



BUDGET COMMITTEE MEETING

January 9, 2019

Stacy Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tara S. Green
CLAY COUNTY
VICE-CHAIR

JD Peacock, II
OKALOOSA COUNTY
SECRETARY/TREASURER



JOHN CRAWFORD
NASSAU COUNTY

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TODD NEWTON
GILCHRIST COUNTY

PAULA S. O'NEIL, PH.D.
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RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
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KYLE HUDSON
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2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

BUDGET COMMITTEE MEETING

January 9, 2019

Workshop: 9 AM (no call-in capabilities)

Meeting: 1:30 PM

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

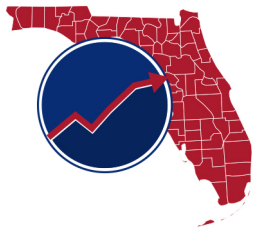
Location:

FCCC Office, Conference Room
3544 Maclay Blvd, Tallahassee

- 1) Call to Order and Introduction.....Ken Burke
- 2) Approve AgendaKen Burke
- 3) Approve MinutesMarleni Bruner
 - a) 8/21/18 Workshop & Meeting
 - b) 12/12/18 Teleconference Meeting
- 4) REC – Adjustments to Clerks’ BudgetsKen Burke
- 5) Status of Settle-upJason Welty
- 6) Budget Process for CFY 2019-20Ken Burke
- 7) Schedule of Meetings.....Ken Burke
- 8) Other Business.....Ken Burke

Committee Members: Ken Burke, CPA, Chair; Jeffrey Smith, CPA, Vice-Chair; Tom Bexley; Sharon Bock, Esq.; Stacy Butterfield, CPA; Pam Childers, CPA; Kellie Connell, CPA; Gary Cooney, Esq.; John Crawford; Greg Godwin; Tara S. Green, Carla Hand, CPA, CGFO; Kyle Hudson; Tiffany Moore-Russell, Esq.; JD Peacock; Donald C. Spencer; 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.



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Minutes of August 21st CCOC Budget Committee Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a workshop followed by a formal meeting in Daytona Beach, FL on August 21, 2018. 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. Agenda Item 1 - Call to Order and Introduction

The meeting was called to order at approximately 11:00 AM. CCOC staff member Jason Welty called roll. Members in attendance included: Chair Burke, Clerk Butterfield, Clerk Bexley, Clerk Childers, Clerk Connell, Clerk Crawford, Clerk Hand, Clerk Hudson, Clerk Russell, Clerk Peacock, Clerk Smith, Clerk Spencer, Clerk Timmann, and Clerk Vick.

2. Agenda Item 2 - Minutes of April 27th Meeting

A motion to approve the minutes from the April 27th meeting was made by Clerk Childers and seconded by Clerk Vick. No comments, edits or changes were made. Motion was approved and passed unanimously.

3. Agenda Item 3 – CFY 2018-19 Budget Options

For the first time in almost a decade, the Budget Committee will determine the methodology to allocate additional revenue to the Clerks. On August 9, 2018, the Budget committee met via a workgroup conference call to discuss the options they would consider at the full committee meeting on August 21, 2018. The options discussed were:

1. Option 1: Allocate a proportionate share to each peer group and provide an equal share among peer groups.
2. Option 2: Incremental FTE Allocation

MEETING MINUTES – AUGUST 21, 2018

3. Option 3: Full Budget Review
4. Option 4: Across the board allocation

The consensus on the call was that CCOC would provide additional information for a second workshop on August 21, 2018 for options 4 and 2. In addition, the committee asked for Option 2 to be split up and looked at under two different scenarios; 2a Allocating FTE without Civil Traffic and 2b Allocating FTE with Civil Traffic.

This information was presented to the Budget Committee and discussed at length during the workshop time.

Clerk Butterfield made a motion to use Option 4 – 3.82% increase over current CCOC budget for all clerks. A second was made by Clerk Vick. During discussion it was requested that clerks have an opportunity to come before the budget committee should they have a concern about the method selected. August 29, 2018 at 10 AM via conference call was selected. **The motion passed unanimously.** The CCOC will email out the document that will be presented to the Executive Council for their approval.

4. Agenda Item 4 – Next Budget Committee Meeting
(Tentative) Conference call, August 29, 9 AM – Noon, EDT

A tentative conference call meeting for August 29th has been scheduled but meeting will be canceled if no one wants to call in.

There will be a full budget review within the next year that will discuss a timeline, criteria etc., which will be developed over the next few months.

5. Agenda Item 5 – Similarly Situated Clerks

Florida law requires the Florida Clerks of Court Operation Corporation to prepare a cost comparison of similarly situated clerks of court and identify the budget of any clerk that exceeds the average budget of similarly situated clerks by 10 percent. As part of this process, CCOC undertakes a review of the peer groups every two years. CCOC historically has hired a consultant to review the “peer groups” to assure fairness in comparing “similarly situated clerks” due to changes in population, cases, and other relevant factors.

Clerk Smith made a motion to keep the current peer groups for 2 years before bringing back for reconsideration. A second was made by Clerk Connell. Motion passed unanimously.

6. Agenda Item 6 – Future Expenditure Data Collection

Detailed budget request data is collected during the Original Budget and Operational Budget submission process by court division; however, during the fiscal year,

MEETING MINUTES – AUGUST 21, 2018

expenditure data is only collected as a single monthly total. The lack of data makes the CCOC unable to respond to requests for expenditure details. Without this information, CCOC cannot be responsive to requests by the legislature, which stunts our progress for developing an adequate clerk budget. Expenditure data is also important to verify the budgets that are approved by the CCOC. Finally, this data will be utilized to provide a more accurate method of determining cost, which is an instrumental piece when determining budget requests.

Clerk Burke nominated Clerk Vick to select a workgroup of clerk staff to work along with CCOC to develop a recommendation to bring back before the committee.

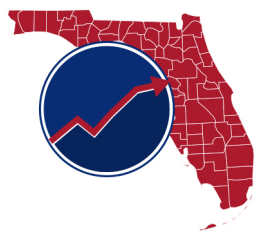
A motion was made by Clerk Burke, seconded by Clerk Vick. The motion passed unanimously.

7. Agenda Item 7 – Other Business

Gadsden County contact the CCOC regarding a cash flow issue they were having. As they are a funded county, the CCOC contacted Broward County to ask if they would be willing to forego the amount they receive from the trust fund because their revenues were coming in strong. As this all gets balanced during settle-up, Broward County elected to receive \$198,000 less from the trust fund for September 2018. Gadsden County will receive \$198,000 additional dollars from the trust fund. As this is a cash flow issue, not budgets are impacted.

A motion was made by Clerk Burke and seconded by Clerk Butterfield. Motion passed unanimously.

After no further comments or questions, Clerk Burke adjourned the meeting.



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Minutes of December 12th CCOC Budget Committee Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a workshop followed by a formal meeting in Daytona Beach, FL on August 21, 2018. 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. Agenda Item 1 - Call to Order and Introduction

The meeting was called to order at approximately 10:00 AM. CCOC staff member Jason Welty called roll. Members in attendance included: Chair Burke, Clerk Connell, Clerk Cooney, Clerk Crawford, Clerk Hand, Clerk Moore Russell, Clerk Peacock, Clerk Spencer, and Clerk Vick. Joining the call later were Clerk Childers and Clerk Butterfield.

2. Agenda Item 2 – Clerk Burke made a motion to change the agenda and review the minutes from August 21st at the next in-person meeting. No objections. Motion was approved unanimously.

3. Agenda Item 4 – Case Counting Plan

Clerk Burke indicated that the basis for everything we do with the weighted workload measure and cost per case requires that the clerks count their cases in a uniform manner throughout the state. If everyone does it differently, we cannot make apples to apples comparisons. We need consistency in case counting so we can analyze anomalies and provide explanation.

A clerk may not know that they are counting cases differently. Gary Cooney and Denise Bell have worked extensively on this issue. This case counting plan has been developed by the CCOC staff along with Gary Cooney, Denise Bell, and Ken Burke.

MEETING MINUTES – DECEMBER 12, 2018

Gary Cooney, the new clerk of Lake County, began working on this issue two years ago to make sure everyone understood the business rules and knew how to apply them. The rules were vetted through a staff workgroup. Due to legislative action, the results did not get implemented but now with another year of data it is time to move forward. Some counties impacted by Hurricane Michael did not get final numbers in at the time of the meeting.

A very large matrix was built to compare the court divisions. The PIE Committee provided the weights of the cases and subcases. Some counties need help to categorize cases at the subcase level to get full credit of the work they do. The latest Beaver population estimates are being used along with case counts as reported to the CCOC. A standard deviation formula was developed and looked at those who are three standard deviations out.

The group would like to put together a workgroup with case counting expertise to go interview each county who is an outlier. The group would verify that the business rules are being followed and look for explanation to the variances. Denise Bell, Chief Deputy of Lake County, did not have anything further to add.

Cindy from Indian River asked to review the matrix. Clerk Cooney will email to the CCOC and those who asked. Clerk Vick asked which counties were impacted by being 3 standard deviations out. Clerk Cooney indicated that every county has at least 1 sub case type that is 3 standard deviations out. Clerk Vick also wanted everyone to hear why this is vital to not only the budget process but the legislative process. Jason Welty indicated that this data is vital because the legislature will want to know how we made comparisons and what criteria did we use. We will be able to stand before a committee and explain our weighted workload process as one factor that we used for establishing our budgets. The legislature wants justification for what we say our needs are.

Clerk Vick expressed her concern for how vital this information is for our legislative agenda and messaging. If we are asking for funds for no-fee cases, it is important that we can demonstrate the need, explain the anomalies and differences. We must be timely and responsive to legislative staff. Therefore, we need this information accurately from all clerks.

Clerk Moore Russell stated that we don't project cases at the sub case type when developing our budgets. She asked if we would start requiring projections at the sub-case level and would we eventually start assigning dollars based on sub-cases. Jason Welty indicated that the Budget Committee could discuss if they wanted to go to that level for assigning dollars. Clerk Burke indicated that we are trying to get case counting accurate so that we are uniform in our approach. The PIE Committee is working on weighting the cases and then assigning dollars to the cost to perform those cases and how would it work at the sub-case level; however, it is still in its infancy in development.

MEETING MINUTES – DECEMBER 12, 2018

Mike, from Orlando, commented that we did not submit case projections for this fiscal year, CFY 2018-19, or the upcoming fiscal year. Clerk Ellspermann wanted to know if the way in which cases are counted depends on the State Attorney in your area files cases, and is it considered when looking at the case counts. Clerk Burke indicated that this is exactly what we will find out through this process. Pinellas was a county that counted their cases differently until they transferred to the established business rules. Denise Bell indicated that they tried to account for these differences in the business rules, but they expect to find legitimate reasons for the differences and then let the committee determine how to handle it equitably going forward.

Clerk Frank wanted to know if Administrative Orders (AOs) were considered. Clerk Burke indicated that only if it impacts case counting; however, they have not yet seen where AOs impact case counts. Clerk Butterfield referred to Mike from Orlando's comment and indicated that we will use actual cases over projections when we review using case counts.

Greg from Wakulla would like to see their numbers to start preparing to look for items. Denise will call and work with Wakulla on their issues. Clerk Peacock would like all budget committee members to receive the spreadsheet.

Clerk Butterfield made a motion to approve the plan as presented in the meeting packet, with a second from JD Peacock. Motion passed unanimously.

4. Agenda Item 5 – Next Budget Committee Meeting

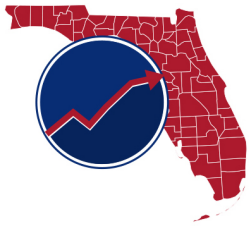
Two dates were presented: January 8th or January 9th. It was decided that the meeting will be in person, in Tallahassee on Wednesday, January 9, 2019. Many members were already planning to be in Tallahassee for Legislative Committee Week. It will begin with a workshop meeting (that will not have call-in capabilities) followed by a formal meeting which will have call-in capabilities.

Clerk Burke asked the CCOC to contact the FCCC to use their facility, as well as provide options for accommodations. The meeting will cover more meatier items and will have a lot of work to get done. A budget workgroup was formed that includes Clerk Hand, Clerk Moore Russell, Clerk Childers, and will be led by Clerk Smith. The will bring forward recommendations on the process, timeline, number of meetings, anomaly areas, cost drivers, etc.

5. Agenda Item 6 – Other Business

Executive Council will be meeting in January to review and approve any actions from the Budget Committee. Executive Council will meet next week to cover things that need to be addressed before December 31st such as CCOC contracts.

With no further comments or questions Clerk Burke adjourned the meeting.



CCOC

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AGENDA ITEM 4

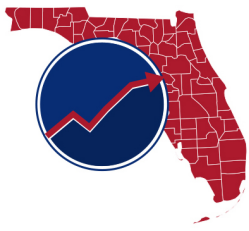
DATE: January 9, 2019
SUBJECT: REC – Adjustments to Clerk’s Budgets
COMMITTEE ACTION: For discussion

OVERVIEW: Chair Burke has requested a discussion of the latest Revenue Estimating Conference (REC) and its potential impact to clerks’ budgets.

COMMITTEE ACTION: For discussion

LEAD STAFF: Jason Welty, CCOC Budget and Communication Director

ATTACHMENTS: None



CCOC

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AGENDA ITEM 5

DATE: January 9, 2019

SUBJECT: Status of CFY 2017-18 Settle-up

COMMITTEE ACTION: Approve the Budget Committee Chair to continue to work with CCOC to finalize settle-up before January 25, 2019.

OVERVIEW: The CCOC is statutorily directed to complete a settle-up process with each clerk's office. Amounts due **TO** the trust are statutorily required by January 25th. For amounts due **FROM** the trust fund, the CCOC must submit the request to the Department of Revenue (DOR) who will determine if they have the available resources to make the payments or if a budget amendment will be required. If a budget amendment is required, it will take a bit of time before approval is obtained.

CCOC staff sent out a draft calculation on Friday, December 21, 2018. Clerks offices were directed to return comments by Friday, December 28, 2018. CCOC staff has been diligently working with each office to finalize figures. Please see Attachment 1 for the revised settle-up calculation.

COMMITTEE ACTION: Approve the Budget Committee Chair to continue to work with CCOC to finalize settle-up before January 25, 2019.

LEAD STAFF: Jason Welty, CCOC Budget and Communication Director

ATTACHMENTS:

1. CFY 2017-18 Settle-Up DRAFT 010719

Agenda Item 5, Attachment 1

County Name	Received from TF (Sep17-Aug18)	CCOC Revenues (Sep17-Aug18)	Total Revenues for Settle-Up
Alachua	\$ 1,565,326.87	\$ 3,864,695.09	\$ 5,430,021.96
Baker	\$ 149,850.25	\$ 431,126.55	\$ 580,976.80
Bay	\$ -	\$ 4,105,201.27	\$ 4,105,201.27
Bradford	\$ -	\$ 832,951.07	\$ 832,951.07
Brevard	\$ 2,187,903.63	\$ 9,039,048.40	\$ 11,226,952.03
Broward	\$ 3,862,616.37	\$ 34,766,763.21	\$ 38,629,379.58
Calhoun	\$ 223,365.88	\$ 184,242.35	\$ 407,608.23
Charlotte	\$ -	\$ 3,212,398.68	\$ 3,212,398.68
Citrus	\$ 46,227.00	\$ 2,417,463.36	\$ 2,463,690.36
Clay	\$ -	\$ 3,290,932.84	\$ 3,290,932.84
Collier	\$ 54,568.00	\$ 6,764,780.22	\$ 6,819,348.22
Columbia	\$ 9,542.50	\$ 1,421,070.56	\$ 1,430,613.06
Desoto	\$ 184,763.00	\$ 504,223.82	\$ 688,986.82
Dixie	\$ 197,075.12	\$ 207,555.42	\$ 404,630.54
Duval	\$ 601,972.13	\$ 20,140,769.76	\$ 20,742,741.89
Escambia	\$ -	\$ 6,466,067.27	\$ 6,466,067.27
Flagler	\$ 199,849.00	\$ 1,484,603.35	\$ 1,684,452.35
Franklin	\$ 385,850.13	\$ 189,436.07	\$ 575,286.20
Gadsden	\$ 148,198.50	\$ 701,436.14	\$ 849,634.64
Gilchrist	\$ 284,687.12	\$ 189,060.36	\$ 473,747.48
Glades	\$ 28,679.75	\$ 403,056.50	\$ 431,736.25
Gulf	\$ 198,598.87	\$ 194,036.60	\$ 392,635.47
Hamilton	\$ 74,009.87	\$ 387,271.89	\$ 461,281.76
Hardee	\$ 204,649.12	\$ 486,584.63	\$ 691,233.75
Hendry	\$ -	\$ 865,934.67	\$ 865,934.67
Hernando	\$ -	\$ 4,078,517.86	\$ 4,078,517.86
Highlands	\$ 163,749.63	\$ 1,542,550.90	\$ 1,706,300.53
Hillsborough	\$ 29,456.00	\$ 31,296,291.00	\$ 31,325,747.00
Holmes	\$ 122,608.75	\$ 506,464.60	\$ 629,073.35
Indian River	\$ -	\$ 2,935,831.56	\$ 2,935,831.56
Jackson	\$ 101,004.88	\$ 898,374.15	\$ 999,379.03
Jefferson	\$ 78,813.69	\$ 293,668.58	\$ 372,482.27
Lafayette	\$ 162,089.62	\$ 114,468.81	\$ 276,558.43
Lake	\$ -	\$ 5,685,610.00	\$ 5,685,610.00
Lee	\$ -	\$ 14,196,621.85	\$ 14,196,621.85
Leon	\$ 44,484.25	\$ 4,842,632.96	\$ 4,887,117.21
Levy	\$ 314,746.38	\$ 590,833.23	\$ 905,579.61
Liberty	\$ 153,174.00	\$ 145,002.91	\$ 298,176.91

Sent to the TF (Oct17-Sep18)	CCOC Expenditures (Oct17-Sep18)	Total Expenditures for Settle-Up
\$ -	\$ 5,335,832.36	\$ 5,335,832.36
\$ 5,252.78	\$ 509,214.85	\$ 514,467.63
\$ 729,250.52	\$ 3,266,194.00	\$ 3,995,444.52
\$ 241,745.03	\$ 619,855.00	\$ 861,600.03
\$ 59,586.39	\$ 10,706,596.00	\$ 10,766,182.39
\$ 1,493,428.65	\$ 35,355,099.00	\$ 36,848,527.65
\$ -	\$ 367,263.10	\$ 367,263.10
\$ 215,569.10	\$ 3,163,839.00	\$ 3,379,408.10
\$ 321,292.99	\$ 2,111,017.00	\$ 2,432,309.99
\$ 316,091.24	\$ 3,054,471.00	\$ 3,370,562.24
\$ 965,871.05	\$ 5,078,592.84	\$ 6,044,463.89
\$ 76,314.00	\$ 1,288,899.63	\$ 1,365,213.63
\$ -	\$ 691,686.82	\$ 691,686.82
\$ -	\$ 388,845.19	\$ 388,845.19
\$ 3,847,698.90	\$ 16,863,421.09	\$ 20,711,119.99
\$ 489,121.74	\$ 5,704,155.23	\$ 6,193,276.97
\$ 76,114.78	\$ 1,444,488.86	\$ 1,520,603.64
\$ -	\$ 564,494.86	\$ 564,494.86
\$ -	\$ 1,020,599.00	\$ 1,020,599.00
\$ -	\$ 463,187.90	\$ 463,187.90
\$ 8,454.72	\$ 365,969.81	\$ 374,424.53
\$ -	\$ 404,548.32	\$ 404,548.32
\$ 10,218.28	\$ 416,882.00	\$ 427,100.28
\$ -	\$ 742,213.00	\$ 742,213.00
\$ -	\$ 950,852.96	\$ 950,852.96
\$ 978,503.30	\$ 2,866,402.13	\$ 3,844,905.43
\$ 80,473.91	\$ 1,624,549.70	\$ 1,705,023.61
\$ 4,203,883.12	\$ 26,119,799.00	\$ 30,323,682.12
\$ 43,765.90	\$ 546,603.00	\$ 590,368.90
\$ 247,957.66	\$ 2,732,910.86	\$ 2,980,868.52
\$ 14,123.49	\$ 828,938.32	\$ 843,061.81
\$ -	\$ 380,348.91	\$ 380,348.91
\$ -	\$ 260,685.00	\$ 260,685.00
\$ 598,554.00	\$ 5,106,228.00	\$ 5,704,782.00
\$ 3,729,517.60	\$ 10,506,502.23	\$ 14,236,019.83
\$ 81,993.52	\$ 5,038,504.70	\$ 5,120,498.22
\$ -	\$ 814,923.48	\$ 814,923.48
\$ -	\$ 263,545.02	\$ 263,545.02

Settle-Up Calculation	Due To (Due From) TF
\$ 94,189.60	Due To TF
\$ 66,509.17	Due To TF
\$ 109,756.75	Due To TF
\$ (28,648.96)	Due From TF
\$ 460,769.64	Due To TF
\$ 1,780,851.93	Due To TF
\$ 40,345.13	Due To TF
\$ (167,009.42)	Due From TF
\$ 31,380.37	Due To TF
\$ (79,629.40)	Due From TF
\$ 774,884.33	Due To TF
\$ 65,399.43	Due To TF
\$ (2,700.00)	Due From TF
\$ 15,785.35	Due To TF
\$ 31,621.90	Due To TF
\$ 272,790.30	Due To TF
\$ 163,848.71	Due To TF
\$ 10,791.34	Due To TF
\$ (170,964.36)	Due From TF
\$ 10,559.58	Due To TF
\$ 57,311.72	Due To TF
\$ (11,912.85)	Due From TF
\$ 34,181.48	Due To TF
\$ (50,979.25)	Due From TF
\$ (84,918.29)	Due From TF
\$ 233,612.43	Due To TF
\$ 1,276.92	Due To TF
\$ 1,002,064.88	Due To TF
\$ 38,704.45	Due To TF
\$ (45,036.96)	Due From TF
\$ 156,317.22	Due To TF
\$ (7,866.64)	Due From TF
\$ 15,873.43	Due To TF
\$ (19,172.00)	Due From TF
\$ (39,397.98)	Due From TF
\$ (233,381.01)	Due From TF
\$ 90,656.13	Due To TF
\$ 34,631.89	Due To TF



Agenda Item 5, Attachment 1

County Name	Received from TF (Sep17-Aug18)	CCOC Revenues (Sep17-Aug18)	Total Revenues for Settle-Up
Madison	\$ -	\$ 673,076.89	\$ 673,076.89
Manatee	\$ 365,379.63	\$ 5,308,964.43	\$ 5,674,344.06
Marion	\$ -	\$ 5,923,984.30	\$ 5,923,984.30
Martin	\$ -	\$ 3,136,264.81	\$ 3,136,264.81
Miami-Dade	\$ 2,900,887.87	\$ 66,117,676.75	\$ 69,018,564.62
Monroe	\$ 767,849.50	\$ 2,293,810.05	\$ 3,061,659.55
Nassau	\$ 21,824.00	\$ 1,378,193.09	\$ 1,400,017.09
Okaloosa	\$ -	\$ 3,857,928.07	\$ 3,857,928.07
Okeechobee	\$ 190,636.50	\$ 938,315.56	\$ 1,128,952.06
Orange	\$ -	\$ 33,074,450.63	\$ 33,074,450.63
Osceola	\$ -	\$ 8,105,776.33	\$ 8,105,776.33
Palm Beach	\$ 912,693.87	\$ 28,258,926.04	\$ 29,171,619.91
Pasco	\$ 2,531,278.25	\$ 7,951,182.43	\$ 10,482,460.68
Pinellas	\$ -	\$ 20,815,459.50	\$ 20,815,459.50
Polk	\$ -	\$ 13,861,624.97	\$ 13,861,624.97
Putnam	\$ 783,907.75	\$ 855,821.90	\$ 1,639,729.65
Saint Johns	\$ 397,833.12	\$ 3,118,355.05	\$ 3,516,188.17
Saint Lucie	\$ 194,330.62	\$ 5,949,835.14	\$ 6,144,165.76
Santa Rosa	\$ -	\$ 3,756,319.44	\$ 3,756,319.44
Sarasota	\$ -	\$ 6,976,421.73	\$ 6,976,421.73
Seminole	\$ 227,626.00	\$ 8,223,957.97	\$ 8,451,583.97
Sumter	\$ -	\$ 1,880,748.01	\$ 1,880,748.01
Suwannee	\$ 113,673.12	\$ 967,573.08	\$ 1,081,246.20
Taylor	\$ 123,415.38	\$ 438,588.46	\$ 562,003.84
Union	\$ 276,874.00	\$ 140,736.07	\$ 417,610.07
Volusia	\$ 1,680,796.13	\$ 8,812,774.78	\$ 10,493,570.91
Wakulla	\$ 59,874.87	\$ 513,750.15	\$ 573,625.02
Walton	\$ -	\$ 1,374,536.77	\$ 1,374,536.77
Washington	\$ 157,089.37	\$ 440,468.56	\$ 597,557.93
	\$ 23,483,830.29	\$ 414,823,099.45	\$ 438,306,929.74

Sent to the TF (Oct17-Sep18)	CCOC Expenditures (Oct17-Sep18)	Total Expenditures for Settle-Up
\$ 201,269.00	\$ 483,828.84	\$ 685,097.84
\$ 125,938.92	\$ 4,909,488.28	\$ 5,035,427.20
\$ 346,889.78	\$ 5,561,034.40	\$ 5,907,924.18
\$ 172,912.39	\$ 2,976,827.99	\$ 3,149,740.38
\$ 3,965,066.95	\$ 65,205,550.00	\$ 69,170,616.95
\$ 616,779.00	\$ 3,276,149.91	\$ 3,892,928.91
\$ 72,935.93	\$ 1,328,195.33	\$ 1,401,131.26
\$ 631,109.71	\$ 3,265,146.62	\$ 3,896,256.33
\$ 61,734.47	\$ 1,046,129.00	\$ 1,107,863.47
\$ 7,466,309.50	\$ 26,005,902.51	\$ 33,472,212.01
\$ 1,789,898.85	\$ 6,295,047.96	\$ 8,084,946.81
\$ 1,154,480.72	\$ 27,713,299.60	\$ 28,867,780.32
\$ -	\$ 10,050,789.00	\$ 10,050,789.00
\$ 814,661.25	\$ 20,615,306.00	\$ 21,429,967.25
\$ 2,707,708.99	\$ 11,156,584.48	\$ 13,864,293.47
\$ 74,811.96	\$ 1,673,718.00	\$ 1,748,529.96
\$ 87,725.78	\$ 3,045,417.63	\$ 3,133,143.41
\$ 124,031.78	\$ 5,778,457.24	\$ 5,902,489.02
\$ 907,940.02	\$ 2,725,998.00	\$ 3,633,938.02
\$ 288,590.84	\$ 7,244,846.23	\$ 7,533,437.07
\$ 461,995.35	\$ 7,934,820.14	\$ 8,396,815.49
\$ 299,701.62	\$ 1,586,781.00	\$ 1,886,482.62
\$ 68,517.86	\$ 957,636.00	\$ 1,026,153.86
\$ 15,422.00	\$ 478,489.15	\$ 493,911.15
\$ -	\$ 397,595.63	\$ 397,595.63
\$ 43,658.26	\$ 9,766,606.14	\$ 9,810,264.40
\$ 4,164.16	\$ 587,638.00	\$ 591,802.16
\$ 48,777.08	\$ 1,456,682.15	\$ 1,505,459.23
\$ 1,013.00	\$ 525,813.00	\$ 526,826.00
\$ 41,388,827.84	\$ 392,017,937.40	\$ 433,406,765.24

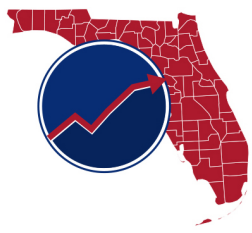
Settle-Up Calculation	Due To (Due From) TF
\$ (12,020.95)	Due From TF
\$ 638,916.86	Due To TF
\$ 16,060.12	Due To TF
\$ (13,475.57)	Due From TF
\$ (152,052.33)	Due From TF
\$ (831,269.36)	Due From TF
\$ (1,114.17)	Due From TF
\$ (38,328.26)	Due From TF
\$ 21,088.59	Due To TF
\$ (397,761.38)	Due From TF
\$ 20,829.52	Due To TF
\$ 303,839.59	Due To TF
\$ 431,671.68	Due To TF
\$ (614,507.75)	Due From TF
\$ (2,668.50)	Due From TF
\$ (108,800.31)	Due From TF
\$ 383,044.76	Due To TF
\$ 241,676.74	Due To TF
\$ 122,381.42	Due To TF
\$ (557,015.34)	Due From TF
\$ 54,768.48	Due To TF
\$ (5,734.61)	Due From TF
\$ 55,092.34	Due To TF
\$ 68,092.69	Due To TF
\$ 20,014.44	Due To TF
\$ 683,306.51	Due To TF
\$ (18,177.14)	Due From TF
\$ (130,922.46)	Due From TF
\$ 70,731.93	Due To TF

Notes

1. This document was updated on 1/7/19 by CCOC Staff. It is in DRAFT form and not considered final as changes to September 2018 Expenditure & Collection reports are still probable.

\$ (3,825,465.25) Due From TF
27
\$ 8,725,629.75 Due To TF
40
\$ 4,900,164.50 Difference





AGENDA ITEM 6

DATE: January 9, 2019
SUBJECT: Budget Committee Workgroup Recommendations
COMMITTEE ACTION: For discussion

OVERVIEW:

The Budget Committee Workgroup convened via conference call on December 28, 2018, and January 3, 2019, to make recommendations at the January 9, 2019, Budget Committee Meeting on the process for the CFY 2019-20 Budget Request.

Timeline

The Workgroup recommends the following timeline for the budget process.

1. **January 9th** – In-person Budget Committee meeting – setting timelines and expectations
2. **January and February** – Budget Committee workgroup conference calls – in-depth discussion of OPEB, Health Insurance, Weighted Workload, other topics that impact budgets as deemed necessary by the Committee
3. **February 19th and 20th** – In-person Budget Committee – approval of budget form for CFY 2019-20 budget request
4. **February 26th** – CCOC Executive Council Meeting to review Budget Committee recommendations for approve
5. **February 26 and 27th** – Clerk and staff training on budget form and process at the Winter Conference
6. **March** – Budget Committee conference calls – continue the in-depth discussion about budget topics
7. **April** – Budget Committee conference calls – developing parameters for budget evaluation
8. **May 1st** – Original Budget Submission to the CCOC
9. **June 1st** – CCOC finalizes technical reviews
10. **Mid-June** – In-person Budget Committee meeting – review of the original budget submission
11. **Mid-July** – Expected Revenue Estimating Conference (REC) meeting results
12. **Late-July** – In-person Budget Committee meeting – review of REC recommendations and review of potential revenues available for funding CFY 2019-20
13. **Early-August** – In-person Budget Committee meeting – deliberations of the Committee
14. **Late-August** – In-person Budget Committee meeting – final recommendation of the Budget Committee

15. **September** – CCOC Executive Council Meeting – review recommendations from the Budget Committee and set clerks' CFY 2019-20 budgets

Peer Groups and Cost Comparisons

The workgroup took up the issue of peer groups and the idea of using a different version of the peer groups to do the cost per case comparisons. The idea of super-peer groups was raised during one of the Cases Counting Workgroup meetings, and the workgroup. The consensus of the workgroup was only to make cost comparisons based on the current peer groups. When the budget committee adopted the new peer groups on April 5, 2017, there was a considerable discussion by the committee of the merits and limitations of expanding the peer groups from six to twelve. The workgroup felt that the 12 peer groups more accurately reflects clerks that are truly similarly situated. Additionally, the Executive Council voted on October 2, 2018, to extend the time to use the current peer group study. Based on these factors, the workgroup believed it should respect the process used to decide the current peer groups and to recommend to the Budget Committee the use of the current 12 peer groups for cost per case comparisons.

“First-Comparison” Budget

By statute, the Budget Committee must make cost comparisons between counties. The workgroup discussed what preparations were necessary for the budget comparison process. To create budgets that can be compared equitably, the workgroup felt it necessary for the CCOC to create a “first-comparison” budget. To create the “first-comparison” budget, the CCOC will use the CFY 2018-19 Operational Budget and back out issues that are often referred to as being out of the clerk's control, such as Retirement, Health Insurance, and OPEB. Additionally, the workgroup suggested backing out other issues out of the “first-comparison” budget, such as salary increases and new positions. There was also discussion about not backing out other issues such as the number of courthouses or Judicial Administrative Orders (AOs). The workgroup believes the Budget Committee should decide all the items that should be backed out to make the first comparison between clerks, but at a minimum, it should be Retirement, Health Insurance, and OPEB.

Budget Elements Workshops

The workgroup expressed dissatisfaction with prior attempts to discuss some of the budget elements due to a lack of dedicated time for deliberation. The workgroup decided there should be additional workshops for the Budget Committee to decide what budget elements should be included or excluded from the “first-comparison” budget. The workgroup is recommending weekly 1-hour budget committee workgroup meetings to take one issue at a time and discuss it and make sure the workgroup fully vets all the nuances. The current workgroup would expand to any budget committee member that was interested in participating. Committee members could choose to participate in all the workgroup meetings or selectively based on their county's needs. The first three topics would include Retirement, Health Insurance, and OPEB with recommendations from the full committee on other topics the clerks were interested in dissecting within the budget. Additional topics discussed by the workgroup include weighted workload measures, a methodology for benchmark budgets, and salary increases. These workgroup meetings would then aid the discussion for what items the budget

AGENDA ITEM 6

committee would strip out from the CFY 2018-19 operational budget to create the “first-comparison” budget.

COMMITTEE ACTION: Discuss Workgroup recommendations and adopt, reject, or modify the recommendations.

LEAD STAFF: Jason L. Welty, Budget and Communications Director

ATTACHMENTS: None