



**Monday, June 27, 2016  
1:30 p.m. – 3:00 p.m.  
Video Conference Meeting**

## **AGENDA**

- I. Welcome and Opening Remarks**
  - A. Roll Call**
  - B. Approval of December 9, 2015 Meeting Minutes**
  
- II. Status of FY 2015-16 Budget**
  - A. Salary Budget**
  - B. Operating Budgets**
  - C. Trust Fund Cash Statement Overview**
  - D. Positions Vacant over 180 Days**
  
- III. FY 2016-17 Allocations**
  - A. Appropriation Summary**
  - B. Operating Allocations**
  
- IV. FY 2017-18 Legislative Budget Request**
  - A. LBR Timeline**
  - B. Discussion of LBR Issue Strategy**
  
- V. Other Business and Adjournment**

If you are unable to join by video conference, the number to call into the meeting is 850-487-8439 ext. 900152#

# **I. Welcome and Opening Remarks**

**District Court of Appeal Budget Commission  
Conference Call  
December 9, 2015**



**Members Present**

Judge Alan Lawson, Chair  
Judge Cory Ciklin  
Judge Leslie Rothenberg  
Judge Craig Villanti  
Judge Stevan Northcutt  
Judge Richard Suarez  
Judge Clayton Roberts

Marshal Veronica Antonoff  
Marshal Charles Crawford  
Marshal Daniel DiGiacomo  
Marshal Jo Haynes  
Marshal Daniel McCarthy  
Justice Ricky Polston

**Members Absent**

Judge Vance Salter  
Judge Bradford Thomas

Judge Wendy Berger  
Judge Jonathan Gerber

**Others Present**

Eric Maclure, Dorothy Willard and other OSCA staff

**Special Note:** It is recommended that these minutes be used in conjunction with the meeting materials.

**Agenda Item I.: Welcome and Approval of September 29, 2015, Minutes**

Judge Alan Lawson welcomed members and called the District Court of Appeal Budget Commission (DCABC) meeting to order at 2:30 p.m.

A motion was made by Judge Villanti to adopt the minutes as drafted. Judge Roberts seconded and the motion was passed without objection.

**Agenda Item II.: Status of FY 2015-16 Salary Budget**

**A. Salary Budget**

Dorothy Willard presented the Salary Budgets as of November 30, 2015, stating the final adjusted liability under salary appropriation at full employment was \$441,458. Ms. Willard noted the only amount subject to change is the remaining Chief Judge discretionary funds as these amounts were being verified and finalized through Personnel.

## **B. Exception Requests**

### **1. Fifth District Court of Appeal – Reclassification Request**

Judge Lawson presented the Fifth DCA exception request to reclassify position #04457, Deputy Clerk II to Deputy Clerk III, stating the duties performed by the incumbent in the position are more in line with the class specifications of a Deputy Clerk III than that of a Deputy Clerk II. Judge Lawson noted the reclassification if approved would bring the Fifth DCA up to three Deputy Clerk III positions, which is still two less than other DCA's. The request to reclassify the Deputy Clerk II position to a Deputy Clerk II position was unanimously approved by the commission.

### **2. Second District Court of Appeal – Overlap Request**

Judge Lawson presented the Second DCA exception request to overlap its facility director's position due to the current incumbent's extended personal illness. The request to provide recommendation of approval by the DCABC to the Chief Justice supporting the overlap in excess of seven (7) calendar days was unanimously approved by the commission.

### **3. First District Court of Appeal – Promotional Increase Request**

Judge Lawson presented the First DCA exception request to promote their selected candidate for their vacant Director of Central Staff at the salary rate amount of \$86,130.84, asking Judge Roberts to further explain the issue. Judge Roberts noted that at the January 28, 2015, DCABC meeting, a motion to raise the Director of Central Staff salary across the board was approved. In September, the First DCA Director of Central Staff position was vacated and subsequently was advertised, interviewed and filled based on the \$86,130.84 salary that was previously approved by the commission. Once hired, paperwork was submitted to OSCA and the First DCA was informed that the selected employee would be required to start at \$73,820.16, the minimum of the class. Judge Roberts requested, if approved, the increase be retro to the date of hire. Judge Lawson remarked that it was his understanding the action the commission took in January was to raise the minimum of the class and what avenue of action would allow for the minimum to be raised. Dorothy Willard explained the decision in January was to raise salaries to the median of the existing employees and did not affect the minimum of the class. Ms. Willard remarked that the options provided are the only options within the existing Personnel Rules and Regulations, and to increase the salary to the requested \$86,130.84 would require using rate distribution funds. Ms. Willard noted there are two options to achieve this; (1) for the First DCA to use any remaining discretionary funds, or (2) to request a rate distribution from the Chief Justice. Judge Lawson inquired if it would be possible to raise the minimum of the class. Dorothy Willard responded that in order to raise the minimum, a request will need to be submitted to the Supreme Court and noted that this class is benchmarked with the Supreme Court position. Judge Rothenberg inquired as to how the increases in January were determined; and if they were based

on number of lawyers supervised. Dorothy Willard responded stating the positions were increased to the level of the 2<sup>nd</sup> highest paid, noting that currently the positions are no longer equalized, as two received discretionary funds since the pay increased in January. Judge Lawson asked Justice Polston if Option Two was approved and a special rate distribution is authorized, would that be a concern for the Chief Justice. Justice Polston stated if it was taken out of the rate distribution already approved or if the rate came from the DCA statewide pot, he felt it would be fine. Judge Lawson stated the salary should be what was offered and inquired if Judge Roberts had any discretionary funds remaining. Judge Roberts stated there were discretionary funds remaining but was already planned for. Judge Lawson requested Judge Roberts use remaining discretionary funds from the first rate distribution to make up the difference from the minimum to the requested salary and use new rate distribution funds to achieve planned actions. A motion was made by Judge Roberts to approve Option Two: Approve, as allowed by the Personnel Regulations Section 7.03.5.C., a ten percent increase above the new minimum of the pay range for the higher class due to the training and/or experience the employee possesses, making Mr. Sanders' new annualized salary \$81,175.38, and the First DCA would use \$4,955.46 of remaining discretionary funds to increase Mr. Sanders' annualized salary to \$86,130.84 with an effective date as the date of hire. Judge Ciklin seconded and the motion was unanimously approved.

### **C. Recommendations From the Salary Budget Committee**

Judge Northcutt stated the committee consists of Judge Northcutt, Judge Roberts and the marshals. Judge Northcutt noted his only concern was that the recommendation is based on the last two year's lapse percentage, taking the average lapse and deducting another half percent to determine the lapse rate. Judge Northcutt stated in the previous rate distribution approval letter, the Chief Justice made reference to the trust fund deficit. Judge Northcutt noted that the DCA portion of the projected deficit was a little over \$164,000, remarking that based on the projected liability under the appropriation, there should be no issue with covering the proposed deficit and recommendations offered by the committee. Judge Northcutt presented the following recommendations from the committee:

1. Use three unfunded FTE to create two law clerk positions at \$45,817 each and one new security position for the Third DCA at \$36,000.
2. Make a rate distribution of \$9,524 to each of the DCA's in January.

Total Rate Cost: \$175,254

The committee reports based on the most recent caseload numbers, it appears that the staff attorney positions should be distributed one each to the Fourth and Fifth DCAs.

Judge Lawson noted that during the last meeting it was approved to transfer a law clerk position from the Second to the Fourth when one became available. He wanted to ensure this recommendation, if approved, supersedes the previous approval, thereby allowing the Fourth to receive only one law clerk position. Judge Villanti expressed his gratitude for ensuring that the Second retains this position, as they have a need for an additional security position and will use this position to fulfill that need. Dorothy Willard requested clarification that the two law clerk positions were for central staff and not suite staff. Judge Northcutt clarified that yes, the law clerk positions recommended were intended for central staff. Justice Polston inquired of the security positions and how they related to the Legislative Budget Request (LBR) issues that were to be delayed. Dorothy Willard referenced the Supreme Court memo regarding the LBR, stating the court declined to approve recommendations. The court believes it would benefit from a comprehensive analysis, creating a standard, and advised to look at using existing resources and unfunded FTE to fulfill security needs. Judge Suarez stated the Third DCA has a unique need due to the building layout and construction within the building. Justice Polston remarked that he is in support of the request and recommended including all the unique justifications when submitting to the Chief Justice for approval. Justice Polston cautioned to be mindful when implementing the rate distribution, of creating equity issues within the district courts and the court as a whole, such as encroaching on benchmarking structures. He suggested the committee review how funds are distributed. Dorothy Willard, in light of Justice Polston's concerns, shared that the TCBC put constraints that increases were only to address retention/recruitment issues and the chief judge is required to sign certifying of that purpose when submitting to Personnel. Judge Lawson inquired if a more formal procedure was needed. Justice Polston responded stating the discretion is up to the commission but the committee review should be sufficient. Judge Northcutt stated the committee would look at any criteria the commission requests. A motion by Judge Ciklin was made to approve the recommended rate distribution with a caveat that the committee review actions for any concerns and bring any issues to the DCABC. Judge Villanti seconded and the motion passed without objection. Judge Lawson inquired for the record if Justice Polston was on board with the decisions. Justice Polston responded yes. Judge Lawson indicated that Dorothy Willard should receive information from each DCA, which will then be forwarded to the committee, and a letter to the Chief Justice would be drafted at a later date.

### **Agenda Item III.: FY 2016-17 Legislative Update**

Dorothy Willard reviewed the Governor's budget recommendations. Ms. Willard stated the Judicial Branch budget has been presented to both House and Senate committees. There will be no committee meetings until the first week of session. Judge Lawson noted the Senate President

publicly proposed an alternative to the bonus recommendation, stating state employees need a salary increase and will be a Senate priority.

**Adjournment**

With no other business before the Commission, Judge Lawson adjourned at 3:33 p.m.

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## **II. Status of FY 2015-16 Budget**

**Agenda Item II.A.: Salary Budget**

**FY 2015-16 District Courts of Appeal Salary Budget  
MAY 2016**

<b>1</b>	Projected Full Employment Payroll Liability through June 30, 2016	41,001,054
<b>2</b>	Projected DROP Liability through June 30, 2016	19,899
<b>3</b>	Projected Law Clerk Below Minimum Pay Plan Liability through June 30, 2016	2,238
<b>4</b>	Projected Law Clerk Incentives Pay Plan Liability through June 30, 2016	3,465
<b>5</b>	Remaining Chief Judge Discretionary Funds	6
<b>6</b>	<b>Total Projected Payroll Liability through June 30, 2016</b>	<b>41,026,660</b>
<b>7</b>	Salary Appropriation	(41,341,371)
<b>8</b>	<b>Projected Liability OVER/(UNDER) Salary Appropriation @ Full Employment</b>	<b>(314,711)</b>
<b>9</b>	Actual Payroll Adjustments through May 31, 2016	(617,567)
<b>10</b>	Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment	(932,278)
<b>11</b>	Estimated Leave Payouts	6,164
<b>12</b>	<b>FINAL - Adjusted Liability OVER/(UNDER) Salary Appropriation @ Full Employment</b>	<b>(926,113)</b>

**Agenda Item II.B.: Operating Budgets**

The data below represents the status of the FY 2015-16 operating budget as of May 31, 2016

**General Revenue Fund**

Category	District	Appropriation	Expended / Encumbered	Remaining Balance	% Expended
<b>Other Personal Services</b>	1st	19,752	0	19,752	0.00%
	2nd	894	894	0	100.00%
	3rd	27,617	21,288	6,329	77.08%
	4th	0	0	0	0.00%
	5th	42,615	35,410	7,205	83.09%
	<b>TOTAL</b>	<b>90,878</b>	<b>57,592</b>	<b>33,286</b>	<b>63.37%</b>
<b>Expenses</b>	1st	1,447,124	1,407,473	39,651	97.26%
	2nd	825,766	776,015	49,751	93.98%
	3rd	245,593	160,510	85,083	65.36%
	4th	316,053	285,143	30,910	90.22%
	5th	282,205	235,381	46,824	83.41%
	<b>TOTAL</b>	<b>3,116,741</b>	<b>2,864,523</b>	<b>252,218</b>	<b>91.91%</b>
<b>Operating Capital Outlay</b>	1st	4,642	2,754	1,888	59.33%
	2nd	64,416	34,254	30,162	53.18%
	3rd	9,901	5,725	4,176	57.83%
	4th	18,274	5,603	12,671	30.66%
	5th	53,250	43,142	10,108	81.02%
	<b>TOTAL</b>	<b>150,483</b>	<b>91,478</b>	<b>59,005</b>	<b>60.79%</b>
<b>Senior Judge Days</b>	1st	7,700	0	7,700	0.00%
	2nd	8,261	6,391	1,870	77.37%
	3rd	10,818	0	10,818	0.00%
	4th	0	0	0	0.00%
	5th	6,016	3,551	2,465	59.02%
	<b>TOTAL</b>	<b>32,795</b>	<b>9,942</b>	<b>22,853</b>	<b>30.32%</b>
<b>Contracted Services</b>	1st	51,594	17,677	33,917	34.26%
	2nd	241,678	218,771	22,907	90.52%
	3rd	104,450	98,388	6,062	94.20%
	4th	154,242	137,931	16,311	89.43%
	5th	43,771	43,729	42	99.90%
	<b>TOTAL</b>	<b>595,735</b>	<b>516,496</b>	<b>79,239</b>	<b>86.70%</b>

**Agenda Item II.B.: Operating Budgets**

The data below represents the status of the FY 2015-16 operating budget as of May 31, 2016

**General Revenue Fund**

Category	District	Appropriation	Expended / Encumbered	Remaining Balance	% Expended
<b>DCA Law Library</b>	1st	86,641	36,949	49,692	42.65%
	2nd	34,977	23,761	11,216	67.93%
	3rd	9,600	9,410	190	98.03%
	4th	15,874	1,975	13,899	12.44%
	5th	15,705	15,705	0	100.00%
	<b>TOTAL</b>		<b>162,797</b>	<b>87,800</b>	<b>74,997</b>
<b>Lease/Lease Purchase</b>	1st	16,895	16,129	766	95.47%
	2nd	10,334	10,334	0	100.00%
	3rd	6,316	4,316	2,000	68.33%
	4th	11,084	4,037	7,047	36.42%
	5th	4,946	2,767	2,179	55.95%
	<b>TOTAL</b>		<b>49,575</b>	<b>37,583</b>	<b>11,992</b>

**Administrative Trust Fund**

Category	Appropriation	Expended / Encumbered	Remaining Balance	% Expended
<b>Expenses</b>	94,669	71,741	22,928	75.78%
<b>Operating Capital Outlay</b>	27,000	13,422	13,578	49.71%
<b>TOTAL</b>	<b>121,669</b>	<b>85,163</b>	<b>36,506</b>	<b>70.00%</b>

**State Courts System**  
**State Courts Revenue Trust Fund - Monthly Cash Analysis**  
**Fiscal Year Reporting 2015-2016 (Official Estimates)**

Based on Actual Revenues and Expenditures for  
 July - May and REC Revenues and Estimated  
 Expenditures for June

**Article V Revenue Estimating Conference Projections**

1	February 17, 2015	8,039,637	6,947,557	6,807,650	6,807,650	6,862,401	6,412,574	6,265,253	6,476,131	7,343,390	7,591,996	7,163,314	7,290,079	84,007,632
2	July 20, 2015	6,561,983	6,828,194	6,799,712	6,354,508	6,793,505	5,955,919	6,177,546	6,446,962	6,790,973	7,101,311	6,758,100	6,531,555	79,100,268
3	December 21, 2015	6,868,704	6,719,579	6,300,345	6,087,832	6,220,803	5,683,231	5,825,111	6,085,369	6,425,501	6,732,494	6,399,132	6,174,465	75,522,566
4	<b>State Courts Revenue Trust Fund</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Year-To-Date Summary*</b>
5	<b>Beginning Balance</b>	2,088,732	444,866	522,613	234,579	410,665	543,499	237,314	126,244	5,312,899	5,161,665	4,949,972	7,611,762	2,088,732
6	Fee and Fine Revenue Received*	6,878,304	6,719,629	6,278,232	6,109,945	6,229,304	5,150,568	6,561,439	5,580,726	6,498,177	7,125,798	6,312,538	6,174,465	75,619,123
7	Cost Sharing (JAC transfers/\$3,695,347 due annually)	842,914		80,924	842,903	80,924		923,842			842,917	80,925		3,695,347
8	Refunds/Miscellaneous	2,862	52,973	4,782	5						3,215			63,836
9	<b>Total Revenue Received</b>	7,724,080	6,772,602	6,363,938	6,952,852	6,310,228	5,150,568	7,485,280	5,580,726	6,498,177	7,971,929	6,393,463	6,174,465	79,378,307
10	<b>Available Cash Balance</b>	9,812,811	7,217,468	6,886,551	7,187,431	6,720,893	5,694,067	7,722,594	5,706,970	11,811,076	13,133,594	11,343,435	13,786,227	81,467,038
11	Staff Salary Expenditures	(7,769,999)	(6,693,983)	(6,651,332)	(6,685,217)	(6,677,029)	(6,655,820)	(6,656,581)	(6,692,941)	(6,648,609)	(6,691,759)	(6,630,252)	(6,924,304)	(81,377,825)
12	Staff Salary Expenditures - GR Shift				1,500,000	500,000	1,200,000	460,000		0	0	2,900,000	5,783,100	12,343,100
13	Refunds	(788)	(873)	(640)	(1,873)	(365)	(933)	(1,193)	(1,130)	(803)	(795)	(1,420)	(983)	(11,793)
14	SCRTF Loan in accordance with 215.18(2), F.S. <sup>1</sup>								6,300,000				(6,300,000)	0
15	<b>Total SCRTF Operating Expenditures</b>	(7,770,786)	(6,694,855)	(6,651,972)	(5,187,089)	(6,177,394)	(5,456,753)	(6,197,774)	(394,071)	(6,649,411)	(6,692,554)	(3,731,672)	(7,442,187)	(69,046,518)
16	<i>8% General Revenue Service Charge</i>	(1,597,159)			(1,589,677)			(1,398,576)			(1,491,068)			(6,076,479)
17	<b>Ending Cash Balance</b>	444,866	522,613	234,579	410,665	543,499	237,314	126,244	5,312,899	5,161,665	4,949,972	7,611,762	6,344,041	6,344,041

\* Note: Actual revenues received reported by REC and OSCA differ due to the timing of reporting by the Department of Revenue and FLAIR posting to the SCRTF.

Estimated 8% GRSC for July 2016 (1,569,024)

**State Courts System  
 FY 2015-16 Cash Statement  
 Administrative Trust Fund  
 As of May 31, 2016**

2210600-DCA	Beginning Balance	Revenue Received	Expenditures	Refunds	Ending Balance
1st DCA - 22110000120-WC	57,181.46	1,860,111.95	0.00	0.00	1,917,293.41
1st DCA - 22110000190-Recycle 000400	0.00	258.00	0.00	0.00	258.00
Prior Year Refunds	0.00	20.00	0.00	0.00	20.00
Salaries 010000	0.00	0.00	(1,482,050.27)	0.00	(1,482,050.27)
Salaries 010000-Move to Expenditures	0.00	0.00	0.00	0.00	0.00
Expenses 040000	0.00	0.00	(65,619.38)	0.00	(65,619.38)
OCO 060000	0.00	0.00	(10,820.10)	0.00	(10,820.10)
Prior Year Certified Forwards	0.00	0.00	(10,979.06)	0.00	(10,979.06)
Human Resources Transfer to DMS 107040	0.00	0.00	(2,222.00)	0.00	(2,222.00)
Refunds 220020	0.00	0.00	0.00	0.00	0.00
<b>DCA Ending Cash Balance</b>	<b>57,181.46</b>	<b>1,860,389.95</b>	<b>(1,571,690.81)</b>	<b>0.00</b>	<b>345,880.60</b>

**Agenda Item II.D: Positions Vacant over 180 Days**

District Court	Cost Center	Cost Center Name	Position #	Class Title	FTE	# of Days Vacant	Date Position Vacant	Base Rate
1st	111	Judicial Assistants	000680	Appellate Judicial Assistant	1.00	299	08/28/2015	\$35,868.36
1st	120	Workers Compensation Unit	008351	Career Attorney	1.00	783	05/01/2014	\$59,607.00
1st	210	Judicial Administration	000067	Clerical Assistant	1.00	357	07/01/2015	\$22,302.96

### **III. FY 2016-17 Allocations**

All District Courts of Appeal  
FY 2016-17 Appropriations

Issue	FTE*	Rate	Salaries & Benefits 010000	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	HR Services 107040	2nd DCA Study 107042	ODP 210014	Fixed Capital Outlay (See Issue line for category)	Total
<b>FTE and Rate</b>																	
1	2015-16 FTE Legislative Startup Appropriation	445.0	30,469,006														
<b>General Revenue (GR)</b>																	
2	2015-16 General Revenue Legislative Start Up Appropriation		26,080,138	140,007	3,101,286	85,364	51,790	595,074	135,233		162,797	62,686	104,101		171,100		30,689,576
<b>Legislative Technical Adjustments</b>																	
3	Issue Code 1001090 Risk Management Premium Adjustment for FY 2016-17								5,640								5,640
4	Issue Code 1001420 Florida Retirement System Adjustment for FY 2015-16 Normal Cost and Unfunded Actuarial Liability		51,958														51,958
5	Issue Code 1001430 Health Insurance Subsidy - Retirees for FY 2015-16		76,326														76,326
6	Issue Code 1005900 Reallocation of Human Resources Outsourcing												844				844
7	Issue Code 3400010 Fund Shift to Adjust for SCRTF Revenue Shortfall		1,300,000														1,300,000
<b>New Funding</b>																	
8	Issue Code 990S000 Fourth District Court of Appeal New Courthouse Construction - DMS MGD 080071															7,509,276	7,509,276
9	Issue Code 990S000 3rd DCA - Court Building Remodeling for Security and Building System Upgrades - DMS MGD 080179															6,482,222	6,482,222
10	Transfer to DMS for 2nd DCA Study for courthouse space and location needs													200,000			200,000
11	2nd DCA Lakeland Lease Payments											518,000					518,000

All District Courts of Appeal  
FY 2016-17 Appropriations

Issue	FTE*	Rate	Salaries & Benefits 010000	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	HR Services 107040	2nd DCA Study 107042	ODP 210014	Fixed Capital Outlay (See Issue line for category)	Total
<b>Administrative Trust Fund (ATF)</b>																	
12	2015-16 ATF Legislative Start Up Appropriation		1,848,981		94,669	27,000							2,194				1,972,844
<b>Legislative Technical Adjustments</b>																	
13	Issue Code 1001420 Florida Retirement System Adjustment for FY 2015-16 Normal Cost and Unfunded Actuarial Liability		3,680														3,680
14	Issue Code 1001430 Health Insurance Subsidy - Retirees for FY 2015-16		5,405														5,405
15	Issue Code 1005900 Reallocation of Human Resources Outsourcing												28				28
<b>State Courts Revenue Trust Fund (SCRTF)</b>																	
16	2015-16 SCRTF Legislative Start Up Appropriation		13,212,511							6,890							13,219,401
<b>Legislative Technical Adjustments</b>																	
17	Issue Code 1001420 Florida Retirement System Adjustment for FY 2015-16 Normal Cost and Unfunded Actuarial Liability		26,315														26,315
18	Issue Code 1001430 Health Insurance Subsidy - Retirees for FY 2015-16		38,657														38,657
19	Issue Code 3400010 Fund Shift to Adjust for SCRTF Revenue Shortfall		(1,300,000)														(1,300,000)
<b>SUMMARY</b>																	
20	FY 2016-17 General Revenue Appropriation		27,508,422	140,007	3,101,286	85,364	51,790	595,074	140,873	0	162,797	580,686	104,945	200,000	171,100	13,991,498	46,833,842
21	FY 2016-17 Administrative Trust Fund Appropriation	445.0	30,469,006	0	94,669	27,000	0	0	0	0	0	0	2,222	0	0	0	1,981,957
22	FY 2016-17 SCRTF Appropriation		11,977,483	0	0	0	0	0	0	6,890	0	0	0	0	0	0	11,984,373
23	FY 2016-17 TOTAL All Funds Appropriation	445.0	30,469,006	140,007	3,195,955	112,364	51,790	595,074	140,873	6,890	162,797	580,686	107,167	200,000	171,100	13,991,498	60,800,172

\*\*\$113,834 in ATF Salary represents unfunded budget authority\*\*

1st District Court of Appeal  
FY 2016-17 Appropriations

Issue	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Law Library 103732	Lease Purchase 105281	Total	
<b>General Revenue (GR)</b>										
1	2015-16 General Revenue Legislative Start Up Appropriation	24,809	1,425,124	4,642	7,700	83,594	29,660	86,641	16,895	1,679,065
<b>Legislative Technical Adjustments</b>										
2	Issue Code 1001090 Risk Management Premium Adjustment for FY 2016-17						1,237			1,237
<b>Administrative Trust Fund (ATF)</b>										
3	2015-16 ATF Legislative Start Up Appropriation		94,669	27,000						121,669
<b>SUMMARY</b>										
4	FY 2016-17 General Revenue Appropriation	24,809	1,425,124	4,642	7,700	83,594	30,897	86,641	16,895	1,680,302
5	FY 2016-17 Administrative Trust Fund Appropriation	0	94,669	27,000	0	0	0	0	0	121,669
6	FY 2016-17 TOTAL All FUNDS Appropriation	24,809	1,519,793	31,642	7,700	83,594	30,897	86,641	16,895	1,801,971

2nd District Court of Appeal  
FY 2016-17 Appropriations

Issue	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Law Library 103732	Lease Purchase 105281	2nd DCA Study 107042	Total	
<b>General Revenue (GR)</b>											
1	2015-16 General Revenue Legislative Start Up Appropriation	14,560	881,766	27,297	8,261	196,012	24,608	34,977	13,453	1,200,934	
<b>Legislative Technical Adjustments</b>											
2	Issue Code 1001090 Risk Management Premium Adjustment for FY 2016-17						1,026			1,026	
<b>New Funding</b>											
3	Transfer to DMS for 2nd DCA Study for courthouse space and location needs								200,000	200,000	
4	2nd DCA Lakeland Lease Payments							518,000		518,000	
<b>Summary</b>											
5	FY 2016-17 General Revenue Appropriation	14,560	881,766	27,297	8,261	196,012	25,634	34,977	531,453	200,000	1,919,960

3rd District Court of Appeal  
FY 2016-17 Appropriations

Issue	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	Fixed Capital Outlay (See Issue line for category)	Total	
<b>General Revenue (GR)</b>												
1	2015-16 General Revenue Legislative Start Up Appropriation	14,560	245,593	13,901	14,818	104,450	48,269		9,600	6,316	457,507	
<b>Legislative Technical Adjustments</b>												
2	Issue Code 1001090 Risk Management Premium Adjustment for FY 2016-17					2,013					2,013	
<b>New Funding</b>												
3	Issue Code 9905000 3rd DCA - Court Building Remodeling for Security and Building System Upgrades - DMS MGD 080179									6,482,222	6,482,222	
<b>SUMMARY</b>												
4	FY 2016-17 General Revenue Appropriation	14,560	245,593	13,901	14,818	104,450	50,282	0	9,600	6,316	6,482,222	6,941,742

4th District Court of Appeal  
FY 2016-17 Appropriations

Issue	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	Fixed Capital Outlay (See Issue line for category)	Total	
<b>General Revenue (GR)</b>												
1	2015-16 General Revenue Legislative Start Up Appropriation	6,644	286,917	18,274	18,995	155,247	15,937	15,874	13,576		531,464	
<b>Legislative Technical Adjustments</b>												
2	Issue Code 1001090 Risk Management Premium Adjustment for FY 2016-17						665				665	
<b>New Funding</b>												
3	Issue Code 990S000 Fourth District Court of Appeal New Courthouse Construction - DMS MGD 080071									7,509,276	7,509,276	
<b>State Courts Revenue Trust Fund (SCRTF)</b>												
4	2015-16 SCRTF Legislative Start Up Appropriation						2,890				2,890	
<b>SUMMARY</b>												
5	FY 2016-17 General Revenue Appropriation	6,644	286,917	18,274	18,995	155,247	16,602	0	15,874	13,576	7,509,276	8,041,405
6	FY 2016-17 SCRTF Appropriation	0	0	0	0	0	0	2,890	0	0	0	2,890
7	FY 2016-17 TOTAL All FUNDS Appropriation	6,644	286,917	18,274	18,995	155,247	16,602	2,890	15,874	13,576	7,509,276	8,044,295

5th District Court of Appeal  
FY 2016-17 Appropriations

Issue	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	Fixed Capital Outlay (See Issue line for category)	Total	
<b>General Revenue (GR)</b>												
1	2015-16 General Revenue Legislative Start Up Appropriation	79,434	261,886	21,250	2,016	55,771	16,759	15,705	12,446		465,267	
<b>Legislative Technical Adjustments</b>												
2	Issue Code 1001090 Risk Management Premium Adjustment for FY 2016-17					699					699	
<b>State Courts Revenue Trust Fund (SCRTF)</b>												
3	2015-16 SCRTF Legislative Start Up Appropriation						4,000				4,000	
<b>SUMMARY</b>												
4	FY 2016-17 General Revenue Appropriation	79,434	261,886	21,250	2,016	55,771	17,458	0	15,705	12,446	0	465,966
5	FY 2016-17 SCRTF Appropriation	0	0	0	0	0	0	4,000	0	0	0	4,000
6	FY 2016-17 TOTAL ALL FUNDS Appropriation	79,434	261,886	21,250	2,016	55,771	17,458	4,000	15,705	12,446	0	469,966

District Court of Appeal - Statewide  
2016/2017 Operating Budget

Cost Center Title	Cost Center	Salaries & Benefits 010000	HR Services 107040	ODP 210014	TOTAL
<b>General Revenue and State Courts Revenue Trust Fund (SCRTF)</b>					
Salaries & Benefits	000	39,485,905			39,485,905
Human Resource Services - Transfer to DMS	000		104,945		104,945
Desktop Support Automation Appellate Pool	380			171,100	171,100
<b>Totals</b>		<b>39,485,905</b>	<b>104,945</b>	<b>171,100</b>	<b>39,761,950</b>

2016/2017 GR and SCRTF Appropriations (GAA)

<b>39,485,905</b>	<b>104,945</b>	<b>171,100</b>	<b>39,761,950</b>
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Cost Center Title	Cost Center	Salaries & Benefits 010000	HR Services 107040	TOTAL
<b>Administrative Trust Fund (ATF)</b>				
Unfunded Budget Authority	000	113,834		<b>113,834</b>
Salaries & Benefits	120	1,744,232		<b>1,744,232</b>
Human Resource Services - Transfer to DMS	120		2,222	<b>2,222</b>
<b>Totals</b>		<b>1,858,066</b>	<b>2,222</b>	<b>1,860,288</b>

2016/2017 Beginning ATF Appropriations (GAA)

<b>1,858,066</b>	<b>2,222</b>	<b>1,860,288</b>
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First District Court of Appeal  
2016/2017 Operating Budget

Activity	Title	Cost Center	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt. Insurance 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	TOTAL
<b>General Revenue and State Courts Revenue Trust Fund (SCRTF)</b>												
Judicial Processing of Cases	Judges	110										0
	JA's	111										0
	Law Clerks, Central Staff	112										0
	Central Staff Support	119										0
	Library	180								86,641		86,641
	Comp to Retired Judges	630				7,700						7,700
Desktop Support	Information Systems Support	117		8,000								8,000
	DCA Automation	380										0
Judicial Administration	Marshal & Admin Staff	210						30,897				30,897
Court Records & Caseflow Mgt	Clerk's Office	114										0
Security	Security	118										0
Facility Maintenance & Mgt	Facility Maintenance & Mgt.	115										0
	Facility Lease	211										0
<b>Totals</b>			<b>0</b>	<b>8,000</b>	<b>0</b>	<b>7,700</b>	<b>0</b>	<b>30,897</b>	<b>0</b>	<b>86,641</b>	<b>0</b>	<b>133,238</b>

2016/2017 GR and SCRTF Appropriations (less CIP Funding)

24,809	1,425,124	4,642	7,700	83,594	30,897	0	86,641	16,895	1,680,302
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<b>Total FY 2016-17 General Revenue and State Courts Revenue Trust Fund Appropriation</b>									<b>1,680,302</b>
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Activity	Title	Cost Center	Expense 040000	OCO 060000	TOTAL
<b>Administrative Trust Fund (ATF)</b>					
Judicial Processing of Cases	Workers' Compensation Unit	120	94,669	27,000	121,669
<b>Totals</b>			<b>94,669</b>	<b>27,000</b>	<b>121,669</b>

2016/2017 Beginning ATF Appropriations

94,669	27,000	121,669
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Second District Court of Appeal  
FY 2016-2017 Operating Budget

Activity	Title	Cost Center	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt. Insurance 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	2nd DCA Study 107042	TOTAL
<b>General Revenue and State Courts Revenue Trust Fund (SCRTF)</b>													
Judicial Processing of Cases	Judges	110											0
	JA's	111											0
	Law Clerks, Central Staff	112											0
	Central Staff Support	119											0
	Library	180								34,977			34,977
	Comp to Retired Judges	630				8,261							8,261
Desktop Support	Information Systems Support	117		8,000									8,000
	DCA Automation	380											0
Judicial Administration	Marshal & Admin Staff	210					25,634						25,634
Court Records & Caseflow Mgt	Clerk's Office	114											0
Security	Security	118											0
Facility Maintenance & Mgt	Facility Maintenance & Mgt	115										200,000	200,000
	Facility Lease	211											0
<b>Totals</b>			<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,261</b>	<b>0</b>	<b>25,634</b>	<b>0</b>	<b>34,977</b>	<b>0</b>	<b>200,000</b>	<b>276,872</b>

2016/2017 GR and SCRTF Appropriations (less CIP Funding)

14,560	881,766	27,297	8,261	196,012	25,634	0	34,977	531,453	200,000	1,919,960
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<b>Total FY 2016-17 General Revenue and State Courts Revenue Trust Fund Appropriation</b>										<b>1,919,960</b>
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Third District Court of Appeal  
2016/2017 Operating Budget

Activity	Title	Cost Center	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt. Insurance 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	TOTAL
<b>General Revenue and State Courts Revenue Trust Fund (SCRTF)</b>												
Judicial Processing of Cases	Judges	110										0
	JA's	111										0
	Law Clerks, Central Staff	112										0
	Central Staff Support	119										0
	Library	180								9,600		9,600
	Comp to Retired Judges	630				14,818						14,818
Desktop Support	Information Systems Support	117		8,000								8,000
	DCA Automation	380										0
Judicial Administration	Marshal & Admin Staff	210						50,282				50,282
Court Records & Caseflow Mgt	Clerk's Office	114										0
Security	Security	118										0
Facility Maintenance & Mgt	Facility Maintenance & Mgt	115										0
<b>Totals</b>			<b>0</b>	<b>8,000</b>	<b>0</b>	<b>14,818</b>	<b>0</b>	<b>50,282</b>	<b>0</b>	<b>9,600</b>	<b>0</b>	<b>82,700</b>

2016/2017 GR and SCRTF Appropriations (less CIP Funding)

14,560	245,593	13,901	14,818	104,450	50,282	0	9,600	6,316	459,520
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Capital Improvement Projects (CIP) - 3rd DCA Building Remodel - DMS Managed (Category 080179)	6,482,222
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Total FY 2016-17 General Revenue and State Courts Revenue Trust Fund Appropriation	6,941,742
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Fourth District Court of Appeal  
2016/2017 Operating Budget

Activity	Title	Cost Center	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt. Insurance 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	TOTAL
<b>General Revenue and State Courts Revenue Trust Fund (SCRTF)</b>												
Judicial Processing of Cases	Judges	110										0
	JA's	111										0
	Law Clerks, Central Staff	112										0
	Central Staff Support	119										0
	Library	180								15,874		15,874
	Comp to Retired Judges	630				18,995						18,995
Desktop Support	Information Systems Support	117		8,000								8,000
	DCA Automation	380										0
Judicial Administration	Marshal & Admin Staff	210						16,602				16,602
Court Records & Caseflow Mgt	Clerk's Office	114										0
Security	Security	118										0
Facility Maintenance & Mgt	Facility Maintenance & Mgt	115										0
<b>Totals</b>			<b>0</b>	<b>8,000</b>	<b>0</b>	<b>18,995</b>	<b>0</b>	<b>16,602</b>	<b>0</b>	<b>15,874</b>	<b>0</b>	<b>59,471</b>

2016/2017 GR and SCRTF Appropriations (less CIP Funding)

6,644	286,917	18,274	18,995	155,247	16,602	2,890	15,874	13,576	535,019
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Capital Improvement Projects (CIP) - 4th DCA New Court Building - DMS Managed (Category 080071)	7,509,276
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Total FY 2016-17 General Revenue and State Courts Revenue Trust Fund Appropriation	8,044,295
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Fifth District Court of Appeal  
2016/2017 Operating Budget

Activity	Title	Cost Center	OPS 030000	Expense 040000	OCO 060000	Comp Sr. Judges 100630	Contracted Services 100777	Risk Mgmt. Insurance 103241	Salary Incentive Payments 103290	Law Library 103732	Lease Purchase 105281	TOTAL
<b>General Revenue and State Courts Revenue Trust Fund (SCRTF)</b>												
Judicial Processing of Cases	Judges	110										0
	JA's	111										0
	Law Clerks, Central Staff	112										0
	Central Staff Support	119										0
	Library	180								15,705		15,705
	Comp to Retired Judges	630				2,016						2,016
Desktop Support	Information Systems Support	117		8,000								8,000
	DCA Automation	380										0
Judicial Administration	Marshal & Admin Staff	210						17,458				17,458
Court Records & Caseflow Mgt	Clerk's Office	114										0
Security	FTE, Contract, and Expenses	118										0
Facility Maintenance & Mgt	FTE, Contract, Expenses	115										0
<b>Totals</b>			<b>0</b>	<b>8,000</b>	<b>0</b>	<b>2,016</b>	<b>0</b>	<b>17,458</b>	<b>0</b>	<b>15,705</b>	<b>0</b>	<b>43,179</b>

2016/2017 GR and SCRTF Appropriations (less CIP Funding)

79,434	261,886	21,250	2,016	55,771	17,458	4,000	15,705	12,446	469,966
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<b>Total FY 2016-17 General Revenue and State Courts Revenue Trust Fund Appropriation</b>	<b>469,966</b>
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## **IV. FY 2017-18 Legislative Budget Request**

## 2017-2018 Legislative Budget Request (LBR) Timeline\* District Courts of Appeal

Monday, June 27	Preliminary LBR strategy discussion; District Court of Appeal Budget Commission (DCABC) meeting <i>1:30 p.m. – Video Conference Meeting</i>
Tuesday, June 28	Legislative Budget Request (LBR) technical instructions distributed via email to Chief Judges and Marshals
Friday, July 8	Budget requests due to OSCA Office of Budget Services
Monday, July 11- Monday, July 18	Issues and summaries prepared by Office of Budget Services for District Court of Appeal Budget Commission review
Friday, July 22	District Court of Appeal Budget Commission meeting to review and approval of final Legislative Budget Request <i>2:00 p.m. to 4:00 p.m. – Video Conference Meeting</i>
Wednesday, September 7	Joint Leadership meeting materials sent out via email
Monday, September 12	Joint meeting of Leadership with the Chief Justice, OSCA, District Court of Appeal Budget Commission, Trial Court Budget Commission, JQC and Judicial Conference Chairs to review the LBR recommendations, <i>1:00 p.m. to 4:00 p.m. – Telephone Conference (Executive Conference Center has been reserved for Tallahassee participants)</i>
Wednesday, September 14	Final LBR recommendations distributed to the Supreme Court for Court Conference
Wednesday, September 21	Approval of LBR recommendations by the Supreme Court
Friday, October 7	Public Hearing <i>Tallahassee, Florida</i>
Friday, October 14	Submission of the Legislative Budget Request to the Legislature

\*Note: A separate timeline for the Capital Improvement Program Plan submission is provided.

**FY 2017-18 through FY 2021-22 Capital Improvement Program Plan  
Fixed Capital Outlay Legislative Budget Request Timeline  
District Courts of Appeal**

Monday, June 27	Preliminary LBR strategy discussion; District Court of Appeal Budget Commission (DCABC) meeting <i>1:30 p.m. to 3:00 p.m. – Video Conference Meeting</i>
Tuesday, June 28	Legislative Budget Request (LBR) technical instructions distributed via email to Chief Judges and Marshals
Wednesday, June 29	Marshals notify Project Monitor* and OSCA Budget Services Manager of intent to file issue(s) for FCO and begin development of FCO issues
Friday, July 8	FCO project plans and CIPP forms due to OSCA Project Monitor and FCO narratives due to OSCA Budget Services Office
Monday, July 11- Monday, July 18	Project Monitor review of FCO issue request. Issues and summaries prepared by Office of Budget Services for District Court of Appeal Budget Commission review
Friday, July 22	District Court of Appeal Budget Commission meeting to review and approval of final Legislative Budget Request <i>2:00 p.m. to 4:00 p.m. – Video Conference Meeting</i>
Wednesday, September 7	Joint Leadership meeting materials sent out via email
Monday, September 12	Joint meeting of Leadership with the Chief Justice, OSCA, District Court of Appeal Budget Commission, Trial Court Budget Commission, JQC and Judicial Conference Chairs to review the LBR recommendations <i>1:00 p.m. to 4:00 p.m. – Telephone Conference (Executive Conference Center has been reserved for Tallahassee participants)</i>
Wednesday, September 14	Final LBR recommendations distributed to the Supreme Court for Court Conference
Wednesday, September 21	Approval of LBR recommendations by the Supreme Court
Friday, October 7	Public Hearing <i>Tallahassee, Florida</i>
Friday, October 14	Submission of the Legislative Budget Request to the Legislature

**\*Project Manager Contact Information:**

Steven Hall, Chief of General Services

Email: [halls@flcourts.org](mailto:halls@flcourts.org)

Phone: (850)487-2373

## **V. Other Business and Adjournment**