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## BUDGET COMMITTEE MEETING

December 3, 2025

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## Budget Committee Meeting Attendance

### December 3, 2025

	Committee Member	Present ( On Call)	Absent
1	Honorable Stacy Butterfield, Chair		
2	Honorable Nikki Alvarez-Sowles		
3	Honorable Matt Brooks		
4	Honorable Ken Burke		
5	Honorable Mike Caruso		
6	Honorable Pam Childers		
7	Honorable Gary Cooney		
8	Honorable Nadia Daughtrey		
9	Honorable Juan Fernandez-Barquin		
10	Honorable Brenda Forman		
11	Honorable Greg Godwin		
12	Honorable Tara Green		
13	Honorable Greg James		
14	Honorable Crystal Kinzel		
15	Honorable Grant Maloy		
16	Honorable Michelle Miller		
17	Honorable Kellie Hendricks Rhoades		
18	Honorable Laura Roth		
19	Honorable Clayton Rooks, III		
20	Honorable Tiffany Moore Russell		
21	Honorable Carolyn Timmann		



## BUDGET COMMITTEE MEETING

**December 3, 2025**

**Meeting:** 10:30 AM – 12:30 PM, Eastern

**Zoom Link:** <https://us06web.zoom.us/j/84632977674>

**Meeting ID:** 846 3297 7674; **Conference Call:** 1-305-224-1968

- 1) Call to Order and Introduction .....Hon. Stacy Butterfield
- 2) Roll Call .....Griffin Kolchakian
- 3) Public Comment .....Hon. Stacy Butterfield
- 4) Approve Minutes from 9/26/25 Meeting .....Hon. Stacy Butterfield
- 5) Revenue and Expenditures Update .....Griffin Kolchakian
- 6) Workgroups Update .....Hon. Stacy Butterfield
  - a) Jury Management Workgroup .....Hon. Grant Maloy
  - b) Additional Budget Components (ABC) Workgroup .....Griffin Kolchakian
  - c) Reserve Fund Policy Workgroup .....Hon. Tiffany Moore Russell
  - d) Vacancies Review Workgroup .....Hon. Tara S. Green
- 7) Other Business .....Hon. Stacy Butterfield

**Committee Members:** Stacy Butterfield, CPA, Chair; Nikki Alvarez-Sowles, Esq.; Matt Brooks; Ken Burke, CPA; Mike Caruso; Pam Childers, CPA; Gary Cooney, Esq.; Nadia K. Daughtrey; Juan Fernandez-Barquin; Brenda D. Forman; Greg Godwin; Tara S. Green; Greg James; Crystal K. Kinzel; Grant Maloy; Michelle R. Miller; Kellie Hendricks Rhoades, CPA; Laura E. Roth, Esq.; Clayton O. Rooks, III; Tiffany Moore Russell, Esq.; and Carolyn Timmann



## **Minutes of September 26, 2025, Budget Committee Meeting (virtual via Zoom)**

### **Agenda Item 1 – Call to Order and Introduction**

Clerk Stacy Butterfield, Chair of the Budget Committee, called the meeting to order at 10:01 AM.

### **Agenda Item 2 – Roll Call**

Griffin Kolchakian, CCOC Budget and Communications Director, conducted the roll call.

Present via Zoom: Chair Stacy Butterfield, Clerk Nikki Alvarez-Sowles, Clerk Matt Brooks, Clerk Ken Burke, Clerk Mike Caruso, Clerk Nadia Daughtrey, Clerk Juan Fernandez-Barquin, Clerk Brenda Forman, Clerk Greg Godwin, Clerk Tara Green, Clerk Greg James, Clerk Crystal Kinzel, Clerk Michelle Miller, Clerk Laura Roth, Clerk Clayton Rooks, III, Clerk Tiffany Moore Russell.

Absent from Meeting: Clerk Pam Childers, Clerk Gary Cooney, Clerk Grant Maloy, Clerk Kellie Hendricks Rhoades, Clerk Carolyn Timmann.

### **Agenda Item 3 – Public Comment**

Chair Butterfield opened the floor for public comment; no one wished to address the committee.

### **Agenda Item 4 – Approve Minutes from 8/11/25 Meeting**

The minutes of the August 11, 2025, meeting were presented for approval.

Clerk Alvarez-Sowles motioned to approve the minutes. The motion was seconded by Clerk Daughtrey. The motion was adopted without objection.

### **Agenda Item 5 - Revenue and Expenditures Update**

Mr. Kolchakian provided an update on CFY 2024-25 revenues and expenditures through July 2025. Through the first 11 months of the fiscal year, revenues totaled \$471.2 million, which is 4.4% above the REC year-to-date projection. Through the first 10 months of the fiscal year, expenditures totaled \$399.2 million, which is 7.7% below the approved budget to date.

### **Agenda Item 6 – 2026 Budget Committee Workplan and Calendar**

Chair Butterfield presented the proposed 2026 committee workplan and calendar of potential meeting dates. There was committee discussion on this agenda item,

including a request to schedule the committee and workgroup meetings in advance for planning purposes.

### **Agenda Item 7 - Workgroups Update**

#### **Jury Management Workgroup:**

Mr. Kolchakian, on behalf of Clerk Maloy, provided an update on the Jury Management Workgroup, including an update on the status of the new combined Jury Management Report, plans to review quarterly juror data, and a reminder of the continued jury funding shortfall clerks will face in 2025-26. There was committee discussion on reviewing the current reimbursement process, including potentially setting a budget cap amount for each clerk, as well as potentially reviewing the cost of summons statewide.

#### **Additional Budget Components (ABC) Workgroup:**

Mr. Kolchakian provided an update on the Additional Budget Components (ABC) Workgroup. Last year, the workgroup reviewed cost-of-living as its first component. The ABC Workgroup will continue to address individual budgetary factors and bring annual allocation proposals to the committee as well as continue its wholistic budget review in conjunction with weighted cases down the road.

The committee prioritized the next factors for the workgroup to review (listed in order): readdress cost-of-living based on committee input, multiple courthouse locations, senior judges/hearing officers/magistrates, AOs with a court-related fiscal, and BOCC subsidy funding.

#### **Proposed Reserve Fund Policy Workgroup:**

Clerk Russell proposed to create a new workgroup to review the existing Reserve Fund Policy, specifically the process to request to utilize the funds. There was no objection to the creation of the workgroup. Clerk Russell agreed to chair this workgroup.

### **Agenda Item 8 – Vacancies Discussion**

Mr. Kolchakian presented the idea of reviewing vacancies and how they are tracked. Currently, court-related vacancies are captured on Tab B of the Operational Budget on the current-year projections spreadsheet; current vacancies and the length of time for each vacancy are identified on this form. There is an opportunity for the committee to make tracking vacancies more uniform statewide. There was committee discussion on the length of time positions are vacant, potentially defining guidelines, and a request for additional business rules for the Operational Budget.

Clerk Green provided additional clarification on the issue. The committee decided to form a workgroup to review vacancies. Clerk Green agreed to chair this workgroup.

### **Agenda Item 9 - Budget Process Overview**

Mr. Kolchakian provided a brief overview of the budget development process and the allocation methodology used by the committee in the recent past. The packet also includes additional budget data for reference.

**Agenda Item 10 – Other Business**

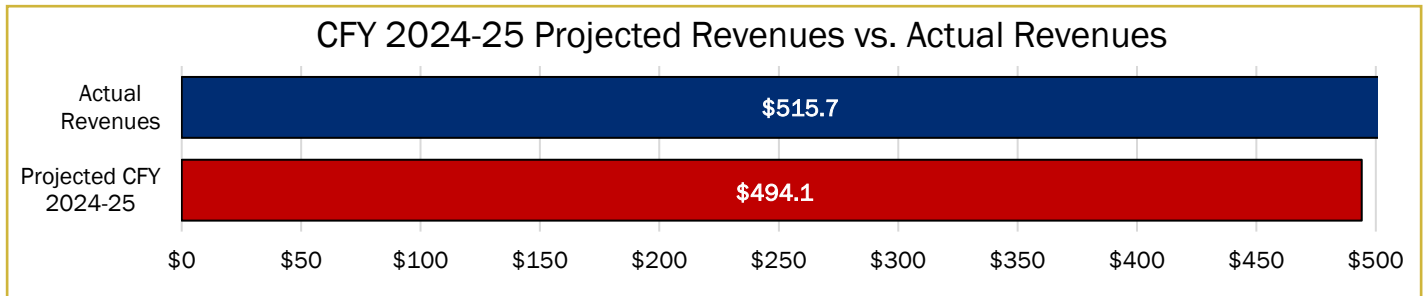
Clerk Fernandez-Barquin proposed that the committee consider moving Miami-Dade into its own peer group that would also include a created “phantom county” (combination of multiple counties similar to Miami-Dade) for a more accurate comparison. Chair Butterfield indicated that the CCOC will look into this issue.

The meeting was adjourned at 11:47 AM.



## REVENUE SUMMARY – CFY 2024-25

The July Article V Revenue Estimating Conference (REC) projected the clerks to collect a total statewide revenue of **\$494.1 million** for CFY 2024-25.

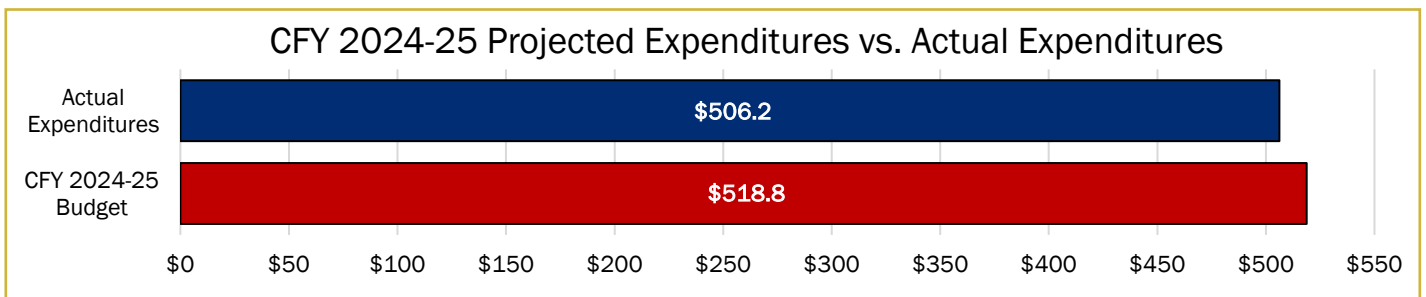


Total revenues reported for CFY 2024-25 were **\$515.7 million**, which is **\$21.6 million, or 4.2 percent, above** the REC annual projection

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

This provides **\$21.6 million** in Cumulative Excess, of which the clerks get to retain 50% (**\$10.8 million**) to build next year's budget

## EXPENDITURES SUMMARY – CFY 2024-25



The Budget Committee and Executive Council approved the **\$518.8 million** budget for CFY 2024-25.

Total expenditures reported for CFY 2024-25 were **\$506.2 million**, which is **\$12.6 million, or 2.4 percent, below** the Revenue-Limited Budget

This provides **\$12.6 million** in Unspent Budgeted Funds clerks retain to build next year's budget

\* Note: these numbers could potentially change since Settle-Up is not yet finalized



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## AGENDA ITEM 6

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**DATE:** December 3, 2025  
**SUBJECT:** Workgroups Update  
**COMMITTEE ACTION:** Information Only

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**Jury Management Workgroup:** This ongoing workgroup, chaired by Clerk Maloy, helps the committee oversee the clerks' jury management process, including the State reimbursement funding. Last year, this workgroup proposed the combined, revised Jury Management Report that was approved by the committee and Executive Council. The workgroup plans to continue to review quarterly costs as well as the reimbursement process.

**Additional Budget Components Workgroup:** This workgroup, chaired by CCOC staff, was created last year to review significant budget components that are not included in the weighted workload measure. The workgroup plans to meet multiple times this fiscal year to readdress the cost-of-living proposal as well as review the next component or two, as time permits. The workgroup plans to bring these allocation proposals to the committee in time for potential use in this budget development cycle, as well as continue its full multi-year review of all components in conjunction with the weighted cases. At the September meeting, the Budget Committee prioritized which components the workgroup will address moving forward:

1. Cost-of-living – readdress this factor based on committee input
2. Multiple courthouse locations (the associated incremental cost increase)
3. Senior judges / hearing officers / magistrates
4. Administrative Orders (AOs) with a court-related fiscal impact
5. BOCC subsidy funding

**Reserve Fund Policy Workgroup:** This newly created workgroup, chaired by Clerk Russell, will review the CCOC Reserve Fund Policy to ensure it remains current, relevant, and actionable. The workgroup plans to proactively clarify the conditions for when and how clerks may request to utilize these funds and outline procedures for implementing distributions.

**Vacancies Review Workgroup:** This newly created workgroup, chaired by Clerk Green, will review how vacancies are tracked and addressed by the CCOC and committee. The workgroup plans to identify staff that would like to serve on this workgroup and then hold its initial meeting in the near future.

**COMMITTEE ACTION:** Information Only

**LEAD STAFF:** Griffin Kolchakian, Budget and Communications Director

**ATTACHMENTS:**

1. Jury Management Policy
2. Reserve Fund Policy





2560-102 BARRINGTON CIRCLE ✦ TALLAHASSEE, FLORIDA 32308 ✦ PHONE 850.386.2223 ✦ FAX 850.386.2224 ✦ WWW.FLCCOC.ORG

**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 10<sup>th</sup> 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](mailto: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.



## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

2560-102 BARRINGTON CIRCLE ✦ TALLAHASSEE, FLORIDA 32308 ✦ PHONE 850.386.2223 ✦ FAX 850.386.2224 ✦ WWW.FLCCOC.ORG

### TITLE: Reserve Fund Policy

#### I. PURPOSE:

Provide the Florida Clerks of Court Operations Corporation's (CCOC) Budget Committee an official policy for the establishment and management of a reserve for contingencies within the Clerks of the Court Trust Fund. This policy will provide guidance to the Committee as to funding of the reserve as well as distributions from the reserve in accordance with s. 28.36(3)(c), F.S.

#### II. AUTHORITY:

Subsection 28.36(3), F.S.

#### III. DEFINITIONS:

As used in this Policy, the following terms are defined:

- a. Continuation Budget – the current budget authority approved for the current county fiscal year by the Executive Council carried forward into the upcoming fiscal year.
- b. Cumulative Excess – revenues derived from fines, fees, service charges, and court costs collected by the clerks of court which are greater than the Original Revenue Projection.
- c. Deficit – occurs when the revenue available to the clerks of court falls below the original revenue projection for that county fiscal year.
- d. Emergency – any natural, technological, or manmade occurrence (or threat thereof) that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States.
- e. Original Budget Authority – the budget authority amount approved by the Executive Council prior to the beginning of the upcoming county fiscal year.
- f. Original Revenue Projection – the official estimate, as determined by the Revenue Estimating Conference, of revenues from fines, fees, service charges, and court costs available for court-related functions for the county fiscal year covered by the projection.

- g. Reserve – moneys specifically retained and carried forward into the following county fiscal year for future use within the Clerks of the Court Trust Fund.
- h. Revenue Available – the sum of the fines, fees, court cost, and service charges collected and kept by the clerks in the local Fine & Forfeiture Fund. The revenue available for any fiscal year is the revenue from September through August.
- i. Total Budget Authority – the statewide spending level approved by the Executive Council which is inclusive of CCOC-controlled funding sources and excludes funding sources such as Title IV-D. The total budget authority may not exceed the sum of:
  - i. Section 142.01, F.S., revenue projected by the Revenue Estimating Conference;
  - ii. Unspent Budgeted Funds from the most recently completed county fiscal year;
  - iii. The balance of funds remaining in the Clerks of the Court Trust Fund after any necessary transfers to the General Revenue Fund pursuant to s. 28.37(3)(b), F.S., and subsequent identification and designation of the amount to be held in reserve; and,
  - iv. Legislative appropriations.

#### IV. POLICY/PROCEDURES:

- a. Deposits into the reserve fund:
  - i. **Statutory Minimum** – Until the reserve reaches the statutorily required percentage limit, the Budget Committee will deposit at least 10% of any Cumulative Excess into the reserve fund at the conclusion of each county fiscal year per s. 28.36(3)(b), F.S.
- b. Use of reserve funds:
  - i. **Statutory Requirement** – Any moneys held in reserve in the Clerks of the Court Trust Fund may only be utilized in accordance with s. 28.36(3)(c), F.S.
  - ii. **Statutory Requirement** – To release the funds in reserve, the CCOC is required to submit a budget amendment through the Budget Amendment Processing System (BAPS) to the Executive Office of the Governor's Office of Policy and Budget (OPB) pursuant to s. 216.292, F.S. The CCOC will work with the Department of Revenue (DOR) to complete this process.
  - iii. **Statutory Requirement** – Moneys held in reserve may be used by the CCOC to offset a current deficit between the revenue available and the original budget authority, to provide funding for an emergency as defined in s. 252.34(4), F.S., or to provide funds in the development of the total aggregate budget of the clerks of court to ensure a minimum continuation budget is met per s. 28.36(3)(c), F.S.

- iv. The CCOC will ensure that the policy aligns with state required policies for funds held in reserve. The CCOC will work with DOR on a continual basis for the administration of these funds.
  - c. Restoration and replenishment of reserve funds:
    - i. Each fiscal year, the Budget Committee shall determine an appropriate fund balance for the reserve as well as the percentage of Cumulative Excess to put into reserve above the statutory minimum contribution amount, if any.
    - ii. In the event reserve funds drop below the identified fund balance, the Budget Committee shall determine an appropriate method to replenish the reserve funds.
- V. **REPORTING:**  
The CCOC is statutorily required to report the balance and use of the reserve funds during each county fiscal year as part of the CCOC's Annual Report (submitted per s. 28.35(2)(h), F.S.).
- VI. **REVISIONS/EXEMPTIONS:**
- a. The provisions of this policy shall not be waived or suspended except by a two-thirds vote of the Budget Committee and subsequent approval by the Executive Council.
  - b. Proposed revisions to the policy shall be made by a two-thirds vote of the Budget Committee and subsequent approval by the Executive Council.

[Approved Aug. 5, 2021]





## 2026 Proposed Budget Committee Schedule

### November 2025:

- *No need for Budget Committee Meeting in November*
- **Additional Budget Components (ABC) Workgroup Meeting (November 12<sup>th</sup>) – Zoom Meeting**
- **Jury Management Workgroup Meeting (November 25<sup>th</sup>) – Zoom Meeting**
- **Additional Budget Components (ABC) Workgroup Meeting (November 26<sup>th</sup>) – Zoom Meeting**

### December 2025:

- **Budget Committee Meeting (December 3<sup>rd</sup>) – Zoom Meeting**
  - Workgroups Update
- **CCOC Workshop on Case Weights (December 11<sup>th</sup>) – Daytona Beach**
- **REC Meeting (December 15<sup>th</sup>)**
- **Reserve Fund Policy Workgroup Meeting (December 18<sup>th</sup>) – Zoom Meeting**

### January:

- **Legislative Session Begins (January 13<sup>th</sup>)**
- **Clerks' Day at the Capitol (January 20<sup>th</sup>-21<sup>st</sup>)**
- *No need for Budget Committee Meeting in January*

### February:

- **Budget Committee Meeting (February 4<sup>th</sup>) – Zoom Meeting**
  - Workgroups Update
  - Establish Reserve Fund Calculation for CFY 2026-27
  - Establish CFY 2026-27 Base Budget

### March:

- **Legislative Session Ends (March 13<sup>th</sup>)**
- **CCOC Executive Council Meeting (March 16<sup>th</sup>)**
- **Winter Conference in Ocala (March 17<sup>th</sup>-19<sup>th</sup>)**
- *No need for Budget Committee Meeting in March*

**April:**

- *No need for Budget Committee Meeting in April*

**May:**

- **Budget Committee Meeting (date TBD) – Zoom Meeting**
  - Workgroups Update – present recommendations
  - Funding Allocation Deliberation

**June:**

- **Budget Issue Requests are due to the CCOC (June 1<sup>st</sup>)**
  - CCOC staff will compile and review these requests for the Committee
- **CCOC Executive Council Meeting (June 22<sup>nd</sup>)**
- **Summer Conference in Orlando (June 23<sup>rd</sup>-25<sup>th</sup>)**
- **Budget Committee Meeting (date TBD) – Zoom Meeting**
  - Workgroups Update – present finalized recommendations, if needed

**July:**

- **REC Meeting (date TBD)**
- *No need for Budget Committee Meeting in July*

**August:**

- **Budget Committee Meeting (date TBD) – In-Person Meeting (Location TBD)**
  - REC Results Update
  - Budget Presentations by Counties (*optional*)
  - Budget Deliberations / Approve CFY 2026-27 Revenue-Limited Budget

**September:**

- *No need for Budget Committee Meeting in September*