



BUDGET COMMITTEE MEETING
November 6, 2024



STACY M. BUTTERFIELD, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

LAURA E. ROTH, ESQ
VOLUSIA COUNTY
VICE CHAIR

TARA GREEN
CLAY COUNTY
SECRETARY/TREASURER

CRYSTAL K. KINZEL
COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
GILCHRIST COUNTY

JODY PHILLIPS
DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

NADIA DAUGHTREY
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JOHN DEW
EXECUTIVE DIRECTOR

BERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
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MICHELLE R. MILLER
SAINT LUCIE COUNTY
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ORANGE COUNTY

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

BUDGET COMMITTEE MEETING

November 6, 2024

Meeting: 10:00 AM – 11:00 AM, Eastern

WebEx Link: <https://flclerks.webex.com/flclerks/j.php?MTID=mb043f9d862e02a4b99f825c600b8224c>

Meeting Code: 2304 145 7170; Password: CCOC

Conference Call: 1-866-469-3239; Access Code: 2304 145 7170

- 1) Call to Order and Roll CallHon. Tara S. Green
- 2) Approve AgendaHon. Tara S. Green
- 3) Approve Minutes from 8/19/24Hon. Tara S. Green
- 4) Revenue and Expenditures UpdateGriffin Kolchakian
- 5) 2025 Budget Committee Workplan and CalendarHon. Tara S. Green
- 6) Workgroups UpdateHon. Tara S. Green
 - a) Jury Management Workgroup
 - b) Operational Budget Workgroup
 - c) *PROPOSED*: Additional Budget Components Workgroup
- 7) Other BusinessHon. Tara S. Green
 - a) Public Comment

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



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Minutes of August 19, 2024, Budget Committee Meeting

Approved by the Budget Committee at the meeting held on August 19, 2024

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting on August 19, 2024. 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 9:00 AM. The meeting was turned over to Griffin Kolchakian, CCOC Budget and Communications Director, to conduct roll call. Mr. Kolchakian called the roll.

Present in-person: Chair Tiffany Moore Russell, Vice-Chair Greg Godwin, Clerk Nikki Alvarez-Sowles, Clerk Tom Bexley, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Nadia K. Daughtrey, Clerk Tara S. Green, Clerk Crystal Kinzel, Clerk Grant Maloy, Clerk Angela Vick.

Present via Webex: Clerk Pam Childers, Clerk Gary Cooney, Clerk Clayton Rooks, Clerk Rachel Sadoff, Clerk Cindy Stuart.

Absent from meeting: Clerk John Crawford, Clerk Brandon Patty (military deployment), Clerk Carolyn Timmann.

Agenda Item 2 – Approve Agenda

Clerk Alvarez-Sowles asked if we would discuss establishing a Needs-Based Budget since it was not on the agenda. Chair Russell stated that it would potentially be addressed at a future meeting.

Clerk Burke asked if the budget deliberations agenda item could be moved up to right after the approval of the minutes. Chair Russell recommended moving this to after the revenue and expenditures update.

A motion was made to move the budget deliberations to after agenda item #5 by Clerk Burke and seconded by Clerk Kinzel; the motion was adopted without objection.

A motion was made to approve the agenda with the noted change by Clerk Alvarez-Sowles and seconded by Clerk Maloy; the motion was adopted without objection.

Agenda Item 3 – Approve Minutes from 6/12/24 Meeting

Chair Russell presented the minutes of the June 12, 2024, meeting to the committee.

A motion was made to approve the minutes of the June 12, 2024, meeting by Clerk Godwin and seconded by Clerk Alvarez-Sowles; the motion was adopted without objection.

Agenda Item 4 – Revenue and Expenditures Update

Chair Russell called on Mr. Kolchakian to provide the revenue and expenditures update. Mr. Kolchakian provided the update through the month of June. He stated that, during the first 10 months of the fiscal year, the clerks collected over \$392 million, which was 3.1% above the REC's estimate year-to-date. We are currently on pace to exceed the annual projected amount of \$458.5 million. For the expenditures update, clerks had nine months of expenditures data totaling \$333 million, which was 6.4% below the year-to-date straight-line projection.

Clerk Burke wanted to clarify that, if the REC was 100% accurate in their projection, clerks would have had \$11.6 million more to spend in their budget this year. Mr. Kolchakian confirmed that we are currently on pace for that. Clerk Burke asked if this becomes reality, would the clerks lose almost \$6 million in revenue that would be required to go to State GR. Mr. Kolchakian confirmed that 50% of the excess would go to GR; however, part of this increase is likely due to the redirects the clerks received mid-year via HB 1077 which increased revenues slightly over the original projection.

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

Chair Russell called on Mr. Kolchakian to give the REC update. Mr. Kolchakian provided an update from the July REC meeting. The REC set the revenue for 2024-25 as well as for the out years. For CFY 2024-25, the REC estimated the clerk's revenue to be \$494.1 million, which was a \$35.6 million year-over-year increase as well as \$26.3 million higher than the December estimate. He also mentioned that the redirects to the Public Records Modernization Trust Fund are not included in these amounts.

Chair Russell recognized Clerk Burke to address the issue he raised that revised the agenda order. Clerk Burke stated that, before the budget presentations began, he believed the motion to allocate funding that was passed at the last meeting was improper, so the committee should revisit whether the motion that was passed was something they wanted to go with, or not. He wanted to discuss additional allocation options that were potentially available for committee consideration.

Clerk Bexley asked for a reminder on how the initial amount was distributed. Chair Russell responded that the original motion stated that 50% would be distributed based

on weighted cases, 25% based on a living wage distribution (as presented by Clerk Alvarez-Sowles), and the remaining 25% was left for the committee to address today.

Committee discussion ensued on the original motion and the living wage allocation calculation. There was discussion on whether the living wage calculation captured all of the necessary factors that the committee wanted to consider, including compression and vacancies. There was concern that the living wage allocation did not allocate funds to all 67 clerks.

Clerk Alvarez-Sowles responded to the comments about the living wage distribution and reviewed the workgroup's scope of work and the allocation proposal. Clerk Alvarez-Sowles stated that there seemed to be some misunderstandings about the MIT living wage and thought it would be beneficial to schedule a virtual workshop to walk through it.

Clerk Butterfield stated that the case weights needed to be reviewed as well as a few significant budget components that are not included in the weighted workload measure, including cost-of-living, multiple courthouses, AOs, and senior judges.

A 3% salary increase to match what the state provided was then discussed and considered.

A motion was made to remove the current 25% MIT living wage allocation and add it to the unallocated remaining balance to be disbursed by the committee today by Clerk Burke and seconded by Clerk Bexley. The motion was adopted with Clerk Alvarez-Sowles voting nay.

Clerk Alvarez-Sowles opposed the motion because there was a lot of work put into the calculation by the workgroup and believes it should not be completely discarded.

Chair Russell stated the committee will now return to the original agenda.

Mr. Kolchakian briefly summarized the potential salary options for the 3% increase, including a \$9.4 million option for just a salary increase (without benefits), a \$14.3 million option for a salary and benefits increase, and a \$13.6 million option for a salary and benefits increase excluding vacancies. These calculations use CFY 2023-24 Operational Budget data submitted by clerks in February. In all three calculations, the elected clerk's salary is excluded as well as separation payouts. There was discussion on whether benefits and vacancies should be included in the increase.

A motion was made to add a 3% COLA with benefits and no vacancies to the budget allocation to all clerks by Clerk Green and seconded by Clerk Godwin. The motion was adopted with Chair Russell voting nay.

Chair Russell voiced her disappointment that the motion adopted by the committee at the June meeting was overturned at today's meeting. Since that motion allocated 50% of available funds to all 67 clerks, she believed it was inaccurate to state that some clerks would be "losing" with the living wage allocation. Prior to the meeting, the expectations for today's meeting were communicated to all clerks. Presentations were

prepared based on the approved motion from the last meeting; changing this alters expectations.

Mr. Kolchakian stated that, due to the established budget cap, there were now three clerks who had hit the cap. That funding would need to be added back into the unallocated pot, bringing this amount to just under \$5.1 million.

Budget discussions were postponed until after the budget presentations.

Agenda Item 6 – Budget Presentations

Chair Russell recognized Mr. Kolchakian to provide a brief overview of the clerks' budget requests statewide.

Budget Presentations included:

- Citrus County – Clerk-elect Tracy Perry presented
- Collier County – Clerk Kinzel presented
- Highlands County – Clerk Jerome Kaszubowski presented
- Hillsborough County – Rick Costolo presented
- Leon County – Kenneth Ken presented
- Martin County – Jamie Roberson presented
- Orange County – Chuck Crigler presented
- Palm Beach County – Shannon Ramsey-Chessman presented
- Pinellas County – Clerk Burke presented
- Polk County – Clerk Butterfield presented
- Baker County – Clerk Stacie Harvey presented
- Manatee County – Clerk Angel M. Colonnese presented
- St. Johns County – Dwala Anderson presented

Based on the updated calculation, Mr. Kolchakian stated that the total funds available to allocate is now \$4.2 million.

Agenda Item 7 – Hope Cards Allocation

Mr. Kolchakian stated that, during legislative session, SB 86 was signed into law which required the clerks to develop the Hope Cards Program. The FCCC initiated the Hope Cards Workgroup to design and implement these cards. SB 86 provided the clerks with \$176,000 of non-recurring GR for SFY 2024-25 to be used for the remaining three quarters of the State Fiscal Year. Mr. Kolchakian presented two proposed options to allocate the \$176,000; the first option uses CFY 2021-22 injunctions for protection data and proportionally distributes the funds based on that, and the second option uses CFY 2022-23 injunctions for protection data and proportionally distributes the funds based on that (the most recent finalized data).

A motion was made to adopt option #2 (using CFY 2022-23 data) to allocate the Hope Cards funding by Clerk Daughtrey and seconded by Clerk Burke; the motion was adopted without objection.

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

Chair Russell reminded the committee that the amount remaining for allocation was \$4.2 million. There was committee discussion on weighted cases, individual budget issue requests by category, compliance efforts, and incorporating the impact of cost of living.

Chair Russell stated that, in the past, the committee has funded FTE for new judges. Mr. Kolchakian stated that one FTE per new judge would total \$658,000.

A motion was made to allocate \$658,000 total for one FTE per new judge by Clerk Burke and seconded by Clerk Butterfield. The motion was adopted with Clerk Kinzel voting nay.

Clerk Daughtrey brought up the jury shortfall issue that each clerk will face. Clerk Vick wanted the jury funding considered because the clerks would not be able to make up the statewide deficit. She proposed setting aside funds for clerks that experienced an extraordinary event during the year. It was determined that the projected jury funding shortfall would be \$4.7 million. Clerk Vick recommended allocating the remaining \$4.2 million to help fund the projected jury deficit.

Clerk Cooney wanted clarification since Clerk Vick stated it would be a jury reimbursement, so he wondered if it would not be an allocation. Clerk Vick corrected herself and said she meant to say jury allocation as a method. Clerk Maloy raised concerns about this one-time jury funding getting included into the recurring Base Budgets moving forward. He also stated that this proposed jury allocation would penalize those offices that made proactive efforts to reduce jury expenses. =

Clerk Cooney proposed that each clerk be guaranteed to receive at least a 6% year-over-year increase. The budget cap previously adopted was referenced which caps each clerk's budget at the amount requested via the budget issue requests submitted in June.

A motion was made to provide Union and Lafayette at least a 6% year-over-year increase and the remaining balance to be distributed via a jury allocation was made by Clerk Daughtrey and seconded by Clerk Bexley. The motion was adopted with Clerks Kinzel, Maloy, and Cooney voting nay.

Agenda Item 9 – Other Business

Chair Russell stated the CCOC Executive Council would be meeting on September 10, 2024. She stated that the Operational Budget Workgroup had been established and would soon begin its work.

Clerk Kinzel asked what the process was to get something on the agenda as a committee member; she requested to do so prior to this meeting. Chair Russell stated that the request for the current meeting was declined because it was not relevant or productive to the discussion. Clerk Kinzel stated that she wanted to propose a budget

methodology. Chair Russell stated that methodologies were discussed at the June meeting and were not relevant to the topic of this meeting.

There was discussion on the need for State funding when new judges are added to address the clerk staff needed to support these judges. Clerk Green recommended that Chair Russell send a memo to the TCBC chair on the fiscal impact of new judgeships to the clerks to facilitate collaboration. Clerk Burke agreed.

The meeting was adjourned at 1:39 PM.



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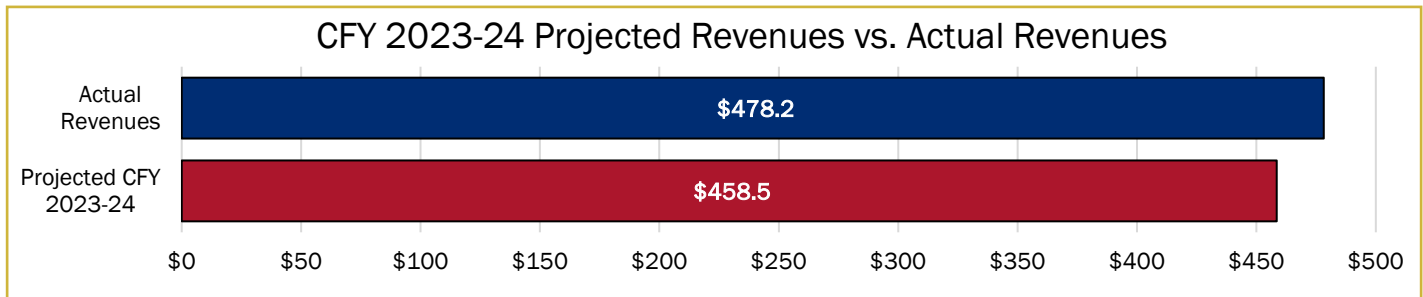
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REVENUE – CFY 2023-24

The July Article V Revenue Estimating Conference (REC) projected the clerks to collect a total statewide revenue of **\$458.5 million** for CFY 2023-24.

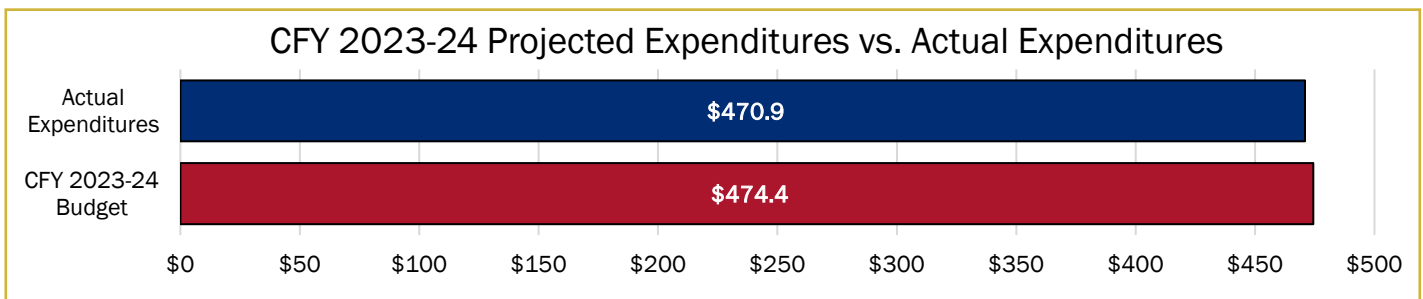


For CFY 2023-24, the REC expected clerks to collect **\$458.5 million**; the actual revenue was **\$478.2 million**, which is **\$19.7 million, or 4.3 percent, above** the annual projection

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

EXPENDITURES – CFY 2023-24

The Budget Committee and Executive Council approved the **\$474.4 million** budget for CFY 2023-24.



For CFY 2023-24, the total expenditures reported were **\$470.9 million**; this amount is **\$3.5 million, or 0.7 percent, below** the year-to-date approved budget

* Note: Settle-up is still being finalized so these numbers could change slightly



2025 Proposed Budget Committee Schedule

October:

- *No need for Budget Committee Meeting in October*

November:

- **Budget Committee Meeting (November 6th) – WebEx Meeting**
 - 2025 Budget Committee Workplan and Calendar
 - Establish 2025 Budget Committee Workgroups
 - Jury Management Workgroup
 - Operational Budget Workgroup

December:

- *No need for Budget Committee Meeting in December*

January:

- **Budget Committee Meeting – WebEx Meeting**
 - Approve Updated Operational Budget Forms
 - CFY 2023-24 Settle-Up Update
 - Workgroups Update
 - REC Results Update

February:

- **REC Meeting (*potentially*)**
- **CCOC Executive Council Meeting (February 25th)**
- **Winter Conference in Orlando (February 26th-28th)**
- *No need for Budget Committee Meeting in February*

March:

- **Legislative Session Begins (March 4th)**
- **Budget Committee Meeting (late March) – WebEx Meeting**
 - Approve Updated Funding Issues Request Forms
 - Establish Reserve Fund Calculation for CFY 2025-26
 - PIE Committee Update on Performance Measures
 - CFY 2023-24 Finalized Settle-Up Calculation Made Available



April:

- *No need for Budget Committee Meeting in April*

May:

- **Legislative Session Ends (May 2nd)**
- **Budget Committee Meeting**
 - Post-Session Update
 - Establish CFY 2024-25 Base Budget
 - Approve Jury Management Reimbursement Form for SFY 2025-26
 - 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 16th)**
- **Summer Conference in Orlando (June 17th-19th)**
- *No need for Budget Committee Meeting in June*

July:

- **REC Meeting**
- *No need for Budget Committee Meeting in July*

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

September:

- *No need for Budget Committee Meeting in September*

October:

- **CCOC Executive Council Meeting (October 18th)**
- **Fall Conference in St. Augustine (October 19th-24th)**



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AGENDA ITEM 6

DATE: November 6, 2024
SUBJECT: Workgroups Update
COMMITTEE ACTION: Information Only; Approve New Requested Workgroup

OVERVIEW:

Jury Management Workgroup: This ongoing workgroup chaired by Clerk Vick reviews jury expenditure data and trends; reviews the CCOC Jury Management Reimbursement Form annually; reviews how to address the projected funding shortfall; continues to message the projected funding shortfall to help prepare clerks' offices to cover the funding deficit; and compiles notices from counties that anticipate large jury trials on behalf of the committee. The workgroup will also potentially draft proposed updates to the Jury Management Policy to bring to the committee for consideration.

For this State Fiscal Year (SFY), 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. Quarterly costs will likely continue to exceed the available budget each quarter this SFY. 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 (subject to change each quarter).

Operational Budget Workgroup: This workgroup chaired by Clerk Rhoades is tasked to draft a proposal for committee review to revise the annual Operational Budget submission to:

1. Collect prior year actual budget expenditures data in addition to the current year projections (an annual summary instead of detailed line-by-line information)
2. Streamline and improve the existing Operational Budget 10-tab spreadsheet which collects current year projections

The workgroup is expected to provide a proposal in time for the CFY 2024-25 submissions.

WORKGROUPS UPDATE

Additional Budget Components Workgroup: This proposed workgroup proposes to review significant budget components that are not included in the weighted workload measure. These cost factors could include items like cost-of-living, multiple courthouses, AOs, senior judges, etc. This proposed workgroup is up for committee approval.

COMMITTEE ACTION: Information Only; Approve New Requested Workgroup

ATTACHMENTS:

1. Jury Summary Data (SFY 2024-25)
2. Juror Management Policy

Jury Reimbursement Summary

County	Total Quarter 1 Costs (July-Sept. '23)	Reimbursement due to lack of available funds	Q1 Shortfall
Alachua	\$ 60,453.71	\$ 41,675.72	\$ (18,777.99)
Baker	\$ -	\$ -	\$ -
Bay	\$ 57,569.95	\$ 39,687.70	\$ (17,882.25)
Bradford	\$ 7,228.49	\$ 4,983.19	\$ (2,245.30)
Brevard	\$ 135,900.75	\$ 93,687.57	\$ (42,213.18)
Broward	\$ 300,591.62	\$ 207,222.54	\$ (93,369.08)
Calhoun	\$ 2,580.02	\$ 1,778.62	\$ (801.40)
Charlotte	\$ 41,973.39	\$ 28,935.71	\$ (13,037.68)
Citrus	\$ 29,228.55	\$ 20,149.64	\$ (9,078.91)
Clay	\$ 29,455.74	\$ 20,306.27	\$ (9,149.47)
Collier	\$ 58,010.71	\$ 39,991.56	\$ (18,019.15)
Columbia	\$ -	\$ -	\$ -
DeSoto	\$ 17,762.93	\$ 12,245.45	\$ (5,517.48)
Dixie	\$ 11,964.00	\$ 8,247.77	\$ (3,716.23)
Duval	\$ 171,390.83	\$ 118,153.80	\$ (53,237.03)
Escambia	\$ 81,450.47	\$ 56,150.51	\$ (25,299.96)
Flagler	\$ 25,514.56	\$ 17,589.29	\$ (7,925.27)
Franklin	\$ 4,326.32	\$ 2,982.49	\$ (1,343.83)
Gadsden	\$ 18,961.39	\$ 13,071.65	\$ (5,889.74)
Gilchrist	\$ 2,482.71	\$ 1,711.54	\$ (771.17)
Glades	\$ 9,898.27	\$ 6,823.69	\$ (3,074.58)
Gulf	\$ 12,713.52	\$ 8,764.48	\$ (3,949.04)
Hamilton	\$ 2,683.94	\$ 1,850.26	\$ (833.68)
Hardee	\$ 14,212.44	\$ 9,797.80	\$ (4,414.64)
Hendry	\$ 17,335.75	\$ 11,950.96	\$ (5,384.79)
Hernando	\$ 40,512.47	\$ 27,928.58	\$ (12,583.89)
Highlands	\$ 34,526.37	\$ 23,801.87	\$ (10,724.50)
Hillsborough	\$ 175,858.71	\$ 121,233.88	\$ (54,624.83)
Holmes	\$ 4,949.47	\$ 3,412.08	\$ (1,537.39)
Indian River	\$ 48,350.43	\$ 33,331.93	\$ (15,018.50)
Jackson	\$ 8,906.36	\$ 6,139.89	\$ (2,766.47)
Jefferson	\$ 10,112.69	\$ 6,971.51	\$ (3,141.18)
Lafayette	\$ 834.23	\$ 575.10	\$ (259.13)
Lake	\$ 73,000.15	\$ 50,325.01	\$ (22,675.14)
Lee	\$ 63,848.65	\$ 44,016.13	\$ (19,832.52)
Leon	\$ 81,623.98	\$ 56,270.13	\$ (25,353.85)
Levy	\$ 23,484.41	\$ 16,189.74	\$ (7,294.67)
Liberty	\$ 4,452.36	\$ 3,069.38	\$ (1,382.98)
Madison	\$ 4,753.45	\$ 3,276.94	\$ (1,476.51)

Jury Reimbursement Summary

County	Total Quarter 1 Costs (July-Sept. '23)	Reimbursement due to lack of available funds	Q1 Shortfall
Manatee	\$ 44,968.67	\$ 31,000.60	\$ (13,968.07)
Marion	\$ 69,915.36	\$ 48,198.41	\$ (21,716.95)
Martin	\$ 53,381.63	\$ 36,800.35	\$ (16,581.28)
Miami-Dade	\$ 552,498.46	\$ 380,882.65	\$ (171,615.81)
Monroe	\$ 49,420.74	\$ 34,069.78	\$ (15,350.96)
Nassau	\$ 22,780.20	\$ 15,704.27	\$ (7,075.93)
Okaloosa	\$ 26,518.53	\$ 18,281.40	\$ (8,237.13)
Okeechobee	\$ 34,000.99	\$ 23,439.68	\$ (10,561.31)
Orange	\$ 179,947.83	\$ 124,052.84	\$ (55,894.99)
Osceola	\$ 106,198.35	\$ 73,211.26	\$ (32,987.09)
Palm Beach	\$ 219,466.19	\$ 151,296.10	\$ (68,170.09)
Pasco	\$ 117,946.66	\$ 81,310.34	\$ (36,636.32)
Pinellas	\$ 220,239.21	\$ 151,829.01	\$ (68,410.20)
Polk	\$ 194,684.24	\$ 134,211.86	\$ (60,472.38)
Putnam	\$ 34,891.17	\$ 24,053.35	\$ (10,837.82)
Santa Rosa	\$ 77,079.57	\$ 53,137.29	\$ (23,942.28)
Sarasota	\$ 115,016.03	\$ 79,290.01	\$ (35,726.02)
Seminole	\$ 67,371.77	\$ 46,444.90	\$ (20,926.87)
St. Johns	\$ 35,466.91	\$ 24,450.26	\$ (11,016.65)
St. Lucie	\$ 153,980.99	\$ 106,151.77	\$ (47,829.22)
Sumter	\$ 37,682.96	\$ 25,977.96	\$ (11,705.00)
Suwannee	\$ 9,473.94	\$ 6,531.17	\$ (2,942.77)
Taylor	\$ 2,497.69	\$ 1,721.86	\$ (775.83)
Union	\$ 3,276.39	\$ 2,258.69	\$ (1,017.70)
Volusia	\$ 78,264.29	\$ 53,954.01	\$ (24,310.28)
Wakulla	\$ 10,193.34	\$ 7,027.11	\$ (3,166.23)
Walton	\$ 23,894.39	\$ 16,472.37	\$ (7,422.02)
Washington	\$ 12,926.57	\$ 8,911.35	\$ (4,015.22)
Total	\$ 4,242,886.86	\$ 2,924,971.00	\$ (1,317,915.86)

68.9%



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.