revises s. 562.11, F.S., alcoholic beverages, deletes DL suspension. Minimal indeterminate fiscal impact.

**Section 17:** Repeals s. 562.111(3), F.S., suspension requirement for possession of alcohol by persons under 21. Minimal indeterminate fiscal impact.

**Section 18:** Revises s. 569.11, F.S., tobacco offenses, to delete suspension requirement. Deletes language regarding 3<sup>rd</sup> or subsequent violation. Subparagraph (5) changes the court “must” to “may” regarding issuance/withholding of DL for 30 days. Minimal indeterminate fiscal impact.

**Section 19:** Revises s. 790.22, F.S., BB guns, etc. by minors, removes license suspension requirement. Minimal indeterminate fiscal impact.

**Section 20:** Revises s. 806.13, F.S., criminal mischief, to remove DL suspension requirement. Minimal indeterminate fiscal impact.

**Section 21:** Repeals s. 812.0155, F.S., suspension of DL following an adjudication of guilt for theft. Minimal indeterminate fiscal impact.

**Section 22:** Repeals s. 832.09, F.S., suspension of DL after warrant or capias is issued in Passing Worthless Bank Checks case. Minimal indeterminate fiscal impact.

**Section 23:** Added s. 847.0141(3)(a), F.S., to remove DL suspension requirement for sexting violations. Minimal fiscal impact.

**Section 24:** Revises s. 877.112, F.S., nicotine products and dispensers, to remove DL suspension requirement. Minimal indeterminate fiscal impact.

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**Section 25:** Revises s. 938.30, F.S., to note that the judge may convert financial obligations to community service hours after examining a person under oath and determining inability to pay OR by reliance on info provided under s. 27.52(1)(a)6, F.S.

Potentially significant negative impact. See comments and impact estimates for other community services language. (Fiscal impact estimates captured in **Appendix Chart 1**)

**Section 26:** Revises s. 1003.27, F.S., regarding school attendance, to remove DL suspension. Minimal indeterminate fiscal impact.

**Section 27:** Revises s. 318.14(10)(a), F.S., to remove reference to repealed s. 322.091, F.S.

**Section 28:** Revises s. 322.05, F.S., same as Section 26 above.

**Section 29:** Revises s. 322.27, F.S., to renumber.

**Section 30:** Revises s. 1003.01(9), F.S., same as #26 above.

**Section 31:** States that the effective date for Section 4 is when current UTC inventory is depleted.

**Section 32:** States October 1, 2018 as effective date of the bill.

**FISCAL ANALYSIS SB 1270**

**APPENDIX**

This fiscal estimate chart is based on feedback from Clerks and CCOC data. This considers total impact on revenues due to increases to community service, payment plans, indigence applications, and prohibiting suspension of DL solely for inability to pay.

**Chart 1: Fiscal Impact Scenarios**

CFY 2016-2017	Total Collected	*Percentage to Clerks		**Bill Impact -20%	**Bill Impact -30%	**Bill Impact -40%
Criminal Traffic	\$ 63,750,014	50%	\$ 31,875,007	\$ 6,375,001	\$ 9,562,502	\$12,750,003
Civil Traffic	\$ 350,379,057	30%	\$ 105,113,717	\$21,022,743	\$31,534,115	\$42,045,487
<b>TOTAL</b>	<b>\$ 414,129,071</b>		<b>\$ 136,988,724</b>	<b>\$ 27,397,744</b>	<b>\$ 41,096,617</b>	<b>\$ 54,795,490</b>
<i>Source: CCOC Performance Report</i>						
* Percentage estimated on collected fees and fines that go to the Clerks of Court Trust Fund						
** Bill Impact percentages are estimated						

**Chart 2: Estimated Fiscal Impact for Sections 16-24; Prohibiting DL Suspension for Certain Non-Driving Offenses**

CFY 2015-2016	Total Collected	*Percentage to Clerks		**Bill Impact -10%	**Bill Impact -15%	**Bill Impact -20%	**Bill Impact -30%
Delinquency	\$ 1,043,109	1%	\$ 10,431	\$ 1,043	\$ 1,565	\$ 2,086	\$ 3,129
		2%	\$ 20,862	\$ 2,086	\$ 3,129	\$ 4,172	\$ 6,259
		3%	\$ 31,293	\$ 3,129	\$ 4,694	\$ 6,259	\$ 9,388
<i>Source: CCOC Performance Report</i>							
* Percentage estimated on collected fees and fines that go to the Clerks of Court Trust Fund							
** Bill Impact percentages are estimated							

Court Division	Worthless Check Cases	Court Costs per Case	Total Assessed	*Percentage Collected by Clerks		**Bill Impact -10%	**Bill Impact -15%	**Bill Impact -20%	**Bill Impact -30%
Circuit	736	\$ 200	\$ 147,200	12%	\$ 17,664	\$ 1,766	\$ 2,650	\$ 3,533	\$ 5,299
County	2,954	\$ 50	\$ 147,700	35%	\$ 51,695	\$ 5,170	\$ 7,754	\$ 10,339	\$ 15,509
<b>TOTAL</b>	<b>3,690</b>		<b>\$ 294,900</b>		<b>\$ 69,359</b>	<b>\$ 6,936</b>	<b>\$ 10,404</b>	<b>\$ 13,872</b>	<b>\$ 20,808</b>
<i>Source: Summary Reporting System report for January - December 2015</i>									
* Percentage estimated on collected fees and fines that go to the Clerks of Court Trust Fund									
** Bill Impact percentages are estimated									

**Chart 3: Community Service Study**

CY 2015 Defendant Ordered to Complete Community Service -Each Court Type													
COURT TYPE	# of defendants ordered	Average Amount Assessed	Average time frame (in days)	Success	%	Failed	%	Other (paid, paying monetarily or still have more time to complete c/s)					
								Paid in full	%	partial c/s & partial payment	%	still have time to complete c/s	%
MM	882	\$449.77	365	67	8%	721	82%	64	7%	26	3%	4	<1%

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## CCOC BILL ANALYSIS

**Bill Number:** SB 1392

**Subject:** Prearrest Diversion Programs

**Sponsor:** Brandes

**Committee Reference:** Criminal Justice

**Similar/Identical Bill:** HB 0489 Juvenile Civil Citation and Similar Diversion Programs by Pritchett

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

This bill encourages the establishment of adult prearrest diversion programs and juvenile civil citation programs in each circuit.

### EFFECT OF THE BILL:

The Bill does the following regarding Clerks of Court:

1. Provides for the Clerk and other Justice Partners to create a pre-arrest diversion program such as a civil citation program for adults and juveniles. The Justice Partners will develop procedures and policies from feedback of interested parties.
2. States that the Clerk will receive a fee from the defendant if it is determined that a fee will be assessed.
3. Provides that the Clerk will maintain the personal identifying information of adults participating in the program as confidential.
4. States that the Clerk shall maintain the confidential information in a statewide database which must provide a single point of access.

### FISCAL IMPACT

This bill will have potential impacts on both revenues and expenditures.

### **Adult prearrest diversion program:**

- Clerks will incur some costs related to developing the policies and procedures of the program. These requirements may require additional technology resources depending on the amount of data entry and data maintenance required in each county Clerk's office. This may vary across counties significantly.

- There may be programming costs related to the requirement for the Clerks to store the information separated from a court record and keep it confidential, and in addition, that data must be available in a statewide database.
- Requires the Clerk to maintain the personal identifying information of anyone in a pre-arrest diversion program in a statewide database that must remain confidential. This creates a new type of record that the Clerk will be responsible for maintaining, like investigative records maintained by law enforcement or the State Attorney's Office.

On the revenue side, the language states that if the program imposes a fee, the Clerk must receive a "reasonable" portion of the fee. While Clerks might receive some additional fees, there is no way to estimate if it would be sufficient to cover any additional costs or replace the revenue that is currently being collected that would no longer be collected.

#### **Juvenile Civil Citations:**

- Miami-Dade indicated that their judicial circuit has had a Civil Citation Program in place since 2007 and two diversion programs in place prior to the launching of the Civil Citation Program. If the program that is currently in place is adopted as the program that is referenced in the legislation, then Miami-Dade would not incur any additional costs.
- Therefore, the impact will likely vary significantly by county depending on how the programs are formed, whether there are existing programs, and how involved the Clerks are in the process.

On the revenue side, the language states that if the program imposes a fee, the Clerk must receive a "reasonable" portion of the fee. While Clerks might receive some additional fees, there is no way to estimate how much that might be.

Diversion programs generate less revenue since no court action or fines and fees are assessed. If a diversion fee can be charged at an amount that covers Clerk costs and Clerks can collect it, the impact will be negligible. However, whether costs would be covered is unknown. If the Clerk is part of the process of developing these programs and has input, it will likely minimize any unforeseen impact.

This Bill places new requirements on Clerks' offices which could result in fiscal impacts on both revenues and expenditures. Because each program would be different and the participation and input of the Clerks would vary, the fiscal impact is indeterminate.

The Bill could be revised to require each County assess a fee for participating in the program. The Clerk's Trust Fund should receive an appropriate portion of the assessment to cover their costs.

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## **CCOC BILL ANALYSIS**

**Bill Number:** SB 1562

**Subject:** Elder Abuse

**Sponsor:** Passidomo

**Committee Reference:** Appropriations Subcommittee on Criminal and Civil Justice

**Similar/Identical Bill:** SB 1059, Burton

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

## **BILL SUMMARY**

The bill creates a process for Elder Abuse Injunctions similar to the Domestic Violence Injunction process.

This creates a new "Temporary Injunction" section within the Probate Department. This is a completely new process requiring orders for protection to be sent to a Probate judge for review and signature. The hearing would be established in a manner comparable to those held for domestic violence injunctions in the Civil division.

## **REQUIREMENTS OF THE CLERK**

The bill provides various duties and responsibilities for the clerk of court regarding assisting vulnerable adults and other parties seeking an injunction. Specifically, the bill requires the clerk of court in each county to:

- Assist petitioners in seeking injunctions for protection against exploitation of vulnerable adults and enforcement of a violation;
- Provide simplified petition forms, including instructions for completion, for the injunction, any modifications, and the enforcement of an injunction or modification;
- Ensure the petitioner's privacy to the extent practical while completing the forms for injunctions;
- Provide petitioners with a minimum of two certified copies of the order of injunction, one of which is serviceable and will inform the petitioner of the process for service and enforcement;
- Participate in training in the effective assistance of petitioners as provided or approved by the Florida Association of Court Clerks;

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- Make available informational brochures on exploitation of vulnerable adults when brochures are provided by local senior centers, local aging and disability resource centers, or other state or federal agencies related to the exploitation or protection of elders or vulnerable adults;
- Distribute a statewide uniform informational brochure to petitioners at the time of filing for an injunction when such brochures become available. The brochure must include information about the effect of giving the court false information about exploitation; and
- Furnish that information to the sheriff on the respondent's or alleged victim's physical description and location as is required by the Department of Law Enforcement to comply with the verification procedures of the bill.

The clerk is also required to provide a copy of all petitions filed and all orders entered to adult protective services. Adult protective services is directed to treat such petitions and orders in the same manner as a report of abuse, neglect, or exploitation of a vulnerable adult. Adult protective services must then submit to the court overseeing the proceedings on the petition, within 24 hours, the results of any previous investigations relating to the alleged victim.

The bill also prohibits the clerk from assessing a filing fee for petitions filed.

The bill states that subject to legislative appropriation, the clerk of the circuit court may, on a quarterly basis, submit to the Office of the State Courts Administrator a certified request for reimbursement for the processing of such petitions, at the rate of \$40 per petition. The request for reimbursement must be submitted in the form and manner prescribed by the Office of the State Courts Administrator. From this reimbursement, the clerk must pay any law enforcement agency that served the injunction for protection against the exploitation of a vulnerable adult a fee of up to \$20, as determined by the agency.

### FISCAL SUMMARY

This bill has significant impacts to clerks, both operationally and fiscally. There will be recurring and non-recurring impacts to implement the bill. These impacts may be especially significant in many Clerks' offices considering that the units that would perform these additional tasks may already be short staffed due to budget reductions and in most cases, cannot absorb the additional functions proscribed by the bill.

While the anticipated workflow and processes mandated upon the Clerk in assisting with the Injunction for Protection Against Vulnerable Adults is similar to that of the filing of an Injunction Against Domestic Violence, counties surveyed have indicated that this Bill has enumerated approximately 15-20% additional functions that are required of the Clerk.

Additionally, not having the ability to discern the amount of cases that would be filed under this Bill, the estimated impacts would require, at minimum, the following resources to implement:

- Additional FTEs statewide;
- Additional essential training for staff;
- Investments in system resources.
- Procurement resources for additional office supplies (see below).

To determine the potential fiscal impact statewide for this bill, CCOC examined the Clerks' CFY 2016-17 budget request to determine the budgeted costs for domestic violence injunctions. This is a service currently being performed by Clerks very similar what is being required in this bill for vulnerable adults. For CFY 2016-17, Clerks budget request to the CCOC indicated budgeted costs for domestic violence injunctions was approximately **\$19.4 million statewide**. This reflects an average unit cost of approximately **\$230**. These were services performed by the Clerk with no associated fee/revenues.

The \$40 potential reimbursement reflected in the proposed bill does not cover the budgeted per unit costs for Clerk to perform similar services. Additionally, the reimbursement is subject to legislative appropriation and review by OSCA. CCOC as the statutory budget entity for clerks' court related services, would be the more appropriate entity. Historically, under Section 741.30(2) (a), F.S., similar reimbursement language has never been funded for domestic violence injunctions.

As stated previously, Clerks currently provide these domestic violence injunction services with no reimbursement/funding. This bill adds additional work for Clerks without providing a guaranteed revenue source.

## **IMPACT DETAILS**

### **Staffing Resources**

#### **WORKLOAD EXAMPLE:**

For Miami-Dade, during the FY 2016-2017, the Domestic Violence Civil Intake Unit interviewed and processed 8,037 cases with a staff of seven (7) Court Records Specialist II's and two Supervisors (one Court Records Supervisor III and one Court Records Supervisor II). Similarly, the Mental Health Unit interviewed and processed 7,488 cases including Marchman and Baker Act Cases as well as Certificate of Person's Imminent Dangerousness and Other Social Cases, during the same timeframe also with a staff of seven Court Records Specialist II's and one Court Records Supervisor II. Provided that the Senate Bill increases functions by approximately 15-20% when compared to the process performed in the Domestic Violence Unit and not being able to gage the caseload anticipated by the Bill, the staffing resources required and affiliated costs therewith (insurance benefits, etc.) to perform the same would be as follows: Ten Court Records Specialist II's and one Court Records Supervisor II.

### Essential Training as Mandated

The bill requires resources to assure that all personnel, as mandated, receive the “certain” training in dealing with persons subject to the filing of an Injunction for Protection Against the Exploitation of a Vulnerable Adult.

### System Resources

The bill requires resources to procure Hardware and Software to support additional staff to include case management system, ePortal functionality, Word, Excel and similar software to support the secure compilation of data required and enumerated in the Senate Bill to populate a case and related pleadings.

The bill also requires funding resources associated with utilizing technical staff to prepare the specific forms enumerated in the bill for placement in Clerks’ systems.

This includes for many counties:

- the configuration of Case Types and affiliated Docket Codes as well as SRS Mapping for the same both in systems and at the ePortal level
- assuring that all associated pleadings are mapped as “Confidential” according to the bill and in accordance with the Supreme Court’s Access Security Matrix.
- staff to implement any changes as and when necessary.

### Procurement Resources

The bill may require the following procurement resources:

- based on case volume, resources to procure multifunctional copiers with capabilities to fax and scan to allow for compliance with the bill
- resources required to procure voluminous amounts of copier paper (required to send copies to petitioner, respondent, third party entities and Adult Protective Services and the State Attorney (on occasion) as well as postage both for regular US Mail and Certified Mail. Please note: Many clerks and courts are paperless.
- resources to reconfigure the existing Unit to house the additional requisite staff as well as resources to procure workstations that are appropriate to assure that the process is performed in a “private” manner to the extent possible as enumerated in the bill.

Important to note is that the Senate Bill states on page 11 of 26 that the Court and not the Clerk SHALL perform calendaring of stated cases.

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## **CCOC BILL ANALYSIS**

**Bill Number:** SB 1580

**Subject:** Florida Guide to a Healthy Marriage

**Sponsor:** Stargel

**Committee Reference:** Judiciary

**Similar/Identical Bill:** HB 1323 Florida Guide to a Healthy Marriage by Yarborough

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### **BILL SUMMARY:**

This bill creates a Marriage Education Committee and tasks the committee with creating a Florida Guide to a Healthy Marriage. Requires Clerks to provide a copy of the new guide and post it on their websites. Clerks are also encouraged to provide a list of course providers and websites where marriage and relationship skill-building classes are available. The bill also prohibits a county court judge or clerk of the circuit court from issuing a marriage license unless he or she is first presented with a statement verifying that both parties have obtained and read the guide or have viewed an electronic presentation.

### **EFFECT OF THE BILL:**

After review, this bill as written does not appear to have a fiscal impact to the Clerks.

Clerk's will need to update their websites to include the new guide and a list of course providers and websites where marriage and relationship skill-building classes are available. Also requires the filing of a signed certification that the couple applying for a license completed a marriage course. Also, the bill may require Clerks to create a "statement" document unless a form template is provided. Once the statement is signed they would then retain it in their systems, requiring scanning, redacting and storing. Any impact will be non-court and not significant.

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## CCOC BILL ANALYSIS

**Bill Number:** SB 1720

**Subject:** Imposing Bail Fees for Certain Offenses for Use by Law Enforcement in Small Counties

**Sponsor:** Montford

**Committee Reference:** Criminal Justice

**Similar/Identical Bill:** HB 0253 Law Enforcement Activities for Opioids in Small Counties by Daniels

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

## BILL SUMMARY:

The Bill imposes a fee for defendants charged with alcohol and drug related offenses. The fee of \$10 is to be collected by the Clerk and distributed to the DOR. The fee shall be used to provide grants to law enforcement agencies around the state with a population of 50,000 or less.

## EFFECT OF THE BILL:

After review, this bill will have an indeterminate fiscal impact for Clerks.

The Clerk will be performing additional tasks in collecting, receipting and distributing the \$10.00 fee. Additionally, the Bill does not provide the Clerk with any revenue for performing this task.

Clerks do not generally have staff at the jail, so corrections staff would have to collect the additional surcharge and remit the funds to Clerks. Clerks would have to then create a new account in their systems for use to receive and distribute the funds as required.

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## **CCOC BILL ANALYSIS**

**Bill Number:** SB 1846

**Subject:** Public Records/Personal Identifying Information Regarding Persons Seeking Mental Health Treatment

**Sponsor:** Powell

**Committee Reference:** Children, Families, and Elder Affairs

**Similar/Identical Bill:** HB 1377 Baker Act by Silvers

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### **BILL SUMMARY:**

The Bill precludes the Clerk from making public petitions for voluntary/involuntary admission for mental health treatment. Additionally, a Clerk may not publish personal identifying information on a court docket or in a publicly accessible file.

### **EFFECT OF THE BILL:**

Access to court records is governed by the Florida Supreme Court through Rule 2.420, Fla. Rules of Judicial Administration. If the Court does not add this new exemption to their list of Confidential and Exempt Records, Clerks may have added workload impacts through reviewing requests, notifying requestors and processing corresponding motions and orders.

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## CCOC BILL ANALYSIS

**Bill Number:** SB 1878

**Subject:** Family Law

**Sponsor:** Steube

**Committee Reference:** Judiciary

**Similar/Identical Bill:** N/A

**Lead CCOC Staff:** Jason Harrell, CCOC Budget and Communications Director

### BILL SUMMARY:

This bill creates "Child Supports Accounts" and "Child Support Plans" which are different from court ordered child support accounts. Additionally, the bill requires the Depository to send certain notices regarding health insurance for the child.

### EFFECT OF THE BILL:

After review, this bill as written does not have a fiscal impact for Clerks. The bill does have some operational impact as the bill requires that the Clerk send certain notices regarding health insurance for the child within 15 days. Clerks may need to review internal procedures to ensure they identify and document these types of cases to comply with this bill.



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## AGENDA ITEM 5

**Date:** February 27, 2018

**Subject:** Budget Committee Report

**Committee Action:** Provide the Budget Committee authority to develop and implement CFY 2018-19 Budget Start-Up

### OVERVIEW:

#### December 12, 2017 Meeting

The CCOC Budget Committee met on December 12, 2017. The primary focus of this meeting was to discuss the closeout of the CFY 2016-17 budget settle-up, and receive an update on the revenue shortfall. The meeting materials can be found by clicking on this link:

<https://flccoc.org/wp-content/uploads/2018/01/December2017-Budget-Committee-Meeting-Packet.pdf>

All motions from this meeting were considered at the December 17, 2017 Executive Council meeting.

#### CFY 2016-17 Settle-up

Per the direction of the Council, CCOC staff has worked with county clerk staff to finalize the CFY 2016-17 settle up. Below is a chart detailing the final amounts due to and from the Trust Fund.

\$(2,026,864.58) Due From TF

\$10,664,472.87 Due To TF

\$8,637,608.29 Settle-Up

**REC MEETING**

The Article V Revenue Estimating Conference met on January 11, 2018, in Tallahassee. The Revenue Estimating Conference consists of representatives from the House, Senate, Governor’s Office, and Office of Economic and Demographic Research (EDR). State entities that are impacted by the conference participate but do not have a vote on final numbers. Jason Harrell from the CCOC represented the Clerks at the Conference. The CCOC submitted a revenue estimate that was approximately \$9.7 million below the July forecast, mainly due to impacts from Hurricane Irma and overall negative trends in recurring funds. CCOC’s estimates were based on the Clerks’ rejections and CCOC data.

CCOC TF:	\$361.6 M
10% Fines:	\$18.3 M
Total:	\$379.9 M
Unexpended:	\$8.1 M
Total:	\$388 M

The Governor’s Office and EDR were much more optimistic in their estimates, suggesting that the impacts of the hurricane were mainly in one month and would be made up in the rest of the months during the year. EDR’s forecast would have shown a net increase in our revenues for the fiscal year. CCOC did put on record Clerks’ view that the hurricane did have a significant impact on revenues and that the overall trend for our Trust Fund is still negative, in our view. After discussion, the Conference adopted the Governor’s Office estimates for the Trust Fund. Below are the net results when converted to CFY:

**JUL: \$397.7M**  
**JAN: \$398.2M**

---

**UP \$500K from July**

However, it is important to keep in mind that the unexpended revenues from Clerks for CFY 2016-17 increased from the projected \$4M to \$8.1M actuals.

Pulling out unexpended, looking only at recurring revenues:

**JUL: \$393.7M**  
**JAN: \$ 390.1M**

---

**DOWN \$3.6M from July**

Recurring revenue to recurring revenue is still trending downward. The extra \$4 million in carry forward from settle-up covered the estimated decline adopted by the Conference and then some.

The net result is our approved number that was used to build our approved budget of \$397.7M is now \$398.2M – essentially flat. However, Clerks and CCOC still believe that there is an impact to revenues from the hurricane. Through November, CCOC shows that we

are approximately \$8.1 million off our revenue goal. We will continue to closely monitor revenues as we get actuals in, and provide that information to policymakers. At this time, there are no changes to the CFY 2017-18 budget.

**CFY 2017-18 Revenue Update**

	September	October	November	December	Total
Monthly totals	\$27.2 M	\$32.2 M	\$30.9 M	\$30.3 M	\$120.6 M
Monthly Goal	\$32.8 M	\$32.8 M	\$32.8 M	\$32.8 M	\$ 131.2 M
Difference	-\$5.6 M	-.6 M	-\$1.9 M	-\$2.5 M	-\$10.6 M

Revenues have not yet met the goal for any month thus far in the CFY. Through four months of the CFY, revenues are \$10.7 below expectations. Revenues will need to be above our monthly goal (\$32.8 million) by \$1.34 million per month for the rest of the CFY to meet the \$393.7 million goal. Impacts of January revenues are being evaluated. This information has been communicated with policymakers.

**CFY 2018-19 Budget Start-up**

In the upcoming weeks, CCOC will need to begin the process of starting the CFY 2018-19 budget cycle. This will include updating and sending out forms, training, and developing a timeline. The Council may like to provide guidance to the Budget Committee on this process, or any of these items. This memo requests the Council to provide the Budget Committee authorization to move forward on this process.

**COMMITTEE ACTION:** Authorize the Budget Committee to develop and implement CFY 2018-19 Budget Start-Up; including forms, timeline, and training.

**LEAD STAFF:** Jason Harrell, CCOC Budget and Communications Director

**ATTACHMENTS:** 1. CFY 2017-18 CCOC Revenue Impact Projections



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# REVENUE IMPACT PROJECTION

February 2018

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## REVENUE IMPACT PROJECTION

### LOW, MEDIUM, HIGH

	LOW	MEDIUM	HIGH
Scenario Total (millions)	386.30	385.80	380.90
Needed at \$409.4M level	389.70	389.70	389.70
Difference at 409.4M level	-3.40	-3.90	-8.80
Clerk's Total Budget Authority	409.4M		
Less Jury Funding	11.7M		
Difference	397.7M		
Less Actual Carryforward	8.0M		
Local Collections Needed	<b>\$389.7M</b>		

#### NOTES:

1. Numbers obtained from Clerk's most recent Expenditure and Collection reports submitted to the CCOC.
2. IMPACT PROJECTION - LOW: 4 months actuals; assume 3% (REC historic trend) decrease across the board 2017 totals for missing months and \$2M for 10% redirect and SB 2506
3. IMPACT PROJECTION - MEDIUM: 4 months actuals; fill in rest of the year with 2017 totals reduced by monthly average % decreases (Seasonality)
4. IMPACT PROJECTION - HIGH: 4 months actuals; difference between 2016 actuals and 2017 actuals (5%); assume 5% decrease from 2017 totals for missing months and \$2M for 10% redirect and SB 2506

## REVENUE IMPACT PROJECTION - BY MONTH

### LOW, MEDIUM, HIGH

**IMPACT PROJECTION - LOW: 4 months actuals; assume 3% (REC historic trend) decrease across the board 2017 totals for missing months and \$2M for 10% redirect and SB 2506**

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	YTD Total
<b>Total</b>	\$ 27,151,445.21	\$ 32,167,602.93	\$ 30,925,013.71	\$ 30,308,272.31	\$ 32,076,903.28	\$ 32,292,716.07	\$ 37,117,010.65	\$ 31,078,147.07	\$ 33,685,959.92	\$ 33,060,901.93	\$ 31,277,146.77	\$ 35,200,971.45	\$ 386,342,091.30

**IMPACT PROJECTION - MEDIUM: 4 months actuals; fill in rest of the year with 2017 totals reduced by monthly average % decreases (Seasonality)**

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	YTD Total
<b>Total</b>	\$ 27,151,445.21	\$ 32,167,602.93	\$ 30,925,013.71	\$ 30,308,272.31	\$ 31,962,871.26	\$ 31,564,495.26	\$ 37,740,242.44	\$ 30,104,958.50	\$ 33,882,753.62	\$ 33,036,768.71	\$ 30,716,736.57	\$ 36,218,931.69	\$ 385,780,092.21

**IMPACT PROJECTION - HIGH: 4 months actuals; difference between 2016 actuals and 2017 actuals (5%); assume 5% decrease from 2017 totals for missing months and \$2M for 10% redirect and SB 2506**

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	YTD Total
<b>Total</b>	\$ 27,151,445.21	\$ 32,167,602.93	\$ 30,925,013.71	\$ 30,308,272.31	\$ 31,415,523.83	\$ 31,626,886.88	\$ 36,351,711.46	\$ 30,437,360.54	\$ 32,991,404.04	\$ 32,379,233.85	\$ 30,632,257.15	\$ 34,475,178.23	\$ 380,861,890.12

**NOTES:**

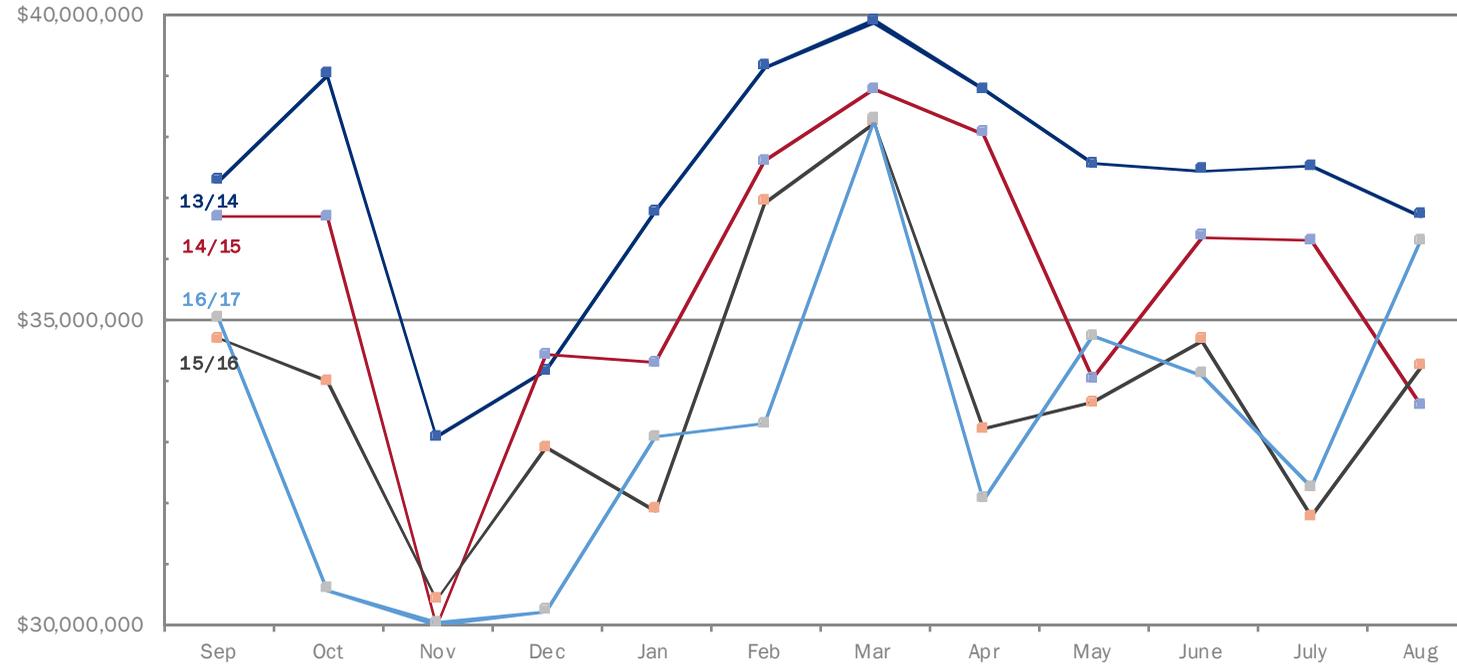
1. Document prepared by CCOC staff on February 9, 2018 for discussion purposes.
2. Actuals reported for September 2017 through December 2017 from Expenditure and Collection reports submitted by Clerks. Actuals for January 2018 are not reported to the CCOC until February 20th.
3. In each revenue impact method, an estimate of \$2 million was used for the combined total from SB 2506 and redirected 10% funds.



## ACTUAL CLERK REVENUES

### 4 YEAR HISTORICAL with MONTHLY PERCENTAGE CHANGE

Month	13/14	% Change	14/15	% Change	15/16	% Change	16/17	% Change
Sep	\$ 37,261,449.65		\$ 36,693,812.51		\$ 34,689,111.26		\$ 35,025,068.81	
Oct	\$ 39,016,200.85	4.71%	\$ 36,679,376.64	-0.04%	\$ 33,985,846.85	-2.0%	\$ 30,573,033.92	-12.71%
Nov	\$ 33,067,037.53	-15.25%	\$ 29,980,121.52	-18.26%	\$ 30,401,726.88	-10.5%	\$ 30,009,065.91	-1.84%
Dec	\$ 34,157,059.76	3.30%	\$ 34,427,033.52	14.83%	\$ 32,897,858.72	8.2%	\$ 30,212,561.62	0.68%
Jan	\$ 36,767,353.16	7.64%	\$ 34,287,502.45	-0.41%	\$ 31,873,468.31	-3.1%	\$ 33,068,972.45	9.45%
Feb	\$ 39,137,004.22	6.44%	\$ 37,599,953.58	9.66%	\$ 36,927,499.23	15.9%	\$ 33,291,459.87	0.67%
Mar	\$ 39,891,883.88	1.93%	\$ 38,765,195.00	3.10%	\$ 38,237,910.11	3.5%	\$ 38,264,959.43	14.94%
Apr	\$ 38,774,312.54	-2.80%	\$ 38,044,513.62	-1.86%	\$ 33,201,675.50	-13.2%	\$ 32,039,326.88	-16.27%
May	\$ 37,554,263.50	-3.15%	\$ 34,039,052.69	-10.53%	\$ 33,647,045.87	1.3%	\$ 34,727,793.73	8.39%
June	\$ 37,435,568.52	-0.32%	\$ 36,367,270.77	6.84%	\$ 34,667,126.87	3.0%	\$ 34,083,404.05	-1.86%
July	\$ 37,511,085.79	0.20%	\$ 36,285,716.13	-0.22%	\$ 31,760,732.73	-8.4%	\$ 32,244,481.21	-5.40%
Aug	\$ 36,712,534.51	-2.13%	\$ 33,594,285.71	-7.42%	\$ 34,233,918.50	7.8%	\$ 36,289,661.29	12.55%
<b>TOTAL</b>	\$ 447,285,753.91	0.58%	\$ 426,763,834.14	-4.31%	\$ 406,523,920.83	2.5%	\$ 399,829,789.17	8.60%
<b>AVERAGE</b>	\$ 37,273,812.83	0.05%	\$ 35,563,652.85	-0.36%	\$ 33,876,993.40	0.2%	\$ 33,319,149.10	0.72%





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## AGENDA ITEM 6

**Date:** February 27, 2018

**Subject:** PIE Committee and Workgroup Report

**Committee Action:** Provide direction on projects and approval of the CFY 2016-17 Collection Agent Report

### OVERVIEW:

#### Update on Workgroup Projects

Over the last several months, the PIE Committee workgroups, under the leadership of Clerk Green and Clerk Barbee, continue developing information that help “Tell the Clerk’s Story.” The analysis developed by these workgroups have been provided to the CCOC Legislative Committee to assist in the development of CCOC funding options that were provided to the Legislature, used for bill fiscal impact analysis, and provided to the Budget and Revenue and Enhancement Committees to assist them with their responsibilities.

The following is a summary of five workgroup projects. Some data results are included in the attached PIE Committee Workgroup Status Report (**Attachment 1**).

1) Clerk’s Court-Related Service Cost Project – pages 1 and 2 of report

Six counties (Clay, Citrus, Hernando, Brevard, Polk, & Palm Beach) participated in developing a methodology for calculating court related costs for nine court-related services. The six counties used the Court-Related Services, Activities, Tasks framework as criteria for determining FTE and operational budgeted needs for CFY 2016-17. A template was developed with CCOC staff providing on-site direction and guidelines. The counties worked independently. These counties were then asked to calculate the percent of their total budgeted needs for each of the nine services.

The staff from these counties met in Gainesville and three methodologies were developed to validate the data; average %, median %, and % based on framework tasks. Results are included in the attached report.

Case processing example:

Case Processing Court Service	Avg. %	Median %	Task %
Estimated % of Budgeted Needs 16/17	58.40%	56.97%	57.50%
Budgeted Needs 16/17	\$268,048,350	\$261,492,300	\$263,925,000

- Next steps include continuing to validate the budgeted cost needs for the nine services by seeking additional county participation on the project.
- The Framework will also be amended to include any new activities and tasks because of the 2018 Legislative Session.
- Will be working through the PIE Committee to identify possible enhancements to the current performance measures and additional measures may be forthcoming.

2) Probate and Family Court Division Pilot Project – pages 3 through 10 of report

Six counties (Clay, Hernando, Citrus, Brevard, Polk, and Palm Beach) participated in developing costs and revenues for their Probate and Family Court divisions. A template was developed to collect data from each county for a 10-month period (October 2016-July 2017). The template included: subcase types for the court divisions, the number of cases filed (with and without filing fees and those cases determined to be indigent); filing fee totals for the Clerk and other entities. Cost for each subcase type was also calculated based on “weighting” factors. Revenue loss by subcase type and unit costs were also calculated for each subcase type. See Clay and Hernando County probate and family court divisions in attached document—TAB 2)

Clay County Example:

Subcase Type Example	Cases Filed	Indigent	Clerk Rev.	Other Rev.	Costs	Rev-Cost
Baker Act	51	0	\$0	\$0	\$4,317.87	(\$4,317.87)
Notice of Trust	31	0	\$1,085	\$186	\$437.43	\$647.57
Dissolution	693	245	\$89,380.48	\$93,403.52	\$158,456.69	(\$69,076.21)
Domestic Violence Injunction	349	0	\$0	\$0	\$53,199.99	(\$53,199.99)

- Next step is to request other counties to participate using 2017 data. Additional counties will help validate results. Please contact Doug Isabelle if interested.

3) Statewide Subcase Weight Project – pages 11 and 12 of report

This project consisted of taking the weighted case data that was developed by the Clerk staff workgroup and applying these weights to CFY 2016-17 data for developing “unit costs.” The methodology on developing the subcase weights are included in the attached report.

Unit costs were developed for 77 subcase types employing three budget options – gross budget including IT costs, gross budget excluding IT costs, and revenue limit budget. This

was the first complete year of subcases being reported to the CCOC which helped with the methodology.

The draft results included in the attached report were provided to the Revenue Funding Committee at their last meeting as a possible option for long-term funding solution for the Clerk’s Trust Fund. As shown in the example below, budgeted unit costs vary depending on “type of budget” such as needs based and consistent reporting of data by 67 Clerk offices.

CFY 2016/17–Unit Costs Subcase Example:

Subcase Type Example	Cases Filed	Gross Budget with "IT"	Gross Budget w/o "IT"	Revenue Limited Budget
Injunctions for protection	84,739	\$233.55	\$225.70	\$149.01
Guardianship	7,025	\$251.67	\$242.98	\$209.93

- Next steps include working with Revenue Funding Committee staff to update the methodology with 2017 case and budget data and develop various “unit costs” funding options.

4) Continuing Cases Project – pages 24 through 26 of report

This is an annual project also known as “prior year cases.” Clerks report the number of cases that had “activity” or worked on between October 1 – September 30 of the previous year(s). Activity is defined and codified in business rules that are included in the attached report. This data for the 67 counties was provided to the Budget Committee for their consideration during the budget process.

CFY 15/16 Circuit Criminal Caseload Example:

Court Division	Cases Filed 15/16	Continuing Cases				Total Continuing Cases	Total Cases
		Filed 14/15	Filed 13/14	Filed 12/13	Filed 11/12+		
Circuit Criminal	256,256	158,359	101,525	64,027	263,012	586,923	843,179

- Clerk Green notified all Clerks and their staff on January 30, 2018 for the need to report continuing cases for CFY 2017-18 and submit the data to the CCOC by February 28, 2018. This information will be compiled and provided to the Budget Committee for their consideration for the next budget year.

5) Civil Indigent Project – pages 27 and 28 of report

At the December 12, 2017 Budget Committee meeting, the Committee directed CCOC, with the assistance of clerk staff, to begin collecting the number of civil indigent applications from all 67 counties monthly. The resulting data would be used to calculate the fiscal impact of Clerk work with no compensation. For example, from October 2016 through July 2017 Clay county reported 355 family court cases that were determined to be indigent. The estimated costs of processing these indigent cases was about \$72,000 during this period with no commensurate revenues.

For the six counties that participated in the pilot project the total estimated costs for processing indigent cases in the family court division was over \$700,000 during the 10-month period. The budgeted costs for these indigent cases collectively averaged 18.6% of the total Family Court division costs; ranging from 6.3% in Brevard to 29.2% in Polk.

Example of Indigent Cost for Family Court for 6 Pilot Counties:

Court Division	Hernando	Brevard	Citrus	Polk	Clay	Palm Beach	Total
Family Indigent costs	\$47,128	\$42,844	\$20,829	\$182,960	\$72,178	\$337,522	\$703,461

- A workgroup of Clerk staff has met via conference call several times over the last few months and have drafted guidelines for collecting this information, which is included in the attached report. Once these guidelines are in final draft form it will be distributed to all Clerk offices to begin reporting.
- A couple of issues are currently being addressed to help determine the best approach for collecting the data:
  - 1) Can the Clerks report the number of indigent applications; approved applications,
  - 2) Can these applications be reported by civil court division?
  - 3) Can these applications be reported retroactively to October 2017?
  - 4) Can the Clerks report dollars that have been waived due to indigence starting October 2018?

**COMMITTEE ACTION:** Provide guidance for all five projects moving forward.

**CFY 2016-17 Annual Collection Agent Report**

Florida Statutes authorize the Clerks to pursue the collection of any fees, service charges, fines, court costs, and liens that remain unpaid after 90 days by referring the account to a private attorney or collection agent. Attached is an annual report of the accounts that were referred to collection agencies and the collections for CFY 2016-17 (**Attachment 2**). As noted in the prior year report, collections reported during this fiscal year can be from accounts referred to the agency in previous years. As such, a collection rate should not be calculated for the year.

Compared to last year there has been a \$17.5M decrease (5.67%) in the accounts sent to collection agencies. Most of the decrease (\$11.6M) occurred with criminal court cases. Another \$3.9M occurred with civil traffic cases with the difference shared among the civil court divisions. This decline in accounts could be attributed to the expiration of one collection agency's contract across multiple counties during the fiscal year, as well limited staffing for many counties. While residual collections are still occurring, no new accounts are being referred to this agency and replacement contracts have not been negotiated.

Correspondingly, overall collections also decreased \$3.4M or 4.68%; most of which (\$3M) is attributable to criminal cases. Civil traffic and other civil court divisions remained essentially unchanged compared to last year. See further details in the Two-Year Comparison of Accounts and Collections (**Attachment 3**).

**COMMITTEE ACTION:** Motion to approve the CFY 2016-17 Annual Collection Agent Report for posting on the CCOC website.

**LEAD STAFF:** Doug Isabelle, CCOC Deputy Executive Director

**ATTACHMENTS:**

1. PIE Committee Workgroup Status Report
2. CFY 2016-17 Annual Collection Agent Report
3. Two-Year Comparison of Accounts and Collections



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# PIE COMMITTEE WORKGROUP STATUS REPORT

## February 2018

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**PIE COMMITTEE WORKGROUP STATUS REPORT**

I. Court Related Service Cost Project

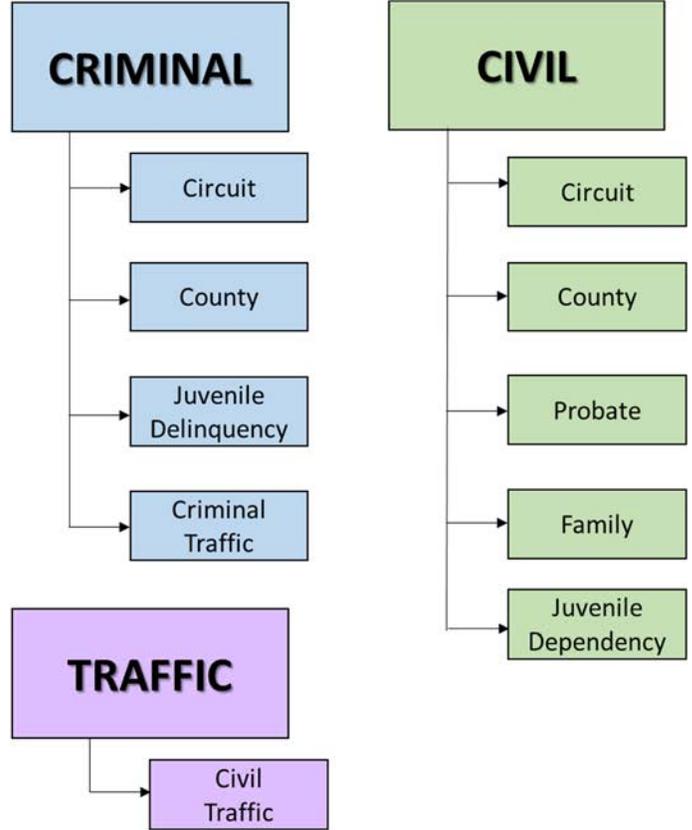
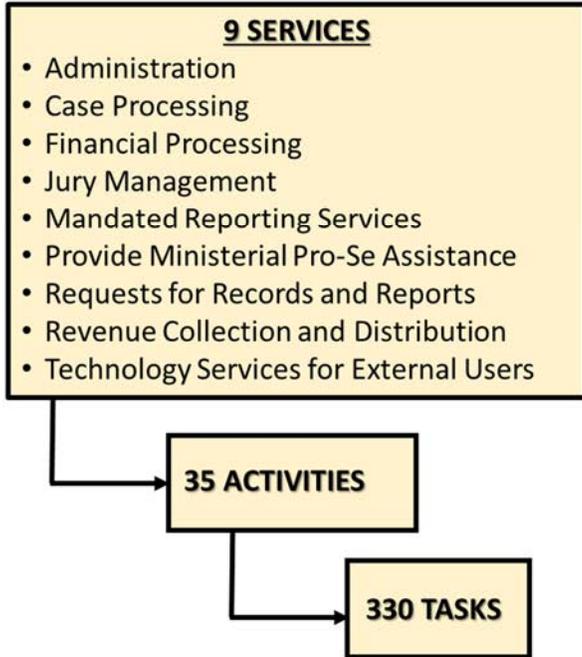
**PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK**

Services	Activities	Tasks
1) Case Processing		
	1) Create and maintain court record	82
	2) Create and maintain child support/alimony depository record	17
	3) Determine indigent status	5
	4) Prepare for and attend court	20
	5) Process case after court decision	26
	6) Process Reopened cases	5
	7) Seal/Expunge	3
	8) Prepare Record for Appealed Cases	12
	9) Perform Records Management/ Retention	10
	10) Perform Evidence Management/ Retention	22
Total	10 Activities	202
2) Revenue Collection and Distribution		
	1) Establish and maintain assessment, collection, and distribution schedules	3
	2) Assess, collect, and distribute fines, fees, court costs, and service charges	4
	3) Establish and ensure compliance with payment plans	5
	4) Pursue collection of delinquent debts	8
Total	4 Activities	20
3) Financial Processing		
	1) Establish fine and forfeiture fund	2
	2) Reconcile financial transactions	6
	3) Maintain escrow accounts	3
	4) Process bonds	4
	5) Process abandoned/ unclaimed property	11
	6) Manage funds deposited into the court registry	3
Total	6 Activities	29
4) Requests for Records & Reports		
	1) Satisfy customer copy and record requests	9
	2) Prepare and manage custom reports/ bulk requests	6
Total	2 Activities	15
5) Provide Ministerial Pro-se Assistance		
	1) Assist self-represented litigants with filings	5
Total	1 Activity	5
6) Provide Technology Services for External Users		
	1) Provide and maintain Online electronic access	7
	2) Maintain the eFiling Portal	7

**PIE COMMITTEE WORKGROUP STATUS REPORT**

<b>Services</b>	<b>Activities</b>	<b>Tasks</b>
	3) Maintain data and image integration with Judicial Viewer Application	4
	4) Establish and maintain Clerk website	3
Total	4 Activities	21
7) Provide Mandated Reports		
	1) Compile and submit state and local reports and data extracts	7
Total	1 Activity	7
8) Jury Management		
	1) Establish and manage jury pools	10
	2) Support enforcement of failure to appear for jury duty	3
	3) Requests funds and reconcile jury costs reimbursement	3
Total	3 Activities	16
9) Administration		
	1) Human Resources Support	4
	2) Financial Support	3
	3) Legal Support	5
	4) Facilities Support	3
Total	4 Activities	15
<b>9 Services</b>	<b>35 Activities</b>	<b>330</b>

# PIE COMMITTEE WORKGROUP STATUS REPORT



**PIE COMMITTEE WORKGROUP STATUS REPORT**

**Examples of Cost Allocated to Court Services**

Court-Related Services	Methodologies		
	Avg %	Median %	By Task %
Case Processing	58.40%	56.97%	57.50%
Revenue Collection and Distribution	9.79%	10.00%	6.80%
Financial Processing	5.14%	4.67%	10.00%
Request for Ad Hoc Records and Reports	6.59%	5.13%	4.40%
Provide Ministerial Pro-Se Assistance	3.56%	3.55%	6.70%
Technology Services for External users	4.58%	3.48%	1.50%
Standard Reporting	2.48%	2.58%	2.20%
Jury Management	2.02%	2.00%	5.00%
Administration	7.44%	6.50%	5.90%
	100.00%	100.00%	100.00%

Pilot counties include: Clay, Citrus, Hernando, Brevard, Polk, and Palm Beach

Court-Related Services	Avg %	Median %	By Task %
Case Processing	\$268,048,350	\$261,492,300	\$263,925,000
Revenue Collection and Distribution	\$44,943,750	\$45,900,000	\$31,212,000
Financial Processing	\$23,607,900	\$21,412,350	\$45,900,000
Request for Ad Hoc Records and Reports	\$30,248,100	\$23,523,750	\$20,196,000
Provide Ministerial Pro-Se Assistance	\$16,325,100	\$16,294,500	\$30,753,000
Technology Services for External users	\$21,029,850	\$15,973,200	\$6,885,000
Standard Reporting	\$11,383,200	\$11,842,200	\$10,098,000
Jury Management	\$9,264,150	\$9,180,000	\$22,950,000
Administration	\$34,149,600	\$29,835,000	\$27,081,000
CFY 2016-2017 Budgeted Needs	\$459,000,000	\$459,000,000	\$459,000,000

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## PIE COMMITTEE WORKGROUP STATUS REPORT

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- II. Probate & Family Court Division Pilot Project
  - a. Clay County Costing Template
  - b. Hernando County Costing Template
  - c. Probate Court Division Profile – Clay & Hernando Counties
  - d. Family Court Division Profile – Clay & Hernando Counties
  - e. Costing Project Summary – Probate and Family

PIE Committee Workgroup Status Report

Clay County Probate Court Division

CASE TYPE	FILING TYPE	# of Total Cases	# of Cases w No Fee	# of Cases w Fee	Filing Fee	Clerk Fees	Other Fees	Clerk Revenue	Other Revenue	Loss - No Fee (Clerk)	Loss - No Fee (Other)	WWM	Total Work Units	% of Work	Budgeted Cost	Revenue - Cost	Unit Costs
CP	DETERMINATION OF HOMESTEAD	0	0	0	\$ 231.00	\$ 100.00	\$ 131.00	\$ -	\$ -	\$ -	\$ -	7	0	0.00%	\$ -	\$ -	
CP	DISPO W/O ADMINISTRATION	13	0	13	\$ 231.00	\$ 100.00	\$ 131.00	\$ 1,300.00	\$ 1,703.00	\$ -	\$ -	7	91	2.33%	\$ 1,284.07	\$ 15.93	\$ 98.77
CP	FORMAL ADMINISTRATION	166	2	164	\$ 400.00	\$ 250.00	\$ 150.00	\$ 41,000.00	\$ 24,600.00	\$ 500.00	\$ 300.00	7	1162	29.79%	\$ 16,396.63	\$ 24,603.37	\$ 98.77
CP	NOTICE OF TRUST	31	0	31	\$ 41.00	\$ 35.00	\$ 6.00	\$ 1,085.00	\$ 186.00	\$ -	\$ -	1	31	0.79%	\$ 437.43	\$ 647.57	\$ 14.11
CP	WILL FILED ONLY	111	111	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	111	2.85%	\$ 1,566.29	\$ (1,566.29)	\$ 14.11
CP	TRUST LITIGATION	0	0	0	\$ 400.00	\$ 195.00	\$ 205.00	\$ -	\$ -	\$ -	\$ -	7	0	0.00%	\$ -	\$ -	
CP	SUMMARY ADMIN >\$1000	32	0	32	\$ 345.00	\$ 200.00	\$ 145.00	\$ 6,400.00	\$ 4,640.00	\$ -	\$ -	7	224	5.74%	\$ 3,160.80	\$ 3,239.20	\$ 98.77
CP	SUMMARY ADMIN <=\$1000	131	3	128	\$ 235.00	\$ 100.00	\$ 135.00	\$ 12,800.00	\$ 17,280.00	\$ 300.00	\$ 405.00	7	917	23.51%	\$ 12,939.51	\$ (139.51)	\$ 98.77
CP	OTHER PROBATE	4	0	4	\$ 231.00	\$ 100.00	\$ 131.00	\$ 400.00	\$ 524.00	\$ -	\$ -	7	28	0.72%	\$ 395.10	\$ 4.90	\$ 98.77
CP	OPEN SAFE DEPOSIT BOX	1	0	1	\$ 231.00	\$ 100.00	\$ 131.00	\$ 100.00	\$ 131.00	\$ -	\$ -	2	2	0.05%	\$ 28.22	\$ 71.78	\$ 28.22
CP	CAVEAT	14	0	14	\$ 41.00	\$ 35.00	\$ 6.00	\$ 490.00	\$ 84.00	\$ -	\$ -	2	28	0.72%	\$ 395.10	\$ 94.90	\$ 28.22
CP	ANCILLARY SUMMARY ADMIN.	6	2	4	\$ 400.00	\$ 250.00	\$ 150.00	\$ 1,000.00	\$ 600.00	\$ 500.00	\$ 300.00	7	42	1.08%	\$ 592.65	\$ 407.35	\$ 98.77
MH	BAKER ACT	51	51	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6	306	7.84%	\$ 4,317.87	\$ (4,317.87)	\$ 84.66
MH	MARCHMANN ACT	37	37	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6	222	5.69%	\$ 3,132.57	\$ (3,132.57)	\$ 84.66
MH	PET. TO DETERMINE INCOMPETENCY	0	0	0	\$ 231.00	\$ 100.00	\$ 131.00	\$ -	\$ -	\$ -	\$ -	4	0	0.00%	\$ -	\$ -	
MH	DETERMINATION OF INCOMPETENCY	10	3	7	\$ 231.00	\$ 100.00	\$ 131.00	\$ 700.00	\$ 917.00	\$ 300.00	\$ 393.00	4	40	1.03%	\$ 564.43	\$ 135.57	\$ 56.44
GA	APPROVING MINORS SETTLEMENT	4	0	4	\$ 231.00	\$ 100.00	\$ 131.00	\$ 400.00	\$ 524.00	\$ -	\$ -	4	16	0.41%	\$ 225.77	\$ 174.23	\$ 56.44
GA	APPT. GUARDIAN OF MINOR	0	0	0	\$ 400.00	\$ 250.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	10	0	0.00%	\$ -	\$ -	
GA	FOREIGN GUARDIAN TO MANAGE	0	0	0	\$ 235.00	\$ 100.00	\$ 135.00	\$ -	\$ -	\$ -	\$ -	4	0	0.00%	\$ -	\$ -	
GA	GUARDIANSHIP: PERSON + PROP	22	12	10	\$ 400.00	\$ 250.00	\$ 150.00	\$ 2,500.00	\$ 1,500.00	\$ 3,000.00	\$ 1,800.00	10	220	5.64%	\$ 3,104.35	\$ (604.35)	\$ 141.11
GA	GUARDIANSHIP: PROPERTY ONLY	5	0	5	\$ 400.00	\$ 250.00	\$ 150.00	\$ 1,250.00	\$ 750.00	\$ -	\$ -	10	50	1.28%	\$ 705.53	\$ 544.47	\$ 141.11
GA	GUARDIANSHIP: PERSON ONLY	20	14	6	\$ 235.00	\$ 100.00	\$ 135.00	\$ 600.00	\$ 810.00	\$ 1,400.00	\$ 1,890.00	10	200	5.13%	\$ 2,822.14	\$ (2,222.14)	\$ 141.11
GA	PRE-NEED GUARDIANSHIP	211	211	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	211	5.41%	\$ 2,977.36	\$ (2,977.36)	\$ 14.11
10-month period (Oct 2016-July 2017)		869	446	423	\$ 5,149.00	\$ 2,715.00	\$ 2,434.00	\$ 70,025.00	\$ 54,249.00	\$ 6,000.00	\$ 5,088.00		3901	100.00%	\$ 55,045.83	\$ 14,979.17	\$ 63.34

PIE Committee Workgroup Status Report

Clay County Family Court Division

CASE TYPE	FILING TYPE	# of Total Cases	# of Cases w No Fee	# of Cases w Fee	Filing Fee	Clerk Fees	Other Fees	Clerk Revenue	Other Revenue	Loss - No Fee (Clerk)	Loss - No Fee (Other)	WWM	Total Work Units	% of Work	Budgeted Costs	Revenue - Cost	Unit Costs
DR	SIMPLIFIED DISSOLUTION	80	10	70	\$ 411.50	\$ 202.51	\$ 208.99	\$ 14,175.70	\$ 14,629.30	\$ 2,025.10	\$ 2,089.90	4	320	2.75%	\$ 8,129.89	\$ 6,045.81	\$ 101.62
DR	DISSOLUTION	693	245	448	\$ 408.00	\$ 199.51	\$ 208.49	\$ 89,380.48	\$ 93,403.52	\$ 48,879.95	\$ 51,080.05	9	6,237	53.65%	\$ 158,456.69	\$ (69,076.21)	\$ 228.65
DR	OTHER FAMILY COURT - \$300	87	42	45	\$ 300.00	\$ 195.00	\$ 105.00	\$ 8,775.00	\$ 4,725.00	\$ 8,190.00	\$ 4,410.00	5	435	3.74%	\$ 11,051.57	\$ (2,276.57)	\$ 127.03
DR	OTHER FAMILY COURT -\$400	0	0	0	\$ 400.00	\$ 195.00	\$ 205.00	\$ -	\$ -	\$ -	\$ -	5	-	0.00%	\$ -	\$ -	\$ -
DR	NAME CHANGE	57	7	50	\$ 400.00	\$ 195.00	\$ 205.00	\$ 9,750.00	\$ 10,250.00	\$ 1,365.00	\$ 1,435.00	5	285	2.45%	\$ 7,240.69	\$ 2,509.31	\$ 127.03
DR	ADOPTION	44	2	42	\$ 442.00	\$ 232.50	\$ 209.50	\$ 9,765.00	\$ 8,799.00	\$ 465.00	\$ 419.00	4	176	1.51%	\$ 4,471.44	\$ 5,293.56	\$ 101.62
DR	PATERNITY	144	49	95	\$ 300.00	\$ 195.00	\$ 105.00	\$ 18,525.00	\$ 9,975.00	\$ 9,555.00	\$ 5,145.00	7	1,008	8.67%	\$ 25,609.16	\$ (7,084.16)	\$ 177.84
DR	PARENTAL NOTICE OF ABORTION	1	1	0	\$ -			\$ -	\$ -	\$ -	\$ -	3	3	0.03%	\$ 76.22	\$ (76.22)	\$ 76.22
DR	DOMESTIC VIOLENCE INJUNCTION	349	349	0	\$ -			\$ -	\$ -	\$ -	\$ -	6	2,094	18.01%	\$ 53,199.99	\$ (53,199.99)	\$ 152.44
DR	DATING VIOLENCE	26	26	0	\$ -			\$ -	\$ -	\$ -	\$ -	6	156	1.34%	\$ 3,963.32	\$ (3,963.32)	\$ 152.44
DR	REPEAT VIOLENCE	10	10	0	\$ -			\$ -	\$ -	\$ -	\$ -	6	60	0.52%	\$ 1,524.35	\$ (1,524.35)	\$ 152.44
DR	SEXUAL VIOLENCE	3	3	0	\$ -			\$ -	\$ -	\$ -	\$ -	6	18	0.15%	\$ 457.31	\$ (457.31)	\$ 152.44
DR	STALKING INJUNCTION	139	139	0	\$ -			\$ -	\$ -	\$ -	\$ -	6	834	7.17%	\$ 21,188.53	\$ (21,188.53)	\$ 152.44
	10-month period (Oct 2016-July 2017)	1633	883	750	\$ 2,661.50	\$ 1,414.52	\$ 1,246.98	\$ 150,371.18	\$ 141,781.82	\$ 70,480.05	\$ 64,578.95		11,626	100.00%	\$ 295,369.17	\$ (144,997.99)	\$ 180.88

PIE Committee Workgroup Status Report

Hernando County Probate Court Division

CASE TYPE	FILING TYPE	# of Cases	Filing Fee	No Fee	Gross Revenue	Clerk Revenue	Loss - No Fee	WWM	Total Work Units	% of Work	Budgeted Cost	Revenue - Cost	Unit Costs
CP	DETERMINATION OF HOMESTEAD	8	\$ 231.00	0	\$ 1,848.00	\$ 800.00	\$ -	7	56	0.439%	\$ 623.78	\$ 176.22	\$ 77.97
CP	DISPO W/O ADMINISTRATION	45	\$ 231.00	1	\$ 10,164.00	\$ 4,400.00	\$ 231.00	7	315	2.467%	\$ 3,508.77	\$ 891.23	\$ 77.97
CP	FORMAL ADMINISTRATION	332	\$ 400.00	0	\$ 132,800.00	\$ 83,000.00	\$ -	7	2324	18.202%	\$ 25,886.90	\$ 57,113.10	\$ 77.97
CP	NOTICE OF TRUST	78	\$ 41.00	0	\$ 3,198.00	\$ 2,730.00	\$ -	1	78	0.611%	\$ 868.84	\$ 1,861.16	\$ 11.14
CP	WILL FILED ONLY	417	\$ -	417	\$ -	\$ -	N/A	1	417	3.266%	\$ 4,644.94	\$ (4,644.94)	\$ 11.14
CP	TRUST LITIGATION	2	\$ 400.00	0	\$ 800.00	\$ 390.00	\$ -	7	14	0.110%	\$ 155.95	\$ 234.05	\$ 77.97
CP	SUMMARY ADMIN >\$1000	208	\$ 345.00	0	\$ 71,760.00	\$ 41,600.00	\$ -	7	1456	11.404%	\$ 16,218.30	\$ 25,381.70	\$ 77.97
CP	SUMMARY ADMIN <\$1000	27	\$ 235.00	0	\$ 6,345.00	\$ 2,700.00	\$ -	7	189	1.480%	\$ 2,105.26	\$ 594.74	\$ 77.97
CP	OTHER PROBATE	22	\$ 231.00	0	\$ 5,082.00	\$ 2,200.00	\$ -	7	154	1.206%	\$ 1,715.40	\$ 484.60	\$ 77.97
CP	OPEN SAFE DEPOSIT BOX	1	\$ 231.00	0	\$ 231.00	\$ 100.00	\$ -	2	2	0.016%	\$ 22.28	\$ 77.72	\$ 22.28
CP	CAVEAT	14	\$ 14.00	0	\$ 196.00	\$ 490.00	\$ -	2	28	0.219%	\$ 311.89	\$ 178.11	\$ 22.28
CP	ANCILLARY SUMMARY ADMIN.	3	\$ 400.00	0	\$ 1,200.00	\$ 300.00	\$ -	7	21	0.164%	\$ 233.92	\$ 66.08	\$ 77.97
MH	BAKER ACT	1084	\$ -	1084	\$ -	\$ -	N/A	6	6504	50.94%	\$ 72,447.67	\$ (72,447.67)	\$ 66.83
MH	MARCHMANN ACT	71	\$ -	71	\$ -	\$ -	N/A	6	426	3.34%	\$ 4,745.19	\$ (4,745.19)	\$ 66.83
MH	PET. TO DETERMINE INCAPACITY	3	\$ 231.00	0	\$ 693.00	\$ 300.00	\$ -	4	12	0.09%	\$ 133.67	\$ 166.33	\$ 44.56
MH	DETERMINATION OF INCAPACITY	25	\$ 231.00	17	\$ 1,848.00	\$ 800.00	\$ 3,927.00	4	100	0.78%	\$ 1,113.89	\$ (313.89)	\$ 44.56
GA	APPROVING MINORS SETTLEMENT	9	\$ 231.00	0	\$ 2,079.00	\$ 900.00	\$ -	4	36	0.28%	\$ 401.00	\$ 499.00	\$ 44.56
GA	APPT. GUARDIAN OF MINOR	7	\$ 400.00	0	\$ 2,800.00	\$ 1,750.00	\$ -	10	70	0.55%	\$ 779.73	\$ 970.27	\$ 111.39
GA	FOREIGN GUARDIAN TO MANAGE	1	\$ 235.00	0	\$ 235.00	\$ 100.00	\$ -	4	4	0.03%	\$ 44.56	\$ 55.44	\$ 44.56
GA	GUARDIANSHIP: PERSON + PROP	27	\$ 400.00	18	\$ 3,600.00	\$ 2,250.00	\$ 7,200.00	10	270	2.11%	\$ 3,007.51	\$ (757.51)	\$ 111.39
GA	GUARDIANSHIP: PROPERTY ONLY	3	\$ 400.00	1	\$ 800.00	\$ 500.00	\$ 400.00	10	30	0.23%	\$ 334.17	\$ 165.83	\$ 111.39
GA	GUARDIANSHIP: PERSON ONLY	17	\$ 235.00	5	\$ 2,820.00	\$ 1,200.00	\$ 1,175.00	10	170	1.33%	\$ 1,893.62	\$ (693.62)	\$ 111.39
GA	PRE-NEED GUARDIANSHIP	92	\$ 7.50	92	\$ -	\$ -	\$ 690.00	1	92	0.72%	\$ 1,024.78	\$ (1,024.78)	\$ 11.14
10-month period (Oct 2016- July 2017)		2496	\$ 5,129.50	1706	\$ 248,499.00	\$ 146,510.00	\$ 13,623.00		12768	100%	\$ 142,222.00	\$ 4,288.00	\$ 56.98

PIE Committee Workgroup Status Report

Hernando County Family Court Division

CASE TYPE	FILING TYPE	# of Cases	Filing Fee	No Fee	Gross Revenue	Clerk Revenue	Loss - No Fee	WWM	Total Work Units	% of Work	Budgeted Cost	Revenue - Cost	Unit Costs
DR	SIMPLIFIED DISSOLUTION	60	\$ 408.00	7	\$ 21,624.00	\$ 10,574.03	\$ 2,856.00	4	240	0.0215	\$ 5,698.18	\$ 4,875.85	\$ 94.97
DR	DISSOLUTION	543	\$ 408.00	180	\$ 148,104.00	\$ 72,422.13	\$ 73,440.00	9	4887	0.4383	\$ 116,029.10	\$ (43,606.97)	\$ 213.68
DR	OTHER FAMILY COURT - \$300	7	\$ 300.00	0	\$ 2,856.00	\$ 1,396.57	\$ -	5	35	0.0031	\$ 830.98	\$ 565.59	\$ 118.71
DR	OTHER FAMILY COURT -\$400	31	\$ 400.00	6	\$ 10,200.00	\$ 4,987.75	\$ 2,400.00	5	155	0.0139	\$ 3,680.07	\$ 1,307.68	\$ 118.71
DR	NAME CHANGE	31	\$ 400.00	9	\$ 8,976.00	\$ 4,389.22	\$ 3,600.00	5	155	0.0139	\$ 3,680.07	\$ 709.15	\$ 118.71
DR	ADOPTION	38	\$ 400.00	6	\$ 13,056.00	\$ 6,384.32	\$ 2,400.00	4	152	0.0136	\$ 3,608.84	\$ 2,775.48	\$ 94.97
DR	PATERNITY	104	\$ 300.00	34	\$ 28,560.00	\$ 13,965.70	\$ 10,200.00	7	728	0.0653	\$ 17,284.47	\$ (3,318.77)	\$ 166.20
DR	PARENTAL NOTICE OF ABORTION	1	\$ -	1	\$ -	\$ -	N/A	3	3	0.0003	\$ 71.23	\$ (71.23)	\$ 71.23
DR	DOMESTIC VIOLENCE INJUNCTION	536	\$ -	536	\$ -	\$ -	N/A	6	3216	0.2885	\$ 76,355.55	\$ (76,355.55)	\$ 142.45
DR	DATING VIOLENCE	26	\$ -	26	\$ -	\$ -	N/A	6	156	0.0140	\$ 3,703.81	\$ (3,703.81)	\$ 142.45
DR	REPEAT VIOLENCE	141	\$ -	141	\$ -	\$ -	N/A	6	846	0.0759	\$ 20,086.07	\$ (20,086.07)	\$ 142.45
DR	SEXUAL VIOLENCE	14	\$ -	14	\$ -	\$ -	N/A	6	84	0.0075	\$ 1,994.36	\$ (1,994.36)	\$ 142.45
DR	STALKING INJUNCTION	82	\$ -	82	\$ -	\$ -	N/A	6	492	0.0441	\$ 11,681.26	\$ (11,681.26)	\$ 142.45
10-month period (Oct 2016- July 2017)		1614	\$ 2,616.00	1042	\$ 233,376.00	\$ 114,119.72	\$ 94,896.00		11149	100%	\$ 264,704.00	\$ (150,584.28)	\$ 164.00

PIE Committee Workgroup Status Report

CFY 2016-2017 Probate Court Division Profile  
October 2016-July 2017

Case Types Filed in Probate Division	Clay County			
	# of cases filed Oct-July	Budgeted Costs	Clerk Revenues	NET
<b>Cases w/o filing fees</b>				
WILL filed only	111	\$1,566.29	\$0.00	-\$1,566.29
Baker Act	51	\$4,317.87	\$0.00	-\$4,317.87
Marchman Act	37	\$3,132.57	\$0.00	-\$3,132.57
Pre-Need Guardianship	211	\$2,977.36	\$0.00	-\$2,977.36
<b>Subtotal</b>	<b>410</b>	<b>\$11,994.09</b>	<b>\$0.00</b>	<b>-\$11,994.09</b>
<b>Cases Indigent</b>				
Formal administration	2	\$197.55	\$0.00	-\$197.55
Summary admin. <\$1000	3	\$296.32	\$0.00	-\$296.32
Dispo w/o administraion	0	\$0.00	\$0.00	\$0.00
Determination of incompetency	3	\$169.33	\$0.00	-\$169.33
Ancillary summary admin.	2	\$197.55	\$0.00	-\$197.55
Guardianship: Person+property	12	\$1,693.28	\$0.00	-\$1,693.28
Guardianship: property only	0	\$0.00	\$0.00	\$0.00
Guardianship: Person only	14	\$1,975.50	\$0.00	-\$1,975.50
<b>Subtotal</b>	<b>36</b>	<b>\$4,529.53</b>	<b>\$0.00</b>	<b>-\$4,529.53</b>
<b>Cases with filing fees collected</b>				
Determination of homestead	0	\$0.00	\$0.00	\$0.00
Dispo w.o administration	13	\$1,284.07	\$1,300.00	\$15.93
Formal admin.	164	\$16,199.08	\$41,000.00	\$24,800.92
Notice of trust	31	\$437.43	\$1,085.00	\$647.57
Trust Litigation	0	\$0.00	\$0.00	\$0.00
Summary admin. > \$1,000	32	\$3,160.80	\$6,400.00	\$3,239.20
Summary admin. <\$1,000	128	\$12,643.19	\$12,800.00	\$156.81
Other probate	4	\$395.10	\$400.00	\$4.90
Open safe deposit box	1	\$28.22	\$100.00	\$71.78
Caveat	14	\$395.10	\$490.00	\$94.90
Ancillary summary admin.	4	\$592.65	\$1,000.00	\$407.35
Determination of incompetency	7	\$395.10	\$700.00	\$304.90
Pet. To Determine incompetency	0	\$0.00	\$0.00	\$0.00
Approving minor's settlement	4	\$225.77	\$400.00	\$174.23
Appointing Guardian of Minor	0	\$0.00	\$0.00	\$0.00
Foreign guardian to manage	0	\$0.00	\$0.00	\$0.00
Guardianship: person+property	10	\$1,411.07	\$2,500.00	\$1,088.93
Guardianship: property only	5	\$705.53	\$1,250.00	\$544.47
Guardianship: person only	6	\$846.64	\$600.00	-\$246.64
<b>Subtotal</b>	<b>423</b>	<b>\$38,719.75</b>	<b>\$70,025.00</b>	<b>\$31,305.25</b>
Division Profile (10 months)	869	\$55,243.37	\$70,025.00	\$14,781.63

# of cases filed Oct-July	Hernando		
	Budgeted Costs	Clerk Revenues	NET
417	\$4,664.94	\$0.00	-\$4,664.94
1084	\$72,447.67	\$0.00	-\$72,447.67
71	\$4,745.19	\$0.00	-\$4,745.19
92	\$1,024.78	\$0.00	-\$1,024.78
<b>1664</b>	<b>\$82,882.58</b>	<b>\$0.00</b>	<b>-\$82,882.58</b>
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
1	\$77.97	\$0.00	-\$77.97
17	\$757.45	\$0.00	-\$757.45
0	\$0.00	\$0.00	\$0.00
18	\$2,005.01	\$0.00	-\$2,005.01
1	\$111.39	\$0.00	-\$111.39
5	\$556.95	\$0.00	-\$556.95
<b>42</b>	<b>\$3,508.77</b>	<b>\$0.00</b>	<b>-\$3,508.77</b>
8	\$623.78	\$800.00	\$176.22
44	\$3,430.80	\$4,400.00	\$969.20
332	\$25,886.90	\$83,000.00	\$57,113.10
78	\$868.84	\$2,730.00	\$1,861.16
2	\$155.95	\$390.00	\$234.05
208	\$16,218.30	\$41,600.00	\$25,381.70
27	\$2,105.26	\$2,700.00	\$594.74
22	\$1,715.40	\$2,200.00	\$484.60
1	\$22.28	\$100.00	\$77.72
14	\$311.89	\$490.00	\$178.11
3	\$233.92	\$300.00	\$66.08
8	\$356.44	\$1,848.00	\$1,491.56
3	\$133.67	\$693.00	\$559.33
9	\$401.00	\$2,079.00	\$1,678.00
7	\$779.73	\$2,800.00	\$2,020.27
1	\$44.56	\$235.00	\$190.44
9	\$1,002.50	\$3,600.00	\$2,597.50
2	\$222.78	\$800.00	\$577.22
12	\$1,336.67	\$1,200.00	-\$136.67
<b>790</b>	<b>\$55,850.67</b>	<b>\$151,965.00</b>	<b>\$96,114.33</b>
<b>2496</b>	<b>\$142,242.02</b>	<b>\$151,965.00</b>	<b>\$9,722.98</b>

CFY 2016-2017 Family Court Division Profile  
October 2016-July 2017

Case Types Filed in Probate Division	Clay County			
	# of cases filed Oct-July	Budgeted Costs	Clerk Revenues	NET
<b>Cases w/o filing fees</b>				
Domestic Violence Injunctions	349	\$53,199.99	\$0.00	-\$53,199.99
Dating Violence	26	\$3,963.32	\$0.00	-\$3,963.32
Repeat Violence	10	\$1,524.35	\$0.00	-\$1,524.35
Sexual Violence	3	\$457.31	\$0.00	-\$457.31
Stalking Injunctions	139	\$21,188.53	\$0.00	-\$21,188.53
Parental Notice of Abortion	1	\$76.22	\$0.00	-\$76.22
<b>Subtotal</b>	<b>528</b>	<b>\$80,409.72</b>	<b>\$0.00</b>	<b>-\$80,409.72</b>
<b>Cases Indigent</b>				
Simplified Dissolution	10	\$1,016.24	\$0.00	-\$1,016.24
Dissolution	245	\$56,020.04	\$0.00	-\$56,020.04
Other Family Court -\$301	42	\$5,335.24	\$0.00	-\$5,335.24
Other Family Court -\$401	0	\$0.00	\$0.00	\$0.00
Name Change	7	\$889.21	\$0.00	-\$889.21
Adoption	2	\$203.25	\$0.00	-\$203.25
Paternity	49	\$8,714.23	\$0.00	-\$8,714.23
<b>Subtotal</b>	<b>355</b>	<b>\$72,178.21</b>	<b>\$0.00</b>	<b>-\$72,178.21</b>
<b>Cases with filing fees collected</b>				
Simplified Dissolution	70	\$7,113.66	\$14,175.70	\$7,062.04
Dissolution	448	\$102,436.65	\$89,380.48	-\$13,056.17
Other Family Court -\$301	45	\$5,716.33	\$8,775.00	\$3,058.67
Other Family Court -\$401	0	\$0.00	\$0.00	\$0.00
Name Change	50	\$6,351.48	\$9,750.00	\$3,398.52
Adoption	42	\$4,268.19	\$9,765.00	\$5,496.81
Paternity	95	\$16,894.93	\$18,525.00	\$1,630.07
<b>Subtotal</b>	<b>750</b>	<b>\$142,781.24</b>	<b>\$150,371.18</b>	<b>\$7,589.94</b>
<b>Division Profile (10 months)</b>	<b>1633</b>	<b>\$295,369.17</b>	<b>\$150,371.18</b>	<b>-\$144,997.99</b>

Case Types Filed in Probate Division	Hernando			
	# of cases filed Oct-July	Budgeted Costs	Clerk Revenues	NET
<b>Cases w/o filing fees</b>				
Domestic Violence Injunctions	536	\$76,355.55	\$0.00	-\$76,355.55
Dating Violence	26	\$3,703.81	\$0.00	-\$3,703.81
Repeat Violence	141	\$20,086.07	\$0.00	-\$20,086.07
Sexual Violence	14	\$1,994.36	\$0.00	-\$1,994.36
Stalking Injunctions	82	\$11,681.26	\$0.00	-\$11,681.26
Parental Notice of Abortion	1	\$71.23	\$0.00	-\$71.23
<b>Subtotal</b>	<b>800</b>	<b>\$113,892.28</b>	<b>\$0.00</b>	<b>-\$113,892.28</b>
<b>Cases Indigent</b>				
Simplified Dissolution	7	\$664.79	\$0.00	-\$664.79
Dissolution	180	\$38,462.69	\$0.00	-\$38,462.69
Other Family Court -\$301	0	\$0.00	\$0.00	\$0.00
Other Family Court -\$401	6	\$712.27	\$0.00	-\$712.27
Name Change	9	\$1,068.41	\$0.00	-\$1,068.41
Adoption	6	\$569.82	\$0.00	-\$569.82
Paternity	34	\$5,650.69	\$0.00	-\$5,650.69
<b>Subtotal</b>	<b>242</b>	<b>\$47,128.67</b>	<b>\$0.00</b>	<b>-\$47,128.67</b>
<b>Cases with filing fees collected</b>				
Simplified Dissolution	53	\$5,033.39	\$10,574.03	\$5,540.64
Dissolution	363	\$77,566.41	\$72,422.13	-\$5,144.28
Other Family Court -\$301	7	\$830.98	\$1,396.57	\$565.59
Other Family Court -\$401	25	\$2,967.80	\$4,987.75	\$2,019.95
Name Change	22	\$2,611.66	\$4,389.22	\$1,777.56
Adoption	32	\$3,039.02	\$6,384.32	\$3,345.30
Paternity	70	\$11,633.78	\$13,965.70	\$2,331.92
<b>Subtotal</b>	<b>572</b>	<b>\$103,683.04</b>	<b>\$114,119.72</b>	<b>\$10,436.68</b>
<b>Division Profile (10 months)</b>	<b>1614</b>	<b>\$264,703.99</b>	<b>\$114,119.72</b>	<b>-\$150,584.27</b>

## Costing Project Summary

October 2016 through July 2017

<b>Probate Court Division</b>	<b>Hernando</b>	<b>Brevard</b>	<b>Citrus</b>	<b>Polk</b>	<b>Clay</b>	<b>Palm Beach</b>	<b>Average</b>	<b>Median</b>
% of cases with NO Fees	66.67%	52.85%	44.36%	60.55%	47.18%	43.20%	52.47%	50.02%
NO FEE cases % of total costs	58.30%	31.10%	20.30%	50.37%	21.70%	33.50%	35.88%	32.30%
% of indigent cases	1.68%	0.35%	0.31%	2.26%	4.14%	1.08%	1.64%	1.38%
Indigent cases % of total costs	2.47%	0.80%	0.53%	3.41%	8.20%	1.71%	2.85%	2.09%
No revenues to cover costs								
NO FEE cases	\$82,862.58	\$109,045.70	\$25,589.41	\$183,203.24	\$11,994.10	\$299,519.65	\$118,702.45	\$95,954.14
Indigent cases	\$3,508.76	\$2,799.34	\$664.38	\$12,396.68	\$4,529.53	\$15,290.07	\$6,531.46	\$4,019.15
Total Costs	\$86,371.34	\$111,845.04	\$26,253.79	\$195,599.92	\$16,523.63	\$314,809.72	\$125,233.91	\$99,108.19
<b>Family Court Division</b>	<b>Hernando</b>	<b>Brevard</b>	<b>Citrus</b>	<b>Polk</b>	<b>Clay</b>	<b>Palm Beach</b>	<b>Average</b>	<b>Median</b>
% of cases with NO Fees	52.88%	41.55%	55.99%	54.52%	32.33%	23.21%	43.41%	47.22%
NO FEE cases % of total costs	43.00%	35.70%	48.90%	48.40%	27.20%	20.00%	37.20%	39.35%
% of indigent cases	15.99%	5.47%	8.32%	24.01%	21.74%	23.54%	16.51%	18.87%
Indigent cases % of total costs	17.80%	6.28%	10.07%	29.21%	24.44%	23.92%	18.62%	20.86%
No revenues to cover costs								
NO FEE cases	\$113,892.28	\$243,873.95	\$101,214.65	\$303,232.26	\$80,409.72	\$277,495.00	\$186,686.31	\$178,883.12
Indigent cases	\$47,128.66	\$42,844.16	\$20,829.03	\$182,960.22	\$72,178.20	\$337,522.00	\$117,243.71	\$59,653.43
Total Costs	\$161,020.94	\$286,718.11	\$122,043.68	\$486,192.48	\$152,587.92	\$615,017.00	\$303,930.02	\$238,536.55
<b>Net Cost for Court Division</b>								
Probate	\$13,251.74	\$79,753.23	\$20,782.51	-\$24,865.84	\$14,781.61	\$132,190.83	\$39,315.68	\$17,782.06
Family	-\$150,584.27	-\$191,439.71	-\$107,230.65	-\$292,947.87	-\$144,997.99	-\$443,491.00	-\$221,781.92	-\$171,011.99
<b>Total (10 months Oct-July)</b>	<b>-\$137,332.53</b>	<b>-\$111,686.48</b>	<b>-\$86,448.14</b>	<b>-\$317,813.71</b>	<b>-\$130,216.38</b>	<b>-\$311,300.17</b>	<b>-\$182,466.24</b>	<b>-\$153,229.93</b>
<b>Annualized 2016-2017</b>	<b>-\$164,799.04</b>	<b>-\$134,023.78</b>	<b>-\$103,737.77</b>	<b>-\$381,376.45</b>	<b>-\$156,259.66</b>	<b>-\$373,560.20</b>	<b>-\$218,959.48</b>	<b>-\$183,875.92</b>

## PIE COMMITTEE WORKGROUP STATUS REPORT

### III. Statewide Sub-Case Weight Project

#### Process Used to Identify and Weight Sub-Cases

At its October 13, 2016 meeting the Finance and Budget Committee directed Clerk Burke to revisit the new case counting rules for clarifying and updating the rules to ensure accurate counts of the various case types and sub-cases handled by Clerks statewide.

As the workload of Clerks is directly related to the case types and sub-case types, it was important to have a workgroup of clerk staff review and recommend a weight for each case types and sub-case types being counted by the case count work group. Therefore, a PIE Committee case weighting workgroup consisting of staff members from 10 counties was formed for this purpose, Clerk Barbee directing the initiative. Over a span of 7 months, the case weighting workgroup met in person 4 times and participated in several other telephone conferences.

Weights were based upon the initial effort of establishing the case type or sub-case type in question, the life span of the case, and the work over the life span of the case. The case weighting workgroup also considered the various methods of disposition within a case type or sub-case type. For example, while a long-term felony case may generate more work than a regular dissolution, some felonies are handled by nolo prosequi, some are handled by plea agreements and some to trial. Likewise, some dissolutions are straight forward with parties agreeing to all matters including custody, some have initial battles over property, but agree on custody and support issues, and some have battles over issues of child custody and alimony for years.

Before the initial meetings, the workgroup members consulted with staff from their offices regarding workloads and offered suggested weights for various sub-case types. An inventory of 131 subcase types was initially identified. This inventory included SRS subcases and Non-SRS subcases. During the meetings and conferences referenced above, the various suggested weights were first discussed by individual case type or sub-case type and the work group determined an initial weight. Those individual case types and sub-case types were then discussed in comparison to other case types and sub-case types within same court division (e.g. circuit criminal, county criminal, juvenile delinquency, criminal traffic, circuit civil, county civil, probate, family, juvenile dependency, and civil traffic). Finally, the weighted case types and sub-case types were compared to all other case types and sub-case types by placing them in weight order and determining whether the workload of a case type or sub-case type compared correctly to the workload of other case types or sub-case types of the same weight. After this process, case types and sub-case types received their initial proposed weights.

While the case weight workgroup was determining weighting recommendations, the case counting workgroup was considering the various case types and sub-case types to be counted. As part of this process, new case types and sub-case types were added. Those case types and sub-case types were analyzed using the process described above and given weights. Also, as some counties indicated that they might not be able to provide data at the sub-case type level for capital murder, non-capital murder and sexual offenses, the case

**PIE COMMITTEE WORKGROUP STATUS REPORT**

weighting workgroup reevaluated the felony category to determine a default weight for felonies. This reevaluation was completed using the same three-step process described above. As of June 2016, there are 77 subcase types that were weighted. Some counties also indicated that they could not report their data by sub-case type. This possible inability resulted in the creation of a “Case Unable to be Categorized” category by the case county workgroup. The case weighting workgroup chose not to provide a general weight for those cases. The workgroup felt all counties should be able to report in accordance with the new case counting rules which provide the basis for the weighting categories. In the instance of a county not providing the data in accordance with the case counting rules, the Finance and Budgeting Committee should determine the necessary weights to give that county’s cases.

**Inventory of Subcase Types**

Court Type	Sub Case Type
<b>CIRCUIT CRIMINAL</b>	
	Report all new cases filed, regardless of whether an Information was Filed by the State Attorney
	<b>SRS Case Types</b>
1	Capital Murder
2	Non Capital Murder
3	Sexual Offense Robbery
4	Crimes Against Person
5	Burglary
6	Theft, Forgery, Fraud
7	Worthless Check (Felony)
8	Crimes Against Property
9	Drug
10	Other Felony
	<b>Non-SRS</b>
11	Please provide type(s) of case(s)
<b>COUNTY CRIMINAL</b>	
12	Misdemeanor
13	Worthless Checks
14	County Ordinance
15	Municipal Ordinance
16	Non-Criminal Infractions
	<b>Non-SRS</b>
17	Please provide type(s) of case(s)
<b>CRIMINAL TRAFFIC</b>	
	Unit of count is the number of Uniform Traffic Citations

PIE COMMITTEE WORKGROUP STATUS REPORT

Court Type	Sub Case Type
18	DUI
19	Other Criminal Traffic
	<b>Non-SRS</b>
20	Please provide type(s) of case(s)
<b>DELINQUENCY</b>	
	Complaints Filed, regardless of whether Petition filed by SAO
21	Complaints Filed
	<b>Non-SRS</b>
22	Transfers from another county for jurisdiction/supervision only
23	Other - Please provide type(s) of case(s)
<b>CIVIL TRAFFIC</b>	
	Unit of count is the number of Uniform Traffic Citations For subtype, please consider status of citation as of 9/30.
24	Citations - Undisposed or D6'd
25	Citations - Paid Civil Penalty
26	Citations - Disposed after Court, or scheduled for Court
<b>CIRCUIT CIVIL</b>	
27	Professional Malpractice
28	Business
29	Medical
30	Other
31	Products Liability
32	Auto Negligence
33	Condominium
34	Contract and Indebtedness
35	Eminent Domain
36	Negligence - Other
37	Business Governance
38	Business Tort
39	Environmental/Toxic Tort
40	Third Party Indemnification
41	Construction Defect
42	Mass Tort
43	Negligent Security
44	Nursing Home Negligence
45	Premises Liability Commercial
46	Premises Liability Residential
47	Other
48	Real Property/Mortgage Foreclosure
49	Commercial Foreclosure - \$0 - \$50,000
50	Commercial Foreclosure - \$50,001 - \$249,999

PIE COMMITTEE WORKGROUP STATUS REPORT

Court Type	Sub Case Type
51	Commercial Foreclosure - \$250,000 or more
52	Homestead Residential Foreclosure - \$0 - \$50,000
53	Homestead Residential Foreclosure - \$50,001 - \$249,999
54	Homestead Residential Foreclosure - \$250,000 or more
55	Non-Homestead Residential Foreclosure - \$0 - \$50,000
56	Non-Homestead Residential Foreclosure - \$50,001 - \$249,999
57	Non-Homestead Residential Foreclosure - \$250,000 or more
58	Other Real Property Actions - \$0 - \$50,000
59	Other Real Property Actions - \$50,001 - \$249,999
60	Other Real Property Actions - \$250,000 or more
61	<b>OTHER CIRCUIT CIVIL</b>
62	Antitrust/Trade Regulation
63	Business Transaction
64	Constitutional Challenge Statute or Ordinance
65	Constitutional Challenge Proposed Amendment
66	Corporate Trust
67	Discrimination Employment or Other
68	Insurance Claim
69	Intellectual Property
70	Libel/Slander
71	Shareholder Derivative Action
72	Securities Litigation
73	Trade Secret
74	Trust Litigation
75	Other
	<b>Non-SRS</b>
76	Foreign Judgment
77	Petition to Extend
78	Failure to Appear for Jury Duty
79	Other - Please provide type(s) of case(s)
<b>COUNTY CIVIL</b>	
80	Small Claims (up to \$5,000)
81	Civil (\$5,001 - \$15,000)
82	Replevins
83	Evictions
84	Other County Civil (non-monetary)
	<b>Non-SRS</b>
85	Foreign Judgment
86	Motor Vehicle Repair Act (MVRA)
87	Other - Please provide type(s) of case(s)

PIE COMMITTEE WORKGROUP STATUS REPORT

Court Type	Sub Case Type
<b>FAMILY</b>	
88	Simplified Dissolution
89	Dissolution
90	Child Support IV-D
91	Child Support Non IV-D
92	UIFSA IV-D
93	UIFSA Non IV-D
94	Other Family Court
95	Adoption Arising out of Chapter 63
96	Name Change
97	Paternity\ Disestablishment of Paternity
98	Domestic Violence
99	Dating Violence
100	Repeat Violence
101	Sexual Violence
102	Stalking Violence
	<b>Non-SRS</b>
103	Depository Only cases
104	Foreign Judgments
105	UIFSA Registrations
106	Registrations of Administrative Support Orders
107	DOR Establish Foreign Decree
108	DOR Interstate Support Order
109	Other - Please provide type(s) of case(s)
<b>PROBATE</b>	
110	Probate
111	Guardianship
112	Trusts
113	Baker Act
114	Substance Abuse Act
115	Other Social
	<b>Non-SRS</b>
116	Wills on Deposit
117	Petition to Open Safe Deposit Box
118	Caveat
119	Pre-Need Guardianship
120	Notice of Trust
121	Petition to Gain Entry to Apartment or Dwelling
122	Jimmy Ryce
123	Other - Please provide type(s) of case(s)

**PIE COMMITTEE WORKGROUP STATUS REPORT**

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

**Inventory of Weighted Subcases  
(June 2016)**

	Subcase Types	Proposed Weights
<b>Circuit Criminal</b>		
1	Felony Cases (eg murder, non-capital murder etc.)	8
2	Appeals (AP cases) from County to Circuit Court (if filed in this division)	4
3	Out of State Fugitive Warrants	3
4	Search Warrants (if filed in this division)	2
	Cases Unable to be Categorized	0
<b>County Criminal</b>		
5	Misdemeanors/Worthless Checks	7
6	County/Municipal Ordinances	5
7	Non-Criminal Infractions	3
8	Out of State Fugitive Warrants	3
9	Search Warrants (if filed in this division)	2
	Cases Unable to be Categorized	0
<b>Juvenile Delinquency</b>		
10	Delinquency Complaints, Including Transfers for Disposition	7
11	Non-Criminal (1 <sup>st</sup> offense) juvenile sexting cases (if filed in this division)	3
12	Transfers for Jurisdiction/Supervision Only	4
	Cases Unable to be Categorized	0
<b>Criminal Traffic</b>		
13	DUI	7
14	Other Criminal Traffic	6
	Cases Unable to be Categorized	0
<b>Circuit Civil</b>		
15	Professional Malpractice	7
16	Products Liability	7
17	Auto Negligence	7

PIE COMMITTEE WORKGROUP STATUS REPORT

	Subcase Types	Proposed Weights
18	Condominium	6
19	Contract and Indebtedness	6
20	Eminent Domain Parcels	7
21	Other Negligence	6
22	Commercial Foreclosure	7
23	Homestead Residential Foreclosure	9
24	Non-Homestead Residential Foreclosure	8
25	Other Real Property Actions	7
26	Other Civil	5
27	Involuntary Civil Commitment of Sexually Violent Predators (If filed in this division)	8
28	Appeals (AP cases) from County to Circuit Court (if filed in this division)	4
29	Writs of Certiorari	2
30	Medical Extensions (Petitions to Extend)	1
31	Transfers of Lien to Security	3
32	Civil Contempt for Failure to Appear for Jury Duty	3
33	Confirmation of Arbitration	2
34	Out of State Commission for Foreign Subpoena	2
35	Foreign Judgments	3
	Cases Unable to be Categorized	0
	<b>County Civil</b>	
36	Small Claims (up to \$5,000)	6
37	Civil (\$5,001 - \$15,000)	5
38	Replevins	4
39	Evictions	6
40	Other County Civil (Non-Monetary)	4
41	Registry Deposits without an Underlying Case	3
42	Foreign Judgments	3
43	Applications for Voluntary Binding Arbitration	2
	Cases Unable to be Categorized	0
	<b>Probate</b>	
44	Probate	7
45	Guardianship	10
46	Probate Trust	7
47	Baker Act	6
48	Substance Abuse Act	6
49	Other Social	4
50	Involuntary Civil Commitment of Sexually Violent Predators (if filed in this division)	8
51	Wills on Deposit	1
52	Pre-Need Guardianship	1
53	Notice of Trust	1
54	Petition to Open Safe Deposit Box	2
55	Caveat	2
56	Petition to Gain Entry to Apartment of Dwelling	2
57	Physician's Cert of Person's Imminent Dangerousness per FS 790.065	3

**PIE COMMITTEE WORKGROUP STATUS REPORT**

	<b>Subcase Types</b>	<b>Proposed Weights</b>
58	Professional Guardian Files	2
	Cases Unable to be Categorized	0
	<b>Family</b>	
59	Simplified Dissolution	4
60	Dissolution	9
61	Injunctions for Protection	6
62	Support (IV-D and Non IV-D)	8
63	UIFSA (IV-D and Non IV-D)	6
64	Other Family Court	5
65	Adoption Arising out of Chapter 63	4
66	Name Change	5
67	Paternity/Disestablishment of Paternity	7
68	New Non-SRS Cases	2
	Cases Unable to be Categorized	0
	<b>Dependency</b>	
69	Dependency Initiating Petitions	9
70	Petitions to Remove Disabilities of Non-Age Minors (743.015)	3
71	CINS/FINS	4
72	Parental Notice of Abortion Act	3
73	Truancy	4
74	Transfers for Jurisdiction/Supervision Only	4
75	DCF Dependency Petition for Injunction pursuant to Chapter 39	4
76	Other Non-SRS New Cases	2
	Cases Unable to be Categorized	0
	<b>Civil Traffic</b>	
77	Uniform Traffic Citations	3

**Methodology for Calculating Subcase “Unit Costs”**

(Weights = work units and/or work effort)

Steps:

- 1) For each of the current\* 77 subcase types filed during CFY 16/17 multiply by the proposed Weights which will result in total work units for each subcase.
- 2) Add up the work units for all subcases within the 10-court division then divide each of the subcase work units by the total work units for the entire court division. This will result in a percentage (%) of total work units by subcase.

PIE COMMITTEE WORKGROUP STATUS REPORT

Family Court Division:

Family Court Subcase Types	Weight factor	Cases Filed	Work Units	% of total work units
Simplified Dissolution	4	10,219	40,876	2.41%
Dissolution	9	78,386	705,474	41.60%
Injunctions for Protection	6	84,739	508,434	29.98%
Support (IV-D and Non- IV-D)	8	15,929	127,432	7.51%
UIFSA (IV-D and Non- IV-D)	6	3,347	20,082	1.18%
Other Family Court	5	11,965	59,825	3.53%
Adoption Arising out of Chapter 63	4	4,925	19,700	1.16%
Name Change	5	6,219	31,095	1.83%
Paternity/Disestablishment of Paternity	7	18,210	127,470	7.52%
New Non-SRS Cases	2	27,683	55,366	3.26%
Cases Unable to be Categorized	0	210	-	0.00%
Total		261,832	1,695,754	100.00%

- 3) Multiply the percentage (%) of work units for each subcase by the budgeted costs for the applicable court division (e.g. \$66M for Family Court Division). This will result in calculating the budgeted cost for each subcase type.

Family Court Division:

Family Court Subcase Types	% of total work units	Budgeted Costs	Cases Filed	Unit Cost
Simplified Dissolution	2.41%	\$1,590,924	10,219	\$155.68
Dissolution	41.60%	\$27,457,570	78,386	\$350.29
Injunctions for Protection	29.98%	\$19,788,627	84,739	\$233.52
Support (IV-D and Non- IV-D)	7.51%	\$4,959,748	15,929	\$311.37
UIFSA (IV-D and Non- IV-D)	1.18%	\$781,606	3,347	\$233.52
Other Family Court	3.53%	\$2,328,433	11,965	\$194.60
Adoption Arising out of Chapter 63	1.16%	\$766,739	4,925	\$155.68
Name Change	1.83%	\$1,210,240	6,219	\$194.60
Paternity/Disestablishment of Paternity	7.52%	\$4,961,227	18,210	\$272.45
New Non-SRS Cases	3.26%	\$2,154,886	27,683	\$77.84
Cases Unable to be Categorized	0.00%	\$0	210	\$0.00
	100.00%	\$66,000,000	261,832	\$252.07

- 4) Divide the subcases filed into the budget cost for each subcase to arrive at a unit costs per subcase (e.g. \$155.68 for a simplified dissolution case vs. \$350.29 for a dissolution case).

\*As of July 2017, there are 77 subcase types which may change as additional information becomes available.

**CFY 2016-2017 Unit Costs Based on Three Budget Options  
EXAMPLES**

	Option 1 Gross Budget (incl. IT)				Option 2: Gross Budget (excl. IT)		Option 3: Revenue Limit Budget	
	Weights	New cases	Budgeted Costs	Unit Costs	Budgeted Costs	Unit Costs	Budgeted Costs	Unit Costs
1 Felony Cases (eg murder, non-capital murder etc.)	8	237,237	\$89,317,470.50	\$376.49	\$86,471,210.23	\$364.49	\$80,418,388.09	\$338.98
2 Appeals (AP cases) from County to Circuit Court (if filed in this division)	4	855	\$160,949.68	\$188.25	\$155,820.73	\$182.25	\$144,913.57	\$169.49
3 Out of State Fugitive Warrants	3	3,143	\$443,741.08	\$141.18	\$429,600.48	\$136.68	\$399,529.26	\$127.12
4 Search Warrants (if filed in this division)	2	11,092	\$1,044,008.08	\$94.12	\$1,010,738.91	\$91.12	\$939,989.08	\$84.74
Cases Unable to be Categorized	0	1,778	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Circuit Criminal</b>		<b>254,105</b>	<b>\$90,966,169.35</b>	<b>\$357.99</b>	<b>\$88,067,370.35</b>	<b>\$346.58</b>	<b>\$81,902,820.00</b>	<b>\$322.32</b>
5 Misdemeanors/Worthless Checks	7	253,928	\$55,305,283.89	\$217.80	\$53,201,474.43	\$209.51	\$48,657,133.20	\$191.62
6 County/Municipal Ordinances	5	60,823	\$9,462,280.88	\$155.57	\$9,102,336.32	\$149.65	\$8,324,836.77	\$136.87
7 Non-Criminal Infractions	3	34,658	\$3,235,063.03	\$93.34	\$3,112,001.43	\$89.79	\$2,846,181.80	\$82.12
8 Out of State Fugitive Warrants	3	562	\$52,458.46	\$93.34	\$50,462.95	\$89.79	\$46,152.52	\$82.12
9 Search Warrants (if filed in this division)	2	144	\$8,960.88	\$62.23	\$8,620.01	\$59.86	\$7,883.71	\$54.75
Cases Unable to be Categorized	0	3,722	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total County Criminal</b>		<b>353,837</b>	<b>\$68,064,047.13</b>	<b>\$192.36</b>	<b>\$65,474,895.13</b>	<b>\$185.04</b>	<b>\$59,882,188.00</b>	<b>\$169.24</b>
10 Delinquency Complaints, Including Transfers for Disposition	7	55,154	\$15,833,069.98	\$287.07	\$15,227,474.89	\$276.09	\$11,683,846.84	\$211.84
11 Non-Criminal (1 <sup>st</sup> offense) juvenile sexting cases (if filed in this division)	3	272	\$33,464.18	\$123.03	\$32,184.22	\$118.32	\$24,694.54	\$90.79
12 Transfers for Jurisdiction/Supervision Only	4	1,272	\$208,659.03	\$164.04	\$200,678.08	\$157.77	\$153,977.73	\$121.05
Cases Unable to be Categorized	0	290	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Juvenile Delinquency</b>		<b>56,988</b>	<b>\$16,075,193.19</b>	<b>\$282.08</b>	<b>\$15,460,337.19</b>	<b>\$271.29</b>	<b>\$11,862,519.11</b>	<b>\$208.16</b>
13 DUI	7	43,160	\$5,637,380.56	\$130.62	\$5,440,665.77	\$126.06	\$4,735,422.30	\$109.72
14 Other Criminal Traffic	6	337,505	\$37,785,862.44	\$111.96	\$36,467,335.54	\$108.05	\$31,740,276.13	\$94.04
Cases Unable to be Categorized	0	321	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Criminal Traffic UTC's</b>		<b>380,986</b>	<b>\$43,423,243.00</b>	<b>\$113.98</b>	<b>\$41,908,001.31</b>	<b>\$110.00</b>	<b>\$36,475,698.43</b>	<b>\$95.74</b>
15 Professional Malpractice	7	1,687	\$707,862.50	\$419.60	\$685,520.41	\$406.35	\$643,339.04	\$381.35
16 Products Liability	7	799	\$335,259.12	\$419.60	\$324,677.42	\$406.35	\$304,699.40	\$381.35
17 Auto Negligence	7	28,030	\$11,761,343.18	\$419.60	\$11,390,122.72	\$406.35	\$10,689,266.97	\$381.35
18 Condominium	6	1,345	\$483,737.01	\$359.66	\$468,468.94	\$348.30	\$439,643.16	\$326.87
19 Contract and Indebtedness	6	42,824	\$15,401,898.80	\$359.66	\$14,915,772.35	\$348.30	\$13,997,976.72	\$326.87
20 Eminent Domain Parcels	7	581	\$243,786.67	\$419.60	\$236,092.09	\$406.35	\$221,564.90	\$381.35
21 Other Negligence	6	13,975	\$5,026,189.42	\$359.66	\$4,867,549.01	\$348.30	\$4,568,039.53	\$326.87
22 Commercial Foreclosure	7	986	\$413,724.02	\$419.60	\$400,665.75	\$406.35	\$376,012.03	\$381.35
23 Homestead Residential Foreclosure	9	25,660	\$13,843,150.68	\$539.48	\$13,406,222.63	\$522.46	\$12,581,312.44	\$490.31
24 Non-Homestead Residential Foreclosure	8	15,928	\$7,638,129.52	\$479.54	\$7,397,049.07	\$464.41	\$6,941,894.68	\$435.83
25 Other Real Property Actions	7	8,239	\$3,457,071.23	\$419.60	\$3,347,956.52	\$406.35	\$3,141,950.43	\$381.35
26 Other Civil	5	27,154	\$8,138,410.70	\$299.71	\$7,881,539.99	\$290.25	\$7,396,573.96	\$272.39
27 Involuntary Civil Commitment of Sexually Violent Predators (If filed in this division)	8	30	\$14,386.23	\$479.54	\$13,932.16	\$464.41	\$13,074.89	\$435.83
28 Appeals (AP cases) from County to Circuit Court (if filed in this division)	4	1,755	\$420,797.25	\$239.77	\$407,515.73	\$232.20	\$382,440.52	\$217.91
29 Writs of Certiorari	2	360	\$43,158.69	\$119.89	\$41,796.49	\$116.10	\$39,224.67	\$108.96
30 Medical Extensions (Petitions to Extend)	1	3,437	\$206,022.81	\$59.94	\$199,520.17	\$58.05	\$187,243.31	\$54.48
31 Transfers of Lien to Security	3	238	\$42,799.04	\$179.83	\$41,448.18	\$174.15	\$38,897.80	\$163.44
32 Civil Contempt for Failure to Appear for Jury Duty	3	289	\$51,970.26	\$179.83	\$50,329.93	\$174.15	\$47,233.04	\$163.44
33 Confirmation of Arbitration	2	47	\$5,634.61	\$119.89	\$5,456.76	\$116.10	\$5,121.00	\$108.96
34 Out of State Commission for Foreign Subpoena	2	298	\$35,725.81	\$119.89	\$34,598.20	\$116.10	\$32,469.31	\$108.96
35 Foreign Judgments	3	1,009	\$181,446.34	\$179.83	\$175,719.39	\$174.15	\$164,907.04	\$163.44
Cases Unable to be Categorized	0	1,881	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Circuit Civil</b>		<b>176,552</b>	<b>\$68,452,503.91</b>	<b>\$387.72</b>	<b>\$66,291,953.91</b>	<b>\$375.48</b>	<b>\$62,212,884.85</b>	<b>\$352.38</b>
36 Small Claims (up to \$5,000)	6	259,296	\$24,958,561.74	\$96.26	\$24,314,791.82	\$93.77	\$21,764,645.23	\$83.94
37 Civil (\$5,001 - \$15,000)	5	78,701	\$6,312,810.35	\$80.21	\$6,149,980.56	\$78.14	\$5,504,967.76	\$69.95
38 Replevins	4	2,669	\$171,269.90	\$64.17	\$166,852.24	\$62.51	\$149,352.70	\$55.96
39 Evictions	6	128,792	\$12,396,886.51	\$96.26	\$12,077,126.79	\$93.77	\$10,810,472.16	\$83.94
40 Other County Civil (Non-Monetary)	4	4,119	\$264,316.50	\$64.17	\$257,498.84	\$62.51	\$230,492.24	\$55.96
41 Registry Deposits without an Underlying Case	3	532	\$25,603.86	\$48.13	\$24,943.44	\$46.89	\$22,327.36	\$41.97
42 Foreign Judgments	3	883	\$42,496.63	\$48.13	\$41,400.49	\$46.89	\$37,058.38	\$41.97
43 Applications for Voluntary Binding Arbitration	2	112	\$3,593.52	\$32.09	\$3,500.83	\$31.26	\$3,133.66	\$27.98
Cases Unable to be Categorized	0	73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total County Civil</b>		<b>475,177</b>	<b>\$44,175,539.01</b>	<b>\$92.97</b>	<b>\$43,036,095.01</b>	<b>\$90.57</b>	<b>\$38,522,449.50</b>	<b>\$81.07</b>
44 Probate	7	56,663	\$9,982,226.76	\$176.17	\$9,637,772.75	\$170.09	\$8,326,682.01	\$146.95
45 Guardianship	10	7,025	\$1,767,975.15	\$251.67	\$1,706,968.10	\$242.98	\$1,474,757.81	\$209.93
46 Probate Trust	7	943	\$166,126.75	\$176.17	\$160,394.26	\$170.09	\$138,574.75	\$146.95
47 Baker Act	6	43,444	\$6,560,106.38	\$151.00	\$6,333,738.56	\$145.79	\$5,472,117.71	\$125.96
48 Substance Abuse Act	6	10,121	\$1,528,285.53	\$151.00	\$1,475,549.40	\$145.79	\$1,274,820.53	\$125.96
49 Other Social	4	5,606	\$564,342.70	\$100.67	\$544,869.08	\$97.19	\$470,746.89	\$83.97
50 Involuntary Civil Commitment of Sexually Violent Predators (if filed in this division)	8	163	\$32,817.65	\$201.34	\$31,685.22	\$194.39	\$27,374.86	\$167.94
51 Wills on Deposit	1	27,425	\$690,202.40	\$25.17	\$666,385.77	\$24.30	\$575,732.85	\$20.99

**CFY 2016-2017 Unit Costs Based on Three Budget Options  
EXAMPLES**

	Weights	Option 1 Gross Budget (incl. IT)			Option 2: Gross Budget (excl. IT)		Option 3: Revenue Limit Budget	
		New cases	Budgeted Costs	Unit Costs	Budgeted Costs	Unit Costs	Budgeted Costs	Unit Costs
52 Pre-Need Guardianship	1	4,408	\$110,935.72	\$25.17	\$107,107.69	\$24.30	\$92,537.12	\$20.99
53 Notice of Trust	1	5,902	\$148,535.08	\$25.17	\$143,409.62	\$24.30	\$123,900.65	\$20.99
54 Petition to Open Safe Deposit Box	2	318	\$16,006.15	\$50.33	\$15,453.83	\$48.60	\$13,351.54	\$41.99
55 Caveat	2	2,165	\$108,972.70	\$50.33	\$105,212.41	\$48.60	\$90,899.66	\$41.99
56 Petition to Gain Entry to Apartment of Dwelling	2	50	\$2,516.69	\$50.33	\$2,429.85	\$48.60	\$2,099.30	\$41.99
57 Physician's Cert of Person's Imminent Dangerousness per FS 790.065	3	3,069	\$231,711.70	\$75.50	\$223,716.09	\$72.90	\$193,282.49	\$62.98
58 Professional Guardian Files	2	360	\$18,120.17	\$50.33	\$17,494.90	\$48.60	\$15,114.96	\$41.99
Cases Unable to be Categorized	0	85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Probate</b>		<b>167,747</b>	<b>\$21,928,881.53</b>	<b>\$130.73</b>	<b>\$21,172,187.53</b>	<b>\$126.21</b>	<b>\$18,291,993.13</b>	<b>\$109.05</b>
59 Simplified Dissolution	4	10,219	\$1,591,088.71	\$155.70	\$1,537,607.24	\$150.47	\$1,015,185.57	\$99.34
60 Dissolution	9	78,386	\$27,460,409.93	\$350.32	\$26,537,379.62	\$338.55	\$17,520,966.47	\$223.52
61 Injunctions for Protection	6	84,739	\$19,790,674.16	\$233.55	\$19,125,447.67	\$225.70	\$12,627,332.92	\$149.01
62 Support (IV-D and Non IV-D)	8	15,929	\$4,960,260.70	\$311.40	\$4,793,530.82	\$300.93	\$3,164,867.59	\$198.69
63 UIFSA (IV-D and Non IV-D)	6	3,347	\$781,687.14	\$233.55	\$755,412.19	\$225.70	\$498,751.26	\$149.01
64 Other Family Court	5	11,965	\$2,328,674.09	\$194.62	\$2,250,400.07	\$188.08	\$1,485,797.94	\$124.18
65 Adoption Arising out of Chapter 63	4	4,925	\$766,817.88	\$155.70	\$741,042.73	\$150.47	\$489,264.01	\$99.34
66 Name Change	5	6,219	\$1,210,365.58	\$194.62	\$1,169,681.40	\$188.08	\$772,267.23	\$124.18
67 Paternity/Disestablishment of Paternity	7	18,210	\$4,961,739.84	\$272.47	\$4,794,960.24	\$263.31	\$3,165,811.35	\$173.85
68 New Non-SRS Cases	2	27,683	\$2,155,108.56	\$77.85	\$2,082,668.62	\$75.23	\$1,375,055.39	\$49.67
Cases Unable to be Categorized	0	210	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Family</b>		<b>261,832</b>	<b>\$66,006,826.58</b>	<b>\$252.10</b>	<b>\$63,788,130.58</b>	<b>\$243.62</b>	<b>\$42,115,299.74</b>	<b>\$160.85</b>
69 Dependency Initiating Petitions	9	12,699	\$14,049,110.01	\$1,106.32	\$13,625,873.46	\$1,072.99	\$14,248,495.84	\$1,122.02
70 Petitions to Remove Disabilities of Non-Age Minors (743.015)	3	20	\$7,375.44	\$368.77	\$7,153.25	\$357.66	\$7,480.11	\$374.01
71 CINS/FINS	4	222	\$109,156.54	\$491.70	\$105,868.14	\$476.88	\$110,705.69	\$498.67
72 Parental Notice of Abortion Act	3	205	\$75,598.28	\$368.77	\$73,320.84	\$357.66	\$76,671.17	\$374.01
73 Truancy	4	1,320	\$649,038.86	\$491.70	\$629,486.24	\$476.88	\$658,250.06	\$498.67
74 Transfers for Jurisdiction/Supervision Only	4	73	\$35,893.82	\$491.70	\$34,812.50	\$476.88	\$36,403.22	\$498.67
75 DCF Dependency Petition for Injunction pursuant to Chapter 39	4	383	\$188,319.61	\$491.70	\$182,646.39	\$476.88	\$190,992.25	\$498.67
76 Other Non-SRS New Cases	2	264	\$64,903.89	\$245.85	\$62,948.62	\$238.44	\$65,825.01	\$249.34
Cases Unable to be Categorized	0	729	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Juvenile Dependency</b>		<b>15,915</b>	<b>\$15,179,396.44</b>	<b>\$953.78</b>	<b>\$14,722,109.44</b>	<b>\$925.05</b>	<b>\$15,394,823.37</b>	<b>\$967.32</b>
77 Uniform Traffic Citations	3	2,727,802	\$62,593,732.31	\$22.95	\$60,599,133.31	\$22.22	\$54,833,538.00	\$20.10
<b>Total Civil Traffic UTC's</b>		<b>2,727,802</b>	<b>\$62,593,732.31</b>	<b>\$22.95</b>	<b>\$60,599,133.31</b>	<b>\$22.22</b>	<b>\$54,833,538.00</b>	<b>\$20.10</b>
<b>TOTAL ALL DIVISIONS</b>		<b>4,870,941</b>	<b>\$496,865,532.45</b>	<b>\$102.01</b>	<b>\$480,520,213.76</b>	<b>\$98.65</b>	<b>\$421,494,214.13</b>	<b>\$86.53</b>

## PIE COMMITTEE WORKGROUP STATUS REPORT

### IV. Continuing Case Project

#### Clerk's Annual Continuing Cases Guidelines for 2017-18

Include Cases filed prior to CFY 2016/17 that had "activity" or worked on between October 1, 2016 and September 30, 2017.

1. **Clerk Prior Year Activity from 10/01 – 09/30 of the previous year**
  - a. "Clerk prior year activity" represents activity on cases that were "filed" prior to the stated activity period that had activity or "worked" during the stated period.
  - b. Regardless of whether a case is open, reopened, closed, disposed, or pending for SRS purposes, a case with activity is one that has had a pleading filed, an event scheduled, a receipt processed, or a progress docket entry made within the previous year.
  - c. Only include a case **one time**, no matter how many activities were performed during the period.
  - d. A case is not "active" if the **only** activity during the previous year is:
    - i. A progress docket entry showing a mass judge reassignment.
    - ii. A progress docket entry made solely to indicate that files are destroyed, purged, imaged, relocated, etc., when no other court activity was involved.
    - iii. Do not include receipts processed through the CLERC Child Support system.
2. These guidelines do not address the closing of cases; refer to the separate CCOC business rules.

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For time periods to consider a case "active clerk workload," the following items were considered:

1. Clerk work – initial document issuance, docket entries, scanning, and collections after close/disposition.
2. Dismissed – Failure to Prosecute actions on civil cases – see references below.
3. Administrative closures on traffic and criminal cases.

#### Assumptions:

1. These guidelines are meant to capture when the BULK of Clerk work is done, NOT all of it.
2. As noted in the definition above, the focus is on pleadings filed, receipts processed, and docket entries made. Clearly there is work on the phone, in person, etc., but for this we have assumed that these hard-to-count activities lead to a docket entry, receipt, etc.

#### References:

1. Fla. R. Civ. P. 1.420(e)
2. Fla. Sm. Cl. R. 7.110(e)
3. Fla. R. Jud. Admin. 2.250

PIE Committee Workgroup Status Report

Clerk of Court Continuous Case Workload Annual Report  
End of County Fiscal Year 2017/2018



CCOC Form Version 1  
Created 1/23/18

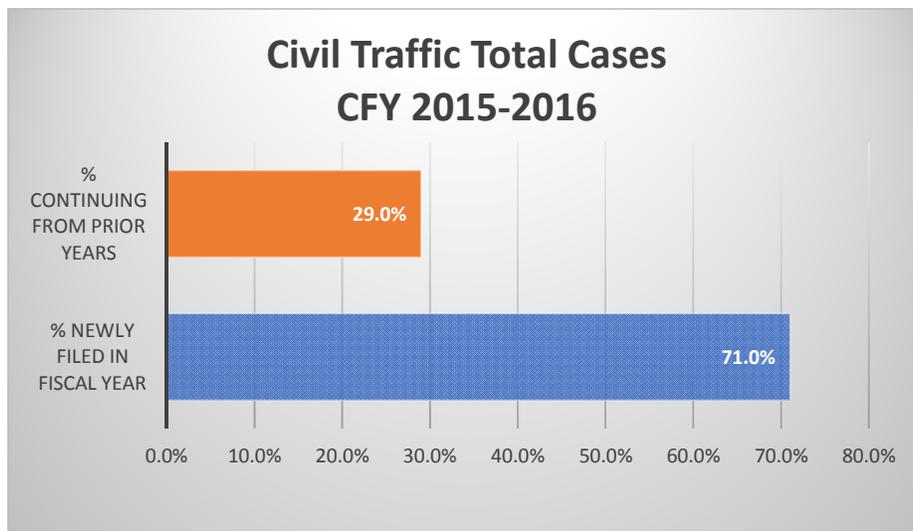
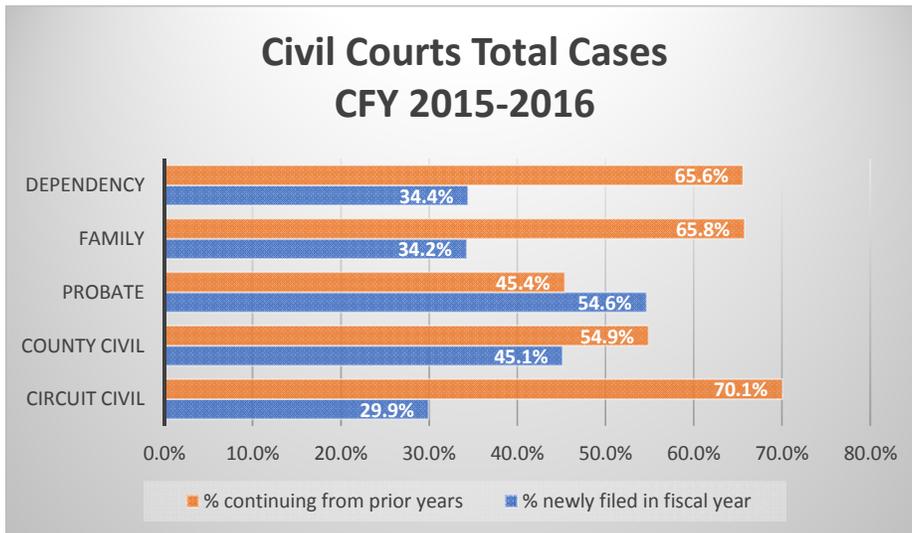
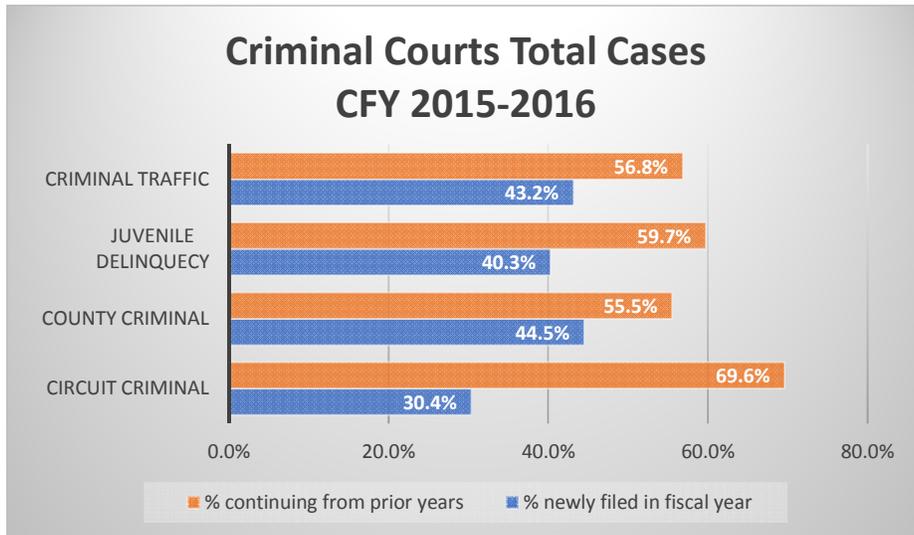
Version #:   
County Name:

Contact:   
E-Mail:  Phone:

Continuous Case Workload During County Fiscal Year 2016/2017	Criminal				Civil						TOTALS
	Circuit (Defendants)	County (Defendants)	Juvenile Delinquency (Juveniles)	Traffic (UTC)	Circuit (Cases)	County (Cases)	Circuit Probate (Cases)	Family (Cases)	Juvenile Dependency (Cases)	Traffic (UTC)	
Cases Filed during Fiscal Year - 1 Year Prior (October 1, 2015 - September 30, 2016)											-
Cases Filed during Fiscal Year - 2 Years Prior (October 1, 2014 - September 30, 2015)											-
Cases Filed during Fiscal Year - 3 Years Prior (October 1, 2013 - September 30, 2014)											-
Cases Filed Prior to October 1, 2013											-

NOTE: Continuing Case Activity (CCA) data includes cases filed prior to CFY 2016-17 in the previous years listed above but "worked on" between October 1, 2016 and September 30, 2017.

CFY 2015-2016 Continuing Cases From Prior Years



## PIE COMMITTEE WORKGROUP STATUS REPORT

### V. Civil Indigent Project

#### **Business Rules for Counting Applications for Indigency** (February 2018 - DRAFT)

##### **PURPOSE:**

Pursuant to section 57.081, Florida Statutes, “[a] party who has obtained a certification of indigence pursuant to s. 27.52 or s. 57.082 with respect to a proceeding is not required to prepay costs to a court, clerk, or sheriff and is not required to pay filing fees or charges for issuance of a summons.”

The intent of the following definitions and instructions is to assist clerks in capturing and reporting: (1) the number of indigent applications filed in a specified period of time; (2) the number of applications approved; and (3) the total actual dollar amount of filing and service fees waived in civil actions.<sup>1</sup>

##### **DEFINITIONS:**

**Civil Actions** – Include circuit civil, county civil, probate, family/domestic relations, and dependency in which fees are eligible to be assessed.

**Filing Fees to Include** – Include filing fees for case initiation; counter/cross/third-party complaint fees; and reopen fees.

**Service Charges to Include** – Include summons fees; fees for issuance of other writs; fees for additional defendants over five.

**Service Charges Not to Include** – Do not include costs for preparing appeal record; subpoena fees; fees for making or preparing any paper; copy fees; recording fees; or service fees due to other entities (i.e. court administration or the sheriff).

##### **INSTRUCTIONS:**

Include all applications made in a specific month, as well as all approvals of applications for indigency made by either the clerk or the court in a specific month. This measurement does not capture the number of payment plans or amount of dollars enrolled in a payment plan for civil actions.

Clerks **should not** report indigent fees waived in their annual Assessment & Collections Report. For guidelines of that report, please see the Assessment & Collections Business Rules.

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<sup>1</sup> Parts (1) and (2) will be completed back to October 1, 2017 through the current fiscal year. Part (3) will be implemented as of October 1, 2018.

PIE COMMITTEE WORKGROUP STATUS REPORT

**NOTE:** The number of applications filed may not be correlative to the number of applications approved. Clerks should count applications approved by either the clerk or the court in their total number of approved applications. Applications shall be noted in the month in which they are received. Approvals of applications are to be noted in the month in which the approval is given. Approvals may not occur in the same month as an application.

**NUMBER OF APPLICATIONS FILED:**

1. Count the number of applications for indigency filed by month.
2. Multiple applications arising in the same case should be counted separately.

**NUMBER OF APPLICATIONS APPROVED:**

1. Count the number of applications approved by either the clerk or the court by month.
2. Multiple approvals for the same case should be counted separately.

**DOLLAR AMOUNT WAIVED (BEGINNING 10/18):**

1. Include total eligible dollars assessed in a case after approval of an application for indigency by either the clerk or court by specified court division by month.
2. Do not include fees outlined in the definitions not to be included.
3. Do not include fees which are eligible to be put on a payment plan.

**NOTE:** Clerks will need to assess the dollars to a particular case at the time the filing fee or service charge is due, and use a waiver code for all appropriate filing and service charges that are within the scope of this measurement. This process may vary between CMS vendors. It is recommended that clerks individually assess for specific fees so that the pro rata waiver information can be obtained to indicate (1) the total dollar amount lost the clerks and (2) the total dollar amount lost to other stakeholders, such as trust funds identified in the distribution schedule as indicated below. For example, the filing fee for a divorce is \$408.00. A clerk should be able to identify the assessment type by recipient so that

the total

<b><u>DISSOLUTION OF MARRIAGE</u></b>							
cc	2	410	FILING FEE	\$80.00	F/M	FF51	28.241(1)(a)1.b.
cc	2	410	FILING/DISSOLUTION	\$115.00	F/M	FF51	28.241(1)(a)1.b.
cc	3	LIABILITY	STATE COURTS REVENUE TRUST FUND	\$95.00	F/M	FF20	28.241(1)(a)1.b.
cc	3	LIABILITY	DFS ADMIN T.F./CCOC	\$4.00	F/M	FF22	28.241(1)(a)1.b.
cr	3	LIABILITY	DFS ADMIN T.F./BUDGET REVIEW	\$1.00	F/M	FF21	28.241(1)(a)1.b.
cc	3	LIABILITY	COURT EDUCATION TRUST	\$3.50	F/M	FF23	28.241(1)(a)1.c.
cc	3	LIABILITY	DFS ADMIN T.F. (Clerk Ed)	\$0.50	F/M	FF24	28.241(1)(a)1.c.
cc	3	LIABILITY	STATE COURTS REVENUE TRUST FUND	\$1.00	F/M	FF45	44.108(1)
cr	1	LIABILITY	DOR/GENERAL REV. (fka Family Court Trust Fund)	\$37.50	F/M	FF9	28.101(1)(c)
cr	3	LIABILITY	DISPLACED HOMEMAKER T.F.	\$5.00	F/M	FF6	28.101(1)(b)
cr	3	LIABILITY	DISPLACED HOMEMAKER T.F.	\$7.50	F/M	FF8	28.101(1)(d)
cr	3	LIABILITY	CHILD WELFARE TRAINING TRUST FUND	\$5.00	F/M	FF5	28.101(1)(a)
cr	3	LIABILITY	DOMESTIC VIOLENCE TRUST FUND	\$55.00	F/M	FF7	28.101(1)(b)
				\$397.50			
<b><u>DISSOLUTION JUDGMENT FEE</u></b>							
cc	2	420	DISSOLUTION/CLERK	\$4.51	S/M	FF51	28.101/382.023
cr	3	LIABILITY	DISSOLUTION/DOH PLANNING AND EVAL TRUST FUND	\$5.99	S/M	VS1	28.101/382.023
				\$10.50			

dollar value lost for each stakeholder may be identified:



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# Collection Agent Annual Report

County Fiscal Year 2016 / 2017

(October 1, 2016 through September 30, 2017)

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SECTION ONE  
COLLECTION AGENTS UNDER CONTRACT



COLLECTION AGENTS UNDER CONTRACT BY COUNTY					
County	Agent	County	Agent	County	Agent
Alachua	Gila Corporation dba Municipal Services Bureau	Hernando	Aspen National Collections	Orange	Penn Credit Corporation
Baker	Pioneer Credit Recovery, Inc.	Hernando	Linebarger, Goggan, Blair & Sampson, LLP	Osceola	Penn Credit Corporation
Baker	Court Collections Bureau, Inc.	Hernando	Gila Corporation dba Municipal Services Bureau	Osceola	Linebarger, Goggan, Blair & Sampson, LLP
Bay	Penn Credit Corporation	Highlands	Penn Credit Corporation	Palm Beach	Linebarger, Goggan, Blair & Sampson, LLP
Bradford	Pioneer Credit Recovery, Inc.	Highlands	Pioneer Credit Recovery, Inc.	Palm Beach	Penn Credit Corporation
Bradford	Court Collections Bureau, Inc.	Hillsborough	Linebarger, Goggan, Blair & Sampson, LLP	Pasco	Linebarger, Goggan, Blair & Sampson, LLP
BREVARD	Linebarger, Goggan, Blair & Sampson, LLP	Hillsborough	Penn Credit Corporation	Pasco	Penn Credit Corporation
BREVARD	Navient Corporation	Holmes	Penn Credit Corporation	Pinellas	Linebarger, Goggan, Blair & Sampson, LLP
Broward	Linebarger, Goggan, Blair & Sampson, LLP	Holmes	Pioneer Credit Recovery, Inc.	Pinellas	Penn Credit Corporation
Broward	Penn Credit Corporation	Indian River	Linebarger, Goggan, Blair & Sampson, LLP	Polk	Linebarger, Goggan, Blair & Sampson, LLP
Calhoun	Credit Bureau of Marianna, Inc.	Indian River	Penn Credit Corporation	Polk	Penn Credit Corporation
Calhoun	Penn Credit Corporation	Indian River	Pioneer Credit Recovery, Inc.	Putnam	Navient Corporation
Charlotte	Pioneer Credit Recovery, Inc.	Jackson	Credit Bureau of Marianna, Inc.	Santa Rosa	Gila Corporation dba Municipal Services Bureau
Citrus	Linebarger, Goggan, Blair & Sampson, LLP	Jefferson	Penn Credit Corporation	Santa Rosa	Penn Credit Corporation
Citrus	Gila Corporation dba Municipal Services Bureau	Lafayette	Pioneer Credit Recovery, Inc.	Sarasota	Linebarger, Goggan, Blair & Sampson, LLP
Clay	Linebarger, Goggan, Blair & Sampson, LLP	Lake	Linebarger, Goggan, Blair & Sampson, LLP	Sarasota	Penn Credit Corporation
Clay	Navient Corporation	Lee	Linebarger, Goggan, Blair & Sampson, LLP	Seminole	NO AGENTS UNDER CONTRACT
Collier	Linebarger, Goggan, Blair & Sampson, LLP	Leon	Linebarger, Goggan, Blair & Sampson, LLP	Saint Johns	Linebarger, Goggan, Blair & Sampson, LLP
Collier	Penn Credit Corporation	Leon	Penn Credit Corporation	Saint Johns	Penn Credit Corporation
Columbia	Pioneer Credit Recovery, Inc.	Levy	Pioneer Credit Recovery, Inc.	Saint Johns	Gila Corporation dba Municipal Services Bureau
Desoto	Pioneer Credit Recovery, Inc.	Liberty	Pioneer Credit Recovery, Inc.	Saint Lucie	Linebarger, Goggan, Blair & Sampson, LLP
Dixie	Pioneer	Liberty	Penn Credit Corporation	Saint Lucie	Penn Credit Corporation
Duval	Linebarger, Goggan, Blair & Sampson, LLP	Madison	Pioneer Credit Recovery, Inc.	Sumter	NO AGENTS UNDER CONTRACT
Duval	Gila Corporation dba Municipal Services Bureau	Manatee	Penn Credit	Suwannee	Pioneer Credit Recovery
Duval	Penn Credit Corporation	Manatee	Pioneer Credit	Taylor	Pioneer Credit Recovery, Inc.
Escambia	Collections Services, Inc.	Marion	Gila Corporation dba Municipal Services Bureau	Taylor	Court Collections Bureau, Inc.
Flagler	Linebarger, Goggan, Blair & Sampson, LLP	Martin	Linebarger, Goggan, Blair & Sampson, LLP	Union	Penn Credit Corporation
Franklin	Pioneer Credit Recovery, Inc.	Miami-Dade	AllianceOne	Volusia	MSB Government Services
Franklin	Penn Credit Corporation	Miami-Dade	Linebarger, Goggan, Blair & Sampson, LLP	Volusia	Linebarger Goggan Blair & Sampson, LLP
Gadsden	Pioneer Credit Recovery, Inc.	Miami-Dade	Penn Credit Corporation	Wakulla	Penn Credit Corporation
Gilchrist	Pioneer Credit Recovery, Inc.	Miami-Dade	Duncan Solutions	Wakulla	Pioneer Credit Recovery, Inc.
Glades	Penn Credit Corporation	Monroe	Linebarger, Goggan, Blair & Sampson, LLP	Walton	Pioneer Credit Recovery, Inc.
Glades	Pioneer Credit Recovery, Inc.	Nassau	Pioneer Credit Recovery, Inc.	Washington	Credit Bureau of Marianna, Inc.
Gulf	Pioneer Credit Recovery, Inc.	Nassau	Penn Credit Corporation		
Gulf	Penn Credit Corporation	Okaloosa	Penn Credit Corporation		
Hamilton	Pioneer Credit Recovery, Inc.	Okaloosa	Pioneer Credit Recovery, Inc.		
Hardee	Pioneer Credit Recovery, Inc.	Okeechobee	Pioneer Credit Recovery, Inc.		
Hendry	Court Collections Bureau, Inc.	Orange	AllianceOne		
Hendry	Pioneer	Orange	Linebarger, Goggan, Blair & Sampson, LLP		

SECTION TWO  
STATE-WIDE DATA: Summary and Analysis



ACCOUNTS SENT FOR COLLECTION ACTION														
Criminal Circuit	Criminal County	Delinquency	Criminal Traffic	Unallocated Lump Sum Criminal	TOTAL CRIMINAL	Civil Circuit	Civil County	Probate	Juvenile Dependency	Family	Civil Traffic	Unallocated Lump Sum Civil	TOTAL CIVIL	TOTAL OF ACCOUNTS SENT TO AGENTS
\$122,390,771.03	\$47,254,135.32	\$338,787.29	\$33,541,517.65	\$5,660,396.33	\$209,185,607.62	\$143,435.16	\$375,968.27	\$17,418.25	\$116,806.72	\$228,612.10	\$97,812,242.89	\$1,084,763.95	\$99,779,247.34	\$308,964,854.96

COLLECTIONS RECEIVED														
Criminal Circuit	Criminal County	Delinquency	Criminal Traffic	Unallocated Lump Sum Criminal	TOTAL CRIMINAL	Civil Circuit	Civil County	Probate	Juvenile Dependency	Family	Civil Traffic	Unallocated Lump Sum Civil	TOTAL CIVIL	TOTAL OF ACCOUNTS REC'V FROM AGENTS
\$6,544,699.80	\$5,649,079.80	\$16,037.66	\$10,876,452.96	\$960,577.73	\$24,046,847.95	\$7,448.62	\$19,007.02	\$1,810.57	\$3,509.44	\$125,565.19	\$46,908,578.42	\$16,420.77	\$47,082,340.03	\$71,129,187.98

Multiple-Contract Density			
Counties with One Collections Agent Contract	Counties with Two Collections Agent Contracts	Counties with Three Collections Agent Contracts	Counties with Four Collections Agent Contracts
30	31	5	1

Distribution of Contracts Among Collection Agents											
Alliance One Receivables Management	Aspen	Collections Services, Inc.	Credit Bureau of Marianna	Duncan Solutions	Linebarger, Goggan, Blair & Sampson, LLP	Navient	Municipal Services Bureau	Penn Credit Corporation	Pioneer Credit Recovery	Court Collections Bureau, Inc.	TOTAL NUMBER OF CONTRACTS
2	1	1	3	1	26	3	8	31	29	4	109

SECTION THREE  
STATE-WIDE DATA: Accounts Sent for Collection



ACCOUNTS SENT FOR COLLECTION ACTION																	
County	Criminal Circuit	Criminal County	Delinquency	Criminal Traffic	Unallocated Lump Sum Criminal	TOTAL CRIMINAL	Civil Circuit	Civil County	Probate	Juvenile Dependency	Family	Civil Traffic	Unallocated Lump Sum Civil	TOTAL CIVIL	TOTAL OF ACCOUNTS SENT TO AGENTS		
Alachua	\$2,200,953.00	\$431,794.82	\$0.00	\$371,862.64	\$0.00	\$3,004,610.46	\$1,885.51	\$445.00	\$170.00	\$0.00	\$6,561.00	\$486,062.83	\$8,147.50	\$503,271.84	\$3,507,882.30	\$3,507,882.30	
Baker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,190.00	\$0.00	\$41,190.00	\$41,190.00	\$41,190.00	
Baker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,714.50	\$0.00	\$28,714.50	\$28,714.50	\$28,714.50	
Bay	\$0.00	\$74,239.23	\$0.00	\$0.00	\$0.00	\$74,239.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$389,361.20	\$28,651.64	\$418,012.84	\$418,012.84	\$418,012.84	
Bradford	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,328.00	\$0.00	\$39,328.00	\$39,328.00	\$39,328.00	
Bradford	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,283.10	\$0.00	\$71,283.10	\$71,283.10	\$71,283.10	
BREVARD	\$2,936,902.91	\$998,634.68	\$0.00	\$808,198.50	\$0.00	\$4,743,736.09	\$2,614.00	\$1,995.00	\$426.00	\$0.00	\$32,262.59	\$344,946.52	\$0.00	\$382,244.11	\$5,125,980.20	\$5,125,980.20	
BREVARD	\$2,082,548.06	\$1,121,611.35	\$0.00	\$821,806.07	\$0.00	\$4,025,965.48	\$7,382.00	\$2,114.00	\$848.50	\$0.00	\$31,691.43	\$354,108.16	\$0.00	\$396,144.09	\$4,422,109.57	\$4,422,109.57	
Broward	\$3,371,948.00	\$97,494.30	\$0.00	\$1,188,480.41	\$0.00	\$4,657,922.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,221,648.00	\$0.00	\$7,221,648.00	\$11,879,570.71	\$11,879,570.71	
Broward	\$3,066,606.49	\$95,051.30	\$0.00	\$1,192,602.76	\$0.00	\$4,354,260.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,192,167.34	\$0.00	\$7,192,167.34	\$11,546,427.89	\$11,546,427.89	
Calhoun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,291.00	\$0.00	\$15,291.00	\$15,291.00	\$15,291.00	
Calhoun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,087.80	\$0.00	\$8,087.80	\$8,087.80	\$8,087.80	
Charlotte	\$46,384.00	\$77,995.00	\$0.00	\$303,858.00	\$0.00	\$428,237.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$220,203.00	\$0.00	\$220,203.00	\$648,440.00	\$648,440.00	
Citrus	\$916,915.40	\$204,880.33	\$0.00	\$167,429.93	\$22,493.00	\$1,311,718.66	\$7,339.57	\$865.00	\$1,366.00	\$0.00	\$27,852.00	\$74,502.50	\$281.00	\$112,206.07	\$1,423,924.73	\$1,423,924.73	
Citrus	\$818,950.61	\$223,216.31	\$138,990.86	\$140,880.47	\$13,420.00	\$1,335,458.25	\$5,566.00	\$1,425.00	\$1,066.95	\$97,296.72	\$34,620.58	\$81,791.50	\$0.00	\$221,766.75	\$1,557,225.00	\$1,557,225.00	
Clay	\$211,738.00	\$220,437.00	\$0.00	\$252,268.00	\$830.00	\$685,273.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$457,038.00	\$0.00	\$457,038.00	\$1,142,311.00	\$1,142,311.00	
Clay	\$185,645.81	\$280,993.85	\$0.00	\$274,629.20	\$0.00	\$741,268.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$434,301.40	\$0.00	\$434,301.40	\$1,175,570.26	\$1,175,570.26	
Collier	\$1,075,966.80	\$258,831.65	\$0.00	\$277,385.34	\$0.00	\$1,612,183.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$358,857.30	\$0.00	\$358,857.30	\$1,971,041.09	\$1,971,041.09	
Collier	\$1,030,139.61	\$240,714.66	\$0.00	\$263,609.93	\$0.00	\$1,534,464.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$344,056.24	\$0.00	\$344,056.24	\$1,878,520.44	\$1,878,520.44	
Columbia	\$0.00	\$10,708.82	\$0.00	\$3,875.16	\$0.00	\$14,583.98	\$0.00	\$1,883.77	\$0.00	\$0.00	\$0.00	\$119,272.00	\$0.00	\$121,155.77	\$135,739.75	\$135,739.75	
Desoto	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dixie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Duval	\$0.00	\$1,399,294.60	\$0.00	\$1,438,930.81	\$0.00	\$2,838,225.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,119,649.48	\$0.00	\$2,119,649.48	\$4,957,874.89	\$4,957,874.89	
Duval	\$8,488,873.62	\$16,773.00	\$0.00	\$30,458.00	\$0.00	\$8,536,104.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.00	\$0.00	\$1,130.00	\$8,537,234.62	\$8,537,234.62	
Duval	\$0.00	\$1,392,141.11	\$0.00	\$1,489,218.49	\$0.00	\$2,881,359.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,114,375.74	\$0.00	\$2,114,375.74	\$4,995,735.34	\$4,995,735.34	
Escambia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Flagler	\$195,684.91	\$340,572.77	\$0.00	\$360,063.00	\$0.00	\$896,320.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$827,193.31	\$827,193.31	\$1,723,513.99	\$1,723,513.99	
Franklin	\$98,440.52	\$31,670.00	\$0.00	\$42,547.00	\$0.00	\$172,657.52	\$23,478.08	\$0.00	\$0.00	\$0.00	\$0.00	\$7,534.50	\$0.00	\$31,012.58	\$203,670.10	\$203,670.10	
Franklin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,985.50	\$0.00	\$11,985.50	\$11,985.50	\$11,985.50	
Gadsden	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$464,189.00	\$0.00	\$464,189.00	\$464,189.00	\$464,189.00	
Gilchrist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$395.00	\$0.00	\$0.00	\$0.00	\$362.00	\$0.00	\$757.00	\$757.00	\$757.00	
Glades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,069.00	\$0.00	\$48,069.00	\$48,069.00	\$48,069.00	
Glades	\$0.00	\$19,112.37	\$0.00	\$51,001.50	\$5,924.00	\$76,037.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,895.00	\$0.00	\$22,895.00	\$98,932.87	\$98,932.87	
Gulf	\$269,354.88	\$36,410.60	\$670.00	\$0.00	\$0.00	\$306,435.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,450.00	\$480.00	\$17,930.00	\$324,365.48	\$324,365.48	
Gulf	\$994,016.01	\$1,863,817.48	\$70.00	\$0.00	\$0.00	\$2,857,903.49	\$0.00	\$0.00	\$0.00	\$450.00	\$8,080.00	\$79,934.09	\$9,278.50	\$97,742.59	\$2,955,646.08	\$2,955,646.08	
Hamilton	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,842.50	\$0.00	\$124,842.50	\$124,842.50	\$124,842.50	
Hardee	\$478,610.83	\$49,307.50	\$0.00	\$31,174.10	\$0.00	\$559,092.43	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$86,172.50	\$0.00	\$86,672.50	\$645,764.93	\$645,764.93	
Hendry	\$100.00	\$0.00	\$0.00	\$43,507.20	\$0.00	\$43,607.20	\$0.00	\$36,324.75	\$0.00	\$0.00	\$0.00	\$722,300.08	\$0.00	\$758,624.83	\$802,232.03	\$802,232.03	
Hendry	\$5,857.86	\$148,951.04	\$0.00	\$0.00	\$0.00	\$154,808.90	\$0.00	\$4,115.00	\$0.00	\$0.00	\$0.00	\$68,499.67	\$0.00	\$72,614.67	\$227,423.57	\$227,423.57	
Hernando	\$0.00	\$0.00	\$0.00	\$346,316.63	\$0.00	\$346,316.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$346,316.63	\$346,316.63	
Hernando	\$1,735,575.12	\$689,351.05	\$0.00	\$0.00	\$0.00	\$2,424,926.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415,837.96	\$0.00	\$415,837.96	\$2,840,764.13	\$2,840,764.13	
Hernando	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Highlands	\$991,187.85	\$341,763.30	\$0.00	\$307,979.26	\$1,103.75	\$1,642,034.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,642,034.16	\$1,642,034.16	
Highlands	\$0.00	\$0.00	\$55,733.82	\$0.00	\$0.00	\$55,733.82	\$0.00	\$0.00	\$0.00	\$17,560.00	\$0.00	\$82,408.00	\$0.00	\$99,968.00	\$155,701.82	\$155,701.82	
Hillsborough	\$0.00	\$0.00	\$0.00	\$1,738,928.61	\$0.00	\$1,738,928.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,518,743.75	\$0.00	\$3,518,743.75	\$5,257,672.36	\$5,257,672.36	
Hillsborough	\$0.00	\$0.00	\$0.00	\$2,133,318.31	\$0.00	\$2,133,318.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,228,812.00	\$0.00	\$3,228,812.00	\$5,362,130.31	\$5,362,130.31	
Holmes	\$47,465.89	\$33,153.09	\$0.00	\$22,411.75	\$0.00	\$103,030.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,290.36	\$0.00	\$49,290.36	\$152,321.09	\$152,321.09	
Holmes	\$15,085.73	\$21,925.45	\$0.00	\$24,211.93	\$0.00	\$61,223.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$234.00	\$0.00	\$61,457.11	\$61,457.11	\$61,457.11	
Indian River	\$0.00	\$0.00	\$0.00	\$0.00	\$349,487.00	\$349,487.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$349,487.00	\$349,487.00	
Indian River	\$0.00	\$0.00	\$0.00	\$0.00	\$326,597.00	\$326,597.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$326,597.00	\$326,597.00	
Indian River	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Jackson	\$0.00	\$30,413.50	\$0.00	\$11,490.50	\$0.00	\$41,904.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193,510.00	\$0.00	\$193,510.00	\$235,414.00	\$235,414.00	
Jefferson	\$40,889.00	\$29,876.00	\$765.00	\$24,445.00	\$0.00	\$99,575.00	\$17,661.00	\$11,739.00	\$1,663.80	\$0.00	\$3,327.60	\$323,679.00	\$0.00	\$358,070.40	\$454,045.40	\$454,045.40	
Lafayette	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,841.00	\$0.00	\$5,841.00	\$5,841.00	\$5,841.00	
Lake	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Lee	\$2,856,822.00	\$1,356,501.00	\$97,332.00	\$1,107,326.00	\$0.00	\$5,417,981.00	\$48,397.00	\$7,620.00	\$11,327.00	\$0.00	\$58,767.00	\$4,177,193.00	\$0.00	\$4,303,304.00	\$9,721,285.00	\$9,721,285.00	
Leon	\$277,549.64	\$53,288.02	\$0.00	\$47,153.38	\$0.00	\$377,991.04	\$1,270.00	\$333.00	\$390.00	\$0.00	\$2,810.00	\$396,747.06	\$0.00	\$401,550.06	\$779,541.10	\$779,541.10	
Leon	\$248,945.98	\$47,644.61	\$0.00	\$35,600.90	\$0.00	\$332,191.49	\$130.00	\$385.00	\$110.00	\$0.00	\$3,258.00	\$370,333.60	\$0.00	\$374,216.60	\$706,408.09	\$706,408.09	
Levy	\$0.00	\$32,574.63	\$2,704.81	\$3,702.50	\$0.00	\$38,981.94	\$900.00	\$0.00	\$0.00	\$0.00	\$3,934.49	\$54,140.00	\$0.00	\$58,974.49	\$97,956.43	\$97,956.43	
Liberty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

SECTION THREE  
STATE-WIDE DATA: Accounts Sent for Collection



ACCOUNTS SENT FOR COLLECTION ACTION																
County	Criminal Circuit	Criminal County	Delinquency	Criminal Traffic	Unallocated Lump Sum Criminal	TOTAL CRIMINAL	Civil Circuit	Civil County	Probate	Juvenile Dependency	Family	Civil Traffic	Unallocated Lump Sum Civil	TOTAL CIVIL	TOTAL OF ACCOUNTS SENT TO AGENTS	
Liberty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,829.50	\$0.00	\$28,829.50	\$28,829.50	
Madison	\$0.00	\$3,509.00	\$0.00	\$8,036.73	\$0.00	\$11,545.73	\$443.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,907.50	\$0.00	\$65,350.50	\$76,896.23	
Manatee	\$2,285,070.00	\$1,355,645.00	\$0.00	\$874,073.00	\$0.00	\$4,514,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$865,394.00	\$0.00	\$865,394.00	\$5,380,182.00	
Manatee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Marion	\$2,891,180.91	\$840,489.61	\$0.00	\$318,296.10	\$0.00	\$4,049,966.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$418,884.76	\$0.00	\$418,884.76	\$4,468,851.38	
Martin	\$269,393.00	\$374,128.00	\$0.00	\$283,124.00	\$25,836.00	\$952,481.00	\$25,034.00	\$0.00	\$0.00	\$0.00	\$0.00	\$357,277.00	\$0.00	\$382,311.00	\$1,334,792.00	
Miami-Dade	\$3,607,847.67	\$1,806,935.53	\$0.00	\$655,837.60	\$0.00	\$6,070,620.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,631,246.84	\$0.00	\$6,631,246.84	\$12,701,867.64	
Miami-Dade	\$3,468,299.76	\$1,737,045.09	\$0.00	\$655,839.04	\$0.00	\$5,861,183.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,440,354.39	\$0.00	\$8,440,354.39	\$14,301,538.28	
Miami-Dade	\$0.00	\$0.00	\$0.00	\$655,832.12	\$0.00	\$655,832.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,432,968.42	\$0.00	\$8,432,968.42	\$9,088,800.54	
Miami-Dade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,816,596.00	\$0.00	\$1,816,596.00	\$1,816,596.00	
Monroe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$428,312.00	\$0.00	\$428,312.00	\$428,312.00	
Nassau	\$282,924.84	\$54,832.09	\$0.00	\$73,271.50	\$0.00	\$411,028.43	\$0.00	\$2,762.52	\$0.00	\$0.00	\$0.00	\$83,835.50	\$0.00	\$86,598.02	\$497,626.45	
Nassau	\$167,388.57	\$38,624.86	\$0.00	\$62,635.21	\$0.00	\$268,648.64	\$100.00	\$0.00	\$0.00	\$700.00	\$550.00	\$41,785.00	\$0.00	\$43,135.00	\$311,783.64	
Okaloosa	\$0.00	\$613,882.69	\$0.00	\$361,714.15	\$0.00	\$975,596.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345,216.41	\$4,495.00	\$349,711.41	\$1,325,308.25	
Okaloosa	\$1,782.00	\$2,220.50	\$0.00	\$635.00	\$0.00	\$4,637.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$667.50	\$0.00	\$667.50	\$5,305.00	
Okeechobee	\$647,841.69	\$143,574.55	\$0.00	\$128,126.67	\$0.00	\$919,542.91	\$1,235.00	\$3,418.75	\$50.00	\$800.00	\$796.25	\$69,459.50	\$0.00	\$75,759.50	\$995,302.41	
Orange	\$4,448,223.00	\$852,802.00	\$0.00	\$1,407,538.00	\$0.00	\$6,708,563.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,925,212.00	\$0.00	\$2,925,212.00	\$9,633,775.00	
Orange	\$26,134,035.00	\$5,476,176.00	\$0.00	\$1,706,609.00	\$0.00	\$33,316,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,460,209.00	\$0.00	\$4,460,209.00	\$37,777,029.00	
Orange	\$6,991,828.00	\$1,091,328.00	\$2,117.00	\$1,574,846.00	\$0.00	\$9,660,119.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,380,776.00	\$0.00	\$4,380,776.00	\$14,040,895.00	
Osceola	\$487,968.56	\$43,464.03	\$0.00	\$49,596.73	\$120.60	\$581,149.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$582,630.51	\$0.00	\$582,630.51	\$1,163,780.43	
Osceola	\$119,913.67	\$67,172.86	\$0.00	\$68,326.93	\$1,355.90	\$256,769.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$569,016.25	\$0.00	\$569,016.25	\$825,785.61	
Palm Beach	\$3,242,873.05	\$2,608,442.29	\$0.00	\$1,082,632.92	\$0.00	\$6,933,948.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,949,780.22	\$0.00	\$1,949,780.22	\$8,883,728.48	
Palm Beach	\$4,896,970.20	\$2,736,896.09	\$0.00	\$1,193,221.04	\$0.00	\$8,827,087.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,404,380.41	\$0.00	\$2,404,380.41	\$11,231,467.74	
Pasco	\$14,908.54	\$408,240.37	\$0.00	\$155,839.30	\$0.00	\$578,988.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$509,389.52	\$0.00	\$509,389.52	\$1,088,377.73	
Pasco	\$3,307.00	\$412,730.62	\$0.00	\$752,405.07	\$0.00	\$1,168,442.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219,911.88	\$0.00	\$219,911.88	\$1,388,354.57	
Pinellas	\$9,416,427.00	\$4,153,525.00	\$0.00	\$0.00	\$0.00	\$13,569,952.00	\$0.00	\$35,908.80	\$0.00	\$0.00	\$0.00	\$3,918,866.00	\$4,799.00	\$3,959,573.80	\$17,529,525.80	
Pinellas	\$7,836,224.29	\$3,511,495.55	\$0.00	\$1,446,843.72	\$0.00	\$12,794,563.56	\$0.00	\$5,746.88	\$0.00	\$0.00	\$0.00	\$3,785,588.36	\$0.00	\$3,791,335.24	\$16,585,898.80	
Polk	\$0.00	\$3,616,805.17	\$0.00	\$1,938,315.94	\$0.00	\$5,555,121.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,084,221.24	\$0.00	\$2,084,221.24	\$7,639,342.35	
Polk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$486,787.14	\$0.00	\$486,787.14	\$486,787.14	
Putnam	\$0.00	\$2,500.00	\$0.00	\$13,367.00	\$0.00	\$15,867.00	\$0.00	\$6,799.65	\$0.00	\$0.00	\$0.00	\$7,073.66	\$106,289.50	\$120,162.81	\$136,029.81	
Santa Rosa	\$1,658,365.00	\$183,462.00	\$0.00	\$284,946.00	\$128,865.00	\$2,255,638.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323.00	\$402,589.00	\$200,828.00	\$603,740.00	\$2,859,378.00	
Santa Rosa	\$628,517.00	\$170,899.00	\$0.00	\$0.00	\$0.00	\$799,416.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,111.00	\$0.00	\$56,111.00	\$855,527.00	
Sarasota	\$0.00	\$0.00	\$0.00	\$0.00	\$2,496,075.00	\$2,496,075.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,203,022.00	\$0.00	\$1,203,022.00	\$3,699,097.00	
Sarasota	\$0.00	\$0.00	\$0.00	\$0.00	\$2,208,549.00	\$2,208,549.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$920,310.00	\$0.00	\$920,310.00	\$3,128,859.00	
Seminole	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Saint Johns	\$342,103.90	\$232,799.41	\$0.00	\$145,610.14	\$0.00	\$720,513.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,548.00	\$0.00	\$196,548.00	\$917,061.45	
Saint Johns	\$97,965.43	\$0.00	\$0.00	\$0.00	\$0.00	\$97,965.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,774.76	\$0.00	\$14,774.76	\$112,740.19	
Saint Johns	\$0.00	\$0.00	\$0.00	\$16,340.75	\$0.00	\$16,340.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,797.00	\$0.00	\$4,797.00	\$21,137.75	
Saint Lucie	\$2,774,980.70	\$345,329.41	\$0.00	\$271,779.81	\$0.00	\$3,392,089.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141,537.00	\$0.00	\$141,537.00	\$3,533,626.92	
Saint Lucie	\$4,852,954.90	\$566,743.58	\$0.00	\$415,280.27	\$0.00	\$5,834,978.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232,531.00	\$0.00	\$232,531.00	\$6,067,509.75	
Sumter	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$122,390,771.03	\$47,254,135.32	\$338,787.29	\$33,541,517.65	\$5,660,396.33	\$209,185,607.62	\$143,435.16	\$375,968.27	\$17,418.25	\$116,806.72	\$228,612.10	\$97,812,242.89	\$1,084,763.95	\$99,779,247.34	\$308,964,854.96	

SECTION FOUR  
STATE-WIDE DATA: Collections Received



COLLECTIONS RECEIVED																
County	Criminal Circuit	Criminal County	Delinquency	Criminal Traffic	Unallocated Lump Sum Criminal	TOTAL CRIMINAL	Civil Circuit	Civil County	Probate	Juvenile Dependency	Family	Civil Traffic	Unallocated Lump Sum Civil	TOTAL CIVIL	TOTAL OF ACCOUNTS REC'V FROM AGENTS	
Alachua	\$105,991.94	\$71,993.19	\$0.00	\$113,469.84	\$0.00	\$291,454.97	\$1,412.50	\$605.00	\$367.00	\$0.00	\$6,573.50	\$451,531.73	\$4,494.30	\$464,984.03	\$756,439.00	
Baker	\$0.00	\$450.00	\$0.00	\$525.00	\$0.00	\$975.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,542.20	\$0.00	\$67,542.20	\$68,517.20	
Baker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00	\$124.00	
Bay	\$8,656.40	\$8,381.34	\$0.00	\$6,596.40	\$0.00	\$23,634.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$276,488.74	\$3,449.72	\$279,938.46	\$303,572.60	
Bradford	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,803.99	\$0.00	\$110,803.99	\$110,803.99	
Bradford	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$364.00	\$0.00	\$364.00	\$364.00	
BREVARD	\$255,517.89	\$260,575.28	\$0.00	\$398,167.36	\$0.00	\$914,260.53	\$401.00	\$310.00	\$426.00	\$0.00	\$4,908.27	\$262,003.06	\$0.00	\$268,048.33	\$1,182,308.86	
BREVARD	\$271,313.57	\$275,166.28	\$0.00	\$344,568.66	\$0.00	\$891,048.51	\$2,395.00	\$245.00	\$0.00	\$0.00	\$6,756.70	\$258,419.60	\$0.00	\$267,816.30	\$1,158,864.81	
Broward	\$180,016.23	\$82,833.33	\$0.00	\$820,884.78	\$0.00	\$1,083,734.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,879,836.34	\$0.00	\$1,879,836.34	\$2,963,570.68	
Broward	\$183,987.27	\$64,726.16	\$0.00	\$802,967.54	\$0.00	\$1,051,680.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,828,740.88	\$0.00	\$1,828,740.88	\$2,880,421.85	
Calhoun	\$0.00	\$0.00	\$0.00	\$91.00	\$0.00	\$91.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,845.00	\$0.00	\$2,845.00	\$2,936.00	
Calhoun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$547.70	\$0.00	\$547.70	\$547.70	
Charlotte	\$10,574.00	\$11,127.00	\$0.00	\$20,713.00	\$0.00	\$42,414.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,621.00	\$0.00	\$32,621.00	\$75,035.00	
Citrus	\$75,312.00	\$40,141.15	\$0.00	\$32,378.09	\$994.00	\$148,825.24	\$530.00	\$495.00	\$411.00	\$0.00	\$2,625.50	\$16,159.45	\$0.00	\$20,220.95	\$169,046.19	
Citrus	\$69,194.31	\$38,851.00	\$3,208.95	\$44,782.12	\$1,571.40	\$157,607.78	\$116.00	\$84.00	\$0.00	\$300.00	\$1,288.00	\$47,213.50	\$0.00	\$49,001.50	\$206,609.28	
Clay	\$17,888.00	\$30,747.00	\$0.00	\$28,280.00	\$427.00	\$77,342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$173,649.00	\$0.00	\$173,649.00	\$250,991.00	
Clay	\$27,043.62	\$20,790.28	\$0.00	\$21,373.09	\$0.00	\$69,206.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,052.40	\$0.00	\$98,052.40	\$167,259.39	
Collier	\$42,140.34	\$31,559.82	\$0.00	\$130,658.99	\$0.00	\$204,359.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256,552.34	\$0.00	\$256,552.34	\$460,911.49	
Collier	\$37,641.20	\$21,163.85	\$0.00	\$96,061.52	\$0.00	\$154,866.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,655.13	\$0.00	\$226,655.13	\$381,521.70	
Columbia	\$0.00	\$892.83	\$0.00	\$539.40	\$0.00	\$1,432.23	\$644.35	\$692.37	\$0.00	\$0.00	\$0.00	\$123,452.74	\$0.00	\$124,789.46	\$126,221.69	
Desoto	\$7,508.69	\$1,944.99	\$0.00	\$3,241.54	\$0.00	\$12,695.22	\$373.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,658.50	\$0.00	\$5,031.50	\$17,726.72	
Dixie	\$0.00	\$236.25	\$0.00	\$0.00	\$0.00	\$236.25	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$20,844.21	\$0.00	\$20,894.21	\$21,130.46	
Duval	\$23,411.50	\$147,383.00	\$0.00	\$953,913.95	\$0.00	\$1,124,708.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,769,033.76	\$0.00	\$1,769,033.76	\$2,893,742.21	
Duval	\$80,175.00	\$50.00	\$0.00	\$220.00	\$0.00	\$80,445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,406.25	\$0.00	\$1,406.25	\$81,851.25	
Duval	\$2,138.00	\$86,050.50	\$0.00	\$653,416.00	\$0.00	\$741,604.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400,304.24	\$0.00	\$1,400,304.24	\$2,141,908.74	
Escambia	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	\$325.00	
Flagler	\$2,035.17	\$13,110.82	\$0.00	\$22,406.77	\$0.00	\$37,552.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109,289.73	\$0.00	\$109,289.73	\$146,842.49	
Franklin	\$3,720.85	\$1,071.96	\$0.00	\$240.00	\$0.00	\$5,032.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,062.62	\$0.00	\$11,062.62	\$16,095.43	
Franklin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,113.00	\$0.00	\$1,113.00	\$1,113.00	
Gadsden	\$702.32	\$120.00	\$0.00	\$9,597.29	\$0.00	\$10,419.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,867.95	\$0.00	\$150,867.95	\$161,287.56	
Gilchrist	\$0.00	\$56.80	\$0.00	\$0.00	\$0.00	\$56.80	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$2,911.91	\$0.00	\$2,968.71	\$3,018.71	
Glades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,954.39	\$0.00	\$21,954.39	\$21,954.39	
Glades	\$0.00	\$7,828.56	\$0.00	\$32,980.83	\$496.27	\$41,305.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,698.78	\$0.00	\$16,698.78	\$58,004.44	
Gulf	\$1,224.17	\$752.00	\$0.00	\$0.00	\$0.00	\$1,976.17	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$1,874.48	\$0.00	\$1,924.48	\$3,900.65	
Gulf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hamilton	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,032.10	\$0.00	\$47,032.10	\$47,032.10	
Hardee	\$9,572.60	\$9,568.29	\$0.00	\$17,387.19	\$0.00	\$36,528.08	\$0.00	\$365.00	\$0.00	\$0.00	\$0.00	\$59,441.49	\$0.00	\$59,806.49	\$96,334.57	
Hendry	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,462.91	\$0.00	\$6,462.91	\$6,462.91	
Hendry	\$3,562.02	\$26,168.08	\$0.00	\$0.00	\$0.00	\$29,730.10	\$0.00	\$2,267.14	\$0.00	\$0.00	\$0.00	\$68,457.00	\$0.00	\$70,724.14	\$100,454.24	
Hernando	\$0.00	\$0.00	\$0.00	\$61,496.98	\$0.00	\$61,496.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,496.98	\$61,496.98	
Hernando	\$80,044.11	\$56,863.42	\$0.00	\$0.00	\$0.00	\$136,907.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$174,012.28	\$0.00	\$174,012.28	\$310,919.81	
Hernando	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Highlands	\$2,975.31	\$18,126.54	\$0.00	\$28,377.10	\$0.00	\$49,478.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,478.95	\$49,478.95	
Highlands	\$0.00	\$0.00	\$1,478.15	\$0.00	\$0.00	\$1,478.15	\$0.00	\$0.00	\$0.00	\$730.00	\$0.00	\$88,402.99	\$0.00	\$89,132.99	\$90,611.14	
Hillsborough	\$24,063.04	\$44,938.70	\$0.00	\$554,276.59	\$0.00	\$623,278.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$988,635.88	\$0.00	\$988,635.88	\$1,611,914.21	
Hillsborough	\$10,468.15	\$2,486.50	\$0.00	\$381,087.29	\$0.00	\$394,041.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$807,745.92	\$0.00	\$807,745.92	\$1,201,787.86	
Holmes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,246.18	\$0.00	\$1,246.18	\$1,246.18	
Holmes	\$2,708.90	\$1,672.50	\$0.00	\$1,748.00	\$0.00	\$6,129.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,536.42	\$0.00	\$11,536.42	\$17,665.82	
Indian River	\$0.00	\$0.00	\$0.00	\$0.00	\$162,481.23	\$162,481.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$162,481.23	
Indian River	\$0.00	\$0.00	\$0.00	\$0.00	\$139,611.98	\$139,611.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139,611.98	
Indian River	\$0.00	\$0.00	\$0.00	\$0.00	\$143,185.31	\$143,185.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$143,185.31	
Jackson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,641.75	\$0.00	\$107,641.75	\$107,641.75	
Jefferson	\$2,249.00	\$1,792.00	\$0.00	\$1,195.00	\$0.00	\$5,236.00	\$971.00	\$646.00	\$183.00	\$0.00	\$122.00	\$17,802.00	\$0.00	\$19,724.00	\$24,960.00	
Lafayette	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,903.36	\$0.00	\$3,903.36	\$3,903.36	
Lake	\$353,371.70	\$166,672.28	\$0.00	\$168,722.97	\$0.00	\$688,766.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,476.34	\$0.00	\$200,476.34	\$889,243.29	
Lee	\$27,916.63	\$36,752.89	\$5,699.56	\$34,134.24	\$0.00	\$104,503.32	\$0.00	\$0.00	\$0.00	\$2,242.40	\$0.00	\$283,116.55	\$0.00	\$285,358.95	\$389,862.27	
Leon	\$127,559.55	\$73,695.78	\$0.00	\$106,619.35	\$0.00	\$307,874.68	\$125.00	\$0.00	\$138.57	\$0.00	\$281.71	\$461,191.34	\$0.00	\$461,736.62	\$769,611.30	
Leon	\$77,211.82	\$42,454.95	\$0.00	\$50,396.79	\$0.00	\$170,063.56	\$109.77	\$382.00	\$110.00	\$0.00	\$371.71	\$205,212.60	\$0.00	\$206,186.08	\$376,249.64	
Levy	\$10,457.21	\$3,413.17	\$266.00	\$12,293.30	\$0.00	\$26,429.68	\$245.00	\$0.00	\$0.00	\$0.00	\$1,956.96	\$49,440.20	\$0.00	\$51,642.16	\$78,071.84	
Liberty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,412.00	\$0.00	\$6,412.00	\$6,412.00	

SECTION FOUR  
STATE-WIDE DATA: Collections Received



COLLECTIONS RECEIVED																
County	Criminal Circuit	Criminal County	Delinquency	Criminal Traffic	Unallocated Lump Sum Criminal	TOTAL CRIMINAL	Civil Circuit	Civil County	Probate	Juvenile Dependency	Family	Civil Traffic	Unallocated Lump Sum Civil	TOTAL CIVIL	TOTAL OF ACCOUNTS REC'V FROM AGENTS	
Liberty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,312.51	\$0.00	\$3,312.51	\$3,312.51	
Madison	\$0.00	\$0.00	\$0.00	\$1,071.40	\$0.00	\$1,071.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,333.39	\$0.00	\$84,333.39	\$85,404.79	
Manatee	\$173,529.29	\$56,450.24	\$0.00	\$106,827.52	\$0.00	\$336,807.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$505,332.27	\$0.00	\$505,332.27	\$842,139.32	
Manatee	\$1,250.80	\$859.70	\$0.00	\$1,101.26	\$0.00	\$3,211.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,443.60	\$0.00	\$1,443.60	\$4,655.36	
Marion	\$480,800.11	\$201,395.72	\$0.00	\$231,683.22	\$0.00	\$913,879.05	\$0.00	\$0.00	\$175.00	\$0.00	\$128.80	\$314,061.92	\$143.75	\$314,509.47	\$1,228,388.52	
Martin	\$70,902.00	\$72,722.00	\$0.00	\$61,269.00	\$0.00	\$204,893.00	\$126.00	\$0.00	\$0.00	\$0.00	\$0.00	\$305,371.00	\$0.00	\$305,497.00	\$510,390.00	
Miami-Dade	\$466,606.80	\$247,604.15	\$0.00	\$299,034.90	\$0.00	\$1,013,245.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,023,575.05	\$0.00	\$3,023,575.05	\$4,036,820.90	
Miami-Dade	\$486,637.96	\$229,813.96	\$0.00	\$314,522.54	\$0.00	\$1,030,974.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,282,701.36	\$0.00	\$4,282,701.36	\$5,313,675.82	
Miami-Dade	\$0.00	\$0.00	\$0.00	\$304,880.74	\$0.00	\$304,880.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,173,476.25	\$0.00	\$4,173,476.25	\$4,478,356.99	
Miami-Dade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,030,680.47	\$0.00	\$1,030,680.47	\$1,030,680.47	
Monroe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,324.00	\$0.00	\$82,324.00	\$82,324.00	
Nassau	\$16,773.18	\$31,152.05	\$0.00	\$46,725.32	\$0.00	\$94,650.55	\$0.00	\$744.64	\$0.00	\$0.00	\$95,345.69	\$0.00	\$0.00	\$96,090.33	\$190,740.88	
Nassau	\$0.00	\$0.00	\$0.00	\$469.98	\$0.00	\$469.98	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$1,300.94	\$0.00	\$1,350.94	\$1,820.92	
Okaloosa	\$3,005.48	\$59,533.47	\$0.00	\$99,660.48	\$0.00	\$162,199.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$221,627.51	\$879.00	\$222,506.51	\$384,705.94	
Okaloosa	\$7,917.13	\$9,829.75	\$0.00	\$6,319.91	\$0.00	\$24,066.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,747.93	\$0.00	\$18,747.93	\$42,814.72	
Okcechobee	\$15,500.02	\$5,841.20	\$0.00	\$14,830.17	\$0.00	\$36,171.39	\$0.00	\$705.00	\$0.00	\$0.00	\$0.00	\$14,529.30	\$0.00	\$15,234.30	\$51,405.69	
Orange	\$562,605.00	\$423,472.00	\$2,000.00	\$103,868.00	\$0.00	\$1,091,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,201,458.00	\$0.00	\$4,201,458.00	\$5,293,403.00	
Orange	\$316,327.00	\$177,991.00	\$0.00	\$193,641.00	\$0.00	\$687,959.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,741,004.00	\$0.00	\$1,741,004.00	\$2,428,963.00	
Orange	\$273,996.00	\$176,819.00	\$0.00	\$534,788.00	\$0.00	\$985,603.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,406,967.00	\$0.00	\$2,406,967.00	\$3,392,570.00	
Osceola	\$30,767.96	\$30,363.05	\$0.00	\$65,057.25	\$0.00	\$126,188.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$744,030.32	\$0.00	\$744,030.32	\$870,218.58	
Osceola	\$32,167.54	\$32,465.63	\$0.00	\$60,094.63	\$0.00	\$124,727.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$591,418.82	\$0.00	\$591,418.82	\$716,146.62	
Palm Beach	\$384,876.51	\$337,901.18	\$0.00	\$395,972.80	\$0.00	\$1,118,750.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,371,608.51	\$0.00	\$1,371,608.51	\$2,490,359.00	
Palm Beach	\$370,043.56	\$329,969.19	\$0.00	\$387,770.55	\$0.00	\$1,087,783.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,212,564.82	\$0.00	\$1,212,564.82	\$2,300,348.12	
Pasco	\$0.00	\$1,106.00	\$0.00	\$2,528.00	\$0.00	\$3,634.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$613,530.31	\$0.00	\$613,530.31	\$617,164.31	
Pasco	\$0.00	\$1,080.00	\$0.00	\$146,278.35	\$0.00	\$147,358.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,470.75	\$0.00	\$10,470.75	\$157,829.10	
Pinellas	\$41,991.00	\$93,527.00	\$0.00	\$0.00	\$0.00	\$135,518.00	\$0.00	\$2,591.00	\$0.00	\$0.00	\$0.00	\$761,571.00	\$272.00	\$764,434.00	\$899,952.00	
Pinellas	\$94,680.40	\$238,543.64	\$0.00	\$156,629.79	\$0.00	\$489,853.83	\$0.00	\$2,275.81	\$0.00	\$0.00	\$0.00	\$1,825,197.52	\$0.00	\$1,827,473.33	\$2,317,327.16	
Polk	\$0.00	\$608,620.17	\$0.00	\$586,889.33	\$0.00	\$1,195,509.50	\$0.00	\$0.00	\$0.00	\$187.04	\$0.00	\$1,137,033.98	\$0.00	\$1,137,221.02	\$2,332,730.52	
Polk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$212,772.05	\$0.00	\$212,772.05	\$212,772.05	
Putnam	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,957.06	\$0.00	\$0.00	\$1,957.06	\$103,297.20	\$0.00	\$107,211.32	\$107,211.32	
Santa Rosa	\$4,642.00	\$1,705.00	\$0.00	\$15,377.00	\$7,277.00	\$29,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,149.00	\$7,082.00	\$37,231.00	\$66,232.00	
Santa Rosa	\$1,817.00	\$1,724.00	\$0.00	\$0.00	\$0.00	\$3,541.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,575.00	\$0.00	\$5,575.00	\$9,116.00	
Sarasota	\$0.00	\$0.00	\$0.00	\$0.00	\$415,415.00	\$415,415.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$754,310.00	\$0.00	\$754,310.00	\$1,169,725.00	
Sarasota	\$0.00	\$0.00	\$0.00	\$0.00	\$63,502.00	\$63,502.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340,688.00	\$0.00	\$340,688.00	\$404,190.00	
Seminole	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Saint Johns	\$135,140.54	\$98,051.24	\$0.00	\$87,265.47	\$0.00	\$320,457.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$177,831.79	\$0.00	\$177,831.79	\$498,289.04	
Saint Johns	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$555.03	\$0.00	\$555.03	\$555.03	
Saint Johns	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$183.00	\$0.00	\$183.00	\$183.00	
Saint Lucie	\$117,892.33	\$85,198.94	\$0.00	\$67,545.92	\$0.00	\$270,637.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182,022.46	\$0.00	\$182,022.46	\$452,659.65	
Saint Lucie	\$242,932.88	\$138,088.91	\$0.00	\$153,965.28	\$0.00	\$534,987.07	\$0.00	\$0.00	\$0.00	\$0.00	\$790.12	\$264,444.81	\$0.00	\$265,234.93	\$800,222.00	
Sumter	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$6,544,699.80	\$5,649,079.80	\$16,037.66	\$10,876,452.96	\$960,577.73	\$24,046,847.95	\$7,448.62	\$19,007.02	\$1,810.57	\$3,509.44	\$125,565.19	\$46,908,578.42	\$16,420.77	\$47,082,340.03	\$71,129,187.98	

## Two-Year Collection Comparisons

### Accounts Sent by Court Division

Court Division	CFY 2015/2016	CFY 2016/2017	Difference	% change
Circuit Criminal	\$114,511,179.96	\$112,974,344.03	-\$1,536,835.93	-1.34%
County Criminal	\$44,994,105.45	\$43,100,610.32	-\$1,893,495.13	-4.21%
Delinquency	\$199,754.09	\$338,787.29	\$139,033.20	69.60%
Criminal Traffic	\$42,727,590.85	\$33,541,517.65	-\$9,186,073.20	-21.50%
Unallocated	\$4,821,160.08	\$5,660,396.33	\$839,236.25	17.41%
<b>Total Criminal</b>	<b>\$207,253,790.43</b>	<b>\$195,615,655.62</b>	<b>-\$11,638,134.81</b>	<b>-5.62%</b>
Circuit Civil	\$399,657.26	\$143,435.16	-\$256,222.10	-64.11%
County Civil	\$2,188,255.89	\$340,059.47	-\$1,848,196.42	-84.46%
Probate	\$33,499.75	\$17,418.25	-\$16,081.50	-48.00%
Dependency	\$66,345.00	\$116,806.72	\$50,461.72	76.06%
Family	\$554,624.14	\$228,612.10	-\$326,012.04	-58.78%
Unallocated	\$613,473.00	\$1,079,964.95	\$466,491.95	76.04%
<b>Total Civil</b>	<b>\$3,855,855.04</b>	<b>\$1,926,296.65</b>	<b>-\$1,929,558.39</b>	<b>-50.04%</b>
Civil Traffic	\$97,838,270.22	\$93,893,376.89	-\$3,944,893.33	-4.03%
<b>Total All Divisions</b>	<b>\$308,947,915.69</b>	<b>\$291,435,329.16</b>	<b>-\$17,512,586.53</b>	<b>-5.67%</b>



## Two-Year Collection Comparisons

### Collections by Court Division

Court Division	CFY 2015/2016	CFY 2016/2017	Difference	% change
Circuit Criminal	\$7,439,948.33	\$6,502,708.80	-\$937,239.53	-12.60%
County Criminal	\$6,239,806.81	\$5,555,552.80	-\$684,254.01	-10.97%
Delinquency	\$19,259.07	\$16,037.66	-\$3,221.41	-16.73%
Criminal Traffic	\$12,121,667.55	\$10,876,452.96	-\$1,245,214.59	-10.27%
Unallocated	\$1,122,799.93	\$960,577.73	-\$162,222.20	-14.45%
<b>Total Criminal</b>	<b>\$26,943,481.69</b>	<b>\$23,911,329.95</b>	<b>-\$3,032,151.74</b>	<b>-11.25%</b>
Circuit Civil	\$11,369.03	\$7,448.62	-\$3,920.41	-34.48%
County Civil	\$58,119.82	\$16,416.02	-\$41,703.80	-71.75%
Probate	\$2,938.99	\$1,810.57	-\$1,128.42	-38.39%
Dependency	\$9,264.96	\$3,509.44	-\$5,755.52	-62.12%
Family	\$37,307.53	\$125,565.19	\$88,257.66	236.57%
Unallocated	\$299,465.14	\$16,148.77	-\$283,316.37	-94.61%
<b>Total Civil</b>	<b>\$418,465.47</b>	<b>\$170,898.61</b>	<b>-\$247,566.86</b>	<b>-59.16%</b>
Civil Traffic	\$46,314,725.03	\$46,147,007.42	-\$167,717.61	-0.36%
<b>Total All Divisions</b>	<b>\$73,676,672.19</b>	<b>\$70,229,235.98</b>	<b>-\$3,447,436.21</b>	<b>-4.68%</b>





# CCOC

FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

**Ken Burke, CPA**  
PINELLAS COUNTY  
EXECUTIVE COUNCIL CHAIR

SHARON R. BOCK, ESQ.  
PALM BEACH COUNTY

JOHN CRAWFORD  
NASSAU COUNTY

PAT FRANK  
HILLSBOROUGH COUNTY

TODD NEWTON  
GILCHRIST COUNTY

**Stacy Butterfield, CPA**  
POLK COUNTY  
VICE-CHAIR

JEFFREY R. SMITH, CPA  
INDIAN RIVER COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

KYLE HUDSON  
HOLMES COUNTY  
SENATE APPOINTEE

**Tara S. Green**  
CLAY COUNTY  
SECRETARY/TREASURER

PAULA S. O'NEIL, PH.D.  
PASCO COUNTY  
HOUSE APPOINTEE

JOHN DEW  
EXECUTIVE DIRECTOR

JOE BOYD  
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

## AGENDA ITEM 7

**Date:** February 27, 2018

**Subject:** CCOC Annual Report

**Committee Action:** Informational Only

### OVERVIEW:

SB 2506 made various changes to Clerks' budget process. One of those changes included removing the requirement that Clerks submit a Legislative Budget Request (LBR) to the Joint Legislative Budget Commission (LBC) for consideration and instead placing the approval of Clerks' budgets with the CCOC. Part of this new language also included requirement that the CCOC submit an Annual Report by January 1 of each year. Below is the language in Statute.

Ch. 28.35 (h): "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."

At the December 18, 2017 Executive Council meeting, a motion was approved to approve the DRAFT report and allow Clerk Bock, her staff, and CCOC staff to finalize the report and submit as required in a timely manner. Subsequently, CCOC staff coordinated with Palm Beach staff to finalize the report and receive approval from the Chair to submit. The final report was submitted on December 29, 2017.

**COMMITTEE ACTION:** Informational only

**LEAD STAFF:** Jason Harrell, CCOC Budget and Communications Director

**ATTACHMENTS:** 1. CCOC CFY 2016-17 Annual Report

*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.*



# COUNTY FISCAL YEAR 2016-17 ANNUAL REPORT

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## MESSAGE FROM CCOC CHAIR

Florida Statute Ch. 28.35 (9) (h), requires that the Clerk of Court Operations Corporation (CCOC) prepare 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 1st 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.”

In compliance with this statutory requirement, the CCOC Executive Council has approved the following report providing you with important information on Clerks’ budgets and the activities of the CCOC. On behalf of the CCOC, it is our pleasure to submit this report for your consideration.

This has been a very challenging year for our state. Unfortunately, Clerks continue to face extremely difficult budget issues that are threatening to severely impact our ability to provide the services within our offices. Budgets have been reduced \$63 million in five years. This is unsustainable.

**The budget model is broken.** For many services provided by the Clerk, there are no associated fees and the fees provided do not necessarily match where the workload is in our offices. The budget cuts and reductions in workforce have a negative impact on the citizens being served, as well as the judicial partners who depend on the Clerk’s office.

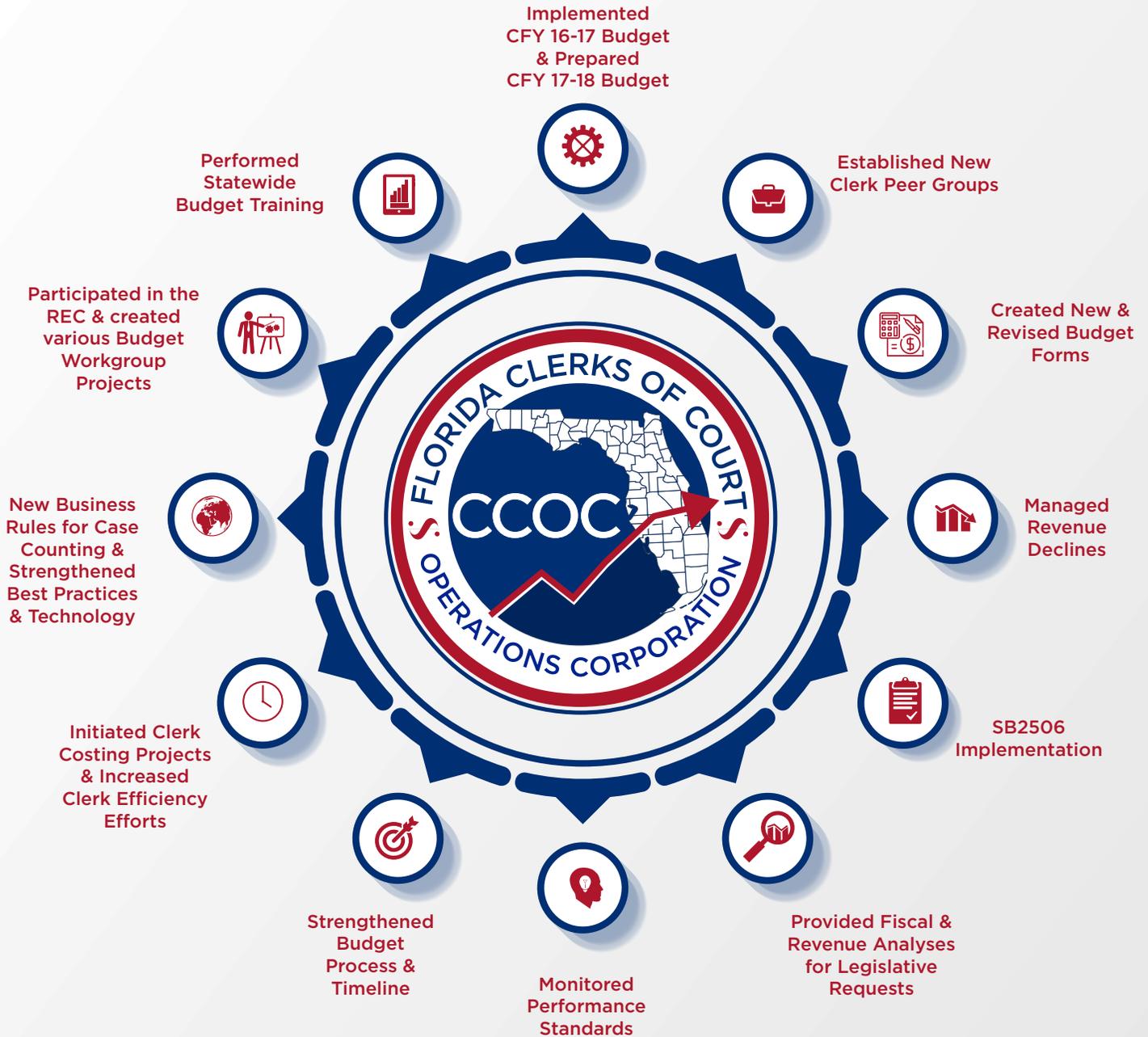
Clerks and the CCOC will be providing short-term and long-term solutions for your consideration. Clerks and the CCOC appreciate your leadership during these times, and we look forward to continuing to work closely with you on these issues during the upcoming year. If you have any questions or concerns, please let us know as we are happy to assist.

Very truly yours,



Ken Burke, CPA – Chair, CCOC

# CFY 2016-17 CCOC HIGHLIGHTS



## INTRODUCTION

The Florida Clerk of Court Operations Corporation (CCOC) was established as a public corporation to perform the functions specified in sections 28.35 and 28.36, Florida Statutes. All 67 clerks of the circuit court are members of the CCOC and hold their position and authority in an ex officio capacity. The functions assigned to the CCOC are performed by an executive council pursuant to the plan of operations approved by the members.

The duties of the Corporation include, but are not limited to the following:

- Recommending to the Legislature the amount of court-related service charges, fines, fees and costs to ensure reasonable and adequate funding of the Clerk of Court;
- Development of workload measures and performance standards;
- Reviewing, certifying and approving budgets for all 67 Clerks of the Circuit Court (the Clerks).

The CCOC has established a Budget Committee which is responsible for developing the process for review of Clerks' budget and ultimately a proposed budget for each Clerk for approval by the Council. This committee, through their extensive data collection and analysis including peer group comparisons, continuously focuses on improving the budget process to ensure a fair and equitable distribution of limited resources among the 67 clerks.

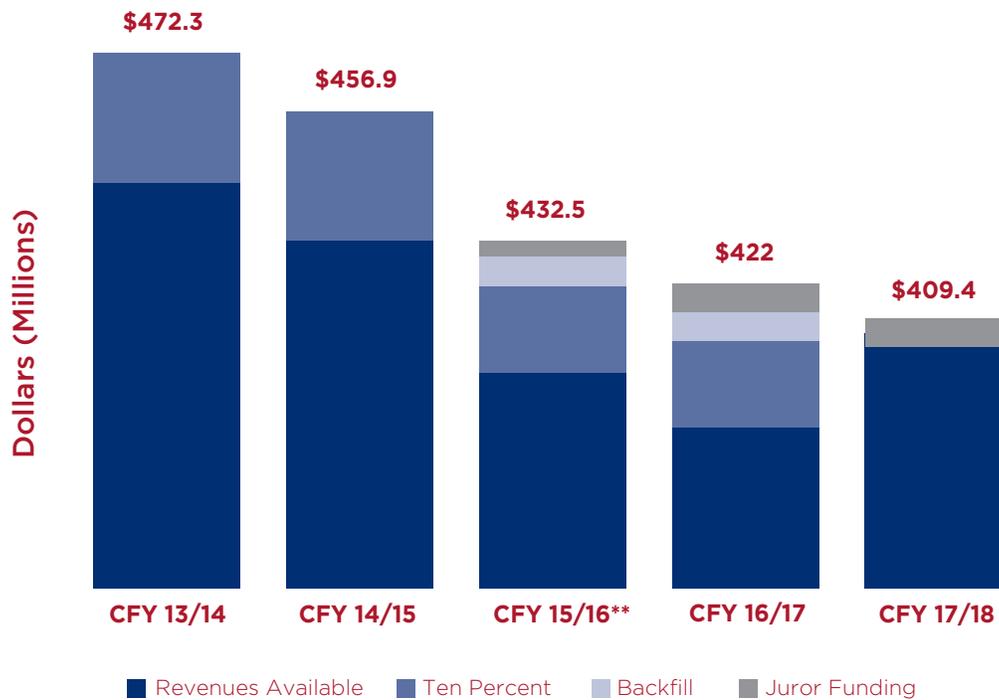


## CFY 2017-18 STATUS UPDATE

This section provides a brief update on where the CCOC and Clerks’ budget stands heading into CFY 2017-18 as of this report. The Clerks’ current year (2017-18) approved revenue-limited budget is \$409.4 million. This approved budget represents a reduction of \$12.6 million from the CFY 2016-17 budget. In total, Clerks’ budgets have been reduced by \$63 million over the last five years.

For context, the Constitutional amendment placing responsibility for Court and Clerk funding with the State went into effect with the fiscal year beginning 2004-05. This CFY 2017-18 budget now represents the lowest level of funding for Clerks under this model. Despite increases in population, number of drivers, new mandates, and complexity of the requirements of our offices, the legislatively-designated revenues continue to decline significantly, and are insufficient to support the constitutional duties of Clerks’ offices. The budget model is broken.

### CLERKS’ BUDGET HISTORY



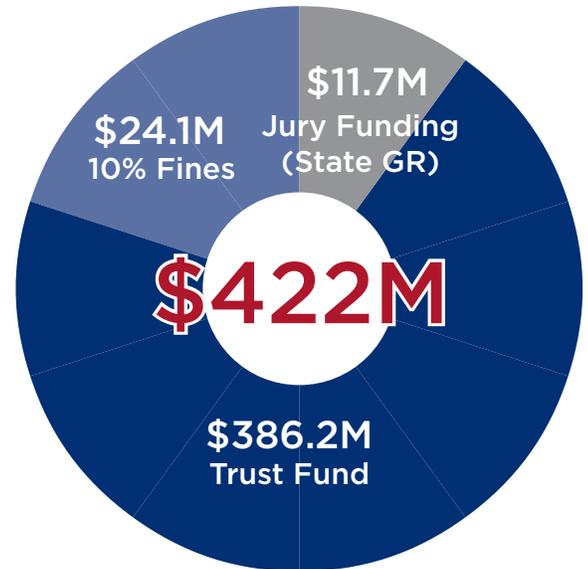
\*\*Original approved budget was \$447M. Clerks’ budgets were reduced during the CFY as shown above.

**Clerks’ budgets have been reduced by \$63 million over the last five years.**

## CFY 2016-17 BUDGET APPROVAL

Clerks' CFY 2016-17 budget was approved by the Joint Legislative Budget Commission (LBC) on September 12, 2016. The approved statewide budget was \$422 million.

This was reduced \$25 million from the CFY 2015-16 approved budget. As in previous years, the Clerks' budget needs were much more significant than the revenue available, which required cuts to the \$459 million Clerks initially requested as their needs based budget.



This can be seen in the table below.

LBC Approved Budget for CFY 2015-16	\$447.6 Million
CCOC Budget Committee Determined Needs Based Budget for Clerks	\$459.0 Million
CCOC Budget Committee Further Reduction	\$444.4 Million
CCOC Revenue Limited Budget Approved by the LBC	\$422.0 Million

Prior to approval by the LBC for the statewide budget authority, Clerks and the CCOC had an extensive budget process to allocate the revenue limited budget by county.

A detailed description of the CFY 2016-17 budget process is included in Appendix Four - Budget Workflow.

Once approved, the CCOC began the process of implementing this budget. CCOC provided each Clerk with a budget certification letter detailing their approved budget authority. The CFY 2016-17 budget as detailed and approved above began October 1, 2016.

**\$459M - \$422M = \$37M BUDGET SHORTFALL**

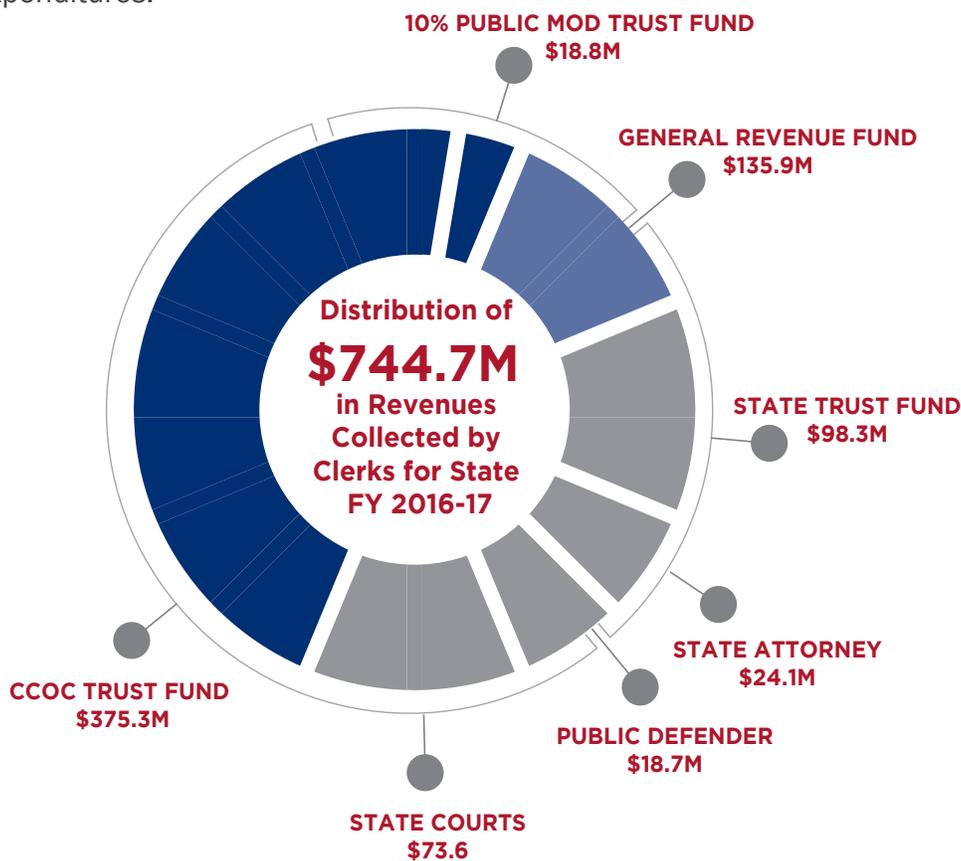
## CFY 2016-17 BUDGET HIGHLIGHTS

The approved statewide Clerks' budget for CFY 2016-17 was \$422 million (\$386.2 million in the Fine and Forfeiture Trust Fund, \$24.1 million in 10% Fines; and \$11.7 million for Jury Management). Actual Expenditures totaled \$413.6 million (\$383.3 million for the Fines and Forfeiture Trust Fund, \$18.8 million in 10% expenditures, and \$11.5 million for Jury Management).

Clerks expended **98%** of their CFY 2016-17 budget authority.



Ch. 28.35 (h), requires that the annual report contain reconciliation of actual expenditures versus projected expenditures for each Clerk. That information by county is provided in Appendix One - Clerks Revenues and Expenditures.



In CFY 2016-17 Clerks collected \$744.7 million in court-related revenues. Of that total, Clerks only retained approximately 50 percent. The other 50 percent was distributed to other state entities, including \$135.9 million to General Revenue.

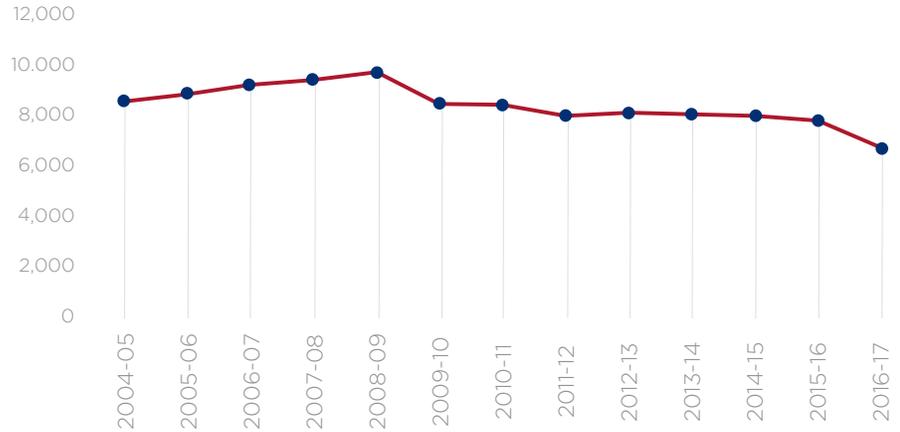
**Clerks only retained approximately 50 percent of court-related revenue in CFY 2016-17.**

## CFY 2016-17 BUDGET HIGHLIGHTS

### FTEs CONTINUE TO DECREASE

As budgets have been reduced, Clerks have been forced to severely cut Full Time Equivalent (FTE) in their offices. For CFY 2016-17, there were 6,742 funded FTEs statewide. **This is a reduction of 1,331 FTEs since 2013-14 and over 1,800 FTEs since Article V funding began in 2004-05.** The continued reduction of staff is placing serious stress on Clerks around the state and directly impacts services provided to the public.

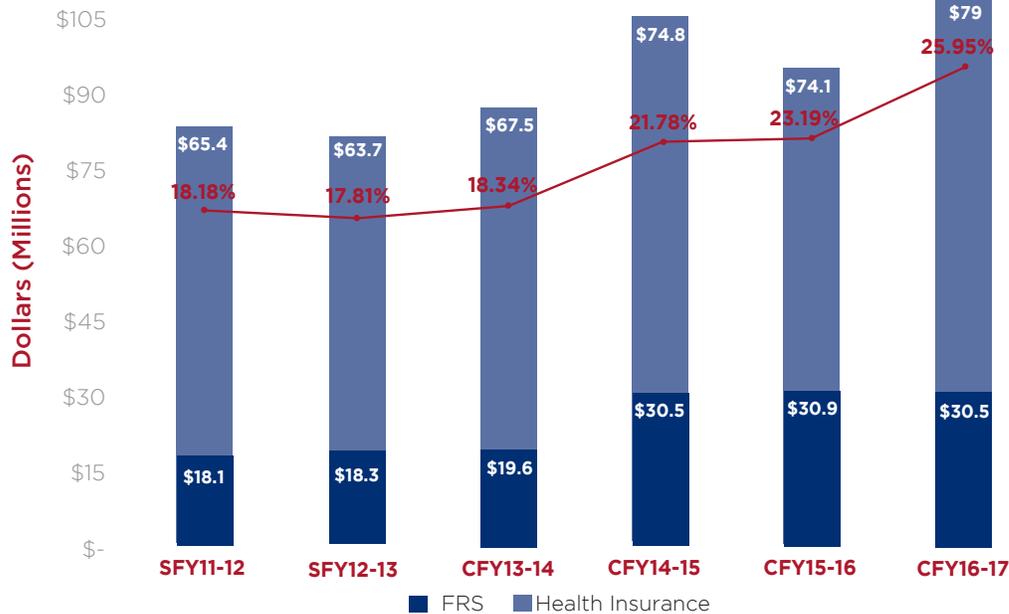
### YEARLY FTEs



### HEALTH AND FRS COSTS CONTINUE TO INCREASE

FRS and health costs continue to be a major budget concern for Clerks. Unlike state agencies, Clerks must absorb these increases into their already decreased budgets. For CFY 2016-17 **health and FRS costs represented 25.95 percent of the budget.** This has risen consistently over the past five years.

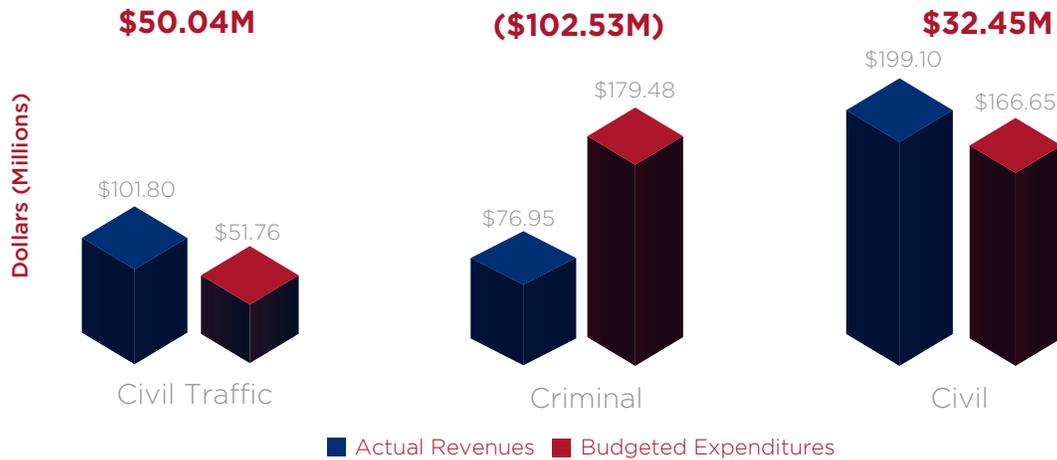
### HISTORICAL HEALTH INSURANCE AND FRS COSTS AS A PERCENTAGE OF BUDGET



# THE BUDGET MODEL IS BROKEN

## REVENUES BY COURT TYPE

CLERK OF COURT  
ANNUAL REVENUE AS COMPARED TO BUDGETED EXPENDITURE  
COUNTY FISCAL YEAR 2016-17



The above figures do not include revenues from 10% fines or related expenditures.

Clerks rely heavily on cases such as traffic citations to fund our budgets. The CFY 2016-17 revenues by court type chart above demonstrates that Clerks depend on revenues from the civil division to fund activities in the criminal division. Under our current budget model, the traffic program (driven by traffic tickets) funds our criminal division programs. With the decline in traffic citations, there are no longer sufficient revenues to supplement our criminal program operations.

Additionally, in Clerks offices today, costs are greater than designated revenues for many cases – or there are no fees/revenues at all. There are significant gaps and mismatches between workload and revenue sources.

Under our current broken budget model, Clerks’ budgets must meet revenues as projected by the Revenue Estimating Conference – regardless of need or costs.

The decline in traffic citations, which is completely outside of the control of the Clerk, is driving revenues down. The decline in cases does not mean a proportional decline in workload for Clerks.

The sharp declines in legislatively-designated revenues that fund Clerks are driving budgets down – endangering critical services Clerks provide in public safety and commerce. This is unsustainable. The budget model is broken. Clerks are committed to working together with the Legislature on a long-term solution.

## CLERKS' WORKLOAD

### NEW CASES

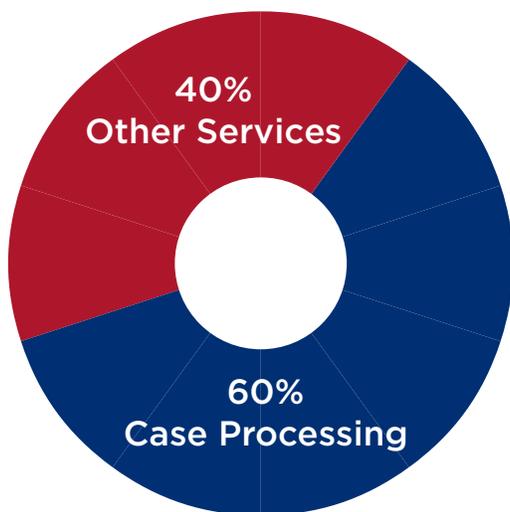
Court Division	2016-2017
Circuit Criminal	254,105
County Criminal	353,837
Juvenile Delinquency	56,988
Criminal Traffic	380,986
Circuit Civil	176,552
County Civil	475,177
Civil Traffic	2,727,802
Probate	167,747
Family	261,832
Juvenile Dependency	15,915
<b>Total</b>	<b>4,870,941</b>

### REOPEN CASES

Court Division	2016-2017
Circuit Criminal	184,617
County Criminal	57,602
Juvenile Delinquency	58,735
Criminal Traffic	75,076
Circuit Civil	112,080
County Civil	116,350
Civil Traffic	n/a
Probate	97,979
Family	200,182
Juvenile Dependency	56,324
<b>Total</b>	<b>958,945</b>

Total new cases for CFY 2016-17 was 4,870,941. Total reopen cases was 958,945. The total number of cases decreased slightly from the previous year. However, certain subcase types that require significant work effort yet generate no revenue were up, such as domestic violence, substance abuse, mental health, and indigent.

Additionally, case processing accounted for only 60 percent of the workload in Clerks' offices.



40 percent is associated with services such as

- Revenue collections
- Pro se assistance
- Financial processing
- Ad hoc and standard reporting

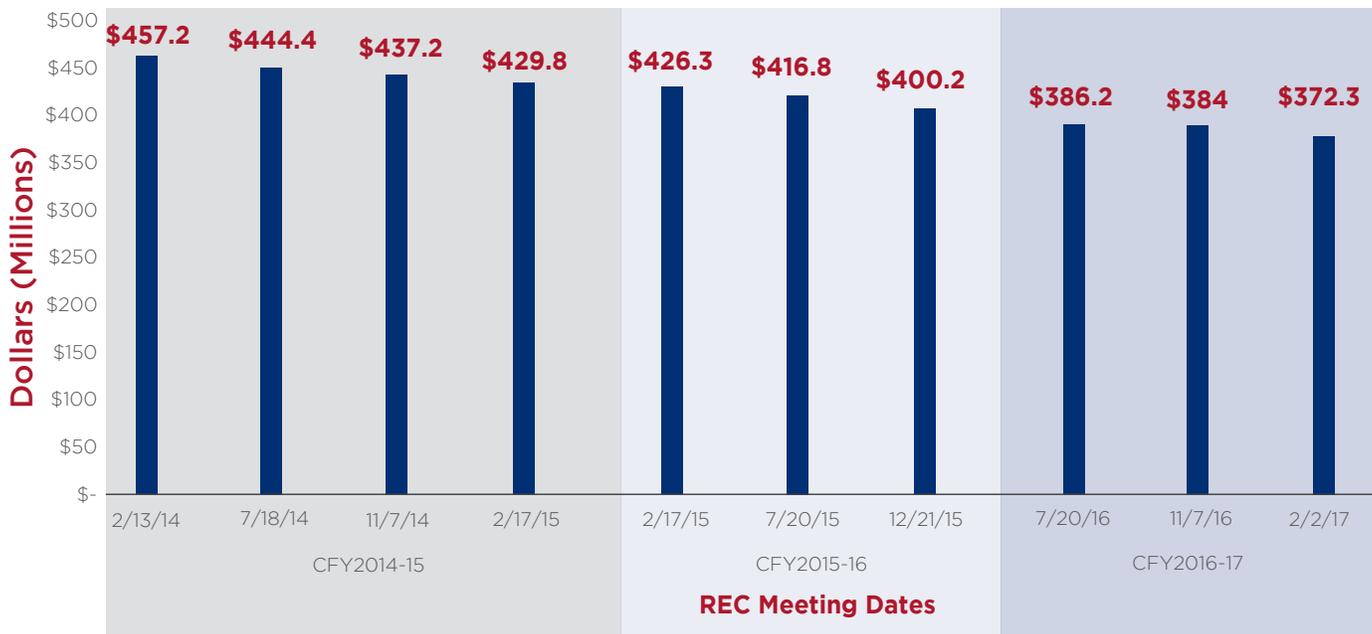
Tying Clerks' budgets and funding to case processing alone is not realistic. Clerks provide services to over 150 types of customers including federal, state, and local government entities, local law enforcement agencies, correctional institutions and jails, judges, state attorneys, public defenders, domestic violence centers, school boards, non-profit organizations and associations, media and the public.

## REVENUES CONTINUE TO DECLINE

Per statute, Clerks’ statewide approved budget is not based on “needs,” but rather is limited to the revenues available as estimated by the Article V Revenue Estimating Conference (REC). As has been the case in recent years, the statutorily-designated revenues that fund Clerks’ offices continue to decline at a significant rate. This presents substantial challenges to the Clerks’ budgets. As revenues fall during the fiscal year, this creates considerable uncertainty and does not lend itself to stable and fiscally sound budgeting. At the July 2016 meeting that was used to build the approved budget, the REC estimated that the Fine and Forfeiture Trust Fund would generate \$386.2 million. By the November 2016 REC meeting the estimate was revised down to \$384 million. The REC met once more in February 2017 and again revised their estimate down to \$372.2 million. This represented a decline during the year of approximately \$14 million. The CCOC monitored revenues closely and provided frequent updates to CCOC leadership and state policymakers. The significant drop in the revenue estimates that fund Clerks budgets caused uncertainty and instability with Clerks contemplating potential budget cuts during the fiscal year.

Below is a chart detailing a recent history of REC estimated and Clerks’ declining revenue sources.

### Revenue Estimating Conference Adopted Revenues



## CCOC BUDGET COMMITTEE

The CCOC Budget Committee met frequently during the year to continue to address Clerks' budget issues and find ways to improve the process. Meetings were held on the following dates:

- October 13, 2016
- December 7, 2016
- March 15, 2017
- April 5, 2017
- May 12, 2017
- August 23, 2017

Some of the major issues addressed this year by the CCOC Budget Committee include:

- Approval of New Peer Groups
- Considerations of Changes to Clerk Budget Timeline
- Monitoring of Revenues and Clerk Trust Fund
- Continuing to Improve Clerk Budget Process
- Approval of New Budget Forms
- Statewide Budget Form Training
- New Business Rules for Case Counting
- Weighted Subcases
- Potential Options for Addressing Declining Revenues
- Assessing Legislative Impacts
- Implementation of SB 2506
- Process to Reduce Clerks' budgets for CFY 2017-18

### **APPROVAL OF NEW PEER GROUPS**

Historically, the CCOC has reviewed "Peer Groups" approximately every two years. Recently, CCOC has obtained additional expertise for this task by employing the services of a professional consultant to evaluate and propose new grouping. At the October 13, 2016 Budget Committee meeting, the Committee approved CCOC to contract with a vendor to provide a recommendation for new Peer Groups. CCOC obtained the services of Economists, Inc. to complete this task. In addition to the analysis done by the consultant, the CCOC Budget Committee requested and received input from Clerks and clerk staff in this process. At the April 5, 2017 Budget Committee meeting, the peer group recommendations were presented and subsequently approved by the Committee. This recommendation was then approved by the CCOC Executive Council. A link to the full report is provided here [www.flccoc.org/attachments/201705FinalPeerGroupReport.pdf](http://www.flccoc.org/attachments/201705FinalPeerGroupReport.pdf). A full chart of the newly approved Peer Groups is provided in Appendix Three.

## CCOC PERFORMANCE AND IMPROVEMENT COMMITTEE

CCOC held a two-day Collection Summit where Clerks from around the state shared best collection practices and identified ways to better serve the public. Discussions also included our partnership with the courts to optimize compliance tools such as payment plans, community services, and negotiations to help individuals comply with their court obligations so they can continue working and driving to move forward with their lives. Many Clerk offices presented electronic online payment methods that they have implemented which will increase conveniences to the public resulting in additional revenues.

CCOC updated its Clerks' basic accountability matrix that describes the court services which the Clerks provide to the public, the state, and its court partners such as case processing, revenue collection and distribution, financial processing, jury management, responding to standard reports and requests, and ministerial pro se assistance. The cost of providing these services and the revenues supporting them was also developed.

Lastly, with the assistance of six pilot counties, for the first time the CCOC could develop the cost of processing probate and family court cases, including cases with and without statutorily authorized filing fees such as domestic violence injunctions, mental health, and substance abuse cases; and those determined to be indigent. By developing this matrix, costs and revenues, the Clerks' can show why and where their budget model is broken.

### **CASE WEIGHTING—IMPROVING A FAIR AND EQUITABLE BUDGET PROCESS**

In 2016 the Clerks developed a weighting factor for 77 subcase types within the 10 court divisions, the purpose of which is to improve the fairness and equitable budgeting process for all 67 Clerk's offices. Weights were based upon the initial effort of establishing the case type or subcase type in question, the life span of the case, and the work over the life span of the case. Various methods of disposition within a case type or subcase type were also considered. For example, while a long-term felony case may generate more work than a regular marriage dissolution, some felonies are handled by nolo prosequi, some are handled by plea agreements and some go to trial. Likewise, some marriage dissolutions are straight forward with parties agreeing to all matters including custody, some have initial battles over property, but agree on custody and support issues, and some have battles over issues of child custody and alimony for years. Finally, the weighted case types and subcase types were compared to others by placing them in weight order and determining whether the workload of a case or subcase type compared correctly to the workload of other case and subcase types of the same weight.

## 2017 LEGISLATIVE SESSION

During the 2017 Legislative Session, and upon request of the Legislature, the CCOC provided fiscal impact analyses for nearly 40 bills. Additionally, the CCOC was asked to provide for Legislative and Governor's Office staff information and various analysis on other clerk-related bills.

The General Appropriations Act (GAA) contained several items pertaining to Clerks and the CCOC. The GAA provided as "Back of the Bill" funding \$7 million to help address Clerks' CFY 2016-17 budget shortfall. This funding, along with partial amounts of the new revenues from SB 2506, provided just enough revenues to avoid cutting Clerks' budgets during the fiscal year. While Clerks did not have to take a cut DURING the fiscal year, they were reduced by \$25 million from CFY 2015-16 and would have to reduce \$12.6 million to meet available 2017-18 revenues.

The GAA also provided \$11.7 from General Revenue for jury management. While this was critical funding for Clerks, this was a continuation of funding provided during the 2016 Session and was not considered "new" revenues. The implementation language for jury management was contained in SB 2506.

### **SB 2506 and IMPLEMENTATION**

SB 2506 redirected revenues from certain court fees, fines, and penalties from the General Revenue Fund to the clerks' fine and forfeiture fund. It also amended the duties of the clerks and the clerks' budget procedures and made language in the current year implementing bill related to reimbursement of the clerks for juror compensation and for jury-related personnel costs permanent.

Governor Scott signed SB 2506 on June 16, 2017. It was estimated that SB 2506 would provide approximately \$10.4 million in new revenues to Clerks for CFY 2017-18. Additionally, since the bill became effective when signed, it was estimated that clerks would receive approximately one-fourth (or \$2.6 million) of the \$10.4 estimated for 2017-18 in the CFY 2016-17 fiscal year.

With these additional revenues provided by the Legislature, Clerks did not have to take an additional cut to their CFY 2016-17 budgets.

## CONCLUSION

CFY 2016-17 was a challenging yet productive year for Clerks and the CCOC. The CFY 2016-17 budget was \$37 million below the needs based budget submitted to the CCOC and was reduced \$25 million from the approved CFY 2015-16 budget.

However, the CCOC, under the guidance of Clerk leadership, took important steps during the year to continue to improve the budget process and increase efficiencies. While a substantial part of the year was focused on guiding Clerks through the very difficult declining revenue environment, progress was made in communicating various best practices and assisting Clerks with their budget needs.

During the year, CCOC accomplished many things including implementing and revising new budget forms, conducting statewide training, strengthening best practices and technology, creating and implementing new Peer Groups, and creating new business rules for case counting, just to name a few. However, the budget environment for Clerks remains extremely challenging and is creating real and serious challenges to implement good budgeting practices.

As the CCOC and Clerks move forward, it is clear the budget model is broken. Working with the Legislature and policymakers to resolve this issue remains the top priority.



## APPENDIX ONE

### CLERKS REVENUES AND EXPENDITURES

As required in 28.35, F.S., detailed below are the revenues and expenditures for Clerks by county.\*

\* The numbers reflected in the chart are as of the date this Report was compiled. Please note that Clerks can over expend in one category as long as they remain that much below in the other category. Please contact CCOC staff if you have any questions.

County	CCOC Budget (less Est Jury Revenue)	Expenditures	10% Budget	10% Expenditures
Alachua	\$ 5,312,670.00	\$ 5,286,948.89	\$ 285,000.00	\$ 207,248.21
Baker	\$ 484,538.00	\$ 464,791.21	\$ 121,000.00	\$ 43,348.00
Bay	\$ 3,129,869.00	\$ 3,129,869.00	\$ 240,000.00	\$ 240,000.00
Bradford	\$ 276,066.00	\$ 298,450.12	\$ 363,539.00	\$ 341,154.88
Brevard	\$ 10,699,596.00	\$ 10,661,967.68	\$ 350,000.00	\$ 268,878.70
Broward	\$ 34,670,099.00	\$ 33,589,341.71	\$ 1,800,000.00	\$ 1,495,667.88
Calhoun	\$ 392,578.00	\$ 392,314.72	\$ 11,500.00	\$ 8,728.01
Charlotte	\$ 3,048,496.00	\$ 3,048,496.00	\$ 217,843.00	\$ 168,956.70
Citrus	\$ 2,068,602.00	\$ 2,068,602.00	\$ 110,015.00	\$ 86,566.35
Clay	\$ 2,985,671.00	\$ 2,993,698.16	\$ 165,000.00	\$ 140,026.53
Collier	\$ 5,730,785.00	\$ 5,057,253.12	\$ 420,000.00	\$ 231,668.56
Columbia	\$ 1,159,676.00	\$ 1,153,365.04	\$ 240,000.00	\$ 115,494.78
Dade	\$ 63,650,550.00	\$ 63,650,550.02	\$ 3,600,000.00	\$ 2,582,349.30
Desoto	\$ 648,017.00	\$ 648,017.00	\$ 75,000.00	\$ 68,810.31
Dixie	\$ 426,121.00	\$ 430,346.06	\$ 13,250.00	\$ 12,033.76
Duval	\$ 16,281,965.00	\$ 16,281,961.23	\$ 1,197,003.00	\$ 1,197,003.00
Escambia	\$ 5,938,557.00	\$ 5,938,557.00	\$ 270,000.00	\$ 270,000.00
Flagler	\$ 1,526,016.00	\$ 1,414,850.43	\$ 59,600.00	\$ 43,681.08
Franklin	\$ 556,641.00	\$ 521,472.69	\$ 31,795.00	\$ 31,795.00
Gadsden	\$ 992,298.00	\$ 1,022,459.31	\$ 61,801.00	\$ 40,455.67
Gilchrist	\$ 473,047.00	\$ 440,824.49	\$ 13,000.00	\$ 11,036.71
Glades	\$ 392,031.00	\$ 384,600.97	\$ 87,100.00	\$ 47,609.71
Gulf	\$ 429,620.00	\$ 405,097.43	\$ 16,012.00	\$ 16,012.00
Hamilton	\$ 385,314.00	\$ 388,182.15	\$ 44,768.00	\$ 44,768.00
Hardee	\$ 697,813.00	\$ 715,137.19	\$ 68,550.00	\$ 55,120.72
Hendry	\$ 911,535.00	\$ 911,535.00	\$ 70,000.00	\$ 70,000.00
Hernando	\$ 2,990,948.00	\$ 2,720,294.59	\$ 200,000.00	\$ 137,289.18

## APPENDIX ONE

### CLERKS REVENUES AND EXPENDITURES

County	CCOC Budget (less Est Jury Revenue)	Expenditures	10% Budget	10% Expenditures
Highlands	\$ 1,551,276.00	\$ 1,546,933.51	\$ 126,500.00	\$ 79,606.76
Hillsborough	\$ 26,057,394.00	\$ 24,551,367.00	\$ 1,817,392.00	\$ 1,768,338.00
Holmes	\$ 404,893.00	\$ 400,598.32	\$ 158,960.00	\$ 48,013.44
Indian River	\$ 2,651,408.00	\$ 2,690,847.72	\$ 171,917.00	\$ 105,973.12
Jackson	\$ 912,112.00	\$ 812,153.68	\$ 76,500.00	\$ 53,879.44
Jefferson	\$ 352,992.00	\$ 290,967.21	\$ 43,934.00	\$ 20,762.97
Lafayette	\$ 244,985.00	\$ 244,985.00	\$ 24,000.00	\$ 15,990.70
Lake	\$ 4,967,202.00	\$ 4,742,729.00	\$ 407,925.00	\$ 321,390.00
Lee	\$ 9,902,448.00	\$ 9,902,448.00	\$ 938,366.00	\$ 570,561.80
Leon	\$ 5,213,737.00	\$ 5,116,736.51	\$ 227,199.00	\$ 157,465.96
Levy	\$ 831,617.00	\$ 824,515.14	\$ 35,000.00	\$ 31,352.00
Liberty	\$ 265,718.00	\$ 264,410.94	\$ 8,000.00	\$ 6,713.73
Madison	\$ 407,523.00	\$ 355,812.78	\$ 99,501.00	\$ 152,840.00
Manatee	\$ 5,397,333.00	\$ 4,917,056.97	\$ 305,000.00	\$ 220,073.59
Marion	\$ 5,504,061.00	\$ 5,376,238.46	\$ 494,000.00	\$ 349,409.00
Martin	\$ 2,936,336.00	\$ 2,936,336.00	\$ 241,490.00	\$ 186,447.60
Monroe	\$ 2,655,829.00	\$ 2,604,633.41	\$ 607,676.00	\$ 555,911.00
Nassau	\$ 1,367,568.00	\$ 1,276,739.15	\$ 54,866.00	\$ 45,071.00
Okaloosa	\$ 3,173,571.00	\$ 3,173,571.00	\$ 207,340.00	\$ 134,527.03
Okeechobee	\$ 902,320.00	\$ 901,679.01	\$ 279,000.00	\$ 74,236.75
Orange	\$ 25,137,160.00	\$ 25,137,160.00	\$ 1,700,104.00	\$ 1,142,149.42
Osceola	\$ 6,212,291.00	\$ 6,212,290.26	\$ 284,757.00	\$ 252,177.83
Palm Beach	\$ 27,536,947.00	\$ 27,727,610.54	\$ 1,106,563.00	\$ 875,612.29
Pasco	\$ 10,000,013.00	\$ 9,401,227.14	\$ 366,776.00	\$ 257,056.95
Pinellas	\$ 20,301,606.00	\$ 20,301,606.00	\$ 970,000.00	\$ 803,299.81
Polk	\$ 10,952,855.00	\$ 10,974,945.50	\$ 550,000.00	\$ 537,074.14
Putnam	\$ 1,701,118.00	\$ 1,721,533.17	\$ 28,000.00	\$ -
Santa Rosa	\$ 2,645,498.00	\$ 2,645,498.00	\$ 170,000.00	\$ 108,181.85
Sarasota	\$ 7,196,257.00	\$ 7,111,691.18	\$ 322,301.00	\$ 228,147.55
Seminole	\$ 7,667,119.00	\$ 7,480,569.11	\$ 605,000.00	\$ 605,000.00
St. Johns	\$ 3,132,661.00	\$ 3,011,132.83	\$ 250,000.00	\$ 162,077.34

## APPENDIX ONE

### CLERKS REVENUES AND EXPENDITURES

County	CCOC Budget (less Est Jury Revenue)	Expenditures	10% Budget	10% Expenditures
St. Lucie	\$ 6,062,521.00	\$ 5,901,414.90	\$ 346,000.00	\$ 213,772.71
Sumter	\$ 1,517,581.00	\$ 1,510,966.09	\$ 120,000.00	\$ 90,475.02
Suwannee	\$ 964,743.00	\$ 964,890.94	\$ 23,393.00	\$ 16,666.64
Taylor	\$ 483,729.00	\$ 483,559.25	\$ 10,000.00	\$ 7,720.54
Union	\$ 396,990.00	\$ 396,990.00	\$ 13,108.00	\$ 12,341.79
Volusia	\$ 9,819,952.00	\$ 9,640,782.97	\$ 658,760.00	\$ 493,098.85
Wakulla	\$ 588,808.00	\$ 588,808.00	\$ 18,000.00	\$ 18,000.00
Walton	\$ 1,406,388.00	\$ 1,373,412.39	\$ 97,114.00	\$ 77,374.70
Washington	\$ 516,323.00	\$ 516,323.00	\$ 27,000.00	
<b>Statewide</b>	<b>\$ 386,200,002.00</b>	<b>\$ 380,052,153.29</b>	<b>\$ 24,123,218.00</b>	<b>\$ 18,774,494.36</b>

## APPENDIX TWO

### CFY 2016-17 REVENUE DISTRIBUTION DETAIL

State Trust Funds	
1. Additional Court Costs - TF	\$9,024,608.96
2. Agricultural Law Enforcement TF	\$7,468.58
3. Alcoholic Beverage & Tobacco Refund	\$3,013.21
4. Audit & Warrant Clearing TF	\$1,310,533.32
5. Brain & Spinal Cord Injury Program TF	\$6,774,128.13
6. Child Welfare Training TF	\$1,688,574.04
7. Court Education TF	\$2,692,843.74
8. Crime Stoppers TF	\$3,970,014.37
9. Crimes Compensation TF	\$15,170,769.92
10. DFS Admin TF	\$1,730,597.00
11. DFS Operating TF	\$162,309.50
12. Displaced Homemaker TF	\$2,016,459.33
13. DOE Grants And Donations TF	\$118.86
14. Domestic Violence TF	\$8,996,136.43
15. Ecosystem Mgmt & Restoration TF	\$76.50
16. Emergency Medical Services TF	\$8,890,678.11
17. Epilepsy Services TF	\$544,337.83
18. FDLE Operating TF	\$2,170,058.91
19. Forfeiture & Investigative Support TF	\$89,083.04
20. FWC Operating TF	\$30,974.63
21. Grants & Donations TF	\$218,735.19
22. Inland Protection TF	\$2,661.93
23. Internal Improvement TF	\$1,500.00
24. JAC Grants And Donations TF	\$13,687.58
25. Juvenile Welfare Training TF	\$1,313,406.80
26. Law Enforcement Radio System TF	\$4,317,661.57
27. Marine Resources Conservation TF	\$495,879.42
28. Motor Vehicle License Clearing TF	\$21,954,247.25
29. Nongame Wildlife TF	\$1,242,233.91
30. Operations And Maintenance TF	\$323,043.58
31. Planning And Evaluation TF	\$1,114,347.53
32. Projects, Contracts & Grants TF	\$11,458.84
33. Rape Crisis Program TF	\$1,736,181.47
34. Solid Waste Management TF	\$48,100.62
35. State Game TF	\$66,834.13
36. State Transportation TF	\$3,015.99
37. SWP Grants & Donations TF	\$190,400.23
<b>TRUST FUND TOTAL</b>	<b>\$98,326,180</b>

Distribution of Revenues Collected by Clerks for State FY 2016-2017	
General Revenue Fund \$132M	\$132,087,733.03
State Trust Funds \$98.3M	\$98,326,180.45
State Attorney \$24.1M	\$24,120,402.87
Public Defender \$18.7M	\$18,685,757.33
State Courts \$73.6M	\$73,566,809.51
CCOC Trust Fund \$375.3M	\$375,290,297.90
10% Fines Retained \$18.8M	\$18,764,726.64
<b>Total</b>	<b>\$740,841,907.73</b>
<b>CCOC Trust Fund</b>	
Clerk Revenue - retained	\$375,290,297.90
CCOC TF Total	\$375,290,297.90
10% Public Mod TF	\$18,764,726.64
<b>General Revenue</b>	
Total GR remitted to DOR	\$132,087,733.03
Applicable General Revenue Total	\$132,087,733.03

Public Defender	
Indigent Criminal Defense Trust Fund	\$15,659,819.25
Indigent Civil Defense Trust Fund	\$36,261.89
Public Defenders Revenue Trust Fund	\$2,989,676.19
Public Defender Total	\$18,685,757.33
<b>State Attorney</b>	
State Attorney Revenue Trust Fund Total	\$24,120,402.87
<b>State Courts</b>	
State Courts Revenue Trust Fund Total	\$73,566,809.51

## APPENDIX THREE

### APPROVED PEER GROUPS

County	2017 Peer Group
Calhoun	1
Franklin	1
Glades	1
Jefferson	1
Lafayette	1
Liberty	1
Dixie	2
Gilchrist	2
Gulf	2
Hamilton	2
Holmes	2
Madison	2
Union	2
Baker	3
Bradford	3
Desoto	3
Hardee	3
Taylor	3
Wakulla	3
Washington	3
Gadsden	4
Hendry	4
Jackson	4
Levy	4
Okeechobee	4
Suwannee	4
Columbia	5
Highlands	5
Nassau	5
Putnam	5
Walton	5
Citrus	6
Flagler	6
Indian River	6
Martin	6
Monroe	6
Sumter	6

County	2017 Peer Group
Bay	7
Charlotte	7
Clay	7
Hernando	7
Okaloosa	7
Santa Rosa	7
St. Johns	7
Alachua	8
Lake	8
Leon	8
Marion	8
Collier	9
Escambia	9
Manatee	9
Osceola	9
Sarasota	9
Seminole	9
St. Lucie	9
Brevard	10
Lee	10
Pasco	10
Polk	10
Volusia	10
Duval	11
Hillsborough	11
Orange	11
Pinellas	11
Broward	12
Dade	12
Palm Beach	12

## APPENDIX FOUR

# CFY 2016-17 Budget Workflow





# CCOC

FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

**Ken Burke, CPA**  
PINELLAS COUNTY  
EXECUTIVE COUNCIL CHAIR

SHARON R. BOCK, ESQ.  
PALM BEACH COUNTY

JOHN CRAWFORD  
NASSAU COUNTY

PAT FRANK  
HILLSBOROUGH COUNTY

TODD NEWTON  
GILCHRIST COUNTY

**Stacy Butterfield, CPA**  
POLK COUNTY  
VICE-CHAIR

JEFFREY R. SMITH, CPA  
INDIAN RIVER COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

KYLE HUDSON  
HOLMES COUNTY  
SENATE APPOINTEE

**Tara S. Green**  
CLAY COUNTY  
SECRETARY/TREASURER

PAULA S. O'NEIL, PH.D.  
PASCO COUNTY  
HOUSE APPOINTEE

JOHN DEW  
EXECUTIVE DIRECTOR

JOE BOYD  
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

## AGENDA ITEM 8

**Date:** February 27, 2018

**Subject:** CCOC Executive Council General Election

**Committee Action:** Motion to approve CCOC Executive Council Election schedule

### OVERVIEW:

Each year the CCOC is required to conduct an election of four Executive Council members who are elected for a two-year term. The CCOC Plan of Operations requires specific timeframes for the process. Attached is a draft “election schedule” for your review and approval.

The four members who have their current two-year terms ending in June are Clerk Ken Burke; Clerk Sharon Bock; Clerk Jeff Smith; and Clerk John Crawford. Clerks within each of the 4 individual population groups, including the Clerks whose terms expire, can submit their intent to run for the position by April 1st. The four newly elected Council members would start their term after they are sworn in at the June 25th, 2018 Council meeting.

The four members who currently have another year on their term, and do not need to seek election this year, are Clerk Frank; Clerk Butterfield; Clerk Green; and Clerk Newton.

**COMMITTEE ACTION:** Motion to approve draft 2018 Executive Council Election schedule

**LEAD STAFF:** John Dew, CCOC Executive Director

**ATTACHMENTS:**

1. Excerpt from CCOC Plan of Operations: “Election of Council”
2. Draft 2018 CCOC Executive Council General Election Schedule

## Excerpt from CCOC Plan of Operations

### Section 2-3: Election of Council

At the annual meeting, the currently sitting Council members shall conduct the meeting then the incoming board members will be sworn in.

Council members, other than designees of the President of the Senate, the Speaker of the House of Representatives and Chief Justice of the Supreme Court, assuming office at the annual meeting, shall be elected pursuant to the following:

A. Counties comprising population categories delineated herein shall be based on individual county population estimates for the year in which the election is held as published by the Bureau of Economic and Business Research, University of Florida.

B. On or before April 1 of each year, the Secretary/Treasurer shall provide written notice to all Clerks of the Court of the upcoming election. Notification of the election shall include an election schedule as well as notice to Clerks of the Court to submit to the Council Secretary/Treasurer by April 15 their intent to be a candidate for election to the Council.

C. By May 15 of each year, the Secretary/Treasurer shall prepare an election ballot which shall contain the names of all Clerks of Court divided into appropriate population categories of their respective counties. The names of those Clerks of Court who have expressed their intent to be a declared candidate for Council election shall be so indicated on the ballot. The ballot shall be distributed to all Clerks of Court in such a manner as to provide documentation of proper delivery and to ensure receipt by the Clerks of Court a minimum of fifteen (15) days prior to the ballot return deadline. The ballot package shall be clearly marked as an official ballot and shall include an envelope with the proper return address.

D. All ballots shall be returned to the specific address of a Certified Public Accountant (CPA) selected by the Council by the designated date for the official opening and counting of the ballots. The CPA shall maintain custody of all ballots until the designated date and time for opening and counting.

E. On the date and at the time and location noticed for the official opening and counting of the ballots, the designated CPA shall open and count all ballots and shall certify the official results of the election. Electronic votes shall be counted and certified, as established above. The designated CPA shall serve notice of certification to the Council and, the Corporation Members.

F. Special elections as may be necessary and called pursuant to Section 2-4 shall be conducted within the requirements and framework of the above provisions including applicable schedule timelines. Special elections may be held to fill a vacated term on the Council for the remaining term of the vacated office.

G. If a candidate is unopposed, then no ballot process/election process shall be required.

**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  
**TODD NEWTON**  
GILCHRIST COUNTY

**JEFFREY R. SMITH, CPA**  
INDIAN RIVER 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  
**JOHN DEW**  
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**JOE BOYD**  
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## 2018 EXECUTIVE COUNCIL GENERAL ELECTION

- MARCH 31** Secretary/Treasurer shall give all Clerks written notification of upcoming election.
- APRIL 15** Deadline for receipt of Interest Survey
- MAY 13** Distribute ballots
- MAY 31** Ballot receipt deadline
- JUNE 8** Open ballots
- CPA shall certify notification to the Executive Council and Corporation members.
- JUNE 25** Elected Executive Council Members sworn in and select leadership.



# CCOC

FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

**Ken Burke, CPA**  
PINELLAS COUNTY  
EXECUTIVE COUNCIL CHAIR

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PALM BEACH COUNTY

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## AGENDA ITEM 9

**Date:** February 27, 2018

**Subject:** Demonstration of New CCOC Website

**Committee Action:** Informational Only

### OVERVIEW:

One of the priorities of CCOC leadership has been to improve communication of the Clerk budget story. The CCOC Budget and Communications Director was tasked with evaluating all aspects of how CCOC communicates both internally (with Clerks and staff) and externally (Legislature and other stakeholders). Several areas were identified for improvement and with the approval of the Executive Director, CCOC began implementing these changes.

The first stage was a complete rebrand, including new colors and logos. The purpose of this was to make all of CCOC documents and work products look standardized and professional. The new rebranding was rolled out in early October and implemented in phases. This included all new and rebranded document templates and office materials. This effort has been well-received and is ongoing.

The next stage was to evaluate the CCOC website. Upon review, it was determined that the website was hard to navigate and not very functional beyond posting directly to the home page. The CCOC Budget and Communications Director began the process of building a fully redesigned website. The goal of the redesign was to have a site that featured the Council and Committees, clearly explained the role of the CCOC to Clerks, and vastly improve the organizations ability to communicate budget issues with Clerks, their staff, and outside users. The new site was launched on February 2, 2018. The site has the same address as before: [www.FLCCOC.org](http://www.FLCCOC.org)

The CCOC is very excited about the new site and looks forward to building upon this new asset to assist Clerks with their budget needs.

**COMMITTEE ACTION:** Informational Only

**LEAD STAFF:** Jason Harrell, CCOC Budget and Communications Director

**ATTACHMENTS:** None

*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.*