



EXECUTIVE COUNCIL MEETING
December 16, 2024



STACY M. BUTTERFIELD, CPA
POLK COUNTY
EXECUTIVE COUNCIL CHAIR

LAURA E. ROTH, ESQ
VOLUSIA COUNTY
VICE CHAIR

TARA GREEN
CLAY COUNTY
SECRETARY/TREASURER

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11TH JUDICIAL CIRCUIT JUDGE
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TIFFANY MOORE RUSSELL, ESQ
ORANGE COUNTY

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

EXECUTIVE COUNCIL MEETING

December 16, 2024

Meeting: 11:00 AM – 12:00 PM, Eastern

Webex Link: <https://flclerks.webex.com/flclerks/j.php?MTID=m45c976c6c68909734ec093eee7ec98e5>

Meeting Code: 2312 982 5444; **Password:** CCOC

Conference Call: 1-866-469-3239; **Access Code:** 2312 982 5444

- Call to Order.....Hon. Stacy Butterfield
InvocationHon. Stacy Butterfield
Roll CallHon. Tara S. Green
1) Introduction and Agenda ApprovalHon. Stacy Butterfield
2) Approve Minutes from 9/10/24 MeetingHon. Tara S. Green
3) Treasurer’s ReportHon. Tara S. Green
 a) CFY 2024-25 CCOC Office Budget Update
4) CCOC Contracts.....Jason L. Welty
5) Approve Legislative Committee ItemsHon. Carolyn Timmann
6) Approve CCOC Annual ReportHon. Stacy Butterfield
7) Other Business.....Hon. Stacy Butterfield
 a) Additional Hours for Procurement Vendor



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DRAFT Minutes of September 10, 2024, Executive Council Meeting

The Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) met in Miami and via Webex on September 10, 2024. Before the meeting, the agenda and materials were distributed and posted to the CCOC website.

Call to Order, Invocation, and Roll Call

Chair Stacy Butterfield called the meeting to order at 2:35 PM. Clerk Todd Newton provided the invocation. Secretary/Treasurer Tara Green called the roll.

Council members present via Webex: Chair Stacy Butterfield, Vice-Chair Tiffany Moore Russell, Secretary/Treasurer Laura Roth, Clerk Crystal Kinzel, Clerk Jody Phillips, Clerk Michelle Miller, Clerk JD Peacock, Clerk Todd Newton, and Clerk John Crawford. Honorable Judge Soto.

Council members absent: Clerk Tom Bexley.

Agenda Item 1 – Introduction and Agenda Approval

Chair Butterfield stated the agenda was located on the website for review and asked the Council for Agenda approval.

Clerk Miller made a motion to accept the agenda. Clerk Moore-Russell seconded the motion. Motion carried.

Agenda Item 2 – Approve Minutes from 6/17/24 Meeting

Clerk Green presented minutes from June 17, 2024, to the Executive Council for any objections or actions.

Clerk Kinzel noted on page 4 of the minutes that, in her opinion, there was a conflict for clerks to sign the budget certification letter. She noted that the letter said clerks were certifying that they were only expending court-related revenues for items referenced in s. 28.35(3)(a), F.S., However, she said that we are also paying for juror expenses out of these revenues when we don't have enough state general revenues provided. Shannon Ramsey-Chessman explained that s. 40.29(5), F.S., requires clerks to use their court revenues when insufficient State

General Revenue is available for juror expenses. Clerk Kinzel believes that one is in conflict with the other statute.

Judge Soto motioned to approve the June 17, 2024, minutes with the suggested revisions noted on page 4. Clerk Miller seconded the motion. Motion carried.

Agenda Item 3 – Treasurer’s Report

Item a) CFY 2023-24 CCOC Office Budget

Clerk Green presented an overview of the CFY 2023-24 CCOC office budget. The CCOC office has expended less than 83% of the approved budget through August. CCOC continues to stay on track to be within the approved budget authority. A couple of line items have a percentage that is over budget but well within the total annual budget. These were unforeseen expenses due to communication issues. The CCOC has the authority to use money throughout the funds as long as it stays within the budget.

Clerk Miller moved to approve the CCOC CFY 2023-24 office budget report. Judge Soto seconded the motion, which carried.

Agenda Item 4 – Committee and Workgroup Reports

Item a) Budget Committee

Clerk Russell presented the proposed CFY 2024-25 Revenue-Limited Budget for Executive Council approval. In May, the Budget Committee established the Base Budget at \$482.6 million, which included the current year's Revenue-Limited Budget, the calculated FRS increase for each clerk, and the current year's \$8 million allocation to address the “glitch” fix from last year. In June, the committee determined that the remaining available funding would be allocated as follows: 50% of the funds using weighted cases statewide, 25% of the funds using the MIT Living wage distribution as presented to the committee at the June meeting, and 25% of the funds were set aside for committee allocation at the August meeting. At that time, the weighted cases would have been \$17.8 million, the MIT Living Wage allocation would have been \$8.9 million, and the remaining balance unallocated would have been \$8.9 million.

In July, the REC set the CFY 2024-25 revenue estimate, which determined that \$518.8 million was available to build the Revenue-Limited Budget. Based on this, there was \$8.9 million available for the committee to deliberate on and allocate at the August meeting. In August, clerks could present their budget requests to the committee. The committee deliberated allocations based on the motion approved in June. However, during the August meeting, the Budget Committee decided, based on a motion presented, to reverse a decision allocating \$8.9 million using the MIT Living wage. As a result, the committee proposed and approved the Revenue-Limited Budget, which includes the \$482.6 million Base Budget, a weighted cases allocation of \$17.8 million, \$658,000 for one FTE for each newly created judge approved in 2024, a 3% court-side pay increase for all employees totaling \$13.6 million, a \$4.6 million allocation based on prior-year jury cost, and a motion ensuring each clerk receives at least a 6% year-over-year increase above their original current year budget unless a clerk hit the set budget cap.

Clerk Russell made a motion to approve the \$518.8 million Revenue-Limited Budget. Clerk Daughtrey seconded the motion. The motion carried, with Clerk Kinzel voting nay.

Clerk Russell presented an overview of the Hope Cards proposed allocation methodology up for Council approval. During the legislative session this year, Senate Bill 86 was signed into law, which requires the clerks to consult with the Attorney General to develop the Hope Card Program to issue these cards. Since clerks may not assess a fee for issuing a Hope Card, the Legislature appropriated \$176,000 in nonrecurring General Revenue for State Fiscal Year 2024-25 to implement this program. The bill takes effect October 1, 2024, so this funding is for nine months (October 2024–June 2025) and will be released and distributed quarterly for three quarters. At the August meeting, the Budget Committee approved a proposed allocation methodology using the 82,066 petitions filed for injunctions for protection in 2022-23 and proportionally distributes the \$176,000 statewide based on these petitions.

Clerk Russell moved to approve the proposed Hope Cards allocation, which Clerk Miller seconded. The motion carried.

Item b) PIE Committee

Clerk Roth provided an overview. The CCOC Performance Improvement and Efficiencies (PIE) Committee meeting, initially scheduled for September 15, 2024, has been postponed to October 2024. The specific date and time date will be announced shortly. The Quarter 3 PMAP report was posted on the CCOC website before the August 15, 2024 statutory deadline.

At the emergency meeting on June 26, 2024, Clerk Roth underscored the critical need for a standing workgroup focused on regularly reviewing and updating the PAC framework. The workgroup’s primary objective will be to develop a comprehensive work plan and establish a schedule that ensures the PAC framework remains current and aligned with evolving statutes.

Clerk Green has been appointed to lead this workgroup, and the members will collaborate to create a detailed, structured plan for ongoing updates and improvements.

Clerk Roth motioned to approve the CFY 2023-24 Quarter 3 PMAP report. Clerk Newton seconded the motion. The motion carried, with Clerk Kinzel voting nay.

Item c) Legislative Committee

Clerk Timmann asked Griffin Kolchakian, CCOC Budget and Communications Director, to provide the Legislative Committee report. Mr. Kolchakian provided a brief overview of the committee. He stated that the committee will meet in the next few months to prepare for the upcoming legislative session and will continue to work as part of the clerks’ legislative team to advocate for all clerks.

Item 5 – Update on Compliance Improvement Services

Clerk Roth opened an overview regarding compliance services and spoke about improving the information and training provided to the clerks and their staff.

Clerks collect fines, fees, court costs, and service charges. While some of these collections support their court-related responsibilities, another portion provides revenue for the State and other entities.

The CCOC understands the importance of helping clerks meet their statutory duties while assisting the State and constituents. Therefore, they have provided a free service through a contract with Compliance Improvement Services for the last several years. Each year, we try to provide an update to the Council on the progress made and the clerk's offices that have received such training.

Clerk Roth has been a champion for the program. It can provide an update, along with Don Murphy, who conducts the training statewide. The contract with Mr. Murphy will end this year, and the CCOC must rebid for compliance services.

Mr. Don Murphy with CIS presented an overview of the training that his group has completed in the last few years, along with CPR Training Feedback. Mr. Murphy spoke about the required Clerk Statutory Duty noted in Florida Statue 938.30 (9) and s. 938.29(3), and what he felt was following was to keep compliance going in Florida.

Item 6 – Update on Guardianship Data Transparency Project

John Dew gave the Executive Council an overview of the project's status. The Guardianship Database has been successfully developed and launched. However, we are still working with clerks to update their local case management systems and capture more specific needed information. The additional information needed will identify whether professional guardians are limited or plenary and if the case is active or inactive.

FCCC sent out Advisor Bulletin # 24-053 on June 4, 2024, with recommendations on including new party and docket codes to your CMS that CCIS would pull.

The CCOC funded several clerks' revisions. As of August 21, at least 45 clerks had updated their CMS to collect the new party and docket codes. However, only approximately fifteen clerk offices have started to input data from their guardianship case files using these new party and docket codes.

On September 3, Mr. Dew communicated with over fifty clerks, emphasizing the importance of getting specific information entered into their CMS for the Guardianship Database Project to be successful. Clerks responded to the messages and are working to enter the new party and docket codes into their system. The Guardianship Database Committee expects much progress to be made in the next few weeks.

Item 7 – Report on TCBC

Judge Soto reported on the last Trial Court Budget Commission (TCBC) meeting. The Commission met on August 8 to discuss and approve the Trial Court Funding issues that will

be recommended to the Supreme Court for inclusion in the FY 2025-26 Legislative Budget Request.

The Commission recommended seven issues to the Supreme Court, including resources for court reporting, due process, case support, case management technology, expanding court interpreter services, and funds for Child Support Enforcement Hearing Officers, in conjunction with the Department of Revenue filing courthouse permissions. These recommendations will be presented to the Supreme Court in the coming weeks.

Additionally, the Commission approved the allocation of a new Child Support Enforcement Hearing Officer and an Associated Administrative Support FTE, allocating an additional problem-solving force to the 17th Circuit and providing a status update on fiscal years 2023-24 and 2024-25. The commission anticipates meeting again this fall.

Item 8 – Other Business

Chair Butterfield asked Council members if there were any other items to discuss. There were none. Chair Butterfield asked if anyone from the public wanted to be recognized. There were none.

Judge Soto moved to adjourn the meeting. Clerk Miller seconded the motion, which was carried unanimously. The meeting was adjourned at 3:30 PM.



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AGENDA ITEM 3

DATE: December 16, 2024
SUBJECT: Treasurer's Report
COUNCIL ACTION: Information Only

OVERVIEW:

In June, the Council approved the recommended CFY 2024-25 CCOC office budget. included in the meeting packet is the CFY 2024-25 CCOC Office Budget Report through the month of November. The CCOC office is currently projected to be within the approved CFY 2024-25 budget authority. Through November, the office has expended approximately 12.8% of the budget through 16.7% of the year.

COUNCIL ACTION: Information Only

LEAD STAFF: Jason L. Welty, CCOC Executive Director
Thomas Dunne, CCOC Administrative Services Director

ATTACHMENTS:

1. CFY 2024-25 CCOC Office Budget Report through November 2024

CCOC Budgetary Report
County Fiscal Year 2024 - 2025
(October 1, 2024 - September 30, 2025)

	Budget Category Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Year to Date Expenditures	(%) of Budget Expended
CCOC STAFF:	\$1,077,668.02	\$69,575.75	\$92,776.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$162,352.62	15.07%
Total Salaries	\$850,668.02	\$45,551.97	\$58,444.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103,996.60	12.23%
Executive Director	\$161,003.47	\$13,819.46	\$13,083.33											\$26,902.79	16.71%
Deputy Executive Director	\$112,418.23	\$0.00	\$0.00											\$0.00	0.00%
Budget & Communications Director	\$93,454.11	\$8,021.48	\$8,021.48											\$16,042.96	17.17%
Actuarial and Performance Analyst	\$55,547.75	\$4,767.85	\$4,767.85											\$9,535.70	17.17%
Budget Manager I -	\$42,168.30	\$0.00	\$0.00											\$0.00	0.00%
Data Quality Officer	\$53,395.68	\$4,449.64	\$4,449.64											\$8,899.28	16.67%
Project Manager	\$88,200.00	\$0.00	\$13,819.46											\$13,819.46	15.67%
Prf Policy and Education Director	\$83,058.72	\$0.00	\$0.00											\$0.00	0.00%
Administrative Services Director	\$118,000.00	\$9,833.00	\$9,833.33											\$19,666.33	16.67%
Executive Assistant/Human Resources	\$43,421.76	\$3,657.54	\$3,657.54											\$7,315.08	16.85%
Internal Revenue(Corporation Responsibility)	\$75,000.00	\$3,398.71	\$4,540.95											\$7,939.66	10.59%
Retirement, Benefits and Other	\$270,000.00	\$21,628.07	\$30,603.29											\$52,231.36	19.34%
OPS STAFF:	\$34,000.00	\$1,003.00	\$812.00											\$1,815.00	5.34%
GENERAL EXPENSES:	\$85,200.00	\$3,924.50	\$5,154.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,078.67	10.66%
Rent (including Utilities)	\$50,200.00	\$3,631.85	\$3,716.46											\$7,348.31	14.64%
Communications (+ Internet and Phone)	\$5,000.00	\$262.35	\$262.35											\$524.70	10.49%
Equipment, Supplies and Other	\$30,000.00	\$30.30	\$1,175.36											\$1,205.66	4.02%
TRAVEL:	\$40,000.00	\$713.18	\$735.50											\$1,448.68	3.62%
STAFF TRAINING:	\$10,000.00	\$0.00	\$0.00											\$0.00	0.00%
CONTRACTUAL EXPENSES:	\$284,563.00	\$16,189.28	\$55,431.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,620.49	25.17%
General Counsel	\$65,000.00	\$5,000.00	\$5,000.00											\$10,000.00	15.38%
FY 23-24 Survey, Reporting, and Other Services	\$203,563.00	\$11,189.28	\$50,431.21											\$61,620.49	30.27%
Audit Services	\$16,000.00	\$0.00	\$0.00											\$0.00	0.00%
EDUCATION SERVICES	\$397,200.00	\$0.00	\$0.00											\$0.00	0.00%
TOTALS:	\$1,928,631.02	\$91,405.71	\$154,909.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,315.46	12.77%

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



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AGENDA ITEM 4

DATE: December 16, 2024
SUBJECT: CCOC Contracts
COUNCIL ACTION: Approve Recommended Vendors and Authorize Executive Director to Negotiate and Execute Contracts

OVERVIEW:

Section 28.35(4), F.S., authorizes the CCOC to pay expenses as necessary to perform the official duties and responsibilities of the corporation.

The CCOC contracts are provided on a one-year basis with the option for four one-year renewals, provided there is adequate funding and performance. Seven of the below contracts had no more renewals available. As such, four were put out to bid via a Request for Quote (RFQ), one was put out to bid via a Request for Proposal (RFP), one was not put out to bid and services will be reevaluated for contract necessity, and one is being re-negotiated with the current vendor. CCOC staff received responsive bids on the 4 RFQs and 1 RFP, fully evaluated the responses, and has recommended a vendor for each.

The following table outlines the status of each service. CCOC staff recommend the Council allow CCOC's Executive Director, in close coordination with and direction from Chair Butterfield, to fully negotiate and execute contracts with the recommended vendors to include negotiating an emergency, one-year education contract with the Florida Court Clerks and Comptrollers (FCCC). These contract terms will run from on, or about, January 1, 2025, through December 31, 2025.

CCOC CONTRACTS

Recommended Vendor	Services Provided	Procurement Method	Notes	Contract rate/deliverables
Thomson, Brock, Luger, & Company (incumbent)	Internal Auditing Services	RFQ	CCOC received 2 quotes	\$110/hr not to exceed \$25,300. Represents a potential savings of \$800 per year.
Law, Redd, Crona & Monroe (incumbent)	External Auditing Services (Annual Financial Audit)	RFQ	CCOC received 3 quotes	\$160/hr not to exceed \$17,500 Annually. A potential increase of \$1,600 per year.
Understory, LLC (incumbent)	Website Hosting & Management	RFQ	CCOC received 3 quotes	Not to exceed \$16,000 Annually. No anticipated increased cost.
Synchros (New Vendor)	Core HR Services	RFQ	CCOC received 2 quotes	Not to exceed \$5,000 annually. A savings of \$700 per year.
James Moore Technology	IT Managed Services	RFP	CCOC received 5 bids	\$3,208.75/mo. \$39,505 Annually, which includes \$1,000 for a one-time transition fee.
Tallahassee Cleaning Solutions	Janitorial	RFQ	CCOC received 0 quotes. The current vendor has agreed to continue to provide services.	To Be Determined
FCCC	Clerk and Staff Education	Not Solicited	CCOC recommends negotiating with FCCC to extend the contract for one year.	To Be Determined
CIS	Compliance Training	Not Solicited	The incumbent indicated he would not continue services in 2025. The need to contract for these services will be evaluated this fiscal year.	N/A

COUNCIL ACTION: Approve recommended vendors and authorize the CCOC Executive Director and Chair Butterfield to negotiate and execute contracts with the recommended vendors

LEAD STAFF: Thomas A. Dunne, Administrative Services Director



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AGENDA ITEM 5

DATE: December 16, 2024
SUBJECT: Legislative Committee Items
COUNCIL ACTION: Approve Updated Ch. 2008-111 Report & Approve TCBC Letter Concept

CHAPTER 2008-111, L.O.F. REPORT:

The monthly CCOC Ch. 2008-111, L.O.F. Report tracks those revenues collected by the clerks included in Ch. 2008-111, L.O.F. that are sent to the State General Revenue (GR) Fund. Previously, this report had four lines of data entry: Driving Under the Influence, Issuance of a Summons, Traffic Administration Fees, and All Other Revenues. With the clerks' legislative success in 2024, the clerks now retain the Issuance of Summons and the Traffic Administration fee lines instead of being sent to the State. This report was integral to supporting this legislative request and determining the projected fiscal impact.

Therefore, the CCOC is proposing to replace the two removed revenue lines with two of the highest remaining revenue amounts moving forward: Traffic Additional Court Costs (s. 318.18(12)(a), F.S.) and Felony, Misdemeanor, and Criminal Traffic Additional Court Costs (s. 938.05(a-c), F.S.). The latter is three separate lines that are proposed to be rolled into one since they are in the same statute section. These lines are currently rolled into the "All Other Revenues" Line; this change would break them out into their lines and track them separately moving forward. This would allow the legislative team to begin to collect this data to potentially justify additional redirects in the future. This revised form is included in the meeting packet and is up for Council approval.

TRIAL COURT BUDGET COMMISSION (TCBC) LETTER:

At the October meeting, the committee approved a motion to draft a letter to the Trial Court Budget Commission (TCBC) formally requesting the Courts to submit an amended Legislative Budget Request (LBR) to include a reimbursement issue for injunctions for protection according to current law. This request would total approximately \$3.3 million. This letter will jointly come from CCOC Executive Council Chair Stacy Butterfield and FCCC President Tiffany Moore Russell.

COUNCIL ACTION: Approve Updated Ch. 2008-111 Report & Approve TCBC Letter Concept

LEAD STAFF: Griffin Kolchakian, Budget and Communications Director

ATTACHMENTS:

1. Updated CFY 2024-25 Ch. 2008-111, L.O.F. Report

Clerk of Court Monthly Chapter 2008-111, L.O.F. Tracking Report
 County Fiscal Year 2024-2025



CCOC Form Version 1
 Created: 10/16/2024

County:

Contact:

E-Mail Address:

Report Month:

Version #:

		Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	YTD Total
2	Driving Under the Influence s. 316.193, F.S.													\$ -
	Traffic Additional Court Costs s. 318.18(12)(a), F.S.													\$ -
	Felony, Misdemeanor, and Criminal Traffic Additional Court Costs s. 938.05(a-c), F.S.													\$ -
	All Other Line 47 Additional Revenues All Other													\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes	
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- NOTES**
1. The total amount of all categories reported each month should equal the amounts remitted to the appropriate line of the DOR remittance portal.
 2. If you do not collect revenue for Driving Under the Influence under s. 316.193, F.S., please provide an explanation of why in the "Comments/Additional Notes" section.
 3. This form should be completed and returned to reports@fccoc.org (in Excel format) by the **20th** of the month following the end of the month being reported.

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AGENDA ITEM 6

DATE: December 16, 2024
SUBJECT: CCOC Annual Report
COUNCIL ACTION: Approve the CCOC Annual Report

OVERVIEW:

Paragraph 28.35(2)(h), F.S., requires the CCOC to prepare and submit a report on its operations and activities, as well as details on the clerks' budget development process and the end-of-year reconciliation. This report is due annually by January 1 and must be sent to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the chairs of the legislative appropriations committees.

As a reminder, this document solely provides a summary of actions carried out in the previous year by CCOC staff, the Council, and the committees.

COUNCIL ACTION: Approve the CCOC Annual Report

LEAD STAFF: Griffin Kolchakian, Budget and Communications Director



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SECRETARY/TREASURER

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COLLIER COUNTY
SENATE APPOINTEE

TODD NEWTON
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DUVAL COUNTY

TOM BEXLEY
FLAGLER COUNTY
HOUSE APPOINTEE

NADIA DAUGHTREY
DESOTO COUNTY

JASON L. WELTY
EXECUTIVE DIRECTOR

BERTILA SOTO
11TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

MICHELLE R. MILLER
SAINT LUCIE COUNTY
TIFFANY MOORE RUSSELL, ESQ
ORANGE COUNTY

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

AGENDA ITEM 7

DATE: December 16, 2024
SUBJECT: Additional Hours for CCOC Procurement Vendor
COUNCIL ACTION: Approve Contract Amendment to Add Additional Hours

OVERVIEW:

Section 28.35(4), F.S., authorizes CCOC to pay expenses necessary to perform the corporation's official duties and responsibilities.

On September 23, 2024, CCOC entered into a contract with Canopy Management Consulting Group LLC to provide procurement consulting and other deliverables. The contract included 127 hours. To date, 110 hours have been utilized for services such as drafting and reviewing Request for Quotes (RFQs), Requests for Proposals (RFPs), Evaluation Scoring Sheets, Evaluation Instructions, and training CCOC staff to do evaluations of bids received.

CCOC will use Canopy Management to review, edit, and consult on contract language with successful bidders identified in Agenda Item #4. As such, 40 hours need to be added to the existing contract with Canopy Management. The current contract rate is \$150 an hour. The total cost of the revision is \$6,000. CCOC has the budget authority to absorb the increase.

COUNCIL ACTION: Approve Contract Amendment to Add Additional Hours

LEAD STAFF: Thomas A. Dunne, Administrative Services Director