

Sharon R. Bock, Esq. Palm Beach County EXECUTIVE COUNCIL CHAIR		Ken Burke, CPA Pinellas County VICE-CHAIR		Stacy Butterfield, CPA Polk County SECRETARY/TREASURER	
John Crawford Nassau County	Harvey Ruvin Dade County	Jeffrey R. Smith, CPA Indian River County	Vacant Population Group I	Vacant Population Group II	
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	

Agenda

Budget Committee

March 15, 2017

Date & Time: March 15, 2017 10:30 am – 2:30 pm

Location: Tallahassee Room, Tallahassee City Hall 300 S. Monroe
Tallahassee, FL 32301

Meeting Room: Tallahassee Room

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

Budget Committee Meeting: (The meeting is open to all interested in attending.)

- 1) Call to Order and Introduction Stacy Butterfield
- 2) Review Summary of December 7th Meeting and Update on Action Items (Pages 2-5) Marleni Bruner
- 3) Update and Presentation on Peer Group Review Study (Pages 6-9) Bo Shippen
- 4) Update on CFY 2016-17 Revenue Outlook (Page 10-15)..... John Dew
 - a. Summary of February 17th Revenue Estimating Conference Meeting
 - b. Redistribution of funded and depository counties
 - c. Update on Clerks' Trust Fund
- 5) State Budget Issues & Legislative Update (Page 16) Carolyn Timmann and Jason Harrell
- 6) Update on Workgroup Projects:
 - a. New Case Count (Page 17)..... Ken Burke and Doug Isabelle
 - b. Weighted Subcases (Pages 18-19) Don Barbee and Doug Isabelle
 - c. PAC Update (Page 20) Tara Green and Doug Isabelle
 - d. Health Care Costs (Page 21)..... Pam Childers and Jason Harrell
 - i. Overview of state budgeting process (Pages 22-23) Marleni Bruner
- 7) Discussion of CFY 2017-18 Budget Forms (Page 24) Stacy Butterfield
- 8) Discussion of CFY 2017-18 Budget Timeline & Process (Page 25-27) Stacy Butterfield
- 9) Other Business Stacy Butterfield

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



Our Mission:

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Agenda Item 2

Budget Committee Meeting

March 15, 2017

Date: March 15, 2017

Subject: Summary of December 7, 2016 Meeting, Update on Action Items

Committee Action:

For review and approval.

Overview/Background:

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting in Tallahassee on December 7, 2016. An agenda and materials were distributed in advance of the December 7th meeting and posted on the CCOC website.

Provided below is a summary of staff notes from the meeting. These staff notes are designed simply to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in bold text. All action items based on committee direction are in red and bold text.

Notes from December 7, 2016 Meeting:

1) Call to Order and Introduction

The meeting on December 7th was called to order at approximately 2:15 PM EST. Members in attendance during the meeting included: Clerk Butterfield, Chair; Clerk Inzer, Vice-Chair; Clerk Burke; Clerk Childers; Clerk Connell; Clerk Crawford; Clerk Peacock; Clerk Smith; Clerk Timmann; and Clerk Vick.

2) Review Summary of October 13 Meeting and Update on Action Items

Clerk Childers made a motion to approve the minutes from the October 13 meeting. Clerk Vick seconded the motion. Motion passed unanimously.

3) Update and Presentation on Peer Group Review Study

Bo Shippen, from Economists Incorporated presented a preliminary review and discussion for the 2016 peer group review study currently in process. He provided a review of the 2012 and 2014 reports and discussed challenges encountered in modeling the previous reports, model changes under consideration for the 2016 report, and additional suggestions that have been brought forward by Clerks and CCOC staff. Mr. Shippen stated that he anticipated to have a preliminary report ready sometime in January. The committee then had an opportunity to comment or ask questions and thought it would be best to give all Clerks the opportunity to provide feedback regarding the study.



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Clerk Smith made a motion for a memo to be sent to Clerks from Chair Butterfield asking for any input regarding the peer group review study to be submitted to CCOC by close of business December 16th. Clerk Timmann seconded the motion. Motion passed unanimously.

4) Update on CFY 2016-17 Operational Budget Forms

During the workshop, Chair Butterfield provided an update regarding the CFY 2016-17 operational budget forms. The committee discussed a timeline for the forms to be sent out and submitted by Clerks, as well.

Clerk Burke made a motion for the operational budget forms to be sent to Clerks from CCOC staff by December 16th with a deadline for submission on January 13th, 2017, and allow Chair Butterfield to work with CCOC staff to adjust this timeline if necessary. Clerk Vick seconded the motion. Motion passed unanimously.

Action Item: CCOC staff to disburse the CFY 2016-17 operational budget forms to Clerks on December 16th with a January 13th, 2017 deadline and work with Chair Butterfield if any changes need to be made to this timeframe.

5) Update on Clerks' Trust Fund

John Dew provided an update regarding the balance of the trust fund and the pending disbursements needing to be made soon, including the CFY 2015-16 settle-up and the December deficit payment. The committee discussed the need to prioritize those disbursements and possibly making it a policy for future fiscal years so that it does not have to be voted on each year. Mr. Dew also provided an update regarding reported revenues collected for September and October of CFY 2016-17.

Clerk Burke made a motion to disburse the CFY 2015-16 settle-up dollars to Clerks first, then disburse the December deficit disbursement to the funded Clerks as dollars are available in the trust fund and adopt this as a policy moving forward. Clerk Thurmond seconded the motion. Motion passed unanimously.

Action Item: CCOC staff to contact DOR regarding the priority of disbursements.

6) Update on Juror Funding

John Dew provided an update on the juror funding and explained how any carryforward from the first quarter of funding will be taken into consideration when allocating dollars statewide for the 3rd quarter disbursement. Mr. Dew also noted that CCOC staff are working closely with JAC staff to ensure a smooth process going into quarter 4.

7) Summary of November 16 Revenue Estimating Conference Meeting

Doug Isabelle provided a review of the November 16 REC meeting. CCOC staff projected a lower amount than the previous meeting and the conference adopted a reduced revenue projection from the July meeting, projecting further declines for out years.

8) State Budget Issues

Jason Harrell provided an update on the state fiscal outlook and changes that were discussed by the House, in November, indicating that the predicted revenue shortfalls may happen earlier than anticipated, in this fiscal year versus out years.

9) Discussion of CFY 2017-18 Budget Timeline

Chair Butterfield discussed the draft timeline provided in the meeting materials and asked for feedback regarding moving the budget submission date back to an earlier date for the CFY1718 budget process to give CCOC staff and the Budget Committee more time to analyze the data.

Motion made by Clerk Timmann to set the initial budget submission deadline for May 1, 2017. The remainder of the draft timeline can be set and revised at Chair Butterfield's discretion. Clerk Crawford seconded the motion. Motion passed unanimously.

10) Discussion of CFY 2017-18 Budget Issues

This agenda item is addressed in the draft budget timeline from agenda item 9.

11) Update on Workgroups

a) Base Budget Workgroup

Clerk Timmann and Clerk Smith updated the committee on the work of the base budget workgroup. Clerk Timmann and Smith are currently working with their staff to develop a base budget for their individual offices and plan to meet again once this initial project is done to discuss next steps.

b) Health Care Workgroup

Jason Harrell and Clerk Childers updated the committee on the progress of the health care workgroup. Mr. Harrell explained that data has been compiled from the health care surveys submitted by each Clerk's office in the summer of 2016 and compared to the state rates. Next steps include analyzing the data and identifying and clarifying anomalies.

c) Case Count Workgroup

Clerk Burke provided the committee with an update regarding the case count workgroup. The workgroup met in Tallahassee with CCOC staff and FCCC staff to discuss the data that is available, potential issues with the data, and developed a general plan for moving forward to audit the data in a sense.

12) Discuss List of Additional Studies

This agenda item was not discussed due to lack of time.

13) Other Business

With no other business to discuss, **Clerk Crawford made a motion to adjourn the meeting. Clerk Timmann seconded the motion, and the meeting was adjourned at 2:48 PM ET.**

Committee consideration:

N/A

Lead Staff:

Jason Harrell, CCOC Budget and Communications Director

Agenda Item 3

Budget Committee

March 15, 2017

Date: March 15, 2017

Subject: Update on Peer Group Review Study

Committee Action:

For informational purposes, only.

Overview/Background:

During the December 7, 2016 Budget Committee meeting, consultant Bo Shippen, from Economist, Inc., provided an updated to the committee on the progress of the peer group review study.

He provided a review of the 2012 and 2014 reports and discussed challenges encountered in modeling the previous reports, model changes under consideration for the 2016 report, and additional suggestions that have been brought forward by Clerks and CCOC staff. The committee then had an opportunity to comment, provide suggestions, or ask questions.

Chair Butterfield and committee members indicated that it was very important to get feedback from all clerks on this project. CCOC staff advised that on November 22, 2016, an email was sent to select clerks staff asking for feedback on the peer group process. At the meeting, Chair Butterfield advised that post meeting she would ask the CCOC to reach out to all clerks for feedback on the peer group review process. Clerk Smith made a motion for a memo to be sent to Clerks from Chair Butterfield, asking for any input regarding the peer group review study to be submitted to CCOC by close of business December 16th.

Actions Taken:

On December 12, 2017 Jason Harrell, CCOC Budget and Communications Director, sent an email to all clerks with a memo from Chair Butterfield requesting their feedback on input to be provided to the consultant for the peer group study (see attached). Throughout December comments were received and provided to the consultant for review. In all, over a dozen Clerks' offices provided their thoughts and ideas.

Throughout January, CCOC staff continued to work with Mr. Shippen providing information for the study. On February 3, 2017, CCOC staff, John Dew, Doug Isabelle, and Jason Harrell met with Mr. Shippen to receive a status update. Mr. Shippen indicated that he would continue his work, considering all the feedback and input from clerks and CCOC staff, with the goal of presenting a draft report at the March Budget Committee meeting.

Subsequently, CCOC staff provided updates to Chair Butterfield as needed. On March 8th Mr. Shippen provided a DRAFT copy of the report to CCOC staff and Chair Butterfield for review. On March 9th, Chair Butterfield and CCOC staff held a conference call with Mr. Shippen to discuss the draft report. It was determined that a copy of the DRAFT report would be sent by CCOC to the budget committee and then made available to all Clerks before the meeting so that they can provide feedback to the consultant.



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As of the time of this memo, CCOC staff is still working through a few issues with the Report with Mr. Shippen, so it is not included in the materials. However, CCOC expects to have the available in advance of the meeting so all Clerks will have adequate time to review.

Mr. Shippen will present his proposal at the meeting and be available for questions. Due to the complexity of the issue, and the goal that all Clerks have time to fully grasp and understand the proposal, it is expected that there will be no vote on adopting the report during this meeting. Please review the Report in advance so that feedback can be provided to the consultant, Mr. Shippen.

Lead Staff: Jason Harrell, CCOC Budget and Communications Director

Attachments: A – December 12, 2017 Email from Jason Harrell, CCOC Budget and Communications Director, to all Clerks
B – Memo from Chair Butterfield to all clerks
C – DRAFT Peer Group Review Study Report (to be included in the near future)

Jason Harrell

From: Jason Harrell
Sent: Monday, December 12, 2016 2:04 PM
To: Court Clerks
Cc: FL CCOC Staff; 'stacybutterfield@polk-county.net'
Subject: Request for Input for Peer Group Review Study
Attachments: MEMO - Peer Group Review Feedback.pdf

Good Afternoon, Clerks:

Please see the attached memo from Chair Butterfield requesting your input for the peer group study. Your comments will be provided to the consultant in order to assist with the study. As stated in the memo, please provide your thoughts/comments to me by Friday December 16th. If you have any questions or concerns, please let me know.

Sincerely,

Jason Harrell
Budget and Communications Director
Florida Clerks of Court Operations Corporation
850-386-2223

FLORIDA CCOC

Clerks of Court
Operations Corporation



Memorandum

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

Honorable Ken Burke, CPA
Pinellas County
Vice Chair

Honorable Stacy Butterfield, CPA
Polk County Clerk
Secretary/Treasurer

Honorable John Crawford
Nassau County

Honorable Bob Inzer
Leon County

Honorable Harvey Ruvin
Dade County

Honorable Tim Sanders
Madison County

Honorable Jeffrey R. Smith, CPA
Indian River County

Supreme Court
Honorable Ron Ficarrotta
13th Judicial Circuit Judge

Senate
Honorable Kyle Hudson
Holmes County

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

Joe Boyd, Esq.
General Counsel

John Dew
Executive Director

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

Date: December 12, 2016

To: Clerks of Court

From: Stacy Butterfield, CPA, Chair, CCOC Budget Committee

Subject: Request for input for Peer Group Review Study

One of the issues that is of interest to many Clerks is our current peer groups. As you are probably aware, at the October 13th meeting the Budget Committee directed CCOC staff to proceed with haste, within rules and guidelines of contracts, to acquire a firm to conduct a peer group study. In response, CCOC contracted with the economist that conducted our previous two studies, Bo Shippen, who is now with the firm, Economist Inc. During the December 7th Budget Committee meeting, Mr. Shippen provided an update to the committee. The consultant indicated that he is taking into consideration many factors that may create variances among counties, aside from just cases and population (e.g. inmate population, income levels, weighted cases, etc.). Clerks in attendance were able to ask questions and make comments. I have included a copy of the presentation in this email.

As we move forward on this study, the committee believes that it would be extremely beneficial to get feedback from as many Clerk's Offices as possible. This information will then be provided to the consultant to assist him in his study. We would greatly appreciate it if you would please provide any thoughts or suggestions you may have regarding our current peer groupings, methodology, and variables that you believe may need to be considered (or considered differently) in the study to Jason Harrell, CCOC Budget and Communications Director, by December 16, 2016. I appreciate your thoughts and input on this important issue. The consultant plans to have a preliminary report completed sometime in January, and I will keep you informed of our progress as we continue to work on this matter. If you have any questions or concerns, please contact CCOC staff.

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Agenda Item 4

Budget Committee

March 15, 2017

Date: March 15, 2017

Subject: CFY 2016-17 Revenue Outlook

Committee Action:

Information and request for Committee approval on methodology for revising the list of "Depository and Funded" Clerks. Continue to allow Committee Chair to work with CCOC staff on distribution of limited Trust Fund dollars.

Overview/Background:

The state's Article V Revenue Estimating Conference met on February 16, 2017 and adopted a projected revenue number of \$372.3 million. This is a decrease of \$11.7 million from the \$384 million adopted at the November Conference meeting. (See Attachment A.)

Every quarter the Department of Finance is required to submit to the Governor's Office a request for CCOC Trust Fund disbursement. The Department must provide their projection on the dollars available from the Clerks TF. This is based on the amount of dollars that are projected to be provided each month during the quarter from the "Depository Clerks." They seek information first from CCOC staff.

At the beginning of CFY 16/17, based on projected revenues made by Clerks in June 2016 and compared to their approved budgets, it was expected that 20 Clerks would collect excess revenue to be sent in to the TF of approximately \$1.5 million dollars monthly. However, 47 Clerks would have insufficient local revenue they could keep and would therefore need revenues of approximately \$1.9 million monthly. (See Attachment B.) The shortfall would be made up by the carryforward dollars in the TF of approximately \$6.6 million dollars.

However, revenues statewide have decreased since the June projection and as noted is expected to be significantly less. The Clerks themselves when submitting their operational budgets to the CCOC in January 2017 projected a significant decrease of revenues from their June 2016 budget request projection. However, these projections are still higher than what was projected by the Estimating Conference at their February meeting.

Currently there is approximately \$1.5 million in the Clerks' TF and a need for approximately \$1.9 million for the month of March. (See Attachment C)



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Issue to Resolve:

To determine the amount of dollars potentially available in the Clerks' TF the suggested methodology is recommended:

Calculate the total annual revenue projection by Clerks from their January operational budget submittal. If this amount is higher than the amount projected by the Estimating Conference, we would decrease across the board each Clerk's revenue projection by that percentage difference.

After applying the across the board revenue percentage reduction, we would then compare that revised total revenue projection to each Clerk's approved budget. If the amount shows a surplus of projected revenue they would be a "Depository Clerk" and we would calculate the amount which would come in monthly to the TF. If the amounts show a projection of less revenues to be collected than their approved annual budget, then we would calculate the amount they would need each month from the TF.

It is expected the decrease in projected revenues, with no change in budget authority, would lead to less Depository Clerks and less dollars coming into the TF and more Funded Clerks needing more revenues. It is further expected that there will not be sufficient dollars in the TF to fund Clerks that need these dollars to operate at their approved budget rate.

Recommendation:

Approve the methodology provided above and direct CCOC staff to work the Budget Chair and provide the results to the Department of Revenue staff in order to revise the list of "Depository and Funded Clerks." Continue to allow the CCOC Budget Chair to determine how to allocate the limited TF dollars to the Funded Clerks.

Lead Staff: John Dew, Executive Director

Attachments: A – February 16th Article V Estimating Conference Projected Revenues for Clerks
B – Current list from October 2016 of "Depository and Funded Clerks" and amounts.
C – Email from Department of Revenue on CCOC TF amount as of March 6, 2017.

Article V REC

2/16/2017

**Local Government Fines/Fees/Charges Schedule for Clerks
(Millions)**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
SFY16/17	32.7	29.8	32.2	33.0	28.6	28.2	34.7	31.5	31.6	32.2	30.4	29.8	374.7
SFY17/18	30.5	29.2	32.5	29.2	29.0	28.1	28.7	31.7	31.8	32.3	30.5	29.9	363.5
SFY18/19	30.3	29.0	32.3	29.0	28.8	27.9	28.5	31.5	31.5	32.1	30.3	29.7	361.1
SFY19/20	30.4	29.1	32.4	29.1	28.9	28.0	28.6	31.6	31.7	32.3	30.4	29.9	362.4
SFY20/21	30.5	29.2	32.5	29.2	28.9	28.1	28.7	31.7	31.7	32.3	30.5	29.9	363.4
SFY21/22	30.6	29.3	32.6	29.3	29.0	28.2	28.8	31.8	31.8	32.4	30.6	30.0	364.3

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
LFY 16/17	33.0	28.6	28.2	34.7	31.5	31.6	32.2	30.4	29.8	30.5	29.2	32.5	372.3
LFY 17/18	29.2	29.0	28.1	28.7	31.7	31.8	32.3	30.5	29.9	30.3	29.0	32.3	362.9
LFY 18/19	29.0	28.8	27.9	28.5	31.5	31.5	32.1	30.3	29.7	30.4	29.1	32.4	361.5
LFY 19/20	29.1	28.9	28.0	28.6	31.6	31.7	32.3	30.4	29.9	30.5	29.2	32.5	362.7
LFY 20/21	29.2	28.9	28.1	28.7	31.7	31.7	32.3	30.5	29.9	30.6	29.3	32.6	363.6
LFY 21/22	29.3	29.0	28.2	28.8	31.8	31.8	32.4	30.6	30.0	30.7	29.4	32.7	364.5

Funded Amount for CFY 1617

	County	Annual Funded Amount	Monthly Funded Amount
1	Alachua	\$ 1,412,669.91	\$ 117,722.49
2	Baker	\$ 72,887.22	\$ 6,073.93
3	Brevard	\$ 2,499,595.09	\$ 208,299.59
4	Calhoun	\$ 247,474.93	\$ 20,622.91
5	Charlotte	\$ 13,596.16	\$ 1,133.01
6	Citrus	\$ 28,182.16	\$ 2,348.51
7	Desoto	\$ 87,036.99	\$ 7,253.08
8	Dixie	\$ 137,571.28	\$ 11,464.27
9	Duval	\$ 1,156,761.13	\$ 96,396.76
10	Escambia	\$ 703,346.80	\$ 58,612.23
11	Flagler	\$ 302,416.18	\$ 25,201.35
12	Franklin	\$ 356,574.97	\$ 29,714.58
13	Gadsden	\$ 162,751.13	\$ 13,562.59
14	Gilchrist	\$ 293,176.89	\$ 24,431.41
15	Glades	\$ 88,480.51	\$ 7,373.38
16	Gulf	\$ 239,125.16	\$ 19,927.10
17	Hamilton	\$ 49,396.94	\$ 4,116.41
18	Hardee	\$ 248,312.76	\$ 20,692.73
19	Highlands	\$ 111,375.48	\$ 9,281.29
20	Hillsborough	\$ 992,359.09	\$ 82,696.59
21	Holmes	\$ 39,618.32	\$ 3,301.53
22	Jackson	\$ 146,999.67	\$ 12,249.97
23	Jefferson	\$ 4,366.59	\$ 363.88
24	Lafayette	\$ 151,944.77	\$ 12,662.06
25	Leon	\$ 6,267.29	\$ 522.27
26	Levy	\$ 337,456.40	\$ 28,121.37
27	Liberty	\$ 170,448.11	\$ 14,204.01
28	Manatee	\$ 461,302.89	\$ 38,441.91
29	Miami-Dade	\$ 3,550,550.03	\$ 295,879.17
30	Monroe	\$ 476,329.20	\$ 39,694.10
31	Nassau	\$ 38,426.31	\$ 3,202.19
32	Okeechobee	\$ 169,137.13	\$ 14,094.76
33	Palm Beach	\$ 961,750.21	\$ 80,145.85
34	Pasco	\$ 2,371,037.56	\$ 197,586.46
35	Polk	\$ 579,354.23	\$ 48,279.52
36	Putnam	\$ 804,377.97	\$ 67,031.50
37	Sarasota	\$ 254,791.37	\$ 21,232.61
38	St. Johns	\$ 311,621.49	\$ 25,968.46
39	St. Lucie	\$ 203,721.66	\$ 16,976.81
40	Sumter	\$ 75,580.64	\$ 6,298.39
41	Suwannee	\$ 171,464.90	\$ 14,288.74
42	Taylor	\$ 72,514.57	\$ 6,042.88
43	Union	\$ 256,705.96	\$ 21,392.16
44	Volusia	\$ 1,609,271.75	\$ 134,105.98
45	Wakulla	\$ 124,338.21	\$ 10,361.52
46	Walton	\$ 59,613.54	\$ 4,967.80
47	Washington	\$ 135,022.93	\$ 11,251.91
	Total:	\$ 22,747,104.49	\$ 1,895,592.04

Document Prepared by CCOC Staff on 10/06/2016

Depository Amount for CFY 1617

	County	Annual Depository Amount	Monthly Depository Amount
1	Bay	\$ 479,412.80	\$ 39,951.07
2	Bradford	\$ 333,833.32	\$ 27,819.44
3	Broward	\$ 3,065,020.86	\$ 255,418.40
4	Clay	\$ 20,778.66	\$ 1,731.55
5	Collier	\$ 244,456.23	\$ 20,371.35
6	Columbia	\$ 213,254.56	\$ 17,771.21
7	Hendry	\$ 77,999.17	\$ 6,499.93
8	Hernando	\$ 607,052.40	\$ 50,587.70
9	Indian River	\$ 184,832.23	\$ 15,402.69
10	Lake	\$ 394,985.01	\$ 32,915.42
11	Lee	\$ 2,380,682.35	\$ 198,390.20
12	Madison	\$ 412,507.12	\$ 34,375.59
13	Marion	\$ 387,339.94	\$ 32,278.33
14	Martin	\$ 492,741.01	\$ 41,061.75
15	Okaloosa	\$ 606,853.75	\$ 50,571.15
16	Orange	\$ 4,807,840.85	\$ 400,653.40
17	Osceola	\$ 1,900,431.51	\$ 158,369.29
18	Pinellas	\$ 494,393.31	\$ 41,199.44
19	Santa Rosa	\$ 370,846.57	\$ 30,903.88
20	Seminole	\$ 704,690.71	\$ 58,724.23
	Total:	\$ 18,179,952.35	\$ 1,514,996.03

Document Prepared by CCOC Staff on 10/06/2016

From: Justin Douglas
To: Justin Doug, Jason Harnal, FLCOC Reports
Cc: Justin Douglas, Justin Douglas, Jennifer Gaines, Dark Nelson
Subject: FLAIR State Account Cash Control Weekly Report for FLCOC
Date: Monday, March 06, 2017 10:25:37 AM
Attachments: image007.png
Importance: High

All,

Please see the following weekly FLAIR State Account Cash Control report for the Florida Clerks of Court Corporation (FLCOC) as of Monday, March 6, 2017.

S1 - Display1 - Flair - BlueZone Mainframe Display

File Edit Session Options Transfer View Script Help

Connections: 0 Flair

SAIC BALANCE FILE - CASH CONTROL 03/06/2017 09:52:15

L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT
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					PRIOR		CURRENT		
					MONTH BALANCES		MONTH ACTIVITY		MONTH BALANCE
** CASH FWD 07/01					7,853,260.65		.00		7,853,260.65
JOURNAL RECEIPTS					.00		.00		.00
TRANSFER RECEIPTS					.00		.00		.00
TREASURY RECEIPTS					15,856,475.79		.00		15,856,475.79
PRIOR CASH RECPTS					.00		.00		.00
*TOTAL CASH RECPTS					15,856,475.79		.00		15,856,475.79
JOURNAL DISB					.00		.00		.00
WARRANT DISB					22,156,754.64		.00		22,156,754.64
TRANSFER DISB					.00		.00		.00
*TOTAL CASH DISB					22,156,754.64		.00		22,156,754.64
** CASH BALANCES					1,552,981.80		.00		1,552,981.80

DESCRIPTION: DOR CLERKS OF THE COURT TF

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
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Note: there has been organizational changes in recent months to the Financial Reporting Section within the Office of Financial Management at the Florida Department of Revenue (FDOR). Therefore, please delete both Wendy Wu (*former* Finance & Accounting Director – III) and Teri Mann (*former* Professional Account Specialist) as agency point of contacts between the FLCOC and FDOR. Additionally, please add Justin W. Douglas, MBA Finance & Accounting Director – III and Jennifer Gaines, Professional Account Specialist. However, David “Park” Nelson, Accountant III is currently still the maintenance custodian for this reporting function within the FDOR and he will continue to send these reports to the FLCOC on a weekly basis, as he is the main point of contact for the agency.

If there are any questions or concerns, please do not hesitate to give me a call at any time.

Thanks,



Justin W. Douglas, MBA
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Florida Department of Revenue
Finance & Accounting
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Office Hours:
Monday – Friday: 8:00 – 4:30 P.M.

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Agenda Item 5

Budget Committee Meeting

March 15, 2017

Date: March 15, 2017

Subject: State Budget Issues and Legislative Committee Update

Committee Action:

For informational purposes, only.

Overview/Background:

The CCOC Legislative Committee has not met so far this term since the weekly FCCC calls and updates have included comprehensive information about the joint activities of the CCOC and FCCC Legislative work. Finance staff from several Clerk's Offices are very engaged in the fiscal analyses of legislative bills as they move through the system. A CCOC Legislative Committee meeting is being planned for some time in March. This had originally been planned as a joint meeting with the FCCC Legislative Committee.

The 2017 Legislative Session began March 7, 2017. The House and Senate are currently developing their budget proposals, which will be released in the upcoming weeks. Both Chambers will pass their own budget proposals and differences are reconciled during the Joint Budget Conference process. Legislative Session is scheduled to conclude May 5, 2017.

Actions Taken:

Chair Timmann and Jason Harrell, CCOC Budget and Communications Director, have been monitoring legislative activities closely and coordinating with FCCC on legislative requests and responses. CCOC staff continues to track bills of interest and provide fiscal impacts upon request. CCOC is also providing fiscal/revenue estimates for clerk legislative priorities for the upcoming Session. Chair Timmann will provide an overview during the meeting, and anticipates providing more detailed update during an upcoming Legislative Committee meeting.

Lead Staff: Jason Harrell, CCOC Budget and Communications Director



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Agenda Item 6a

Budget Committee

March 15, 2017

Date: March 15, 2017
Subject: New Cases Project

Committee Action:

For Informational purposes, only.

Overview/Background:

The purpose of this project is to provide the Budget Committee with the most accurate count of new cases for comparing similarly situated counties during the budget process.

A work group of clerk staff was created to identify new case data issues. CCOC cases were compared to population and variances and/or anomalies were identified for the 10 court divisions by peer grouping. A self-review form, definitions, and guidelines were developed and the forms were due back to the CCOC by February 20th.

To date, 63 counties have responded and the work group is analyzing the results. If any business rules changes are approved, it will be recommended that counties be asked to reevaluate their numbers based on those changes and resubmit their outputs from October 2016 through February or March 2017. Once received, using the same methodology as before, the new numbers will be used to determine whether any outliers continue to exist.

Important things to remember:

- CCOC output measure represents Clerk workload while SRS measures Judicial workload.
- Anomalies don't mean that a county is not reporting correctly.
- In several instances, counties are under-reporting cases. This, in turn can cause the false appearance of over-reporting by others.

Examples of lessons learned:

- For criminal traffic—counties are counting cases rather than UTC's;
- For civil, probate, family, and dependency – counties are not including non-SRS cases (e.g. wills on deposit and truancy cases);
- For criminal – clarification needed on whether to count fugitive warrant cases; and
- For civil traffic – counties including parking tickets not written on a UTC under the wrong court type.

The goal is to have the most up-to-date new cases for use during the CFY 2017-18 budget year.

Lead Staff: Doug Isabelle, Deputy Executive Director



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Agenda Item 6b

Budget Committee

March 15, 2017

Date: March 15, 2017
Subject: Report on Weighted Cases Project

Committee Action:

CCOC staff is seeking direction from the Budget Committee.

Overview/Background:

The purpose of the weighting subcases project is to provide the Budget Committee with a more accurate picture of a Clerks' workload in order to compare one county to another during the budget process.

A Work Group of Clerk staff have met several times and currently have identified more than 70 subcase groupings. Weights for these subcases are based on the complexity of work involved to process the case from cradle to grave (filing to final disposition) in comparison to all types of cases worked. For example, Guardianships receive a weight of 10 while Wills on Deposit receive a weight of 1. (See example table below.)

Examples of Subcase and Weights

<u>Court Division</u>	<u>Subcase Types</u>	<u>Example of a Weight</u>
Circuit Criminal	Capital Murder	10
	Other felonies	8
County Criminal	Worthless check	7
	Ordinance/non-criminal	5
Criminal Traffic	DUI	7
Delinquency	Complaints filed	7
	Transfers from another county for supervision only	4
Civil Traffic	Citations (UTC's)	3
Circuit Civil	Homestead residential foreclosure	9
	Petition to Extend	1
County Civil	Small Claims	6
	Evictions	6
	Replevins	4
Family	Dissolutions	9
	Depository only	2
Probate	Guardianship	10
	Wills on Deposit	1
Dependency	Petitions	9
	Truancy	4



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Finalizing the weights and reporting subcases is dependent on several factors.

- First and foremost, it is dependent on the ongoing work that Clerk Burke is doing pertaining to new cases.
- Additionally, counting and reporting subcases to the CCOC will need to be accomplished.
- The number of subcategories, for example circuit criminal, were combined and/or collapsed to 3 categories (capital murder, non-capital murder/sexual offenses, and all other felonies), to simplify reporting.
- Lastly, the monthly cases report that is currently transmitted to the CCOC would have to be amended in order to collect the subcases types from each county. It was thought that subcases could begin to be reported starting in October 2016 since this will coincide with the need to update the new cases, as a result of Clerk Burke's project, and their use in the 16/17 benchmark budget process.

The Work Group believes that it is possible to have the data available for the 17/18 budget process. We are asking the Budget Committee direction to proceed.

Lead Staff: Doug Isabelle, Deputy Executive Director

Agenda Item 6c

Budget Committee

March 15, 2017

Date: March 15, 2017
Subject: PAC Framework Project

Committee Action:

For informational purposes, only.

Overview/Background:

The purpose of this project is to “Tell the Clerks’ Story” as it pertains to their court-related duties and responsibilities. Specifically, the project will identify all the legally authorized Clerks’ court-related services, activities, and tasks. Additionally, it will identify the customers for these services, performance of these activities, and tie costs and revenues.

Plans:

- Complete the identification of nine services, 35 activities, and over 420 tasks. (Done)
- Finalize legal authorities, costing methodology, and revenue streams (Spring 2017)
- Identify new and enhanced performance measures (Fall 2017)

For CFY 2017-18 budget:

- Concept draft of budget form was amended to include service connections for any request related to new and/or improved issues.
- A work group of clerk staff provided feedback and will meet next on March 21 to discuss any follow-up and direction from the Budget committee or Chair.

Four counties are currently testing a service costing methodology. It is anticipated that the costing methodologies and other parts of the Framework would be incorporated into the budget forms in future years.

Lead Staff: Doug Isabelle, Deputy Executive Director



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Agenda Item 6d

Budget Committee Meeting

March 15, 2017

Date: March 15, 2017
Subject: Health Care Workgroup

Committee Action:

For informational purposes only.

Overview/Background:

At the December 7, 2016, Budget Committee meeting, Jason Harrell and Clerk Childers updated the committee on the progress of the health care workgroup. Mr. Harrell explained that data has been compiled from the health care surveys submitted by each Clerk's office in the summer of 2016 and compared to the state rates. Next steps include analyzing the data and identifying and clarifying anomalies.

Actions Taken:

Subsequently, CCOC staff continued to work on analyzing the data. Clerk Childers was updated periodically on the progress. With the initial data analysis completed regarding cost, the CCOC will now begin to provide information to the Committee regarding how this information may be used in the budget process. Marleni Bruner, CCOC Budget Manager II, will provide to the committee an overview of the state budget process, including their methodology for health care budgeting.

Lead Staff: Jason Harrell, CCOC Budget and Communications Director



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Agenda Item 6di

Budget Committee Meeting

March 15, 2017

Date: March 15, 2017

Subject: Agenda Item 6di: Overview of State Budgeting Process

Committee Action:

For informational purposes, only.

Overview/Background:

The State of Florida budgeting process is a detailed, code-driven, multi-step process. The Florida Constitution requires the Florida Legislature to develop and pass a balanced state budget each year, and it is the only bill that the legislature is required to pass. Budgets are zero-based, meaning that budgets start at zero each year.

In July of each year, the governor and legislative leadership provide written instructions to state agencies to develop their budget requests. These guidelines may request that some or all state agencies submit budget requests reflecting a specific budget reduction percentage. For SFY 2017-18 budget requests, agencies were required to submit 10% in reductions. The initial process, referred to as Startup, takes place over the summer months and involves various activities or assignments to state agencies to develop a consensus Base budget. This Base budget is an agreement between the House, Senate, Governor's Office, and the agency on what is the recurring need for the agency.

In August and September, a Long-Range Financial Outlook Report is developed that compares projections of state revenue with the cost of major programs in the annual budget. State law dictates that the report provide a three-year picture of Florida's fiscal strategy. Much of the work to develop the report, particularly the revenue estimates, is carried out by the Office of Economic and Demographic Research. Once the Outlook is produced, state agencies and the judicial branch create their Long-Range Program Plan (LRPP). The plans outline the next five years of priority programs, project needs, and agency implementation goals. LRPP's are due annually by the end of September.

The agencies are now ready to build their Legislative Budget Request (LBR), which is the amount of money each agency needs to perform the functions authorized and required by law. Agencies create New Issues, Reduction Issues, and Reprioritization Issues. Issues are detailed, code driven, and outline the funding source. Justification called Narrative, explains the reason for the additional funding or FTEs (New Issues), outlines the impact of the reduction (Reduction Issues), or describes why funding should be shifted from one area to another (Reprioritization Issues). Budgets are typically due October 15th but may vary for Cabinet agencies or with a change in the start of Session. These budgets are presented in public hearings and, as requested, before the Legislature.



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The Governor's Office of Policy and Budget gathers data from the agency LBR's to assist the Governor in developing the Governor's Recommended Budget. State law requires the governor to submit the budget recommendation at least 30 days before the beginning of the legislative session.

House and Senate Appropriations committees develop their respective draft budget during the legislative process. Figures for issues are revised as the Revenue Estimating Conferences update numbers, and as more information becomes available from state agencies. Near the end of the legislative session, Joint Budget Conference Committees are formed and they negotiate the budget bills, make amendments, etc. Any issues that cannot be agreed upon are "bumped" to the House and Senate Appropriation Chairs who make final decisions. The final product is filed as the Conference Committee Report.

There is a 72-hour cooling off period after the release of the Conference Committee Report before each chamber votes on the final version. If a chamber fails to adopt the Conference Report, the conference process must begin over again. The budget as the General Appropriations Act (GAA) is then delivered to the governor for review and approval. The governor has the option to use a line-item veto, which allows him or her to cancel specific appropriations. A two-thirds majority vote is needed to overturn any budget item vetoed by the governor.

State Health Care Budgeting:

Premiums for health insurance is paid in the month prior to coverage. The PeopleFirst system tracks employee data and calculates costs by insurance type (employee only, employee and spouse, employee and child, family coverage, HMO vs PPO, etc.). Agencies are only appropriated funds equal to the anticipated cost of premiums.

In SFY 2016-2017 there was an increase in employer contributions for health insurance for 7 months (January 2017 – June 2017). The per employee cost was outline in the GAA, Back of the Bill Section 8(3). Reports were pulled from PeopleFirst to identify the increased costs by insurance type. That data was compared to position data in the state Legislative Appropriation System/Planning and Budgeting Subsystem (LASPBS) to calculate the cost per agency down to the budget entity level.

A state-wide budget amendment was created to transfer the needed funds to the appropriate agencies from the Administered Funds Trust Fund. Based on the percentages on the Lapse and Fund table within LASPBS, amounts were calculated at the position detail level for future funding of the increase. This increase will be picked up in the Base budget process for SFY 2017-18 and funded according the current position funding breakouts. This means that if a position is funded from a specific Trust Fund, the recurring impact will be allocated from the same Trust Fund; however, the current fiscal year impact is funded from the Administered Funds Trust Fund.

Lead Staff: Marleni Bruner, Budget Manager II

Agenda Item 7

Budget Committee

March 15, 2017

Date: March 15, 2017
Subject: CFY 2017-18 Budget Forms

Committee Action:

Approve Budget Chair to work with CCOC staff, Clerks, and Clerk's staff to finalize the CFY 2017-18 budget forms.

Overview/Background:

The CCOC staff have been asked to continue to improve the budget forms used to collect each Clerk's annual budget request. This improvement involves balancing the need for additional information but at the same time attempting to streamline the process.

CCOC staff have worked with a group of Clerks' staff on this project. This workgroup met on March 9th and will meet next during the week of March 20th.

Following is a list of just some improvements being worked on for the CFY 2017-18 budget forms:

- 1) Streamline the FTE allocation process by reversing the detailed personnel tabs. This will allow staff to enter details on ALL gross FTE's (salaries, benefits etc.) and the form will automatically populate the subsequent budget tabs. This has resulted in the elimination of 2 budget tabs. It is also hoped that it will reduce the number of technical reviews necessary as one of the major complaints was the back and forth to make the numbers match between tabs that were so far apart when a change was made on one tab or the other.
- 2) The data entered in the CFY 2017-18 budget form will more easily tie to the CFY 2016-17 operational budget.
- 3) Revised form will allow for additional detailed information on funding sources for the court-related budget.
- 4) The form also makes our LBR more straight-forward so that we are not trying to back into information that may then make the information we provide less reliable. For example, "New Issues" are defined and provided within the form now and Raises, Bonuses, etc. are tied directly into the budget numbers.
- 5) There are also formatting changes that were requested which will hopefully make spreadsheets with multiple rows of data entry easier to read across because we alternate light and dark versions of our standard colors now to differentiate each row.

Recommended Action:

Approve the Budget Chair to continue working with CCOC staff, Clerks, and their staff to revise and then send out the CFY 2017-18 budget forms to Clerks.

Lead Staff: John Dew, Executive Director



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Agenda Item 8

Budget Committee Meeting

March 15, 2017

Date: March 15, 2017

Subject: Discussion of CFY 2017-18 Budget Timeline and Process

Committee Action:

Approve/Amend draft timeline for CFY 2017-18 budget timeline and process.

Overview/Background:

During the December 7, 2016 Budget Committee meeting, Chair Butterfield discussed the draft timeline provided in the meeting materials and asked for feedback regarding moving the budget submission date back to an earlier date for the CFY 2017-18 budget process to give CCOC staff and the Budget Committee more time to analyze the data.

A motion was made by Clerk Timmann to set the initial budget submission deadline for May 1, 2017. The remainder of the draft timeline can be set and revised at Chair Butterfield's discretion. Clerk Crawford seconded the motion. The Motion passed unanimously. Subsequently, the Executive Council approved the Budget Committee's motion to move the submittal date to May 1, 2017.

Current Situation:

Since the December meeting, the CCOC worked to develop a potential timeline for consideration. In anticipation of a streamlined process, the CCOC has worked internally to make changes to the budget form (based on feedback from clerk's staff and requests for data) and is now currently coordinating with a workgroup of Clerk staff to examine and amend potential changes. The goal is to send the revised budget form out in the upcoming weeks, once finalized. The committee will be presented with some of the concepts of potential changes during this meeting.

The next step would be training and submission of budget request and moving into the Summer of budget deliberations to LBR submission. However, the CCOC needs direction from the committee on the next steps. Accordingly, the committee will now consider how best to move the process forward. The goal has been to provide more time for the CCOC to analyze the data, streamline the process, reduce technical errors, and have a fair and transparent CFY 2017-18 budget process.

For Discussion:

For discussion and consideration, the CCOC is presenting for discussion at the March 15th Budget Committee meeting the following DRAFT budget timeline:

- **April** – Budget Form Instructions and Training (first two weeks of April)
The purpose of this will be improving data submission and reducing technical review issues based on prior budget submissions.
- **May 1, 2017 – Budgets due to CCOC**



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Throughout the month of May, the CCOC then compiles and summarizes budgets, creates Toolbox, and other analysis.

- **June** – Regional Peer Group Workshops (first two weeks in June)
The purpose of this will be for Clerks and/or staff to discuss original CFY 2017-18 budget results by peer grouping. In addition this provides an opportunity to discuss allocation issues (e.g. FTE's court vs non-court; shared positions etc.); discuss salaries and benefits; discuss non-CCOC funding support (e.g. technology funding, county funding, 10% funding); and gather information for the Budget Committee hearings and develop potential template for Budget deliberations.
- **June** – Potential Budget Committee meeting (after Peer Group sessions)
During this time the Committee establishes policies and procedures for July budget hearings and deliberations. Additionally, the Committee can develop and finalize templates for county budget presentations.
- **July** – Budget Hearings conducted by Budget Committee
 - **July 1 – drop dead deadline for final budgets**
 - Peer Group reviews
 - Budget Committee deliberations
- **August 1** – Budgets due to LBC

The purpose of this agenda item is for the committee to deliberate and potentially determine how they would like the budget process to proceed.

Recommendation:

Approval of a Timeline and Process

Lead Staff: Jason Harrell, CCOC Budget and Communications Director

Attachments: A – Previous DRAFT timeline

~~2016-17~~ **2017-18** Clerk Court-Related Budget Process Timeframe

DRAFT- (Red is suggested revisions)

~~March 2016~~ **January 2017**

1. CCOC Budget Committee WG meets and develops recommendations for budget process revisions. (~~March 3, 2016~~)
2. CCOC Budget Committee Meets to begin discussion of budget revision ideas. (~~March 14, 2016~~)
3. Suggested revisions provided to Clerks for feedback. (~~Week of March 21st~~)
4. CCOC Budget Committee meets to **approve** ~~make decisions on~~ revisions to process **and forms**. (~~Week of March 28th~~.)

~~April 2016~~ **February 2017**

1. ~~CCOC Budget Committee meets to make decisions on revisions to process. April 5th~~
2. CCOC Executive Committee or Council meets to approve revisions to budget process **and forms**. (~~Week of April 11th or following week.~~)
3. CCOC sends out budget instructions and forms for CFY ~~16/17~~ **17/18**-budget to Clerks. (~~Week of April 18th or following week.~~)
4. CCOC provides training sessions **on revised process** to Clerks.

~~May 2016~~ **March 2017**

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

~~June 2016~~ **April 2017**

1. Clerks submit their **initial** budget request to CCOC. (~~June 1, 2016~~)
2. ~~Peer 3 & 4 Review. (June 22nd.)~~
3. ~~Peer 1 & 2 Review. (July 7th.)~~
4. ~~Peer 5 & 6 Review. (July 12th.)~~
5. **Clerks can meet together with CCOC staff to help review data.**

May 2017

1. **Clerks can resubmit final budget request**

~~July 2016~~ **June and July**

1. CCOC Budget Committee meets **as needed to review data and seek additional information** ~~ing for two days the week of July 18th.~~
2. **Peer 1 & 2 Review**
3. **Peer 3 & 4 Review**
4. **Peer 5 & 6 Review**
5. **Development of Legislative Budget Commission Request Document.**
6. CCOC Executive Council review and approve budget request recommendations ~~the week of July 25th.~~

August

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

September

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

October

1. Clerks' budget year begins.