



BUDGET COMMITTEE MEETING
October 17, 2023



Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

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

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

JOHN A. CRAWFORD
NASSAU COUNTY

JOHN DEW
EXECUTIVE DIRECTOR

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY

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

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

BUDGET COMMITTEE MEETING

October 17, 2023

Meeting: 1:30 – 3:30 PM, Eastern

WebEx Link: <https://flclerks.webex.com/flclerks/j.php?MTID=mc7622ff3cb31456cbfaa57fb31cddcc5>

Meeting Code: 2315 622 5276; Password: CCOC

Conference Call: 1-866-469-3239; Access Code: 2315 622 5276

- 1) Call to Order and IntroductionHon. Tiffany Moore Russell
- 2) Approve AgendaHon. Tiffany Moore Russell
- 3) Approve Minutes from 8/3/23Hon. Tiffany Moore Russell
- 4) Revenue and Expenditures UpdateGriffin Kolchakian
- 5) 2024 Budget Committee Workplan and CalendarHon. Tiffany Moore Russell
- 6) Workgroups UpdateHon. Tiffany Moore Russell
 - a) Jury Funding Discussion
 - b) Approve CFY 2023-24 Needs-Based Budget
- 7) Operational Budget DiscussionGriffin Kolchakian
- 8) Other BusinessHon. Tiffany Moore Russell
 - a) Public Comment

Committee Members: Tiffany Moore Russell, Esq., Chair; Nikki Alvarez-Sowles, Esq.; Tom Bexley; Ken Burke, CPA; Stacy Butterfield, CPA; Pam Childers, CPA; Gary Cooney, Esq.; John Crawford; Nadia K. Daughtrey; Greg Godwin; Tara S. Green; Crystal K. Kinzel; Grant Maloy; Brandon J. Patty; Clayton O. Rooks, III; Rachel M. Sadoff; Cindy Stuart; Carolyn Timmann; and Angela Vick

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

Stacy M. Butterfield, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR



TODD NEWTON
GILCHRIST COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

Tiffany Moore Russell, ESQ.
ORANGE COUNTY
VICE-CHAIR

JOHN A. CRAWFORD
NASSAU COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

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

JOHN DEW
EXECUTIVE DIRECTOR

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

MICHELLE R. MILLER
SAINT LUCIE COUNTY

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

JD PEACOCK, II
OKALOOSA COUNTY

JODY PHILLIPS
DUVAL COUNTY

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

Minutes of August 3, 2023, Budget Committee Meeting

Committee Action: Review and approve the minutes with amendments, as necessary.

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting on August 3, 2023. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold text**.

Agenda Item 1 – Call to Order and Introduction

Clerk Tiffany Moore Russell, Chair of the Budget Committee, called the meeting to order at 9:02 AM. The meeting was turned over to Rafael Ali, CCOC Budget Manager I, to conduct roll call. Mr. Ali called the roll.

Present in-Person: Clerk Tiffany Moore Russell, Clerk Greg Godwin, Clerk Nikki Alvarez-Sowles, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Pam Childers, Clerk Gary Cooney, Clerk John Crawford, Clerk Nadia Daughtrey, Clerk Crystal Kinzel, Clerk Grant Maloy, Clerk Rachel Sadoff, Clerk Cindy Stuart, Clerk Carolyn Timmann.

Present via WebEx: Clerk Tara Green, Clerk Bill Kinsaul, Clerk Brandon Patty, Clerk Clayton Rooks, III, Clerk Don Spencer, Clerk Angela Vick.

Absent from meeting: Clerk Joseph Abruzzo, Clerk Tom Bexley, Clerk Brenda Forman, Clerk Carla Hand.

Agenda Item 2 – Approve Agenda

A motion was made to approve the agenda by Clerk Stuart and seconded by Clerk Timmann; the motion was adopted without objection.

Agenda Item 3 – Approve Minutes from 6/22/23 Meeting

Chair Russell presented the minutes of the June 22, 2023, meeting to committee members. Clerk Kinzel provided a proposed correction to a motion made at the June meeting.

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.

A motion was made to adopt the minutes with Clerk Kinzel's revision by Clerk Godwin and seconded by Clerk Maloy; the motion was adopted without objection.

Agenda Item 4 – Revenue and Expenditures Update

Chair Russell called on Griffin Kolchakian, CCOC Budget and Communications Director, to provide the revenue and expenditures update. Mr. Kolchakian stated that, through the first nine months of the fiscal year, clerks collected just over \$353 million which included over \$64 million in March. May actuals were just over \$38 million which is almost \$2 million above the monthly REC projection. This is \$25.3 million above the year-to-date REC projection. There are eight months of actual expenditures data totaling \$277 million, which is 8.1% below the year-to-date projection.

Agenda Item 5 – Revenue Estimating Conference (REC) Results Update

Jason L. Welty, CCOC Deputy Executive Director, stated that the Revenue Estimating Conference met on July 20th. Mr. Welty stated that the conference Estimated that there would be \$458.5 million of collected revenue available for the clerk's CFY 2023-24 budget. Mr. Welty stated that, while this is just under \$300,000 less than the February estimate, it is \$17.5 million higher than last year's estimate. The main drivers of the forecast include the continuing return to normal in civil traffic revenue, the slight increase in claims filings over previous levels, a reduction in the projected foreclosure filings, and the increased collections efforts by the clerks. Mr. Welty stated that the revenue available for the total courtside budget is going to be \$486.1 million (this includes the \$11.7 million State jury budget authority).

Clerk Burke asked if the REC considered the new revenue under the clerks' priority legislation that passed this year. Mr. Welty confirmed that the new revenue was considered in this estimate. Clerk Burke asked if the REC decreased the revenue projection by \$300,000 after the Legislature passed the clerks' bill which provided additional revenue. Mr. Welty stated that the biggest factors were decreases in foreclosures, decreases in projection for hurricane claims, and decreases in circuit civil cases because of the tort reform cases. Mr. Welty stated that the REC determined that the cases that were filed in March would have been cases that were going to get filed in the upcoming fiscal year, so that led to a significant decrease in circuit cases which leads to a decrease in revenue. Clerk Burke asked if the REC is incentivized to underestimate clerk revenue to generate more General Revenue for the State. Mr. Welty stated that if we had not seen the increase in tort reform cases, we would have seen a much higher increase in total revenue. Clerk Butterfield stated related that conversations have started with legislators.

Mr. Welty stated that statewide there is a dip in auto negligence and that normally clerks would average 3,000 cases but after April it was at 1,300 and in May we only had 1,000 cases. Mr. Welty also stated that evictions are down and that the REC made an adjustment to meet somewhere in the middle of their projection and our projection. Clerk Timmann stated that it was made clear to the Legislature that if clerks don't receive the full requested funding last Session that we will be back to request

additional funding. Clerk Timmann stated that Mr. Welty did a great job of explaining to the REC our case. Clerk Sadoff asked if clerks have sent legislators in writing where we are lacking collectively. Clerk Vick asked where the decrease in revenue came from. Mr. Welty answered that the REC projection was \$10 million less than what was approved. Clerk Vick stated that across the state she does not believe there is going to be as huge of an impact as expected. Mr. Welty stated that he spoke to FCCC to see the number of cases that have been filed as well as using the outputs report. Mr. Welty stated that we selected a random week in January to compare how many of these cases have already been dismissed. Mr. Welty explained that the REC did recognize the revenue from the bill, but other factors played a role in the approved projection. Clerk Vick asked what the estimate was for the new redirects. Mr. Welty stated that it was about \$15 million. Clerk Butterfield stated that there is a potential to have a glitch be included in this upcoming year's budget and that the legislative team is working on solving this issue.

Agenda Item 6 – Surplus Revenue Collections Distribution Workgroup Report

Chair Russell recognized Clerk Patty to provide a Surplus Revenue Collections Distribution Workgroup update. Clerk Patty provided an overview of the workgroup and stated that the compliance grant program would be a voluntary program. Clerk Patty stated that, if we increase revenues in specific areas of collections, we will see significant increases. Clerk Patty stated that the Budget Committee would serve as the supervisors of the program, and clerks that opt in would work with CIS to meet compliance standards. CIS would then review clerks in the program as well as oversee satisfactory progress made toward increasing court revenues. Clerk Patty stated that several clerks have shown interest in participating in the program. Clerk Maloy asked what 'payback' means in the document. Clerk Patty answered that as the ROI increases once the collection reaches the grant amount then the grant is paid back. Clerk Maloy asked for clarification on the funding model. Clerk Patty answered that the workgroup has discussed this, especially since some clerks have already developed compliance efforts. The workgroup can review this in the coming months. Clerk Vick asked how the grant was going to be awarded and thinks that we should be looking at some of the CCOC reports to build eligibility criteria for the program. Clerk Childers stated that we should use the best practices checklist. Clerk Kinzel stated that she has concerns about increasing our costs by \$1 million without a clear ROI.

A motion was made to push the grant funding program to next fiscal year and allow the workgroup to answer questions associated with the program and to put the dollars that were going to be allocated to the program back into the budget by Clerk Stuart and seconded by Clerk Crawford; the motion was adopted without objection.

Agenda Item 7 – Budget Presentations

Mr. Kolchakian provided an overview of the budget issues requested statewide. Mr. Kolchakian stated that a total of 66 counties requested an additional budget issue over the Base Budget totaling \$52.9 million. Mr. Kolchakian stated that the FRS

increase was already included in the approved Base Budget totaling \$5.4 million, which brings the total issue requests including the FRS increase to \$58.3 million. The Base Budget plus the issue requests totals \$511.5 million, an 11.5% increase over the Base Budget and 12.9% over the current year's budget. Mr. Kolchakian provided an overview of the issues requested; a summary of which is included in the meeting packet. Clerk Butterfield asked if the FRS rate added to the Base Budget was the blended FRS rate. Mr. Kolchakian answered that the blended FRS rate is estimated for Quarter 4 of the county fiscal year and that the FRS funding included in the Base Budget is a separate amount.

Lake, Orange, Collier, Martin, Palm Beach, Highlands, and Volusia Counties presented their budget issue requests to the committee in-person. Marion, Okaloosa, Manatee, Bradford, and Jefferson Counties presented virtually. Broward and Duval Counties waived their presentations. Clerk Maloy asked Chair Russell how Orange County handles raising the minimum wage when it comes to comparison. Chair Russell stated that they did a salary study, they don't do a blanket across-the-board increase, and that they also look at what each position does specifically. Clerk Vick asked Chair Russell if her issue is recurring. Chair Russell confirmed.

Agenda Item 8 – Budget Deliberations - Approve the Revenue-Limited Budget

A motion was made to put the \$1 million back into the Weighted Workload Measure allocation and to ensure that every county gets at least a 3% year-over-year increase by Clerk Cooney and seconded by Clerk Butterfield; the motion was adopted with Clerk Alvarez-Sowles voting nay.

Clerk Alvarez-Sowles supports using an across-the-board allocation to distribute the \$1 million. Chair Russell supports using a data driven allocation like weighted cases instead of an across-the-board allocation that doesn't reflect the work that clerks do in their county. Clerk Kinzel supports allocating the available funding using the Needs-Based Budget that was submitted by each clerk. Clerk Butterfield stated that in the future there are other items that need to be considered such as multiple courthouses. Clerk Peacock supports using weighted cases and stated that, in the recent past, the committee has cleared the hurdle of initially using the Weighted Workload Measure so that in the following years we can now add on to that. Clerk Vick has concerns about the Base Budget that the committee is building on and that it does not include accurate FRS numbers.

Agenda Item 9 – Jury Funding Discussion

Clerk Vick provided an update on the jury funding process. Clerk Vick stated that, since the State jury funding was not increased this year, we are going to face a funding deficit during this state fiscal year. Clerk Vick stated that the almost \$4 million in expenditures last quarter is a historic high for jury expenses. Clerk Vick mentioned the Jury Management Workgroup that is reestablished and that one of the goals of the workgroup is to ensure the legislative team has what they need to ask the legislature for more funding. This year, we will have to ask the legislature for at least \$16 million

total to cover jury costs. Clerk Vick stated that Chair Russell requested estimates from all clerks for SFY 2023-24 jury costs. Chair Russell asked how clerks are going to absorb the difference if we go over the \$11.7 million budget. Clerk Vick answered that it would be a pro-rata reduction across all counties. Clerk Vick stated that we are now in a reimbursement model using actual expenditures as opposed to before where we used to have to predict how much we would spend and then reconcile the actuals. Clerk Kinzel stated that we can't wait quarter by quarter and get to the final quarter of the budget and tell clerks that they have no money for a quarter. Clerk Vick clarified that the JAC releases the funds quarterly; we are not able to ask for a specific amount each quarter. Chair Russell stated that she does not want to dismantle the work that has already been done regarding jury, but she wants a way for clerks to internally address the rising cost of these expenses. Clerk Peacock stated that, if we don't have a cap for each county to stay below, we will have to start looking into how efficient each office is at running their jury program. Clerk Vick stated that since jury is a moving target, she doesn't think there should be a cap in place and that the workgroup can review the counties that are higher in cost. Clerk Burke stated that it is very disappointing that the Legislature didn't fund our jury needs and that the public defenders have a way to cover their costs if their budget runs out during the year. Clerk Kinzel stated that we should have a plan for when we run out of funding because not paying people is not an option. Clerk Alvarez-Sowles supports basing a funding cap on the Operational Budget. Clerk Vick stated that clerks have never had enough to cover jury costs. Clerk Timmann clarified that the jury reimbursement funding is not first come first serve. Clerk Alvarez-Sowles stated that on the Operational Budget on the front page there is a box that says that if this amount exceeds your budget authority you must cover it from your CCOC funding. Clerk Butterfield stated that we do not need to decide today, but she believes that Clerk Vick should take all this information and bring it to the workgroup.

A motion was made to take one quarter of the \$11.7 million and allocate to each clerk the amount based on the Operational Budget as a quarterly budget cap by Clerk Alvarez-Sowles; the motion failed.

A motion was made to bring Jury funding back to the workgroup and explore the different concepts related to Jury funding by Clerk Timmann and seconded by Clerk Stuart; the motion was adopted with Clerk Vick voting nay.

Chair Russell stated that if any staff would like to join the workgroup to please email Mr. Kolchakian. Clerk Vick stated that, in addition to looking at statistics, the workgroup will look at different funding methodologies. Clerk Crawford stated that we should study this issue, and it's not going to have an impact on the current budget so let's develop a solution. Clerk Peacock stated that in his county they let juries know they are not needed before they step into the courthouse so that means they don't have to pay them.

Agenda Item 10 – Needs-Based Budget

Chair Russell initiated a committee discussion on the Needs-Based Budget. Clerk Timmann stated that we should be looking at those factors that are uniform. Clerk Timmann stated that the Needs-Based Budget needs to have components that we can identify and then be able to show to the Legislature why we need the rest of what has already been asked for. Clerk Butterfield stated that clerks are appreciative of what the Legislature has provided us with. Clerk Kinzel stated that she would like to help with this and appreciates the conversations on this topic. Clerk Kinsaul stated that we should ask the Legislature if we can turn over the jury costs to the courts. Clerk Burke asked if there are any other entities in the state whose budget is based on an REC estimate. Mr. Welty answered that all entities are. Clerk Burke asked if the Florida Lottery sets their budget based on the REC projection for lottery sales. Mr. Welty stated that there is a lottery REC. Clerk Burke stated that we currently have this entity that decides how much we can bring in and if we go over that amount, they keep 50% of that. Chair Russell asked Clerk Timmann when she needed a number. Clerk Timmann stated that we certainly need something back soon to start the conversation and if we are going to advocate for it, we need to know what that number is. Clerk Burke stated that there is a grey area around what clerks are receiving from the county. Clerk Maloy stated that the real issue is the amount for fines and fees that has not been updated or increased in years. Clerk Maloy stated that inflation can be explained to a legislator, and it seems like an easy way to go. Clerk Butterfield agreed and stated that those fines and fees need to change but it takes a two-thirds vote for those to change.

Agenda Item 11 – Other Business

Clerk Alvarez-Sowles presented the updated MIT living wage spreadsheet. Clerk Alvarez-Sowles stated that option 1a is what would happen if we brought all counties up to their living wage. Clerk Alvarez-Sowles stated that she would like to vet the position that are below the living wage and make sure that it is comparing apples to apples. There are 12 different family groups in the MIT cost-of-living analysis, and the spreadsheet included in the packet uses the lowest level. Clerk Alvarez-Sowles would like the workgroup to come up with a plan to address compression. Clerk Kinzel asked where the data came from. Clerk Alvarez-Sowles answered that the living wage calculator comes from the Massachusetts Institute of Technology (MIT).

The meeting was adjourned at 2:40 PM.



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

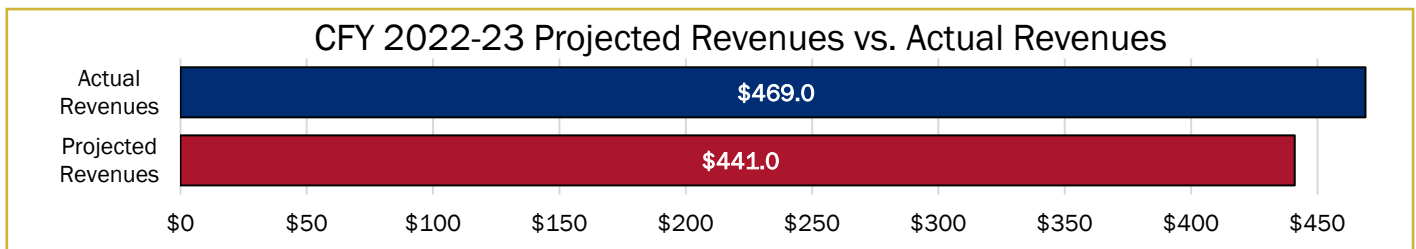
MICHELLE R. MILLER
SAINT LUCIE COUNTY

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

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

REVENUE UPDATE – CFY 2022-23

The July Article V Revenue Estimating Conference (REC) projected the clerks to collect a total statewide revenue of **\$441.0 million** for CFY 2022-23.



The REC expected clerks to collect **\$441.0 million**

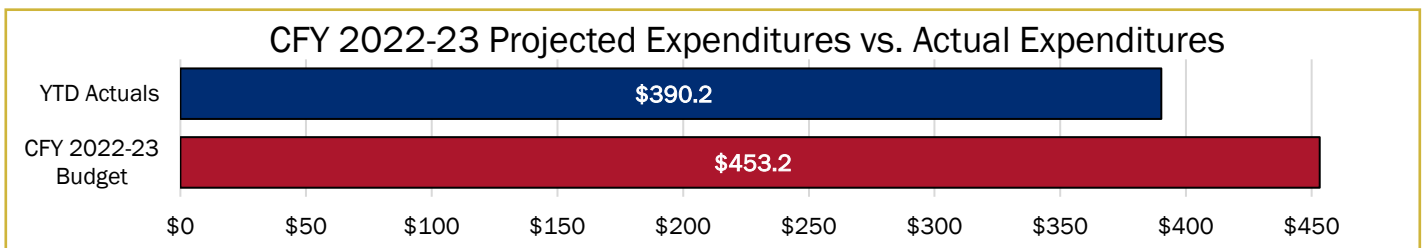
Total revenues reported for CFY 2022-23 were **\$469.0 million**

This amount is **\$28.1 million, or 6.0 percent, above** the REC projection

- September, October, December, March, April, May, June, July, and August actuals came in above the REC monthly estimate
- November, January, and February actuals came in below the REC monthly estimate

EXPENDITURES UPDATE – CFY 2022-23

The Budget Committee and Executive Council approved the **\$453.2 million** budget for CFY 2022-23.



Through the first 11 months of the fiscal year, the total expenditures reported were **\$390.2 million**

This amount is **\$25.3 million, or 6.1 percent, below** the year-to-date approved budget

* *Note: expenditures may be much higher because some offices report on a cash and not accrual basis as well as some annual contracts are paid later in the fiscal year*

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.



2024 Proposed Budget Committee Schedule

October:

- **Budget Committee Meeting (October 17th) – WebEx Meeting**
 - 2024 Budget Committee Workplan and Calendar
 - Establish 2024 Budget Committee Workgroups
 - Jury Management Workgroup – Jury Funding Discussion
 - Surplus Revenue Collections Distribution Workgroup
 - Needs-Based Budget Workgroup – Approve CFY 2023-24 Needs-Based Budget
 - Living Wage Analysis Workgroup

November:

- *No need for Budget Committee Meeting in November*

December:

- **REC Meeting (*potentially*)**
- **Budget Committee Meeting (early December) – WebEx Meeting**
 - CFY 2022-23 Settle-Up Update
 - Workgroups Update
 - REC Results Update
 - Data analytics

January:

- **Legislative Session Begins (January 9th)**
- *No need for Budget Committee Meeting in January*

February:

- *No need for Budget Committee Meeting in February*

March:

- [Legislative Session Ends \(March 8th\)](#)
- [CCOC Executive Council Meeting \(March 18th\)](#)
- [Winter Conference in Jacksonville \(March 19th-21st\)](#)
- **Budget Committee Meeting (late March) – WebEx Meeting**
 - Post-Session Update
 - Approve Updated Funding Issues Request Forms
 - Establish Reserve Fund Calculation for CFY 2024-25
 - PIE Committee Update on Performance Measures
 - Other Business:
 - CFY 2022-23 Finalized Settle-Up Calculation Made Available

April:

- *No need for Budget Committee Meeting in April*

May:

- **Budget Committee Meeting (late May) – In-Person Meeting (Location TBD)**
 - Establish CFY 2024-25 Base Budget
 - Approve Jury Management Reimbursement Form for SFY 2024-25
 - Workgroups Update
 - Funding Allocation Deliberation

June:

- **Budget Issue Requests are due to the CCOC (June 1st)**
 - CCOC staff will compile and review these requests for the Committee
- [CCOC Executive Council Meeting \(June 18th\)](#)
- [Summer Conference in Orlando \(June 19th-21st\)](#)
- *No need for Budget Committee Meeting in June*

July:

- *No need for Budget Committee Meeting in July*
- [REC Meeting](#)

August:

- **Budget Committee Meeting (early August) – In-Person Meeting (Location TBD)**
 - REC Results Update
 - Budget Presentations by Counties
 - Budget Deliberations / Approve CFY 2024-25 Revenue-Limited Budget
 - Approve CFY 2024-25 Needs-Based Budget

September:

- [CCOC Executive Council Meeting \(September 8th\)](#)
- [Fall Conference in Miami \(September 9th-11th\)](#)
- *No need for Budget Committee Meeting in September*





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

AGENDA ITEM 6

DATE: October 17, 2023
SUBJECT: Workgroups Update
COMMITTEE ACTION: Information Only; Approved the CFY 2023-24 Needs-Based Budget; Approve New Requested Workgroup

OVERVIEW:

Jury Management Workgroup: This ongoing workgroup chaired by Clerk Vick collected jury estimates from each clerk for SFY 2023-24; reviewed how to address the projected shortfall for SFY 2023-24; will continue to message the projected funding shortfall to help prepare clerks' offices to cover the funding deficit; review jury expenditure data and trends; review the CCOC Jury Management Reimbursement Form annually; and compile notices from counties that anticipate large jury trials.

For this State Fiscal Year, the Legislature provided the clerks with \$11.7 million of State General Revenue for jury reimbursement costs; these funds are released quarterly. Unfortunately, clerks were not appropriated additional funding to fully cover costs to manage the juror process. Based on recent averages, quarterly costs will likely exceed the available budget beginning in SFY Quarter 2 (Oct. - Dec.). If this happens, each clerk's quarterly reimbursement amount will be proportionately reduced down to the total available budget per the CCOC jury policy. Therefore, each clerk will only be reimbursed for a portion of their jury costs that quarter. Each clerk is responsible to cover any excess costs from their CCOC court-related budget. Please plan accordingly to budget for these projected costs. Based on current estimates, each clerk will likely be reimbursed for around 70% of actual costs in a given quarter (this percentage is subject to change as the year progresses).

Surplus Revenue Collections Distribution Workgroup: This workgroup chaired by Clerk Patty seeks to create an optional compliance grant-like program that would be implemented in budget allocations each year. The workgroup seeks to implement a budgetary mechanism to support clerks in meeting collection goals and to encourage increased collections efforts as well as to ultimately increase the statewide total revenues collected by the clerks thus increasing the total amount of budget available for the committee to allocate.

Needs-Based Budget Workgroup: This workgroup chaired by Clerk Burke reviewed the CFY 2023-24 issue requests and the proposed Needs-Based Budget to ensure the clerks' legislative team brings the Legislature the most accurate reflection of the clerks' true statewide funding needs.

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.

Attached is the proposed CFY 2023-24 Needs-Based Budget up for committee approval. This amount takes the \$458.6 million Base Budget, adds \$52.1 million in requested budget issues, and adds \$16.5 million for jury reimbursement funding which totals \$527.2 million.

The workgroup will also establish proposed guidelines for future budget issue request submissions to promote accurate and consistent Needs-Based Budgets moving forward.

Living Wage Analysis Workgroup: This proposed workgroup, which would be chaired by Clerk Alvarez-Sowles, would review the MIT living wage model and establish a proposed funding allocation methodology to address those existing positions statewide that are below this living wage. This methodology could be considered by the committee during budget deliberations as a tool to address the impact of each county's cost of living on staff. This proposed workgroup is up for committee approval.

COMMITTEE ACTION: Information Only; Approved the CFY 2023-24 Needs-Based Budget; Approve New Requested Workgroup

ATTACHMENTS:

1. Jury Management Workgroup Request Form
2. Jury Summary Data
3. Juror Management Policy
4. Surplus Revenue Collections Distribution Workgroup Request Form
5. Needs-Based Budget Workgroup Request Form
6. Proposed CFY 2023-24 Needs-Based Budget
7. Living Wage Analysis Workgroup Request Form



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

JD PEACOCK, II
OKALOOSA COUNTY

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

CCOC BUDGET COMMITTEE NEW WORKGROUP REQUEST

General Workgroup Information			
Workgroup Name:	Jury Management Workgroup (re-established)		
Chair:	Clerk Angela Vick		
Workgroup Members			
Proposed Members	County	Telephone	E-mail
Clerk Kevin Madok	Monroe		
Traci Phillips	Citrus		
Kathy Davis	Citrus		
Edward Burke	Leon		
Chuck Crigler	Orange		
Krista Ziehler	Orange		
Victoria Barnett	Seminole		
Evette Bevivino-McNerney	Seminole		
Kris Compton	Hillsborough		
Kim Thompson	Pasco		
Dan Bowden	Polk		
Workgroup Scope Details			
Purpose Describe the business need this Workgroup addresses in the context of the budget			
Collect jury estimates for each clerk for SFY 2023-24; propose a funding methodology to address the projected shortfall for SFY 2023-24; continue to message the projected funding shortfall to help prepare clerks' offices to financially cover the funding deficit; review jury expenditure data and trends; review the CCOC Jury Management Reimbursement Form; compile notices from counties that anticipate large jury trials in a given year.			
Scope List what the Workgroup will and will not address			
The workgroup will address the issues listed above. The workgroup will not address the jury policy which was created by a separate workgroup and then approved by the Budget Committee and Executive Council.			

Objectives *Describe the measurable outcomes of Workgroup (e.g., an allocation methodology or funding calculation)*

- **Legislative:** Identify the updated amount of jury funding to request from the Legislature during the 2024 legislative session.
- **Process:** Review and propose the updated CCOC Jury Management Reimbursement Form.
- **Data Analytics:** Review historical jury expenditure and summons data to confirm equitable distribution of jury dollars statewide.

Deliverables

- Provide a recommendation to the CCOC Legislative Committee for additional jury dollars.
- Provide a recommendation to the Budget Committee on the allocation methodology to address the jury budget deficit.
- Approve the updated CCOC Jury Management Reimbursement Form.
- Conduct data analysis, including identifying outliers and anomalies caused by local factors, judges, etc.

Milestones *Propose start and end dates for Workgroup Phases and other major milestones. Final recommendations due no later than April 2024*

The workgroup, now re-established, began its work in August 2023 and will present its findings to the Budget Committee during its first organizational meeting of the CFY 2024-25 budget development cycle (fall 2023). The workgroup's review of jury costs will continue indefinitely.

Benefits to the CCOC Budget *Describe how the deliverables will/can be used in the budget deliberation process and/or methodology*

Help clerks better understand the jury funding process, address concerns related to the projected jury funding deficit, and contribute to finding a long-term, legislative funding solution.

Notes

JURY MANAGEMENT FUNDING

SFY 2022-23								
	Clerk Personnel Costs	Operational Costs	Juror Costs (Grand Jury Per			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	Diem)	Meals/ Lodging			
Q1	1,991,550.89	708,845.96	1,188,820.96	27,635.00	66,732.12	3,983,584.93	723,623	\$ 5.51
Q2	1,749,467.71	588,695.57	1,076,228.45	19,260.00	52,096.05	3,485,747.78	701,644	\$ 4.97
Q3	1,891,559.89	756,916.83	1,153,347.55	26,700.00	61,296.78	3,889,821.05	790,386	\$ 4.92
Q4	1,851,023.32	689,915.00	1,330,917.13	23,055.00	73,370.51	3,968,280.96	755,435	\$ 5.25
	7,483,601.81	2,744,373.36	4,749,314.09	96,650.00	253,495.46	15,327,434.72	2,971,088	\$ 5.16
	48.8%	17.9%	31.0%	0.6%	1.7%	-	-	

SFY 2021-22								
	Clerk Personnel Costs	Operational Costs	Juror Costs (Grand Jury Per			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	Diem)	Meals/ Lodging			
Q1	1,787,837.51	620,129.27	744,954.09	27,360.00	36,038.11	3,216,318.98	618,532	\$ 5.20
Q2	1,660,157.10	449,056.02	898,574.31	18,105.00	96,838.14	3,122,730.57	573,710	\$ 5.44
Q3	1,722,237.19	688,356.96	932,757.99	19,000.00	47,814.70	3,410,166.84	685,860	\$ 4.97
Q4	1,829,271.76	640,827.24	1,221,069.08	14,205.00	56,294.70	3,761,667.78	746,508	\$ 5.04
	6,999,503.56	2,398,369.49	3,797,355.47	78,670.00	236,985.65	13,510,884.17	2,624,610	\$ 5.15
	51.8%	17.8%	28.1%	0.6%	1.8%	-	-	

SFY 2020-21								
	Clerk Personnel Costs	Operational Costs	Juror Costs (Grand Jury Per			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	Diem)	Meals/ Lodging			
Q1	1,341,215.76	206,237.21	(10,610.00)	2,310.00	2,105.07	1,541,258.04	54,803	\$ 28.12
Q2	1,441,132.40	345,475.50	192,543.33	17,700.00	6,168.47	2,003,019.70	258,371	\$ 7.75
Q3	1,491,978.98	364,703.90	236,172.39	11,745.00	10,806.72	2,115,406.99	351,743	\$ 6.01
Q4	1,644,259.45	464,188.40	655,260.18	51,315.00	31,681.97	2,846,705.00	492,515	\$ 5.78
	5,918,586.59	1,380,605.01	1,073,365.90	83,070.00	50,762.23	8,506,389.73	1,157,432	\$ 7.35
	69.6%	16.2%	12.6%	1.0%	0.6%	-	-	

SFY 2019-20								
	Clerk Personnel Costs	Operational Costs	Juror Costs (Grand Jury Per			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	Diem)	Meals/ Lodging			
Q1	1,575,437.66	549,534.43	1,050,940.00	16,035.00	53,358.20	3,245,305.29	522,601	\$ 6.21
Q2	1,439,097.78	361,857.35	1,088,515.02	18,990.00	43,635.88	2,952,096.03	467,165	\$ 6.32
Q3	1,527,024.42	477,737.87	954,472.93	28,485.00	40,684.43	3,028,404.65	530,448	\$ 5.71
Q4	1,408,909.38	278,936.10	12,000.00	-	42,174.27	1,742,019.75	122,361	\$ 14.24
	5,950,469.24	1,668,065.75	3,105,927.95	63,510.00	179,852.78	10,967,825.72	1,642,575	\$ 6.68
	54.3%	15.2%	28.3%	0.6%	1.6%	-	-	

SFY 2018-19								
	Clerk Personnel Costs	Operational Costs	Juror Costs (Grand Jury Per			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	Diem)	Meals/ Lodging			
Q1	1,506,688.56	550,569.68	971,118.01	22,590.00	\$58,571.81	3,109,538.06	486,469	\$ 6.39
Q2	1,350,328.96	354,228.29	1,046,679.27	15,690.00	\$39,033.56	2,805,960.08	474,897	\$ 5.91
Q3	1,435,905.84	419,418.40	1,081,416.76	22,710.00	\$67,301.61	3,026,752.61	510,383	\$ 5.93
Q4	1,457,799.59	512,510.70	1,043,984.00	69,075.00	\$48,808.23	3,132,177.52	529,229	\$ 5.92
	5,750,722.95	1,836,727.07	4,143,198.04	130,065.00	213,715.21	12,074,428.27	2,000,978	\$ 6.03
	52.4%	16.7%	37.8%	1.2%	1.9%	-	-	

SFY 2017-18								
	Clerk Personnel Costs	Operational Costs	Juror Costs			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	(Grand Jury Per Diem)	Meals/ Lodging			
Q1	1,511,414.04	468,865.22	940,784.61	15,960.00	\$54,894.19	2,991,918.06	476,781	\$ 6.28
Q2	1,311,843.86	402,541.79	1,037,898.45	17,025.00	\$42,278.13	2,811,587.23	450,411	\$ 6.24
Q3	1,418,973.30	431,860.17	1,118,784.52	27,825.00	\$74,531.03	3,071,974.02	505,470	\$ 6.08
Q4	1,430,008.87	435,063.10	1,196,322.44	17,850.00	\$56,586.26	3,135,830.67	515,022	\$ 6.09
	5,672,240.07	1,738,330.28	4,293,790.02	78,660.00	228,289.61	12,011,309.98	1,947,684	\$ 6.17
	51.7%	15.8%	39.1%	0.7%	2.1%	-	-	

SFY 2016-17								
	Clerk Personnel Costs	Operational Costs	Juror Costs			TOTAL	Jury Summons Issued	
			(Petit Per Diem)	(Grand Jury Per Diem)	Meals/ Lodging			
Q1	1,427,167.91	416,043.00	1,073,795.91	33,945.00	\$66,048.15	3,016,999.97	494,184	\$ 6.11
Q2	1,300,537.07	341,807.04	881,387.58	64,263.00	\$35,116.21	2,623,110.90	441,004	\$ 5.95
Q3	1,351,427.08	414,358.31	990,809.27	76,725.00	48,013.00	2,881,332.66	515,515	\$ 5.59
Q4	1,378,093.04	428,666.83	1,079,243.21	19,345.00	53,510.83	2,958,858.91	486,659	\$ 6.08
	5,457,225.10	1,600,875.18	4,025,235.97	194,278.00	202,688.19	11,480,302.44	1,937,362	\$ 5.93
	49.8%	14.6%	36.7%	1.8%	1.8%	-	-	

43,232,349	13,367,346	25,188,187		TOTAL:	83,878,575
51.5%	15.9%	30.0%		Annual Avg.:	11,982,654
	97.5%				



CCOC Juror Management Funds Policy
[Adopted June 2022]

1) PURPOSE

- a) Provide the Florida Clerks of Court Operations Corporation's (CCOC) Budget Committee an official policy and procedure for the administration of General Revenue allocated to the clerks by the Legislature for the management of the juror process. This policy will provide guidance to the Committee.

2) AUTHORITY

- a) Section 40.24, F.S.
- b) Subsection 40.29(5), F.S.
- c) Section 40.011, F.S.
- d) Section 40.221, F.S.
- e) Section 40.231, F.S.
- f) Section 40.23, F.S.

3) POLICY/PROCEDURES

- a) Compensation to Jurors
 - i) Juror service constitutes being summoned and reporting for jury service as well as actual service on a jury, per subsection 40.24(2), F.S.
 - ii) A juror who is regularly employed and continues to receive regular wages while serving as a juror is not entitled to receive compensation from the Clerk of the Circuit Court for the first three days of juror service. Regular employment includes full-time employment and part-time, temporary, and casual employment, if the employment hours can be reasonably determined by a schedule or by custom and practice established during the three months preceding the term of service as a juror.
 - iii) A juror who is not regularly employed or does not continue to receive regular wages while serving as a juror is entitled to receive \$15 per day for the first three days of juror service.
 - iv) Each juror who serves more than three days is entitled to be paid by the Clerk of the Circuit Court for the fourth day of service and each day after that at the rate of \$30 per day of service.
 - v) A juror is not entitled to additional reimbursement by the Clerk of the Circuit Court for travel and other out-of-pocket expenses.
 - vi) A juror who is present on any of the days when the presiding judge is absent or, being present, does not hold the session of the court, shall be entitled to receive the

- same compensation as if the court were in session, if the entitlement requirements stated in number ii and iii above are met.
- vii) A juror on call by the court in a jury pool, as provided in section 40.231, F.S., is entitled to compensation for only those days the juror actually attended court and not for the days on call.
 - viii) A juror who is excused from jury service at their own request is not entitled to compensation.
 - ix) In accordance with subsection 40.24(8), F.S., jurors are permitted to irrevocably donate their juror service compensation in circuits that elect to allow this.
- b) Juror Meals and Lodging – In circumstances requiring extended attendance by a jury in court, such as a major felony case, the court may order meals and lodging for jurors to be provided by the Sheriff pursuant to section 40.26, F.S. These expenses are to be paid by the Clerk of the Circuit Court reimbursable by the State.

Guidelines for payment of these expenses:

- i) When the court has directed that the jury be kept together, due to deliberations, sequestration, or an extended voir dire, meals and/or lodging may be provided. When required by order of the court, the Sheriff shall provide juries with meals and lodging to be paid by the Clerk of the Circuit Court.
 - ii) Lodging should be paid only if appropriate, such as when the jury is sequestered.
 - iii) Reasonably priced meals should be obtained for jurors. A statement of justification is required on invoices for meal reimbursements that are substantially above the standard state employee allowance for meals: \$6 for breakfast, \$11 for lunch, and \$19 for dinner, as prescribed in subsection 112.061(6)(b), F.S.
 - iv) A reasonable tip, gratuity, or delivery fee may be paid when jurors are restricted in movement, such as being sequestered or when requiring an escort by the bailiff, to obtain a meal when such meal is served by wait staff or the meal is delivered onsite.
 - v) Coffee and water for the jurors is an allowable expenditure if it is located in a public area.
 - vi) Transportation costs must be borne by the county. This includes the cost of transportation to relocate a jury from one county to another.
 - vii) No other jury-related costs are reimbursable by the State. All costs associated with the bailiff or other Sheriff's office personnel must be borne locally.
 - viii) Any additional unique expenditures for meals and/or lodging may be addressed on a case-by-case basis by CCOC.
- c) Personnel – All personnel costs attributable to managing the juror process are reimbursable.
- d) Direct Operational Costs – Printing summonses, mailing summonses, securing jury lists, etc. are reimbursable.

4) REPORTING:

- a) Clerks must submit the completed Jury Management Expenditure Report (Excel file) and the Justice Administrative Commission (JAC) signed certification letter (PDF file) to the

CCOC quarterly by the 10th of the month following the end of the requesting quarter (i.e., submit October–December expenditures by January 10).

- i) The clerk must sign the JAC Certification form and cannot delegate this authority.
- ii) Electronic signatures must show a visible signature.
- iii) Clerks must submit the expenditure report and the certification letter as an e-mail attachment to reports@flccoc.org.

b) The quarterly report will capture jury management expenditures in the following categories:

- i) Jury-Related Personnel Costs
- ii) Direct Operational Costs Associated with the Processing of Jurors
- iii) Compensation to Jurors
- iv) Meals and Lodging Provided to Jurors

c) Exclusions – The reimbursement request should NOT include cost estimates for jury management software (initial cost or maintenance) or cost for providing juror parking. The quarterly requests for reimbursement should not include expenditures associated with county obligations or local requirements deemed the county’s responsibility pursuant to section 29.008, F.S.

5) REVIEW AMOUNTS, REIMBURSEMENT REQUESTS, AND PAYMENT

a) CCOC will prepare and submit a statewide summary per county to the JAC by the first day of the subsequent month the reports were submitted. The report submitted to the JAC will reflect the cost per clerk by the expenditure categories listed above. This report is used for clerks to request reimbursement of actual costs each quarter of the State Fiscal Year (July 1 through June 30).

- i) Should there be an insufficient amount of funds available to meet the needs of requested reimbursement from the clerks, CCOC will prorate the amount statewide for reimbursement to meet the available funds pursuant to subsection 40.29(5), F.S. Each county would share this reduction percentage proportionally.

(1) This reduction will be done each quarter of the State Fiscal Year, as necessary.

(2) If actual total costs exceed the statewide available funding for reimbursement at the end of the State Fiscal Year, each clerk is responsible to cover any jury-related costs that exceed the total available statewide funding for reimbursement from their CCOC court-related budget.

b) Pursuant to subsection 40.29(5), F.S., the JAC will review the request for reimbursement to determine the sufficiency of funds for each quarter and receipt of the required clerk’s signed and dated certification letter.

c) Upon completing the review, JAC will submit the request for reimbursement to the State’s Chief Financial Officer who will directly provide these funds to the individual clerk offices.

d) For auditing purposes, detailed jury management data to support reimbursement requests, such as payroll, payments to jurors, etc., should be retained at the local level.



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

CCOC BUDGET COMMITTEE NEW WORKGROUP REQUEST

General Workgroup Information			
Workgroup Name:	Surplus Revenue Collections Distribution Workgroup		
Chair:	Clerk Brandon Patty		
Workgroup Members			
Proposed Members	County	Telephone	E-mail
Nitza Figueroa	St. Johns		
Ashanti Austin	St. Johns		
Kim Wilson	DeSoto		
Clerk Kevin Karnes	Lee		
John Bodner	Lee		
Mike Freeman	Nassau		
Rick VanArsdall	Hillsborough		
Kimberly Thompson	Pasco		
Chuck Crigler	Orange		
Melissa Geist	Orange		
Workgroup Scope Details			
Purpose Describe the business need this Workgroup addresses in the context of the budget			
This workgroup is developing a compliance investment program with the goal of increasing the overall court-related budget via higher collection rates.			
Scope List what the Workgroup will and will not address			
The workgroup will address surplus revenue and develop a program to distribute funding via an investment model which supports clerks in meeting collection goals. The workgroup will not delve into specific collection standards, benchmarks or best practices (though best practices may be used by clerks as a tool to identify collections effort gaps).			

<p>Objectives <i>Describe the measurable outcomes of Workgroup (e.g., an allocation methodology or funding calculation)</i></p> <p>The outcome is a new approach of allocating surplus dollars to clerk collection efforts for committee consideration. This program would propose to allocate dollars to both clerks already meeting standards and clerks who present a plan of action to meet collection standards. These funds would be awarded as an investment to help fund collection efforts. Continued funding of the collection efforts would be contingent on demonstrable progress toward meeting the collection goals.</p>
<p>Deliverables</p> <p>An investment program to allocate funding to clerks who are meeting or who present a compliance/collection proposal to the committee. Through the investment program and increased collection efforts, the statewide revenue would be projected to increase.</p>
<p>Milestones <i>Propose start and end dates for Workgroup Phases and other major milestones. Final recommendations due no later than April 2024</i></p> <p>This workgroup is ongoing and will continue to meet. The workgroup will finalize and present a program early next year. If approved, clerks would then have the opportunity to participate in the program and develop their own plan to enhance collections.</p>
<p>Benefits to the CCOC Budget <i>Describe how the deliverables will/can be used in the budget deliberation process and/or methodology</i></p> <p>By funding collection efforts with surplus dollars, CCOC will likely see an increased statewide budget due to higher collection rates.</p>
<p>Notes</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

CCOC BUDGET COMMITTEE NEW WORKGROUP REQUEST

General Workgroup Information			
Workgroup Name:	Needs-Based Budget Workgroup		
Chair:	Clerk Ken Burke		
Workgroup Members			
Proposed Members <i>List skill sets or characteristics rather than specific people.</i>	County	Telephone	E-mail
Thomas Dunne	Pinellas		
Joyce Boudoin	Orange		
Heather Grimes	Pasco		
Budget Staff			
Finance Staff			
Staff that complete Budget Issue Requests			
Workgroup Scope Details			
Purpose Describe the business need this Workgroup addresses in the context of the budget			
<ul style="list-style-type: none"> Review and analyze the CFY 2023-24 submitted issue requests and the proposed Needs-Based Budget to ensure the clerks' legislative team brings the Legislature the most accurate reflection of the clerks' true statewide funding needs. The workgroup will provide this review to the CCOC Budget Committee for approval of the CFY 2023-24 Needs-Based Budget. Establish proposed guidelines for future budget issue request submissions to promote accurate and consistent Needs-Based Budgets moving forward. 			

Scope *List what the Workgroup will and will not address*

Review issue requests and the proposed CFY 2023-24 Needs-Based Budget as well as determining proposed guidelines for future budget issue request submissions and Needs-Based Budgets moving forward. This includes identifying common themes and examine the following:

1. Cost shifting from county funding or other sources
2. Local AOs
3. Senior judge and magistrate costs
4. Technology projects – quantify true cost of these issues
5. Personnel costs (cost-of-living, merit, percentage increases, etc.)
6. Personnel benefit costs including FRS and health insurance costs

Objectives *Describe the measurable outcomes of Workgroup (e.g., an allocation methodology or funding calculation)*

Identify common themes in budget issues submitted by clerks; explore and assess any unaccounted for costs or alternative sources of funding; quantify the true cost of complying with unfunded state mandates; build a comprehensive narrative for the clerks' legislative team to message the true funding needs of clerks statewide.

Deliverables

- A proposed CFY 2023-24 Needs-Based Budget for CCOC Budget Committee approval.
- Establish proposed guidelines for future budget issue request submissions and Needs-Based Budgets moving forward.

Milestones *Propose start and end dates for Workgroup*

- The workgroup will begin its work in September 2023.
- Present the proposed CFY 2023-24 Needs-Based Budget to the CCOC Budget Committee during its first organizational meeting this fall (prior to the 2024 Legislative Session).
- Present the proposed issue request/Needs-Based Budget guidelines to the committee prior to the forms being sent out in April.

Benefits to the CCOC Budget *Describe how the deliverables will/can be used in the budget deliberation process and/or methodology*

Improve confidence in using the Needs-Based Budget for the legislative process as well as standardizing the annual issue requests process.

Notes

County	Peer Group	CFY 2023-24 Base Budget	ADD Additional Benefits (Health Insurance, FRS, etc.)	ADD Pay Increases, COLA, New FTE	ADD Compliance Enhancement Issues	ADD Cost Shifts, IT Issues, Local AOs, Other	ADD FTE	CFY 2023-24 Needs-Based Budget	Budget Issues Increase
Calhoun	1	\$ 464,707	\$ 5,074	\$ 19,492				\$ 489,273	5.29%
Lafayette	1	\$ 318,146	\$ 2,664	\$ 6,807				\$ 327,617	2.98%
Liberty	1	\$ 327,977	\$ 4,883	\$ 15,993				\$ 348,853	6.37%
Union	1	\$ 505,304	\$ 6,011	\$ 35,336				\$ 546,651	8.18%
Baker	2	\$ 737,327	\$ 21,906	\$ 46,173			1.00	\$ 805,406	9.23%
Dixie	2	\$ 508,613	\$ 11,220	\$ 69,234			1.00	\$ 589,067	15.82%
Franklin	2	\$ 683,540	\$ 6,681	\$ 25,109				\$ 715,330	4.65%
Gilchrist	2	\$ 565,033	\$ 8,890	\$ 56,792				\$ 630,715	11.62%
Glades	2	\$ 585,782	\$ 9,100	\$ 34,131		\$ 15,937		\$ 644,950	10.10%
Gulf	2	\$ 509,178			\$ 46,131		1.00	\$ 555,309	9.06%
Hamilton	2	\$ 616,518						\$ 616,518	0.00%
Holmes	2	\$ 612,223	\$ 8,742	\$ 26,586		\$ 10,700		\$ 658,251	7.52%
Jefferson	2	\$ 519,199	\$ 8,559	\$ 12,123				\$ 539,881	3.98%
Taylor	2	\$ 580,885		\$ 38,237		\$ 115,898	2.00	\$ 735,020	26.53%
Washington	2	\$ 816,722		\$ 30,067				\$ 846,789	3.68%
Bradford	3	\$ 885,312	\$ 26,377					\$ 911,689	2.98%
DeSoto	3	\$ 833,561	\$ 868	\$ 117,701			2.00	\$ 952,130	14.22%
Gadsden	3	\$ 1,385,865	\$ 38,935	\$ 31,185	\$ 56,999	\$ 15,000	1.00	\$ 1,527,984	10.25%
Hardee	3	\$ 934,354	\$ 12,798	\$ 24,352				\$ 971,504	3.98%
Hendry	3	\$ 1,320,085	\$ 28,999	\$ 87,571	\$ 49,000		2.00	\$ 1,485,655	12.54%
Jackson	3	\$ 1,143,337	\$ 15,426	\$ 79,128				\$ 1,237,891	8.27%
Levy	3	\$ 1,162,848	\$ 13,212	\$ 78,104		\$ 14,270	0.22	\$ 1,268,434	9.08%
Madison	3	\$ 575,062	\$ 10,000	\$ 19,700				\$ 604,762	5.16%
Okeechobee	3	\$ 1,314,459	\$ 17,500	\$ 109,090			2.50	\$ 1,441,049	9.63%
Suwannee	3	\$ 1,218,052	\$ 7,949	\$ 63,484		\$ 78,705		\$ 1,368,190	12.33%
Wakulla	3	\$ 713,560	\$ 9,725	\$ 15,761	\$ 58,352		1.00	\$ 797,398	11.75%
Citrus	4	\$ 3,112,570	\$ 60,914	\$ 682,294		\$ 949,158	10.72	\$ 4,804,936	54.37%
Columbia	4	\$ 1,576,356		\$ 48,457			1.00	\$ 1,624,813	3.07%
Flagler	4	\$ 1,882,082	\$ 42,720	\$ 288,800		\$ 70,000	3.00	\$ 2,283,602	21.33%
Highlands	4	\$ 2,040,723	\$ 15,714	\$ 315,035	\$ 71,616		5.00	\$ 2,443,088	19.72%
Indian River	4	\$ 3,071,109	\$ 10,716	\$ 82,196		\$ 95,530	2.00	\$ 3,259,551	6.14%
Nassau	4	\$ 1,614,048		\$ 137,515	\$ 96,236		2.00	\$ 1,847,799	14.48%
Putnam	4	\$ 2,225,729	\$ 24,630	\$ 98,686	\$ 71,444		1.00	\$ 2,420,489	8.75%
Sumter	4	\$ 1,970,669	\$ 33,556			\$ 402,987		\$ 2,407,212	22.15%
Walton	4	\$ 1,710,675	\$ 33,660	\$ 68,845		\$ 231,011	0.85	\$ 2,044,191	19.50%
Alachua	5	\$ 6,001,068	\$ 55,786	\$ 309,431				\$ 6,366,285	6.09%
Charlotte	5	\$ 3,649,428	\$ 32,060	\$ 185,410				\$ 3,866,898	5.96%
Clay	5	\$ 3,792,190	\$ 6,505	\$ 199,344			1.00	\$ 3,998,039	5.43%
Hernando	5	\$ 3,532,910	\$ 87,734	\$ 440,285				\$ 4,060,929	14.95%
Martin	5	\$ 3,612,438	\$ 23,835	\$ 307,688		\$ 125,778	2.00	\$ 4,069,739	12.66%
Monroe	5	\$ 3,630,596	\$ 445,830	\$ 261,620		\$ 129,786		\$ 4,467,832	23.06%

County	Peer Group	CFY 2023-24 Base Budget	ADD Additional Benefits (Health Insurance, FRS, etc.)	ADD Pay Increases, COLA, New FTE	ADD Compliance Enhancement Issues	ADD Cost Shifts, IT Issues, Local AOs, Other	ADD FTE	CFY 2023-24 Needs-Based Budget	Budget Issues Increase
Okaloosa	5	\$ 3,767,463	\$ 35,659			\$ 522,624		\$ 4,325,746	14.82%
Saint Johns	5	\$ 3,706,480	\$ 61,660	\$ 926,580			8.00	\$ 4,694,720	26.66%
Santa Rosa	5	\$ 3,289,742	\$ 87,594	\$ 297,879	\$ 134,154	\$ 918,585	17.68	\$ 4,727,954	43.72%
Bay	6	\$ 3,991,954	\$ 24,054	\$ 310,007			1.00	\$ 4,326,015	8.37%
Brevard	6	\$ 11,656,116	\$ 166,864	\$ 663,000			1.00	\$ 12,485,980	7.12%
Collier	6	\$ 6,642,082		\$ 1,508,319				\$ 8,150,401	22.71%
Escambia	6	\$ 7,184,161		\$ 315,018			3.00	\$ 7,499,179	4.38%
Lake	6	\$ 6,393,643	\$ 239,589	\$ 357,874	\$ 98,730		2.00	\$ 7,089,836	10.89%
Leon	6	\$ 6,095,481	\$ 66,217	\$ 197,742		\$ 52,000		\$ 6,411,440	5.18%
Manatee	6	\$ 6,122,230	\$ 12,290	\$ 423,118			0.50	\$ 6,557,638	7.11%
Marion	6	\$ 6,763,207	\$ 29,106	\$ 400,746			0.75	\$ 7,193,059	6.36%
Osceola	6	\$ 7,985,486	\$ 258,719	\$ 512,004				\$ 8,756,209	9.65%
Pasco	6	\$ 11,995,819	\$ 381,882	\$ 706,527				\$ 13,084,228	9.07%
Saint Lucie	6	\$ 6,873,479	\$ 84,860	\$ 1,074,872			3.00	\$ 8,033,211	16.87%
Sarasota	6	\$ 8,374,385	\$ 294,611	\$ 697,173			5.00	\$ 9,366,169	11.84%
Seminole	6	\$ 9,130,663	\$ 135,621	\$ 1,086,467				\$ 10,352,751	13.38%
Duval	7	\$ 20,154,700	\$ 491,007	\$ 713,636	\$ 310,144	\$ 1,110,256	5.00	\$ 22,779,743	13.02%
Lee	7	\$ 12,059,110		\$ 660,000		\$ 360,000	17.00	\$ 13,079,110	8.46%
Pinellas	7	\$ 23,301,485	\$ 1,261,215	\$ 2,643,040			18.55	\$ 27,205,740	16.76%
Polk	7	\$ 12,775,707		\$ 1,696,853			11.00	\$ 14,472,560	13.28%
Volusia	7	\$ 11,983,254	\$ 32,289	\$ 1,788,102	\$ 103,981		21.00	\$ 13,907,626	16.06%
Broward	8	\$ 40,129,738	\$ 998,161	\$ 3,870,661				\$ 44,998,560	12.13%
Hillsborough	8	\$ 31,166,192	\$ 586,000	\$ 1,206,700		\$ 1,598,451		\$ 34,557,343	10.88%
Miami-Dade	8	\$ 72,824,805	\$ 484,578	\$ 6,086,748			44.00	\$ 79,396,131	9.02%
Orange	8	\$ 29,862,585	\$ 348,999	\$ 3,199,674				\$ 33,411,258	11.88%
Palm Beach	8	\$ 31,123,691	\$ 506,011	\$ 647,575				\$ 32,277,277	3.71%

STATEWIDE TOTAL	\$ 458,613,896	\$ 7,736,165	\$ 36,458,077	\$ 1,096,787	\$ 6,816,676	200.77	\$ 510,721,601	11.36%
------------------------	-----------------------	---------------------	----------------------	---------------------	---------------------	---------------	-----------------------	---------------

Jury Reimbursement Funding: \$ 11,700,000

Jury Deficit Funding: \$ 4,800,000

TOTAL NEEDS-BASED BUDGET:	\$ 527,221,601
----------------------------------	-----------------------

Amount Above Revenue-Limited Budget: \$ 24,585,552



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

JD PEACOCK, II
OKALOOSA COUNTY

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

CCOC BUDGET COMMITTEE NEW WORKGROUP REQUEST

General Workgroup Information			
Workgroup Name:	Living Wage Analysis Workgroup		
Chair:	Clerk Alvarez-Sowles, Pasco County		
Workgroup Members			
Proposed Members <i>List skill sets or characteristics rather than specific people.</i>	County	Telephone	E-mail
Budget representative from at least one county per peer group			
CCOC Staff – Griffin Kolchakian			
Workgroup Scope Details			
Purpose Describe the business need this Workgroup addresses in the context of the budget			
<p>A large percentage of Clerk’s budgets fund salaries for their staff. Due to local cost of living expenses, the cost to create a case in one county can vary significantly from another county due to salary requirements of a particular county. While weighted workloads serve as one good factor for the expense of a case, this workgroup would create another factor for budget consideration based on the salary requirements of the local county.</p> <p>As presented at the June 22 and August 3, 2023 budget meetings, it is proposed to look at the MIT Living Wage (https://livingwage.mit.edu/states/12/locations) model as a way to develop a cost of living factor for each county.</p> <p>The MIT living wage is the hourly rate that an individual in a household must earn to support the basic needs of his or herself and their family. The end goal is to provide a living wage in all counties so staff providing services in Clerk’s Offices do not have to use social services to support their family.</p>			

Scope *List what the Workgroup will and will not address*

The workgroup will look at the following for each county: MIT living wage, pay rate of all positions, and the number of positions above and below the MIT living wage. Research any anomalies in the salary and position data provided in the operational budgets.

The group will not look at whether a particular office has the correct level of staffing and/or their HR policies and procedures related to hiring or promotion.

Objectives *Describe the measurable outcomes of Workgroup (e.g., an allocation methodology or funding calculation)*

Develop a funding allocation methodology based on the MIT Living Wage model to increase salaries of previously approved positions. This model would be updated annually after MIT publishes their annual living wage data.

Deliverables

1. Living wage funding allocation methodology that can be used during budget deliberations.

Milestones *Propose start and end dates for Workgroup Phases and other major milestones. Final recommendations due no later than April 2024*

1. December 2023 – Gather position and salary data from FY 23-24 Operational Budgets.
2. January – March 2024 – Workgroup meeting(s) to develop proposed methodology and look at data anomalies and/or concerns of budget committee members.
3. April 2024 – Update MIT Living Wage data in proposed model based on their annual spring update.

Benefits to the CCOC Budget *Describe how the deliverables will/can be used in the budget deliberation process and/or methodology*

It will give the CCOC Budget Committee a tool to allocate funding based on the local salary requirements of each county. It is expected that this tool would be used in concert with other tools (like weighted workload measures).

Once the model is developed, it can be used to help justify Clerks' Needs-Based Budget requests and facilitate conversations with legislators.

Notes



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

AGENDA ITEM 7

DATE: October 17, 2023
SUBJECT: Operational Budget Discussion
COMMITTEE ACTION: Vote to make Operational Budget capture prior year actuals

OVERVIEW:

Annually, the clerks complete the Operational Budget submission for the upcoming fiscal year. The Operational Budget collects budgetary data, including personnel costs, FTE, operating costs, and capital costs. This information allows the CCOC to provide data to our counterparts in the Legislature and Governor's Office and help provide analyses during legislative session to tell the clerks' story. This information also aids the CCOC's ongoing analysis and oversight of budgetary issues throughout the fiscal year.

The Operational Budget currently collects the budget projections for the upcoming fiscal year. The proposal up for committee consideration is to collect the prior year's actual budget expenditures data instead. Collecting prior year actuals will provide the committee and the CCOC with data and detail on how funds are spent each year. This valuable data will allow for true cost analysis and year-over-year comparison data and allow the true clerks' budget story to be told using actual, validated data.

The same form is proposed to be used for the CFY 2022-23 Operational Budget submission with potential revisions to the form starting with the CFY 2023-24 Operational Budget. The current form is available on the CCOC website: [flccoc.org\(CFY2223-Operational-Budget\)](http://flccoc.org(CFY2223-Operational-Budget)).

If approved, the review process will remain the same. Once submitted, CCOC staff will perform technical reviews of the Operational Budget in December and January. CCOC staff will contact each county individually if corrections or updates are needed.

COMMITTEE ACTION: Vote to make Operational Budget capture prior year actuals