

Agenda Item IV.C.

**FY 2016-17 Trial Courts Salary Budget  
 Salary Budget Considerations**

<b>Lapse History</b>	
FY 2014-15 Lapse (1.91%)	6,681,062
FY 2015-16 Lapse (1.80%)	6,401,197
Two year average of actual lapse generated	6,541,130

<b>Historical .5% of Salary Appropriation held as Reserve</b>	<b>1,369,428</b>
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<b>Budget Flexibility</b>	
FY 2016-17 Projected Salary Deficit	4,227,749
Estimated Lapse (based on 2yr. avg. of actual lapse generated)	(6,541,130)
Adjusted Deficit Over/(Under)	<b>(2,313,381)</b>
Historical .5% Reserve Applied	1,369,428
Adjusted Deficit Over/(Under)	<b>(943,953)</b>

<b>Executive Committee FY 2016-17 Salary Funding Recommendations:</b>	
Pending Due Process Position Requests from the 12th (2.0 FTE), 15th (2.0 FTE), and 18th (1.0 FTE) Circuits (Total cost adjusted to \$218,095, if reserve FTE are utilized)	218,095
Carry Forward Chief Discretionary Funds	133,321
Continue Reclasses as needed and CAP cumulative reclasses to a set amount	230,000
Allocate Additional Chief Discretionary Funds	362,537
<b>Total</b>	<b>943,953</b>

**Agenda Item IV.C.: Salary Budgets – Child Support Hearing Officers**

Background:

In July 2014, prior to the special pay issue, the Administrative Hearing Officer/Hearing Officer and the Administrative Magistrate/Magistrate classes were equal. Due to limited resources while implementing the special pay issue, the Administrative Hearing Officer and Hearing Officer classes were unable to be equalized up to the recommended special pay issue plan for Administrative Magistrates and Magistrates class.

Minimum prior to special pay issue:

81,359.04 – Administrative Hearing Officer and Administrative Magistrate  
73,795.08 – Hearing Officer and Magistrate

Current minimum:

85,006.20 – Administrative Hearing Officers	90,915.52 – Administrative Magistrate
77,278.20 – Hearing Officer	82,650.48 – Magistrate

Decision Needed:

To what extent should the Administrative Hearing Officer/Hearing Officer salary minimums be increased.

Options:

1. Increase the Administrative Hearing Officer minimum salary by 4.5% to \$88,831.47 and Hearing Officer minimum salary by 4.5% to \$80,758.71.

Estimated Cost in Dollars:

Administrative Hearing Officer	\$ 3,868.79 (1.0 of 2.0 FTE affected)
Hearing Officers	<u>\$128,922.68</u> (35.5 of 39.5 FTE affected)
<b>TOTAL</b>	<b>\$132,791.47</b>

2. Increase the Administrative Hearing Officer minimum salary by 4.0% to \$88,406.44 and Hearing Officer minimum salary by 4.0% to \$80,369.32.

Estimated Cost in Dollars:

Administrative Hearing Officers	\$ 3,868.79 (1.0 of 2.0 FTE affected)
Hearing Officers	<u>\$111,965.80</u> (35.5 of 39.5 FTE affected)
<b>TOTAL</b>	<b>\$115,834.59</b>

## **Agenda Item IV.E.: Budget and Pay Administration Memorandum Recommendations**

### **Background**

Each fiscal year the Chief Justice issues a memorandum prescribing budget and pay administration policies applicable to the trial courts for that fiscal year. The memorandum covers topics such as personnel actions, budget administration, travel, senior judge guidelines, assignment of county judges to temporary service in circuit court, and payment of Florida Bar membership fees. The Trial Court Budget Commission (TCBC) sometimes provides recommendations to the Chief Justice for revisions to the memorandum, based on salary or other budget conditions affecting the trial courts.

Attached is a preliminary draft of the budget and pay administration memorandum for fiscal year 2016-17. The draft contains technical revisions to the memorandum, which are coded in the style of legislation – with proposed deletions stricken through and proposed new language underlined. The technical changes update date references and general appropriations act or implementing bill references.

Staff of the Office of the State Courts Administrator (OSCA) are reviewing the travel sections of the memorandum (Sections C and D) in anticipation of submitting recommendations to the Chief Justice for revisions to ensure consistency with state travel guidelines and consistency with the district court of appeal budget and pay administration memorandum and other judicial branch travel documents. For example, the Department of Financial Services (DFS) recently apprised the judicial branch and state agencies that each travel reimbursement voucher, or the accompanying documentation, must contain a statement describing how the travel activity is critical to the agency's mission. However, DFS noted that an agency may file a memorandum from the agency head identifying the types of activities that he or she deems mission critical. OSCA is exploring issues and options related to this requirement for the Chief Justice's consideration, which options may affect the budget and pay memorandum. In addition, the memorandum needs to be revised to reflect the new state budget implementing law, which specifies that costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$150 per day.

Distinct from these kinds of more technical or operational adjustments, the TCBC Executive Committee discussed and recommended the following actions related to the budget and pay administration memorandum:

- ***Chief Judge Discretionary Fund:*** Revise the memorandum to reflect authority for unused fiscal year 2015-16 discretionary funds to “roll over” into the new fiscal year and to reflect distribution of additional rate for fiscal year 2016-17 if approved by the TCBC.

**Trial Court Budget Commission**  
**August 11, 2016**  
**Ponte Vedra Beach, Florida**

- ***Upward Reclassification:*** Retain the language which provides that when a position is approved for upward reclassification, the chief judge may approve a promotional salary increase up to 5 percent of the employee's current salary, or to the minimum of the new class, whichever is greater. However, specify that the statewide total of reclassifications for the fiscal year may not exceed \$230,000.
- ***OPS for Child Support Enforcement Hearing Officers:*** Clarify that the central pool of OPS funds for coverage due to "training, illness, injury, disability or other reasons" are available when the triggering event exceeds three days.
- ***Overtime:*** Cross-reference overtime provisions in the court system personnel regulations to ensure those regulations are cited in the memorandum (in response to revised federal regulations raising the income level that qualifies an employee for receipt of overtime pay, effective December 1, 2016).
- ***Due Process Services Budget Management:*** Retain language in the memorandum which provides that expenditures from the Special Category 105420, as budgeted in Expert Witness, Court Reporting, and Court Interpreting, are limited to procurement of contract services.

**Decision Needed**

- 1) Recommend substantive revisions to the budget and pay administration memorandum, as proposed by the Executive Committee, and direct staff of OSCA to prepare the language to effectuate the revisions for consideration by the Chief Justice.
- 2) Do not recommend any substantive revisions to the budget and pay administration memorandum.

Attachment V.B.2. - Attachment A

**Trial Court Technology Comprehensive Plan 2017-18 Legislative Budget Request**  
**Trial Court Budget Commission Meeting, August 11, 2016**

Technology Projects to Support Business Capabilities		FY 2016-17 Legislative Budget Request			FY 2017-18 Legislative Budget Request			Change From FY 2016-17 LBR
		General Revenue Recurring	General Revenue Non-Recurring	Total	General Revenue Recurring	General Revenue Non-Recurring	Total	
<b>Solution I: Secure Case Management and Processing System (CAPS Viewers)</b>								
1	Applications Development and Licensing	\$0	\$3,547,818	\$3,547,818	\$0	\$3,801,595	\$3,801,595	\$253,777
2	Support Services - Maintenance	\$1,856,988	\$0	\$1,856,988	\$1,348,397	\$0	\$1,348,397	(\$508,591)
3	Support Services - Hardware Refresh	\$433,333	\$0	\$433,333	\$442,478	\$0	\$442,478	\$9,145
4	Support Services - Enhancement	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$0
5	Support Services - Server Refresh	\$658,614	\$0	\$658,614	\$402,000	\$0	\$402,000	(\$256,614)
6	Support Services - OSCA Cross-Jurisdictional CAPS (2.5 FTE)	NA	NA	NA	\$484,860	\$10,228	\$495,088	\$495,088
<i>Group I Subtotal</i>		\$3,198,935	\$3,547,818	\$6,746,753	\$2,927,735	\$3,811,823	\$6,739,558	(\$7,195)
<b>Solution II: Digital Court Reporting (DCR) and Remote Court Interpreting (RI)</b>								
7	DCR Equipment - Expansion	\$0	\$796,577	\$796,577	\$0	\$1,610,643	\$1,610,643	\$814,066
8	Support Services - DCR Equipment - Refresh / Maintenance	\$2,583,363	\$1,582,402	\$4,165,765	\$3,069,260	\$795,712	\$3,864,972	(\$300,793)
9	Support Services - OSCA Cross-Jurisdictional DCR (2.5 FTE)	NA	NA	NA	\$444,860	\$10,228	\$455,088	\$455,088
10	Court Reporting - OpenCourt*	\$175,000	\$0	\$175,000	\$0	\$0	\$0	(\$175,000)
11	RI Equipment - Expansion	\$0	\$2,412,750	\$2,412,750	\$0	\$2,129,233	\$2,129,233	(\$283,517)
12	Support Services - RI Equipment - Refresh / Maintenance	\$0	\$0	\$0	\$65,262	\$0	\$65,262	\$65,262
13	Support Services for RI - Statewide Call Manager/Scheduler	NA	NA	NA	\$27,840	\$50,000	\$77,840	\$77,840
<i>Group II Subtotal</i>		\$2,758,363	\$4,791,729	\$7,550,092	\$3,607,222	\$4,595,816	\$8,203,038	\$652,946
<b>Solution III: Support for Minimum Level of Technology</b>								
14	Core Function Capabilities	\$4,150,195	\$0	\$4,150,195	\$3,694,429	\$0	\$3,694,429	(\$455,766)
15	Bandwidth	\$1,260,988	\$0	\$1,260,988	\$1,138,856	\$0	\$1,138,856	(\$122,132)
16	Information Resource Management Consultant (20 FTE, 1 per Circuit)	\$2,032,860	\$47,600	\$2,080,460	\$2,046,700	\$47,980	\$2,094,680	\$14,220
17	Information Systems Analysts (45 FTE)	\$3,066,885	\$107,100	\$3,173,985	\$3,094,650	\$107,955	\$3,202,605	\$28,620
18	Training and Education	\$337,500	\$0	\$337,500	\$396,750	\$0	\$396,750	\$59,250
<i>Group III Subtotal</i>		\$10,848,428	\$154,700	\$11,003,128	\$10,371,385	\$155,935	\$10,527,320	(\$475,808)
<b>TOTAL</b>		<b>\$16,805,726</b>	<b>\$8,494,247</b>	<b>\$25,299,973</b>	<b>\$16,906,342</b>	<b>\$8,563,574</b>	<b>\$25,469,916</b>	<b>\$169,943</b>

\* OpenCourt funded on a recurring basis by the Trial Court Budget Commission. Support for OpenCourt will be included in Issue 9 above (Support Services - OSCA Cross-Jurisdictional DCR)

<sup>1</sup> Implementation of statewide remote interpreting equipment (non-recurring cost) will occur over a three-year period, with recurring maintenance costs associated with the equipment lagging 1 year behind purchase date. This will allow for continued

<sup>2</sup> A projected 10% annual growth rate is applied to bandwidth costs in out years, resulting in a request for \$138,708 in FY 2018-19, \$152,579 in FY 2019-20, and \$167,837 in FY 2020-21.

**Agenda Item V.B.7. - Attachment C / Option 3**

**Trial Court Budget Commission**  
**Executive Committee Meeting, August 10, 2016**  
**Trial Court Comprehensive Court Interpreting Need**  
**Legislative Budget Request FY 2017-18**

	<b>Recurring</b>	<b>Non-Recurring</b>	<b>Total</b>
Remote Interpreting Equipment – Expansion	\$0	\$2,129,233	\$2,129,233
Remote Interpreting Support Services – Refresh and Maintenance	\$65,262	\$0	\$65,262
Remote Interpreting Support Services(?) – Statewide Call Center and Scheduler	\$27,840	\$50,000	\$77,840
Court Interpreting Resources (FTE/Contractual Split TBD)	\$1,608,230	\$0	\$1,608,230
Court Interpreting Base Salary Increase and Compression Adjustment - Last Year	\$391,944	\$0	\$391,944
<b>Total</b>	<b>\$2,093,276</b>	<b>\$2,179,233</b>	<b>\$4,272,509</b>

Note: Highlighted cells have not been updated for FY 2017-18 LBR estimates.