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## EXECUTIVE COUNCIL MEETING

September 5, 2023

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**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 Approval .....Hon. 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 2<sup>nd</sup>, but actually the Committee will be meeting on June 9<sup>th</sup>. 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 Ficarrotta 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 Ficarrotta 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 Ficarrotta 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 Ficarrotta 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 Preformance 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.

**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**  
(A Component Unit of the State of Florida)  
TALLAHASSEE, FLORIDA



**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

draft 9.2.2023

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## **INDEPENDENT AUDITOR'S REPORT**

To the Executive Council  
Florida Clerks of Court Operations Corporation  
Tallahassee, Florida

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the major fund (special revenue) of Florida Clerks of Court Operations Corporation (a component unit of the State of Florida), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund (special revenue) of Florida Clerks of Court Operations Corporation, as of September 30, 2022, and the changes in its financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Florida Clerks of Court Operations Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



To the Executive Council  
Florida Clerks of Court Operations Corporation

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Florida Clerks of Court Operations Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Florida Clerks of Court Operations Corporation's ability to continue as a going concern for a reasonable period of time.

To the Executive Council  
Florida Clerks of Court Operations Corporation

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5-7 and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Florida Clerks of Court Operations Corporation's basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by Chapter 10.550, *Rules of the Auditor General*, and is not a required part of the basic financial statements.

The schedule of expenditures of state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

To the Executive Council  
Florida Clerks of Court Operations Corporation

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September XX, 2023, on our consideration of Florida Clerks of Court Operations Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Florida Clerks of Court Operations Corporation's internal control over financial reporting and compliance.

**LAW, REDD, CRONA & MUNROE, P.A.**

Tallahassee, Florida  
September XX, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Florida Clerks of Court Operations Corporation's (the CCOC) financial performance provides an overview of the CCOC's financial activities for the year ended September 30, 2022. Please read it in conjunction with the CCOC's basic financial statements, which begin on page 8.

### **Background and Financial Information**

The Florida Clerks of Court Operations Conference (the Conference) was established in 2003 by Section 28.35, *Florida Statutes*, to establish a process for the review and approval of court-related proposed budgets submitted by the respective Clerks of the Court. The 2004 session of the Florida Legislature amended Section 28.35, *Florida Statutes*, making the Conference a public corporation and changing its name to Florida Clerks of Court Operations Corporation.

During the 2009 session, the Florida Legislature changed the CCOC from a quasi-governmental form of government to a governmental fund housed under the Justice Administrative Commission (JAC). The Florida Legislature identified a source of court fees, collected from the Clerks throughout the State, to fund the operations of the CCOC.

Beginning on July 1, 2013, the Florida Legislature changed the structure and funding for the CCOC. The corporation reverted back to being a separate entity (public corporation) with a September 30 fiscal year end and was no longer housed under the JAC. Instead, the CCOC is funded pursuant to a contract with the Chief Financial Officer of the State of Florida. The employees of the Corporation participate in the Florida Retirement System. Further, the Corporation may hire staff and pay other expenses necessary to perform the official duties and responsibilities. CCOC is considered a blended component unit of the State of Florida.

### **Overview of the Financial Statements and Financial Highlights**

The CCOC issues basic financial statements comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-Wide Financial Statements:** The government-wide financial statements are prepared using the accrual basis of accounting and the economic resources measurement focus. All CCOC's basic services are considered to be governmental activities, and state courts programs. Operations are funded through court fees collected from the Clerks throughout the state of Florida.

The Statement of Net Position presents information on CCOC's assets, deferred inflows/outflows and liabilities, the difference being reported as net position. Over time, changes in net position (increases and decreases) may serve as a useful indicator of whether the financial position of CCOC is improving or deteriorating.

The Statement of Activities presents the change in the CCOC's net position during the fiscal year. Revenues and expenses are accounted for on the accrual basis of accounting in this report. CCOC's financial statements include the governmental activities related to state courts programs.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)

The following table presents the CCOC's condensed Statement of Net Position as of September 30, 2022 and 2021, as derived from the government-wide Statement of Net Position.

**Table 1 – Net Position**

	Governmental Activities	
	2022	2021
Current and Other Assets	\$ 2,199,706	\$ 2,034,382
Capital Assets	19,177	26,258
Deferred Outflows of Resources	308,657	229,597
Total Liabilities	(1,217,852)	(504,863)
Deferred Inflows of Resources	(74,031)	(595,816)
Net Position	\$ 1,235,657	\$ 1,189,558

In 2022, investment in capital assets (furniture and equipment) totals \$19,177 and represents 1.6% of CCOC's net position. The remaining 98.4% of net position is unrestricted.

The following table presents the CCOC's condensed Statement of Activities for year ended September 30, 2022 and 2021, as derived from the government-wide Statement of Activities.

**Table 2 – Changes in Net Position**

	2022	2021
Total Revenues	\$ 1,603,132	\$ 1,896,505
Total Expenditures	1,557,033	1,297,211
Change in Net Position	46,099	599,294
Net Position – Beginning of Year	1,189,558	590,264
Net Position – End of Year	\$ 1,235,657	\$ 1,189,558

State appropriations and court fees revenue decreased \$293,520 (or 15%) compared to the previous year. This decrease was due to a decrease in fees collected from the State Clerks.

**Fund Financial Statements:** A fund is a self-balancing group of accounts used to maintain control over resources intended to be used for specific purposes. The fund financial statements focus on the only fund of the CCOC, the special revenue fund.

The governmental fund financial statements provide information based on current sources and uses of resources of CCOC's operations. A reconciliation of the governmental fund financial statements with the Statement of Net Position (prepared on the accrual basis of accounting) is provided at the end of the related financial statements to facilitate comparison. The capital assets, long-term debt and deferred inflows and outflows used in governmental activities, which are not current sources and uses of financial resources, are not reported in the fund financial statements.



## **MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)**

**Notes to the Financial Statements:** The notes provide additional information that is important to the reader in attaining a full understanding of the data presented in the financial statements.

### **Requests for Information**

Questions concerning any of the information provided in this report or requests for additional information should be addressed to John Dew, Executive Director, Florida Clerks of Court Operations Corporation, 2560-102 Barrington Circle, Tallahassee, Florida 32308.

draft 9.2.2023

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2022**

	<b>Governmental Activities</b>
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	
<b>Current Assets</b>	
Cash and Cash Equivalents	\$ 2,198,411
Prepaid Expenses and Other Assets	1,295
Total Current Assets	<u>2,199,706</u>
<b>Noncurrent Assets</b>	
Capital Assets:	
Equipment, Net	19,177
Total Noncurrent Assets	<u>19,177</u>
<b>Deferred Outflows of Resources</b>	
Deferred Outflows Related to Pensions	308,657
Total Deferred Outflows of Resources	<u>308,657</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 2,527,540</u></u>
<b>LIABILITIES , DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	
<b>Current Liabilities</b>	
Accounts Payable and Accrued Liabilities	\$ 110,411
Compensated Absences - Current	56,285
Total Current Liabilities	<u>166,696</u>
<b>Noncurrent Liabilities</b>	
Compensated Absences	98,506
Pension Liability	952,650
Total Noncurrent Liabilities	<u>1,051,156</u>
Total Liabilities	<u>1,217,852</u>
<b>Deferred Inflows of Resources</b>	
Deferred Inflows Related to Pensions	74,031
Total Deferred Inflows of Resources	<u>74,031</u>
<b>Net Position</b>	
Net Investment in Capital Assets	19,177
Restricted	1,216,480
Total Net Position	<u>1,235,657</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u><u>\$ 2,527,540</u></u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u> <u>State Appropriations</u> <u>and Court Fees</u>	<u>Net (Expenses)</u> <u>Revenues and</u> <u>Changes in Net</u> <u>Position</u>
<b>Primary Government:</b>			
Governmental Activities:			
State Courts	\$ 1,557,033	\$ 1,602,086	\$ 45,053
Total Governmental Activities	<u>\$ 1,557,033</u>	<u>\$ 1,602,086</u>	45,053
Other Revenue			<u>1,046</u>
Change in Net Position			46,099
Net Position - Beginning of Year			<u>1,189,558</u>
Net Position - End of Year			<u><b>\$ 1,235,657</b></u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**BALANCE SHEET**  
**GOVERNMENTAL FUND**  
**SEPTEMBER 30, 2022**

<b>ASSETS</b>	<b>Special Revenue Fund</b>
<b>Current Assets</b>	
Cash and Cash Equivalents	\$ 2,198,411
Prepaid Expenses and Other Assets	1,295
<b>Total Current Assets</b>	<b>\$ 2,199,706</b>
<b>LIABILITIES AND FUND BALANCE</b>	
<b>Current Liabilities</b>	
Accounts Payable and Accrued Liabilities	\$ 110,411
<b>Fund Balance</b>	
Restricted Fund Balance	2,089,295
<b>Total Liabilities and Fund Balance</b>	<b>\$ 2,199,706</b>
Amounts reported for "Governmental Activities" in Statement of Net Position are different because:	
Fund Balance - Governmental Fund	\$ 2,089,295
Capital Assets, Net of Depreciation used in Governmental Activities, are not financial resources and therefore are not reported in the fund financial statements.	19,177
Deferred outflows and inflows of resources are not available in the current period and, therefore, are not reported in the governmental funds. Deferred outflows and inflows of resources at year-end consist of:	
Deferred Outflows Related to Pensions	308,657
Deferred Inflows Related to Pensions	(74,031)
Long-term liabilities, including compensated absences and pension, are not due and payable in the current period and therefore are not reported in the fund financial statements.	(1,107,441)
<b>Net Position of Governmental Activities</b>	<b>\$ 1,235,657</b>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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	<b>Special Revenue Fund</b>
<b>Revenues</b>	
State Financial Assistance	\$ 1,602,086
Interest Income	<u>1,046</u>
Total Revenues	<u>1,603,132</u>
<b>Expenditures</b>	
Current:	
State Courts:	
Personnel Services	839,263
Expenses	<u>687,131</u>
Total Expenditures	<u>1,526,394</u>
Net Change in Fund Balance - Governmental Fund	76,738
Restricted Fund Balance, September 30, 2021	<u>2,012,557</u>
<b>Restricted Fund Balance, September 30, 2022</b>	<b><u>\$ 2,089,295</u></b>



**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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Net change in Fund Balance - Governmental Fund	\$ 76,738
Amounts reported for Governmental Activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense of \$7,081 exceeded capital outlay of \$0 in the current period.	(7,081)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	
Change in Pension Related Balances	(18,654)
Change in Compensated Absences	(4,904)
Change in Net Position of Governmental Activities	<u>\$ 46,099</u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 1: <i>Summary of Significant Accounting Policies</i></b>
------------------------------------------------------------------

***Reporting Entity***

These financial statements are intended to present the financial position and results of operations of the Florida Clerks of Court Operations Corporation (CCOC). The CCOC is a blended component unit of the State of Florida and is included in the State of Florida's annual financial report. The financial statements contained herein represent the financial transactions of only the CCOC.

The 2013 session of the Florida Legislature amended Section 28.35, *Florida Statutes*, making the Florida Clerks of Court Operations Corporation a public corporation financed through a contract with the Department of Financial Services, effective July 1, 2013.

CCOC's activities are accounted for in a special revenue fund. The CCOC has no component units.

***Government-Wide and Fund Accounting***

The CCOC's financial statements have been prepared in accordance with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). GASB Statement No. 34 establishes financial reporting requirements for state and local governments throughout the United States. The financial data of the CCOC is presented in the required GASB format as discussed on the following pages.

***Government-Wide Accounting***

The government-wide financial statements, including the Statement of Net Position and the Statement of Activities, report information regarding the activities of the CCOC. Government-wide statements distinguish between government-type and business-type activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

As a branch of government that does not levy taxes, the CCOC is funded by an appropriation of the Florida Legislature through a portion of the fees collected by the Clerks of Court for filing a civil action in Circuit Court, as specified in Section 28.241, *Florida Statutes*. The government-wide financial statements present this activity as a special revenue fund.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 1: <i>Summary of Significant Accounting Policies (continued)</i></b>
------------------------------------------------------------------------------

***Fund Accounting***

In fund accounting, the diverse nature of governmental operations and the necessity of determining compliance with legal provisions require modification of accounting systems commonly used by commercial enterprises. The CCOC special revenue fund is considered a separate entity with self-balancing accounts that include, where applicable, its assets, liabilities, fund equity, revenues, expenditures and other financial sources and uses.

**Government Fund Type: Special Revenue Fund** – Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments or expendable trusts) that are legally restricted to expenditures for specified purposes.

GASB Statement No. 54 requires fund balance reported in the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Within this hierarchy, fund balance is first classified as non-spendable, then restricted, committed, assigned, and unassigned.

- *Non-spendable* – This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund.
- *Restricted* – This component of fund balance consists of amounts that are constrained either (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- *Committed* – This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal resolution of the CCOC's board. These committed amounts cannot be used for any other purpose unless the board removes or changes the specified use by taking the same type of action employed to constrain those amounts.
- *Assigned* – This component of fund balance consists of amounts that are constrained by the CCOC board's intent to be used for specific purposes but are neither restricted nor committed.

The CCOC is a special revenue fund and is a component unit of the State of Florida. The activities of the CCOC are directed by Florida Statute. Accordingly, the fund balance is classified as restricted.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 1: <i>Summary of Significant Accounting Policies (continued)</i></b>
------------------------------------------------------------------------------

***Net Position***

Net position represents all assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources. Net position is presented on the Statement of Net Position into the following categories:

- *Net Investment in Capital Assets* – Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.
- *Restricted* – Net position subject to externally imposed stipulations on their use.
- *Unrestricted* – All remaining net position that do not meet the definition of “net investment in capital assets” or “restricted”.

When both restricted and unrestricted resources are available for the same purpose, restricted net position are considered to be used first over unrestricted net position.

***Basis of Accounting***

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The accounting and financial reporting treatment applied is determined by the type of financial statement presentation.

***Measurement Focus***

The government-wide statements are reported using an economic resources management focus and accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental-type and business-type activities are included in the Statement of Net Position. Revenues are recognized when earned and expenses are recognized at the time the liabilities are incurred in the Statement of Activities. In these statements, capital assets are reported and depreciated.

In the Special Revenue Fund, revenues are based on transfers required by law and actual billings to other governmental agencies and are recognized when they become measurable and available. Expenditures are generally recognized under a modified accrual basis of accounting when the related fund liability is incurred.

Governmental funds are reported using a current financial resources measurement focus and the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 1: <i>Summary of Significant Accounting Policies (continued)</i></b>
------------------------------------------------------------------------------

***Cash***

Cash consists of demand deposits held at qualified public depositories. Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. Therefore, any amount of the CCOC's demand deposits in excess of FDIC protection would be fully insured or collateralized.

***Capital Assets***

In the governmental fund statements, general fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental fund types.

In the government-wide statements, tangible assets used in operations with an initial useful life that extends beyond one year and valued at more than a specified threshold (\$1,000) are capitalized. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset lives are not capitalized. Capital assets are depreciated using the straight-line method of depreciation over their estimated useful lives (3-10 years). These assets are reported net of accumulated depreciation on the Statement of Net Position.

***Deferred Inflows of Resources***

Represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time. The CCOC has deferred inflows of resources related to pension items.

***Deferred Outflows of Resources***

Represents a consumption of net assets that applies to a future period and therefore will not be recognized as an outflow of resources (expense) until that future time. The CCOC has deferred outflows of resources related to pension items.



**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 1: <i>Summary of Significant Accounting Policies (continued)</i></b>
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***Support from State Government***

The CCOC received all of its support and revenue from a contract with the State of Florida's Chief Financial Officer. The contract is renewed and/or renegotiated annually. Revenue is recognized as it is received from the Department of Financial Services' CCOC Trust Fund. The CCOC Trust Fund collects court filing fees for Circuit Civil Court cases. The CCOC receives \$4.50 from each filing fee.

***Estimates***

The preparation of these financial statements in conformity with accounting principles generally accepted in the United States of America requires CCOC to make estimates and assumptions based on analytical methods in determining depreciation and various accruals. Actual results may differ from those estimates.

***Subsequent Events***

Subsequent events were evaluated through September XX, 2023, which is the date the financial statements were available to be released.

<b>NOTE 2: <i>Budgetary Process</i></b>
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Pursuant to its Plan of Operation, CCOC shall adopt an annual operating budget and program work plan for each fiscal year, as recommended by the Executive Council. The program work plan shall clearly outline the annual objectives of the Executive Council relative to duties and responsibilities and provide an anticipated schedule for completion of those objectives. The budget is adopted on the modified accrual basis of accounting.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

**NOTE 3: *Capital Assets***

Capital asset activity for the year ended September 30, 2022 was as follows:

	September 30, 2021	Additions	Retirements	September 30, 2022
Fixed Assets - Furniture and Equipment	\$ 111,470	\$ -	\$ -	\$ 111,470
Less Accumulated Depreciation	(85,212)	(7,081)		(92,293)
Capital Assets, Net	<u>\$ 26,258</u>	<u>\$ (7,081)</u>	<u>\$ -</u>	<u>\$ 19,177</u>

Depreciation expense of \$7,081 is recorded in the Statement of Activities for the government-wide statements.

**NOTE 4: *Long-Term Liabilities***

Long-term liability activity for the year ended September 30, 2022 is as follows:

	Beginning Balances	Additions	Reductions	Ending Balances	Current Portion of Long-term Liabilities
Compensated Absences Liability	\$ 149,877	\$ 83,218	\$ (78,304)	\$ 154,791	\$ 56,285
Pension Liability	333,151	760,910	(141,411)	952,650	-
Total Long-Term Debt	<u>\$ 483,028</u>	<u>\$ 844,128</u>	<u>\$ (219,715)</u>	<u>\$ 1,107,441</u>	<u>\$ 56,285</u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 5: <i>Florida Retirement System Plans</i></b>
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Florida Retirement System:

General Information – All of the CCOC’s employees participate in the Florida Retirement System (FRS). As provided by Chapters 121 and 112, Florida Statutes, the FRS provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan (“Pension Plan”) and the Retiree Health Insurance Subsidy (“HIS Plan”). Under Section 121.4501, Florida Statutes, the FRS also provides a defined contribution plan (“Investment Plan”) alternative to the FRS Pension Plan, which is administered by the State Board of Administration (“SBA”). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Website: [www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications).

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 5: <i>Florida Retirement System Plans (continued)</i></b>
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**Pension Plan**

Plan Description – The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (“DROP”) for eligible employees.

Benefits Provided – Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers’ class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers’ class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 5: <i>Florida Retirement System Plans (continued)</i></b>
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As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost of living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants

Contributions – Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from October 1, 2021 through June 30, 2022 and from July 1, 2022 through September 30, 2022, respectively, were as follows: Regular—10.82% and 11.91%; Senior Management Service—29.01% and 31.57%; and DROP participants—18.34% and 18.60%. These employer contribution rates include 1.66% HIS Plan subsidy.

The CCOC's contributions, including employee contributions, to the Pension Plan totaled \$93,183 for the fiscal year ended September 30, 2022.

The CCOC recognizes pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources related to pensions on the accrual basis of accounting. At September 30, 2022, the CCOC reported a liability of \$790,264 for their proportionate share of the Pension Plan's net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. The CCOC's proportionate share of the net pension liability was based on the CCOC's 2021-22 fiscal year contributions relative to the 2021-22 fiscal year contributions of all participating members. At June 30, 2022, the CCOC's proportionate share for all funds was 0.0021 percent. As of September 30, 2022, CCOC had 8 active employees in the Pension Plan.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

**NOTE 5: *Florida Retirement System Plans (continued)***

For the fiscal year ended September 30, 2022, the CCOC recognized pension benefit/ (expense) of \$21,184. In addition, these activities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>FRS Pension</b>	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 37,533	\$ -
Changes of Assumptions	97,324	
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	52,181	25,907
Changes in Proportion and Differences Between Pension Plan Contributions and Proportionate Share of Contributions	71,614	-
Pension Plan Contributions Subsequent to the Measurement Date	24,923	-
Total	<u>\$ 283,575</u>	<u>\$ 25,907</u>

The Pension Plan's deferred outflows of resources related to the CCOC's contributions to the Plan subsequent to the measurement date, totaling \$24,923 will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

<b>Year ended June 30:</b>	<b>FRS Amount</b>
2023	\$ 56,285
2024	21,239
2025	(19,007)
2026	165,384
2027	8,844
Total	<u>\$ 232,745</u>

**Actuarial Assumptions** – The total pension liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumption, applied to all period included in the measurement:

Inflation	2.40%
Salary increases	3.25%, average, including inflation
Investment rate of return	6.70%, net of pension plan investment expense, including inflation

The mortality assumption is based on the Generational PUB-2010 with Projection Scale MP-2018 tables.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

**NOTE 5: *Florida Retirement System Plans (continued)***

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long- Term Expected Real Rate of Return
Cash	1.0%	2.6%
Fixed Income	19.8%	4.4%
Global Equity	54.0%	7.3%
Real Estate	10.3%	6.6%
Private Equity	11.1%	8.9%
Strategic Investments	3.8%	5.9%
Total	100.0%	

Discount Rate – The discount rate used to measure the total pension liability was 6.70%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation of the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the CCOC's Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the CCOC's proportionate share of the net pension liability calculated using the discount rate of 6.70%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.70%) or one percentage point higher (7.70%) than the current rate:

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

**NOTE 5: Florida Retirement System Plans (continued)**

	FRS Net Pension Liability		
	Current Discount		
	1% Decrease	Rate	1% Increase
	(5.70%)	(6.70%)	(7.70%)
Proportionate Share of the Net Pension Plan Liability \$	1,366,707	\$ 790,264	\$ 308

Pension Plan Fiduciary Net Position – Detailed information regarding the Pension Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

**HIS Plan**

Plan Description – The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided – For the fiscal year ended September 30, 2022, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2022, the HIS contribution for the period October 1, 2021 through June 30, 2022 and from July 1, 2022 through September 30, 2022 was 1.66%. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The CCOC’s contributions to the HIS Plan totaled \$9,382 for the fiscal year ended September 30, 2022.



**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

**NOTE 5: *Florida Retirement System Plans (continued)***

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – The basis of accounting and financial reporting of the CCOC's HIS Plan is identical to that of the CCOC's Pension Plan. At September 30, 2022, the CCOC reported a liability of \$162,386 for their proportionate share of the CCOC's HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. The CCOC's proportionate share of the net pension liability was based on the CCOC's 2021-22 fiscal year contributions relative to the 2021-22 fiscal year contributions of all participating members. At June 30, 2022, the CCOC's proportionate share of all funds was .0015% rounded.

For the fiscal year ended September 30, 2022, the CCOC recognized pension expense/(benefit) of (\$2,530). In addition, these activities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>HIS Pension</b>	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 4,929	\$ 715
Changes of Assumptions	9,308	25,121
Net Difference Between Projected and Actual Earnings on HIS Plan Investments	235	-
Changes in Proportion and Differences Between HIS Plan Contributions and Proportionate Share of Contributions	8,237	22,288
HIS Plan Contributions Subsequent to the Measurement Date	2,373	-
Total	<u>\$ 25,082</u>	<u>\$ 48,124</u>

The deferred outflows of resources related to the HIS Plan resulting from the CCOC's contributions to the HIS Plan subsequent to the measurement date, totaling \$2,373 will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources related to the HIS Plan will be recognized as pension expense as follows:

<b>Year ended June 30:</b>	<b>HIS Amount</b>
2023	\$ (6,089)
2024	(3,282)
2025	(1,500)
2026	(3,321)
2027	(7,710)
Thereafter	(3,513)
Total	<u>\$ (25,415)</u>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

**NOTE 5: *Florida Retirement System Plans (continued)***

Actuarial Assumptions – The total pension liability in the July 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	3.25%, average, including inflation
Municipal bond rate	3.54%

The municipal bond rate used to determine total pension liability was increased from 2.16% to 3.54%. The mortality assumption is the Generational PUB-2010 with Projection Scale MP-2018.

The actuarial assumptions used in the June 30, 2022 valuation were based on certain results of an actuarial experience study for the pension plan for the period July 1, 2013 through June 30, 2018.

Discount Rate – The discount rate used to measure the total pension liability was 3.54%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of the CCOC's Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the CCOC's proportionate share of the net pension liability calculated using the discount rate of 3.54%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (2.54%) or one percentage point higher (4.54%) than the current rate:

	HIS Net Pension Liability		
	Current Discount		
	1% Decrease (2.54%)	Rate (3.54%)	1% Increase (4.54%)
Proportionate Share of the Net HIS Plan Liability	\$ 185,783	\$ 162,386	\$ 143,026

Pension Plan Fiduciary Net Position – Detailed information regarding the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 5: <i>Florida Retirement System Plans (continued)</i></b>
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**Investment Plan**

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. County employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of plan members. After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the FRS Investment Plan, receive a lump-sum distribution, or leave the funds invested for future distribution. Disability coverage is provided; the employer pays an employer contribution to fund the disability benefit which is deposited in the FRS Trust Fund. The member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the FRS Investment Plan and rely upon that account balance for retirement income.

CCOC's Investment Plan pension expense totaled \$8,275 for the fiscal year ended September 30, 2022. For the fiscal year ended September 30, 2022, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to CCOC.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2022**

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<b>NOTE 6: <i>Risk Management</i></b>
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CCOC is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; forgery and alteration; bodily injury and fraud for which CCOC carries commercial insurance. The primary coverage limits include: \$1,000,000 for 90 days for newly acquired or constructed property; \$500,000 for 90 days for newly acquired business personal property; \$100,000 per accident for bodily injury by accident; \$100,000 per employee for bodily injury by disease with a policy limit of \$500,000; \$15,000 for employee dishonesty; \$10,000 for forgery and alteration; \$1,000,000 each policy period for directors and officers, employment practices and internet liability. Liabilities for losses would be recorded when a loss occurs and the amount can be reasonably estimated. There are no such losses as of September 30, 2022.

**REQUIRED SUPPLEMENTARY  
INFORMATION**

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**SCHEDULE OF CCOC PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**FLORIDA RETIREMENT SYSTEM**  
**LAST TEN FISCAL YEARS\***

	2022	2021	2020	2019	2018	2017	2016	2015	2014
CCOC's proportion of the net pension liability	0.002123906%	0.001945531%	0.001898979%	0.002025194%	0.001732449%	0.001858821%	0.002392839%	0.001867358%	0.001691518%
CCOC's proportionate share of the net pension liability	\$ 790,264	\$ 146,963	\$ 823,046	\$ 697,448	\$ 521,823	\$ 549,827	\$ 604,194	\$ 241,194	\$ 103,207
CCOC's covered-employee payroll	\$ 493,748	\$ 474,202	\$ 429,818	\$ 447,195	\$ 264,015	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
CCOC's proportionate share of the net pension liability as a percentage of its covered-employee payroll	160.05%	30.99%	191.49%	155.96%	197.65%	184.53%	202.82%	85.42%	39.25%
Plan fiduciary net position as a percentage of the total pension liability	82.89%	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous three years.

draft 9.2.2023

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF CCOC CONTRIBUTIONS  
FLORIDA RETIREMENT SYSTEM  
LAST TEN FISCAL YEARS\***

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 93,183	\$ 78,691	\$ 64,417	\$ 64,190	\$ 52,392	\$ 48,390	\$ 58,353	\$ 45,528	\$ 37,051
Contributions in relation to the contractually required contribution	(93,183)	(78,691)	(64,417)	(64,190)	(52,392)	(48,390)	(58,353)	(45,528)	(37,051)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCOC's covered-employee payroll	\$ 493,748	\$ 474,202	\$ 429,818	\$ 447,195	\$ 264,015	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
Contributions as a percentage of covered-employee payroll	18.87%	16.59%	14.99%	14.35%	19.84%	16.24%	19.59%	16.12%	14.09%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous three years.

draft 9.2.2023

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF CCOC PROPORTIONATE SHARE OF NET PENSION LIABILITY  
HEALTH INSURANCE SUBSIDY PROGRAM  
LAST TEN FISCAL YEARS\***

	2022	2021	2020	2019	2018	2017	2016	2015	2014
CCOC's proportion of the net pension liability	0.001533160%	0.001578550%	0.001583518%	0.001860836%	0.001779764%	0.001686976%	0.001685738%	0.001633944%	0.001527621%
CCOC's proportionate share of the net pension liability	\$ 162,386	\$ 186,188	\$ 193,345	\$ 208,209	\$ 188,372	\$ 180,381	\$ 196,466	\$ 166,637	\$ 142,836
CCOC's covered-employee payroll	\$ 493,748	\$ 474,202	\$ 429,818	\$ 447,195	\$ 264,015	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
CCOC's proportionate share of the net pension liability as a percentage of its covered-employee payroll	32.89%	39.26%	44.98%	46.56%	71.35%	60.54%	65.95%	59.01%	54.32%
Plan fiduciary net position as a percentage of the total pension liability	4.81%	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous three years.



**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF CCOC CONTRIBUTIONS  
HEALTH INSURANCE SUBSIDY PROGRAM  
LAST TEN FISCAL YEARS\***

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 9,382	\$ 9,123	\$ 8,654	\$ 10,063	\$ 10,120	\$ 8,928	\$ 8,640	\$ 6,246	\$ 5,233
Contributions in relation to the contractually required contribution	(9,382)	(9,123)	(8,654)	(10,063)	(10,120)	(8,928)	(8,640)	(6,246)	(5,233)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FCCOC's covered-employee payroll	\$ 493,748	\$ 474,202	\$ 429,818	\$ 447,195	\$ 264,015	\$ 297,968	\$ 297,903	\$ 282,374	\$ 262,967
Contributions as a percentage of covered-employee payroll	1.90%	1.92%	2.01%	2.25%	3.83%	3.00%	2.90%	2.21%	1.99%

\* The amounts presented for each fiscal year were determined as of 6/30.  
No data is available for the previous three years.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GOVERNMENTAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	<u>Governmental Fund</u>			
	<u>Special Revenue</u>			
	<u>Budgeted Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State Financial Assistance	1,701,878	1,701,878	1,602,086	(99,792)
Interest Income	-	-	1,046	1,046
Total Revenues	<u>1,701,878</u>	<u>1,701,878</u>	<u>1,603,132</u>	<u>(98,746)</u>
<b>Expenditures:</b>				
Current				
State Courts:				
Personnel Services	861,715	861,715	839,263	22,452
Expenses	<u>840,163</u>	<u>840,163</u>	<u>687,131</u>	<u>153,032</u>
Total Expenditures	<u>1,701,878</u>	<u>1,701,878</u>	<u>1,526,394</u>	<u>175,484</u>
Net Change in Fund Balance - Governmental Fund	<u>-</u>	<u>-</u>	76,738	<u>76,738</u>
Restricted Fund Balance, Beginning of Year			<u>2,012,557</u>	
Restricted Fund Balance, End of Year			<u><b>\$ 2,089,295</b></u>	

**OTHER REPORTS AND  
SUPPLEMENTARY INFORMATION**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Executive Council  
Florida Clerks of Court Operations Corporation  
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund (special revenue) of Florida Clerks of Court Operations Corporation, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise Florida Clerks of Court Operations Corporation's basic financial statements, and have issued our report thereon dated September XX, 2023.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Florida Clerks of Court Operations Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

To the Executive Council  
Florida Clerks of Court Operations Corporation  
Page Two

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Florida Clerks of Court Operations Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**LAW, REDD, CRONA & MUNROE, P.A.**

Tallahassee, Florida

September XX, 2023

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
THE MAJOR STATE PROJECT AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY CHAPTER 10.550,  
RULES OF THE AUDITOR GENERAL**

To the Executive Council  
Florida Clerks of Court Operations Corporation  
Tallahassee, Florida

**Report on Compliance for the Major State Project**

***Opinion on the Major State Project***

We have audited Florida Clerks of Court Operations Corporation's compliance with the types of compliance requirements described in the *Department of Financial Service's State Projects Compliance Supplement* that could have a direct and material effect on the Florida Clerks of Court Operations Corporation's major state project for the year ended September 30, 2022. Florida Clerks of Court Operations Corporation's major state project is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Florida Clerks of Court Operations Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major state project for the year ended September 30, 2022.

***Basis for Opinion on the Major State Project***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Chapter 10.550, Rules of the Auditor General. Our responsibilities under those standards and Chapter 10.550, Rules of the Auditor General are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Florida Clerks of Court Operations Corporation and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major state project. Our audit does not provide a legal determination of Florida Clerks of Court Operations Corporation's compliance with the compliance requirements referred to above.

To the Executive Council  
Florida Clerks of Court Operations Corporation

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Florida Clerks of Court Operations Corporation's state project.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Florida Clerks of Court Operations Corporation's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and Chapter 10.550, Rules of the Auditor General will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Florida Clerks of Court Operations Corporation's compliance with the requirements of the major state project as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and Chapter 10.550, Rules of the Auditor General, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Florida Clerks of Court Operations Corporation's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Florida Clerks of Court Operations Corporation's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with Chapter 10.550, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

To the Executive Council  
Florida Clerks of Court Operations Corporation

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

**LAW, REDD, CRONA & MUNROE, P.A.**

Tallahassee, Florida  
September XX, 2023



**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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	<u>CSFA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>
<b><u>STATE:</u></b>			
<u>State of Florida, Department of Financial Services</u>			
CCOC/CFO Contract	N/A	N/A	<u>\$ 1,557,033</u>
<b>TOTAL STATE FINANCIAL ASSISTANCE EXPENDED</b>			<b><u>\$ 1,557,033</u></b>

**NOTES:**

- (1) The Schedule of Expenditures of State Financial Assistance was prepared on the accrual basis of accounting.
- (2) The program does not utilize sub-recipients.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –  
STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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**SECTION I - SUMMARY OF AUDIT RESULTS**

**1. Type of Audit Report issued on the Financial Statements**

Unmodified

**2. Significant Deficiencies and/or Material Weaknesses in Internal Control**

None noted

**3. Noncompliance Material to Audited Financial Statements**

Audit disclosed no material instances of noncompliance.

**4. Significant Deficiencies and/or Material Weaknesses in Internal Control Over the Major State Project**

None noted

**5. Type of Audit Report Issued on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major State Project**

Unmodified Opinion

**6. Audit Findings Relative to the Major State Project**

The audit disclosed no findings required to be reported under Major State Projects.

**7. Major State Projects**

**State Project**

State of Florida, Department of Financial Services  
FCCOC/CFO Contract

**8. Threshold**

The threshold for distinguishing Type A or Type B programs was \$750,000.

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –  
STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2022 (continued)**

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**SECTION II – FINANCIAL STATEMENT FINDINGS**

None Reported

**SECTION III – STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS**

None Reported

**SECTION IV – PRIOR YEAR AUDIT FINDINGS**

None Reported

draft 9.2.2023

## 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**

Signature: \_\_\_\_\_

Stacy Butterfield

Chair, CCOC

Date: \_\_\_\_\_

**Leger Development Group**

Signature: \_\_\_\_\_

Krista Leger

Managing Member

Date: \_\_\_\_\_



Lease No. \_\_\_\_\_

## 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 1<sup>st</sup> day of October, 2014, with the lease term commencing on the 1<sup>st</sup> day of October, 2014 to and including the 30<sup>th</sup> 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.

Lease No. \_\_\_\_\_

## **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

Lease No. \_\_\_\_\_

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><b>AS TO LESSOR</b></p>	<p>LESSOR, IF INDIVIDUAL (S): _____ (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><b>As to President, General Partner, Trustee</b></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><b>AS TO LESSEE</b></p>	<p>LESSEE: 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

*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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## 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 3<sup>rd</sup> 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	\$ 289,779	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%

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

0

14,454,760

(3.0% - 6.0%)

Jury Reimbursement Funding: \$ 11,700,000

<b>TOTAL COURT-RELATED BUDGET:</b>	<b>\$ 486,136,049</b>
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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 make 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 19<sup>th</sup> 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.

**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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## AGENDA ITEM 5 – MODIFICATION OF APPLICATION FOR CIVIL INDIGENT STATUS

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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



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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 19<sup>th</sup> 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.

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## AGENDA ITEM 5 – MODIFICATION OF APPLICATION FOR CIVIL INDIGENT STATUS

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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 .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Social Security benefits for child(ren) .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Reemployment Assistance .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Unemployment compensation .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Union funds .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Retirement/pensions .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Trusts or gifts .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Veterans' benefits .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Workers' compensation .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Rental income .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Dividends or interest .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Regular support from absent family .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> yearly
Other income not on the list .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	paid <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> semi-monthly <input type="checkbox"/> monthly <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
Homestead real estate .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____ Total \$ _____
Non-homestead real estate .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____ Total \$ _____
Car/Motor Vehicle .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____ Total \$ _____
Boats/other tangible property .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Loan balance \$ _____ Total \$ _____
Money market accounts .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Bank/Savings account(s) <input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____
Stocks/bonds/Certificates of Deposit .....	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Other Assets <input type="checkbox"/> No <input type="checkbox"/> 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 \_\_\_\_\_

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

\_\_\_\_\_  
Plaintiff/Petitioner  
vs.

\_\_\_\_\_  
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### APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS

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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	_____ Signature of the applicant for indigent status
_____ Year of Birth	Print full legal name: _____
_____ Last four digits of Driver's License or ID Number	Address: _____
	City, State, Zip: _____
	Phone number: _____
	E-mail Address: _____

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### CLERK'S DETERMINATION

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

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

## 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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Alachua	1877	\$ 75,080
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Franklin	15	\$ 600
Gadsden	69	\$ 2,760
Gilchrist	7	\$ 280
Glades	17	\$ 680
Gulf	31	\$ 1,240
Hamilton	11	\$ 440
Hardee	39	\$ 1,560
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Hernando	1441	\$ 57,640
Highlands	101	\$ 4,040
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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
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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 21<sup>st</sup>, 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.

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## AGENDA ITEM 5 - UPDATE ON GUARDIANSHIP DATABASE PROJECT

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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 30<sup>th</sup> 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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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 14<sup>th</sup>; 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 5<sup>th</sup> 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

Signature: 

Ken Burke

Date: 8/1/2023

Canopy Management Consulting Group, LLC

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



**CCOC**  
FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION

JOHN DEW  
EXECUTIVE DIRECTOR

ROB BRADLEY  
BRADLEY GARRISON & ROMANO, 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  
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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