



EXECUTIVE COUNCIL MEETING
September 5, 2023



Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

Laura E. Roth, ESQ.
VOLUSIA COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

JOHN A. CRAWFORD
NASSAU COUNTY

JOHN DEW
EXECUTIVE DIRECTOR

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY

ROB BRADLEY
BRADLEY, GARRISON & KOMANDO, P.A.
GENERAL COUNSEL

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

EXECUTIVE COUNCIL MEETING

September 5, 2023

Meeting: 3:30 PM, ET

Renaissance Orlando at SeaWorld

6677 Sea Harbor Drive, Orlando, FL 32821

WebEx Link: <https://flclerks.webex.com/flclerks/j.php?MTID=m0fe884b196b34085a80ef1f8b9ff30f9>

Meeting Code: 2310 850 8738, Password: CCOC

Conference Call: 1-866-469-3239, Access Code: 2310 850 8738

Call to Order.....Hon. Stacy Butterfield
Invocation.....Hon. John Crawford
Roll Call.....Hon. Laura Roth

- 1) Introduction and Agenda ApprovalHon. Stacy Butterfield
- 2) Approve Minutes from 06/5/23 Meeting.....Hon. Laura Roth
- 3) CCOC Office Treasurer's Report.....Hon. Laura Roth
 - a) CFY 2023-24 Office Budget Update
 - b) CFY 2021-22 CCOC Office Financial Statements
 - c) CCOC Office Space Contract
 - d) CCOC Contract Amendment- Financial Services
- 4) Committee Updates
 - a) Budget Committee.....Hon. Tiffany Russell
 - b) PIE Committee.....Hon. Laura Roth
 - c) Legislative Committee.....Hon. Carolyn Timmann
- 5) Update on Guardianship Database.....Hon. Ken Burke
- 6) Follow-up on CCOC Office Workplan- Succession Plan.....Hon. John Crawford
- 7) Judicial Circuit Assessment Workgroup.....Hon. Stacy Butterfield
- 8) TCBC Update.....John Dew
- 9) Other Business.....John Dew
 - a) Recognize Judge Ficarrotta's Service

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 June 5, 2023, Executive Council Meeting

The Executive Council of the Clerks of Court Operations Corporation (CCOC) met in person at the Sawgrass Marriott in Ponte Vedra, FL, and via WebEx on June 5, 2023. An agenda and materials were distributed and posted to the CCOC website before the meeting.

Call to Order, Invocation, and Roll Call

Chair Smith called the meeting to order at 2:30 PM. CCOC Performance, Policy, and Education Director, Marleni Bruner, called roll. Clerk John Crawford provided the invocation.

Council members present in person: Chair Jeffrey Smith, Vice-Chair Tiffany Moore Russell, Clerk Crystal Kinzel, Clerk Tom Bexley, Clerk Stacy Butterfield, Clerk John Crawford, Clerk Todd Newton, Clerk JD Peacock, and Clerk Jody Phillips

Council members present via WebEx: Judge Ronald Ficarrotta

Council members absent: Secretary/Treasurer Laura Roth (excused)

1. Agenda Item 1 – Introduction and Approval

Clerk Newton motioned to approve the agenda as indicated, and Clerk Russell seconded the motion. The motion passed.

Chair Smith swore in Clerk Kinzel and Clerk Bexley to the Executive Council. Clerk Kinzel was appointed to the Council by Senate President Passidomo and Clerk Bexley was appointed to the Council by House Speaker Renner.

2. Agenda Item 2 – Approve Minutes from 02/21/2023

Mr. Dew went through the minutes and presented those to the Council for review and approval.

Clerk Peacock motioned to approve the minutes from February 21, 2023, and Clerk Russell seconded the motion. The motion passed.

3. Agenda Item 3 – CCOC Office Treasurer’s Report

A) Office Budget Update

CCOC Executive Director, John Dew read the CCOC Office Report on behalf of Clerk Roth. Mr. Dew explained that CCOC had spent a little over 40% of their budget and expected to be

under budget for CFY 2022-23. The CCOC office budget is \$1.86 million and through March have spent just over \$750,000.

A motion to approve was made by Clerk Bexley and seconded by Clerk Butterfield. The motion passed.

B) Proposed CFY 2023-2024 CCOC Office Budget

Mr. Dew requested a budget increase of less than 3% for the upcoming year. The budget would include an expected increase in health insurance, FRS, the CCOC office lease, and a request for a pay raise of 5% for CCOC staff to match what the State was providing their employees. Mr. Dew said that CCOC competes with the salary of state workers in Tallahassee and asked for the raise to take effect in July, the same time state workers would receive their raise. Clerk Kinzel said that while she was not going to disagree with the increase in pay for CCOC staff, she wanted to put it on the record that she has had to go to the county to seek additional dollars for her court-related staff because there have not been sufficient funds every year to provide across the board raises.

A motion was made by Clerk Peacock to approve the CFY 2023-24 budget and Clerk Newton seconded the motion. The motion passed. Clerk Peacock also made a motion to revise the CFY 2022-23 budget to approve including the CCOC employee pay raise effective July 1, 2023. Clerk Russell seconded the motion. The motion passed.

C) Proposed CFY 2023-2024 Workplan

Mr. Dew explained that there were eleven items for the workplan, and several were carried over from the current year. Mr. Dew said that the Guardianship Database was a new item for CCOC. CCOC would be providing training for both Clerks and Staff, and Judges and their staff during CFY 2023-24. Clerk Kinzel was concerned that the ability to get analytics for legislature had not been successful. Clerk Kinzel asked Mr. Dew his thoughts on becoming more successful in receiving funds from the legislature. Mr. Dew stated that we continue to need to improve our data to tell the story of not being sufficiently funded and the impact. He said that we continue to improve each year with the data we collect, but we are not 100% there yet. Clerk Kinzel stated that she thought Clerks have been trying to use the same approach with the legislature each year and receiving similar results and we still are not sufficiently funded. Chair Smith thought Clerk Kinzel's points would be more applicable to discuss with the CCOC Legislative and Budget Committees.

Clerk Butterfield made a motion to approve the CFY 2023-2024 Workplan. Clerk Crawford seconded. The motion passed.

D) Update on CFY 2021-2022 CCOC Office Financial Statements

Mr. Dew announced that there was an issue when there was a changeover for the office manager in CFY 2021-2022. He thanked the Council for allowing the CCOC to contract out the bookkeeping, but said shortcuts were taken by the former bookkeeper, and a number of transactions were not properly placed in the QuickBooks software. Mr. Dew explained that this discovery occurred when the CCOC was preparing for their annual financial audit. It is expected to take several weeks to resolve the issue before the auditors will have corrected information for their review. No motions were necessary.

4. Agenda Item 4 – Committee Updates

A) Budget Committee

Clerk Russell announced that the Budget Committee had established the Base Budget of \$458.6 million to include the current year's Revenue-Limited Budget and the calculated FRS increase. She said that it would be the starting place for the committee to build a final budget. Clerk Russell said that the revenue for this year's funding was yet to be determined as the Revenue Estimating Conference will not meet until sometime in July. Once the information is received from the REC, the Committee will meet again to prepare a recommendation for all Clerks' 2023-24 budgets for the Council's approval. She noted that in December the Council approved the new judges FTE calculations. Clerk Russell said that this will be applied to any new judges that are appropriated by the legislature and approved by the Governor. She noted that a uniform methodology was the best to be successful when we ask the Legislature for funding. Clerk Kinzel added that it was unknown what the Legislature would accept until it was presented and disagreed with the methodology being presented because using an average cost for Clerks is not the best approach.

Clerk Russell made a motion to approve the funding methodology. Clerk Peacock seconded that motion. The motion passed with one opposition, Clerk Kinzel.

Clerk Russell thanked Citrus County Clerk Angela Vick for all the work she did on the jury management reimbursement form. She stated that there are no changes in the form for the current year, SFY 2023-24. CFY 2023-24 had an appropriation of \$11.7 million for jury reimbursement costs. Clerk Kinzel asked if there was a form to budget or give authority to each Clerk for a juror budget cap so it can be reviewed. CCOC Deputy Director, Jason Welty, informed Clerk Kinzel that there had been a juror budget cap a few years ago, but now it is just a reimbursement for costs of jury. He said that there was no budget authority at this time. Clerk Russell agreed to speak with Clerk Vick and CCOC Budget and Communications Director, Griffin Kolchakian, to examine what process we would use if there were not sufficient juror reimbursement dollars during the year. Mr. Kolchakian added that reimbursements are based on actuals and if additional revenue is not received from the state, future funding requests may be proportionately reduced. Clerk Russell said that she believes we may not have sufficient reimbursement dollars available next budget year, based on the recent and expected increase in juror related costs but that this issue needs to be presented to the CCOC Legislative Committee to seek resolution.

Clerk Russell made a motion to approve the SFY 2023-24 Jury Reimbursement form. Clerk Butterfield seconded the motion. The motion passed.

Clerk Russell thanked Palm Beach Clerk Joseph Abruzzo for leading the Statutory Compliance Workgroup. The workgroup was set up at the direction of the Budget Committee to review sections 28.35, 28.36, and 28.37 of the Florida Statutes to determine CCOC compliance with these statutes. The workgroup concluded its work and provided final observations to the Budget Committee to identify specific subsections for the Committee to consider. Mr. Dew also thanked the workgroup and noted in the end there were only three further review recommendations that were brought to the attention of the Budget Committee.

Only one of these issues needed review or direction from the Council. The workgroup reviewed the language in subsection 28.36(2)(b), F.S., which states that the proposed budget must be balanced such that the total of the estimated revenues available equals or exceeds the total of the anticipated expenditures. While the workgroup concluded that it appeared to be legislative intent that these budgets must be balanced in such a way that aggregate Clerks' estimated revenues equal or exceeds the total anticipated expenditures, it was recommended that the CCOC General Counsel review the statutory language more thoroughly. Clerk Kinzel requested that Clerks have individual input with General Counsel Bradley during his review of the statute. General Counsel Bradley did say he would appreciate getting clarification on specifically what is the question he is being asked on the interpretation of the statute. Clerk Kinzel said she would like to meet with him to clarify and provide their concern. Clerk Kinzel attempted to clarify her question. Mr. Dew volunteered to take time with Clerk Kinzel and understand her question for Mr. Bradley. Chair Smith announced that Mr. Dew and Clerk Kinzel would meet for a better understanding. Mr. Dew would then meet with Mr. Bradley after his meeting with Clerk Kinzel.

Clerk Russell made a motion to have the balanced budget statute reviewed by the CCOC General Counsel and bring advice back to the Council. Clerk Peacock seconded the motion. The motion passed with Clerk Kinzel opposing.

B) PIE Committee

Mr. Welty gave the PIE Committee update on behalf of Committee Chair Roth as she was unable to attend the meeting. He noted that the meeting packet stated the Committee met on June 2nd, but actually the Committee will be meeting on June 9th. The Committee will be discussing the progress of the case counting workgroup that is needed for the Budget Committee to help them make budget allocations. The Committee will also be working with a Payment Plan workgroup that is going to help build the agenda for an upcoming Compliance Summit later this year. Clerk Kinzel asked Mr. Welty if he had sent out a request to all Clerks to provide the CCOC with information on their experiences with using payment plans. Mrs. Bruner noted that the workgroup was established to gather information by a sample group of counties in order to not overwhelm counties with additional work. She let Clerk Kinzel know that anyone could sign up for the Workgroup if they would like to participate.

Mr. Welty concluded by letting the Council know that quarter one and quarter two of the performance measures and action plans have been posted to the CCOC website and Legislative staff were notified.

C) Legislative Committee

Clerk Tara Green stated that session concluded May 5, 2023. She stated that there was value in consistency, messaging and relationship building with the Legislature. Clerk Green said that it worked in the Clerks' favor this year. The Clerks Priority Bill passed and is pending the Governor's signature. The legislation included redirects from general revenue. It was projected to be a \$24.1 million increase in revenues. Clerk Green noted that the redirect was the first one since 2017. A glitch in the bill was detected and she and Mr. Welty started the correction process. She said that the REC will meet in July, and we will have more knowledge about the actual outcome after that meeting.

She informed the Council that there were no cuts to the jury funding and that \$11.7 million recurring will continue. However, we did not receive additional revenues for the jury fund as requested and this issue will have to be taken up again. There was back of the bill language approved that will carry forward for the CCOC Guardianship Database initiative any unexpended funds from the current fiscal year. She stated that CCOC, with Clerk Ken Burke's leadership, was building the Guardianship Database and was projected to be available in the upcoming fiscal year. Clerk Green announced that the employer portion of FRS had a projected impact of \$5.4 million, and it was addressed in the Budget Committee meeting. She stated that state funding for the E-Notify project received no cuts in the recurring \$370,000 that supports the project. Clerk Green announced that as of July 1, 2023, the hotel reimbursement for travel was increased from \$175.00 per night to \$225.00.

She concluded by noting that the CCOC Legislative Committee will meet this summer and continue to work in conjunction with the FCCC Legislative Committee to discuss the next budgetary request for the 2024 legislative session. Chair Smith thanked all Clerks that made the trek to Tallahassee so many times to benefit Clerks as a whole.

5. Agenda Item 5 – Update on Guardian on Guardianship Database

Clerk Burke announced that he was pleased with the progress that has been made on the Guardianship Database. He informed the Council that the legislation was passed to authorize the extraction of a statewide database. He said CCOC was charged with building the database with a little over \$2 million state general revenue appropriation. Clerk Burke stated that the project was on schedule and that CCOC Project Manager, Nicole Taylor and Executive Director John Dew were doing a magnificent job. He said that two sitting judges and several Clerks did user testing for the project and things were as hoped. Clerk Burke thanked the FCCC's CCIS for being able to make the database successful without putting the burden of pulling data directly from Clerks but instead importing the data from CCIS. He thanked Michael Rankin with the FCCC for being so cooperative.

Clerk Burke noted that the appropriation was not completely disbursed and there was additional reappropriation that will be used to continue working on the project in SFY 2023-24. He said that the State's Department of Elder Affairs was responsible for getting the data to us on the disciplinary status of guardians. He added that the relationship between Elder Affairs has improved since their new director was hired. Clerk Burke said he would appreciate a motion from the Council that would allow the extension of our contract with Cloud Navigator since the Legislature allowed us to carry forward dollars from this year to next. He noted Cloud Navigator is our vendor that we selected in January to be responsible for helping us build the database. Clerk Burke reported that only \$570,000.00 of the \$1.4 million contract had been expended. Chair Smith thanked Clerk Burke, Clerk Peacock, Mr. Dew, and Ms. Taylor for their work on the project.

Clerk Peacock made a motion to extend Cloud Navigator's contract through SFY 2023-24. Clerk Newton seconded the motion. The motion passed.

6. Agenda Item 6 – Annual Evaluation of Executive Director

Chair Smith announced that Mr. Dew scored a ninety-five out of one hundred on his annual evaluation. Chair Smith was thankful for Mr. Dew and congratulated John on his excellent

review. Mr. Dew said he appreciates the trust and leadership of the Council and gave much of the credit for his success to the amazing CCOC staff.

7. Agenda Item 7 – TCBC Report

Judge Ficarrota congratulated Mr. Dew for his evaluation and said that Mr. Dew did an outstanding job as CCOC Executive Director, working with courts, and office of state court administrator. He also congratulated CCOC on the outstanding choice of hiring Mr. Bradley as the CCOC General Counsel. He stated that Mr. Bradley understood the importance of a good working relationship between the Courts and Clerks.

Judge Ficarrota stated that the Trial Court Budget Commission met virtually in February to discuss and approve recommendations for the initial development of the of the State fiscal year 2024-2025 legislative budget requests. He said the Commission met virtually in March to discuss and approve a year end spending plan initiatives for trial courts. Judge Ficarrota announced that the Commission would be meeting in person on June 23, 2023, to discuss and approve the 2023-2024 allocations of resources as well as looking at the 2024-2025 budget request. Chair Smith thanked Judge Ficarrota for his time on the Council.

8. Agenda Item 8 – Response to request for amicus brief

Mr. Bradley thanked the Council and Clerks for entrusting him as General Counsel. He also complimented the CCOC and FCCC for doing a wonderful job. Mr. Bradley addressed the litigation of Clerk Nikki Alvarez-Sowles with the trial court’s interpretation of statutes that apply to operations that could negatively impact revenues and other court offices. He stated that he understood Clerk Alvarez-Sowles seeking opportunities for CCOC to participate in litigation at an appellate level. He said that CCOC could only do what the statutes allow. Mr. Bradley said that CCOC could serve as a witness in the trial. Mr. Bradley did not see the authority to file an amicus brief in this case. Clerk Alvarez-Sowles appreciated the time that was spent on her case. She stated that she would continue to move forward. Chair Smith reiterated that they could offer professional support or expert testimony.

9. Agenda Item 9 – Results of CCOC Election

Mr. Dew delivered the election results on behalf of Clerk Roth. He congratulated the return of Clerk Newton, Clerk Roth, and Clerk Russell for two more years to the Council. He congratulated Clerk Michelle Miller on being elected as the new Clerk Representative for population group II. He announced that the elected CCOC members would be sworn in at the Corporation meeting following today’s conclusion of the Council meeting.

10. Agenda Item 10 – Other Business

Clerk Kinzel offered her office’s analytics to any Clerk if they wanted to have information on work done by the CCOC on Clerk’s budgets from the last few years. Chair Smith gave Mr. Dew the floor. Mr. Dew recognized Chair Smith for his seven years of service on the Council. Mr. Dew reminded everyone that Chair Smith had announced his retirement and presented him with a plaque.

Meeting was adjourned at 3:35 PM



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AGENDA ITEM 3

DATE: September 5, 2023
SUBJECT: CCOC Treasurer's Report
COUNCIL ACTION: Approve Report and Contracts

OVERVIEW: Each Council meeting the Treasurer provides an update on the CCOC Office Budget. Through ten months of the county fiscal year, we have expended just over 70% of the budget. We expect to be well within our budget authority at the end of the fiscal year.

The firm of Law, Reed, Crona, and Munroe is currently conducting the CCOC office financial audit for CFY 21-22. As explained at our last Council meeting, this process has been delayed due to our office not correctly entering data into our QuickBooks system. This was not discovered until we started preparing for the audit process, however the problem has been resolved. We expect we will receive the audit report from the firm within the next couple of weeks if not sooner.

We have two contracts that need approval by the Council. One contract is for increasing the maximum pay for our internal auditor Bill Sittig. Because of the issue of staff not correctly inputting data in QuickBooks, Mr. Sittig had to spend unplanned work to resolve the issue. The annual maximum contract amount increases by \$10,900. We have a sufficient budget for the increase. The other contract is for renewing our office lease with the Leger Group. This contract is for three years, and our monthly lease will increase by 10%. Our monthly lease rate, effective October 1, 2023, will be \$3,093.75.

RECOMMEND ACTION: Approve Report and Contracts

LEAD STAFF: John Dew, CCOC Executive Director

ATTACHMENTS:

- 3a Attachment 1 – CCOC Office Budget Report
- 3c Attachment 1 – Amendment to Lease Agreement
- 3c Attachment 2 – Leger Development Contract
- 3d Attachment 1 – Bill Sittig Contract Amendment

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CCOC Budgetary Report County Fiscal Year 2022 - 2023 (October 1, 2022 - September 30, 2023)															
	Budget Category Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year to Date Expenditures	(%) of Budget Expended
CCOC STAFF:	\$982,565.14	\$71,230.76	\$78,647.79	\$80,349.03	\$75,176.19	\$74,069.60	\$75,301.94	\$76,344.21	\$76,617.33	\$126,578.15	\$77,825.15	\$0.00	\$0.00	\$812,140.15	82.66%
Total Salaries	\$686,234.14	\$53,794.71	\$51,863.21	\$51,119.21	\$51,775.71	\$52,031.09	\$51,492.15	\$51,456.65	\$51,661.15	\$51,479.65	\$54,226.08	\$0.00	\$0.00	\$520,899.61	75.91%
Executive Director	\$153,336.63	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$12,778.05	\$13,416.95			\$128,419.40	83.75%
Deputy Executive Director	\$107,064.98	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$8,922.09	\$9,368.19			\$89,667.00	83.75%
Budget & Communications Director	\$89,003.91	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,417.00	\$7,787.85			\$74,540.85	83.75%
Actuarial and Performance Analyst	\$52,902.61	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,408.55	\$4,628.98			\$44,305.93	83.75%
Budget Manager I - Rafael	\$40,160.28	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,345.82	\$3,513.11			\$33,625.49	83.73%
Data Quality Officer	\$44,843.53	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,740.29	\$3,927.31			\$37,589.92	83.82%
Project Manager	\$84,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
Prf Policy and Education Director	\$79,103.54	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,591.96	\$6,921.56			\$66,249.20	83.75%
Executive Assistant/Human Resources	\$35,818.66	\$2,897.95	\$2,897.95	\$2,897.95	\$2,897.95	\$3,071.83	\$2,984.89	\$2,984.89	\$2,984.89	\$2,984.89	\$3,134.13			\$29,737.32	83.02%
Internal Revenue(Corporation Responsibility)	\$75,000.00	\$4,292.01	\$4,202.79	\$4,130.68	\$4,582.42	\$4,208.63	\$4,270.39	\$4,264.37	\$4,259.31	\$7,057.19	\$4,482.28			\$45,750.07	61.00%
Retirement, Benefits, Workers' Comp and Other	\$221,331.00	\$16,837.04	\$24,343.29	\$26,116.64	\$20,492.06	\$19,585.38	\$20,842.90	\$21,891.19	\$22,169.37	\$69,332.31	\$20,644.79			\$262,254.97	118.49%
OPS STAFF:	\$34,000.00	\$3,693.00	\$1,761.50	\$1,017.50	\$1,674.00	\$1,755.50	\$1,303.50	\$1,268.00	\$1,472.50	\$1,291.00	\$1,528.00			\$16,764.50	49.31%
GENERAL EXPENSES:	\$85,200.00	\$4,194.38	\$3,791.95	\$9,179.14	\$4,099.20	\$4,046.74	\$4,603.31	\$5,404.02	\$6,061.42	\$6,891.84	\$10,424.13	\$0.00	\$0.00	\$58,696.13	68.89%
Rent (including Utilities)	\$45,200.00	\$3,370.15	\$3,353.52	\$3,354.88	\$3,392.76	\$3,222.35	\$3,337.83	\$3,295.49	\$3,427.67	\$3,361.96	\$3,429.43			\$33,546.04	74.22%
Communications (+ Internet and Phone)	\$5,000.00	\$173.95	\$278.30	\$382.97	\$281.33	\$279.91	\$280.60	\$191.85	\$386.74	\$181.20	\$180.85			\$2,617.70	52.35%
Equipment, Supplies and Other	\$35,000.00	\$650.28	\$160.13	\$5,441.29	\$425.11	\$544.48	\$984.88	\$1,916.68	\$2,247.01	\$3,348.68	\$6,813.85			\$22,532.39	64.38%
TRAVEL:	\$60,400.00	\$412.33	\$760.71	\$485.93	\$3,068.76	\$832.55	\$0.00	\$642.96	\$2,121.08	\$382.26	\$154.76			\$8,861.34	14.67%
STAFF TRAINING:	\$10,000.00	\$0.00	\$0.00	\$0.00	\$3,578.34	\$0.00	\$0.00	\$0.00	\$2,448.44	\$0.00	\$0.00			\$6,026.78	60.27%
CONTRACTUAL EXPENSES:	\$293,563.00	\$12,971.61	\$9,361.50	\$10,310.00	\$12,863.50	\$12,825.50	\$21,322.11	\$17,682.50	\$18,966.25	\$21,159.75	\$4,496.00	\$0.00	\$0.00	\$141,958.72	48.36%
General Counsel	\$74,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00			\$20,000.00	27.03%
FY 22-23 Survey, Reporting, and Other Services	\$203,563.00	\$12,971.61	\$9,361.50	\$10,310.00	\$12,863.50	\$12,825.50	\$16,322.11	\$12,682.50	\$13,966.25	\$16,159.75	\$4,496.00		\$0.00	\$121,958.72	59.91%
Audit Services	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	0.00%
EDUCATION SERVICES	\$397,200.00	\$0.00	\$74,833.00	\$18,000.00	\$0.00	\$0.00	\$73,333.00	\$0.00	\$0.00	\$100,700.00	\$0.00			\$266,866.00	67.19%
TOTALS:	\$1,862,928.14	\$92,502.08	\$169,156.45	\$119,341.60	\$100,459.99	\$93,529.89	\$175,863.86	\$101,341.69	\$107,687.02	\$257,003.00	\$94,428.04	\$0.00	\$0.00	\$1,311,313.62	70.39%

*CCOC Staff has the authority to spend beyond category amounts as long as they stay within the total Annual Budget Authority.

RENEWAL OF AND AMENDMENT TO LEASE AGREEMENT

Agenda Item 3c - Attachment 1

THIS LEASE AMENDMENT TO LEASE AGREEMENT, entered into this ____ day of September 2023, between Leger Development, LLC, party of the first part, hereinafter called the Lessor whose Federal Identification Number (F.E.I.D. or S.S.) is 161725990, and the Florida Clerks of Court Operations Corporation, party of the second part, hereinafter called the Lessee.

WITNESSETH:

That the Lessor, for and in consideration of the covenants and agreements described in the Lease Agreement dated August 13, 2014 (hereinafter referred to as the "Lease Agreement", a copy of which is attached hereto as Exhibit A), and Lessee hereby renew the Lease Agreement for a period of three (3) years upon the same terms and conditions as outlined in the Lease Agreement, effective October 1, 2023.

The language below anticipates a three year renewal at \$3,093.75 per month for the entire three year term.

XX Renewal

The Lessee is hereby granted three (3) consecutive options to renew this lease, each for an additional 3 year(s), with the first option increasing the rental rate of \$2,812.50 as outlined in Clause II by ten percent (10%). The remaining one (1) consecutive option to renew the lease shall renew upon the same terms and conditions agreed for the second option period (including specifically, the then rental rate.) If the Lessee desires to renew this lease under the provisions of this Article, it shall give the Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in Article I of this Lease or any applicable renewal period. Under this agreement, the Lessee shall pay a monthly lease for the next three years of \$3,093.75 effective October 1, 2023.

IN WITNESS WHEREOF, the parties hereto have hereunto executed this instrument for the purpose herein expressed, the day and year above written.

Florida Clerks of Court Operations Corporation

Leger Development Group

Signature: _____

Signature: _____

Stacy Butterfield

Krista Leger

Chair, CCOC

Managing Member

Date: _____

Date: _____



LEASE AGREEMENT

ZONE:

NO.:

THIS LEASE AGREEMENT, entered into this _____ day of September, 2014, between Leger Development, party of the first part, hereinafter called the Lessor whose Federal Identification Number (F.E.I.D. or S.S.) is 161725990, and the Florida Clerks of Court Operations Corporation, party of the second part, hereinafter called the Lessee.

WITNESSETH:

That the Lessor, for and in consideration of the covenants and agreements hereinafter mentioned to be kept and performed by the Lessee, has demised and leased to the Lessee, for the term and under the conditions hereinafter set out, those certain premises at 2560-1 Barrington Circle, Tallahassee, FL 32308, Leon County, Florida, warranted by Lessor as constituting an aggregate area of 2500 square feet of net rentable space measured in accordance with the Department of Management Services' Standard Method of Space Measurement, and which comprises approximately 52.6% of the 4752 net square feet in the building at the rate of \$13.50 per square foot per year for three years. The Lessor shall also continue to provide existing parking spaces for the non-exclusive use of the Lessee as part of this lease agreement.

I TERM

TO HAVE AND TO HOLD the above described premises which shall be available for occupancy and possession of the Lessee commencing on the 1st day of October, 2014, with the lease term commencing on the 1st day of October, 2014 to and including the 30th day of September, 2017.

II RENTALS

The Lessor hereby leases to the Lessee and the Lessee hereby leases from the Lessor the above described premises for the term set out in this lease and the Lessee agrees to pay the Lessor the sum of \$2,812.50 per month for three years. The rent shall be payable the month following the month of leased occupancy in accordance with Section 215.422, Florida Statutes. The rentals shall be paid to the Lessor at: PO Box 12998, Tallahassee, FL 32317.

III HEATING, AIR CONDITIONING AND JANITORIAL SERVICES

1. a. The Lessor agrees to furnish to the Lessee heating and air conditioning equipment and shall maintain same in satisfactory operating condition at all times for the leased premises during the term of the lease at the expense of the Lessor. The Lessee agrees to change air filters according to manufacturer's recommended schedule.

b. The Lessor agrees to maintain thermostats in the demised premises to achieve an average zone temperature of 75 degrees Fahrenheit during the heating and cooling seasons and certifies that boilers herein have been calibrated to permit the most efficient operation.

2. The Lessee agrees to furnish janitorial services at its expense. Lessor agrees to supply all necessary janitorial and paper supplies to a \$250 annual limit.

3. All services required above shall be provided during the Lessee's normal working hours, which are normally from 8:00 a.m. to 5:00 p.m., Monday through Friday excluding state holidays.

IV LIGHT FIXTURES

1. a. The Lessor agrees to install in the demised premises light fixtures for the use of the Lessee.

b. The Lessor shall be responsible for replacement of all lamps, tubes and starters used in such fixtures for the purpose of furnishing light. The Lessee shall be responsible for replacement of all bulbs in such fixtures.

2. The Lessor certifies that the lighting levels within the demised premises are maintained at and do not exceed the following levels: 10 foot-candles in halls and corridors; 30 foot-candles in other public areas; a minimum of 50 foot-candles in office, conference rooms, and other levels as set forth in the State Energy Management Plan, Volume II, Section F.

V MAINTENANCE AND REPAIRS

1. The Lessor shall provide for interior maintenance and repairs in accordance with generally accepted good practices, including repainting, the replacement of worn or damaged floor covering and repairs or replacement of interior equipment as may be necessary due to normal usage. The Lessee shall, during the term of this lease, keep the interior of the demised premises in as good a state of repair as it is at the time of the commencement of this lease, reasonable wear and tear and unavoidable casualties excepted.
2. The Lessor shall maintain and keep in repair the exterior of the demised premises during the term of this lease and shall be responsible for the replacement of all windows broken or damaged in the demised premises, except such breakage or damage caused to the exterior of the demised premises by the Lessee, its officers, agents or employees.
3. The Lessor shall maintain the interior and exterior of the demised premises including grounds and parking area so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted during the term of this lease and any renewal periods.
4. The Lessor agrees to furnish pest control services for the leased premises during the term of the lease at the expense of the Lessor.
5. Within 30 days of this Agreement, Lessor, at Lessor's expense, shall;
 - a. Repaint the interior of one office;
 - b. Repair the refrigerator; and
 - c. Repair an office window to restore proper working condition.

VI UTILITIES

Lessee shall pay all utilities that are separately metered for this space, which may be consumed by Lessee, as appropriate, pursuant to Florida Statutes. Those utilities that are separately metered for this space are: electric, water, and sewage.

VII ACCESSIBILITY STANDARDS AND ALTERATIONS

1. The Lessor agrees that the demised premises now conform, or that, prior to Lessee's occupancy, said premises shall, at Lessor's expense, be brought into conformance with the requirements of the Florida Americans With Disabilities Accessibility Implementation Act, Section 553.501 - 553.513, Florida Statutes, and the current Florida Disability Code for Building Construction, providing requirements for persons with disabilities and with the requirement of Public Law 101-336, enacted July 26, 1990, effective January 26, 1992, Section 28 CFR Part 35 and Appendix to Section 36 CFR Part 1191, Known as the "Americans with Disabilities Act of 1990."
2. The Lessee shall have the right to make any alterations in and to the demised premises during the term of this lease upon first having obtained the written consent thereto of the Lessor. The Lessor shall not capriciously withhold the consent to any such alterations.

VIII INJURY OR DAMAGE TO PROPERTY ON PREMISES

All property of any kind that may be on the premises during the continuance of this lease shall be at the sole risk of the Lessee, and except for any negligence of the Lessor, the Lessor shall not be liable to the Lessee for loss or damage to the property.

IX FIRE AND OTHER HAZARDS

1. In the event that the demised premises, or the major part thereof, are destroyed by fire, lightning, storm or other casualty, the Lessor at its option may forthwith repair the damage to such demised premises at its own cost and expense. The rental thereon shall cease until the completion of such repairs and the Lessor will immediately refund the pro rata part of any rentals paid in advance by the Lessee prior to such destruction. Should the premises be only partly destroyed, so that the major part thereof is usable by the Lessee, then the rental shall abate to the extent that the injured or damaged part bears to the whole of such premises and such injury or damage shall be restored by the Lessor as speedily as is practicable and upon the completion of such repairs, the full rental shall commence and the lease shall then continue the balance of the term.
2. The Lessor shall provide for fire protection during the term of this lease in accordance with the fire safety standards of

the State Fire Marshal. The Lessor shall be responsible for maintenance and repair of all fire protection equipment necessary to conform to the requirements of the State Fire Marshal. The Lessor agrees that the demised premises shall be available for inspection by the State Fire Marshal, prior to occupancy by the Lessee, and at any reasonable time thereafter.

3. The Lessor certifies that no asbestos was used in the construction of the demised premises or that if asbestos was used, actions have been completed to correct the hazards caused by the use of asbestos.

4. The Lessor certifies that if any radon is present, it is at a measurement level less than 4 PCI/L.

X EXPIRATION OF TERM

At the expiration of the term, the Lessee will peaceably yield up to the Lessor the demised premises in good and tenantable repair. It is understood and agreed between the parties that the Lessee shall have the right to remove from the premises all personal property of the Lessee and all fixtures, machinery, equipment, appurtenances and appliances placed or installed on the premises by it, provided the Lessee restores the premises to as good a state of repair as they were prior to the removal. The execution of this Agreement shall terminate as of September 30, 2014, all prior financial agreements from any prior lease.

XI SUBLETTING AND ASSIGNMENT

The Lessee upon obtaining written consent of the Lessor, which written consent shall not capriciously be withheld, shall have the right to sublet all or any part of the demised premises or to assign all or any part of the demised premises.

XII NOT CONSENT TO SUE

The provisions, terms or conditions of this lease shall not be construed as a consent of the State of Florida to be sued because of said leasehold.

XIII WAIVER OF DEFAULTS

The waiver by the Lessee of any breach of this lease by the Lessor shall not be construed as a waiver of any subsequent breach of any duty or covenant imposed by this lease.

XIV RIGHT OF LESSOR TO INSPECT

The Lessor, at all reasonable times, may enter into and upon the demised premises for the purpose of viewing the same and for the purpose of making any such repairs as they are required to make under the terms of this lease.

XV BREACH OF COVENANT

These presents are upon this condition, that, except as provided in this lease, if the Lessee shall neglect or fail to perform or observe any covenant herein contained, which on the Lessee's part is to be performed, and such default shall continue for a period of thirty (30) days after receipt of written notice thereof from the Lessor to the Lessee, then the Lessor lawfully may, immediately, or at any time thereafter, and without further notice or demand, enter into and upon the demised premises, or any part thereof, and repossess the same as of their former estate and expel the Lessee and remove its effects forcefully, if necessary, without being taken or deemed to be guilty of any manner of trespass and thereupon this demise shall terminate but without prejudice to any remedy which might otherwise be used by the Lessor for arrears of rent or for any breach of the Lessee's covenants herein contained.

XVI ACKNOWLEDGMENT OF ASSIGNMENT

The Lessee upon the request of the Lessor shall execute such acknowledgment or acknowledgments, or any assignment, or assignments, of rentals and profits made by the Lessor to any third person, firm or corporation, provided that the Lessor will not make such request unless required to do so by the Mortgagee under a mortgage, or mortgages executed by the Lessor.

XVII TAXES AND INSURANCE

Lessor shall pay all real estate taxes and fire insurance premiums on the demised premises. Lessor shall not be liable to carry fire insurance on the person or property of the Lessee or any other person or property which may now or hereafter be placed in the demised premises.

Lease No. _____

XVIII AVAILABILITY OF FUNDS

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. F.S. 255.2502.

XIX USE OF PREMISES

The Lessee will not make or suffer any unlawful, improper or offensive use of the premises or any use or occupancy thereof contrary to the laws of the State of Florida or to such Ordinances of the City and/or County in which the demised premises are located, now or hereinafter made, as may be applicable to the Lessee.

XX RENEWAL

The Lessee is hereby granted the option to renew this lease for an additional 3 years(s) upon the same terms and conditions as this lease. If the Lessee desires to renew this lease under the provisions of this Article, it shall give the Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in Article I of this Lease or any applicable renewal period.

XXI RIGHT TO TERMINATE

The Lessee shall have the right to terminate, without penalty, this Lease in the event a State owned building becomes available to the Lessee for occupancy during the term of said lease for the purposes for which this space is being leased in the County of Leon, Florida, upon giving six (6) months advance written notice to the Lessor by Certified Mail, Return Receipt Requested.

XXII NOTICES AND INVOICES

All notices required to be served upon the Lessor shall be served by Registered or Certified Mail, Return Receipt Requested, at PO Box 12998, Tallahassee, FL 32317 and all notices required to be served upon the Lessee shall be served by Registered or Certified Mail, Return Receipt Requested, at the address of the Lessee at 2560-1 Barrington Circle, Tallahassee FL, Leon County, Florida. Invoices, in triplicate, shall be submitted monthly to: 2560-1 Barrington Circle, Tallahassee FL, Leon County, Florida.

XXIII DEFINITION OF TERMS

1. The terms "lease," "lease agreement," or "agreement" shall be inclusive of each other and shall also include any renewals, extensions or modifications of this lease.
2. The terms "Lessor" and "Lessee" shall include the successors and assigns for the parties hereto.
3. The singular shall include the plural and the plural shall include the singular whenever the context so requires or permits.

XXIV ADDITIONAL TERMS

(Check One)

All additional covenants or conditions appear on attached Addendum(s) _____.

No additional covenants or conditions form a part of this lease.

Lease No. _____

IN WITNESS WHEREOF, the parties hereto have hereunto executed this instrument for the purpose herein expressed, the day and year above written.

ORIGINAL SIGNATURES REQUESTED ON ALL COPIES

<p>Signed, sealed and delivered in the presence of:</p> <p>_____ Witness Signature</p> <p>_____ Print or Type Name of Witness</p> <p>_____ Witness Signature</p> <p>_____ Print or Type Name of Witness</p> <p>AS TO LESSOR</p>	<p>LESSOR, IF INDIVIDUAL (S):</p> <p>_____ (SEAL)</p> <p>_____ Print or Type Name</p> <p>_____ (SEAL)</p> <p>_____ Print or Type Name</p>
<p>Signed, sealed and delivered in the presence of:</p> <p><i>Laura Mooney</i> _____ Witness Signature</p> <p><i>Laura Mooney</i> _____ Print or Type Name of Witness</p> <p><i>Kristi Leger</i> _____ Witness Signature</p> <p><i>Kristi Leger</i> _____ Print or Type Name of Witness</p> <p>As to President, General Partner, Trustee</p>	<p>Name of Corporation, Partnership, Trust, etc.:</p> <p>By: <i>Kristi Leger</i> (SEAL) Its President, General Partnership, Trustee</p> <p>ATTEST: <i>Kristi Leger</i> (SEAL) Its Secretary</p>
<p>Signed, sealed and delivered in the presence of:</p> <p>_____ Witness Signature</p> <p>_____ Print or Type Name of Witness</p> <p>_____ Witness Signature</p> <p>_____ Print or Type Name of Witness</p> <p>AS TO LESSEE</p>	<p>LESSEE:</p> <p>FLORIDA CLERKS OF COURT OPERATIONS CORPORATION</p> <p>By: _____</p> <p>_____ Print or Type Name</p> <p>_____ Print or Type Title</p>



Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

Laura E. Roth, ESQ.
VOLUSIA COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

JOHN A. CRAWFORD
NASSAU COUNTY

JOHN DEW
EXECUTIVE DIRECTOR

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY

ROB BRADLEY
BRADLEY, GARRISON & KOMANDO, P.A.
GENERAL COUNSEL

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

Sittig Contract Amendment For 2023

The initial contract between the CCOC and Bill Sittig, CPA, was approved on January 31, 2022, for financial and accounting services. Mr. Sittig was given an extension to the contract by the Executive Council on December 14, 2022, for calendar year 2023 at the same amount as provided in 2022.

During the preparation for our annual financial audit by the firm of Law, Redd, Crona, and Monroe, P.A., it was found that a previous bookkeeper had not correctly entered financial data into our QuickBooks software. This caused the inability to provide reconciled annual financial data to the firm by CCOC staff. We therefore had to go back through each financial transaction of the CCOC and ensure it was entered into the QuickBooks software and specifically categorized correctly.

Mr. Dew, Executive Director, gave Mr. Sittig the authority to work the hours necessary to get the job done. Therefore, in July, Mr. Sittig worked 105.5 extra hours to resolve the issue which resulted in a bill of \$10,444.50 dollars.

At this point, with the next payment due to Mr. Sittig, we will be over the maximum amount approved for his 2023 contract extension which runs through December 31, 2023. Therefore, this amendment would approve the contract maximum amount from \$26,100 to \$37,000 for the remainder of the calendar year.

Florida Clerks of Court Operations Corporation

Signature: Laura E Roth

Laura Roth, CCOC Treasurer

Date: 8/18/2023



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AGENDA ITEM 4a

DATE: September 5, 2023
SUBJECT: Budget Committee Update
COUNCIL ACTION: Approve the Proposed CFY 2023-24 Revenue-Limited Budget

OVERVIEW:

In May, the Budget Committee approved the \$458.6 million Base Budget, which includes the prior year Revenue-Limited Budget of \$453.2 million and \$5.4 million for the calculated FRS increase. In July, the Revenue Estimating Conference (REC) established the projected total revenues for CFY 2023-24 establishing the clerks' available budget at \$458.5 million. Based on this, that left \$15.8 million of remaining available funding to build the clerks' CFY 2023-24 Revenue-Limited Budget.

At the August 3rd meeting, the Budget Committee deliberated and approved the clerks' CFY 2023-24 Revenue-Limited Budget of \$474.4 million. To distribute the available \$15.8 million, the committee approved the following allocation methodologies:

- \$1.4 million for a blended FRS rate to cover the estimated rate increase for Quarter 4 of CFY 2023-24 (July 2024 – September 2024)
- \$14.5 million weighted cases allocation using the Weighted Workload Measure (statewide distribution)
- Each clerk shall receive no less than a 3% year-over-year increase

If approved by the Council, this \$474.4 million Revenue-Limited Budget will be the final approved budget implemented for CFY 2023-24 which will take effect on October 1, 2023.

NOTE: The attached Revenue-Limited Budget will potentially slightly change once the Weighted Workload Measure is finalized. A final draft budget development spreadsheet will be sent out to Council members and all clerks prior to this meeting.

RECOMMEND ACTION: Approve the Proposed CFY 2023-24 Revenue-Limited Budget

LEAD STAFF: Griffin Kolchakian, Budget and Communications Director
Rafael Ali-Lozano, Budget Manager

ATTACHMENTS:

1. CFY 2023-24 Revenue-Limited Budget Spreadsheet (*Proposed*)

County	Peer Group	CFY 2022-23 Revenue-Limited Budget	FRS Increase	CFY 2023-24 Base Budget	ADD Blended FRS Rate for Q4 Projected Increase	PROVISIONAL Weighted Workload Measure (CFY 2021-22)	ADD Weighted Workload Measure Allocation	ADD Ensure a 3% Year-Over-Year Increase for Each Clerk	CFY 2023-24 Revenue-Limited Budget	Year-over-year Increase	Increase Over Base Budget	Increase Over Current Year Budget
Calhoun	1	\$ 459,015	\$ 5,692	\$ 464,707	\$ 1,597	13,239.0	\$ 10,775		\$ 477,079	\$ 18,064	3.9%	3.9%
Lafayette	1	\$ 315,037	\$ 3,109	\$ 318,146	\$ 978	4,538.0	\$ 3,693	\$ 1,671	\$ 324,489	\$ 9,452	3.0%	3.0%
Liberty	1	\$ 322,497	\$ 5,480	\$ 327,977	\$ 1,491	7,148.5	\$ 5,818		\$ 335,286	\$ 12,789	3.9%	4.0%
Union	1	\$ 498,165	\$ 7,139	\$ 505,304	\$ 1,985	7,861.5	\$ 6,398		\$ 513,687	\$ 15,522	3.1%	3.1%
Baker	2	\$ 725,439	\$ 11,888	\$ 737,327	\$ 3,127	19,218.0	\$ 15,641		\$ 756,095	\$ 30,656	4.2%	4.2%
Dixie	2	\$ 501,450	\$ 7,162	\$ 508,613	\$ 1,933	12,808.5	\$ 10,424		\$ 520,970	\$ 19,519	3.8%	3.9%
Franklin	2	\$ 674,135	\$ 9,406	\$ 683,540	\$ 2,507	12,254.0	\$ 9,973		\$ 696,020	\$ 21,886	3.2%	3.2%
Gilchrist	2	\$ 557,818	\$ 7,215	\$ 565,033	\$ 1,979	12,406.5	\$ 10,097		\$ 577,109	\$ 19,291	3.4%	3.5%
Glades	2	\$ 579,028	\$ 6,754	\$ 585,782	\$ 1,859	11,559.5	\$ 9,408		\$ 597,049	\$ 18,021	3.1%	3.1%
Gulf	2	\$ 502,570	\$ 6,608	\$ 509,178	\$ 1,835	11,107.0	\$ 9,039		\$ 520,052	\$ 17,482	3.4%	3.5%
Hamilton	2	\$ 609,839	\$ 6,679	\$ 616,518	\$ 1,838	15,370.5	\$ 12,509		\$ 630,865	\$ 21,026	3.4%	3.4%
Holmes	2	\$ 604,124	\$ 8,099	\$ 612,223	\$ 2,190	16,678.5	\$ 13,574		\$ 627,987	\$ 23,863	3.9%	4.0%
Jefferson	2	\$ 513,902	\$ 5,297	\$ 519,199	\$ 1,515	12,499.0	\$ 10,172		\$ 530,886	\$ 16,984	3.3%	3.3%
Taylor	2	\$ 574,286	\$ 6,599	\$ 580,885	\$ 1,739	19,523.0	\$ 15,889		\$ 598,513	\$ 24,227	4.2%	4.2%
Washington	2	\$ 805,838	\$ 10,884	\$ 816,722	\$ 2,864	20,364.0	\$ 16,573		\$ 836,159	\$ 30,321	3.7%	3.8%
Bradford	3	\$ 873,912	\$ 11,400	\$ 885,312	\$ 3,063	30,987.0	\$ 25,219		\$ 913,594	\$ 39,682	4.5%	4.5%
DeSoto	3	\$ 823,615	\$ 9,946	\$ 833,561	\$ 2,661	26,500.5	\$ 21,567		\$ 857,789	\$ 34,174	4.1%	4.1%
Gadsden	3	\$ 1,365,042	\$ 20,823	\$ 1,385,865	\$ 5,174	35,454.5	\$ 28,855		\$ 1,419,894	\$ 54,852	4.0%	4.0%
Hardee	3	\$ 924,370	\$ 9,984	\$ 934,354	\$ 2,649	20,386.0	\$ 16,591		\$ 953,594	\$ 29,224	3.1%	3.2%
Hendry	3	\$ 1,306,755	\$ 13,330	\$ 1,320,085	\$ 3,599	28,223.5	\$ 22,970		\$ 1,346,654	\$ 39,899	3.0%	3.1%
Jackson	3	\$ 1,128,978	\$ 14,359	\$ 1,143,337	\$ 3,860	32,334.0	\$ 26,315		\$ 1,173,512	\$ 44,534	3.9%	3.9%
Levy	3	\$ 1,148,148	\$ 14,700	\$ 1,162,848	\$ 3,858	39,743.5	\$ 32,345		\$ 1,199,051	\$ 50,903	4.4%	4.4%
Madison	3	\$ 568,909	\$ 6,153	\$ 575,062	\$ 1,719	24,042.0	\$ 19,567		\$ 596,348	\$ 27,439	4.8%	4.8%
Okeechobee	3	\$ 1,298,780	\$ 15,679	\$ 1,314,459	\$ 4,136	34,476.0	\$ 28,058		\$ 1,346,653	\$ 47,873	3.6%	3.7%
Suwannee	3	\$ 1,199,403	\$ 18,649	\$ 1,218,052	\$ 4,768	30,781.0	\$ 25,051		\$ 1,247,871	\$ 48,468	4.0%	4.0%
Wakulla	3	\$ 704,723	\$ 8,837	\$ 713,560	\$ 2,398	23,389.5	\$ 19,036		\$ 734,994	\$ 30,271	4.2%	4.3%
Citrus	4	\$ 3,063,819	\$ 48,750	\$ 3,112,570	\$ 12,481	102,654.5	\$ 83,545		\$ 3,208,596	\$ 144,776	4.7%	4.7%
Columbia	4	\$ 1,557,902	\$ 18,454	\$ 1,576,356	\$ 4,880	65,278.0	\$ 53,127		\$ 1,634,363	\$ 76,461	4.9%	4.9%
Flagler	4	\$ 1,857,621	\$ 24,461	\$ 1,882,082	\$ 6,257	71,591.0	\$ 58,264		\$ 1,946,603	\$ 88,982	4.7%	4.8%
Highlands	4	\$ 2,009,733	\$ 30,990	\$ 2,040,723	\$ 7,874	61,752.5	\$ 50,257		\$ 2,098,854	\$ 89,121	4.4%	4.4%
Indian River	4	\$ 3,029,670	\$ 41,440	\$ 3,071,109	\$ 10,657	87,914.5	\$ 71,549		\$ 3,153,315	\$ 123,646	4.0%	4.1%
Nassau	4	\$ 1,593,029	\$ 21,019	\$ 1,614,048	\$ 5,321	53,930.0	\$ 43,891		\$ 1,663,260	\$ 70,231	4.4%	4.4%
Putnam	4	\$ 2,193,536	\$ 32,193	\$ 2,225,729	\$ 8,044	59,943.5	\$ 48,785		\$ 2,282,558	\$ 89,022	4.0%	4.1%
Sumter	4	\$ 1,941,030	\$ 29,639	\$ 1,970,669	\$ 7,724	72,197.5	\$ 58,758		\$ 2,037,151	\$ 96,121	4.9%	5.0%
Walton	4	\$ 1,687,871	\$ 22,803	\$ 1,710,675	\$ 5,875	70,373.5	\$ 57,274		\$ 1,773,824	\$ 85,952	5.0%	5.1%
Alachua	5	\$ 5,924,259	\$ 76,809	\$ 6,001,068	\$ 19,283	185,378.0	\$ 150,870		\$ 6,171,221	\$ 246,962	4.1%	4.2%
Charlotte	5	\$ 3,607,349	\$ 42,080	\$ 3,649,428	\$ 10,810	140,392.5	\$ 114,259		\$ 3,774,497	\$ 167,149	4.6%	4.6%
Clay	5	\$ 3,737,553	\$ 54,637	\$ 3,792,190	\$ 13,807	142,202.0	\$ 115,731		\$ 3,921,728	\$ 184,175	4.9%	4.9%
Hernando	5	\$ 3,487,927	\$ 44,983	\$ 3,532,910	\$ 11,570	128,656.5	\$ 104,707		\$ 3,649,187	\$ 161,260	4.6%	4.6%
Martin	5	\$ 3,572,365	\$ 40,073	\$ 3,612,438	\$ 10,122	104,015.0	\$ 84,653		\$ 3,707,213	\$ 134,848	3.7%	3.8%
Monroe	5	\$ 3,577,729	\$ 52,866	\$ 3,630,596	\$ 13,517	121,354.5	\$ 98,764		\$ 3,742,877	\$ 165,147	4.5%	4.6%
Okaloosa	5	\$ 3,716,895	\$ 50,568	\$ 3,767,463	\$ 12,599	154,122.5	\$ 125,433		\$ 3,905,495	\$ 188,600	5.0%	5.1%
Saint Johns	5	\$ 3,655,585	\$ 50,896	\$ 3,706,480	\$ 12,693	160,469.0	\$ 130,598		\$ 3,849,771	\$ 194,187	5.2%	5.3%
Santa Rosa	5	\$ 3,243,589	\$ 46,153	\$ 3,289,742	\$ 11,761	119,938.5	\$ 97,612		\$ 3,399,115	\$ 155,526	4.7%	4.8%
Bay	6	\$ 3,941,758	\$ 50,195	\$ 3,991,954	\$ 12,538	214,929.0	\$ 174,920		\$ 4,179,412	\$ 237,653	6.0%	6.0%
Brevard	6	\$ 11,517,992	\$ 138,125	\$ 11,656,116	\$ 34,353	388,680.0	\$ 316,327		\$ 12,006,796	\$ 488,805	4.2%	4.2%
Collier	6	\$ 6,549,607	\$ 92,475	\$ 6,642,082	\$ 23,546	230,443.5	\$ 187,547		\$ 6,853,175	\$ 303,568	4.6%	4.6%
Escambia	6	\$ 7,108,406	\$ 75,755	\$ 7,184,161	\$ 19,139	246,362.5	\$ 200,502		\$ 7,403,802	\$ 295,396	4.1%	4.2%
Lake	6	\$ 6,312,466	\$ 81,177	\$ 6,393,643	\$ 20,616	230,984.0	\$ 187,986		\$ 6,602,245	\$ 389,779	4.5%	4.6%
Leon	6	\$ 6,023,069	\$ 72,412	\$ 6,095,481	\$ 18,464	205,593.0	\$ 167,322		\$ 6,281,267	\$ 258,198	4.2%	4.3%
Manatee	6	\$ 6,050,341	\$ 71,889	\$ 6,122,230	\$ 18,186	240,170.0	\$ 195,462		\$ 6,335,878	\$ 285,537	4.7%	4.7%
Marion	6	\$ 6,684,670	\$ 78,538	\$ 6,763,207	\$ 20,229	239,539.5	\$ 194,949		\$ 6,978,385	\$ 293,716	4.3%	4.4%
Osceola	6	\$ 7,898,791	\$ 86,696	\$ 7,985,486	\$ 22,005	291,815.5	\$ 237,494		\$ 8,244,985	\$ 346,195	4.3%	4.4%
Pasco	6	\$ 11,837,845	\$ 157,974	\$ 11,995,819	\$ 40,384	333,213.0	\$ 271,186		\$ 12,307,389	\$ 469,544	3.9%	4.0%

County	Peer Group	CFY 2022-23 Revenue-Limited Budget	FRS Increase	CFY 2023-24 Base Budget	ADD Blended FRS Rate for Q4 Projected Increase	PROVISIONAL Weighted Workload Measure (CFY 2021-22)	ADD Weighted Workload Measure Allocation	ADD Ensure a 3% Year-Over-Year Increase for Each Clerk	CFY 2023-24 Revenue-Limited Budget	Year-over-year Increase	Increase Over Base Budget	Increase Over Current Year Budget
Saint Lucie	6	\$ 6,804,946	\$ 68,533	\$ 6,873,479	\$ 17,823	230,593.5	\$ 187,669		\$ 7,078,971	\$ 274,025	4.0%	4.0%
Sarasota	6	\$ 8,275,601	\$ 98,785	\$ 8,374,385	\$ 24,739	304,616.0	\$ 247,912		\$ 8,647,036	\$ 371,436	4.4%	4.5%
Seminole	6	\$ 9,024,814	\$ 105,849	\$ 9,130,663	\$ 26,974	313,164.0	\$ 254,869		\$ 9,412,506	\$ 387,692	4.2%	4.3%
Duval	7	\$ 19,939,648	\$ 215,052	\$ 20,154,700	\$ 55,014	1,012,593.0	\$ 824,099		\$ 21,033,813	\$ 1,094,165	5.4%	5.5%
Lee	7	\$ 11,903,367	\$ 155,743	\$ 12,059,110	\$ 39,663	483,019.5	\$ 393,106		\$ 12,491,879	\$ 588,512	4.9%	4.9%
Pinellas	7	\$ 23,037,307	\$ 264,178	\$ 23,301,485	\$ 65,803	725,922.0	\$ 590,792		\$ 23,958,080	\$ 920,773	4.0%	4.0%
Polk	7	\$ 12,626,653	\$ 149,053	\$ 12,775,707	\$ 37,207	571,055.0	\$ 464,753		\$ 13,277,667	\$ 651,013	5.1%	5.2%
Volusia	7	\$ 11,847,283	\$ 135,970	\$ 11,983,254	\$ 34,515	536,057.5	\$ 436,271		\$ 12,454,040	\$ 606,756	5.1%	5.1%
Broward	8	\$ 39,664,380	\$ 465,357	\$ 40,129,738	\$ 116,246	1,513,921.5	\$ 1,232,106		\$ 41,478,090	\$ 1,813,709	4.5%	4.6%
Hillsborough	8	\$ 30,825,591	\$ 340,601	\$ 31,166,192	\$ 85,936	1,420,920.0	\$ 1,156,417		\$ 32,408,545	\$ 1,582,954	5.1%	5.1%
Miami-Dade	8	\$ 71,990,695	\$ 834,110	\$ 72,824,805	\$ 208,547	3,160,436.0	\$ 2,572,123		\$ 75,605,475	\$ 3,614,780	5.0%	5.0%
Orange	8	\$ 29,521,041	\$ 341,544	\$ 29,862,585	\$ 85,205	1,357,461.0	\$ 1,104,770		\$ 31,052,560	\$ 1,531,519	5.1%	5.2%
Palm Beach	8	\$ 30,780,285	\$ 343,406	\$ 31,123,691	\$ 85,992	1,084,405.5	\$ 882,544		\$ 32,092,227	\$ 1,311,942	4.2%	4.3%

STATEWIDE TOTAL		\$ 453,209,797	\$ 5,404,099	\$ 458,613,896	\$ 1,365,721	17,760,951.0	\$ 14,454,760	\$ 1,671	\$ 474,436,049	\$ 21,226,252	3.4%	4.7%
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weighted cases

0

14,454,760

(3.0% - 6.0%)

Jury Reimbursement Funding: \$ 11,700,000

TOTAL COURT-RELATED BUDGET:	\$ 486,136,049
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AGENDA ITEM 4b

DATE: September 5, 2023
SUBJECT: PIE Committee Update
COUNCIL ACTION: Approve PIE Committee Motions

OVERVIEW:

The PIE Committee is scheduled to meet on Friday, September 1, via WebEx. The meeting agenda and materials are on the CCOC website: <https://flccoc.org/committees/performance-improvement-and-efficiencies-committee/>.

The Committee is expected to made decisions regarding the following items:

1. Approve the CFY 2022-23 Quarter 3 Performance Measures & Action Plans Report – report can be found on the CCOC website: <https://flccoc.org/ccoc-reports/#pr>
2. Revisions to the Application for Civil Indigent Status
3. Driver's License Reinstatement Event Report – Reduce timeframe for tracking cases that fail to comply with a payment plan

RECOMMEND ACTION: Approve PIE Committee Motions

LEAD STAFF: Jason L. Welty, Deputy Executive Director
Marleni Bruner, Performance, Policy, and Education Director

ATTACHMENTS:

- 1) PIE Committee Meeting 9/1/23 MEMO Application for Civil Indigent Status
- 2) Application for Civil Indigent Status

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AGENDA ITEM 5

DATE: September 1, 2023
SUBJECT: Modification of Application for Civil Indigent Status
COMMITTEE ACTION: Approve modifications to the Application for Civil Indigent Status

OVERVIEW:

The *Application for Determination of Civil Indigent Status* is a formal document that holds significance within legal proceedings, particularly in the context of civil cases. It is created and modified by the Florida Clerks of Court Operations Corporation (CCOC) and approved by the Florida Supreme Court and serves as a means for individuals to receive counsel who may lack the financial resources to afford legal fees and related costs associated with their case. The primary purpose of this application is to establish whether an individual qualifies for indigent status, which essentially means they are unable to pay for legal expenses. The court in the 19th Circuit asked CCOC to review the form and potentially revise it due to an issue they are facing with appointing a Civil Regional Counsel (CRC) attorney in certain guardianship cases.

In a guardianship case, a person can be assigned a private attorney from a registry maintained by the Justice Administrative Commission or, if the person is indigent, a CRC attorney. The initial task of the Court is to establish whether the individual in question qualifies as indigent. If the Court concludes the person meets the indigency criteria, the first step involves assigning them a counsel from the CRC. Should the Court encounter difficulty in determining indigency or conclude that the person does not meet the indigent standards, the subsequent course of action is to designate a private attorney. If, after this appointment, the private attorney comes to the determination that the person qualifies as indigent, it then becomes the responsibility of the private attorney to promptly inform the Court and make a formal request for the appointment of a CRC attorney. Following the reassignment of the case, the private attorney can then apply for a pro-rata payment.

One solution for this issue is to require the *Application for Determination of Civil Indigent Status* at the time of filing and modify the application to ensure the clerk knows on whose behalf it is being filed. The responsibility to modify the application falls upon CCOC, who then submits it to the Florida Supreme Court for approval.

AGENDA ITEM 5 – MODIFICATION OF APPLICATION FOR CIVIL INDIGENT STATUS

This approach involves the inclusion of three checkboxes within the petitioner's application. These checkboxes would serve to indicate the purpose of filing the *Application for Determination of Civil Indigent Status*: 1) On behalf of the petitioner, 2) On behalf of the ward, or 3) non-Indigent.

This solution would effectively address the challenge faced by the clerk in identifying the intended recipient of the application. With the requirement to file the application at the time of filing, adding these checkboxes is crucial for clarity, including the inclusion of the third checkbox, "non-indigent."

COMMITTEE ACTION: Approve modifications to the Application for Civil Indigent Status

LEAD STAFF: Jason L. Welty, Deputy Executive Director

ATTACHMENTS:

- 1) Revised Application for Civil Indigent Status

IN THE CIRCUIT/COUNTY COURT OF THE _____ JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA
CASE NO. _____

Plaintiff/Petitioner
vs.

Defendant/Respondent.

APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS

A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 57.082, F.S. commits a misdemeanor of the first degree, punishable by up to 1 year in jail or up to \$1,000 in fines, as provided in s. 775.082, F.S. or s. 775.083, F.S.

This application is being filed: on behalf of the petitioner, [] on behalf of the ward, or [] Other – Non-Indigent.

I attest that the information provided on this application is true and accurate to the best of my knowledge.

Date Signed
Year of Birth
Last four digits of Driver's License or ID Number

Signature of the applicant for indigent status
Print full legal name:
Address:
City, State, Zip:
Phone number:
E-mail Address:

Notice to Applicant: If you qualify for civil indigence, the filing and summons fees are waived; other costs and fees are not waived. I understand that I will be required to make payments for costs to the clerk in accordance with s. 57.082(5), F.S., as provided by law, although I may agree to pay more if I choose.

1. How many people are living in your household? _____

2. Annual net income: \$ _____ total annual salary and wages, minus deductions required by law, including court-ordered support payments

My other income sources are:

- Social Security benefits [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Social Security benefits for child(ren) [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Reemployment Assistance [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Unemployment compensation [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Union funds..... [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Retirement/pensions [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Trusts or gifts [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Veterans' benefits [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Workers' compensation [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Rental income [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Dividends or interest [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Regular support from absent family..... [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly
Other income not on the list [] No [] Yes \$ _____ paid [] weekly [] bi-weekly [] semi-monthly [] monthly [] yearly

3. I have assets: (Check "yes" and fill in the value of the property; otherwise, check "No." Please provide any outstanding loan balance on assets).

- Cash [] No [] Yes \$ _____
Homestead real estate [] No [] Yes \$ _____ Loan balance \$ _____ Total \$ _____
Non-homestead real estate [] No [] Yes \$ _____ Loan balance \$ _____ Total \$ _____
Car/Motor Vehicle [] No [] Yes \$ _____ Loan balance \$ _____ Total \$ _____
Boats/other tangible property [] No [] Yes \$ _____ Loan balance \$ _____ Total \$ _____
Money market accounts [] No [] Yes \$ _____ Bank/Savings account(s) [] No [] Yes \$ _____
Stocks/bonds/Certificates of Deposit [] No [] Yes \$ _____ Other Assets [] No [] Yes \$ _____

Check one: I DO NOT [] / I DO [] expect to receive more assets soon. The asset(s) and value(s) are _____

4. I have total liabilities and debts of \$ _____

- Child Support Paid Direct \$ _____ Credit Cards \$ _____
Medical Bills \$ _____ Cost of Medicines (monthly) \$ _____
Rent \$ _____ Other \$ _____

CLERK'S DETERMINATION

Based on the information in this Application, I have determined the applicant to be () Indigent () Not Indigent, according to s. 57.082, F.S.

Dated on _____, 20 _____.

Clerk of the Circuit Court
By _____, Deputy Clerk

APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE BY ASKING FOR A HEARING TIME. THERE IS NO FEE FOR THIS REVIEW.

Sign here if you want the judge to review the clerk's decision _____



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AGENDA ITEM 4c

DATE: September 5, 2023
SUBJECT: Legislative Committee Update
COUNCIL ACTION: Information Only

OVERVIEW:

Pursuant to s. 28.35(2)(i), F.S. CCOC must annually prepare a budget request that provides the amount necessary for reimbursement of the Baker Act, Marchman Act, and Sexually Violent Predators petitions and orders.

CCOC collected these subcase types on the monthly Output Reports and submitted the request to the Justice Administrative Commission (JAC) with each county's number of cases for the most recently completed fiscal year (CFY 2021-22). If the Legislature funds this issue during the 2024 Legislative Session, each county will receive the reimbursement in a quarterly distribution.

2024 OUTLOOK:

The CCOC Legislative Committee will meet to discuss additional funding issues, partner with the FCCC on the clerk's legislative priorities, and create Legislative Budget Requests for 2024, including:

- Requesting additional state assistance for Juror Management
- Examining revenue shifts and the continued diversification of revenue streams
- Including indigent cases in the reimbursement process
- Creation of a Contingency Fund for Juror Management costs

RECOMMEND ACTION: Information Only

LEAD STAFF: Jason L. Welty, Deputy Executive Director

ATTACHMENTS:

1. CFY 2021-22 Potential Reimbursement Requests

County	Total CFY 2021-22 Baker, Marchman, and SVP Act Cases	Potential Reimbursement
Alachua	1877	\$ 75,080
Baker	23	\$ 920
Bay	434	\$ 17,360
Bradford	18	\$ 720
Brevard	1025	\$ 41,000
Broward	6950	\$ 278,000
Calhoun	23	\$ 920
Charlotte	1409	\$ 56,360
Citrus	181	\$ 7,240
Clay	252	\$ 10,080
Collier	996	\$ 39,840
Columbia	494	\$ 19,760
Desoto	13	\$ 520
Dixie	18	\$ 720
Duval	3293	\$ 131,720
Escambia	1451	\$ 58,040
Flagler	108	\$ 4,320
Franklin	15	\$ 600
Gadsden	69	\$ 2,760
Gilchrist	7	\$ 280
Glades	17	\$ 680
Gulf	31	\$ 1,240
Hamilton	11	\$ 440
Hardee	39	\$ 1,560
Hendry	37	\$ 1,480
Hernando	1441	\$ 57,640
Highlands	101	\$ 4,040
Hillsborough	6749	\$ 269,960
Holmes	38	\$ 1,520
Indian River	228	\$ 9,120
Jackson	98	\$ 3,920
Jefferson	6	\$ 240



County	Total CFY 2021-22 Baker, Marchman, and SVP Act Cases	Potential Reimbursement
Lafayette	7	\$ 280
Lake	435	\$ 17,400
Lee	2646	\$ 105,840
Leon	1286	\$ 51,440
Levy	37	\$ 1,480
Liberty	8	\$ 320
Madison	39	\$ 1,560
Manatee	766	\$ 30,640
Marion	874	\$ 34,960
Martin	312	\$ 12,480
Miami-Dade	5417	\$ 216,680
Monroe	142	\$ 5,680
Nassau	45	\$ 1,800
Okaloosa	619	\$ 24,760
Okeechobee	70	\$ 2,800
Orange	5609	\$ 224,360
Osceola	351	\$ 14,040
Palm Beach	3121	\$ 124,840
Pasco	3427	\$ 137,080
Pinellas	3972	\$ 158,880
Polk	2780	\$ 111,200
Putnam	107	\$ 4,280
Saint Johns	352	\$ 14,080
Saint Lucie	558	\$ 22,320
Santa Rosa	118	\$ 4,720
Sarasota	2719	\$ 108,760
Seminole	919	\$ 36,760
Sumter	42	\$ 1,680
Suwannee	56	\$ 2,240
Taylor	54	\$ 2,160
Union	5	\$ 200
Volusia	1797	\$ 71,880
Wakulla	85	\$ 3,400
Walton	77	\$ 3,080
Washington	46	\$ 1,840
Grand Total	66,350	\$ 2,654,000





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AGENDA ITEM 5

DATE: September 5, 2023
SUBJECT: Update on Guardianship Database Project
COUNCIL ACTION: Approve signed contracts

OVERVIEW:

The Guardianship Database Project is on track and scheduled for “Go-Live” in November. Although the system will not be available to end-users until it officially “goes live” in November, we do now have a centralized statewide database containing guardian and guardianship case information – and an operational Florida Guardianship Database Transparency (FLGDT) system with a public facing web application and judicial web application.

The project had an aggressive timeline. We had to navigate the procurement and contract processes as well as navigate hurdles with the project’s funding passing through a state agency to CCOC. At the end of January, the project officially kicked off with our selected vendor, Cloud Navigator, and it moved quickly from there – going from design into development into testing and into production (i.e. working system), which is where we are today. We are now working towards finding solutions to data-related issues and refining user documentation (i.e. manuals) as well as training materials.

We have conducted demos for interested parties and have received positive feedback. On August 21st, the Association hosted an event for CCOC, allowing Clerks and staff attendees to preview the system and participate in a discussion on next steps – as we do have some areas where assistance is needed with validating and cleaning up data as well as establishing mechanism for standardizing and/or capturing some data elements.

We have continued to keep legislative staff updated on our progress and met with them as recently as last month. They are pleased with our progress and look forward to a November “go-live” for end-users.

With the help of Clerks and their staff who served on work groups and others who were brought in to assist, our partners with the Association and the Comprehensive Case Information System (CCIS), and partners with the Department of Elder Affairs’, Office of Public & Professional Guardians (OPPG), we have been successful in taking on this task.

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.

Lastly, we required extensions to two contracts for ongoing support of the project. One was with Canopy Consulting for additional project management support as Nicole Taylor, CCOC's dedicated Guardianship Project Manager, is transitioning into a new position with the Association; and the second was an extension to the contract executed with Cloud Navigator to cover work performed on the project beyond June 30th when the initial contract was set to expire. The Council gave Clerk Ken Burke administrative authority over the project and the CCOC's contracts for project related support. Therefore, Clerk Burke approved the contract extension with Canopy Consulting. Chair Butterfield approved and signed the extension with Cloud Navigator.

RECOMMEND ACTION: Approve retroactively signed contract extensions.

LEAD STAFF: Nicole Taylor, Guardianship Project Manager
John Dew, CCOC Executive Director

ATTACHMENTS:

1. Canopy Extension
2. Cloud Navigator Extension

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SECRETARY/TREASURER



CCOC
FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

JOHN DEW
EXECUTIVE DIRECTOR

ROB BRADLEY
BRADLEY, GARRISON & KOMANDO, P.A.
GENERAL COUNSEL

TODD NEWTON
GILCHRIST COUNTY

JOHN A. CRAWFORD
NASSAU COUNTY

MICHELLE R. MILLER
SAINT LUCIE COUNTY

JD PEACOCK, II
OKALOOSA COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

JODY PHILLIPS
DUVAL COUNTY

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

Contract Amendment

Florida Clerks of Court Operations Corporation and Canopy Management Consulting Group LLC

This Contract amendment is between the Florida Clerks of Court Operations Corporation (hereinafter "Corporation" or "CCOC") and Canopy Management Consulting Group LLC, (hereinafter "Contractor"), which are the parties hereto.

WHEREAS, an existing Contract is in place between the parties which was executed on January 23, 2023 with a maximum expenditure amount of \$20,000; and

WHEREAS, the CCOC Guardianship Project Manager and CCOC staff need additional help due to the Project Manager only being able to work part time after August 14th; and

WHEREAS, said contract allows for the contract amount to be increased as noted on page one of the contract, and

WHEREAS, the Council has given authority to the Honorable Clerk Ken Burke to make administrative decisions on their behalf; and


WHEREAS, the CCOC Council will meet on September 5th and be provided an update on the Guardianship Project;

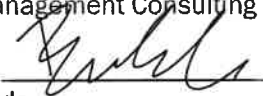
Therefore, we want to exercise the option to increase the contract maximum by an additional \$15,000 effective August 1, 2023

IN WITNESS WHEREOF, this maximum amount of the contract is increased from \$20,000 to \$35,000.

Florida Clerks of Court Operations Corporation

Canopy Management Consulting Group, LLC

Signature: 
Ken Burke
Date: 8/7/2023

Signature: 
Brian Swords
Date: 8/1/2023

Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

Laura E. Roth, ESQ.
VOLUSIA COUNTY
SECRETARY/TREASURER



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Contract Renewal

Florida Clerks of Court Operations Corporation and Cloud Navigator, Inc.

This renewed Contract is between the Florida Clerks of Court Operations Corporation (hereinafter "Corporation" or "CCOC") and Cloud Navigator, Inc., (hereinafter "Contractor"), which are the parties hereto. WHEREAS, an existing Contract is in place between the parties which was executed on January 23, 2023 with an expiration date of June 30, 2023; and

WHEREAS, said contract contains the following language on page one (1):

"I. CONTRACT TERM AND RENEWAL

- A. Contract Term : This Contract shall begin on January 23, 2023, and shall end June 30, 2023.
- B. Contract Renewal : The Corporation has the option to renew this Contract, in whole or in part, for up to an additional three (3) year period, or portions thereof, beyond the initial Contract term upon the terms and conditions contained herein, except that the Corporation may negotiate lower pricing. Exercise of a renewal option is the Corporation's exclusive option and shall be conditioned, at minimum, upon the Contractor's satisfactory performance of this Contract and subject to the availability of funds. The Corporation, if it desires to exercise its renewal option, upon approval by the CCOC Executive Council, will renew the Contract."; and

WHEREAS, the Contract is set to expire on June 30, 2023 and the Corporation requires the continued services of the Contractor beyond June 30, 2023: and

WHEREAS, the Corporation wishes to exercise its Contract renewal option by extending the Contract for an additional year, expiring on June 30, 2024 or at which time the Contractor's services are no longer required after being provided a 30 days written notice by the Corporation, whichever comes first; and

WHEREAS, the conditions for exercising this option have been met; specifically, the Contractor's performance has been satisfactory, funding not used in the original contract is still available for the renewal period, and the CCOC Executive Council approves the Contract renewal.


IN WITNESS WHEREOF, this Extension of Contract the is hereby renewed for a period of up to one year, effective July 1, 2023 and expiring June 30, 2024, unless the Corporation provides 30 days written notice that the services are no longer required prior to the end of the year or all services are complete.

Florida Clerks of Court Operations Corporation

Signature: 
Stacy Butterfield, Chair

Date: _____

Cloud Navigator, Inc.

Signature: 
Mark Alexander, CEO

Date: 6/28/2023

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.