



---

## BUDGET COMMITTEE MEETING

December 12, 2017

---

**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**  
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 BUDGET COMMITTEE MEETING

**December 12, 2017**

Workshop: 10AM-2PM (no call-in capabilities)

Meeting: 2PM-3PM

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

### **Location:**

Orlando Airport Marriott Lakeside,  
7499 Augusta National Drive, Orlando, FL 32822

- 1) Call to Order and Introduction ..... Hon. Stacy Butterfield, CPA
- 2) Approve Minutes of August 23<sup>rd</sup> Meeting ..... Marleni Bruner
- 3) Closeout of CFY 2016-17 Budget..... Marleni Bruner
- 4) Update on Revenue Shortfall for CFY 2017-18..... Hon. Stacy Butterfield, CPA
- 5) Discussion of CFY 2017-18 Operational Budget..... Hon. Stacy Butterfield, CPA
- 6) Discussion of Collecting Indigency Data ..... Hon. Stacy Butterfield, CPA
- 7) Other Business ..... Hon. Stacy Butterfield, CPA

**Committee Members:** Stacy Butterfield, CPA, Chair; Jeffrey Smith, CPA, Vice-Chair; Tom Bexley; Sharon Bock, Esq.; Dwight Brock, Esq., CPA; Ken Burke, CPA; Pam Childers, CPA; Kellie Connell, CPA; John Crawford; Kyle Hudson; Tiffany Moore Russell, Esq.; JD Peacock; Brent Thurmond, CPA; Carolyn Timmann; and Angela Vick

*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 of August 23<sup>rd</sup> CCOC Budget Committee Meeting

**Committee Action:** Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting in Hollywood, FL on August 23<sup>rd</sup>, 2017. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed simply to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text. All action items based on committee direction are in **red** and bold text.

1. Call to Order and Introduction

The meeting was called to order at approximately 4:00 PM EDT. CCOC staff member Jason Harrell called the roll. Members in attendance included: Clerk Butterfield, Chair; Clerk Smith, Vice-Chair; Clerk Bexley; Clerk Brock; Clerk Burke; Clerk Crawford; Clerk Hudson (by phone); Clerk Moore Russell; Clerk Peacock; Clerk Timmann; and Clerk Vick.

2. The minutes of the April 5<sup>th</sup> meeting were read by CCOC staff member Marleni Bruner. No questions or comments were made.

**A motion was made by Clerk Smith to approve the minutes as read and seconded by Clerk Crawford. Motion passed unanimously.**

3. Agenda Item 3 – Review Law Change Related to 10% Fine Money

A Budget Committee staff workgroup meeting was held on August 15<sup>th</sup>. They reviewed the law change in SB2506 related to 10% Fine money. The Clerks began on June 16 remitting the 10% fine collections to CCOC's Fine & Forfeiture Fund. Clerks started the fiscal year with a budget that included an authority for spending the 10% funds. That number was approximately \$24.1 million. Now that there is a change in the 10% fund, the committee must now deal with the transition and the parameters to be put in place to make sure that Clerks have the 10% authority spending and any remaining money in the Clerk's office.

The following recommendations were presented:

1. Clerks are to maximize 10% funds first. Clerks are required to spend the maximum of their fines collected or their budget authority, whichever is less.
2. For those who have spent their total 10% authority for CFY 2016-17 as of June 16<sup>th</sup> in the 10% fund, and have funds remaining in their 10% fund after June 16<sup>th</sup>, those Clerks



# 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

must spend down their balance of their 10% fund to zero by September 30, 2018 (CFY 2017-18). Those Clerks must prepare a spending plan, including contracts and dates, etc., which must be submitted to the CCOC by Friday, September 29, 2017. Clerks will have a mid-year report due to the CCOC for review by the budget committee as to progress of the depletion of the 10% fund.

3. Clerks who have expended all of their available revenue (June 16<sup>th</sup>) in their 10% fund have potential to spend their remaining 10% authority (in the CCOC TF) up to the amount of their annual 10% revenue.
4. Clerks are not allowed to exceed their aggregate CCOC Budget Authority (CCOC, 10%, and Jury).
5. If Clerks have potential additional spending authority within the limitations of #3 and would like to offer that authority to Clerks whose 10% authority is limited because their 10% revenue shortfall, then authorize the chair and CCOC staff to work together to re-allocate authority for those willing to donate.

**A motion was made by Clerk Burke to accept the recommendations 1 through 5 as the Budget Committee's position and seconded by Clerk Bock. There was no discussion and the vote was taken. The motion passed unanimously and the motion carried.**

#### 4. Agenda Items 4 – CFY 2017-18 Clerks' Budget Request

Jason Harrell reviewed the Budget Request for CFY 2017-18 on page 12 of the packet. He stated that it was a very high-level summary of the budget data that was submitted to the CCOC that was due June 1st. CCOC staff worked with Chair Butterfield's staff to make sure that we had the best available needs-based budget. At the top of the summary are the revenues which came from the Revenue Estimating Conference (REC). There was a gross budget submitted at \$477 million and the net needs-based budget which is what is being requested from the CCOC is \$461 million. That is \$52 million above the available revenues that were projected by the REC at their July 31<sup>st</sup> meeting. Also, the CFY 2017-18 request for FTE's is 243 less than CFY 2016-17 budget. There were no questions for Mr. Harrell.

#### 5. Agenda Item 5 – CFY 2017-18 Budget Process Reduction

Agenda Item 5.a – Chair Butterfield stated that the goal today was to recommend the CFY 2017-18 budget for each Clerk. She started with the budget authority and the projected amounts. On page 12 there is a projection of revenue. With SB 2506, the law changed and said that CCOC was not recommending a budget to the LBC but instead CCOC is supposed to set the budgets to the most recent REC projections. The REC met on July 31<sup>st</sup> and that projection is \$409.4 million and the needs-based budget is \$461 million. She noted that there was a big gap. This is a drop from the CFY 2016-17 budget of \$422 million. The REC is projecting a continuing decline in revenue to support the Clerks' budget. This year the Budget Committee must recommend budgets at the maximum of \$409.4 million. This is the amount of money that is available for the Budget Committee to allocate. The recommendation for this





# 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

committee to use the methodology to reduce CFY 2016-17 budgets by \$12.6 million is in the packet under Item 5b on page 16. The recommendation put forward is found on page 16, 17 and 18. The methodology being recommended to the committee is:

- Start with CFY 2016-17 aggregate budget authority.
- Subtract CFY 2016-17 jury management amount to get aggregate budget authority minus jury total.
- Apply an across the board reduction of \$12.6 million to the combined CCOC and 10% side of the budget.
- Add back in CFY 2016-17 jury amounts to total \$11.7 million appropriated.
- This provides the CFY 2017-18 Clerk budget authority by county.
- The net when jury is added back is a 2.99% across the board reduction that meet the \$409.4 approved budget authority for CFY 2017-18.

A motion was made by Clerk Vick and seconded by Clerk Smith to approve the methodology found in 5b. Nays – Clerk Peacock, Clerk Moore-Russell and Kyle Hudson. The motion passed.

Agenda Item 5.b – The Budget Committee will need to set the individual Clerks' Budgets. On page 20 and 21 in the packet and posted on the CCOC website, are the results of the methodology that has now been approved for our recommendation for the budget authority.

A motion was made by Clerk Smith to approve the Clerks' budgets. There was a second by Clerk Timmann. As part of the discussion, Don Spencer asked where was the 10% money. Chair Butterfield stated that it was included in the REC estimate. Clerk Burke asked how many years in a row has there been a reduced budget. Mr. Dew answered that has been every year since 2008-09. It was noted that besides the cut, Clerks have to absorb increases in health insurance as well as FRS. Bill Kinsaul asked for clarification on the budget, Chair Butterfield affirmed the numbers.

Vote was taken. Nays – Peacock, Moore-Russell, Hudson. The motion passed.

Agenda Item 5.d – Chair Butterfield brought up the question that if the Clerks had an increase in revenue after the REC meets in December or January, what would be the methodology for the increase? Ideas for the discussion are found in the packet on page 22.

Clerk Vick made a motion to put together a workgroup that would put together an optional survey for 12 Clerks for the purposes of developing a methodology for distributing revenues if increased revenues are available. There was seconded by Clerk Peacock. Clerk Timmann asked for a change in the wording of the motion and Clerk Butterfield acquiesced. **Chair Butterfield further explained that the previous Clerk staff workgroup will be used.** The vote was taken and passed unanimously.



6. Agenda Item 6 – IV-D Child Support Budget Impact

Chair Butterfield explained that the rate of reimbursement for the IV-D is less and that decreases must be covered by the Clerks just like with the 2.99% decrease as well as the health insurance and FRS increases. No action was taken, this was brought forward for information. The impact by number cannot be reported because all the audits by the vendor have not been done.

7. Agenda Item 7 – Other Business

Chair Butterfield stated that the Clerks are grateful to have the Jury Reimbursement put in place. The reimbursement was for CFY 2016-17 and now for CFY 2017-18. The reimbursement is on the state fiscal year which runs from July 1 through June 30. Chair Butterfield asked Mr. Dew to give a summary for information only. He noted that \$11.7 million was received. Some Clerks spent over while others were under. He hopes to work with Legislative staff to make those Clerks whole who were underfunded with the excess funds from those Clerks who were overfunded. He is waiting on several Clerks to make sure of the data before he works with Legislative staff. Clerk Timmann clarified the estimates and actuals, saying that clerks make estimates on judicial needs, incomes needed for long/short trials, and more/less trials. This is partly why the estimates do not meet the clerk's actual needs.

Mr. Dew noted that the Second Quarter Report for the Jury reimbursement estimates are due Friday. June-August monies have already disbursed.

Chair Butterfield clarified that the recommendations made today go to Executive Council on August 31<sup>st</sup>.

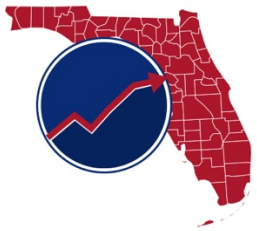
Clerk Burke thanked Clerk Vick for her work on the Jury money.

Future Budget Committee Meeting possible in the month of October.

Chair Butterfield asked for a motion to adjourn. Motion was made by Clerk Vick and seconded by Clerk Timmons. The motion passed.

**Lead Staff:** Marleni Bruner, Budget Manager II

**Attachments:** None



## AGENDA ITEM 3

**Date:** December 12, 2017

**Subject:** Closeout of CFY 2016-17 Budget

**Committee Action:** Consideration of CFY 2016-17 Settle-up

### OVERVIEW:

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.

Once final Expenditure and Collection reports have been received by the CCOC it is time to calculate settle-up amount. Settle-up does not statutorily include funds from jury management or 10% Fines. For the settle-up process the following calculation was used:

### Settle-Up Calculation

1. Clerk Revenues (Sept 2016 – Aug 2017) + Disbursements from the trust fund (Sept 2016 – Aug 2017) = Total Revenues (Does not include Juror Funding)
2. Clerk Expenditures (Oct 2016 – Sept 2017) + 1/12th Excess remittances to the trust fund (Oct 2016 – Sept 2017) = Total Expenditures (Does not include Juror Expenditures)
3. Total Revenues – Total Expenditures = Settle-up due to (from) the trust fund

Revenues from 10% fines that were redirected to the Fine and Forfeiture Trust Fund with the passage of SB 2506 were included in the calculation as well as their associated expenditures. The results of the calculations were e-mailed to Clerks and Clerk Finance Staff on December 7, 2017.

*Draft motion: Authorize Chair Butterfield to work with CCOC staff to finalize settle-up as described.*

**LEAD STAFF:** Marleni Bruner, CCOC Budget Manager

**ATTACHMENTS:** 1. CFY 2016-17 Expenditures to Budget Authority

County Name	CFY 2016-17 Budget Authority	CFY 2016-17 Total Expenditures
Alachua	\$ 5,705,049	\$ 5,723,706
Baker	\$ 623,109	\$ 533,090
Bay	\$ 3,471,510	\$ 3,511,666
Bradford	\$ 660,378	\$ 695,361
Brevard	\$ 11,489,384	\$ 11,489,384
Broward	\$ 37,244,574	\$ 36,445,894
Calhoun	\$ 412,852	\$ 412,471
Charlotte	\$ 3,427,800	\$ 3,370,047
Citrus	\$ 2,262,812	\$ 2,241,755
Clay	\$ 3,214,943	\$ 3,217,980
Collier	\$ 6,390,241	\$ 5,599,288
Columbia	\$ 1,451,624	\$ 1,324,840
Desoto	\$ 759,106	\$ 743,985
Dixie	\$ 466,322	\$ 454,862
Duval	\$ 17,956,210	\$ 17,898,832
Escambia	\$ 6,487,202	\$ 6,481,330
Flagler	\$ 1,642,583	\$ 1,535,992
Franklin	\$ 601,325	\$ 568,542
Gadsden	\$ 1,119,746	\$ 1,122,805
Gilchrist	\$ 496,920	\$ 459,321
Glades	\$ 497,045	\$ 451,614
Gulf	\$ 465,830	\$ 443,034
Hamilton	\$ 441,667	\$ 450,089
Hardee	\$ 807,233	\$ 793,804
Hendry	\$ 1,027,176	\$ 1,029,779
Hernando	\$ 3,320,493	\$ 3,012,174
Highlands	\$ 1,778,988	\$ 1,741,684
Hillsborough	\$ 28,475,677	\$ 26,827,421
Holmes	\$ 576,628	\$ 492,018
Indian River	\$ 2,953,971	\$ 2,972,599
Jackson	\$ 1,001,764	\$ 888,677
Jefferson	\$ 410,078	\$ 346,311
Lafayette	\$ 277,875	\$ 266,057
Lake	\$ 5,583,004	\$ 5,254,930
Lee	\$ 11,082,890	\$ 10,903,970
Leon	\$ 5,689,445	\$ 5,525,298
Levy	\$ 932,483	\$ 929,718
Liberty	\$ 284,028	\$ 281,130
Madison	\$ 517,955	\$ 516,636
Manatee	\$ 5,848,456	\$ 5,293,379
Marion	\$ 6,235,326	\$ 5,932,724
Martin	\$ 3,321,328	\$ 3,313,179



County Name	CFY 2016-17 Budget Authority	CFY 2016-17 Total Expenditures
Miami-Dade	\$ 68,342,056	\$ 68,281,416
Monroe	\$ 3,407,322	\$ 3,306,895
Nassau	\$ 1,485,762	\$ 1,383,538
Okaloosa	\$ 3,481,509	\$ 3,471,166
Okeechobee	\$ 1,246,535	\$ 1,043,130
Orange	\$ 27,532,536	\$ 27,432,527
Osceola	\$ 6,755,240	\$ 6,704,447
Palm Beach	\$ 29,461,778	\$ 29,388,232
Pasco	\$ 10,583,450	\$ 10,014,237
Pinellas	\$ 21,977,365	\$ 21,903,084
Polk	\$ 11,863,249	\$ 11,863,249
Putnam	\$ 1,854,188	\$ 1,858,672
Saint Johns	\$ 3,454,175	\$ 3,257,688
Saint Lucie	\$ 6,685,984	\$ 6,399,042
Santa Rosa	\$ 2,990,722	\$ 3,010,150
Sarasota	\$ 7,842,774	\$ 7,748,621
Seminole	\$ 8,476,048	\$ 8,277,450
Sumter	\$ 1,697,448	\$ 1,714,416
Suwannee	\$ 1,021,005	\$ 1,012,865
Taylor	\$ 505,684	\$ 502,350
Union	\$ 417,822	\$ 417,822
Volusia	\$ 10,740,346	\$ 10,393,106
Wakulla	\$ 640,221	\$ 639,717
Walton	\$ 1,561,988	\$ 1,508,375
Washington	\$ 584,978	\$ 573,056
	\$ 422,023,215	\$ 413,602,622

98%

DRAFT Calculations done by CCOC Staff. Figures will be finalized as CCOC Staff works with Clerks on their settle-up amounts and final September 2016 EC report.



# CCOC

## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

SHARON R. BROCK, 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'NEILL, PH.D.  
PASCO COUNTY  
HOUSE APPOINTEE

JOHN DREW  
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:** December 12, 2017

**Subject:** Update on Revenue Shortfall for CFY 2017-18

**Committee Action:** Informational; Consideration of Requesting New Clerk Revenue Projections

### OVERVIEW:

The approved statewide Clerks' budget for CFY 2017-18 is \$409.4 million (\$397.4 million Trust Fund; \$11.7 million Jury Management). This budget represents a cut of \$12.6 million from the CFY 2016-17 budget and is reduced \$63 million over the past five years. The CCOC Budget Committee approved Clerks' budgets at the August 23<sup>rd</sup> meeting. Those budgets were subsequently approved by the Executive Council on August 31<sup>st</sup>.

Since the approval of the budget, Florida experienced Hurricane Irma, one of the worst hurricanes in its history. This event has significantly impacted revenues use to fund Clerks' budgets. CCOC leadership has been working to determine revenue losses and any impacts to the CFY 2017-18 budget.

### HURRICANE IRMA IMPACT

After the hurricane, CCOC leadership request that staff immediately begin working to determine how this event impacted revenues. CCOC staff worked with a workgroup of expert staff from Clerks' offices to produce an initial impact estimate. As a follow up, leadership asked CCOC to conduct a survey of selected counties to get as much actual data as possible to produce a 2<sup>nd</sup> estimate. The results of the CCOC estimates are as follows:

- **Traffic Revenue Impacts:** CCOC's fiscal analysis projects a non-recoverable loss of revenue to Clerk's offices from Hurricane Irma of between \$7 and 8.6 million in traffic revenues alone for the affected time period.
- **Non-Traffic Revenue Impacts:** Further, a review of statewide revenues excluding civil and criminal traffic from September 2016 indicates a potential loss of revenues to the Clerks' Trust Fund for September 2017 of up to \$5.4 million above and beyond those captured in the revenue losses for traffic.
- In total, this would represent potential loss from Hurricane Irma impacts of up to **\$14 million** just to maintain Clerks' \$409.4 million already reduced budget, excluding any other revenue reductions that may occur.

---

## AGENDA ITEM 4: UPDATE ON REVENUE SHORTFALL FOR CFY 2017-18

---

This information was communicated to policymakers. CCOC leadership and staff continue to closely monitor this issue and will keep the Committee informed.

### REVENUE UPDATE

Included in your packet is the CCOC Monthly Revenue Report for September. September 2017 is the first month of the twelve months used for the CFY 2017-18 budget revenue. Revenues were **\$ 5.6 million, or 17%**, below the Clerks' monthly average goal. Additional takeaways include:

- Revenues were down **\$9.1 million, or 25 %**, over the month from August 2017.
- Revenues were down **\$5.9 million, or 18 %**, over the year from September 2016.
- When new revenues from SB 2506 and the redirected 10% fines are excluded, revenues were down **\$7.8 million, or 24 %**, over the year from September 2016.

Hurricane Irma impacted Florida in September and has resulted in less revenue. These impacts are likely to continue for the next several months. Prior to the Hurricane, revenues had been increasing slightly, or at least stabilizing, compared to previous years.

Additional details are included in the full report. CCOC staff is continuing to closely monitor revenue as they are reported.

### REVENUE ESTIMATING CONFERENCE (REC)

The REC will meet on January 11<sup>th</sup> in Tallahassee. The CCOC staff will participate to provide estimates for the Trust Fund and 10% fines on behalf of the Clerks. The Committee may want to consider asking Clerks to provide an updated revenue projection to CCOC to assist with the most accurate data for use at the REC meeting.

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

**ATTACHMENTS:**

1. Hurricane Irma Impact Analysis
2. Monthly Revenue Report Sept. 2017



---

## Hurricane Irma Fiscal Impact Analysis

---





**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

## CCOC and Clerk Staff Workgroup Fiscal Impact of Hurricane Irma

	September			October			November		
	Sep-16	25% loss	Sep-17	Oct-16	40% loss	Oct-17	Nov-16	30% loss	Nov-17
<b>Civil Traffic</b>	\$ 8,275,981.22	\$ 2,068,995.30	\$ 6,206,985.91	\$ 7,812,537.78	\$ 3,125,015.11	\$ 4,687,522.67	\$ 7,723,069.64	\$ 2,316,920.89	\$ 5,406,148.75
		<b>10% Loss</b>			<b>20% loss</b>			<b>15% loss</b>	
<b>Criminal Traffic</b>	\$ 2,590,925.78	\$ 259,092.58	\$ 2,331,833.21	\$ 2,521,658.54	\$ 504,331.71	\$ 2,017,326.83	\$ 2,477,337.00	\$ 371,600.55	\$ 2,105,736.45
<b>Total</b>	\$ 10,866,907.00	<b>\$ 2,328,087.88</b>	\$ 8,538,819.12	\$ 10,334,196.32	\$ 3,629,346.82	\$ 6,704,849.50	\$ 10,200,406.64	\$ 2,688,521.44	\$ 7,511,885.20

Actual Revenue 2016 **\$ 31,401,509.96**

### Notes:

- The following methodology was used to calculate the revenue loss for Civil and Criminal Traffic due to Impact of Hurricane Irma:
  - For Sept-Nov 2016 amounts used were reported revenue on EC report submitted by Counties.
  - For estimated Sept-Nov 2017 revenue used was actual revenue reduced by estimated percentage loss, as suggested by a workgroup of expert Clerk finance staff.
- Document prepared by CCOC staff on 9/26/17 for informational purposes.

Estimated Revenue 2017 **\$ 22,755,553.82**

Estimated Loss **\$ 8,645,956.14**



# FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

## Estimates for September 2017 Revenue Loss

**Method 1** Used average monthly revenue for June-August 2017 and Actual September 17 revenue.

Criminal Traffic				
	Jun-Aug Revenues	Average Monthly Revenue Jun-Aug 2017	Sept 17 Actual Revenue	Revenue Loss
<b>Statewide</b>	<b>\$ 7,815,584.64</b>	<b>\$ 2,605,194.88</b>	<b>\$ 2,151,809.00</b>	<b>(\$453,385.88)</b>

Civil Traffic			
	Jun-Aug Revenues	Average Monthly Revenue Jun-Aug 2017	Sept 17 Actual Revenue
<b>Statewide</b>	<b>\$ 24,065,016.86</b>	<b>\$ 8,021,672.29</b>	<b>\$ 6,633,182</b>

<b>Total Estimated Traffic Loss</b>
<b>(\$1,841,876.17)</b>

**Method 2** Comparison of actual revenue for September 2016 to actual September 2017.

Criminal Traffic			
	Sep 2016 Actual Revenue	Sep 2017 Actual Revenue	Revenue Loss
<b>Statewide</b>	<b>\$ 2,547,585.06</b>	<b>\$ 2,136,465.46</b>	<b>(\$369,637.39)</b>

Civil Traffic		
	Sep 2016 Actual Revenue	Sep 2017 Actual Revenue
<b>Statewide</b>	<b>\$ 8,122,117.53</b>	<b>\$ 6,561,891.06</b>

<b>Total Estimated Traffic Loss</b>
<b>(\$1,668,899.16)</b>

### Notes:

- Missing 12 Counties for Sept 17 Revenue including Seminole at the time report was prepared.
- Document prepared by CCOC staff on 9/26/17 for informational purposes.



**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

Estimates for October 2017 Revenue Loss

	Criminal Traffic			
	Jun-Aug 17 Cases	Average Monthly Jun-Aug # of Cases	Sept 17 Actual Cases	Difference
<b>Statewide</b>	102,281	34,094	25,108	<b>-26%</b>

	Civil Traffic			
	Jun-Aug 17 Cases	Average Monthly Jun-Aug # of Cases	Sept 17 Actual Cases	Difference
	730,212	243,404	159,605	<b>-34%</b>

	Criminal Traffic	
	October 2016 Revenue	Revenue Loss based on Reduces Cases
<b>Statewide</b>	\$ 2,481,011.65	\$ (645,063.03)

	Civil Traffic	
	October 2016 Revenue	Revenue Loss based on Reduces Cases
	\$ 7,672,637.50	\$ (2,608,696.75)

Total Estimated Traffic Loss
<b>(\$3,253,759.78)</b>

**Notes:**

- Estimating October revenue loss based of cases. September compared to Jun-August 17 average number of monthly cases.
- Document prepared by CCOC staff on 9/26/17 for informational purposes.



**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

## Estimates for November 2017 Revenue Loss

	Criminal Traffic			Civil Traffic		
	% of Loss October Cases	Nov 2016 Revenue	Revenue Loss	% of Loss October Cases	Nov 2016 Revenue	Revenue Loss
Broward	-13%	\$ 91,362.97	\$ (12,282.98)	-19%	\$ 455,429.32	\$ (87,630.88)
Charlotte	-3%	\$ 34,971.28	\$ (1,082.36)	-21%	\$ 59,187.32	\$ (12,432.23)
Clay	-39%	\$ 26,510.92	\$ (10,398.28)	-38%	\$ 72,524.67	\$ (27,859.61)
Collier	-3%	\$ 69,310.32	\$ (1,894.44)	-40%	\$ 129,110.29	\$ (51,868.76)
Dade	-7%	\$ 110,731.46	\$ (7,351.34)	-15%	\$ 1,700,949.83	\$ (260,489.19)
Duval	-45%	\$ 109,262.70	\$ (49,573.17)	-26%	\$ 208,667.48	\$ (54,687.73)
Hillsborough	-41%	\$ 232,398.00	\$ (95,903.91)	-53%	\$ 432,550.00	\$ (228,029.20)
Lee	-17%	\$ 116,411.09	\$ (20,290.26)	-9%	\$ 260,976.22	\$ (24,566.49)
Monroe	-12%	\$ 39,743.23	\$ (4,593.44)	-54%	\$ 44,545.39	\$ (23,983.86)
Orange	-13%	\$ 166,388.40	\$ (21,635.64)	-23%	\$ 909,969.33	\$ (212,798.71)
Palm Beach	-11%	\$ 203,025.42	\$ (22,202.39)	-40%	\$ 506,794.51	\$ (201,648.95)
Pinellas	-14%	\$ 242,015.89	\$ (33,771.91)	-23%	\$ 339,053.52	\$ (77,875.49)
Polk	-35%	\$ 63,943.57	\$ (22,073.37)	-7%	\$ 248,323.39	\$ (17,624.54)
Total 13 Counties		\$ 1,506,075.25	\$ (303,053.46)		\$ 5,368,081.27	\$ (1,281,495.65)
54 Counties	-10%	\$ 929,197.70	\$ (92,919.77)	-10%	\$ 2,219,207.07	\$ (221,920.71)
Statewide		\$ 2,435,272.95	\$ (395,973.23)		\$ 7,587,288.34	\$ (1,503,416.36)

<b>Total Estimated Traffic Loss</b>
<b>(\$1,899,389.59)</b>

### Notes:

- Document prepared by CCOC staff on 9/26/17 for informational purposes.



## Estimates for Non-Traffic September 2017 Revenue Loss

	All Revenues Sep 2016 Not Including Criminal and Civil Traffic	All Revenues Sep 2017 Not Including Criminal and Civil Traffic	Revenue Change from Sep 2016 to Sep 2017	Percentage Change from Sep 2016 to Sep 2017
	Sept 2016 TOTALS	Sept 2017 TOTALS	Increase/(Decrease)	Incr/-Decr
Alachua	\$387,262.46	\$216,925.03	(\$170,337.43)	-44%
Baker	\$32,632.54	\$13,671.78	(\$18,960.76)	-58%
Bay	\$251,615.12	\$290,915.09	\$39,299.97	16%
Bradford	\$22,500.74	\$16,735.30	(\$5,765.44)	-26%
Brevard	\$599,134.03	\$464,999.99	(\$134,134.04)	-22%
Broward	\$2,208,327.17	\$1,315,580.04	(\$892,747.13)	-40%
Calhoun	\$7,721.78	\$6,586.71	(\$1,135.07)	-15%
Charlotte	\$196,465.16	\$118,880.21	(\$77,584.95)	-39%
Citrus	\$179,165.85	\$137,002.25	(\$42,163.60)	-24%
Clay	\$159,690.89	\$128,225.72	(\$31,465.17)	-20%
Collier	\$281,294.17	\$171,063.23	(\$110,230.94)	-39%
Columbia	\$106,686.56	\$89,534.67	(\$17,151.89)	-16%
Dade	\$2,806,001.22	\$1,703,934.25	(\$1,102,066.97)	-39%
Desoto	\$33,191.20	\$36,504.25	\$3,313.05	10%
Dixie	\$11,317.51	\$18,609.13	\$7,291.62	64%
Duval	\$925,169.13	\$765,961.03	(\$159,208.10)	-17%
Escambia	\$358,574.71	\$330,924.94	(\$27,649.77)	-8%
Flagler	\$91,232.38	\$56,213.73	(\$35,018.65)	-38%
Franklin	\$14,462.31	\$10,284.38	(\$4,177.93)	-29%
Gadsden	\$63,444.74	\$57,243.08	(\$6,201.66)	-10%
Gilchrist	\$12,712.82	\$6,326.83	(\$6,385.99)	-50%
Glades	\$11,314.32	\$5,820.05	(\$5,494.27)	-49%
Gulf	\$16,202.22	\$12,128.54	(\$4,073.68)	-25%
Hamilton	\$5,846.56	\$10,917.04	\$5,070.48	87%
Hardee	\$16,653.94	\$21,259.39	\$4,605.45	28%
Hendry	\$78,635.46	\$47,686.32	(\$30,949.14)	-39%
Hernando	\$269,282.07	\$162,300.73	(\$106,981.34)	-40%
Highlands	\$86,786.60	\$55,811.25	(\$30,975.35)	-36%
Hillsborough	\$1,994,531.00	\$1,626,029.00	(\$368,502.00)	-18%
Holmes	\$13,711.28	\$24,018.29	\$10,307.01	75%
Indian River	\$209,342.14	\$125,498.57	(\$83,843.57)	-40%
Jackson	\$30,717.53	\$27,836.47	(\$2,881.06)	-9%
Jefferson	\$9,855.79	\$3,939.96	(\$5,915.83)	-60%
Lafayette	\$2,970.71	\$3,195.73	\$225.02	8%
Lake	\$280,385.00	\$204,816.00	(\$75,569.00)	-27%
Lee	\$567,932.95	\$459,240.20	(\$108,692.75)	-19%
Leon	\$240,487.71	\$251,833.94	\$11,346.23	5%
Levy	\$29,065.47	\$28,904.69	(\$160.78)	-1%
Liberty	\$4,753.06	\$3,887.92	(\$865.14)	-18%
Madison	\$16,258.88	\$16,903.77	\$644.89	4%
Manatee	\$343,291.34	\$278,033.74	(\$65,257.60)	-19%
Marion	\$373,464.95	\$264,025.13	(\$109,439.82)	-29%
Martin	\$145,936.30	\$100,935.17	(\$45,001.13)	-31%
Monroe	\$127,957.01	\$71,202.77	(\$56,754.24)	-44%
Nassau	\$61,247.68	\$45,342.06	(\$15,905.62)	-26%

## Estimates for Non-Traffic September 2017 Revenue Loss

	All Revenues Sep 2016 Not Including Criminal and Civil Traffic	All Revenues Sep 2017 Not Including Criminal and Civil Traffic	Revenue Change from Sep 2016 to Sep 2017	Percentage Change from Sep 2016 to Sep 2017
	Sept 2016 TOTALS	Sept 2017 TOTALS	Increase/(Decrease)	Incr/-Decr
Okaloosa	\$205,606.45	\$251,534.51	\$45,928.06	22%
Okeechobee	\$45,222.11	\$35,065.24	(\$10,156.87)	-22%
Orange	\$1,267,764.77	\$1,064,001.29	(\$203,763.48)	-16%
Osceola	\$277,709.86	\$375,451.96	\$97,742.10	35%
Palm Beach	\$1,594,411.20	\$1,027,009.84	(\$567,401.36)	-36%
Pasco	\$439,774.98	\$379,414.34	(\$60,360.64)	-14%
Pinellas	\$1,548,116.26	\$1,245,493.03	(\$302,623.23)	-20%
Polk	\$645,752.04	\$519,951.42	(\$125,800.62)	-19%
Putnam	\$59,057.03	\$35,319.77	(\$23,737.26)	-40%
Santa Rosa	\$205,535.33	\$168,585.12	(\$36,950.21)	-18%
Sarasota	\$295,341.04	\$208,719.46	(\$86,621.58)	-29%
Seminole	\$640,914.54	\$495,743.23	(\$145,171.31)	-23%
St. Johns	\$150,749.06	\$123,007.68	(\$27,741.38)	-18%
St. Lucie	\$275,456.26	\$304,130.07	\$28,673.81	10%
Sumter	\$54,494.73	\$47,673.96	(\$6,820.77)	-13%
Suwannee	\$60,833.57	\$41,436.95	(\$19,396.62)	-32%
Taylor	\$26,465.24	\$23,038.31	(\$3,426.93)	-13%
Union	\$8,041.30	\$4,566.03	(\$3,475.27)	-43%
Volusia	\$622,140.92	\$476,630.34	(\$145,510.58)	-23%
Wakulla	\$16,618.19	\$22,035.55	\$5,417.36	33%
Walton	\$85,526.00	\$72,653.18	(\$12,872.82)	-15%
Washington	\$16,272.56	\$31,901.15	\$15,628.59	96%
Whole State	\$22,227,035.90	\$16,761,050.80	(\$5,465,985.10)	

### Notes:

- Document prepared by CCOC staff on 11/14/17 for informational purposes.



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

## HURRICANE IRMA IMPACT

- Clerks' CFY 2017-18 approved budget is \$409.4 million; \$397.7 Trust Fund and \$11.7 for jury management from General Revenue. This already represented a \$12.6 million reduction from the CFY 2016-17 budget.
- The estimates provided now are only relating to funding that may be needed just to maintain our approved CFY 2017-18 budget of \$409.4 million, and does not represent any potential funds relating to Clerks' overall level of funding or needs-based budget requests.
- Traffic Revenue Impacts: CCOC's fiscal analysis projects a non-recoverable loss of revenue to Clerk's offices from Hurricane Irma of between \$7 and 8.6 million in traffic revenues alone for the affected time period.
- Non-Traffic Revenue Impacts: Further, a review of statewide revenues excluding civil and criminal traffic from September 2016 indicates a potential loss of revenues to the Clerks' Trust Fund for September 2017 of up to \$5.4 million above and beyond those captured in the revenue losses for traffic.
- In total, this would represent potential loss from Hurricane Irma impacts of up to **\$14 million** just to maintain Clerks' \$409.4 million already reduced budget, excluding any other revenue reductions that may occur.
- Clerks must report that we do not anticipate that the revenues will be available as projected to support our current CFY 2017-18 statewide budget, resulting in an immediate current year budget emergency.

**Please Note:** In addition to the impact from Hurricane Irma, REC trend estimates indicate Clerks may experience an additional 2% reduction to the Trust Fund (on top of impacts of the hurricane). Thus, Clerks could encounter another revenue loss of approximately \$8 million during the CFY budget. Combined with Irma, this could leave a funding gap of up to \$22 million.



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

## MONTHLY REVENUE REPORT SEPTEMBER 2017

The Article V Revenue Estimating Conference projected for CFY 2017-18 a total statewide of **\$397.7 million** revenue, (\$393.7 million revenue; \$4 million carryforward). To meet this projection, Clerks need to average approximately **\$32.8 million** per month in revenues statewide. September 2017 is the first month of the twelve months used for the CFY 2017-18 budget revenue.

Here are the highlights so far:

- Total revenues reported for September 2017 are **\$27,151,445.21**.
  - This is approximately **\$ 5.6 million, or 17%**, below the Clerks' monthly average goal.

### Compared to August 2017

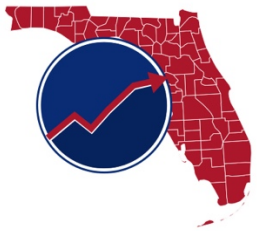
- Revenues were down **\$9.1 million, or 25 %**, over the month from August 2017.
- The greatest reduction over the month was found in the category of the \$80 Filing Fee at 38% decline, followed by the categories of Filing Fees and Service Charges at 35%.

### Compared to September 2016

- Revenues were down **\$5.9 million, or 18 %**, over the year from September 2016.
- When new revenues from SB 2506 and the redirected 10% fines are excluded, revenues were down **\$7.8 million, or 24 %**, over the year from September 2016.
- The greatest reduction over the year from September 2016 was found in the category of Services Charges at 64% decline, followed by the category of \$80 Filing Fee at 38%.

Hurricane Irma impacted Florida in September and has resulted in less revenue. These impacts are likely to continue for the next several months. Prior to the Hurricane, revenues had been increasing slightly, or at least stabilizing, compared to previous years.





# CCOC

## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

SHARON R. BROCK, 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'NEILL, PH.D.  
PASCO COUNTY  
HOUSE APPOINTEE

JOHN DREW  
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 5

**Date:** December 12, 2017

**Subject:** Discussion of CFY 2017-18 Operational Budget

**Committee Action:** Consideration of CFY 2017-18 Operational Budget Format and Timeline

### OVERVIEW:

Each year, Clerks submit to the CCOC a needs-based budget that request funding for a budget that includes what Clerks need for their court-related operations. However, Clerks' budgets are limited to revenues available as determined by the Article V Revenue Estimating Conference (REC). This year, Clerks submitted a needs-based budget request of \$461 million; however, the revenues available were only \$409.4 million. The approved statewide revenue-limited budget for CFY 2017-18 is \$409.4 million.

Once the budget is approved, CCOC has historically requested that Clerks submit an operational budget providing information on how their office operates on the revenue limited budget.

The operational budget provides important information that is needed to respond to legislative requests, compare to previous years, and fully tell the Clerks' "budget story." It is important that CCOC has this information to be responsive and provide analysis. However, Clerks are also stretched for resources from ongoing budget reductions and completing the forms does require staff workload.

The Committee can discuss the value of the operational budgets, a timeline for sending and due dates to CCOC, as well as what the form should look like.

The full budget form will be presented at the meeting for discussion. An alternative could be a pared down summary sheet used to collect the most important information.

**COMMITTEE ACTION:** Consideration of CFY 2017-18 Operational Budget Format and Timeline

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

**ATTACHMENTS:**



## AGENDA ITEM 6

**Date:** December 12, 2017

**Subject:** Discussion of Collecting Indigency Data

**Committee Action:** Consideration of Any Additional Data Required for Reporting

### OVERVIEW:

As Clerks continue to communicate their ongoing budget challenges with policymakers, the issue of cases that do not have a filing fee has been raised as a point of discussion. Clerks have suggested that their staff dedicates significant time to cases for individuals that are deemed to be indigent with no associated revenues. It is a state public policy decision that individuals who are indigent should not pay various costs. This has a budget impact for Clerks.

Currently, CCOC collects data on various subcases but does not have data on how many cases are indigent. For this agenda item, the Committee can discuss the value of collecting this data and how to implement reporting. Also for consideration is how to leverage CCIS to gather this data.

**COMMITTEE ACTION:** Consideration of Any Additional Data Reporting Needed

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

**ATTACHMENTS:** None