



---

EXECUTIVE COUNCIL MEETING  
September 11, 2018

---

**Stacy Butterfield, CPA**  
POLK COUNTY  
EXECUTIVE COUNCIL CHAIR

**Tara S. Green**  
CLAY COUNTY  
VICE-CHAIR

**JD Peacock, II**  
OKALOOSA COUNTY  
SECRETARY/TREASURER



JOHN CRAWFORD  
NASSAU COUNTY

PAT FRANK  
HILLSBOROUGH COUNTY

TODD NEWTON  
GILCHRIST COUNTY

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

HARVEY RUVIN, ESQ.  
MIAMI-DADE COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

KYLE HUDSON  
HOLMES COUNTY  
SENATE APPOINTEE

VACANT  
HOUSE APPOINTEE

JOHN DEW  
EXECUTIVE DIRECTOR

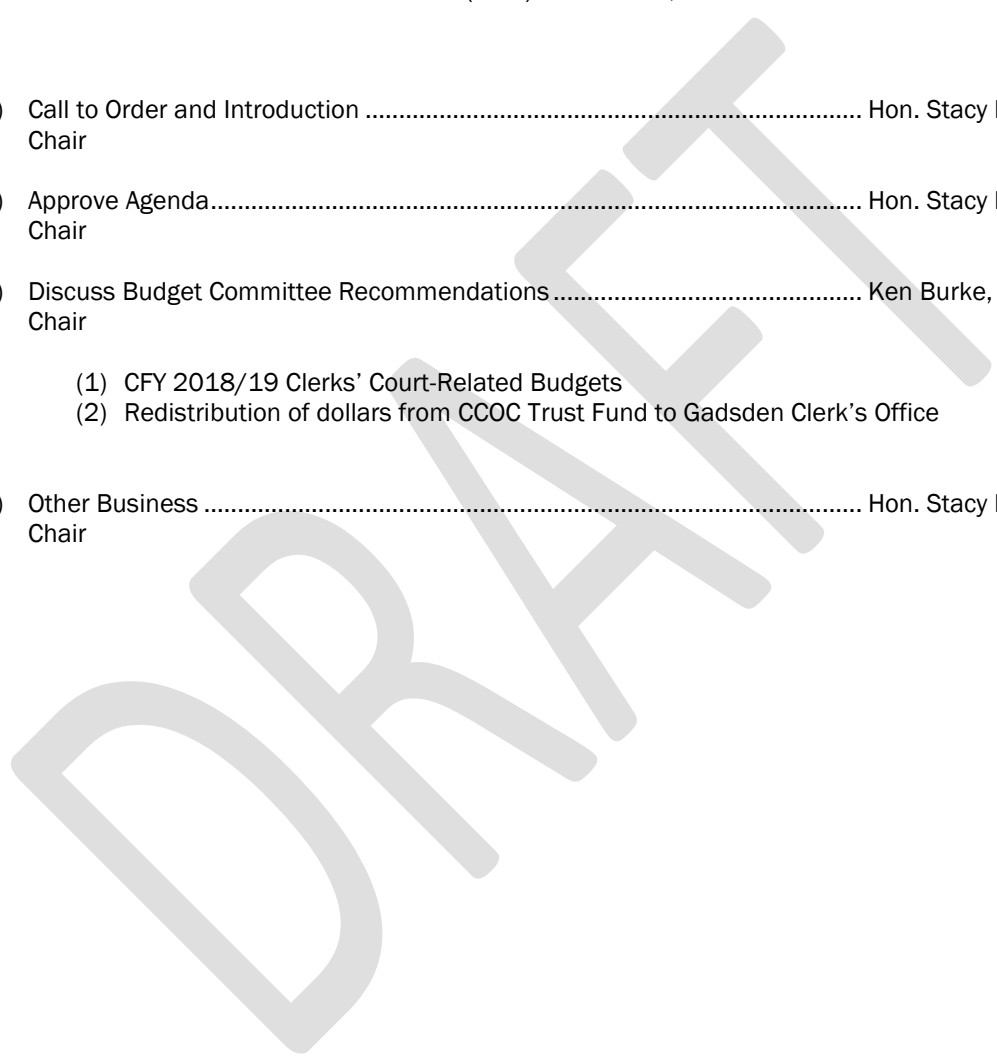
JOE BOYD  
GENERAL COUNSEL

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

## CCOC EXECUTIVE COUNCIL MEETING

September 11, 2018- 10am EST  
Special Meeting to Approve Budget Committee Recommendations  
Conference Call: (904) 512-0115, Code 412463

- 1) Call to Order and Introduction ..... Hon. Stacy Butterfield, CPA, Chair
- 2) Approve Agenda..... Hon. Stacy Butterfield, CPA, Chair
- 3) Discuss Budget Committee Recommendations ..... Ken Burke, CPA, Budget Chair
  - (1) CFY 2018/19 Clerks' Court-Related Budgets
  - (2) Redistribution of dollars from CCOC Trust Fund to Gadsden Clerk's Office
- 4) Other Business ..... Hon. Stacy Butterfield, CPA, Chair





# CCOC

FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

**Stacy Butterfield, CPA**  
POLK COUNTY  
EXECUTIVE COUNCIL CHAIR

**Tara S. Green**  
CLAY COUNTY  
VICE-CHAIR

**JD Peacock, II**  
OKALOOSA COUNTY  
SECRETARY/TREASURER

JOHN CRAWFORD  
NASSAU COUNTY

HARVEY RUVIN, ESQ.  
MIAMI-DADE COUNTY

VACANT  
HOUSE APPOINTEE

PAT FRANK  
HILLSBOROUGH COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

JOHN DEW  
EXECUTIVE DIRECTOR

TODD NEWTON  
GILCHRIST COUNTY

KYLE HUDSON  
HOLMES COUNTY  
SENATE APPOINTEE

JOE BOYD  
GENERAL COUNSEL

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

## AGENDA ITEM 3(1)

**DATE:** September 11, 2018  
**SUBJECT:** Clerk's CFY 18/19 Budgets  
**COUNCIL ACTION:** Approve Clerk's 18/19 Budgets

**OVERVIEW:** The CCOC Budget Committee had meetings on August 9<sup>th</sup> and August 21<sup>st</sup>. Specifically, to review and make a recommendation to the Council on how to allocate the budget authority statewide of \$424,592,135. The State's Revenue Estimating Conference on August 2<sup>nd</sup> projected there would be revenues of approximately \$412.9 million collected by the Clerks. When you add in the general revenue of \$11.7 million the total budget authority for CFY is projected at approximately \$424.6 million.

The Budget Committee at their August 21<sup>st</sup> meeting in Daytona Beach approved an option of increasing all Clerk's CFY 17/18 CCOC budget amount by approximately 3.82% for CFY 18/19. Chair Burke communicated with all Clerks via a letter on August 22<sup>nd</sup> as to the recommendations of the Budget Committee meeting and included the proposed 18/19 budgets for each Clerk. A tentative follow-up Committee meeting was scheduled for August 29<sup>th</sup> if any Clerks had a concern with the recommendation and wanted to present these to the Committee. The letter indicated that if any Clerks would like to schedule an appearance via phone before the Committee that they contact CCOC staff. No Clerks contacted CCOC staff and on August 27<sup>th</sup> Chair Burke notified Clerks that due to no Clerks indicating a need to present before the Committee the meeting was not necessary.

**COUNCIL ACTION:** Approve Budget Committee Recommendation

**LEAD STAFF:** Jason Welty

**ATTACHMENTS:**

1. Budget Committee Recommended Allocation to Clerks.
2. Letter From Chair Burke to all Clerks. (August 22<sup>nd</sup>)
3. Email to Clerks notifying August 22<sup>nd</sup> Meeting not needed.

Agenda Item 4 - Attachment 3

County	Peer Group	CFY17-18 Budget Authority (Minus Jury)	CFY17-18 Juror Amount	Total Budget	<u>3.82%</u>	18-19 CCOC Budget	CFY18-19 Juror Amount	18-19 Total Budget
Calhoun	1	\$391,728.00	\$8,774.00	\$400,502.00	\$14,964.01	\$406,692.01	\$8,774.00	\$415,466.01
Franklin	1	\$570,436.00	\$12,889.00	\$583,325.00	\$21,790.66	\$592,226.66	\$12,889.00	\$605,115.66
Glades	1	\$464,281.00	\$17,914.00	\$482,195.00	\$17,735.53	\$482,016.53	\$17,914.00	\$499,930.53
Jefferson	1	\$384,676.00	\$13,152.00	\$397,828.00	\$14,694.62	\$399,370.62	\$13,152.00	\$412,522.62
Lafayette	1	\$260,685.00	\$8,890.00	\$269,575.00	\$9,958.17	\$270,643.17	\$8,890.00	\$279,533.17
Liberty	1	\$265,218.00	\$10,310.00	\$275,528.00	\$10,131.33	\$275,349.33	\$10,310.00	\$285,659.33
Dixie	2	\$425,421.00	\$26,951.00	\$452,372.00	\$16,251.08	\$441,672.08	\$26,951.00	\$468,623.08
Gilchrist	2	\$471,197.00	\$10,873.00	\$482,070.00	\$17,999.73	\$489,196.73	\$10,873.00	\$500,069.73
Gulf	2	\$431,682.00	\$20,198.00	\$451,880.00	\$16,490.25	\$448,172.25	\$20,198.00	\$468,370.25
Hamilton	2	\$416,882.00	\$11,585.00	\$428,467.00	\$15,924.89	\$432,806.89	\$11,585.00	\$444,391.89
Holmes	2	\$546,603.00	\$12,775.00	\$559,378.00	\$20,880.23	\$567,483.23	\$12,775.00	\$580,258.23
Madison	2	\$491,524.00	\$10,931.00	\$502,455.00	\$18,776.22	\$510,300.22	\$10,931.00	\$521,231.22
Union	2	\$397,598.00	\$7,724.00	\$405,322.00	\$15,188.24	\$412,786.24	\$7,724.00	\$420,510.24
Baker	3	\$586,898.00	\$17,571.00	\$604,469.00	\$22,419.50	\$609,317.50	\$17,571.00	\$626,888.50
Bradford	3	\$619,855.00	\$20,773.00	\$640,628.00	\$23,678.46	\$643,533.46	\$20,773.00	\$664,306.46
DeSoto	3	\$700,317.00	\$36,089.00	\$736,406.00	\$26,752.11	\$727,069.11	\$36,089.00	\$763,158.11
Hardee	3	\$742,213.00	\$40,870.00	\$783,083.00	\$28,352.54	\$770,565.54	\$40,870.00	\$811,435.54
Taylor	3	\$478,629.00	\$11,955.00	\$490,584.00	\$18,283.63	\$496,912.63	\$11,955.00	\$508,867.63
Wakulla	3	\$587,638.00	\$33,413.00	\$621,051.00	\$22,447.77	\$610,085.77	\$33,413.00	\$643,498.77
Washington	3	\$525,813.00	\$41,655.00	\$567,468.00	\$20,086.06	\$545,899.06	\$41,655.00	\$587,554.06
Gadsden	4	\$1,020,599.00	\$65,647.00	\$1,086,246.00	\$38,986.88	\$1,059,585.88	\$65,647.00	\$1,125,232.88
Hendry	4	\$950,835.00	\$45,641.00	\$996,476.00	\$36,321.90	\$987,156.90	\$45,641.00	\$1,032,797.90
Jackson	4	\$958,612.00	\$13,152.00	\$971,764.00	\$36,618.98	\$995,230.98	\$13,152.00	\$1,008,382.98
Levy	4	\$838,717.00	\$65,866.00	\$904,583.00	\$32,038.99	\$870,755.99	\$65,866.00	\$936,621.99
Okeechobee	4	\$1,144,020.00	\$65,215.00	\$1,209,235.00	\$43,701.56	\$1,187,721.56	\$65,215.00	\$1,252,936.56
Suwannee	4	\$957,636.00	\$32,869.00	\$990,505.00	\$36,581.70	\$994,217.70	\$32,869.00	\$1,027,086.70
Columbia	5	\$1,356,276.00	\$51,948.00	\$1,408,224.00	\$51,809.74	\$1,408,085.74	\$51,948.00	\$1,460,033.74
Highlands	5	\$1,624,576.00	\$101,212.00	\$1,725,788.00	\$62,058.80	\$1,686,634.80	\$101,212.00	\$1,787,846.80
Nassau	5	\$1,378,034.00	\$63,328.00	\$1,441,362.00	\$52,640.90	\$1,430,674.90	\$63,328.00	\$1,494,002.90
Putnam	5	\$1,673,718.00	\$125,070.00	\$1,798,788.00	\$63,936.03	\$1,737,654.03	\$125,070.00	\$1,862,724.03
Walton	5	\$1,456,832.00	\$58,486.00	\$1,515,318.00	\$55,650.98	\$1,512,482.98	\$58,486.00	\$1,570,968.98
Citrus	6	\$2,111,017.00	\$84,195.00	\$2,195,212.00	\$80,640.85	\$2,191,657.85	\$84,195.00	\$2,275,852.85
Flagler	6	\$1,536,516.00	\$56,967.00	\$1,593,483.00	\$58,694.91	\$1,595,210.91	\$56,967.00	\$1,652,177.91
Indian River	6	\$2,735,025.00	\$130,646.00	\$2,865,671.00	\$104,477.96	\$2,839,502.96	\$130,646.00	\$2,970,148.96
Martin	6	\$3,078,626.00	\$143,502.00	\$3,222,128.00	\$117,603.51	\$3,196,229.51	\$143,502.00	\$3,339,731.51
Monroe	6	\$3,161,505.00	\$143,817.00	\$3,305,322.00	\$120,769.49	\$3,282,274.49	\$143,817.00	\$3,426,091.49
Sumter	6	\$1,586,781.00	\$59,867.00	\$1,646,648.00	\$60,615.03	\$1,647,396.03	\$59,867.00	\$1,707,263.03
Bay	7	\$3,266,194.00	\$101,641.00	\$3,367,835.00	\$124,768.61	\$3,390,962.61	\$101,641.00	\$3,492,603.61

Agenda Item 4 - Attachment 3

County	Peer Group	CFY17-18 Budget Authority (Minus Jury)	CFY17-18 Juror Amount	Total Budget	<u>3.82%</u>	18-19 CCOC Budget	CFY18-19 Juror Amount	18-19 Total Budget
Charlotte	7	\$3,163,839.00	\$161,461.00	\$3,325,300.00	\$120,858.65	\$3,284,697.65	\$161,461.00	\$3,446,158.65
Clay	7	\$3,054,471.00	\$64,272.00	\$3,118,743.00	\$116,680.79	\$3,171,151.79	\$64,272.00	\$3,235,423.79
Hernando	7	\$3,091,748.00	\$129,545.00	\$3,221,293.00	\$118,104.77	\$3,209,852.77	\$129,545.00	\$3,339,397.77
Okaloosa	7	\$3,276,901.00	\$100,598.00	\$3,377,499.00	\$125,177.62	\$3,402,078.62	\$100,598.00	\$3,502,676.62
Saint Johns	7	\$3,279,461.00	\$71,514.00	\$3,350,975.00	\$125,275.41	\$3,404,736.41	\$71,514.00	\$3,476,250.41
Santa Rosa	7	\$2,725,998.00	\$175,224.00	\$2,901,222.00	\$104,133.12	\$2,830,131.12	\$175,224.00	\$3,005,355.12
Alachua	8	\$5,427,160.00	\$107,379.00	\$5,534,539.00	\$207,317.51	\$5,634,477.51	\$107,379.00	\$5,741,856.51
Lake	8	\$5,208,127.00	\$207,877.00	\$5,416,004.00	\$198,950.45	\$5,407,077.45	\$207,877.00	\$5,614,954.45
Leon	8	\$5,270,736.00	\$248,509.00	\$5,519,245.00	\$201,342.12	\$5,472,078.12	\$248,509.00	\$5,720,587.12
Marion	8	\$5,811,561.00	\$237,265.00	\$6,048,826.00	\$222,001.63	\$6,033,562.63	\$237,265.00	\$6,270,827.63
Collier	9	\$5,959,785.00	\$239,456.00	\$6,199,241.00	\$227,663.79	\$6,187,448.79	\$239,456.00	\$6,426,904.79
Escambia	9	\$6,014,557.00	\$278,645.00	\$6,293,202.00	\$229,756.08	\$6,244,313.08	\$278,645.00	\$6,522,958.08
Manatee	9	\$5,527,233.00	\$146,123.00	\$5,673,356.00	\$211,140.30	\$5,738,373.30	\$146,123.00	\$5,884,496.30
Osceola	9	\$6,295,048.00	\$258,192.00	\$6,553,240.00	\$240,470.83	\$6,535,518.83	\$258,192.00	\$6,793,710.83
Saint Lucie	9	\$6,208,721.00	\$277,463.00	\$6,486,184.00	\$237,173.14	\$6,445,894.14	\$277,463.00	\$6,723,357.14
Sarasota	9	\$7,283,758.00	\$324,216.00	\$7,607,974.00	\$278,239.56	\$7,561,997.56	\$324,216.00	\$7,886,213.56
Seminole	9	\$8,018,619.00	\$203,929.00	\$8,222,548.00	\$306,311.25	\$8,324,930.25	\$203,929.00	\$8,528,859.25
Brevard	10	\$10,706,596.00	\$439,788.00	\$11,146,384.00	\$408,991.97	\$11,115,587.97	\$439,788.00	\$11,555,375.97
Lee	10	\$10,509,814.00	\$242,076.00	\$10,751,890.00	\$401,474.89	\$10,911,288.89	\$242,076.00	\$11,153,364.89
Pasco	10	\$10,050,789.00	\$216,661.00	\$10,267,450.00	\$383,940.14	\$10,434,729.14	\$216,661.00	\$10,651,390.14
Polk	10	\$11,147,555.00	\$360,394.00	\$11,507,949.00	\$425,836.60	\$11,573,391.60	\$360,394.00	\$11,933,785.60
Volusia	10	\$10,157,612.00	\$261,634.00	\$10,419,246.00	\$388,020.78	\$10,545,632.78	\$261,634.00	\$10,807,266.78
Duval	11	\$16,941,238.00	\$477,242.00	\$17,418,480.00	\$647,155.29	\$17,588,393.29	\$477,242.00	\$18,065,635.29
Hillsborough	11	\$27,022,786.00	\$600,891.00	\$27,623,677.00	\$1,032,270.43	\$28,055,056.43	\$600,891.00	\$28,655,947.43
Orange	11	\$26,013,264.00	\$695,272.00	\$26,708,536.00	\$993,706.68	\$27,006,970.68	\$695,272.00	\$27,702,242.68
Pinellas	11	\$20,615,306.00	\$705,759.00	\$21,321,065.00	\$787,504.69	\$21,402,810.69	\$705,759.00	\$22,108,569.69
Broward	12	\$35,355,099.00	\$774,475.00	\$36,129,574.00	\$1,350,564.78	\$36,705,663.78	\$774,475.00	\$37,480,138.78
Miami-Dade	12	\$65,205,550.00	\$1,091,506.00	\$66,297,056.00	\$2,490,852.01	\$67,696,402.01	\$1,091,506.00	\$68,787,908.01
Palm Beach	12	\$27,761,855.00	\$818,268.00	\$28,580,123.00	\$1,060,502.86	\$28,822,357.86	\$818,268.00	\$29,640,625.86
<b>Totals</b>		<b>\$397,700,000.00</b>	<b>\$11,699,995.00</b>	<b>\$409,399,995.00</b>	<b>\$15,192,139.99</b>	<b>\$412,892,139.99</b>	<b>\$11,699,995.00</b>	<b>\$424,592,134.99</b>





**Stacy Butterfield, CPA**  
POLK COUNTY  
EXECUTIVE COUNCIL CHAIR

**Tara S. Green**  
CLAY COUNTY  
VICE-CHAIR

**JD Peacock, II**  
OKALOOSA COUNTY  
SECRETARY/TREASURER



**JOHN CRAWFORD**  
NASSAU COUNTY

**PAT FRANK**  
HILLSBOROUGH COUNTY

**TODD NEWTON**  
GILCHRIST COUNTY

**PAULA S. O'NEIL, PH.D.**  
PASCO COUNTY

**HARVEY RUVIN, ESQ.**  
MIAMI-DADE COUNTY

**RON FICARROTTA**  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

**KYLE HUDSON**  
HOLMES COUNTY  
SENATE APPOINTEE

**VACANT**  
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

Clerks,

Yesterday the Clerks of Court Operations Corporation (CCOC) Budget Committee met to consider Clerks' budgets for Fiscal Year 2018-19. After reviewing four options, the committee thought best to distribute the slight increase in budget authority in a uniform manner to all 67 Clerks. Attached is the document that distributes the 3.82% increase in budget authority. The CCOC Budget Committee recommends with a unanimous vote that the CCOC Executive Council adopt that attached document as the budgets for Clerks for the 2018-19 fiscal year.

Any Clerk that wishes to address the Budget Committee may do so by phone conference on Wednesday, August 29 from 10:00 am to noon EDT. If you wish to present to the Budget Committee, please contact John Dew to schedule an appearance during the phone conference meeting. If no Clerk requests an appearance at the phone conference, the meeting will not be held. As an alternative, a Clerk may give comments through email to CCOC staff who will relay those comments to the Budget Committee.

The Budget Committee unanimously agreed to perform a Full Budget Review on all 67 Clerks' budgets as a beginning step to the fiscal year 2019-20 budget. The full budget review will be an intense effort on the part of both the Budget Committee and the individual Clerks. The Budget Committee will develop a timeline with a list of milestones and provide it to the Clerks. Items such as case counts, case weighting, case cost allocation, weighted workload measures formulas, subcase types and contracting Clerk duties to outside vendors will all be included as discussion items in this review process.

The Budget Committee voted to recommend to the Executive Council to keep the current peer group structure for the next two years and forgo the expense of the study.

My thanks to the Budget Committee and especially the CCOC staff for their work on the budget process. If I can address any issues on the above topics, please contact me.

Ken Burke  
CCOC Budget Chair

(E-mail sent out by CCOC Budget Committee Chair Burke to all Clerks at 2:08pm on Monday, August 27<sup>th</sup>)

Greetings and Happy Monday,

Let this serve as notice that the CCOC Budget Committee meeting tentatively scheduled for Wednesday August 29 at 10:00 AM (EDT) is hereby cancelled. No Clerk made a request to address the Budget Committee.

My sincere thanks to the Budget Committee for their dedication and hard work. Thanks also to the Clerks of Florida for your acceptance of the Budget Committee's decision to recommend an across the board increase to the CCOC Executive Council.

Please let me know if you have any questions or input concerning these matters.

Ken

**Ken Burke, CPA**

Clerk of the Circuit Court and Comptroller

Pinellas County, Florida

315 Court Street, Clearwater, FL 33756

Office (727) 464-3341 | Fax (727) 453-3589

[kburke@mypinellasclerk.org](mailto:kburke@mypinellasclerk.org) | [www.mypinellasclerk.org](http://www.mypinellasclerk.org)



## AGENDA ITEM 3(2)

**DATE:** September 11, 2018  
**SUBJECT:** Gadsden County Cash Flow Issue  
**COUNCIL ACTION:** Approve Clerk's 18/19 Budgets

**OVERVIEW:** On August 20<sup>th</sup>, Gadsden County Clerk's staff contacted the CCOC to indicate they had a significant cashflow issue and needed assistance. Gadsden County Clerk Thomas provided a formal letter requesting an additional \$198,000 be distributed to them from the CCOC Trust Fund. This was due to a cashflow shortage. CCOC staff reached out to Broward County Clerk's office to see if they would be willing to not receive a distribution of \$198,000 for the September distribution since the revenues in their area came in better than projected and they would not need the cash. They agreed.

CCOC staff received agreement from Budget Committee Chair Burke to bring this issue to the Committee at the next day's meeting under "other business". The Committee agreed unanimously to have the \$198,000 be distributed to the Gadsden County Clerk's office and not to Broward.

The Department of Revenue had to be informed of the distribution revision request within the next few days to meet their distribution timeline. CCOC Chair Butterfield therefore called a special meeting of the CCOC Executive Committee to review only this one item recommended by the Budget Committee recommendation due to the emergency of getting the dollars distributed. The meeting agenda and materials were posted prior to the August 24<sup>th</sup> meeting.

The Executive Committee approved the Budget Committee's recommendation. The CCOC Plan of Operations requires that at the next meeting of the Executive Council a decision of the Executive Committee be provided for confirmation.

**COUNCIL ACTION:** Confirm Executive Committee Decision

**LEAD STAFF:** John Dew

**ATTACHMENTS:** 1. CCOC August 24<sup>th</sup> Executive Committee Packet



**Stacy Butterfield, CPA**  
POLK COUNTY  
EXECUTIVE COUNCIL CHAIR

**Tara S. Green**  
CLAY COUNTY  
VICE-CHAIR

**JD Peacock, II**  
OKALOOSA COUNTY  
SECRETARY/TREASURER



JOHN CRAWFORD  
NASSAU COUNTY

PAT FRANK  
HILLSBOROUGH COUNTY

TODD NEWTON  
GILCHRIST COUNTY

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

HARVEY RUVIN, ESQ.  
MIAMI-DADE COUNTY

RON FICARROTTA  
13TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

KYLE HUDSON  
HOLMES COUNTY  
SENATE APPOINTEE

VACANT  
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 COMMITTEE MEETING

August 24, 2018; 4:00 PM

Conference Call: 1-904-512-0115 Code 412463

- 1) Call to Order, Roll Call, and Introduction..... Hon. Stacy Butterfield, CPA
- 2) Approve Agenda..... Hon. Stacy Butterfield, CPA
- 3) Request from Gadsden Clerk for additional funding from CCOC TF..... John Dew, CCOC
- 4) Other Business

**Committee Members:** Stacy Butterfield, Chair; Tara Green, Vice-Chair; and JD Peacock, Secretary/Treasurer



**AGENDA ITEM 3**

**DATE:** August 24, 2018  
**SUBJECT:** Request from Gadsden Clerk for Additional TF Disbursement  
**COMMITTEE ACTION:** Review recommendation from Budget Committee for Approval

**OVERVIEW:** On August 20<sup>th</sup>, staff from the Gadsden Clerk’s office notified CCOC staff that the Clerk’s office was going to have a cash shortage for the remainder of the county fiscal year due to less revenue being collected locally than originally projected. They asked staff if there were any solutions. CCOC staff brought the issue to the attention of the Budget Committee which met on August 21<sup>st</sup> and offered a solution. The solution sends \$198,000 less to Broward County from the CCOC Trust Fund in September and \$198,000 more to Gadsden County. This is possible due to Broward County collecting more local revenue than projected. They indicated they are willing to forgo receiving the dollars and instead send the dollars to Gadsden from the TF. This does not increase or decrease the budget authority of either Clerk’s office.

The Budget Committee members on August 21<sup>st</sup> approved the request and recommends the Council do so as well. This is a time sensitive issue where we need to notify the Department of Revenue of the change in the distribution within the next week for the September disbursement. Therefore, we are bringing this to the CCOC Executive Committee for a decision which according to the Plan of Operations has the authority to meet and make decisions that require immediate attention or concern administrative issues.

**COMMITTEE ACTION:** Approve Budget Committee Recommendation

**LEAD STAFF:** John Dew

- ATTACHMENTS:**
1. Clerk Thomas request and revenue shortfall reason letters.
  2. Documents from Clerk’s office on reasons for local revenue decline.

# Nicholas Thomas

Gadsden County, Florida



Clerk of the Circuit Court

Clerk of the County Court

Clerk to the Board of County Commissioners  
County Recorder  
County Auditor

August 20, 2018

Mr. Ken Burke, Executive Council Chair  
Florida Clerks of Court Operations Corporation  
2560-102 Barrington Circle  
Tallahassee, FL 32308

Honorable Ken Burke:

Our county FY2018 revenue is far less than previously projected creating a "serious cash flow issue".

The Gadsden Clerk of Court is requesting funding assistance from the CCOC Budget Committee to remedy this cash flow situation. Our estimated revenue shortfall for the county fiscal year end is \$198,000.

Your assistance with this matter is greatly appreciated.

Sincerely,

Nicholas Thomas, Clerk

Gadsden Clerk of the Circuit Court

Ph. (850) 875-8601  
FAX (850) 875-8612

Website: [www.gadsdenclerk.com](http://www.gadsdenclerk.com)  
Email: [clerkofcourt@gadsdenclerk.com](mailto:clerkofcourt@gadsdenclerk.com)

P.O. Box 1649  
Quincy, FL 32353-1649

# Nicholas Thomas

Gadsden County, Florida

Clerk of the Circuit Court



Clerk of the County Court

Clerk to the Board of County Commissioners  
County Recorder  
County Auditor

August 22, 2018

Stacey Butterfield, Executive Committee Chair  
Florida Clerks of Court Operations Corporation  
2560-102 Barrington Circle  
Tallahassee, FL 32308

Honorable Stacey Butterfield:

This letter is to explain why revenue in Gadsden is lower than projected creating a \$198,000 "cash flow deficit". CCOC has stated that overall clerk revenue for FY19 will increase for the first time in 10 years, which is not the situation in Gadsden. Our revenue across the board has continued to decline for several years. Contributing factors that are out of our control are court ordered waivers, approved indigent applications (see attached four year comparison) and declining traffic cases. For example, traffic tickets this year alone are 2,000 less than this same time last year. Also, most people in Gadsden filing for divorce fall below the Federal Indigent Guidelines and therefore are exempt from paying filing fees.

In recent years the CCOC re-adjusted revenue projections during the year and then re-adjusted the state allotment if necessary. As reported to CCOC on January 5, 2018 our projected revenue deficit at that time was approximately \$114,000. The re-projection process in the past has basically kept us from having to make a specific request. I've attached that revenue re-projection report.

Thank you for considering this urgent request.

Respectfully submitted,

Nicholas Thomas, Clerk  
Gadsden Clerk of the Circuit Court

Ph. (850) 875-8601  
FAX (850) 875-8612

Website: [www.gadsdenclerk.com](http://www.gadsdenclerk.com)  
Email: [clerkofcourt@gadsdenclerk.com](mailto:clerkofcourt@gadsdenclerk.com)

P.O. Box 1649  
Quincy, FL 32353-1649

	FY15	FY16	FY17	FY18 as of July 31
<b>Revenues</b>				
Rev Budget	902,145.00	925,000.00	829,547.00	890,483.00
Actual Collections	839,739.25	876,428.15	748,807.27	695,734.46
	<u>(62,405.75)</u>	<u>(48,571.85)</u>	<u>(80,739.73)</u>	<u>(194,748.54)</u>
<b>State Allotment</b>	<u>356,388.43</u>	<u>231,264.39</u>	<u>259,402.33</u>	<u>130,116.00</u>
<b>Jury Reimbursement</b>		<u>15,310.63</u>	<u>55,001.64</u>	<u>55,199.46</u>
<b>Waived Fees</b>				
Court Ordered	242,448.92	207,174.90	241,034.20	207,009.31
Indigent Fees	73,918.75	61,171.50	53,732.50	48,880.00
Payments made externally	9,381.20	2,654.86	-	3,655.18
	<u>325,748.87</u>	<u>271,001.26</u>	<u>294,766.70</u>	<u>259,544.49</u>

\*\*Revenues are projected using a 30 month average

\*\*10% started being deposited directly to fund 021 in Jul'17

\*\*Rev in 2018 was projected higher because of 10% fines going into fund 021



Revenue Reprojection Survey  
County Fiscal Year 2017/2018



County: Gadsden  
Contact: Rachel Harris  
E-Mail Address: rharris@gadsdenclerk.com

Projections As of Date: 1/5/2018

CCOC Form Version 1  
Created 12/15/17

17/18 Fine and Forfeitures Trust Fund Reprojections

	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
Fines, Fees, Svc Chgs, Ct Costs, etc. (Not Including 10% Fines)	\$ 55,411.89	\$ 55,406.47	\$ 56,437.72	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 55,195.08	\$ 664,011.80
10% Fines	\$ 4,058.98	\$ 4,064.40	\$ 3,033.15	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 4,275.79	\$ 49,638.64
<b>Total Fine and Forfeitures Trust Fund Dollars:</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 59,470.87</b>	<b>\$ 713,650.44</b>

Comments/Additional Notes:

Holland and Knight Revenue Projections

	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
Issuance of a Summons (\$10) F.S. 28.241(1)(d)	\$ 1,785.00	\$ 1,210.00	\$ 950.00	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 1,351.08	\$ 16,104.72
Indigent Civil Defense Trust Fee (10%) F.S. 57.082(1)(d)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Civil Traffic Proof of Compliance Court F.S. 318.14(10)(b)	\$ 48.02	\$ 45.72	\$ 35.56	\$ 48.67	\$ 48.67	\$ 48.67	\$ 48.67	\$ 48.67	\$ 48.67	\$ 48.67	\$ 48.67	\$ 48.67	\$ 567.33
Civil Traffic Court Cost F.S. 318.18(11)(a)	\$ 2,361.24	\$ 2,078.14	\$ 1,732.61	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 2,246.15	\$ 26,387.34
Civil Traffic Admin Fee (\$12.50) F.S. 318.18(18)	\$ 6,512.42	\$ 5,506.33	\$ 4,445.30	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 6,155.27	\$ 71,861.48
<b>Total</b>	<b>\$ 10,706.68</b>	<b>\$ 8,840.19</b>	<b>\$ 7,163.47</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 9,801.17</b>	<b>\$ 114,920.87</b>