

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

## Agenda

Budget Committee Workshop Meeting

May 12, 2017

**Date & Time:** May 12, 2017 10:00 am – 3:00 pm

**Location:** Renaissance Orlando Hotel, 5445 Forbes Place, Orlando FL 32812

**Meeting Room:** Vienna A

**Budget Committee Workshop Meeting:** (The meeting is open to all interested in attending. There is no call-in availability as this is a workshop and no votes will be taken.)

- 1) Call to Order and Introduction..... Stacy Butterfield
- 2) Review Summary of April 5<sup>th</sup> Meeting and Update on Action Items (page 2-5).....Marleni Bruner
- 3) Overview of 2017 Legislative Actions Impacting Clerks' Budgets (page 6-25)..... Stacy Butterfield
- 4) Discussion of CFY 2016-17 Budget (page 26-30) ..... Stacy Butterfield
  - a. Updated Revenue Projections
  - b. Impact to Clerks' Currently Approved Budgets
  - c. Discussion of Options
  - d. Other
- 5) Discussion of CFY 2017-18 Budget Process and Issues (page 31-32)..... Stacy Butterfield
- 6) Discussion of Suspending Various Projects and Data Gathering Due to Ongoing Budget Reductions (page 33-34)..... Stacy Butterfield
- 7) Other

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:

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.

## Agenda Item 2

Budget Committee Workshop Meeting

May 12, 2017

**Date:** May 12, 2017

**Subject:** Summary of April 5th Meeting & Update on Action Items

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

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting in Orlando on April 5, 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 10:00 AM EDT. Members in attendance included: Clerk Butterfield, Chair; Clerk Smith, Vice-Chair; Clerk Bexley; Clerk Brock; Clerk Burke; Clerk Connell; Clerk Crawford; Clerk Hudson; Clerk Moore Russell; Clerk Peacock; Clerk Timmann; and Clerk Vick.

Mr. Harrell reviewed the March 15<sup>th</sup> Meeting and the two action items.

**A motion was made by Clerk Brock and seconded by Clerk Moore-Russell to approve the minutes from the March 15th meeting. Motion passed unanimously.**

2. Clerk Burke's report on case counts and the business rules was added to the agenda. Due to Clerk Butterfield being delayed, Clerk Burke proceeded with his update on case counts and the business rules. He handed out a letter to the committee that was sent to Clerks and their staff by CCOC staff during the meeting. He noted that a draft of the business rules was sent to Clerks and staff. The goal of the letter and revised business rules is to get everyone on the same level of case counting. Business rules have been revised by Denise, Gary, and Jill. These rules were not approved at time of the meeting. After several questions and discussion points, Clerk Burke noted that it is consistency that is needed in case counting. He closed by stating that the workgroup was trying to get this done as quickly as possible. CCOC will be reimbursing travel if needed for the group that audits cases. Clerk Butterfield noted that clerks will need to go back to October 1 to fill in data for this current year. It will be needed for budget process. Responses from clerks needed by April 7<sup>th</sup>.

3. Clerk Butterfield called on Clerk Tara Green to give an update on weighted cases. This will be important when discussing item #4 on the Agenda, CFY 2017-18 Budget Criteria and Process. She stated that they are waiting for the case count and sub case counts to come out, then there will be a finalization of weighted cases. Denise Bell said the primary issue is non-SRS case types. SRS has



**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.

already been done by the workgroup. Clerk Butterfield called upon Doug Isabelle to talk about continuing cases. There is work still needed to be done on continuing cases in the process because the first step was getting new cases revised.

#### 4. Discussion of Agenda Item 3 - Peer Group Review Study

Clerk Butterfield began by going over some points to get a recommendation on the Peer Groups Study with a vote by the committee. Mr. Bo Shippen, the consultant, was on the telephone to help clarify questions. At the last meeting, the committee asked staff and the Chair to go back in time to the budget process for last year and use the new peer groups with last year's budget criteria and see how things would have looked back then. Results are found in the packet on pages 6-9.

The next part of the process included an email that went out to all clerks and staff asking for feedback on the peer group study and the results of the exercise of using the new peer groups in last year's budget criteria. Chair Butterfield thanked all for the feedback. The feedback reviewed and commented on by the Consultant as needed. Chair Butterfield summarized the feedback which begins on page 26 of the meeting packet. The consultant's comments are on page 30. There was one minor change from the study in last meeting's packet, that changed footnote #5 on page #19. This was for clarification of gross budget over net budget. The recommended groups are on page 22 and 23.

Chair Butterfield opened the floor for discussion and feedback. Questions were asked and answered by Mr. Bo Shippen. Members of the committee and audience had lengthy discussion on the benefits and drawbacks of moving from 6 Peer Groups to 12 Peer Groups.

Chair Butterfield made a motion to table this agenda item and moved to the next agenda item on criteria that the committee will use for making budget decisions. There was a consensus to table the discussion and move to the next agenda item.

#### 5. Discussion of Agenda Item 4 - CFY 2017-18 Budget Criteria and Process

Chair Butterfield began by noting the mechanics of the process found on pages 33 through 40 in the packet. It was decided at the last meeting to have the budget submittals on May 15<sup>th</sup>. Between now and May 15<sup>th</sup> CCOC staff will host trainings on the budget forms and submittal. Budget deliberations will be July 19-21, 2017. Clerks can amend budgets and resubmit until July 1, 2017. Chair Butterfield asked if there were any questions about the process.

The discussion moved to the budget criteria. The reality is that there are not enough resources to fund a needs-based budget. Last year the needs-based budget was \$459 million and the resources to support that was \$422 million. Moving into the CFY 2017-18 budget, a needs-based budget will not have the resources available. The committee will be allocating those limited resources. There was a consensus that clerks still submit a needs-based budget. There was much discussion on the criteria that will be used at the Budget Deliberations.

**Clerk Smith made a motion that when performing the weighted workload benchmark comparisons among clerks, costs related to FRS or other retirement pension, total health**

**insurance, OPEB, and other benefits would be pulled out first. Seconded by Clerk Brock. Vote was taken and passed.**

The meeting broke for lunch and resumed at 12:45 PM.

Discussion on Agenda item 4 continued.

Chair Butterfield asked if the committee was going to give direction on salary increases, as a decision was needed at the meeting because training would begin soon. Options were:

1. Add salary increases if clerk sees it as a “need.”
2. Give specific directions to include salary increases of a certain percentage.
3. Do not include any salary increases. The committee will either leave it out or put a total in for needs based budget only.
4. Add salary increase in the form of a dollar amount per FTE.

Chair Butterfield asked if there were any other options. Option 4 was added above. Discussion continued.

**Clerk Burke made a motion to leave salary increases out of clerk’s request for consideration weighted workload benchmark comparison, but have the numbers available as an addendum. Clerk Smith seconded. Vote was taken and motion passed. Clerk Peacock was the only nay vote.**

Chair Butterfield asked for any more criteria that needed to be added.

**Clerk Burke made a motion to have a small workgroup define what a courthouse is and as a budget committee gather for that information per county. Chair will pick the workgroup. Clerk Crawford seconded the motion. Vote was taken and motion passed.**

Clerk Burke entered a discussion on cost definitions to administrative orders and cost drivers. There was discussion on how it would be recognized in the clerks’ budgets.

**Clerk Timmann made a motion that the budget committee will provide and ask for the costing of administrative orders that are additional impact above the normal operations. An inventory list and template will be provided by a workgroup. Second was by Clerk Smith. Vote was taken and the motion passed.**

More discussion was initiated by judges, specialty court and magistrates as being full and part time. After input from members of the budget committee, Chair Butterfield decided that the information the workgroup would gather would be part of a separate form and that there was enough information found in the budget form. Other additional details can be in a form of a question at the deliberations.

6. Return to discussion and vote on Agenda Item 3 – Peer Group Study

Clerks gave their ideas and opinions on the study. There was a concern about the number of peer groups. Mr. Bo Shippen was brought into the discussion. He believes that the 12 peer groups are the best model in six years.

**Clerk Burke made a motion to accept the consultant's study of 12 peer groups and ask the consultant to come up with a composite number of work groups using population, case counts, etc. A Second was made. After much discussion, Clerk Burke withdrew his motion.**

**Clerk Moore-Russell made a motion to accept the study with 12 peer groups as is with no further study by the consultant. Seconded by Clerk Smith. Vote was taken and the motion passed.**

7. Agenda Item 5 – Other Business

Budget Forms – Chair Butterfield worked with CCOC staff and a workgroup on the budget forms which were included as an addendum to the meeting.

**Clerk Brock made a motion to approve the forms as presented. Second by Clerk Moore-Russell. There was no discussion. Vote was taken and the motion passed.**

Budget deliberations will be in Orlando on July 19-21, 2017. Location options to be sent to John Dew.

Chair Butterfield asked that the committee do their homework by developing questions for the deliberations.

**Action Item: Questions will be submitted to CCOC staff and brought forward at the next meeting. Meeting can be done by conference call is appropriate.**

Possible phone meeting will be needed in May and definite in-person meeting in June. A Doodle poll will be sent out for the week of June 19<sup>th</sup>. May will be the week of May 29.

Chair Butterfield asked if there was any other business. Hearing none, Clerk Moore-Russell made a motion to adjourn the meeting. Clerk Burke seconded the motion. Motion passed.

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

## Agenda Item 3

Budget Committee Meeting

May 12, 2017

**Date:** May 12, 2017

**Subject:** Overview of 2017 Legislative Actions Impacting Clerks' Budgets

**Committee Action:** For informational purposes.

### **Overview/Background:**

The 2017 Legislative Session concluded (adjourned Sine Die) on Monday May 8, 2017 after the House and Senate passed the SFY 2017-18 General Appropriations Act (GAA) (SB 2500) along with the Implementing Bill and various Conforming Bills. The purpose of this memo is to provide an update on the results of the GAA that impact Clerks.

Below are provisions that relate to Clerks Budgets:

**1. \$7 Million: Back of the Bill funding for 2016-2017 Clerk deficits.  
Back of the bill**

*SECTION 56. Effective upon becoming law, the Chief Financial Officer is hereby authorized to transfer, using nonoperating authority, the nonrecurring sum of \$7,000,000 from the General Revenue Fund to the Clerks of the Court Trust Fund in the Department of Revenue to address the Clerks of the Courts' projected budget deficits for court-related functions in County Fiscal Year 2016-2017.*

**2. \$11.7 Million: Nonrecurring for Jury Management  
774 SPECIAL CATEGORIES**

*REIMBURSEMENT OF EXPENDITURES RELATED TO  
CIRCUIT AND COUNTY JURIES REQUIRED BY STATUTE  
FROM GENERAL REVENUE FUND . . . . 11,700,000*

*Funds in Specific Appropriation 774 are provided for jury costs,  
contingent upon enabling legislation becoming law, or SB 2502.  
(See full language for Jury Management in SB 2506 lines 225-253)*

**3. \$10.4 Million: New Recurring Revenues Associated with SB 2506**



**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.

**Summary of SB 2506, Relating to the Clerks of Court**

**Section 1** amends 11.90, F.S., to remove the Legislative Budget Commission from the process of reviewing and approving the clerks' budgets and the Florida Clerks of Court Operations Corporation's (corporation) budget.

**Section 2** amends s. 28.241, F.S., to redirect the \$295 fee paid by a party who files a pleading for affirmative relief by cross-claim, counterclaim, counterpetition, or third-party complaint from the General Revenue Fund to the clerk's fine and forfeiture fund and re-directs the first \$80 of Appeals.

**(\$6.1 million)**

**Section 3** amends s. 28.36, F.S., to require the corporation to approve the clerks' budgets and prepare an annual report on the operations and activities of the corporation. It also requires the corporation to detail the budget development for the clerks and reconcile actual versus projected expenditures for each clerk. The combined budgets of the clerks may not exceed the revenue estimates established by the Revenue Estimating Conference.

**Section 4** amends 28.36, F.S., to permit the corporation to improve increases and decreases to the clerks' individual budgets.

**Section 5** amends 28.37, F.S. to direct certain court-related fines to the clerks' fine and forfeiture fund in a similar manner to other remittances of fines, fees, and service charges in statutes rather than to the Public Records Modernization Trust Fund.

**Section 6** creates s. 40.29(5), F.S., to allow the clerk to receive reimbursement for juror costs appropriated in the General Appropriations Act.

**Section 7** amends s. 45.035(3), F.S. to modify clerk service charge structure for certain judicial sales conducted by electronic means.

**Section 8** amends s. 775.083(1), F.S., which directs fine revenue for fines imposed when adjudication is withheld to the clerks.

**(\$4.3 million)**

**Section 9** provides that the act shall take effect upon becoming law.

<b>SB 2506, Relating to Clerks of Court Fiscal Estimate</b>			
(Source: EDR Revenue Impact Conference)			
<b>Florida Statutes</b>	<b>Description</b>		<b>(Estimate \$ m.)</b>
<b>Section 2</b>			
s. 28.241 (1) (c ) 1.	Cross and counter claims		\$5.20
s. 28.241(1) (c ) 2.	Cross and counter claim affirmative pleadings		\$0.40
s. 28.241 (2)	\$80 of the appellated filing fee		\$0.60
	Total		\$6.10
<b>Section 8</b>			
s. 775.083 (1)(g)	Fine imposed when adjudication is withheld		\$4.30
	Estimated Total		\$10.40

**Timeline:**

Once budget has passed both Chambers, it is then delivered to the governor for review and approval. The governor has the option to use a line-item veto, which allows the him or her to cancel specific appropriations. Once passed and before delivery to the Governor, the budget must be formally enrolled. Once that is complete it is up to the hosting Presiding Officer (this year President Negrón) when to deliver the budget to the Governor. Once received the Governor has 15 days to act on the budget.

**Governor's Veto Authority**

- Every bill passed by the Legislature must be presented to the Governor for approval or non-approval (veto).
- All bills, except the General Appropriations Act, must be vetoed in their entirety.
- The Governor has line item veto approval of the General Appropriations Act.
- A two-thirds majority vote is needed to overturn any budget item vetoed by the governor.

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

**Attachments:** A. SB 2506  
 B. SB 2506 Conference Report





245796

LEGISLATIVE ACTION

Senate	.	House
	.	
	.	
Floor: AD/CR	.	Floor: AD
05/08/2017 04:10 PM	.	05/08/2017 08:39 PM
	.	

---

The Conference Committee on SB 2506 recommended the following:

**Senate Conference Committee Amendment (with title amendment)**

Delete everything after the enacting clause  
and insert:

Section 1. Subsection (6) of section 11.90, Florida  
Statutes, is amended to read:

11.90 Legislative Budget Commission.—

(6) The commission has ~~shall have~~ the power and duty to:

(a) Review and approve or disapprove budget amendments  
recommended by the Governor or the Chief Justice of the Supreme



245796

Court as provided in chapter 216.

(b) Develop the long-range financial outlook described in s. 19, Art. III of the State Constitution.

~~(c) Review and approve, disapprove, or amend and approve the budget of the Florida Clerks of Court Operations Corporation.~~

~~(d) Review and approve, disapprove, or amend and approve the total combined budgets of the clerks of the court or the budget of any individual clerk of the court for court-related functions. As part of this review, the commission shall consider the workload and expense data submitted pursuant to s. 28.35.~~

~~(c)(e)~~ Exercise all other powers and perform any other duties prescribed by the Legislature.

Section 2. Paragraph (c) of subsection (1) and subsection (2) of section 28.241, Florida Statutes, are amended to read:

28.241 Filing fees for trial and appellate proceedings.—

(1) Filing fees are due at the time a party files a pleading to initiate a proceeding or files a pleading for relief. Reopen fees are due at the time a party files a pleading to reopen a proceeding if at least 90 days have elapsed since the filing of a final order or final judgment with the clerk. If a fee is not paid upon the filing of the pleading as required under this section, the clerk shall pursue collection of the fee pursuant to s. 28.246.

(c)1. A party in addition to a party described in sub-subparagraph (a)1.a. who files a pleading in an original civil action in circuit court for affirmative relief by cross-claim, counterclaim, counterpetition, or third-party complaint shall pay the clerk of court a fee of \$395. A party in addition to a



245796

41 party described in sub-subparagraph (a)1.b. who files a pleading  
42 in an original civil action in circuit court for affirmative  
43 relief by cross-claim, counterclaim, counterpetition, or third-  
44 party complaint shall pay the clerk of court a fee of \$295. The  
45 clerk shall deposit ~~remit~~ the fee ~~to the Department of Revenue~~  
46 ~~for deposit~~ into the fine and forfeiture fund established  
47 pursuant to s. 142.01 ~~General Revenue Fund~~.

48 2. A party in addition to a party described in subparagraph  
49 (a)2. who files a pleading in an original civil action in  
50 circuit court for affirmative relief by cross-claim,  
51 counterclaim, counterpetition, or third-party complaint shall  
52 pay the clerk of court a graduated fee of:

53 a. Three hundred and ninety-five dollars in all cases in  
54 which the value of the pleading is \$50,000 or less;

55 b. Nine hundred dollars in all cases in which the value of  
56 the pleading is more than \$50,000 but less than \$250,000; or

57 c. One thousand nine hundred dollars in all cases in which  
58 the value of the pleading is \$250,000 or more.

59  
60 The clerk shall deposit ~~remit~~ the fees collected under this  
61 subparagraph ~~to the Department of Revenue for deposit~~ into the  
62 fine and forfeiture fund established pursuant to s. 142.01  
63 ~~General Revenue Fund~~.

64 (2) Upon the institution of any appellate proceeding from  
65 any lower court to the circuit court of any such county,  
66 including appeals filed by a county or municipality as provided  
67 in s. 34.041(5), or from the circuit court to an appellate court  
68 of the state, the clerk shall charge and collect from the party  
69 or parties instituting such appellate proceedings a filing fee



245796

not to exceed \$280 for filing a notice of appeal from the county court to the circuit court and, in addition to the filing fee required under s. 25.241 or s. 35.22, \$100 for filing a notice of appeal from the circuit court to the district court of appeal or to the Supreme Court. If the party is determined to be indigent, the clerk shall defer payment of the fee. ~~The clerk shall remit the first \$80 to the Department of Revenue for deposit into the General Revenue Fund.~~

Section 3. Paragraphs (a), (f), and (h) of subsection (2) and subsection (3) of section 28.35, Florida Statutes, are amended to read:

28.35 Florida Clerks of Court Operations Corporation.—

(2) The duties of the corporation shall include the following:

(a) Adopting a plan of operation including a detailed budget for the corporation.

(f) Approving the Reviewing, certifying, and recommending proposed budgets submitted by clerks of the court pursuant to s. 28.36. The corporation must ensure that the total combined budgets of the clerks of the court do not exceed the total estimated revenues available for court-related expenditures as determined by the most recent Revenue Estimating Conference. The corporation may amend any individual clerk of the court budget to ensure compliance with this paragraph and must consider performance measures, workload performance standards, workload measures, and expense data before modifying the budget. As part of this process, the corporation shall:

1. Calculate the minimum amount of revenue necessary for each clerk of the court to efficiently perform the list of



245796

99 court-related functions specified in paragraph (3)(a). The  
100 corporation shall apply the workload measures appropriate for  
101 determining the individual level of review required to fund the  
102 clerk's budget.

103 2. Prepare a cost comparison of similarly situated clerks  
104 of the court, based on county population and numbers of filings,  
105 using the standard list of court-related functions specified in  
106 paragraph (3)(a).

107 3. Conduct an annual base budget review and an annual  
108 budget exercise examining the total budget of each clerk of the  
109 court. The review shall examine revenues from all sources,  
110 expenses of court-related functions, and expenses of noncourt-  
111 related functions as necessary to determine that court-related  
112 revenues are not being used for noncourt-related purposes. The  
113 review and exercise shall identify potential targeted budget  
114 reductions in the percentage amount provided in Schedule VIII-B  
115 of the state's previous year's legislative budget instructions,  
116 as referenced in s. 216.023(3), or an equivalent schedule or  
117 instruction as may be adopted by the Legislature.

118 4. Identify those proposed budgets containing funding for  
119 items not included on the standard list of court-related  
120 functions specified in paragraph (3)(a).

121 5. Identify those clerks projected to have court-related  
122 revenues insufficient to fund their anticipated court-related  
123 expenditures.

124 6. Use revenue estimates based on the official estimate for  
125 funds accruing to the clerks of the court made by the Revenue  
126 Estimating Conference. The total combined budgets of the clerks  
127 of the court may not exceed the revenue estimates established by



245796

the most recent Revenue Estimating Conference.

7. Identify ~~and report~~ pay and benefit increases in any proposed clerk budget, including, but not limited to, cost of living increases, merit increases, and bonuses.

8. Identify ~~Provide detailed explanation for~~ increases in anticipated expenditures in any clerk budget that exceeds the current year budget by more than 3 percent.

9. Identify ~~and report~~ the budget of any clerk which exceeds the average budget of similarly situated clerks by more than 10 percent.

(h) Preparing and submitting a report to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the chairs of the legislative appropriations committees by January 1 of each year on the operations and activities of the corporation and detailing the budget development for the clerks of the court and the end-of-year reconciliation of actual expenditures versus projected expenditures for each clerk of court. ~~Beginning August 1, 2014, and each August 1 thereafter, submitting to the Legislative Budget Commission, as provided in s. 11.90, its proposed budget and the information described in paragraph (f), as well as the proposed budgets for each clerk of the court. Before October 1 of each year beginning in 2014, the Legislative Budget Commission shall consider the submitted budgets and shall approve, disapprove, or amend and approve the corporation's budget and shall approve, disapprove, or amend and approve the total of the clerks' combined budgets or any individual clerk's budget. If the Legislative Budget Commission fails to approve or amend and approve the corporation's budget or the clerks'~~



245796

~~combined budgets before October 1, the clerk shall continue to perform the court-related functions based upon the clerk's budget for the previous county fiscal year.~~

(3)(a) The list of court-related functions that clerks may fund from filing fees, service charges, costs, and fines is limited to those functions expressly authorized by law or court rule. Those functions include the following: case maintenance; records management; court preparation and attendance; processing the assignment, reopening, and reassignment of cases; processing of appeals; collection and distribution of fines, fees, service charges, and court costs; processing of bond forfeiture payments; ~~payment of jurors and witnesses; payment of expenses for meals or lodging provided to jurors;~~ data collection and reporting; ~~processing of jurors;~~ determinations of indigent status; and paying reasonable administrative support costs to enable the clerk of the court to carry out these court-related functions.

(b) The list of court-related functions that clerks may not fund from filing fees, service charges, costs, and fines includes:

1. Those functions not specified within paragraph (a).
2. Functions assigned by administrative orders which are not required for the clerk to perform the functions in paragraph (a).
3. Enhanced levels of service which are not required for the clerk to perform the functions in paragraph (a).
4. Functions identified as local requirements in law or local optional programs.

Section 4. Paragraph (a) of subsection (2) and subsection



245796

(4) of section 28.36, Florida Statutes, are amended to read:

28.36 Budget procedure.—There is established a budget procedure for the court-related functions of the clerks of the court.

(2) Each proposed budget shall further conform to the following requirements:

(a) On or before June 1 ~~of each year beginning in 2014~~, the proposed budget shall be prepared, summarized, and submitted by the clerk in each county to the Florida Clerks of Court Operations Corporation in the manner and form prescribed by the corporation. The proposed budget must provide detailed information on the anticipated revenues available and expenditures necessary for the performance of the court-related functions listed in s. 28.35(3)(a) of the clerk's office for the county fiscal year beginning October 1.

(4) The corporation ~~Legislative Budget Commission~~ may approve increases or decreases to the previously authorized budgets approved for individual clerks of the court pursuant to s. 28.35 for court-related functions, if:

(a) The additional budget authority is necessary to pay the cost of performing new or additional functions required by changes in law or court rule; or

(b) The additional budget authority is necessary to pay the cost of supporting increases in the number of judges or magistrates authorized by the Legislature.

Section 5. Subsection (5) of section 28.37, Florida Statutes, is amended to read:

28.37 Fines, fees, service charges, and costs remitted to the state.—





245796

(5) Ten percent of all court-related fines collected by the clerk, except for penalties or fines distributed to counties or municipalities under s. 316.0083(1)(b)3. or s. 318.18(15)(a), shall be deposited into the fine and forfeiture clerk's Public Records Modernization Trust fund to be used exclusively for ~~additional~~ clerk court-related functions, as provided in s. 28.35(3)(a) ~~operational needs and program enhancements~~.

Section 6. Subsection (5) is added to section 40.29, Florida Statutes, to read:

40.29 Payment of due-process costs.—

(5) The Justice Administrative Commission shall provide funds to the clerks of the court to compensate jurors, to pay for meals or lodging provided to jurors, and to pay for jury-related personnel costs as provided in this section. Each clerk of the court shall forward to the Justice Administrative Commission a quarterly estimate of funds necessary to compensate jurors and pay for meals or lodging provided to jurors during the upcoming quarter. The Florida Clerks of Court Operations Corporation shall forward to the Justice Administrative Commission a quarterly estimate of the amount necessary to reimburse each clerk of the court for its personnel and other costs related to jury management. Upon receipt of such estimates, the Justice Administrative Commission shall determine the amount deemed necessary for payment to the clerks of the court during the upcoming quarter and submit a request for payment to the Chief Financial Officer. If the Justice Administrative Commission believes that the amount appropriated by the Legislature is insufficient to meet such costs during the remaining part of the state fiscal year, the commission may



245796

apportion the funds appropriated in the General Appropriations Act for those purposes among the several counties, basing the apportionment upon the amount expended for such purposes in each county during the prior fiscal year, in which case, the Chief Financial Officer shall issue the appropriate apportioned amount by warrant to each county. The clerks of the court are responsible for any compensation to jurors, for payments for meals or lodging provided to jurors, and for jury-related personnel costs that exceed the funding provided in the General Appropriations Act for these purposes.

Section 7. Subsection (3) of section 45.035, Florida Statutes, is amended to read:

45.035 Clerk's fees.—In addition to other fees or service charges authorized by law, the clerk shall receive service charges related to the judicial sales procedure set forth in ss. 45.031-45.034 and this section:

(3) If the sale is conducted by electronic means, as provided in s. 45.031(10), the clerk shall receive an additional service charge not to exceed \$70 for services in conducting or contracting for the electronic sale, which service charge shall be assessed as costs and paid when filing for an electronic sale date ~~by the winning bidder~~. If the clerk requires advance electronic deposits to secure the right to bid, such deposits shall not be subject to the fee under s. 28.24(10). The portion of an advance deposit from a winning bidder required by s. 45.031(3) shall, upon acceptance of the winning bid, be subject to the fee under s. 28.24(10).

Section 8. Subsection (1) of section 775.083, Florida Statutes, is amended to read:



245796

775.083 Fines.—

(1) A person who has been convicted of an offense other than a capital felony may be sentenced to pay a fine in addition to any punishment described in s. 775.082; when specifically authorized by statute, he or she may be sentenced to pay a fine in lieu of any punishment described in s. 775.082. A person who has been convicted of a noncriminal violation may be sentenced to pay a fine. Fines for designated crimes and for noncriminal violations shall not exceed:

(a) \$15,000, when the conviction is of a life felony.

(b) \$10,000, when the conviction is of a felony of the first or second degree.

(c) \$5,000, when the conviction is of a felony of the third degree.

(d) \$1,000, when the conviction is of a misdemeanor of the first degree.

(e) \$500, when the conviction is of a misdemeanor of the second degree or a noncriminal violation.

(f) Any higher amount equal to double the pecuniary gain derived from the offense by the offender or double the pecuniary loss suffered by the victim.

(g) Any higher amount specifically authorized by statute.

Fines imposed in this subsection shall be deposited by the clerk of the court in the fine and forfeiture fund established pursuant to s. 142.01, ~~except that the clerk shall remit fines imposed when adjudication is withheld to the Department of Revenue for deposit in the General Revenue Fund.~~ If a defendant is unable to pay a fine, the court may defer payment of the fine



245796

to a date certain. As used in this subsection, the term  
"convicted" or "conviction" means a determination of guilt which  
is the result of a trial or the entry of a plea of guilty or  
nolo contendere, regardless of whether adjudication is withheld.

Section 9. This act shall take effect upon becoming a law.

===== T I T L E A M E N D M E N T =====

And the title is amended as follows:

Delete everything before the enacting clause  
and insert:

A bill to be entitled

An act relating to clerks of the court; amending s.  
11.90, F.S.; removing duties of the Legislative Budget  
Commission regarding budgets of the Florida Clerks of  
Court Operations Corporation and the clerks of the  
court; amending s. 28.241, F.S.; requiring that  
certain filing fees for trial and appellate  
proceedings be deposited into clerks of the circuit  
court fine and forfeiture funds, rather than into the  
General Revenue Fund; amending s. 28.35, F.S.;  
revising duties of the corporation; prohibiting the  
total combined proposed budgets of clerks of the court  
from exceeding specified limits; requiring the  
corporation to provide an annual report to the  
Governor, Legislature, and chairs of the legislative  
appropriations committees regarding court operations  
and budgets; deleting duties of the commission in  
considering budgets of the clerks of the court;  
amending s. 28.36, F.S.; authorizing the corporation



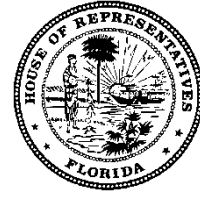
245796

to amend budgets of the clerks of the court; amending  
s. 28.37, F.S.; revising the fund into which certain  
fines collected by the clerk are to be deposited;  
amending s. 40.29, F.S.; requiring the Justice  
Administrative Commission to provide funds to the  
clerks of court for certain jury-related costs;  
requiring the clerks of court and the corporation to  
submit quarterly estimates of certain expenses to the  
commission; providing the procedure for securing such  
funds and distributing them to the clerks; providing  
for the apportionment of costs if funds appropriated  
by the Legislature are estimated to be insufficient to  
pay all amounts requested; requiring the clerks of  
court to pay amounts in excess of appropriated  
amounts; amending s. 45.035, F.S.; revising a  
provision for the payment of a service charge for  
electronic sales; amending s. 775.083, F.S.; deleting  
a provision requiring a clerk to remit certain fines  
under a specified circumstance to the Department of  
Revenue; providing an effective date.

# THE FLORIDA LEGISLATURE



**Joe Negron**  
*President of the Senate*



**Richard Corcoran**  
*Speaker of the House of  
Representatives*

May 05, 2017

The Honorable Joe Negron  
President of the Senate

The Honorable Richard Corcoran  
Speaker, House of Representatives

Dear Mr. President and Mr. Speaker:

Your Conference Committee on the disagreeing votes of the two houses on SB 2506, same being:

An act relating to Clerks of the Court.

having met, and after full and free conference, do recommend to their respective houses as follows:

- 1 That the House of Representatives recede from its Amendment 069933.
- 2 That the Senate and House of Representatives adopt the Conference Committee Amendment attached hereto, and by reference made a part of this report.

<i>Senator Jack Latvala, Chair</i>	<i>Senator Anitere Flores, Vice Chair</i>
<i>Senator Aaron Bean, Chair</i>	<i>Senator Dennis Baxley, At Large</i>
<i>Senator Lizbeth Benacquisto, At Large</i>	<i>Senator Lauren Book</i>
<i>Senator Randolph Bracy</i>	<i>Senator Rob Bradley, At Large</i>
<i>Senator Jeff Brandes</i>	<i>Senator Oscar Braynon II, At Large</i>
<i>Senator Doug Broxson</i>	<i>Senator Daphne Campbell</i>
<i>Senator Jeff Clemens, At Large</i>	<i>Senator Gary M. Farmer Jr.</i>
<i>Senator George B. Gainer</i>	<i>Senator Bill Galvano, At Large</i>
<i>Senator Rene Garcia</i>	<i>Senator Audrey Gibson</i>
<i>Senator Denise Grimsley, At Large</i>	<i>Senator Travis Hutson</i>
<i>Senator Tom Lee</i>	<i>Senator Debbie Mayfield</i>
<i>Senator Bill Montford, At Large</i>	<i>Senator Kathleen Passidomo</i>
<i>Senator Keith Perry</i>	<i>Senator Bobby Powell</i>
<i>Senator Kevin J. Rader</i>	<i>Senator Jose Javier Rodriguez</i>
<i>Senator Darryl Ervin Rouson</i>	<i>Senator David Simmons</i>
<i>Senator Wilton Simpson, At Large</i>	<i>Senator Kelli Stargel</i>
<i>Senator Linda Stewart</i>	<i>Senator Perry E. Thurston Jr.</i>
<i>Senator Victor M. Torres Jr.</i>	<i>Senator Dana D. Young</i>

**Conferees on the part of the Senate**

<i>Representative Carlos Trujillo, Chair</i>	<i>Representative Bill Hager, Chair</i>
<i>Representative Robert Asencio</i>	<i>Representative Lori Berman, At Large</i>
<i>Representative Michael Bileca, At Large</i>	<i>Representative Jim Boyd, At Large</i>
<i>Representative Cord Byrd</i>	<i>Representative Matt Caldwell, At Large</i>
<i>Representative Janet Cruz, At Large</i>	<i>Representative W. Travis Cummings, At Large</i>
<i>Representative Kimberly Daniels</i>	<i>Representative Jose Felix Diaz, At Large</i>
<i>Representative Bobby B. DuBose, At Large</i>	<i>Representative Eric Eisnaugle</i>
<i>Representative Heather Fitzenhagen</i>	<i>Representative Joe Gruters</i>
<i>Representative Kionne L. McGhee, At Large</i>	<i>Representative Larry Metz, At Large</i>
<i>Representative Mike Miller</i>	<i>Representative George R. Moraitis Jr., At Large</i>
<i>Representative Jared Evan Moskowitz, At Large</i>	<i>Representative Jeanette M. Nuñez, At Large</i>
<i>Representative Jose R. Oliva, At Large</i>	<i>Representative Scott Plakon</i>
<i>Representative Sharon Pritchett</i>	<i>Representative Ross Spano</i>
<i>Representative Chris Sprowls, At Large</i>	<i>Representative Cynthia A. Stafford, At Large</i>
<i>Representative Richard Stark, At Large</i>	<i>Representative Jackie Toledo</i>
<i>Representative Patricia Williams</i>	<i>Representative Clay Yarborough</i>

**Managers on the part of the House of Representatives**



## SUMMARY OF CONFERENCE COMMITTEE ACTION

Page 4

May 05, 2017

The Conference Committee Amendment for SB 2506, relating to the Clerks of Court (clerks), provides for the following:

**Section 1** amends 11.90, F.S., to remove the Legislative Budget Commission from the process of reviewing and approving the clerks' budgets and the Florida Clerks of Court Operations Corporation's (corporation) budget.

**Section 2** amends s. 28.241, F.S., to redirect the \$295 fee paid by a party who files a pleading for affirmative relief by cross-claim, counterclaim, counterpetition, or third-party complaint from the General Revenue Fund to the clerk's fine and forfeiture fund.

**Section 3** amends s. 28.36, F.S., to require the corporation to approve the clerks' budgets and prepare an annual report on the operations and activities of the corporation. It also requires the corporation to detail the budget development for the clerks and reconcile actual versus projected expenditures for each clerk. The combined budgets of the clerks may not exceed the revenue estimates established by the Revenue Estimating Conference.

**Section 4** amends 28.36, F.S., to permit the corporation to improve increases and decreases to the clerks' individual budgets.

**Section 5** amends 28.37, F.S. to direct certain court-related fines to the clerks' fine and forfeiture fund in a similar manner to other remittances of fines, fees, and service charges in statutes rather than to the Public Records Modernization Trust Fund.

**Section 6** creates s. 40.29(5), F.S., to allow the clerk to receive reimbursement for juror costs appropriated in the General Appropriations Act.

**Section 7** amends s. 45.035(3), F.S. to modify clerk service charge structure for certain judicial sales conducted by electronic means.

**Section 8** amends s. 775.083(1), F.S., which directs fine revenue for fines imposed when adjudication is withheld to the clerks.

**Section 9** provides that the act shall take effect upon becoming law.

## Agenda Item 4

Budget Committee

May 12, 2017

**Date:** May 12, 2017

**Subject:** Discussion of CFY 16-17 Budgets

### Committee Action:

Information for Committee discussion. No votes will be taken as this is a workshop.

### Overview/Background:

The state's Article V Revenue Estimating Conference (REC) met on February 16, 2017 and adopted a projected revenue number of \$372.3 million which is a decrease of \$13.9 million from the \$386.2 million adopted at the July Conference meeting. (See Attachment A for the official Conference document.) The makeup of the \$372.3 million projection includes an expectation that the Clerks will collect \$365.8 million in CFY 16/17 plus the \$6.5 million carried over from CFY 15/16. Of concern, is that for the past several years, each time the REC meets they have decreased the revenue projections. (See Attachment B.)

If the revenue projection is correct and there were no additional dollars provided to the Clerks from the Legislature we would have a deficit this year of over 3%.

However the 2017 Florida Legislature has provided some relief and the bills will be sent to the Governor's office. Budget Committee Chair Butterfield provided a memo to Clerks on May 5<sup>th</sup> which outlined the impact of the funding in helping reduce potential Clerks' reductions to their current budget. (See Attachment C.)

Clerk Butterfield also asked Clerk to provide their latest revenue projections to the CCOC staff by May 11<sup>th</sup> so the Committee could have the most recent data. CCOC staff have received 63 responses as of 5pm on May 11 and is summarizing and analyzing the data.

### Potential Issues to Discuss:

How should the CCOC handle reducing Clerk's budget authority if there are not sufficient revenues expected this year to fully fund the current \$422 million dollar budget? If there are any excess 10% funds in Clerk's offices can this be used to help offset the deficit?

**Lead Staff:** John Dew, Executive Director

**Attachments:** A. February 16<sup>th</sup> Article V Estimating Conference Projected Revenues for Clerks  
B. History of Estimating Conference projections  
C. May 5, 2017 Memo from Chair Butterfield to Clerks updating fiscal situation



**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.

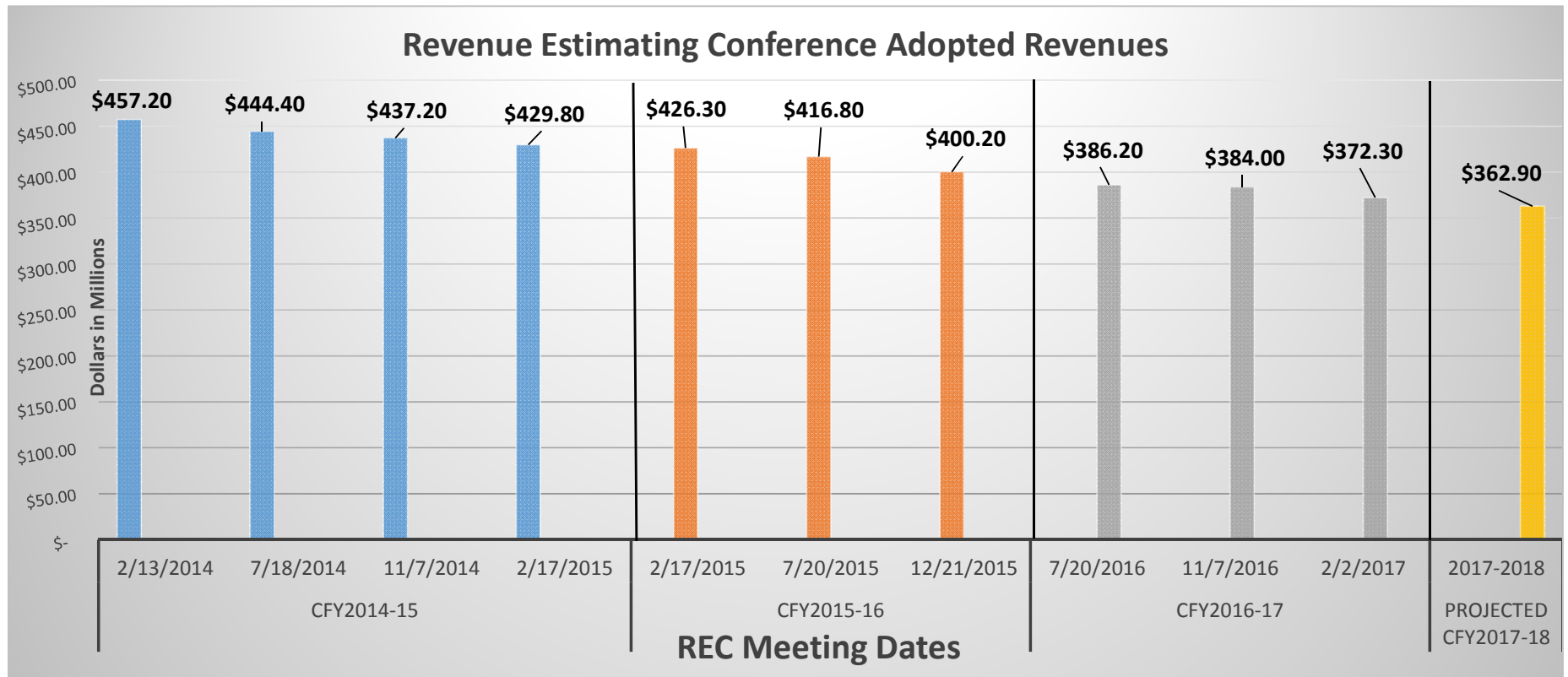
**Article V REC**

**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
<b>SFY16/17</b>	32.7	29.8	32.2	33.0	28.6	28.2	34.7	31.5	31.6	32.2	30.4	29.8	<b>374.7</b>
<b>SFY17/18</b>	30.5	29.2	32.5	29.2	29.0	28.1	28.7	31.7	31.8	32.3	30.5	29.9	<b>363.5</b>
<b>SFY18/19</b>	30.3	29.0	32.3	29.0	28.8	27.9	28.5	31.5	31.5	32.1	30.3	29.7	<b>361.1</b>
<b>SFY19/20</b>	30.4	29.1	32.4	29.1	28.9	28.0	28.6	31.6	31.7	32.3	30.4	29.9	<b>362.4</b>
<b>SFY20/21</b>	30.5	29.2	32.5	29.2	28.9	28.1	28.7	31.7	31.7	32.3	30.5	29.9	<b>363.4</b>
<b>SFY21/22</b>	30.6	29.3	32.6	29.3	29.0	28.2	28.8	31.8	31.8	32.4	30.6	30.0	<b>364.3</b>

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



## MEMO

Budget Committee

May 5, 2017

**Date:** March 5, 2017  
**To:** Clerks of Court  
**From:** Stacy Butterfield, CPA, Chair, CCOC Budget Committee  
**Subject:** Budget Update and Request for Revenue Projections

Thank you for all your hard work and patience as we are navigating our way through another challenging Legislative Session and Clerk budget cycle. I know that it's not always easy and we've asked a great deal from you and your staff. Please know that your input and expertise has been invaluable in this process and is greatly appreciated.

Now that Legislative Session has (almost) concluded and we now have a better understanding of our funding outlook, I wanted to provide you with an update of our current CFY 2016-17 budget. As you know, Clerk revenues as projected by the Revenue Estimating Conference has continued to decline. I have provided a breakdown of our current budget situation below. Please note that these are the numbers as of today, and they are subject to adjustment as we get additional information.

### CFY 2016-17 Budget Authority Breakout

Clerk of Court TF (July REC)	\$386.2M
10% Public Records Modernization TF	\$24.1M
Jury Management	\$11.7M
<b>Total</b>	<b>\$422M</b>

### CFY 2016-17 Budget with CURRENT REC projections

Clerk of Court TF (Feb. REC)	\$372.3M
10% Public Records Modernization TF	\$24.1M (July 2016 estimate subject to adjustments)
Jury Management	\$11.7M
<b>Total</b>	<b>\$408.1M</b>
	<b>-\$13.9M from July</b>

### CFY 2016-17 Budget with CURRENT REC projections and \$7M Legislative Back of the Bill Funding for 2016-17 Deficit and ¼ 2017 SB 2506 appropriation of \$10M

Clerk of Court TF (Feb. REC)	\$372.3M
10% Public Records Modernization TF	\$24.1M (July 2016 estimate subject to adjustments)
Jury Management	\$11.7M
<b>Total</b>	<b>\$408.1M</b>
Back of the Bill	\$7M
¼ of \$10M in SB 2506	\$2.5M



### 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.

New Total \$417.6M  
CFY 2016-17 Budget Authority \$422M-\$417.6M= **(\$4.4M deficit for CFY 2016-17)**

PROJECTED 2017-18 (assuming Jury and 10% continue/stable)

COC TF (REC Feb. projection) \$362.9M  
10% Public Records Modernization TF \$24.1M (July 2016 estimate subject to adjustments)  
Jury Management \$11.7M  
SB 2506 (Estimate) \$10M

Estimated Budget Authority CFY 2017-18

\$408.6M  
CFY 2016-17 Budget Authority \$422M-\$408.6M= **(\$13.4 or 3.2% reduction)**

I know that these numbers are not ideal, but I want you to have a full understanding of where we stand moving forward.

To assist the Budget Committee in making decisions in the upcoming weeks, I am asking for your help once again. Please provide to the CCOC by Wednesday, May 10<sup>th</sup> at noon your best revenue estimates for the current county fiscal year. This would also include your 10% fines. The last time that we received information was for the July 2016 budget process so updated information will be very helpful. This information will be extremely beneficial in determining the extent of budget reductions this year and I'm asking Clerks to do their best in projecting an accurate number.

Thank you again for all your help and support in this process. I will keep you updated as we get closer to making decisions on our budgets. If you have any question or concerns, please contact CCOC staff or myself.

## Agenda Item 5

Budget Committee Meeting

May 12, 2017

**Date:** May 12, 2017

**Subject:** Consideration of CFY 2017-18 Budget Criteria and Process

**Committee Action:** Discussion and development of budget criteria and review/deliberation process

**Overview/Background:** The Budget Committee approved a budget criteria and process for CFY 17/18 at previous meetings. The CCOC staff provided training to Clerks and staff on the criteria and process and has provided instructions in the budget forms as well. The process is laid out on page 5 of the budget instructions and is attached. (Attachment A.)

The Legislature through passage of SB 2506 revised the CCOC and Clerks' budget process pending the Governor's review. The Clerks no longer have to go to the Legislative Budget Commission for approval. However the CCOC will be required to submit a report to the Governor, the President of the Senate, the Speaker of the House, and the chairs of the legislative appropriations committees by January 1 of each year. The report is to provide information on the operations and activities of the corporation and detail the budget development for the clerks of the court and the end of year reconciliation of actual expenditures versus projected expenditures for each clerk of the court.

The bill also provides that the 'corporation must ensure that the total combined budgets of the clerks of the court do not exceed the total estimated revenues available for court-related expenditures as determined by the most recent Revenue Estimating Conference'.

**Lead Staff:** John Dew, CCOC Executive Director

**Attachments:** A. Budget Process as outlined in Budget Instructions



**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.

## Information extracted from Page 5 of the CFY 2017-18 CCOC Budget Instructions Document

<b><u>Date</u></b>	<b><u>Activity</u></b>
April 2017	Release production version of the budget form, instructions, and other required documents.
April 2017	Training led by CCOC staff on the budget process and forms.
May 15, 2017	Clerks submit budget requests.
May/June	CCOC staff perform technical reviews on submittals with revisions as necessary.
June	CCOC staff-led roundtable discussions by Peer Groups of similarly situated counties regarding budget submissions. Adjustments to original submissions can be made, including technical corrections or adjustments due to Legislative action.
July 1, 2017	Clerks' Budget Requests finalized.
July 19-21, 2017	Budget Committee deliberations on budget submissions.
July	Executive Council review of Budget Committee recommendations.
August 1, 2017	Clerks' Budget Request submitted to the Legislative Budget Commission.



## Agenda Item 6

Budget Committee Meeting

May 12, 2017

**Date:** May 12, 2017

**Subject:** Discussion of Suspending Various Projects and Data Gathering Due to Ongoing Budget Reductions

**Committee Action:** For informational purposes.

### **Overview/Background:**

CCOC and Clerks' staff have been asked to work on numerous projects at the request of the Budget Committee and other elected Clerks. With ongoing budget reductions resources are extremely limited. For discussion, provided below are a list of all ongoing projects, workgroups and data gathering issues. The Chair has asked for consideration of suspending or prioritizing these projects due to limited resources.

### **Ongoing Projects and Workgroups**

- 1) **New Case project**—Ken Burke, Chair. The purpose of the project is to provide accurate and consistent reporting of NEW cases down to the sub-case level for all 67 Clerk offices, to reflect a truer workload picture when comparing Clerk offices during the budget process. **Status:** Ongoing. Case counting at the sub-case level currently be reported from counties with a due date of May 31. There are software and scheduling issues with some vendors. The review team needs to compile the case data and identify anomalies. When anomalies are identified, follow-up will be required. A team of Clerk staff has been assembled to aid with the follow-up process.
- 2) **Weighted Sub-Cases project**---Don Barbee, Chair. The purpose of the project is to weight sub-cases based on time (cradle to grave) including court time, follow-up, payment time. All activities from the time a case is opened, disposed by the court and closed by the Clerk. The weights are intended to enhance the workload picture when comparing Clerk offices during the budget process. **Status:** Ongoing. The weights for all subcases is almost completed. Anticipate being able to weight subcases for the months of October 2016 through April 2017 only. A full-years of data will not be available until November.
- 3) **PAC Framework**--- Tara Green, Chair. The Framework will be continually updated to reflect the current statutory required court-related services, activities, and tasks of the Clerk's offices. There are several purposes of the project. First and foremost, it helps the Clerks tell their court-related "story" to the Legislature and answer nearly two dozen questions commonly asked by Legislative staff. Secondly, it identifies the statutory citations for the clerks' court-related services. As such, it



**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.

can be used as an office audit tool. And lastly, it can be used during the budget review process to justify recurring costs (based budgeting) and enhanced or new and improved services. While some of the results could be used for the 16/17 LBR, most of the results is focused on future budget years. There are several spin-offs projects that are part of the overall PAC project. **Status:** Ongoing

- a) Costing project--- The purpose of this project is employ a sample of counties to cost their court operations based on the PAC --- NINE services. The goal is to have cost by services for CFY 2018-19 budget cycle.
  - b) Revenue project--- The purpose of this project is to identify revenue streams for each of the NINE services and to show that there are several services with NO revenues to support the Clerk's activities.
  - c) Performance measure project--- The purpose of this project is to identify workload measures and performance standards for all NINE services. Some workload measures currently collected by the CCOC (e.g. timeliness, and collections).
- 4) Supplemental Forms--- Stacy Butterfield, Chair. Purpose of the project is to collect cost of administrative orders and other issues to assist the budget committee during budget review process. **Status:** Draft form developed but needs further refinement and final approval by the Budget Committee Chair.
- 5) Health Care- Pam Childers, Chair. The purpose of this workgroup is to evaluate Clerks' health care cost as compared to the state and determine if there are any policies that could be applied to Clerks' budgets or budget process. **Status:** Initial analysis completed. Need to apply to budget process.
- 6) Base Budget- Carolyn Timmann, Jeff Smith, Chair. The purpose of this workgroup is to evaluate potential ways of determining Clerks' base budgets. **Status:** On hold awaiting further direction from the Chair.

Planned project(s): The PIE Committee is planning on scheduling a revenue collection summit in the summer 2017 and pilot testing collection programs.

In addition, CCOC staff has been asked to various other small data projects that are still in progress. The Committee can now discuss consider prioritizing and potentially suspending the above per workload and resource limitations.

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