



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**LEGISLATIVE BUDGET REQUEST**

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Kathleen A. Smith**  
*Public Defender*  
**Brian Haas**  
*State Attorney*

Justice Administration  
Tallahassee, Florida

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by me as Executive Director for the Justice Administrative Commission on behalf of all agencies within the Department.

Sincerely,

Alton L. "Rip" Colvin, Jr.  
Executive Director

Enclosure



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
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**COMMISSIONERS**

**Alton L. "Rip" Colvin, Jr.**  
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**Brad King, Chair**  
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**Kathleen A. Smith**  
*Public Defender*  
**Brian Haas**  
*State Attorney*

**LEGISLATIVE BUDGET REQUEST**

Justice Administrative Commission  
Tallahassee, Florida

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Justice Administrative Commission is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by me as Executive Director for the Justice Administrative Commission.

Sincerely,

Alton L. "Rip" Colvin, Jr.  
Executive Director

Enclosure

WILLIAM "BILL" EDDINS  
STATE ATTORNEY



P.O. Box 12726  
Pensacola, FL 32591  
Telephone: (850) 595-4200  
Website: <http://sao1.co.escambia.fl.us>

OFFICE OF  
**STATE ATTORNEY**  
FIRST JUDICIAL CIRCUIT OF FLORIDA

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

RE: FY 2017-2018 Legislative Budget Request

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State Attorney's Office, First Judicial Circuit, is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by William Eddins, State Attorney.

Sincerely,

A handwritten signature in blue ink, appearing to read "William Eddins", written over a white background.

WILLIAM EDDINS

State Attorney, First Judicial Circuit



# OFFICE OF THE STATE ATTORNEY THIRD JUDICIAL CIRCUIT OF FLORIDA

**Jeffrey A. Siegmeister, State Attorney**

*Serving the Counties of Suwannee, Hamilton, Dixie, Lafayette, Taylor,  
Madison and Columbia*

*310 Pine Ave SW.  
Live Oak FL. 32064  
(386) 362-2320  
FAX (386) 362-5370*

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State Attorney's Office, Third Judicial Circuit is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by me as State Attorney for the Third Judicial Circuit of Florida.

A handwritten signature in blue ink that reads "Siegmeister".

Jeffrey A. Siegmeister  
State Attorney





# STATE ATTORNEY

ELEVENTH JUDICIAL CIRCUIT OF FLORIDA  
E. R. GRAHAM BUILDING  
1350 N.W. 12TH AVENUE  
MIAMI, FLORIDA 33136-2111

**KATHERINE FERNANDEZ RUNDLE**  
STATE ATTORNEY

TELEPHONE (305) 547-0100

## LEGISLATIVE BUDGET REQUEST FY 2018-2019 September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State Attorney, Eleventh Judicial Circuit, is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by Katherine Fernandez Rundle, State Attorney.

Sincerely,

KATHERINE FERNANDEZ RUNDLE  
State Attorney

By: \_\_\_\_\_

Annette Perez  
Executive Director



# State Attorney

ANDREW H. WARREN  
Thirteenth Judicial Circuit  
419 N. Pierce Street  
Tampa, Florida 33602-4022  
(813) 272-5400

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

Justice Administrative Commission  
Tallahassee, FL

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Office of the State Attorney, 13<sup>th</sup> Circuit, is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by Gary S. Weisman, Chief of Staff.

A handwritten signature in blue ink, appearing to read "Gary S. Weisman".

Gary S. Weisman  
Chief of Staff  
Office of the State Attorney, 13<sup>th</sup> Judicial Circuit

REPRESENTING:

CHARLOTTE

COLLIER

GLADES

HENDRY

LEE



OFFICE OF THE STATE ATTORNEY

Twentieth Judicial Circuit of Florida

P.O. Box 399  
Fort Myers, FL 33902-0399

Telephone (239) 533-1000  
FAX (239) 533-1150

Website: [www.sao.cjis20.org](http://www.sao.cjis20.org)

Stephen B. Russell  
State Attorney

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

State Attorney's Office, 20<sup>th</sup> Circuit

Fort Myers

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State Attorney's Office, 20<sup>th</sup> Circuit is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by Debbie Stanbro, Executive Director.

Sincerely,

A handwritten signature in blue ink that reads "Robin McCarley".

Robin McCarley  
Finance Director



OFFICE OF

**Diamond R. Litty**

Public Defender

NINETEENTH JUDICIAL CIRCUIT

216 SOUTH SECOND STREET  
FORT PIERCE, FLORIDA 34950

TELEPHONE (772) 462-2048  
FAX (772) 462-2047

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

Office of the Public Defender  
Nineteenth Judicial Circuit  
Ft. Pierce, Florida

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

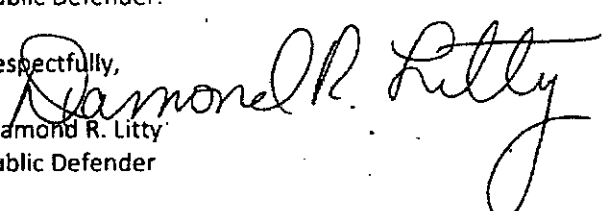
JoAnne Leznoff, Staff Director  
House Appropriations Committee  
22 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Office of the Public Defender, Nineteenth Judicial Circuit, is submitted in the format prescribe in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-2019 Fiscal Year. This submission has been approved by Diamond R. Litty, Public Defender.

Respectfully,

  
Diamond R. Litty  
Public Defender

Telephone:  
(850) 487-0922

Fax:  
(850) 487-0927



**ROBERT FRIEDMAN**  
CAPITAL COLLATERAL REGIONAL COUNSEL  
NORTHERN REGION

OFFICE OF THE  
**CAPITAL COLLATERAL REGIONAL COUNSEL**  
**NORTHERN REGION**

1004 DeSoto Park Drive  
Tallahassee, FL 32301

Capital Collateral Regional Counsel – Northern Region  
Tallahassee, FL

September 15, 2017

Cynthia Kelly, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Mike Hansen, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Capital Collateral Regional Counsel – Northern Region is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2018-19 Fiscal Year. This submission has been approved by Robert S. Friedman as the Capital Collateral Regional Counsel – Northern Region.

A handwritten signature in blue ink, appearing to be "R. Friedman".

Robert S. Friedman  
Capital Collateral Regional Counsel – North



# **Justice Administration**

**FY 2018-19**

**Legislative Budget  
Request**

**Department Level  
Exhibits and Schedules**

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, Fourth Judicial Circuit	
Contact Person:	Stephen Siegel	Phone Number: 904-255-2933
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Bernard Albert Kruidbos vs. Melissa Nelson, in her official capacity as State Attorney For the Fourth Judicial Circuit	
Court with Jurisdiction:	Circuit Court, Fourth Judicial Circuit, Duval County	
Case Number:	2013-CA-007407-XXXX-MA	
Summary of the Complaint:	Plaintiff alleges the State Attorney's Office terminated his employment in retaliation for testimony he provided during an evidentiary hearing in a criminal case. The defense subpoenaed Kruidbos to testify at an evidentiary hearing regarding the State Attorney's Office's alleged mishandling of potentially exculpatory evidence found on the victim's cell phone.	
Amount of Claim:		
Specific Statutes or Laws (including GAA) Challenged	Section 112.3187, FS Public Whistleblower Act	
Status of the Case:	Trial set for April 2018	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Del Harrison	Office of the Attorney General or Division of Risk Management
	Alexander, Degance Barnett	Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).		

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney, Eighth Judicial Circuit	
Contact Person:	Michelle Signer	Phone Number: 352-384-3008
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Michael Geary Wilson	
Court with Jurisdiction:	In the Court of Appeal of the State of California First Appellate District	
Case Number:	A147397	
Summary of the Complaint:	False Arrest	
Amount of Claim:	Unknown	
Specific Statutes or Laws (including GAA) Challenged		
Status of the Case:	Unknown	
Who is representing (of record) the state in this lawsuit? Check all that apply.	Office of the Attorney General	Agency Counsel
		Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Unknown	



**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	The Just Non-Entity Solomon, Rico Dontay v. The Unjust Non-Entity Warren, Andrew	
Court with Jurisdiction:	Hillsborough County	
Case Number:	N/A	
Summary of the Complaint:	Bill of Complaint/Sworn Affidavit To Remedy Manifest Wrong and Injuries	
Amount of Claim:	\$1,000.00 per day to each day needed to gain the results of non-compliance or default and \$1500.00 for each day spent in custody	
Specific Statutes or Laws (including GAA) Challenged	Listed Bible chapters/verses	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

LEGISLATIVE BUDGET REQUEST FY 2018-2019

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Gary Steven Lloyd State of Florida and all subsidiaries, successors, assigns, agents, and Officers	
Court with Jurisdiction:	Hillsborough County	
Case Number:	N/A	
Summary of the Complaint:	Notice to Sue	
Amount of Claim:	None listed	
Specific Statutes or Laws (including GAA) Challenged	"Article 4 (Privileges or Immunities Clause, US Constitution), the 14th Amendment (US Constitution), 10th Amendment (US Constitution), the 6th Amendment, the 5th Amendment, and all rights enumerated under God in the Florida State Constitution, National/Federal Constitution, Uniform Commercial Code (1-308 Without Prejudice), Full Disclosure of Contract (Law Merchant, U.C.C.) and all other rights as pertaining to any law governing any subject matter which is not enumerated directly in this declaration."	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel
	<input type="checkbox"/> Division of Risk Management	Office of the Attorney General or Division of Risk Management
	<input type="checkbox"/>	Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Arseles Devon Miller, a Man (Claimant) v. Mark A. Ober dba prosecutor, and successors, and Ronald Ficarrota, dba Chief Judge, and all successors, (Respondents, all in their personal capacities)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	Risk Claim #28121617121	
Summary of the Complaint:	Notice of Default	
Amount of Claim:	\$91,340,000.00	
Specific Statutes or Laws (including GAA) Challenged	"Claim upon Public Hazard Bonds & Demand for Release"	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Rico Dontay Solomon, a Private Man (Claimant) v. Mark A. Ober, dba prosecutor, all successors or assigns, and Michelle Sisco, dba post-conviction relief judge, and Ronald Ficarrotta, dba Chief Judge, all successors or assigns, (Respondants, all in their personal capacities)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	Risk Claim #28121617123	
Summary of the Complaint:	Notice of Fault	
Amount of Claim:	\$50,740,000.00	
Specific Statutes or Laws (including GAA) Challenged	"Laws of the United States of America"	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Brien Keith Ritchie, a Man (Claimant) v. Mark A. Ober, dba prosecutor, all successors or assigns, and Ronald Ficarrotta, dba Chief Judge, all successors or assigns, (Respondants, all in their personal capacities)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	N/A	
Summary of the Complaint:	Notice of Claim	
Amount of Claim:	None listed	
Specific Statutes or Laws (including GAA) Challenged	"Declaration of Independence and the Constitution for the United States"	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Arseles Devon Miller, a Private Man, (Claimant) v. Mark A. Ober, dba prosecutor, all successors or assigns, and Ronald Ficarrotta, dba Chief Judge, all successors or assigns, (Respondants, all in their personal capacities)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	Risk #2812161712	
Summary of the Complaint:	Notice of Fault	
Amount of Claim:	\$91,340, 000.00	
Specific Statutes or Laws (including GAA) Challenged	None listed	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Brian Keith Ritchie, a Private Man, (Claimant) v. Mark A. Ober, dba prosecutor, all successors or assigns, and Ronald Ficarrotta, dba Chief Judge, all successors or assigns, (Respondants, all in their personal capacities)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	Risk #28121617125	
Summary of the Complaint:	Notice of Fault	
Amount of Claim:	\$110,800,000.00	
Specific Statutes or Laws (including GAA) Challenged	None listed	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Dora Gonzalez, Milbia Tejada (Claimants) State Attorney's Office, 13th Circuit (Respondants)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	N/A	
Summary of the Complaint:	Notice of Claim	
Amount of Claim:	None listed	
Specific Statutes or Laws (including GAA) Challenged	F.S. 768.28(6)	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Fiol Law Group, P.A. (Alejandro Fiol, Esquire) 1515 N. Marion St., 1st Floor Tampa, FL 33602	



**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Rico Dontay Solomon, a Man, (Claimant) v. Mark A. Ober, dba prosecutor, all successors or assigns, and Michelle Sisco, dba post-conviction relief judge, and Ronald Ficarrotta, dba Chief Judge, all successors or assigns, (Respondants, all in their personal capacities)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	Risk #2012-1617123	
Summary of the Complaint:	Notice of Claim	
Amount of Claim:	None listed	
Specific Statutes or Laws (including GAA) Challenged	Claim upon Public Hazard Bonds	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

**LEGISLATIVE BUDGET REQUEST FY 2018-2019**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 13th Circuit	
Contact Person:	Loraine Sentilles	Phone Number: 813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Vandall Marshall Smith (Plaintiff) v. Jessica N. Couverties (Defendant)	
Court with Jurisdiction:	Hillsborough County	
Case Number:	8:16-cv-3294-T-17AAS	
Summary of the Complaint:	Civil Rights Complaint	
Amount of Claim:	\$700,000.00 plus \$20 Million	
Specific Statutes or Laws (including GAA) Challenged	"4th and 14th Amendment Rights", and "42 U.S.C. §1997e(a)"	
Status of the Case:	w/Risk Management	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Division of Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

# JUSTICE ADMINISTRATIVE COMMISSION

Effective July 1, 2017

## Commissioners

Brad King, Chair, State Attorney, Fifth Judicial Circuit  
 Diamond R. Litty, Public Defender, Nineteenth Judicial Circuit  
 Kathleen A. Smith, Public Defender, Twentieth Judicial Circuit  
 Brian Haas, State Attorney, Tenth Judicial Circuit

The Justice Administrative Commission (JAC) administratively serves the 20 Offices of the State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem program. The JAC and the 49 offices it serves are collectively referred to as the Agencies of Justice Administration. The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys, and associated due process vendors, representing indigent persons. The JAC currently has 85 authorized FTE.

### Executive Office

7 FTE

Oversees JAC operations, strategic planning, and robust internal controls. Serves as JAC's lobbyist before Legislative and Executive branches. Serves as public records custodian and records management coordinator. Processes and responds to public records requests. Publishes and distributes mission-related newsletters and surveys.

#### Accounting 11 FTE

Processes disbursement and revenue transactions for the Agencies of Justice Administration in the areas of: operations, due process, civil commitment, ordinary witness funding, juror cost distributions, and trust fund collections.

#### Budget 3 FTE

Assists the Agencies of Justice Administration in all aspects of budget, including the preparation of legislative budget requests, long range program plans, and budget amendments and transfers.

#### Court Appointed 16 FTE

Provides compliance and financial review of billings for services provided by private court-appointed attorneys, and associated due process vendors, representing indigent persons.

#### Financial Services 8 FTE

Oversees JAC's internal budget and accounting. Maintains FLAIR security and organizational structure. Performs purchasing card administration function. Performs reconciliation for Agencies of Justice Administration. Prepares reports on all transactions processed by JAC. Prepares and submits the financial statements on behalf of the Agencies of Justice Administration.

#### Human Resources 12 FTE

Assists the Agencies of Justice Administration in all aspects of personnel matters, including benefits, retirement, reemployment assistance, and payroll.

#### Information Technology 7 FTE

Provides network support to the JAC and the Office of Criminal Conflict and Civil Regional Counsel, 1<sup>st</sup> District. Manages the internally developed online contracting and online bill submission systems for private court-appointed attorneys and associated due process vendors. Maintains the electronic document management system. Develops and maintains JAC's website. Provides desktop support.

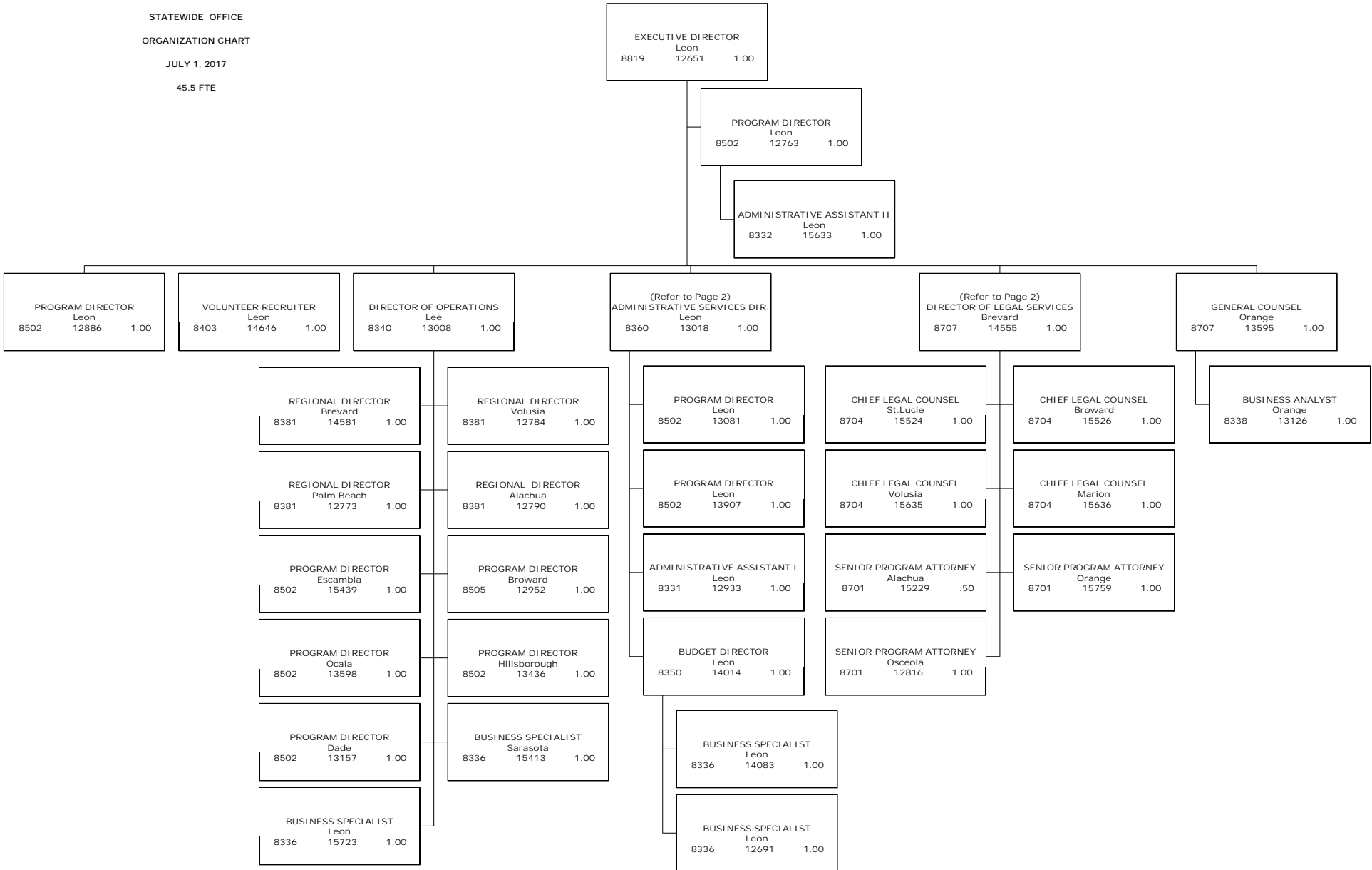
#### Legal 13 FTE

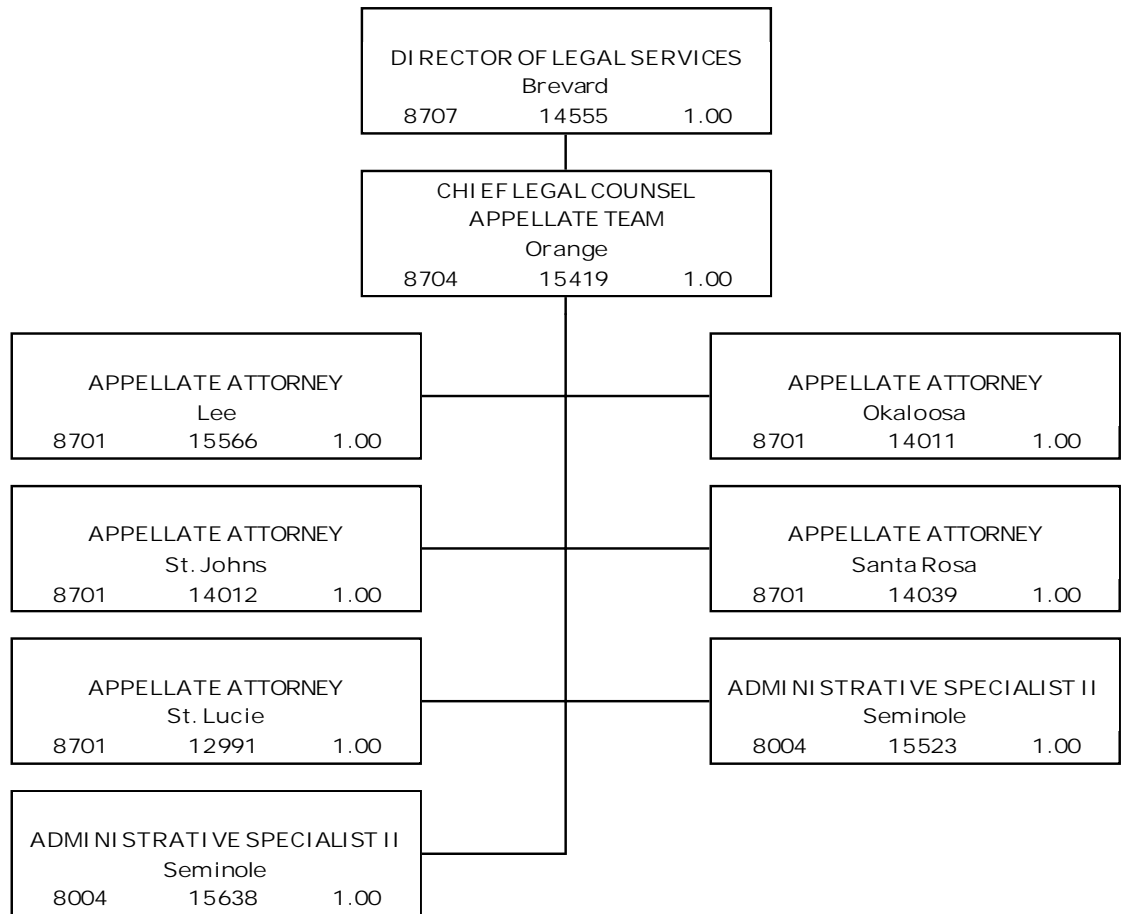
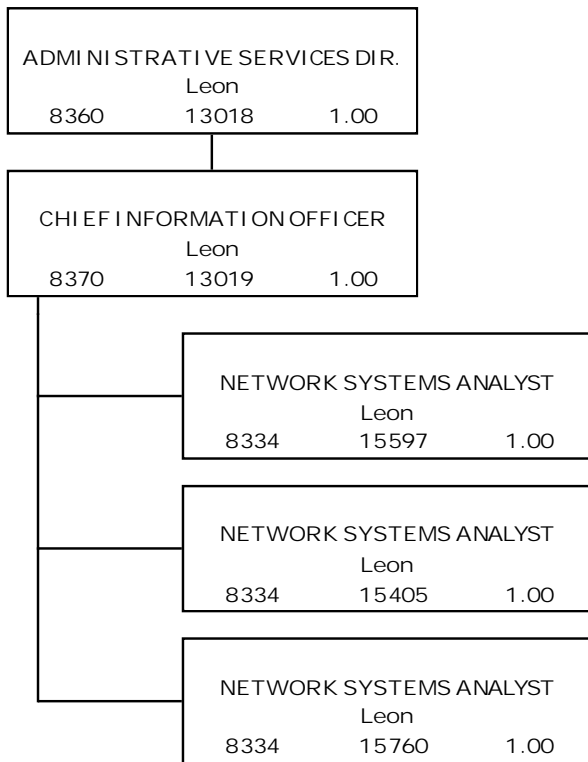
Provides legal expertise to the Commission, Executive Director, and the Court-Appointed Section. Contracts with private court-appointed counsel and associated due process vendors. Audits complex billings such as capital death and capital collateral attorney fee billings. Responds to billing and procedural inquiries from private court-appointed attorneys and associated due process vendors. Represents the Commission in court proceedings.

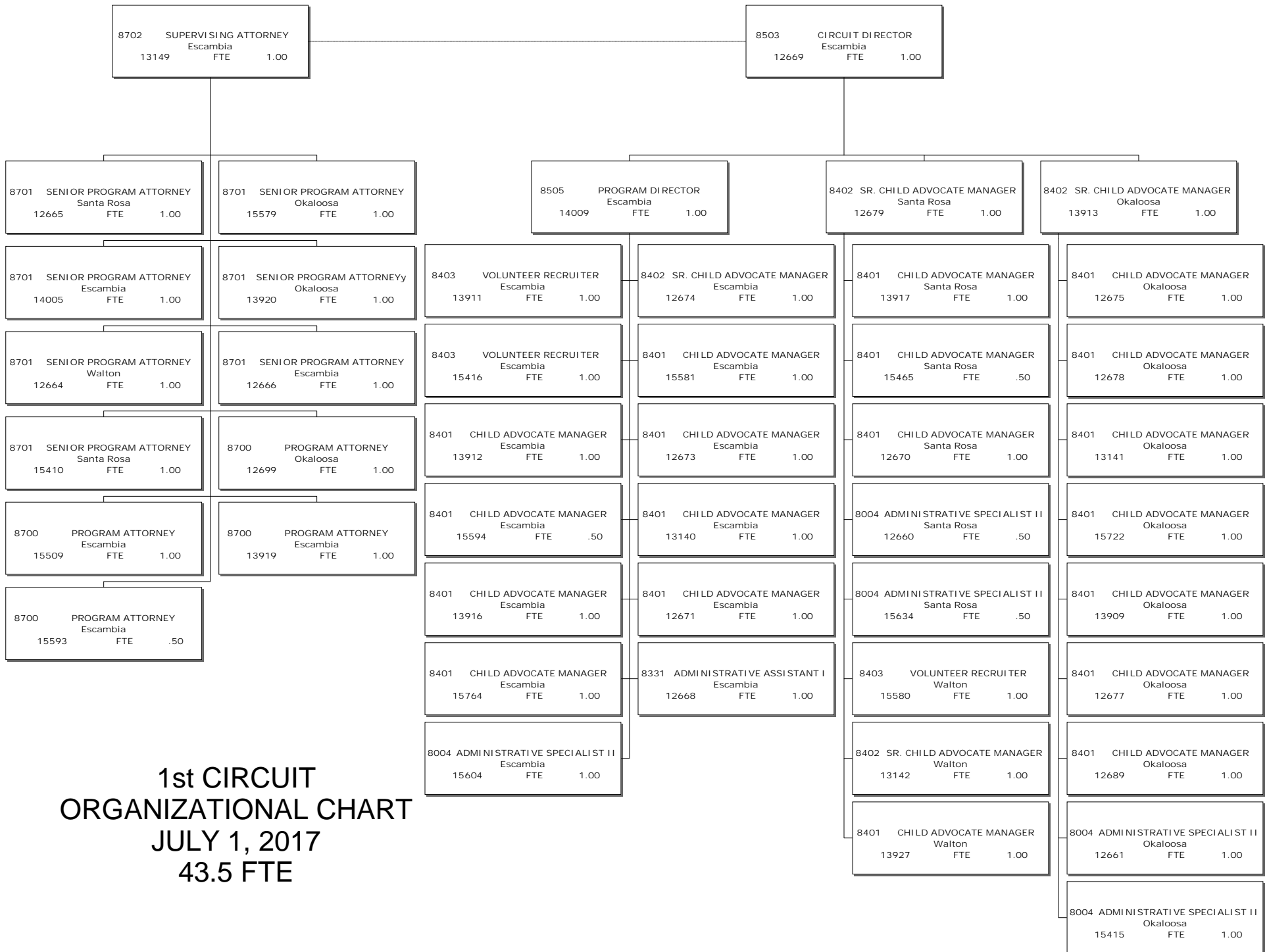
#### Operations 8 FTE

Provides operational support to the JAC. Serves as the JAC's Procurement Officer. Processes incoming and outgoing mail. Oversees JAC's reception area. Processes and distributes accounting and payroll vouchers and payment packages. Oversees JAC's property inventory. Supports the Agencies of Justice Administration in risk management and workers compensation matters.

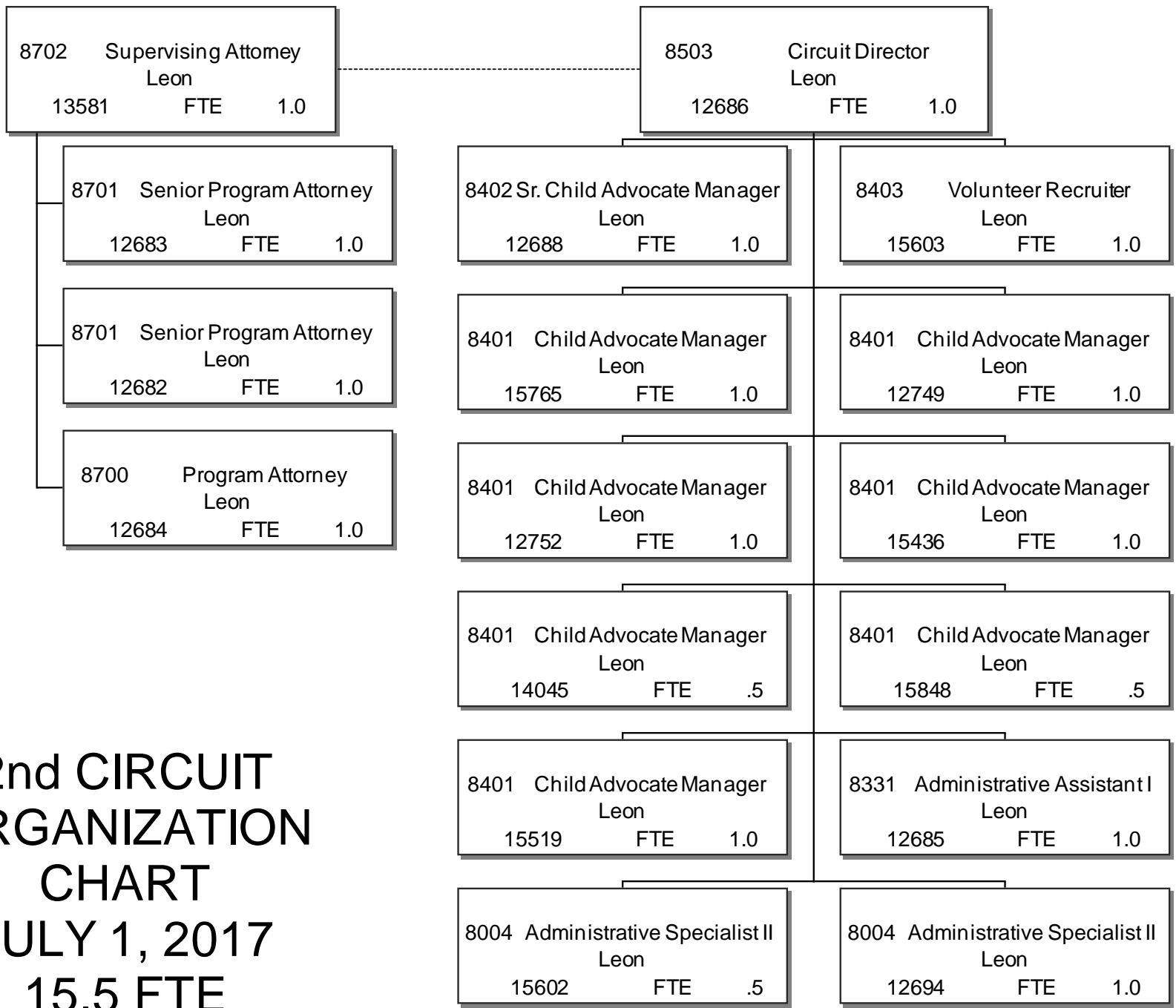
STATEWIDE OFFICE  
 ORGANIZATION CHART  
 JULY 1, 2017  
 45.5 FTE





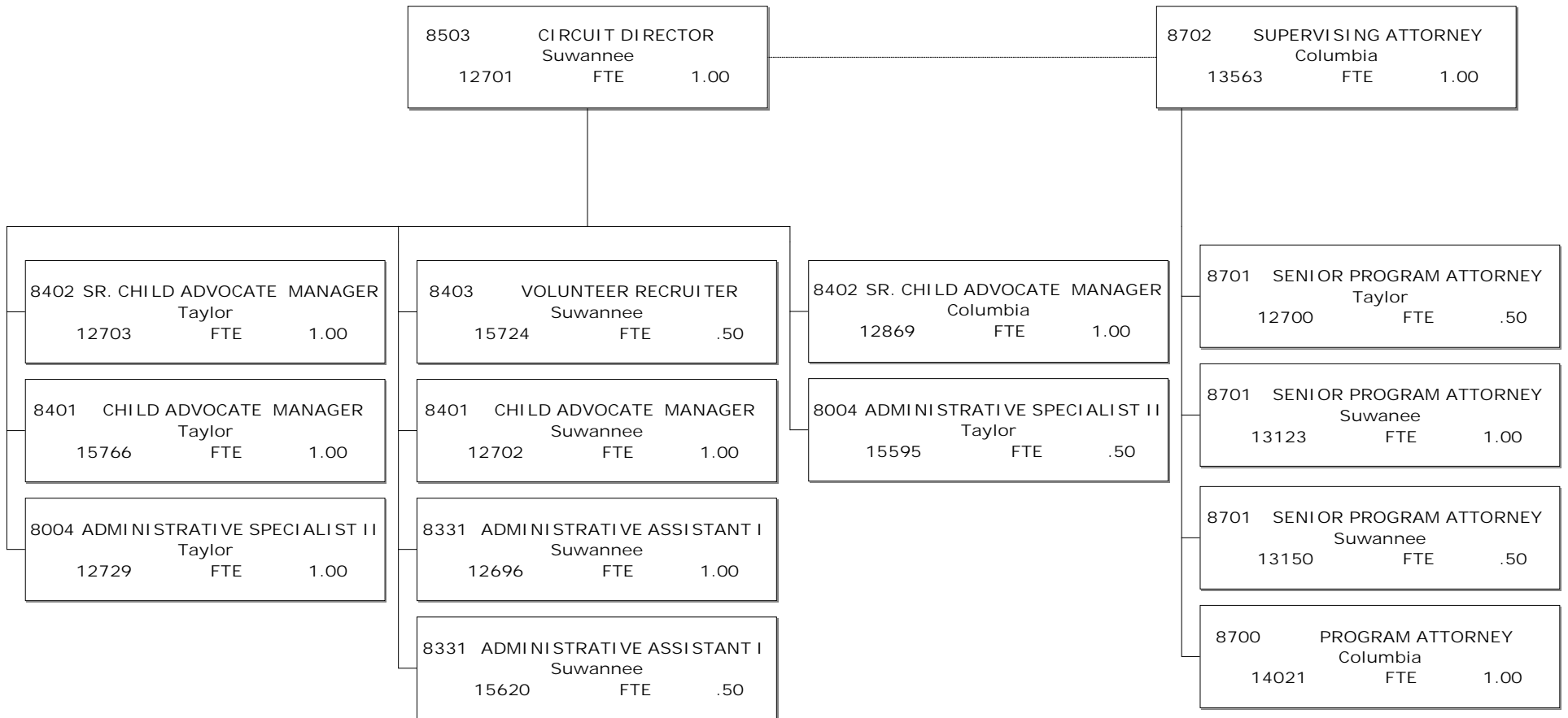


**1st CIRCUIT  
ORGANIZATIONAL CHART  
JULY 1, 2017  
43.5 FTE**

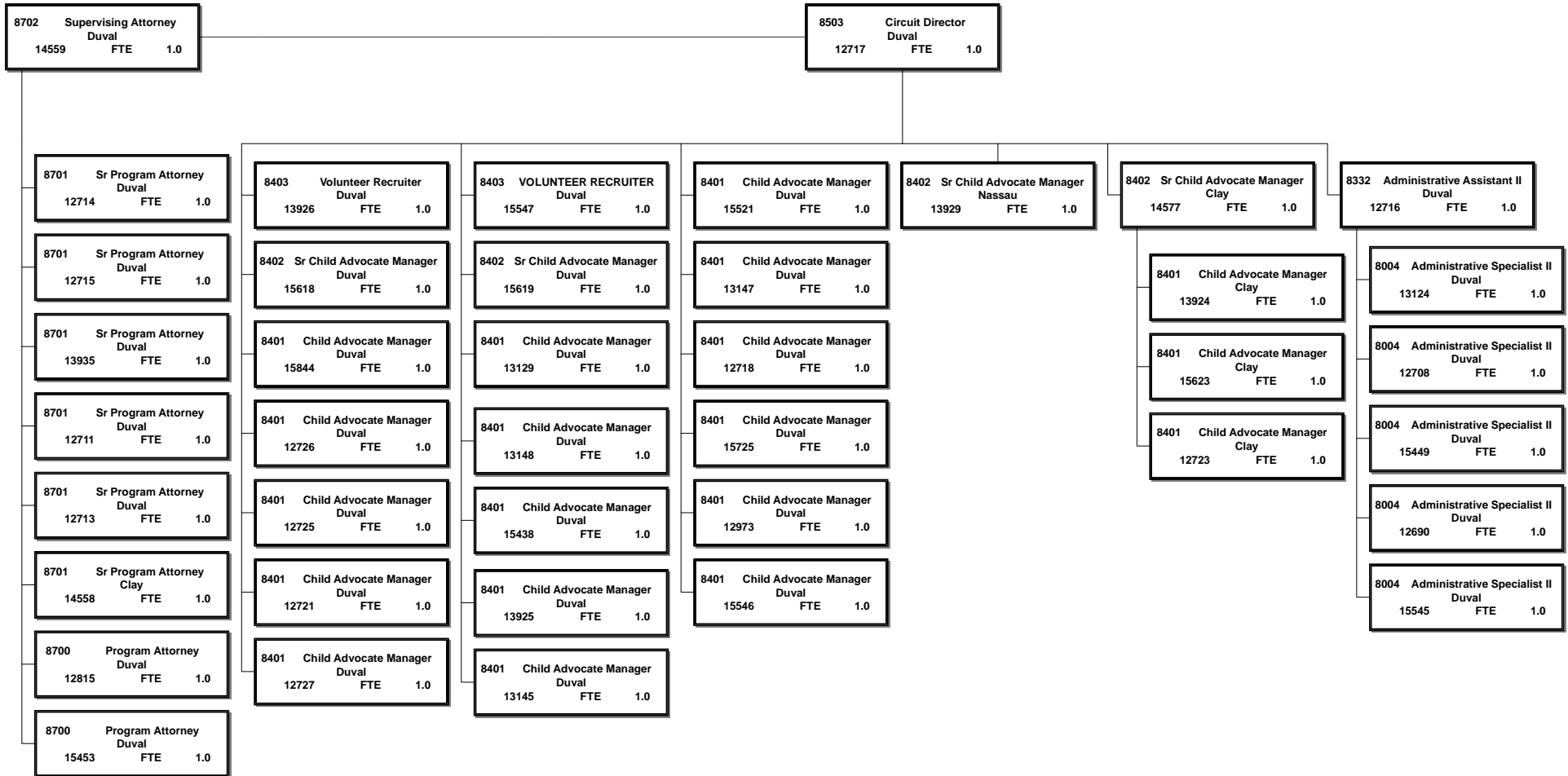


**2nd CIRCUIT  
 ORGANIZATION  
 CHART  
 JULY 1, 2017  
 15.5 FTE**

# 3rd CIRCUIT ORGANIZATIONAL CHART JULY 1, 2017 12.5 FTE

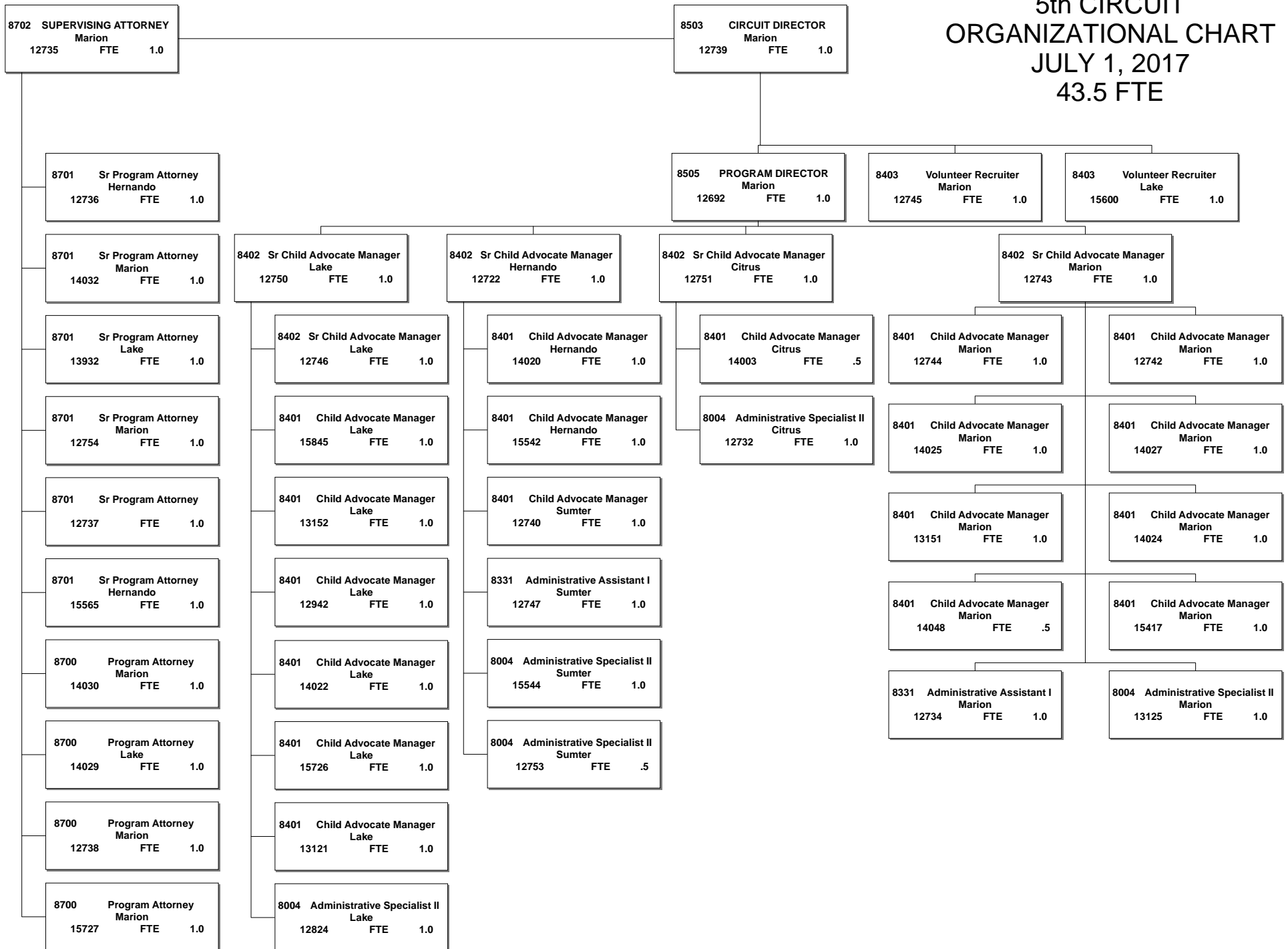






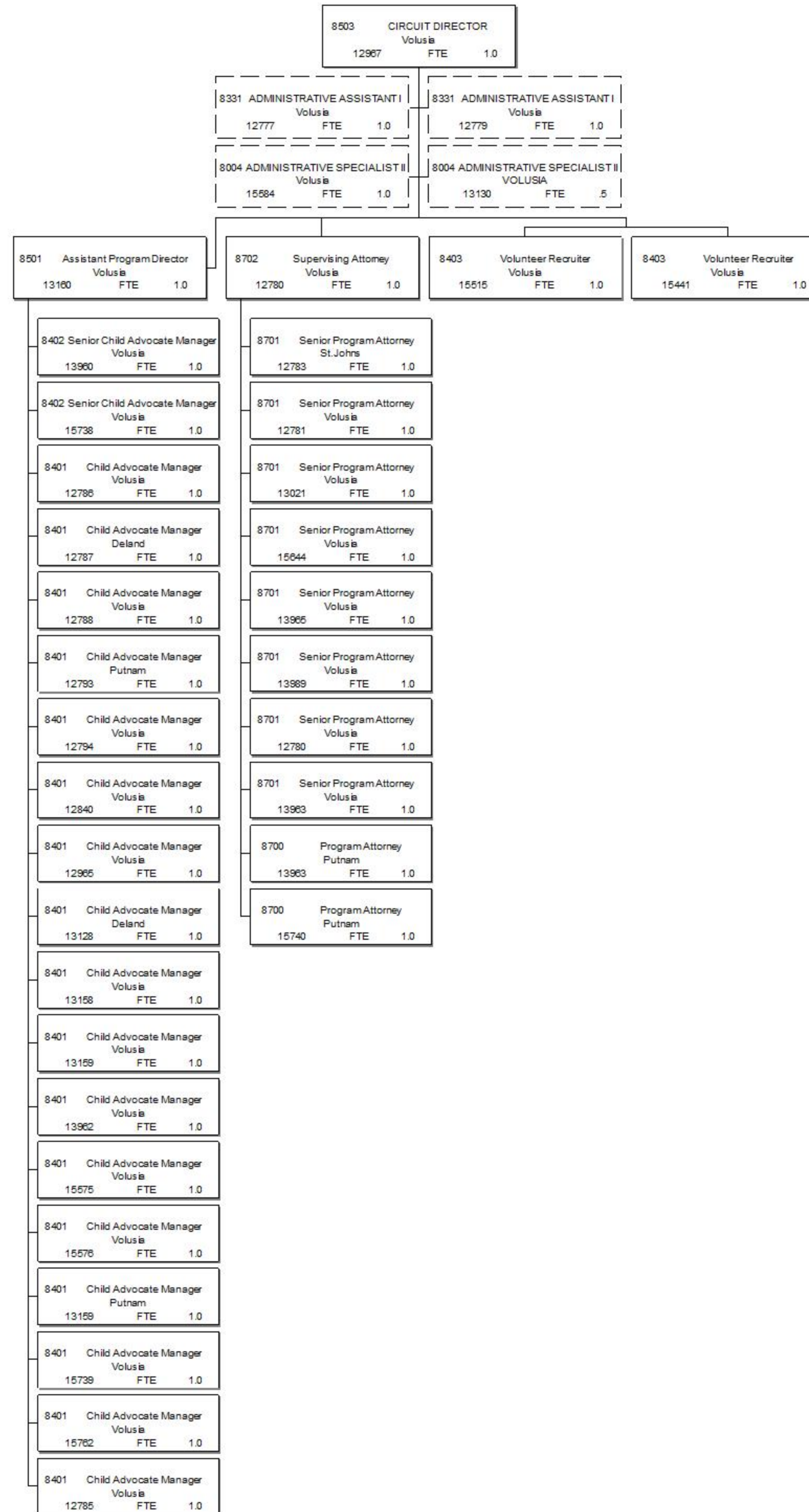
**4th CIRCUIT  
 ORGANIZATION CHART  
 JULY 1, 2017  
 41 FTE**

# 5th CIRCUIT ORGANIZATIONAL CHART JULY 1, 2017 43.5 FTE





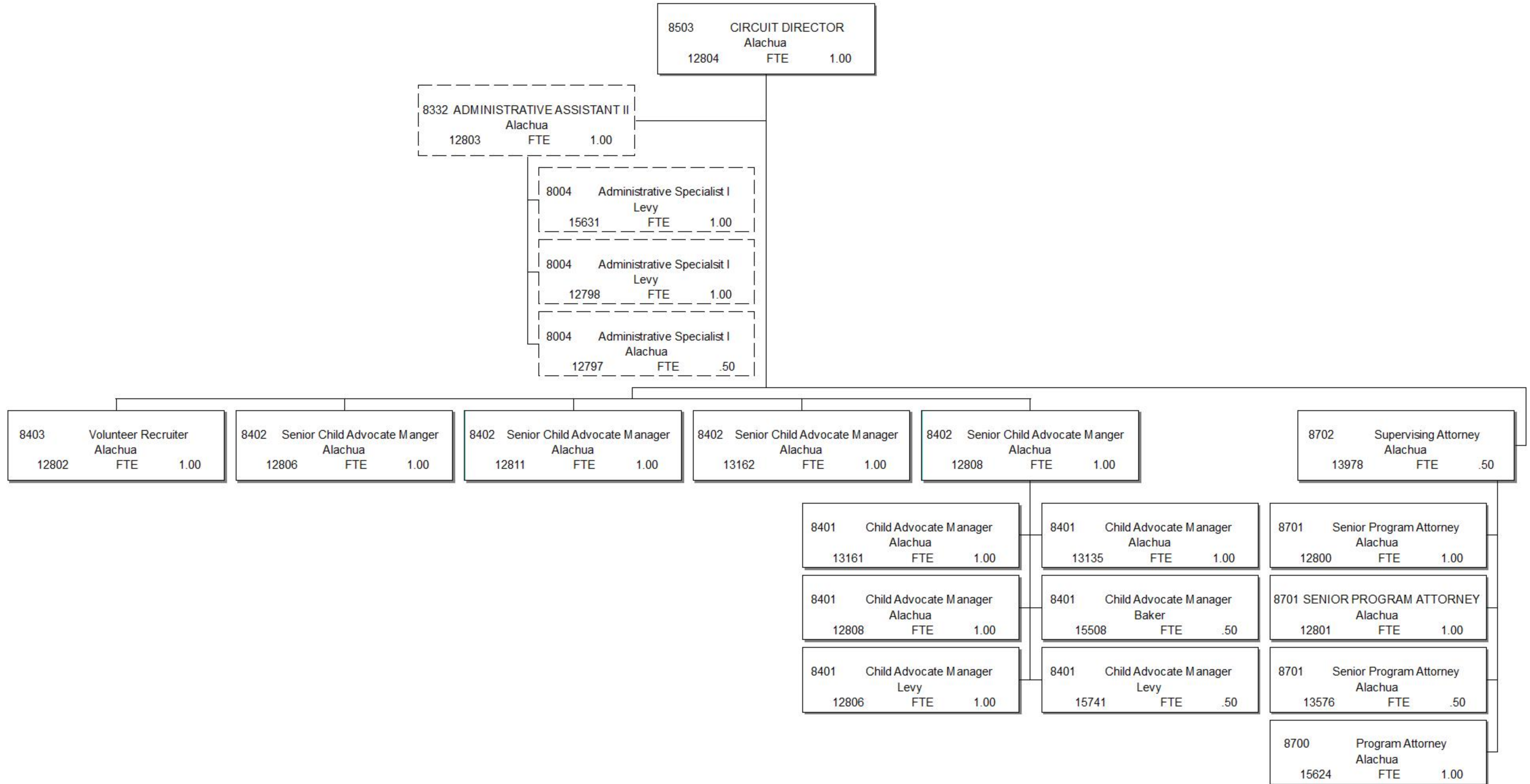
7th Circuit  
 Organizational Chart  
 FTE: 37.00  
 7/1/2017



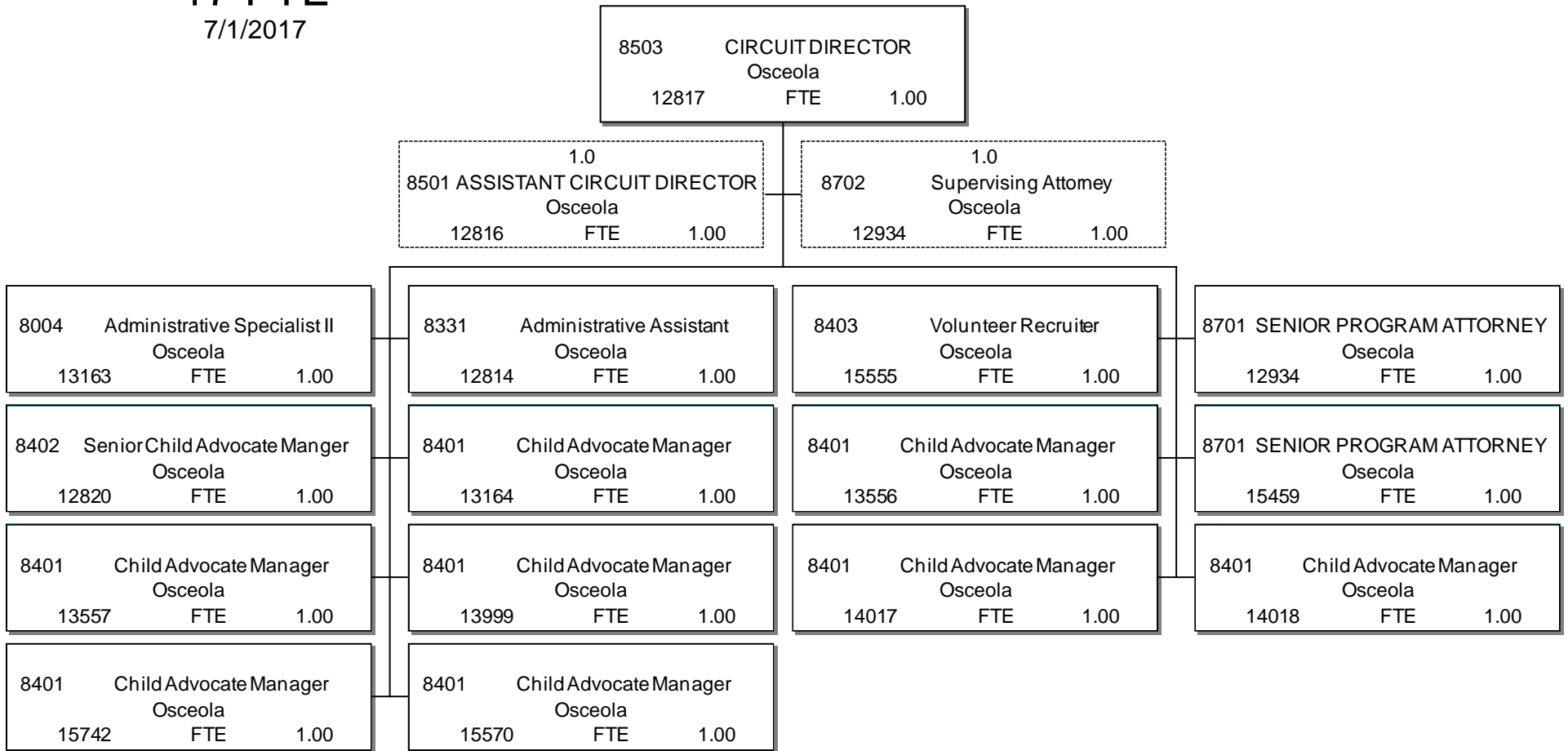
8th Circuit Organizational Chart

FTE: 18.5

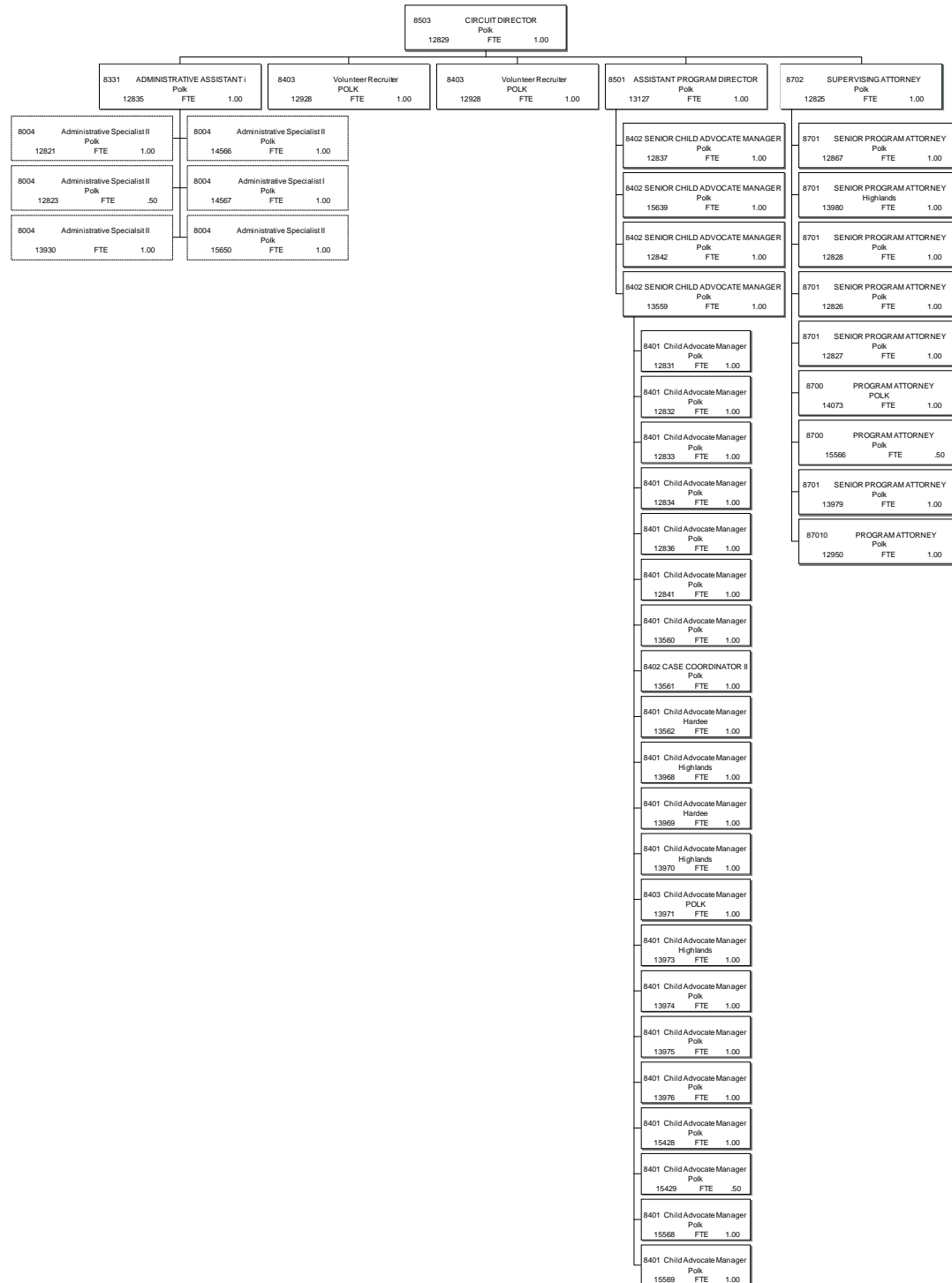
7/1/2017



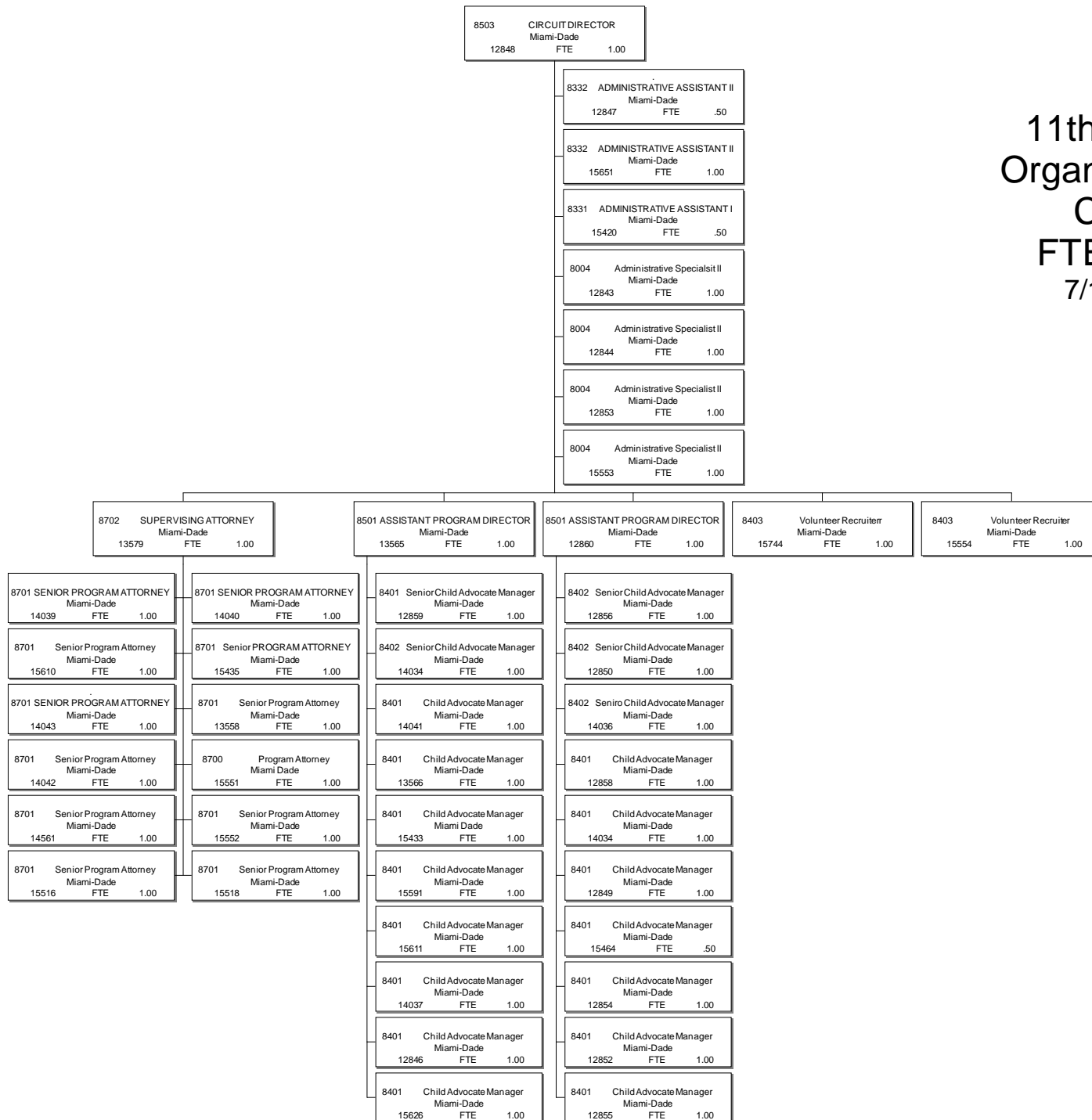
# 9th Circuit Organizational Chart 17 FTE 7/1/2017



10th Circuit  
Organizational Chart  
FTE: 45.50  
7/1/2017

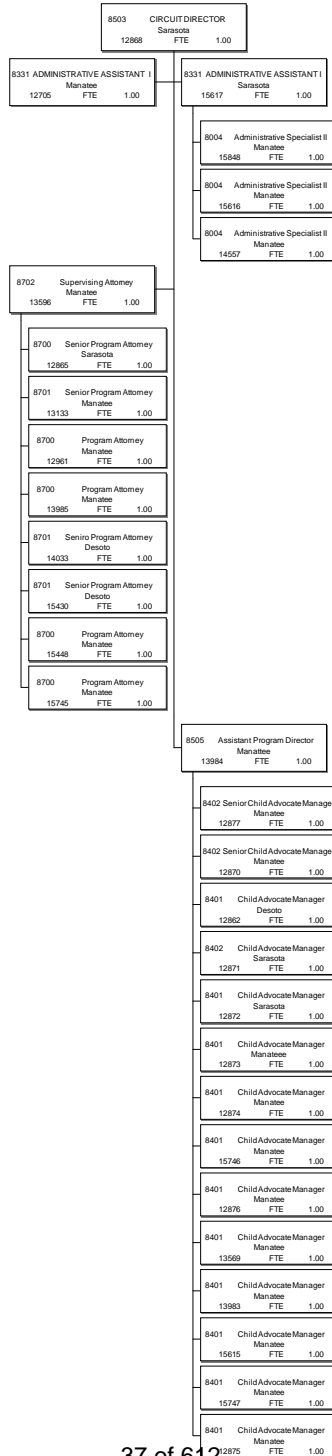


# 11th Circuit Organizational Chart FTE: 43.5 7/1/2017

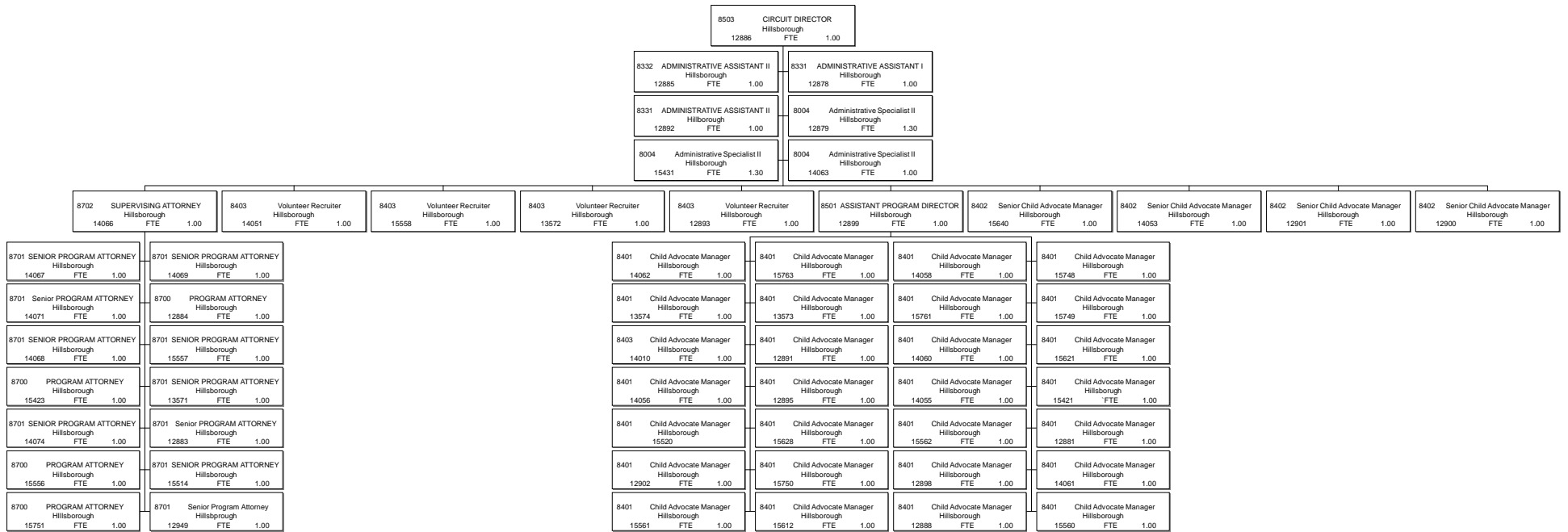




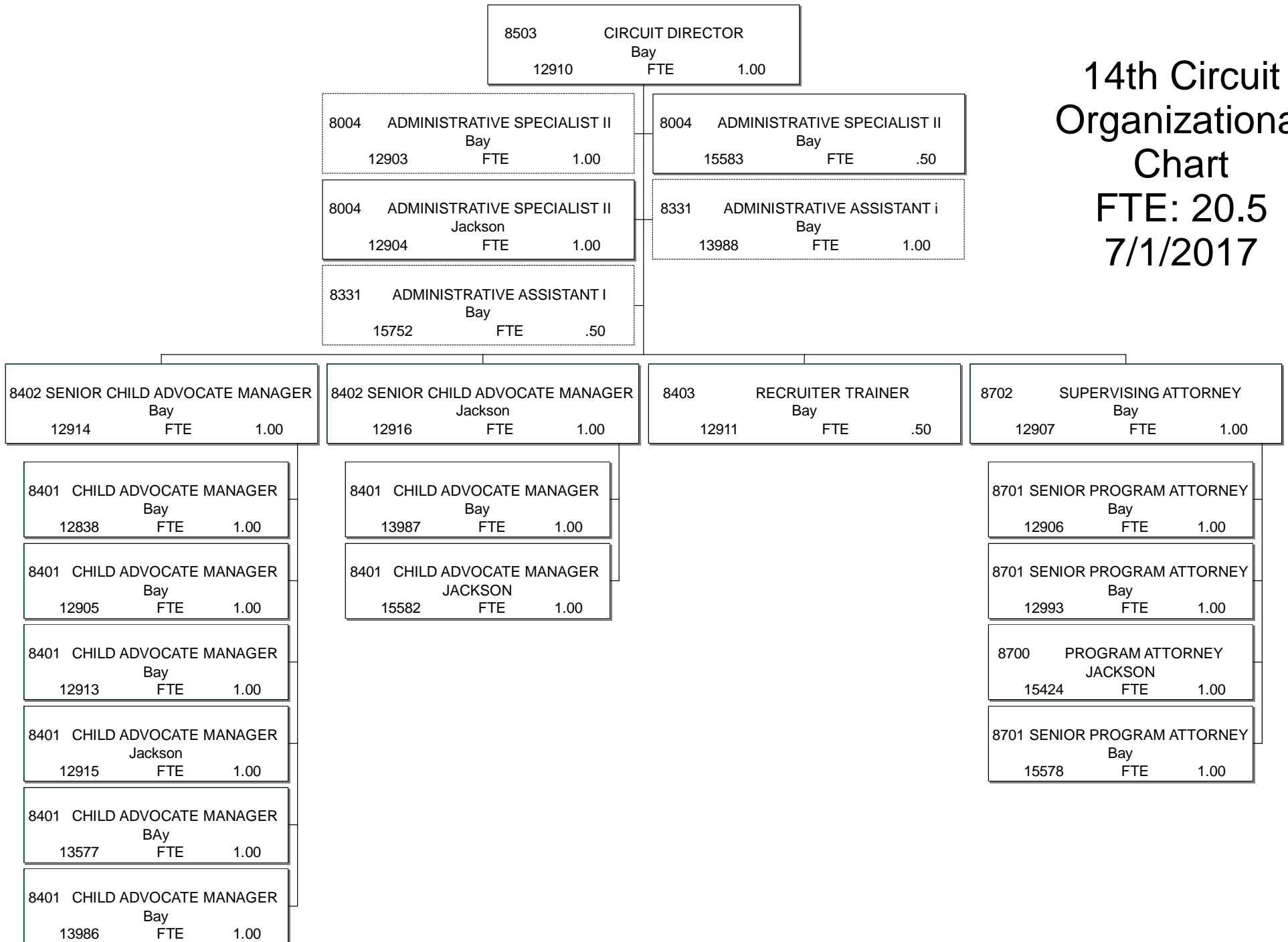
12th Circuit  
 Organizational Chart  
 FTE: 28.50  
 7/1/2017



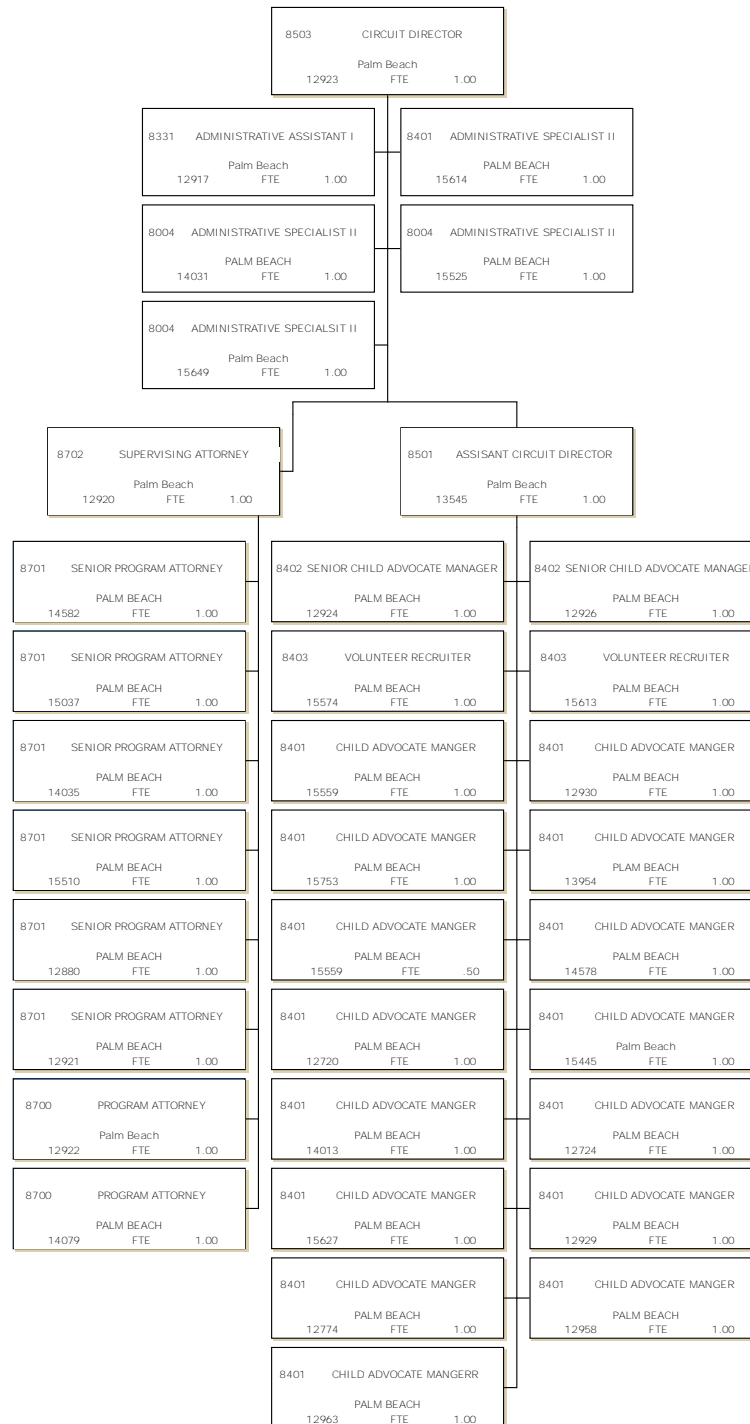
**13th Circuit Organizational**  
**FTE: 59**  
**7/1/2017**



# 14th Circuit Organizational Chart FTE: 20.5 7/1/2017

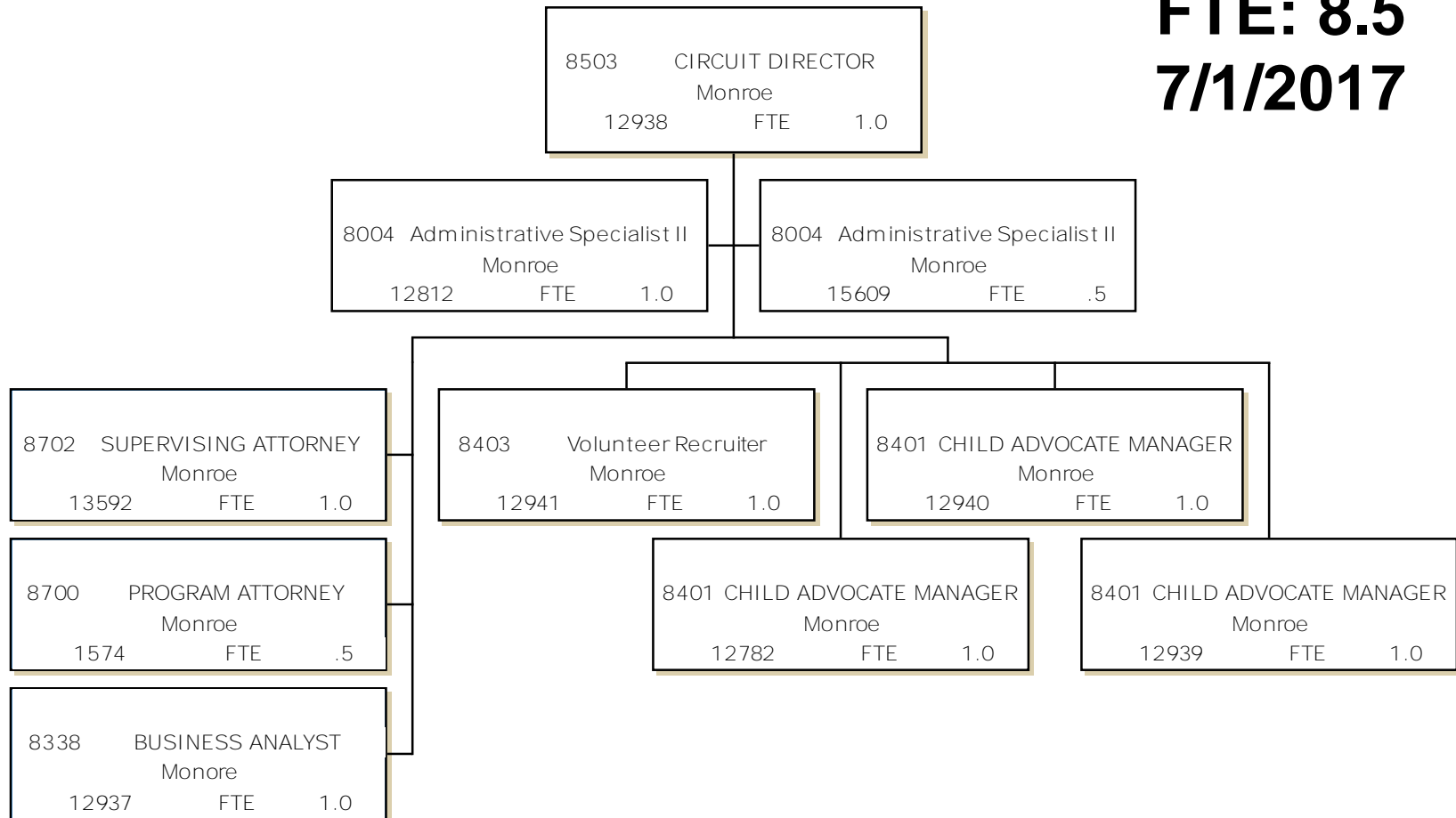


# 15th Circuit Organizational Chart FTE: 33.5 7/1/2017

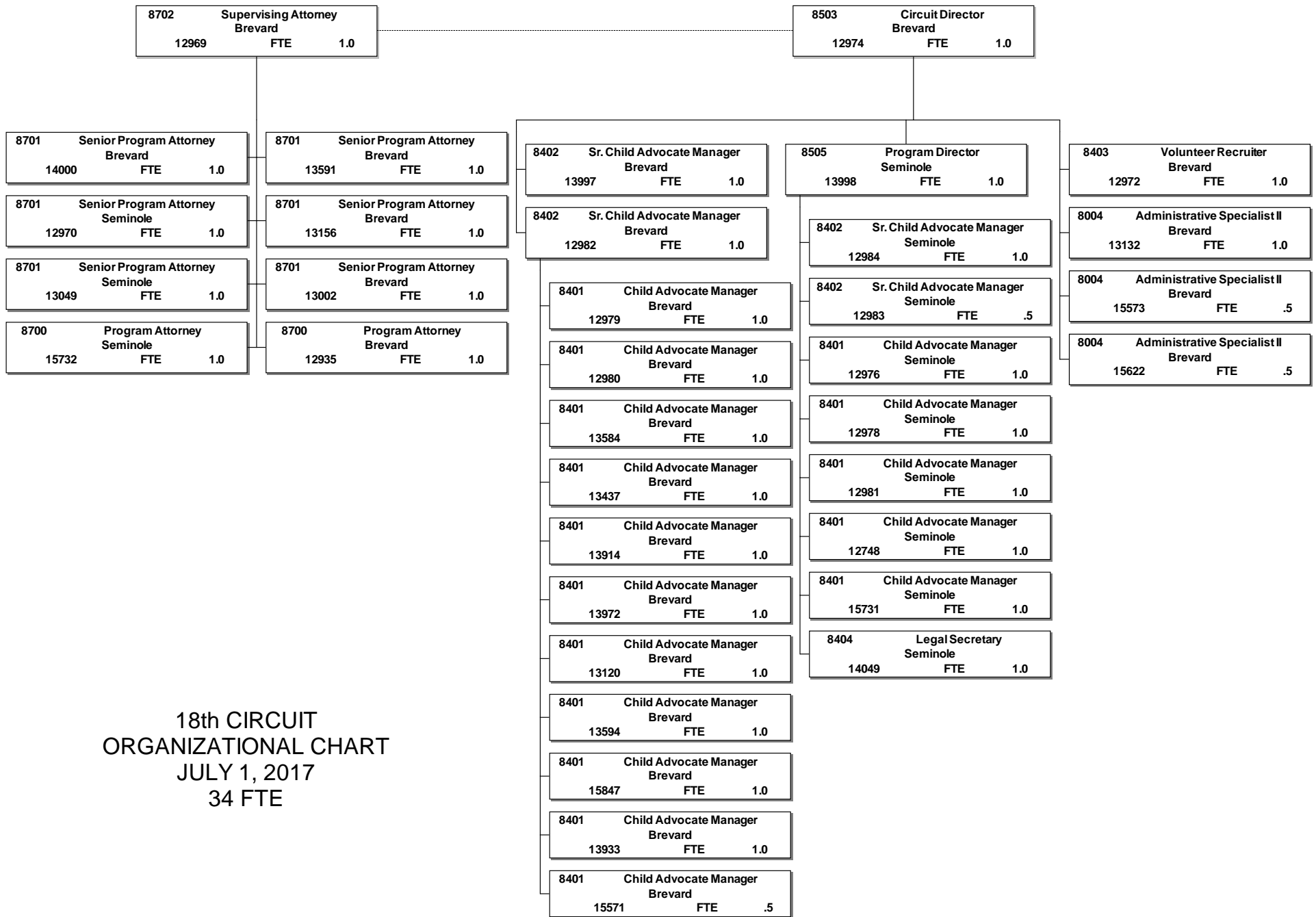


# 16th Circuit Organizational Chart

**FTE: 8.5**  
**7/1/2017**

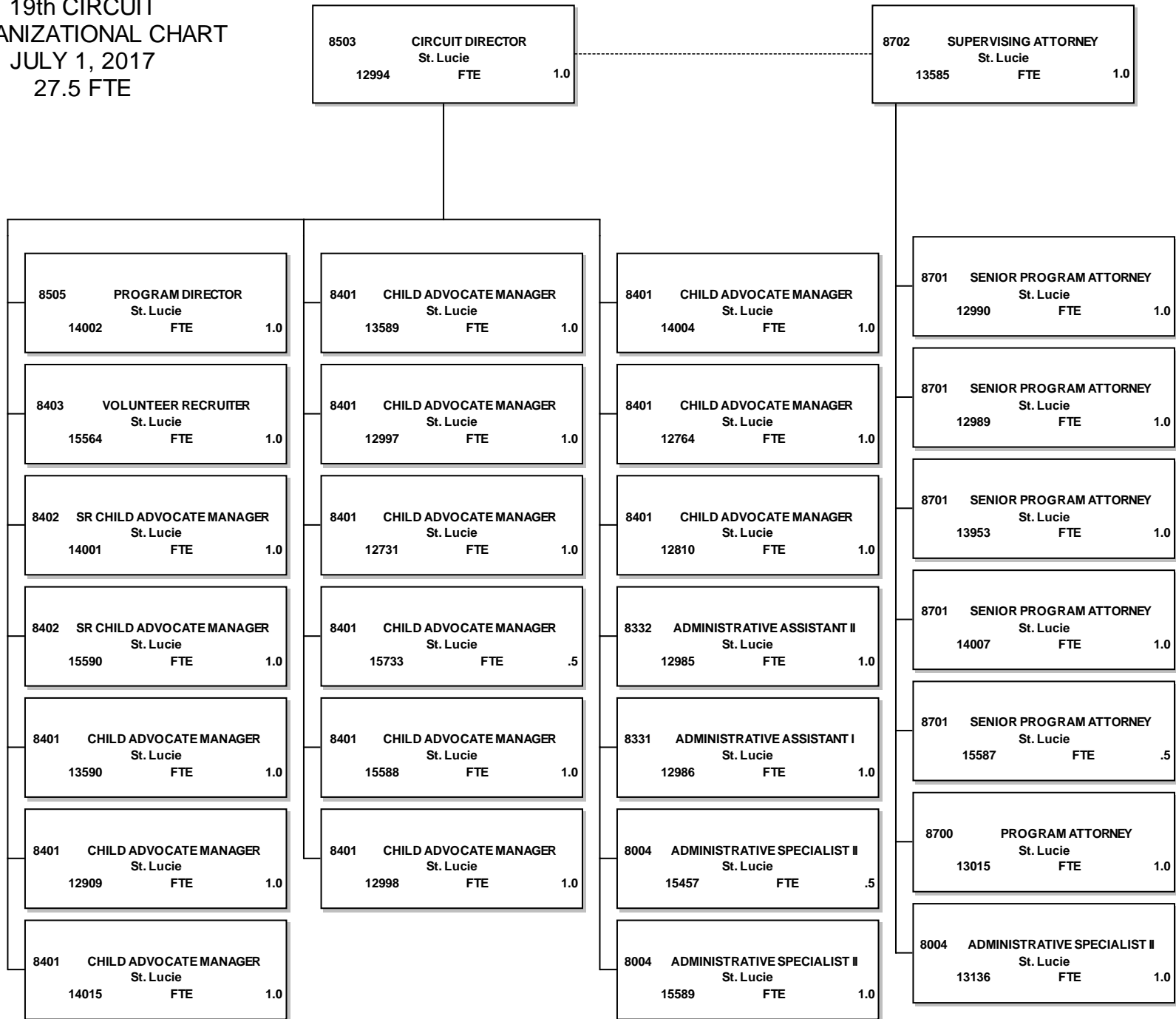






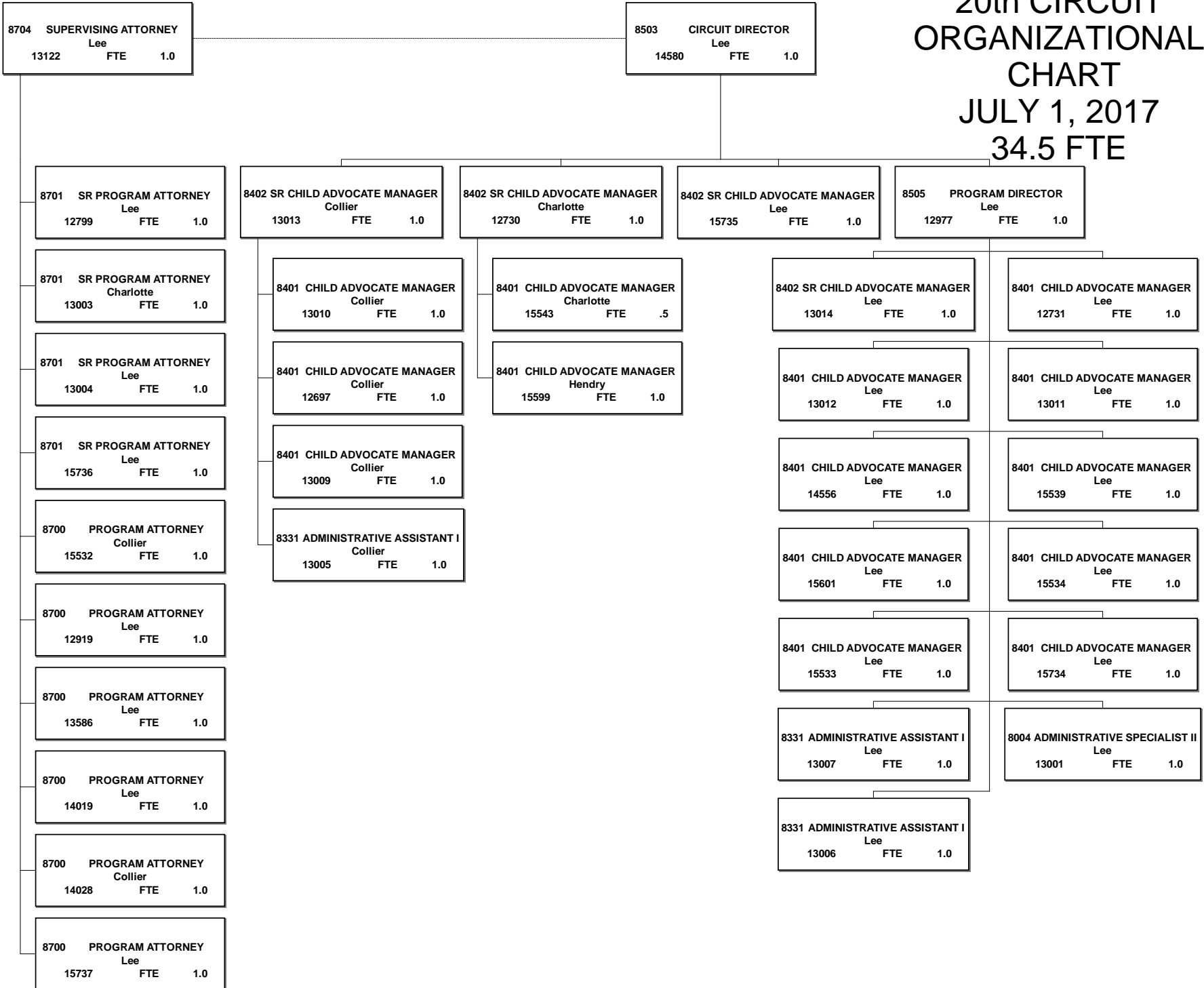
18th CIRCUIT  
 ORGANIZATIONAL CHART  
 JULY 1, 2017  
 34 FTE

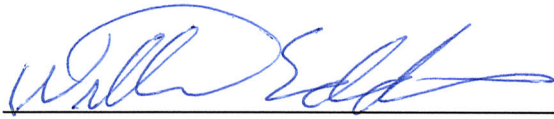
19th CIRCUIT  
 ORGANIZATIONAL CHART  
 JULY 1, 2017  
 27.5 FTE





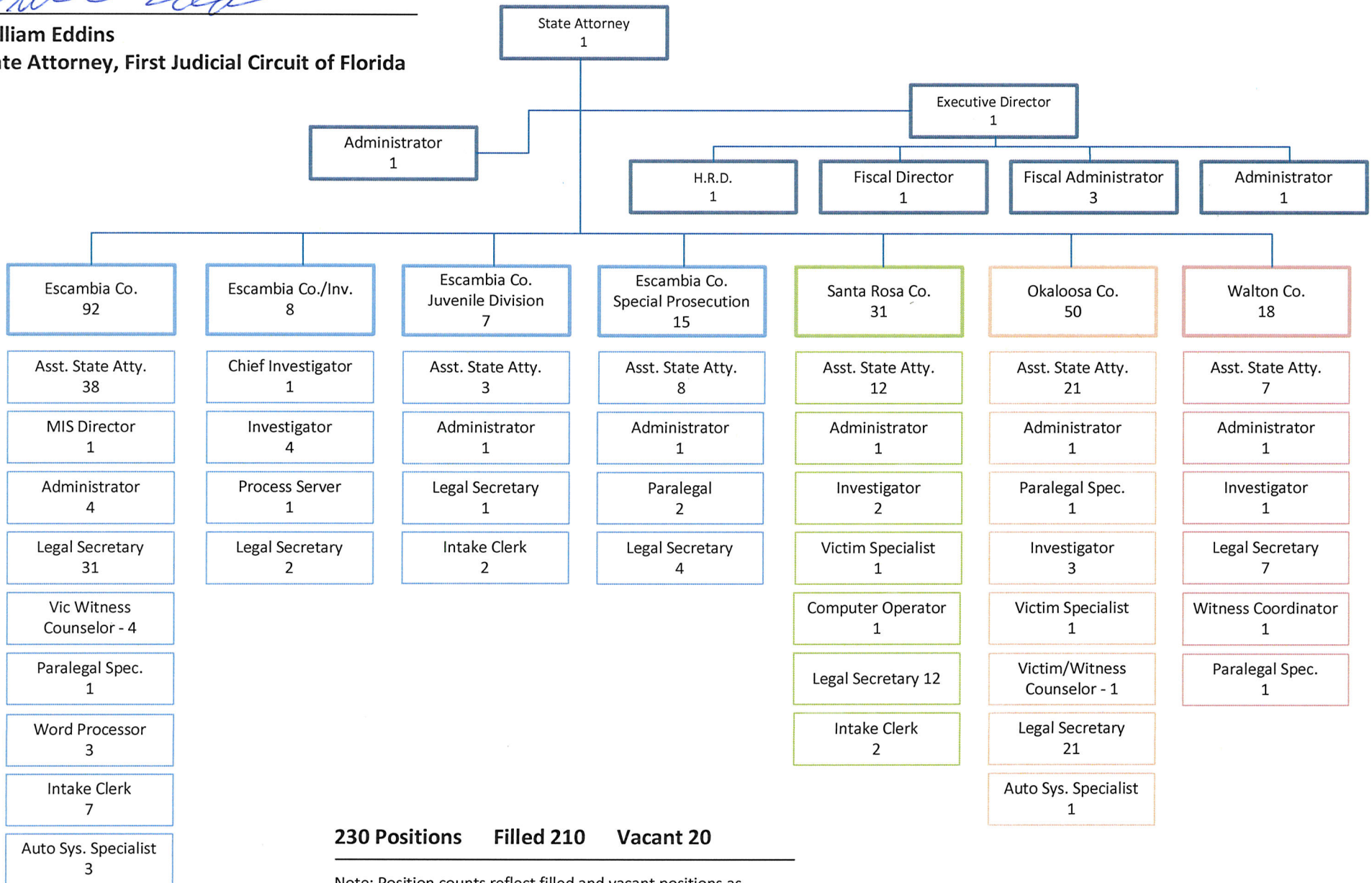
# 20th CIRCUIT ORGANIZATIONAL CHART JULY 1, 2017 34.5 FTE





**William Eddins**  
**State Attorney, First Judicial Circuit of Florida**

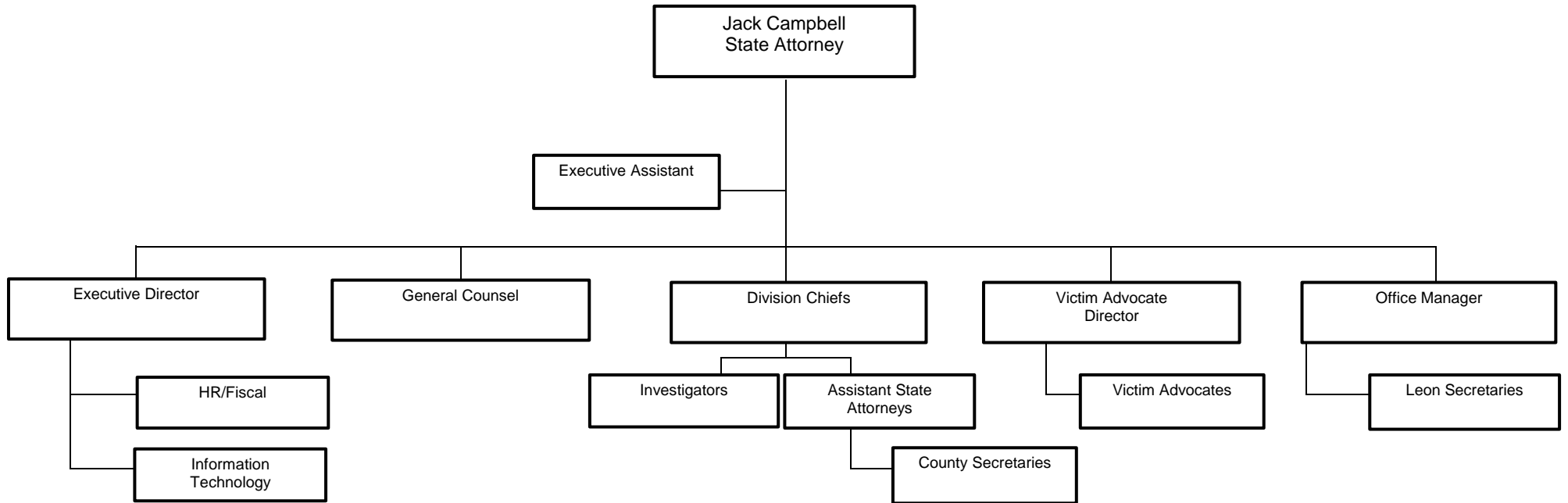
**Organizational Chart**  
**July 1, 2017**



**230 Positions Filled 210 Vacant 20**

Note: Position counts reflect filled and vacant positions as assigned to county locations as of July 1, 2017

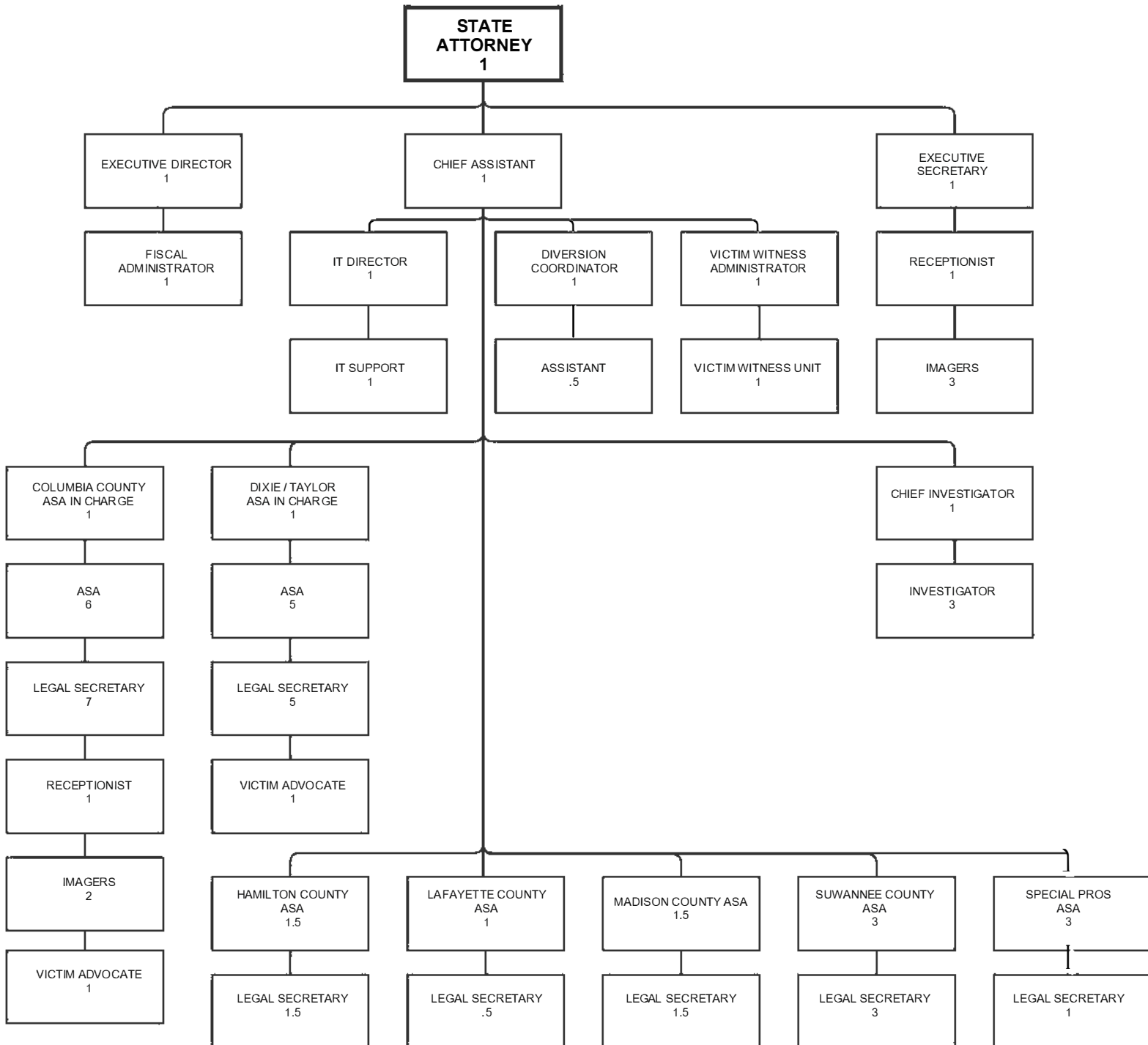
Organizational Chart  
Office of the State Attorney  
Second Judicial Circuit  
As of July 1, 2017



# ORGANIZATIONAL CHART OFFICE OF THE STATE ATTORNEY THIRD JUDICIAL CIRCUIT

MAIN OFFICE: 310 PINE AVE. SW LIVE OAK, FL 32064

## JULY 1, 2017



**State Attorney**

**Chief Assistant**

**Chief Assistant**

**CIRCUIT COURT**

**HOMICIDE/VIOLENT CRIME**

**SPECIAL ASSAULT**

**SPECIAL PROSECUTION**

**INTERNAL OPERATIONS**

**First Assistant**

**LEGAL**

**BUSINESS OFFICE**

**OFFICE ADMINISTRATION**

**COMMUNICATIONS**

**INFORMATION TECHNOLOGY**

**SPECIAL PROJECTS**

**ATTORNEY & COMMUNITY DEVELOPMENT**

**Director**

**COMMUNITY ENGAGEMENT**

**ADULT DIVERSION**

**JUVENILE DIVERSION**

**CLAY COUNTY**

**NASSAU COUNTY**

**JUVENILE**

**COUNTY COURT/TRAFFIC HOMICIDE**

**INVESTIGATIVE STAFF**

**OFFICE OF THE STATE ATTORNEY  
FOURTH JUDICIAL CIRCUIT**



Organizational Chart  
July 1, 2017

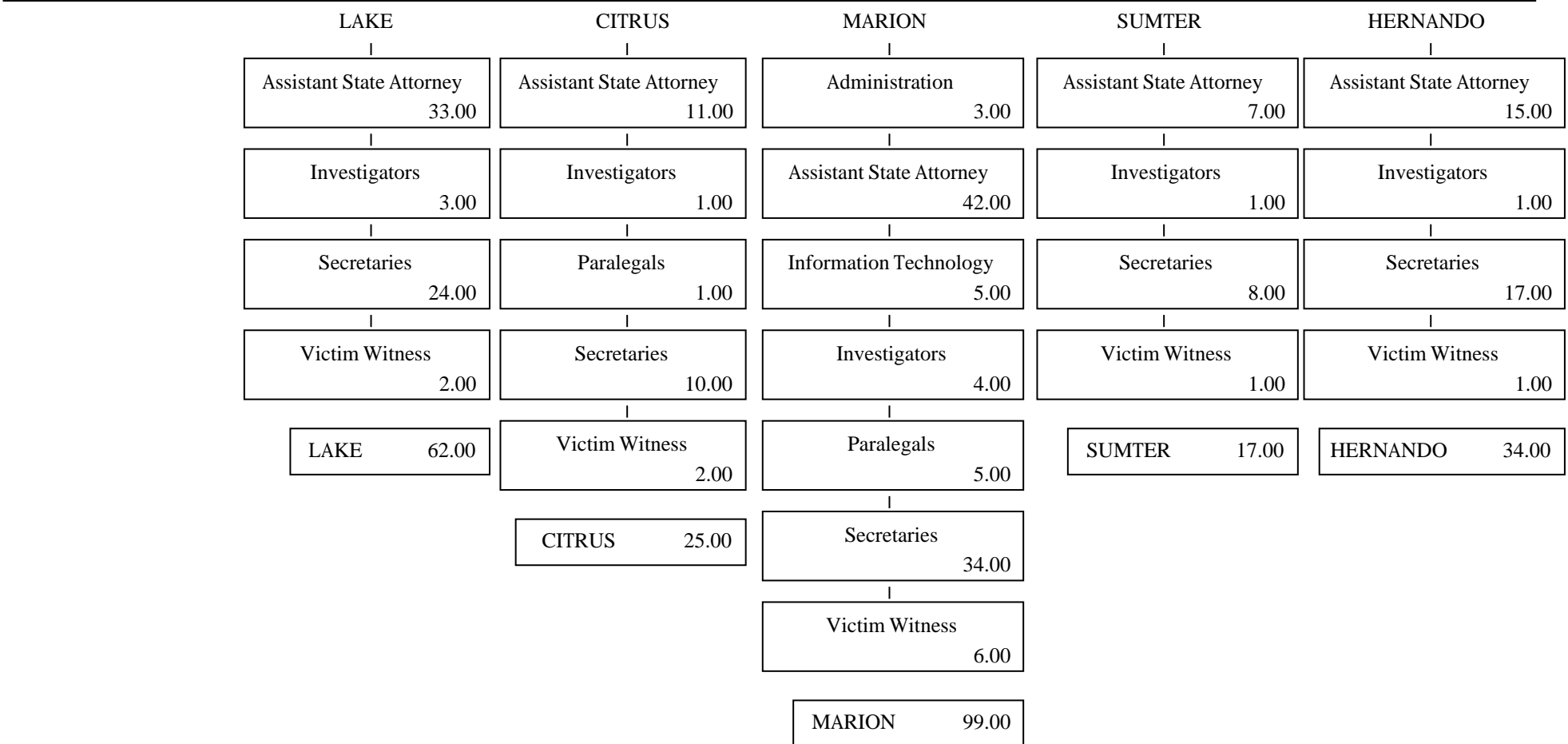
STATE ATTORNEY'S OFFICE, 5th JUDICIAL CIRCUIT

PROSECUTION  
FTE  
240.00 07/01/2017

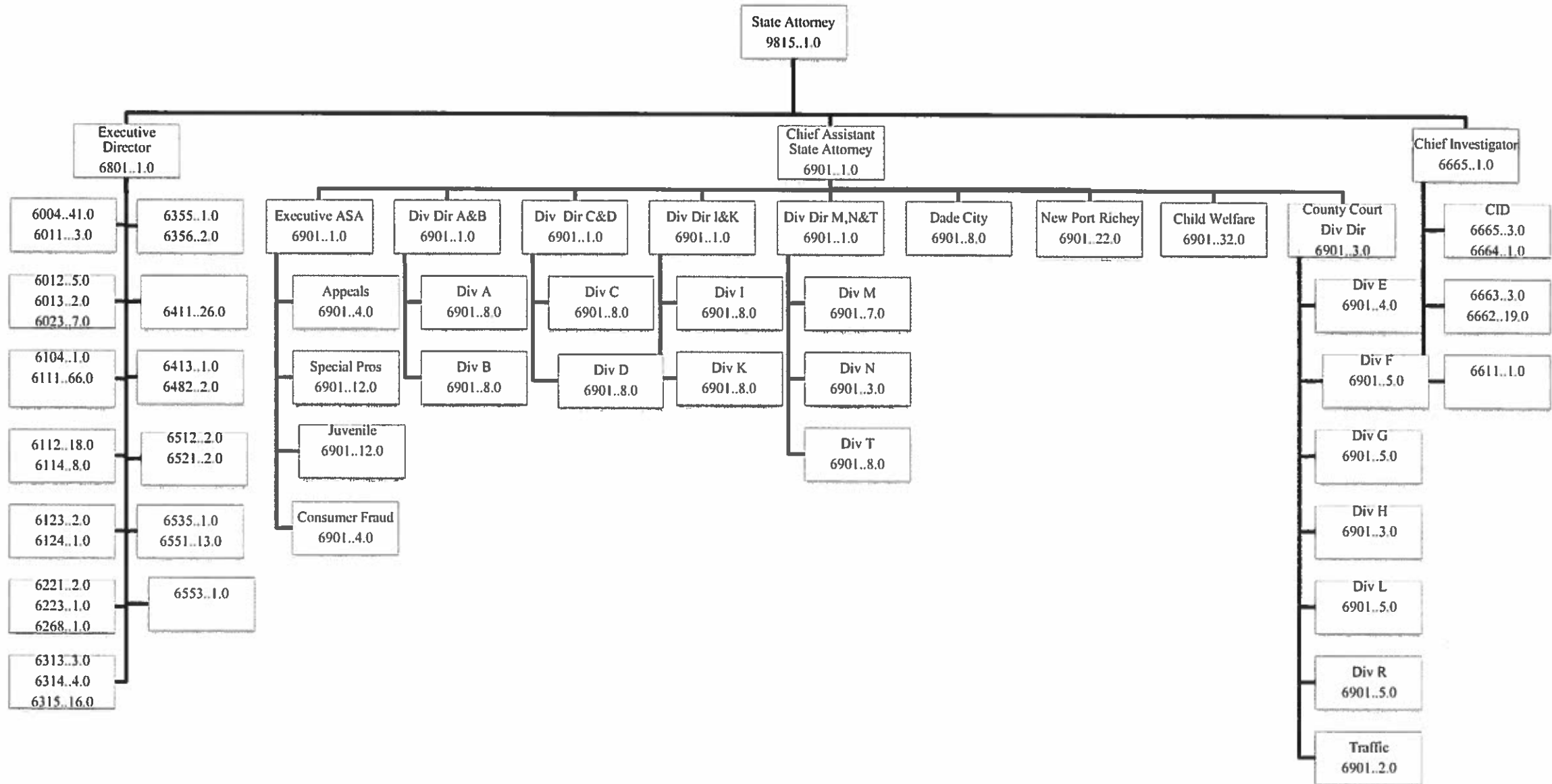
STATE ATTORNEY  
1.00

CHIEF A.S.A.  
1.00

EXECUTIVE DIRECTOR  
1.00

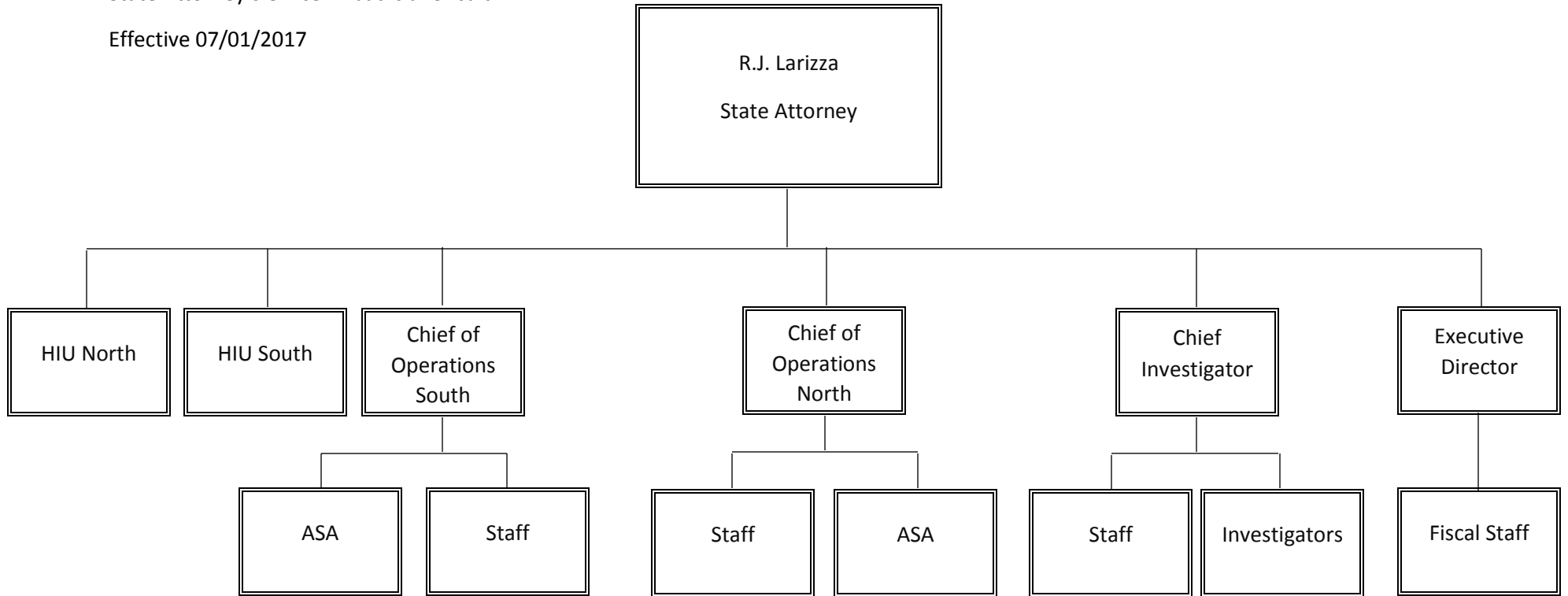


**Schedule X**  
**Organizational Structure**  
**Office of the State Attorney - Sixth Judicial Circuit**  
**Effective July 1, 2017**



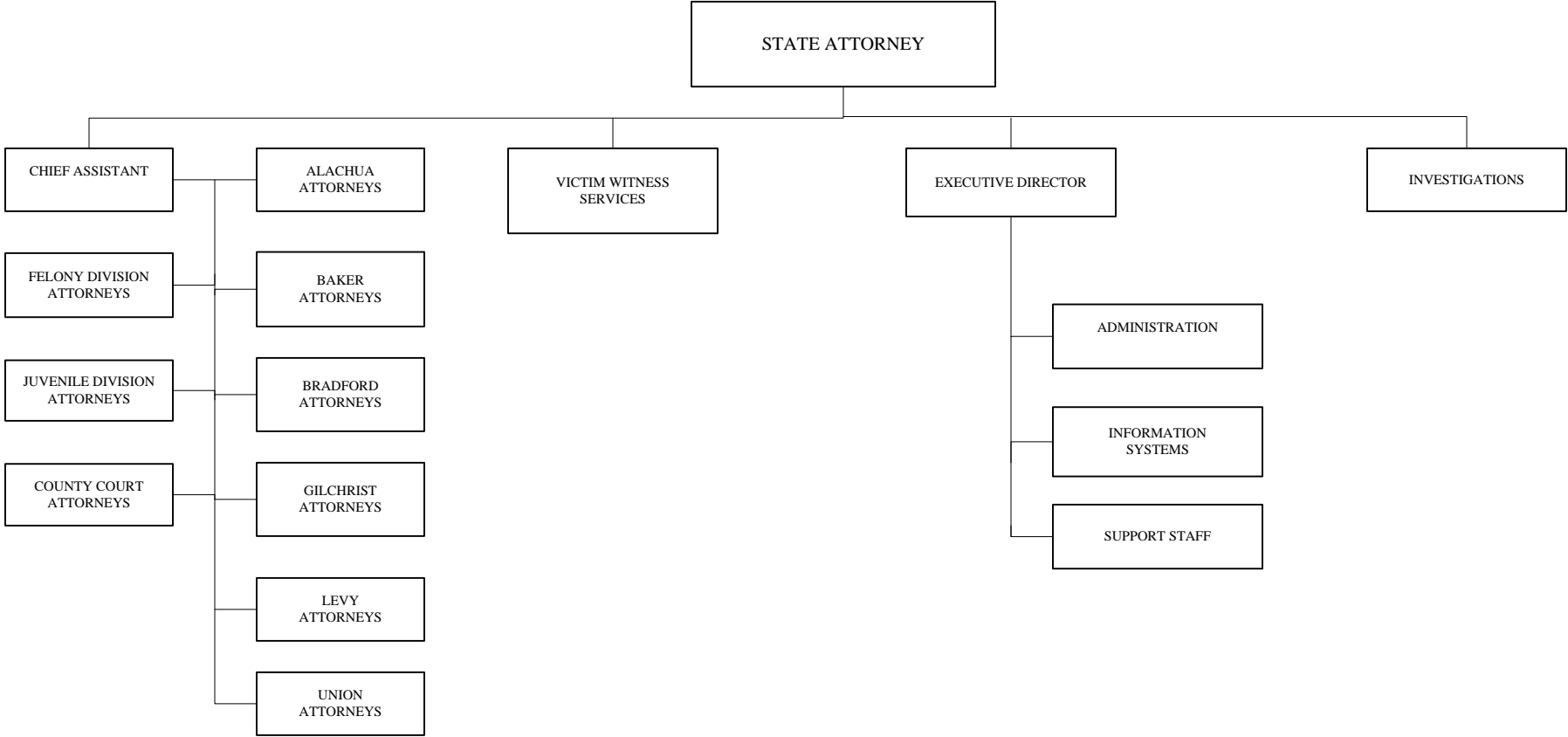
State Attorney's Office 7<sup>th</sup> Judicial Circuit

Effective 07/01/2017



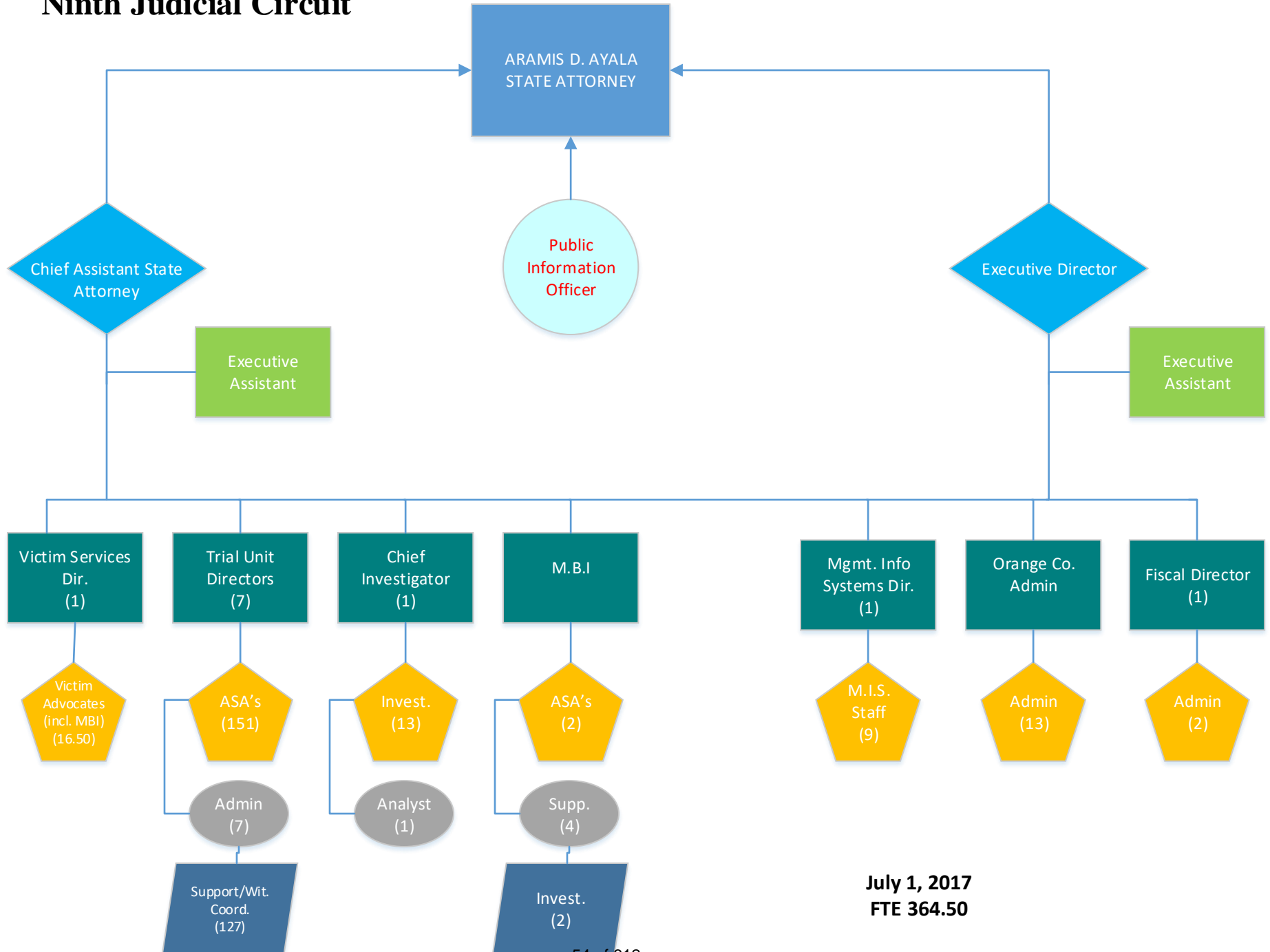


WILLIAM P. CERVONE  
STATE ATTORNEY – EIGHTH CIRCUIT  
ORGANIZATIONAL FLOW CHART



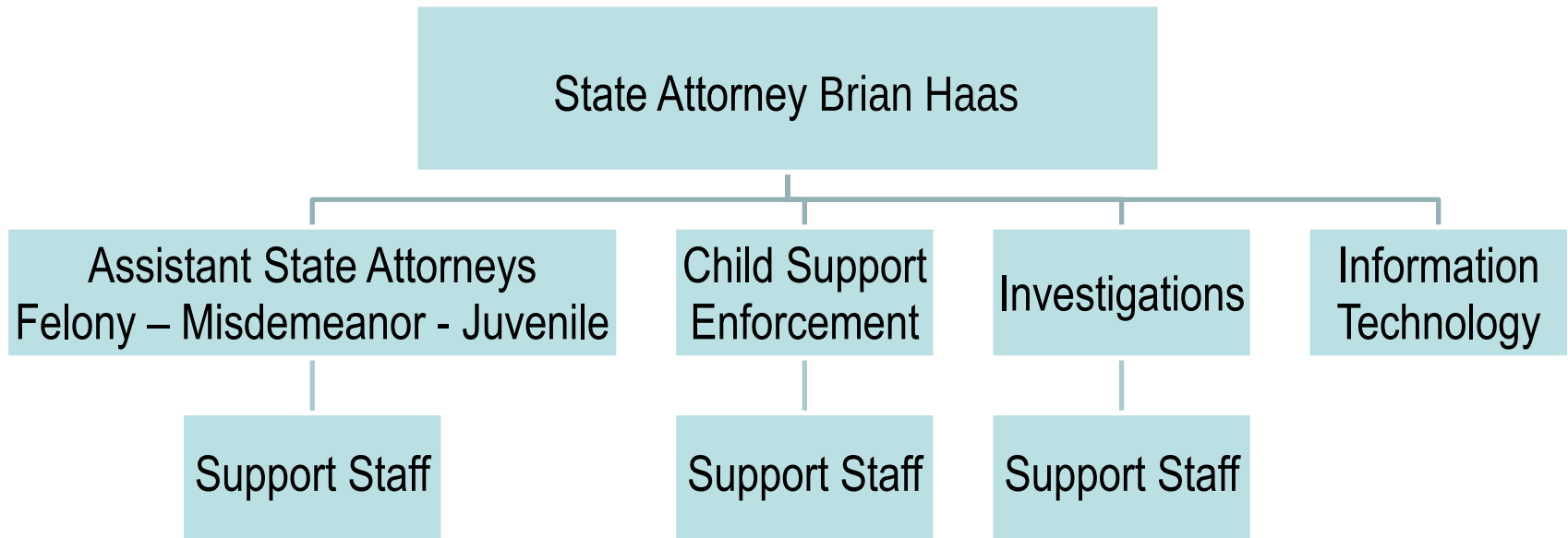
July 1, 2017

# Office of the State Attorney, Ninth Judicial Circuit

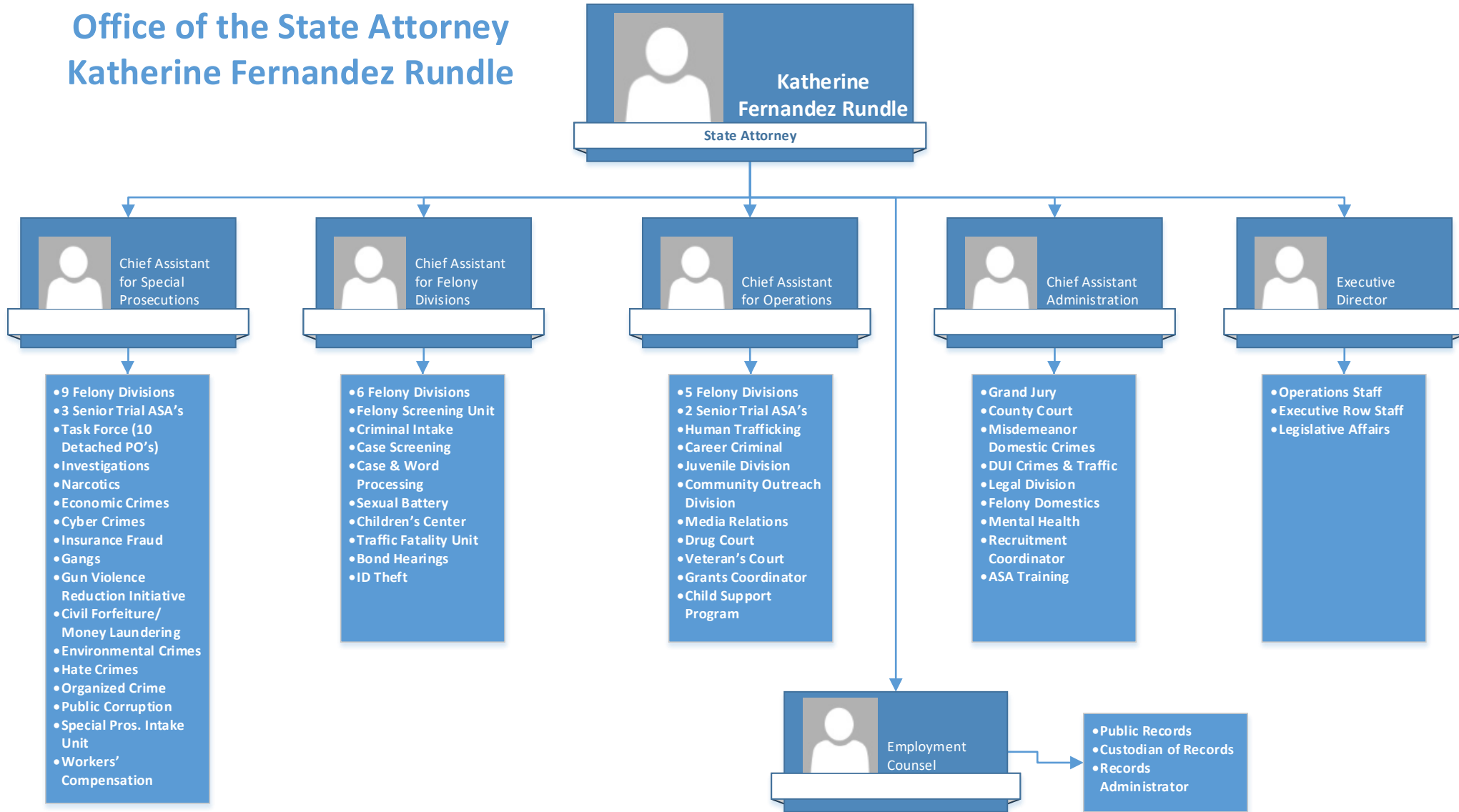


**July 1, 2017  
FTE 364.50**

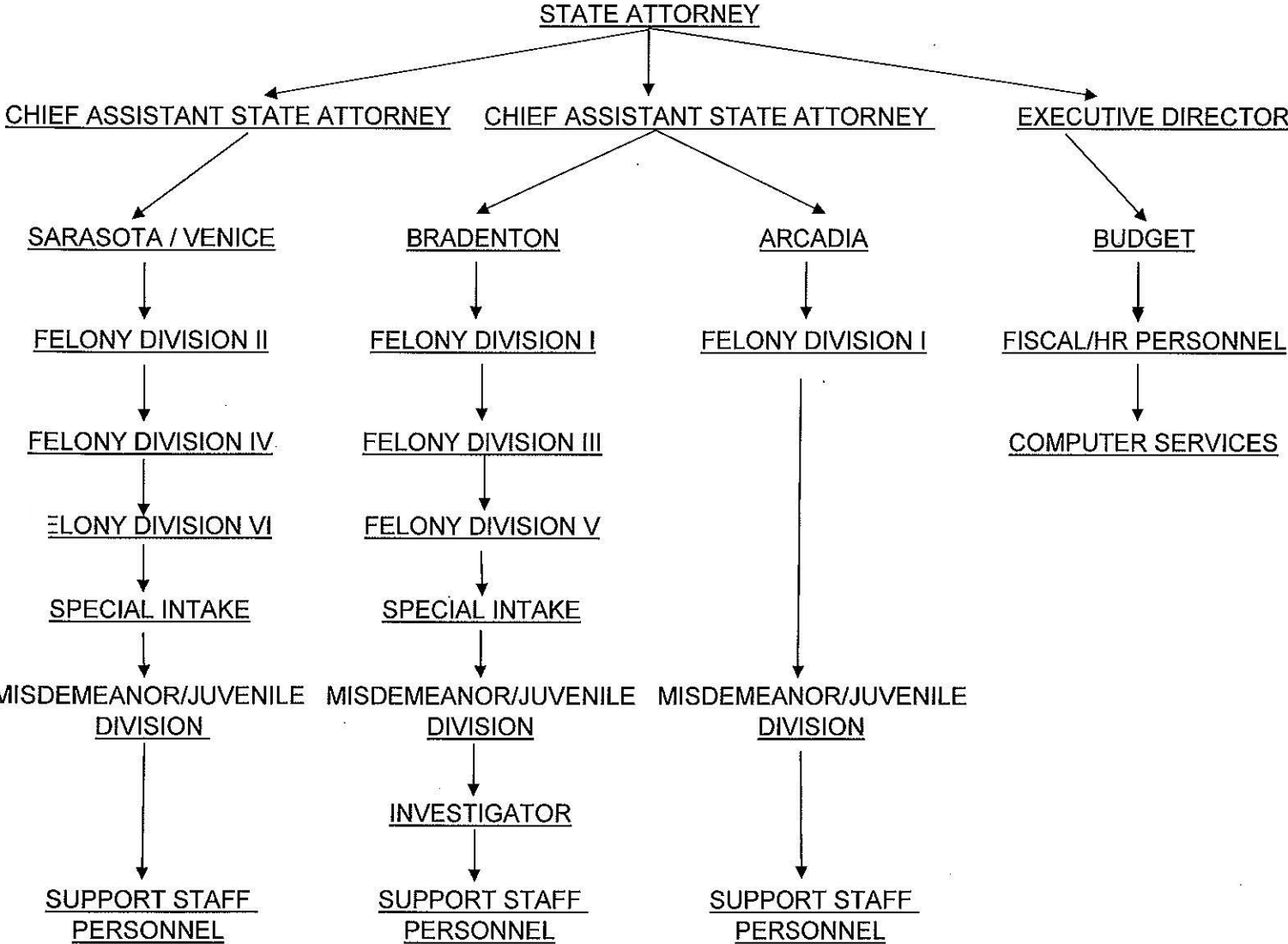
# Office of the State Attorney 10<sup>th</sup> Judicial Circuit Organizational Chart



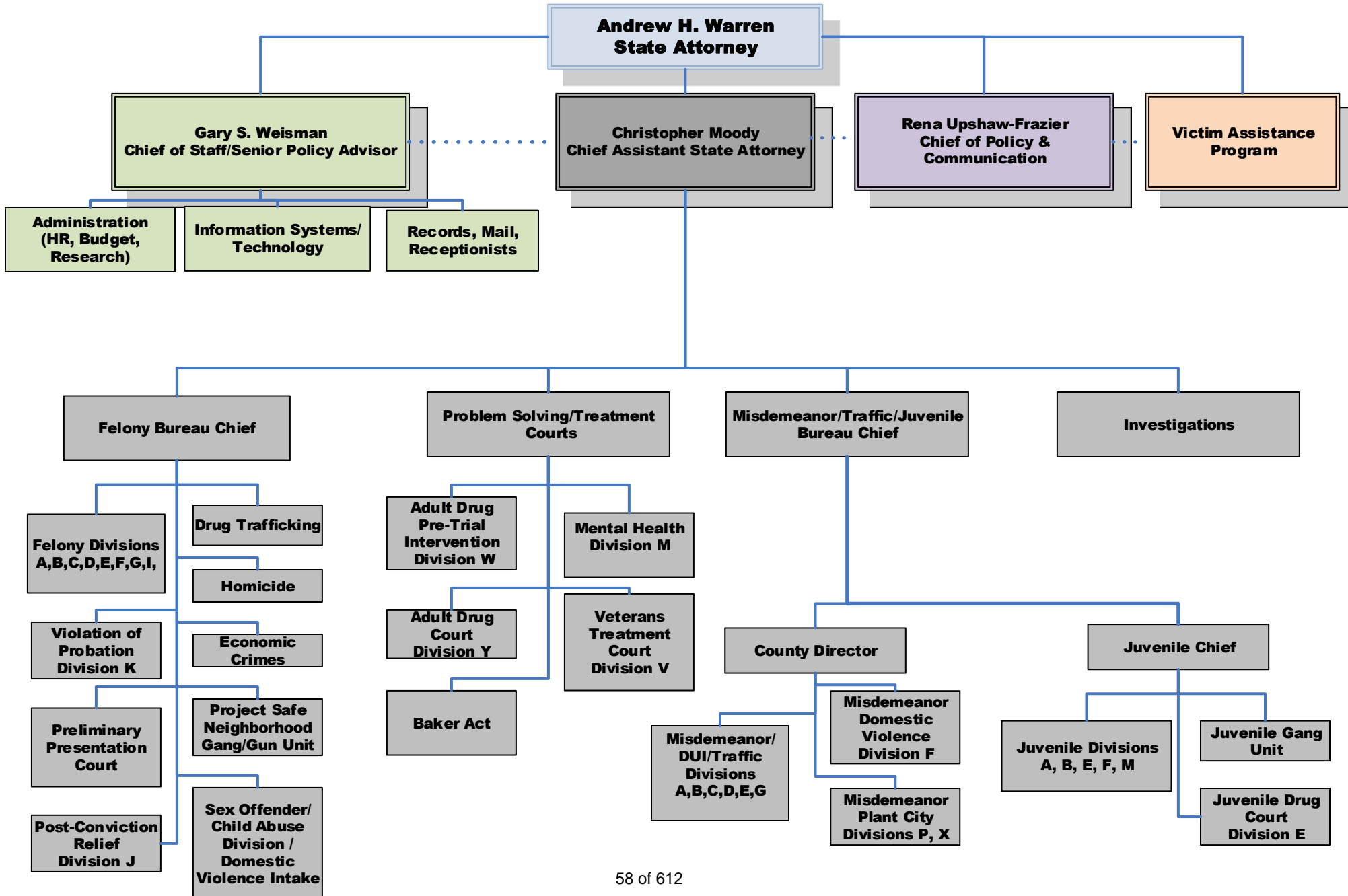
# Office of the State Attorney Katherine Fernandez Rundle



OFFICE OF THE STATE ATTORNEY - TWELFTH JUDICIAL CIRCUIT

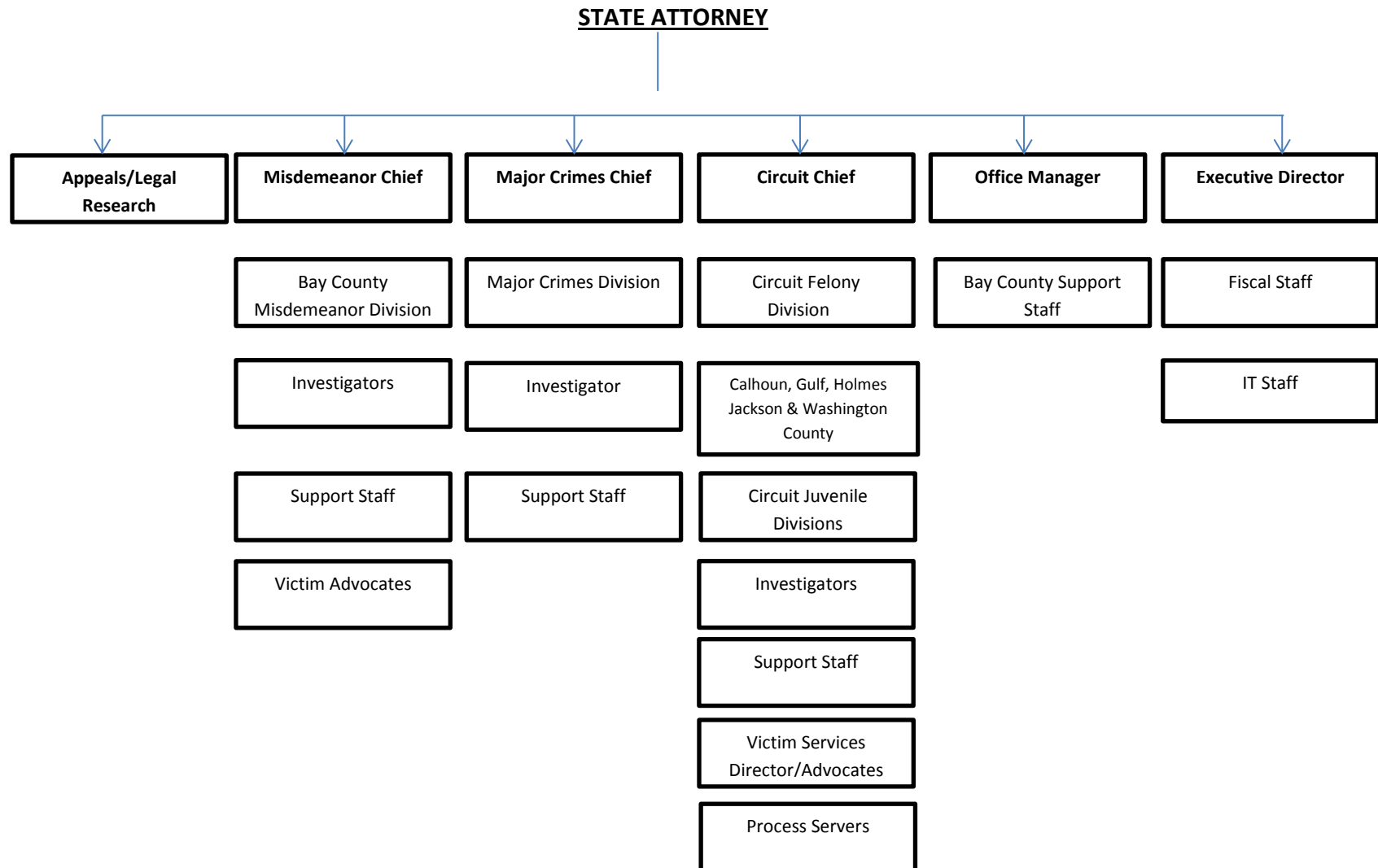


# OFFICE OF THE STATE ATTORNEY THIRTEENTH JUDICIAL CIRCUIT ORGANIZATIONAL CHART



Organization Chart, July 1, 2017

**OFFICE OF THE STATE ATTORNEY – FOURTEENTH JUDICIAL CIRCUIT**



**State Attorney  
Dave Aronberg**

**Mike Edmondson  
Executive Assistant**

**Chief ASA  
Brian Fernandes**

**Chief ASA  
Al Johnson**

**Chief ASA  
Adrienne Ellis**

**Admin. ASA  
Jeanne Howard**

**Felony Trial**  
27 ASA  
31 Supp.

**White Collar Crime**  
4 ASA  
5 Supp

**Public Corruption**  
1 ASA  
1 Supp

**Support Staff  
Unit**  
3 Supp

**County Court**  
20 ASA  
34 Supp

**North Satellite**  
1 ASA  
1 Supp

**Information  
Technology**  
9 Supp

**Organized Crime**  
5 ASA  
4 Supp

**Homicide**  
6 ASA  
5 Supp

**Juvenile**  
13 ASA  
15 Supp

**Legal Affairs/Pub  
Records**  
5 ASA  
6 Supp

**Dom Viol Unit**  
8ASA  
19 Supp

**South Satellite**  
1 ASA  
4 Supp

**Operations**  
6 Supp

**Special Victims**  
6 ASA  
4 Supp

**Intake Unit**  
5 ASA  
13 Supp

**Training**  
1 ASA  
1 Supp

**Gun Club Sat**  
3 ASA  
6 Supp

**Human Resources**  
2 Supp

**Investigations**  
12 Invest  
6 Supp

**Traffic Homicide**  
2 ASA  
2 Supp

**Belle Glade Sat**  
3 ASA  
6 Supp

**Sober Homes**  
1 ASA

**Grand Jury**

**Exec Assign**

**Volunteers**  
1 Supp

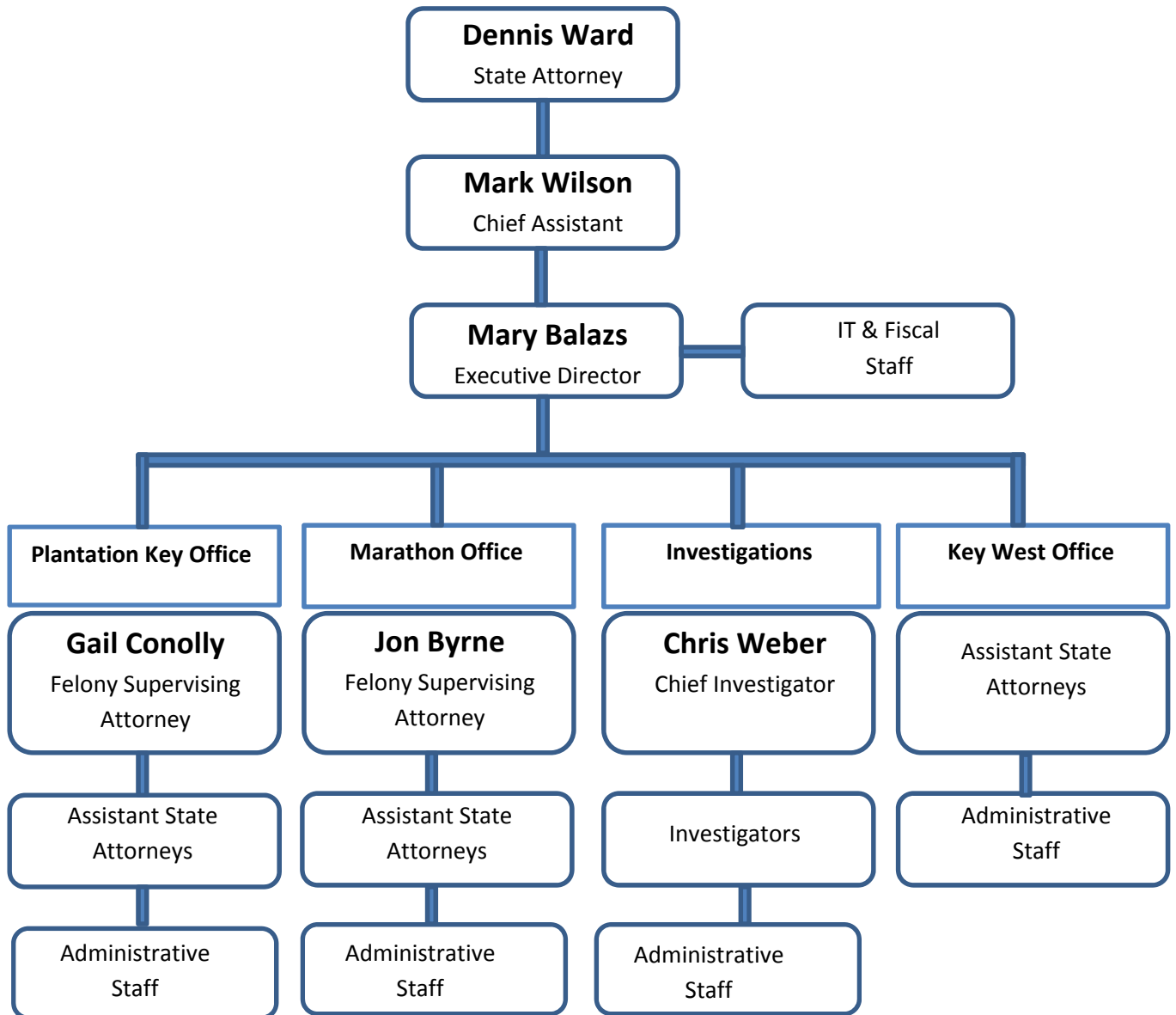
**AV unit**  
2 Supp

**OFFICE OF STATE ATTORNEY  
DAVE ARONBERG 15<sup>TH</sup> JUDICIAL CIRCUIT**  
  
JULY 1, 2017



# State Attorney, Sixteenth Judicial Circuit

Effective: July 1<sup>st</sup>, 2017

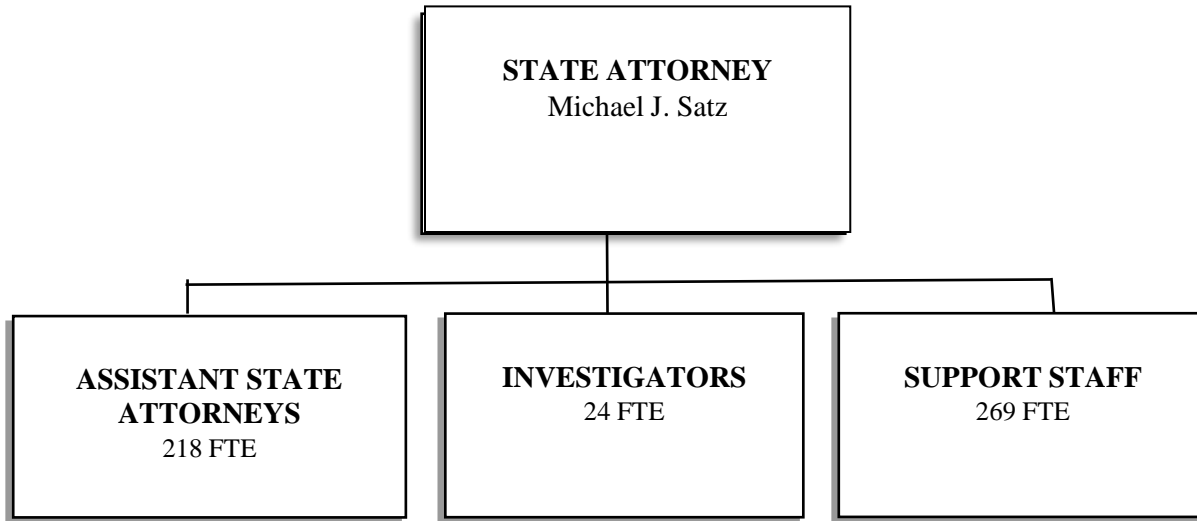


Organizational Chart

Effective July 1, 2017



**OFFICE OF THE STATE ATTORNEY 17TH JUDICIAL CIRCUIT**





**OFFICE OF THE STATE ATTORNEY, EIGHTEENTH JUDICIAL CIRCUIT  
Brevard and Seminole Counties**

**PROGRAM: PROSECUTION**

**STATE ATTORNEY  
PHIL ARCHER**

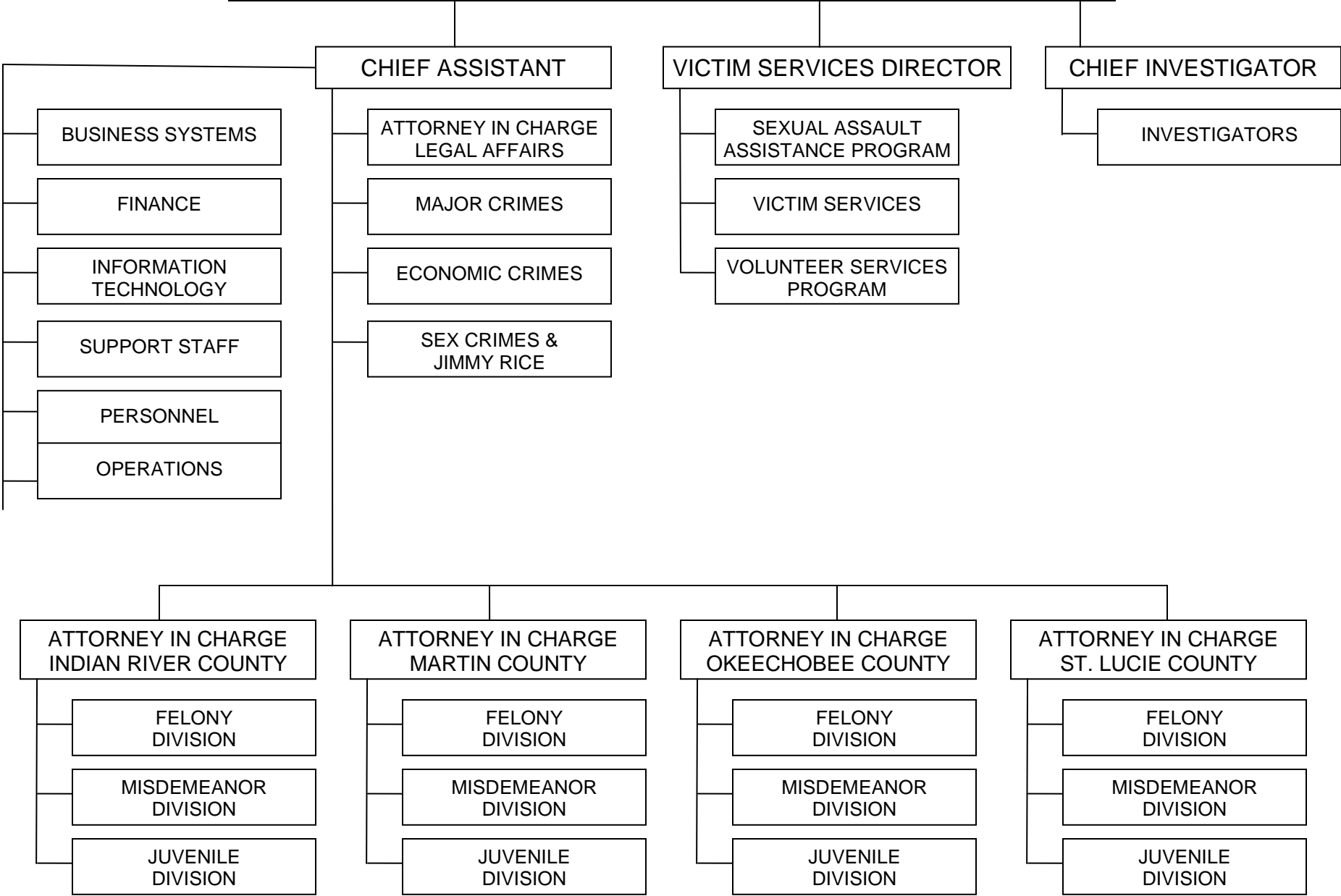
**ASSISTANT  
STATE  
ATTORNEYS**

**SUPPORT  
STAFF**

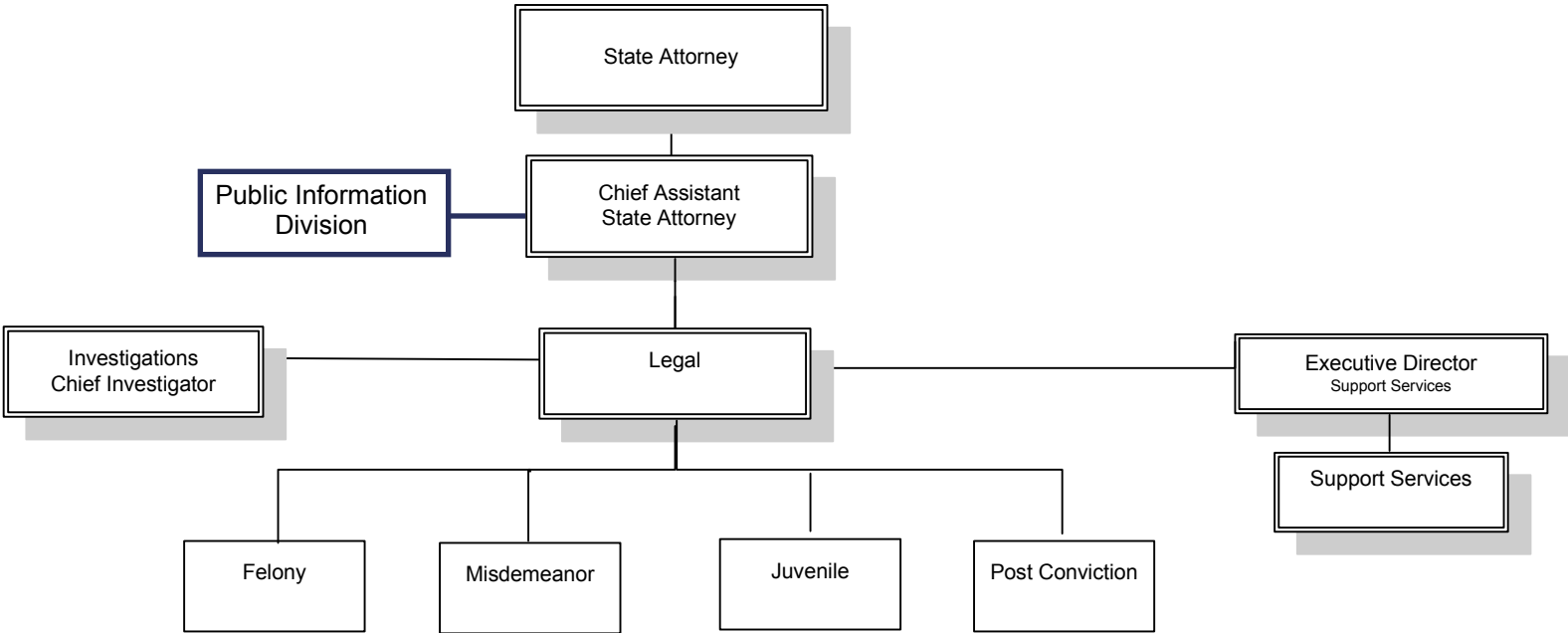
**July 1, 2017**

**Phil Archer  
State Attorney**

**STATE ATTORNEY**  
 Nineteenth Judicial Circuit  
 Indian River, Martin, Okeechobee, and St. Lucie Counties

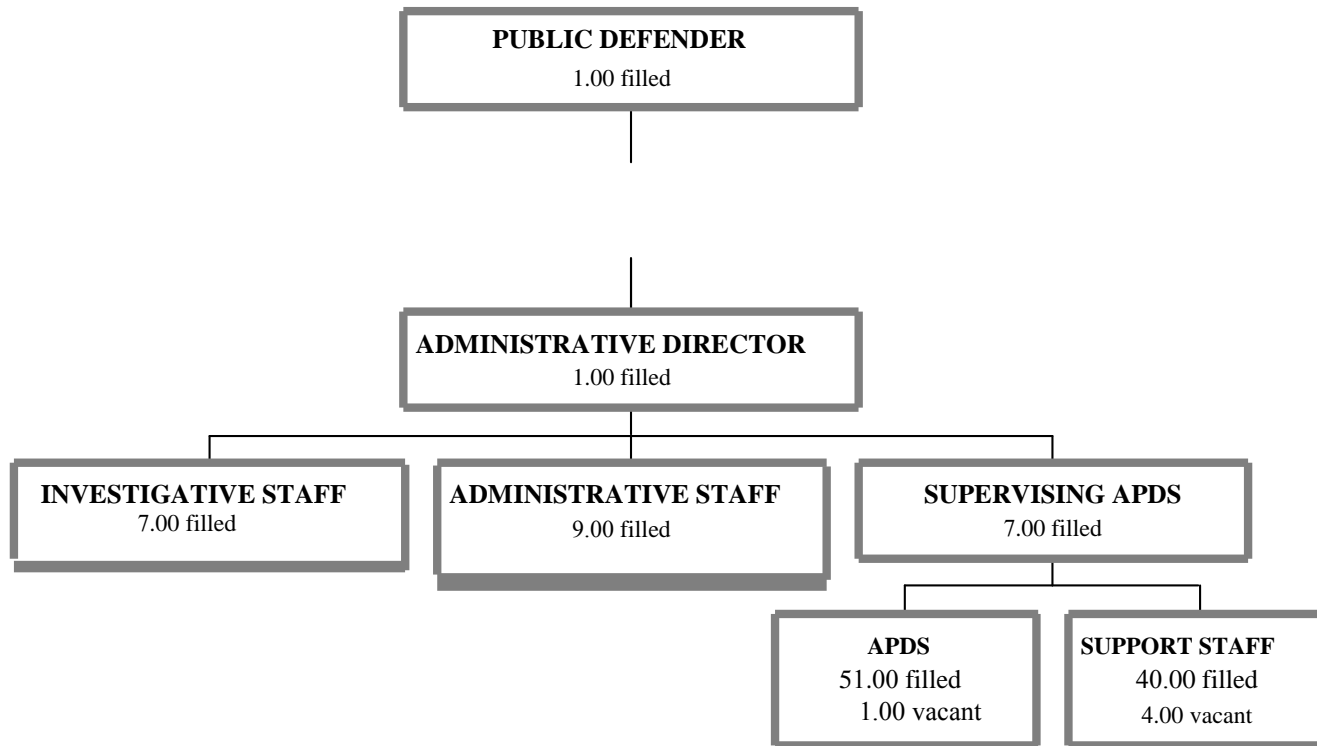


# Office of the State Attorney, 20<sup>th</sup> Judicial Circuit



# OFFICE OF PUBLIC DEFENDER FIRST JUDICIAL CIRCUIT ORGANIZATIONAL CHART

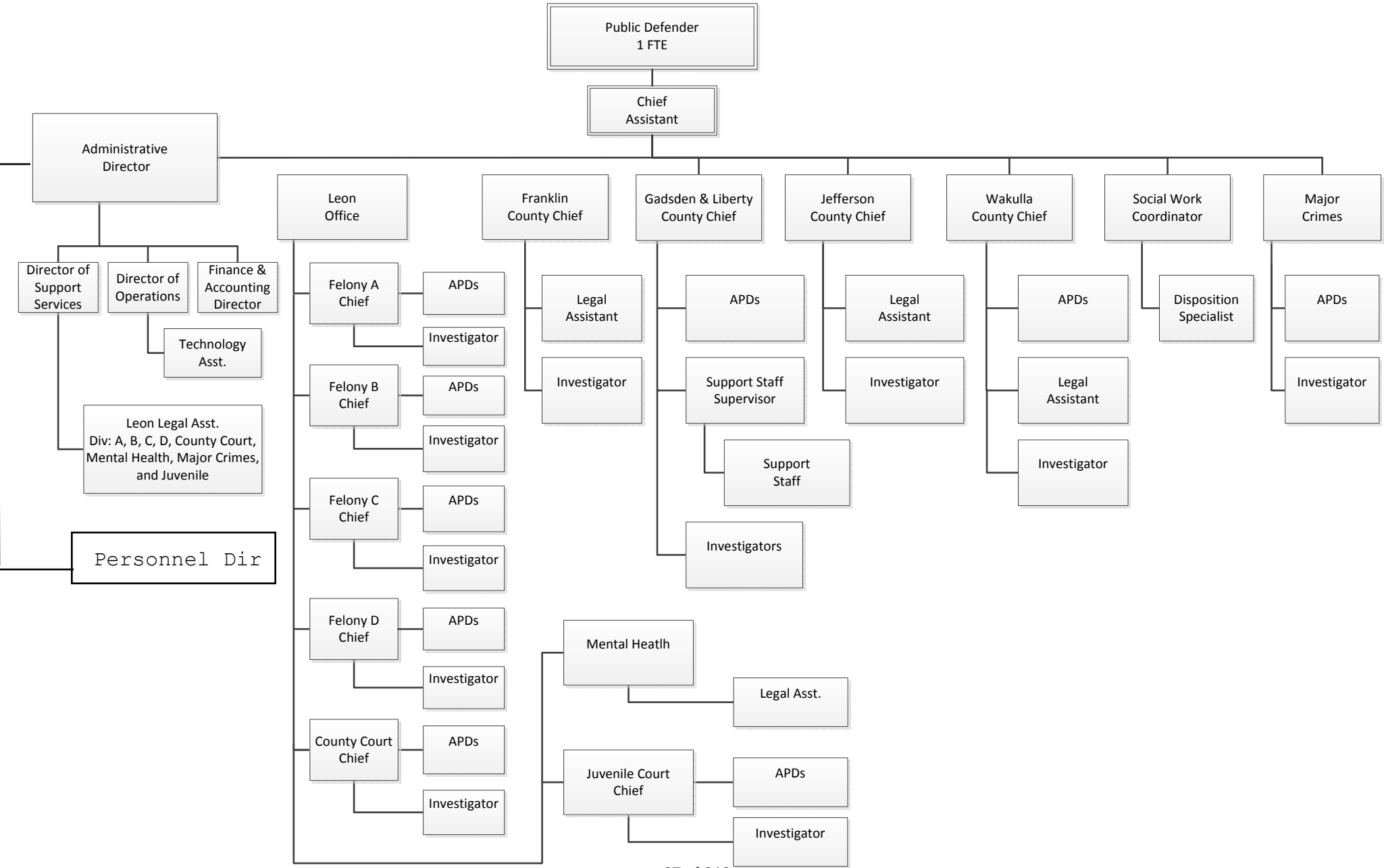
07/01/2017



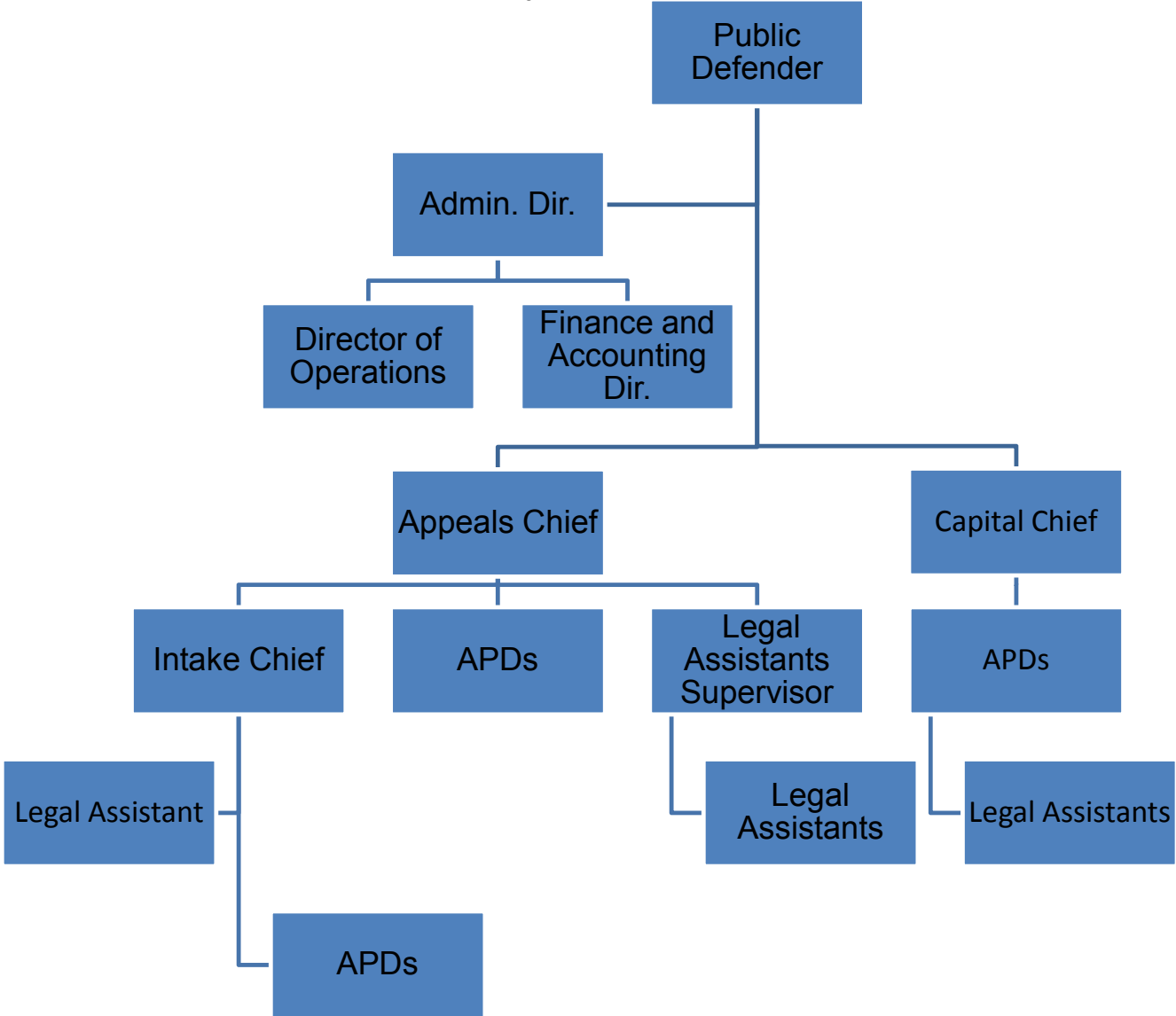
Office of the Public Defender, 2<sup>nd</sup> Judicial Circuit  
Organizational Chart

Effective July 1, 2017

Hon. Andy Thomas , Public Defender



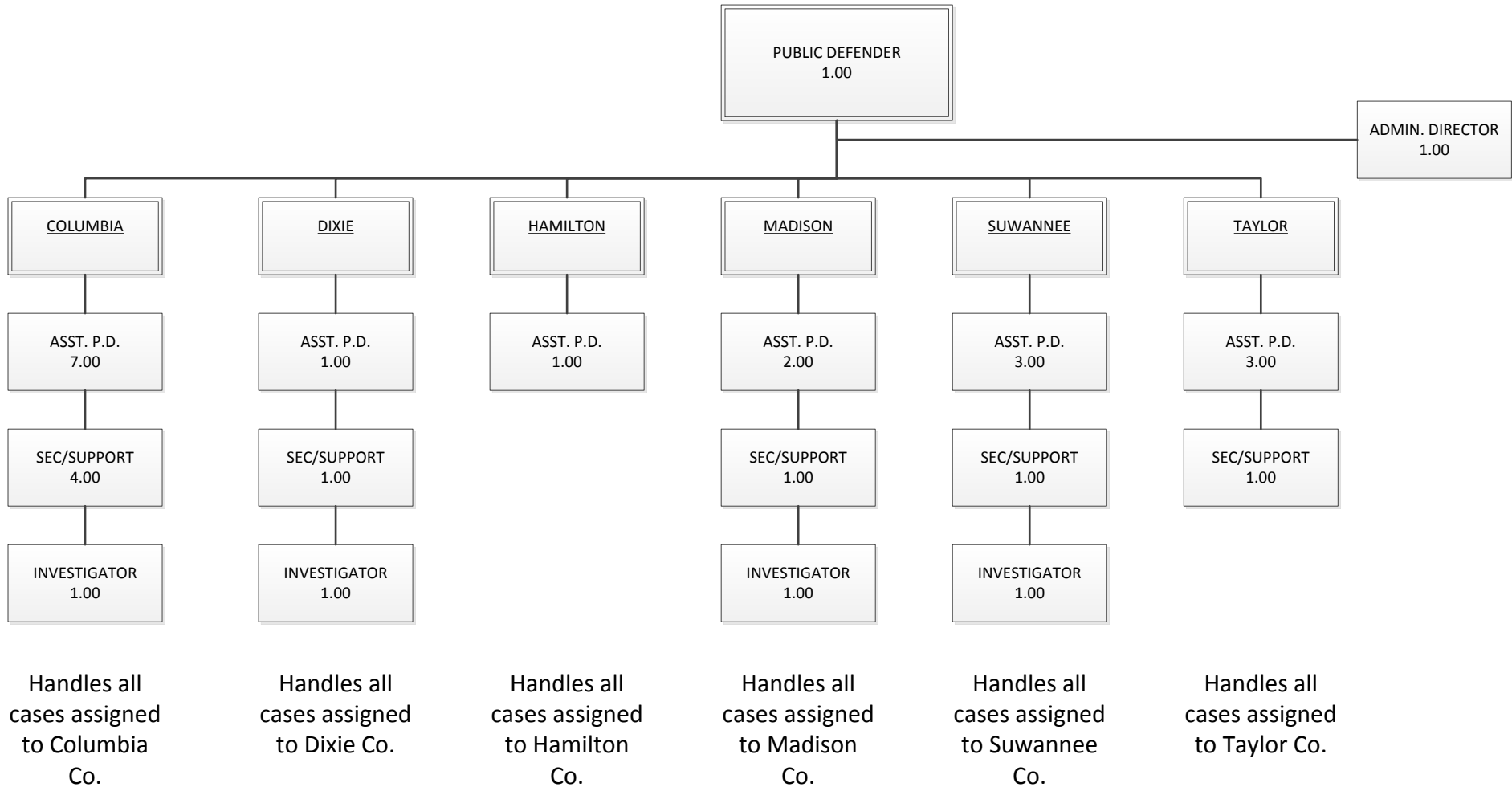
**Public Defender, 2nd Judicial Circuit Appeals Division Organizational Chart**  
7/1/2017





FTE: 31.5

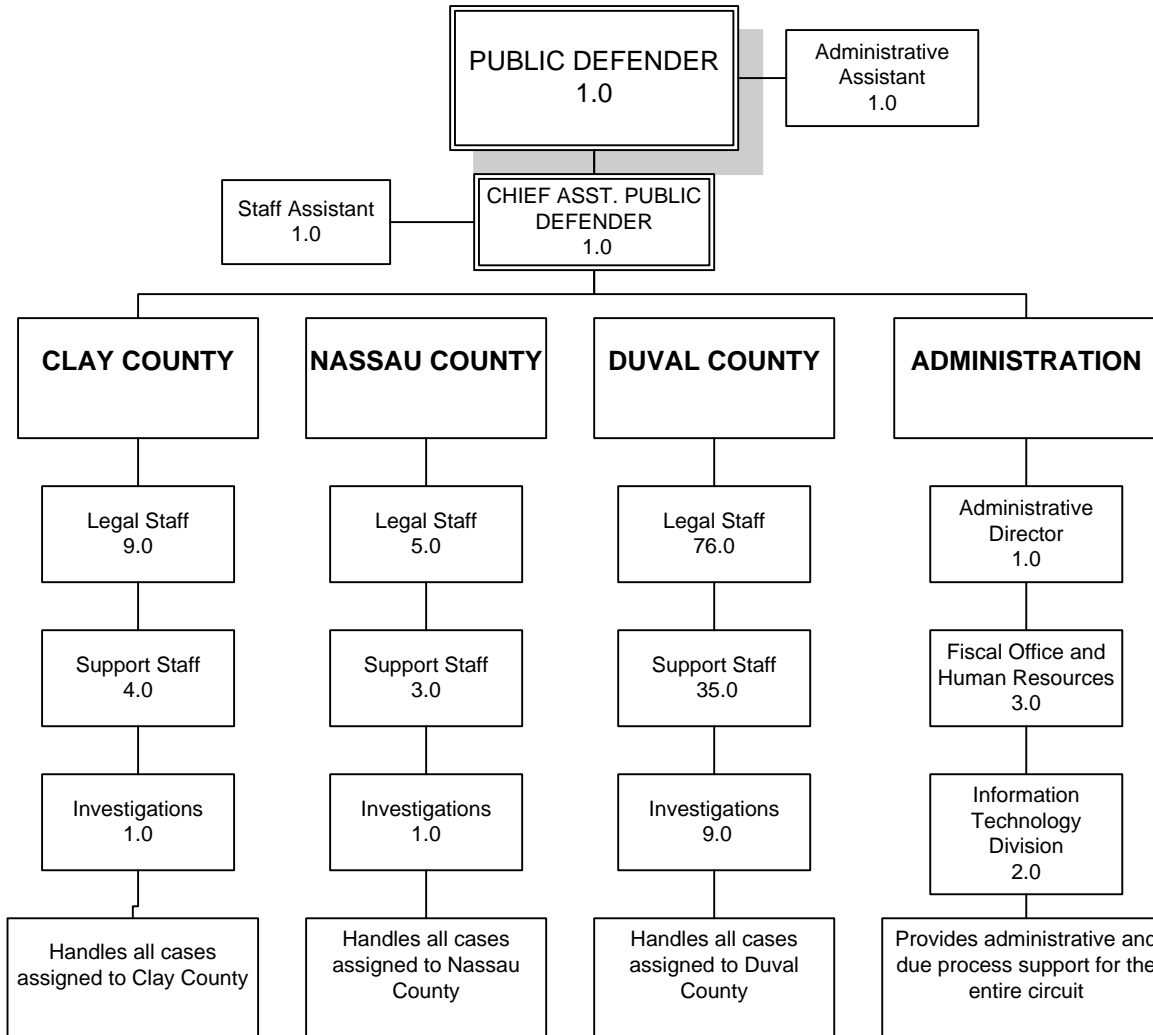
**ORGANIZATION CHART**  
M. BLAIR PAYNE, PUBLIC DEFENDER  
THIRD JUDICIAL CIRCUIT  
AS OF 7/1/2017



**SCHEDULE X  
ORGANIZATIONAL CHART**

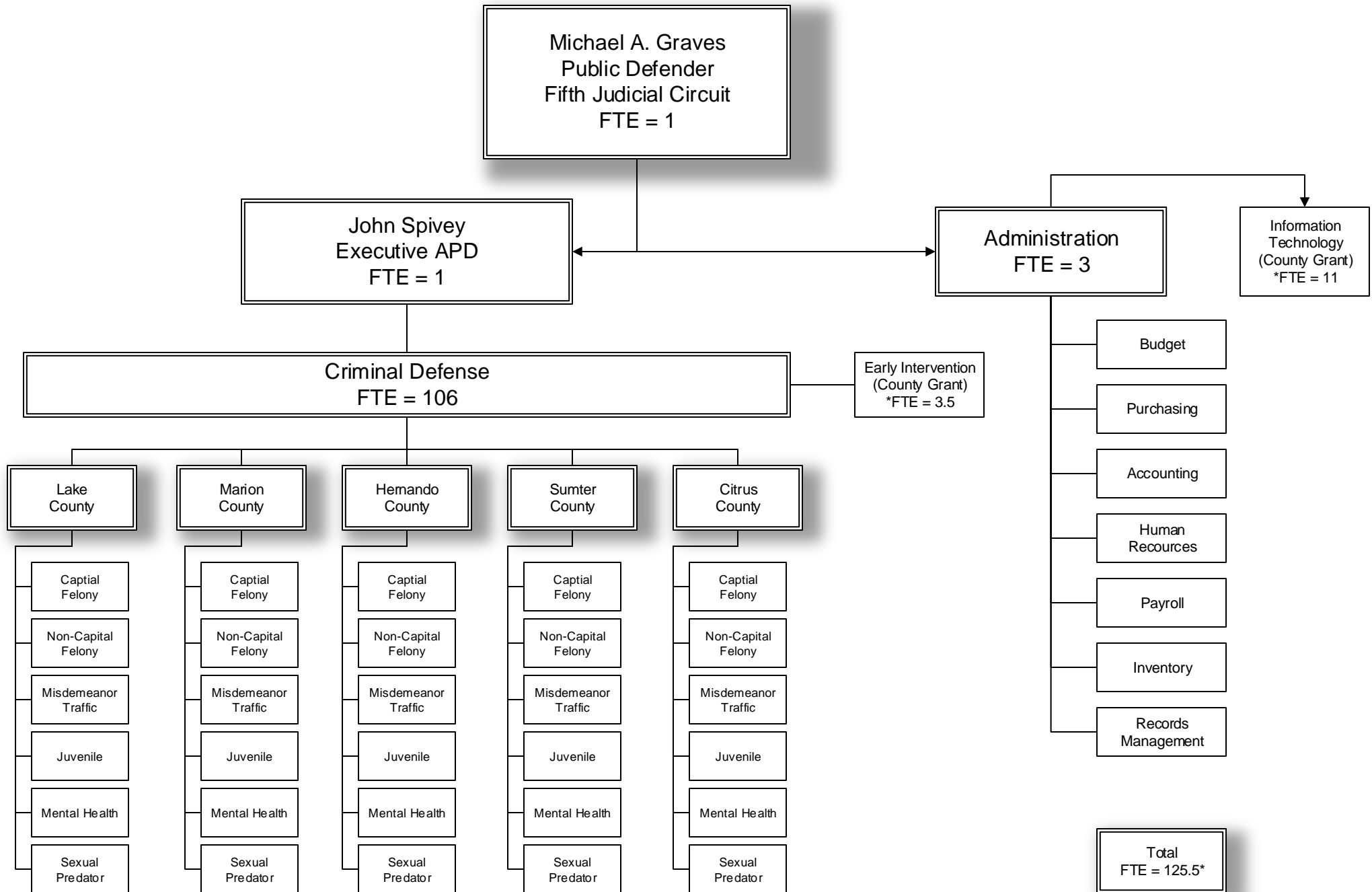
Office of the Public Defender, Fourth Judicial Circuit of Florida  
Charlie Cofer, Public Defender

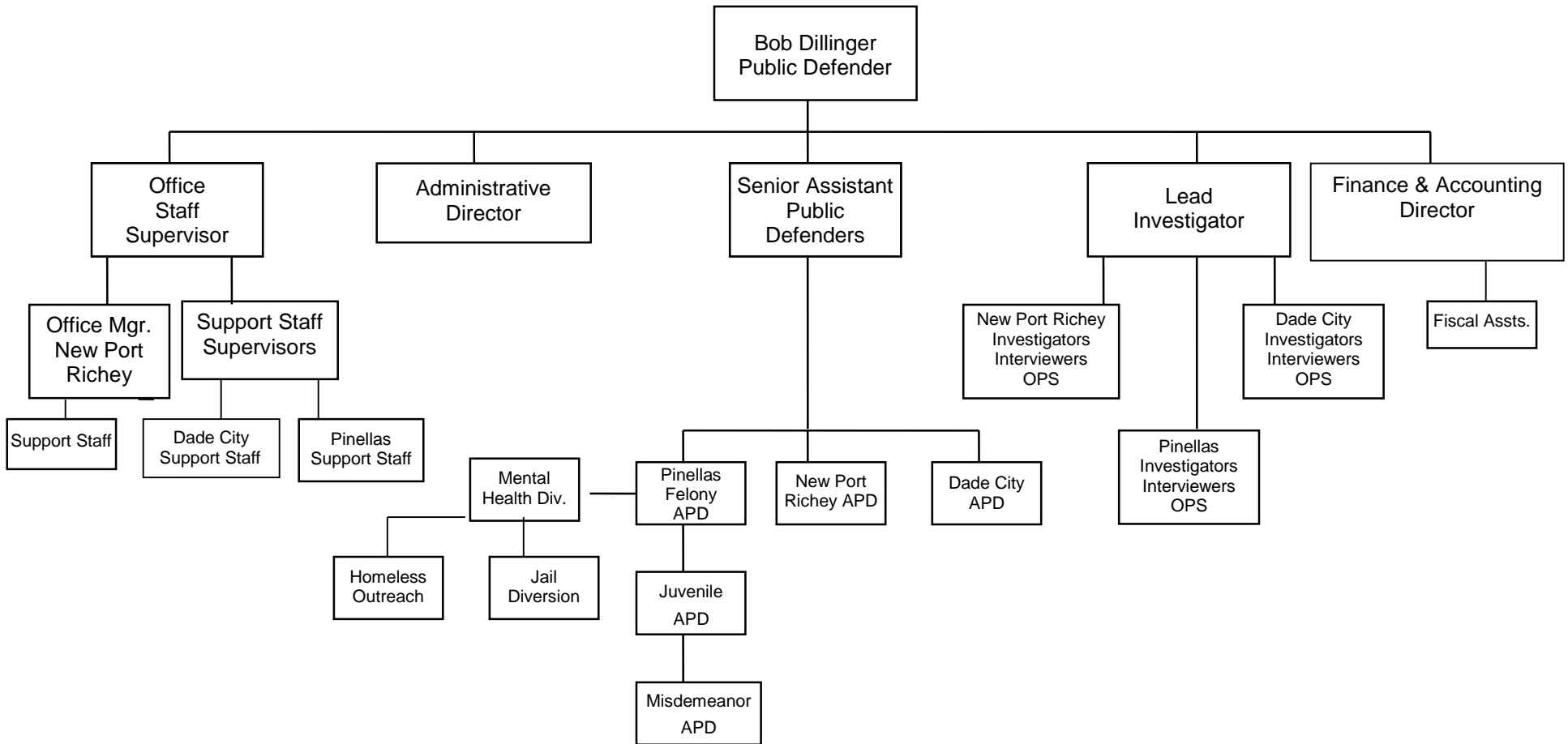
**FY 2017-18**  
**Total FTE's: 153**



# 2017/2018 Fiscal Year

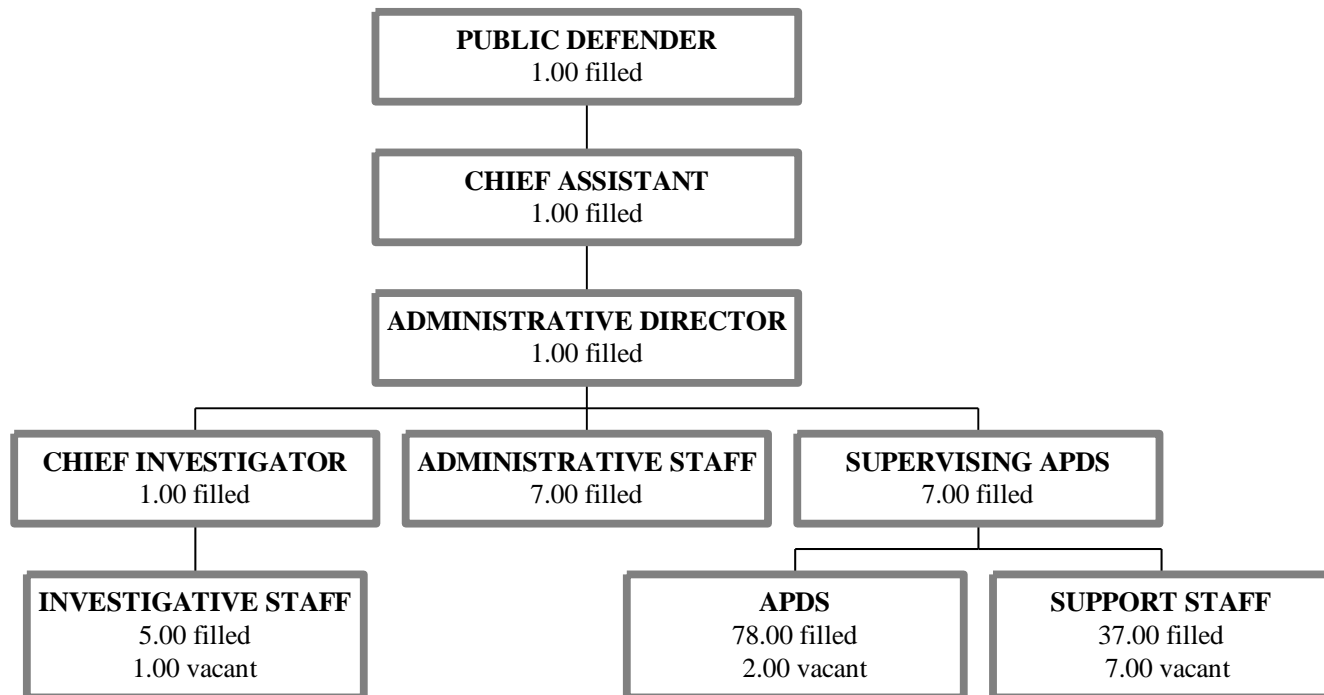
As of July 1, 2017



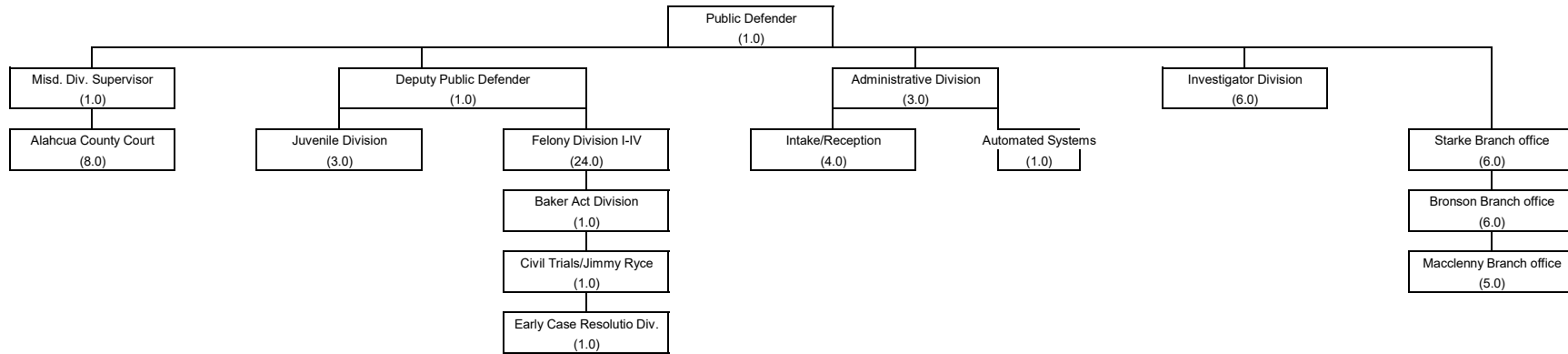


# OFFICE OF PUBLIC DEFENDER SEVENTH JUDICIAL CIRCUIT ORGANIZATIONAL CHART

07/01/2017



**PUBLIC DEFENDER, 8TH CIRCUIT  
ORGANIZATIONAL CHART AS OF JULY 1, 2017 (72.0 FTE)**



**AUTHORITY AND DESCRIPTION OF DUTIES**

Section 27.50, Florida Statutes, provides that there shall be a Public Defender for each of the judicial circuits of the State who shall be elected at the general election by the qualified electors of the circuit. The duties of the Public Defender as prescribed by Chapter 27, Part III, Florida Statutes, include representing, without additional compensation, any person who is determined by the court to be indigent as provided in Section 27.52, Florida Statutes, and who is: (1) under arrest for, or is charged with, a felony; (2) under arrest for, or is charged with a misdemeanor, a violation of Chapter 316, Florida Statutes, which is punishable by imprisonment, or a violation of a municipal or county ordinance in the county court, unless the court, prior to trial, files in the case a statement in writing that the defendant will not be imprisoned if he is convicted; (3) alleged to be a delinquent child pursuant to a petition filed before a circuit court; or (4) sought by petition filed in such court to be involuntarily placed as a mentally ill person or sexually violent predator or involuntarily admitted to residential services as a person with development disabilities.

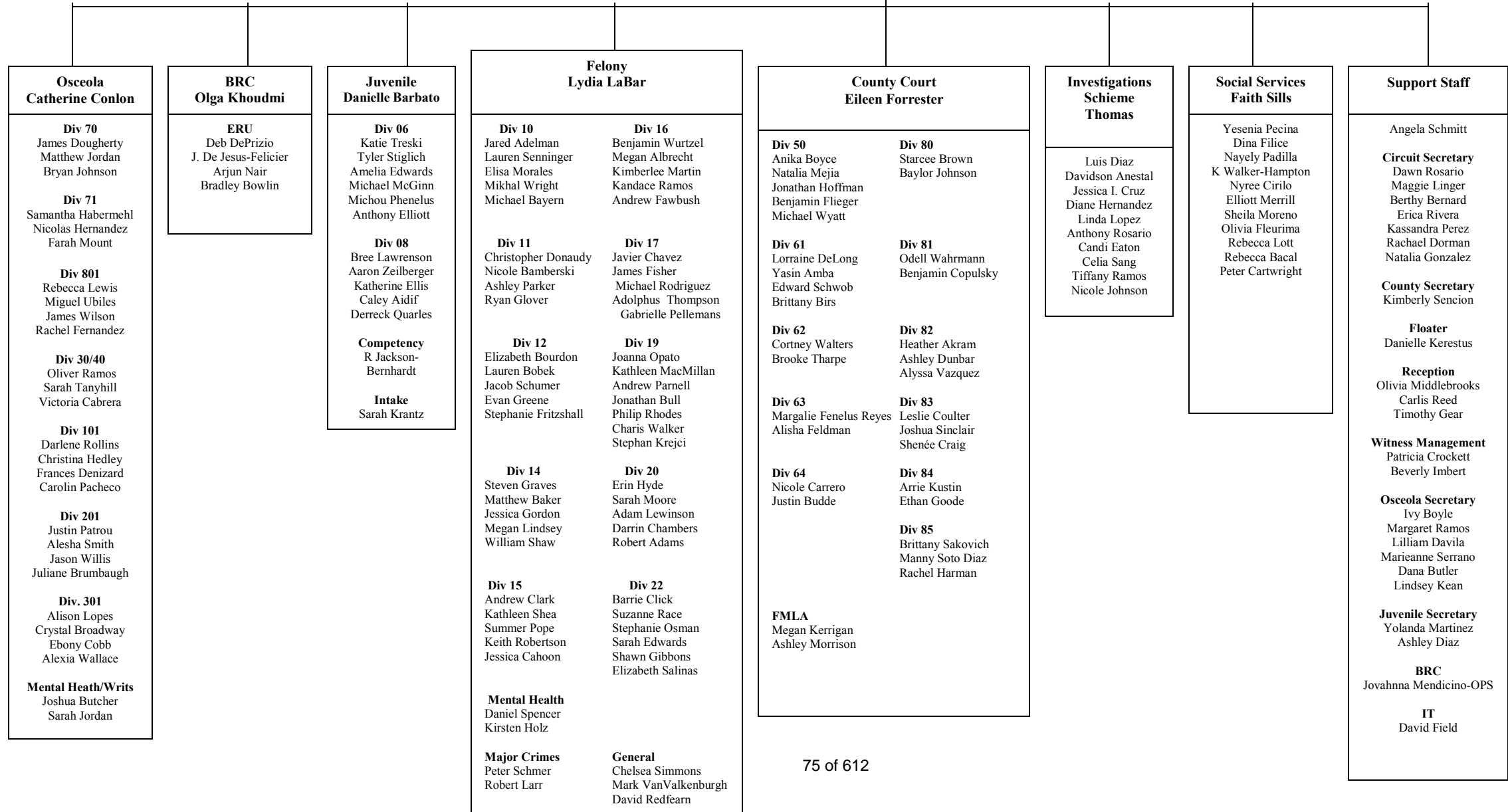
Stacy Scott is the Public Defender for the Eighth Judicial Circuit and is responsible for performing the duties described above, as provided by law, in Alachua, Baker, Bradford, Gilchrist, Levy and Unions Counties. Offices are maintained at Gainesville in Alachua County, Starke, in Bradford County, Macclenny, in Baker County, and Bronson in Levy County.

**PUBLIC DEFENDER  
ROBERT WESLEY**

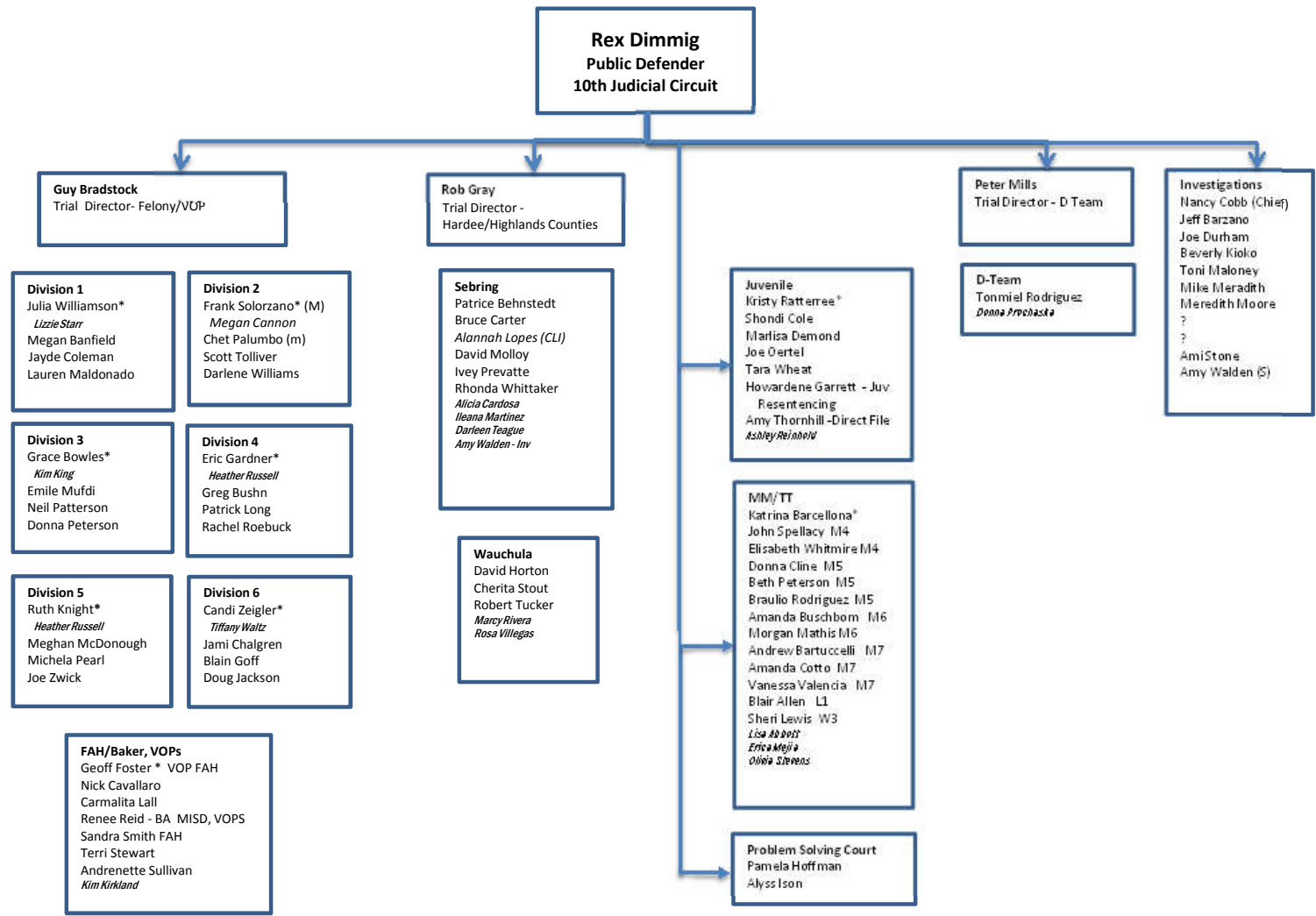
**Administration  
To-Lan Trinh-Le**

**Chief Asst. Public  
Defender  
Melissa Vickers**

Diem Cao  
Jill Reid



OFFICE OF THE PUBLIC DEFENDER  
TENTH JUDICIAL CIRCUIT  
ORGANIZATIONAL CHART  
As of July 1, 2017



Trials 114 FTE  
Appeals 50 FTE



**Rex Dimmig**  
Public Defender  
10th Judicial Circuit

**Lisa Lott** Director - DCA Appeals  
**Karen Kinney** Director - Capital Appeals

**Christopher Lott**  
Director - Administrative Services

**Marion Moorman**  
Director - Educational Services

**Robert Young**  
General Counsel

Richard Albertine  
Jubie Aulisio  
Matt Bernstein  
Steve Bolotin  
Kevin Briggs  
Tosha Cohen  
Cynthia Dodge  
Judith Ellis  
Tim Ferreri  
Clark Green  
Pam Izakowitz  
Megan Olson  
Robert Rosen  
Matt Salvia  
Rocky Sharwell  
Alisa Smith  
Maureen Surber  
Richard Sanders  
Carol Wilson  
Joanna Conner  
Mathew Overpeck  
John Fisher  
Anna Olvera (CLI)

*Melissa Linton*  
*Kristel Nelson*  
*Karen Stockman*  
*Shina Smith*  
*Christy Clark*

**Admin. Services**  
Teresa Carroll  
Jasemine Craney  
Tami Locke  
Megan Skipper

**Info. Tech.**  
Tom Simmons \*  
Billy Carroll  
Richard Lackey  
Aaron Maslanik

**Interviewers**  
Laura Abonza  
Dee Avalos  
Carla Burton  
Alexia Flores  
Joe Little  
Maloney Mason  
Ana Mata-Saldana  
Tony Scarvers

**Operations/STAC**  
Terri Jones \*  
*Intake*  
Dedric Brinson  
Dana Holloway  
Trina Simpkins  
Kandice Kerlew  
Megan Williamson  
*Witness Coordinator*  
Chelsea Gargus

**Client Services**  
Martha Burgess\*  
*Switchboard*  
Linda Creech  
Mary Miske  
Narce Hinojos  
*Recept*  
Sonia Avallaneda  
Kim Duncan  
*File Clerk /Interp*  
Alex Sanchez

**Support Staff**  
Rhonda Corbin \*  
Lizzie Starr(1)  
Megan Cannon (2)  
Kim King (3)  
Heather Russell (4)(5)  
Tiffany Waltz (6)  
Jacklyn Green (Floater)  
Alicia Cardosa (S)  
Ileana Martinez (S)  
Darleen Teague (S)  
Marcy Rivera (W)  
Rosa Villegas (W)  
Melissa Linton (A)  
Kristel Nelson (A)  
Shina Smith (A)  
Karen Stockman (A)  
Christy Clark (A)  
Ashley Reinhold (J)  
Kim Kirkland(VOP)  
Lisa Abbott (MM)  
Erica Mejia (MM)  
Olivia Stevens (MM)  
Donna Prochaska (H)

\* Supervisor

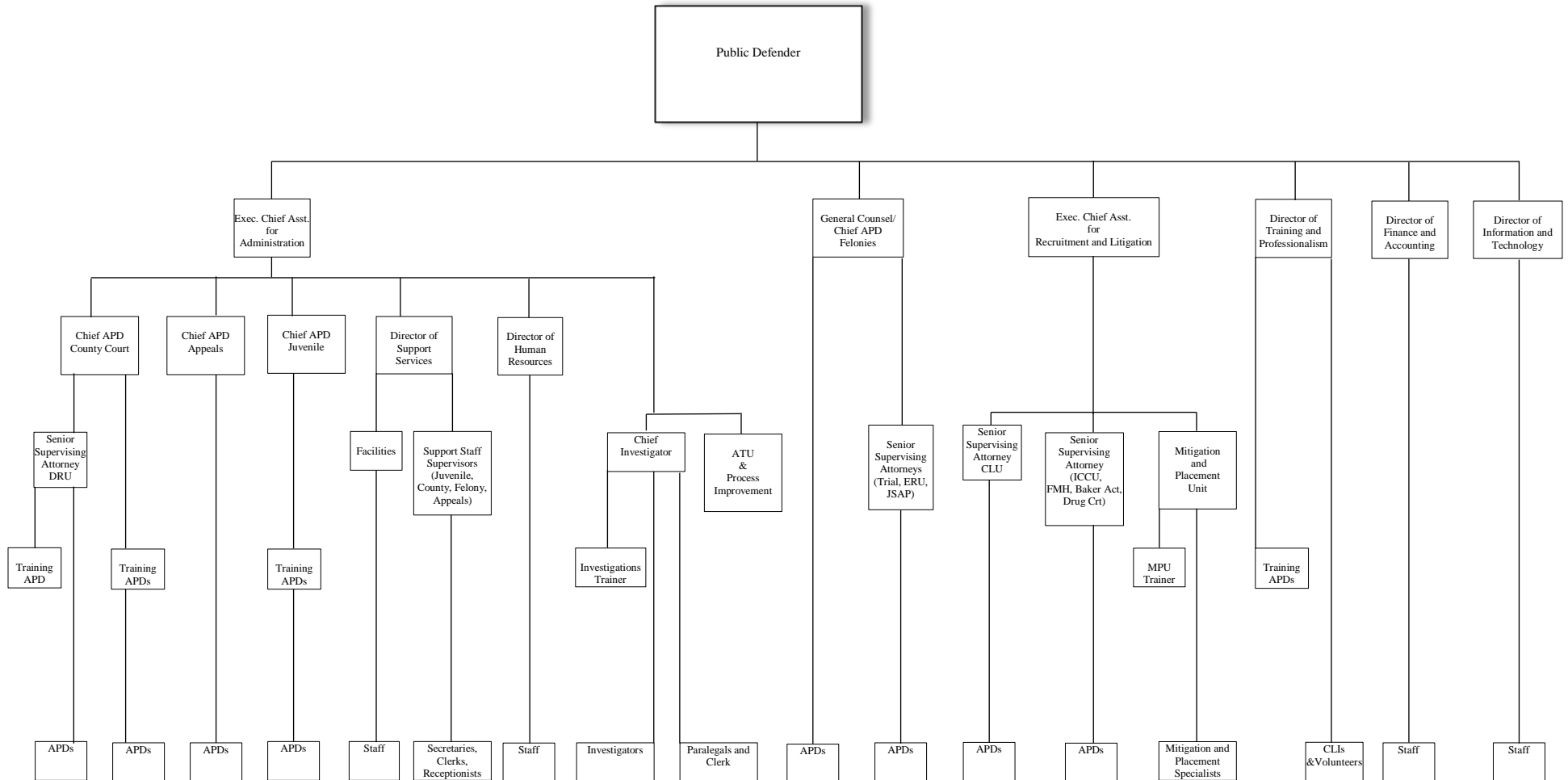


**LAW OFFICES OF THE PUBLIC DEFENDER**  
Eleventh Judicial Circuit of Florida

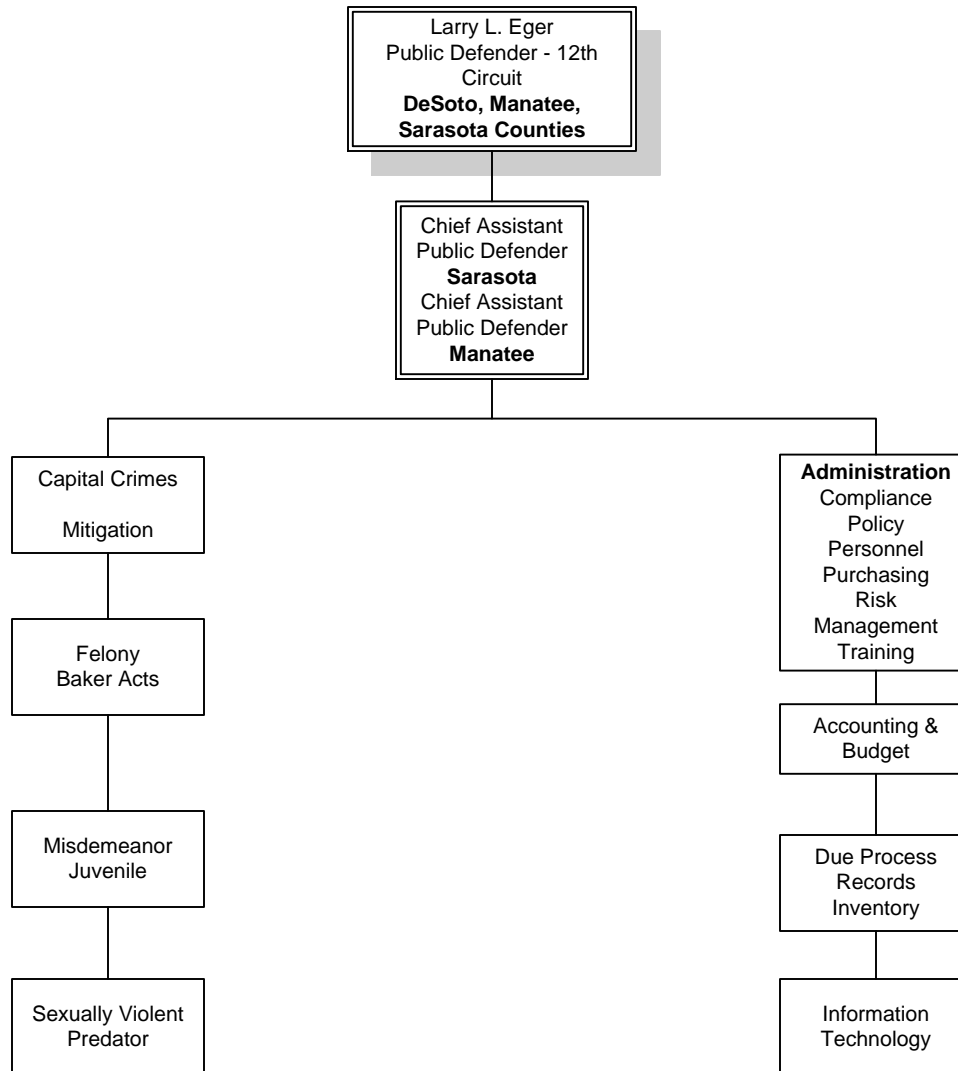


Revised: July 1, 2017

**Organizational Chart**

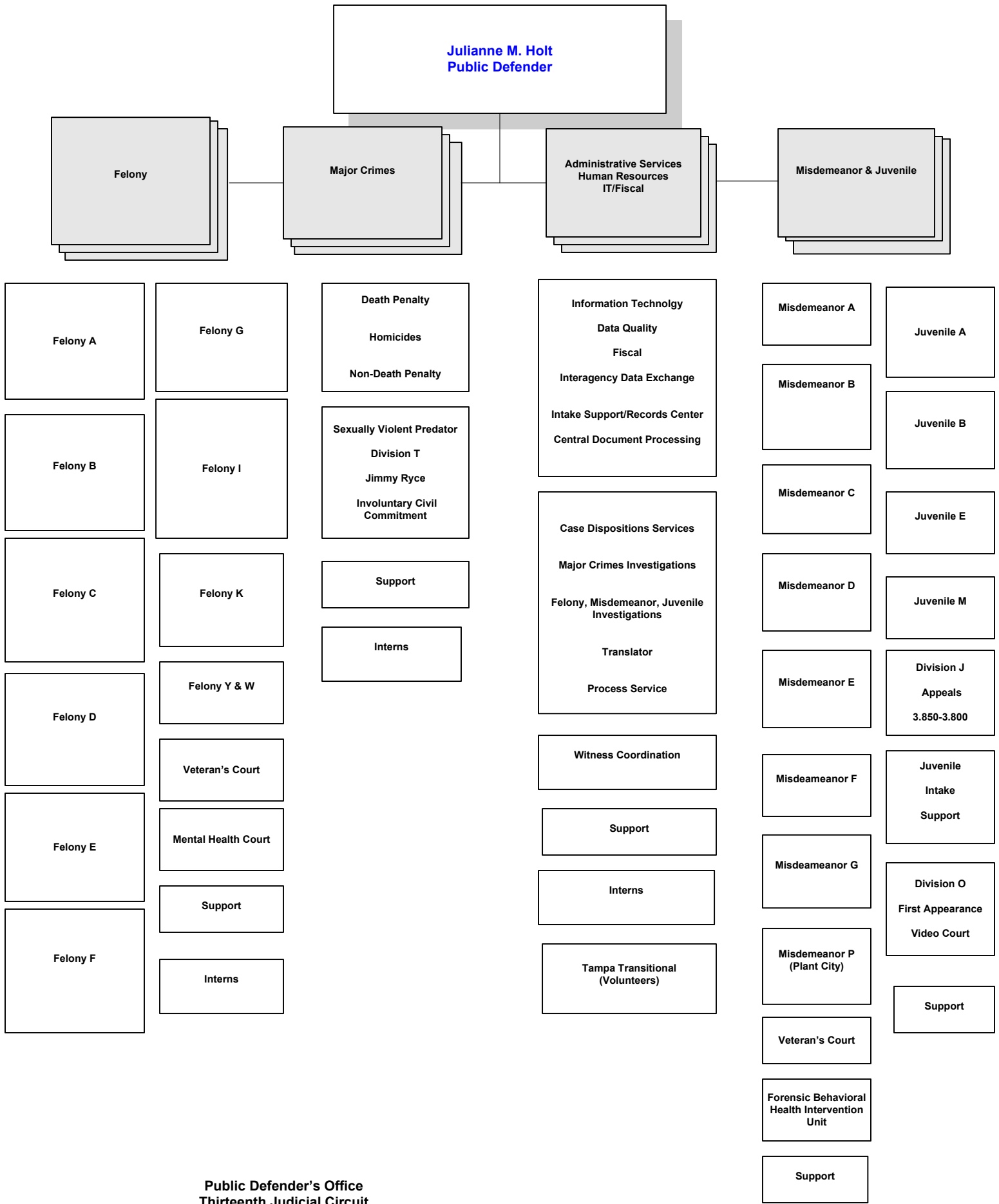


**Office of the  
Public Defender  
Twelfth Judicial  
Circuit  
July 1, 2017**



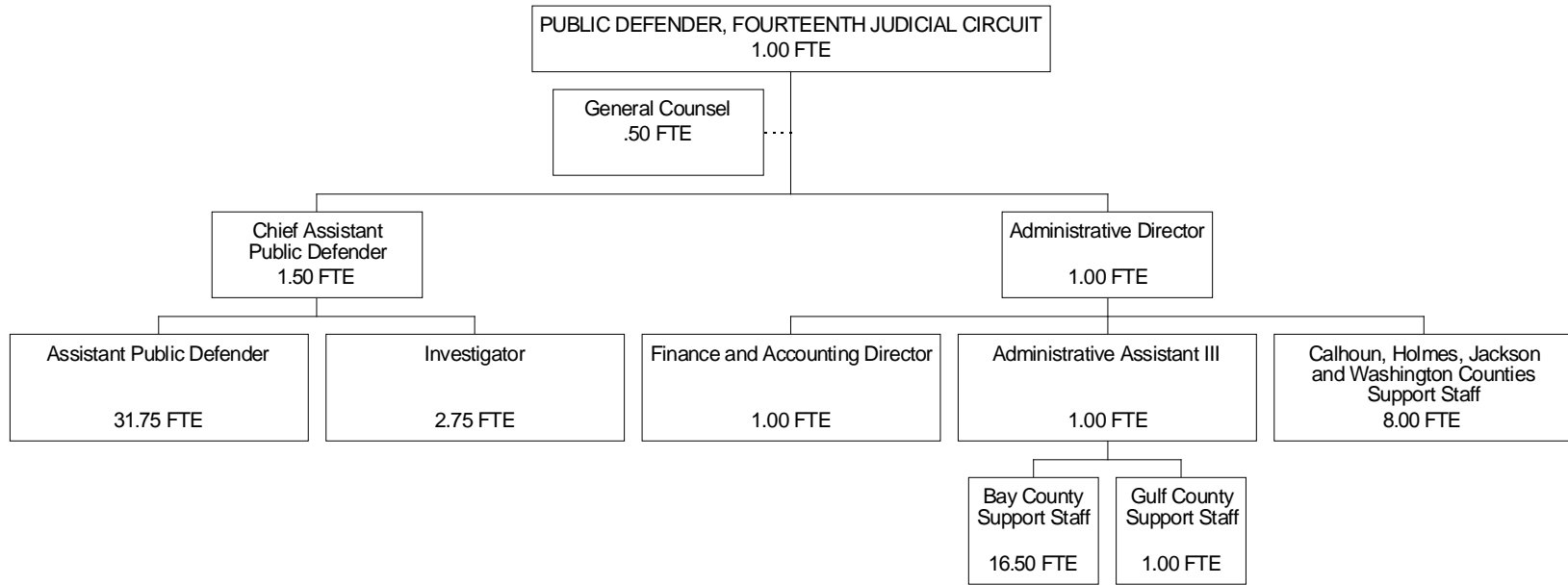
**97.5 FTE Positions  
Appropriated**

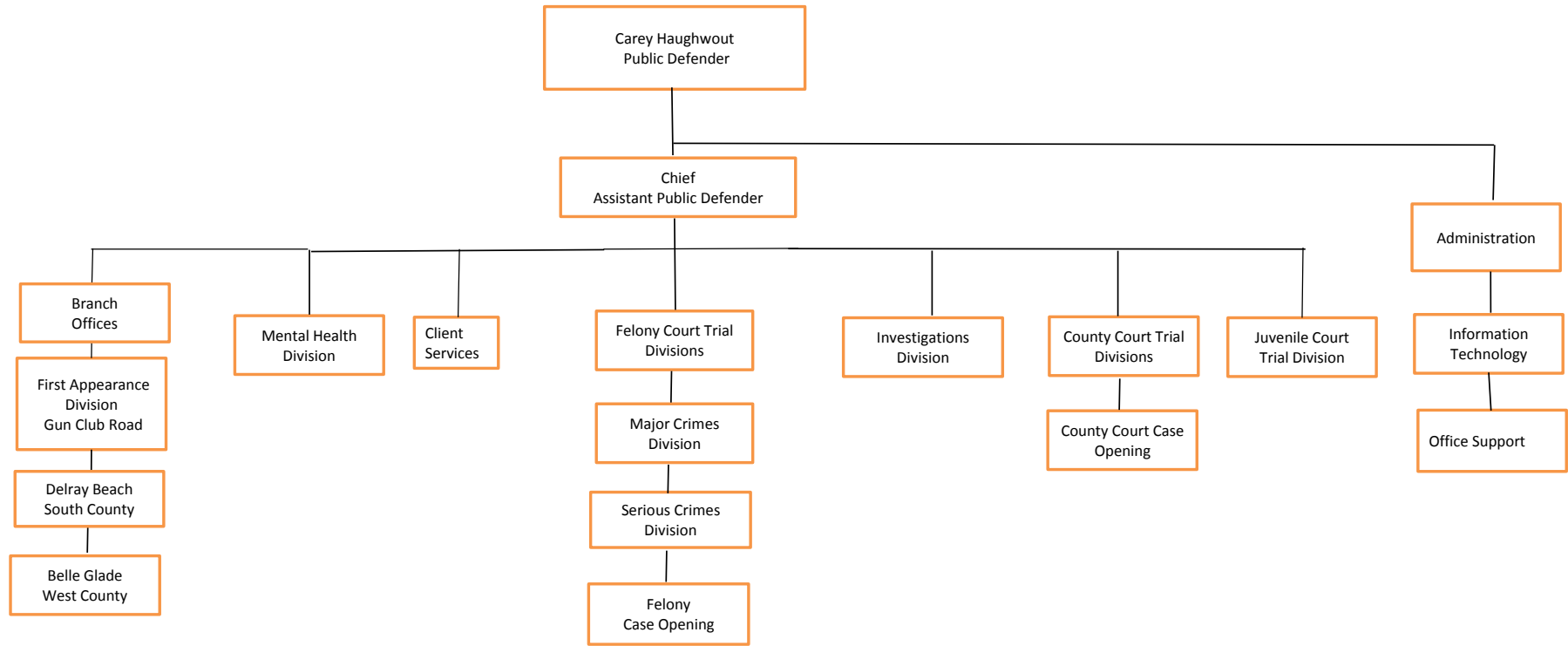
**Julianne M. Holt  
Public Defender**



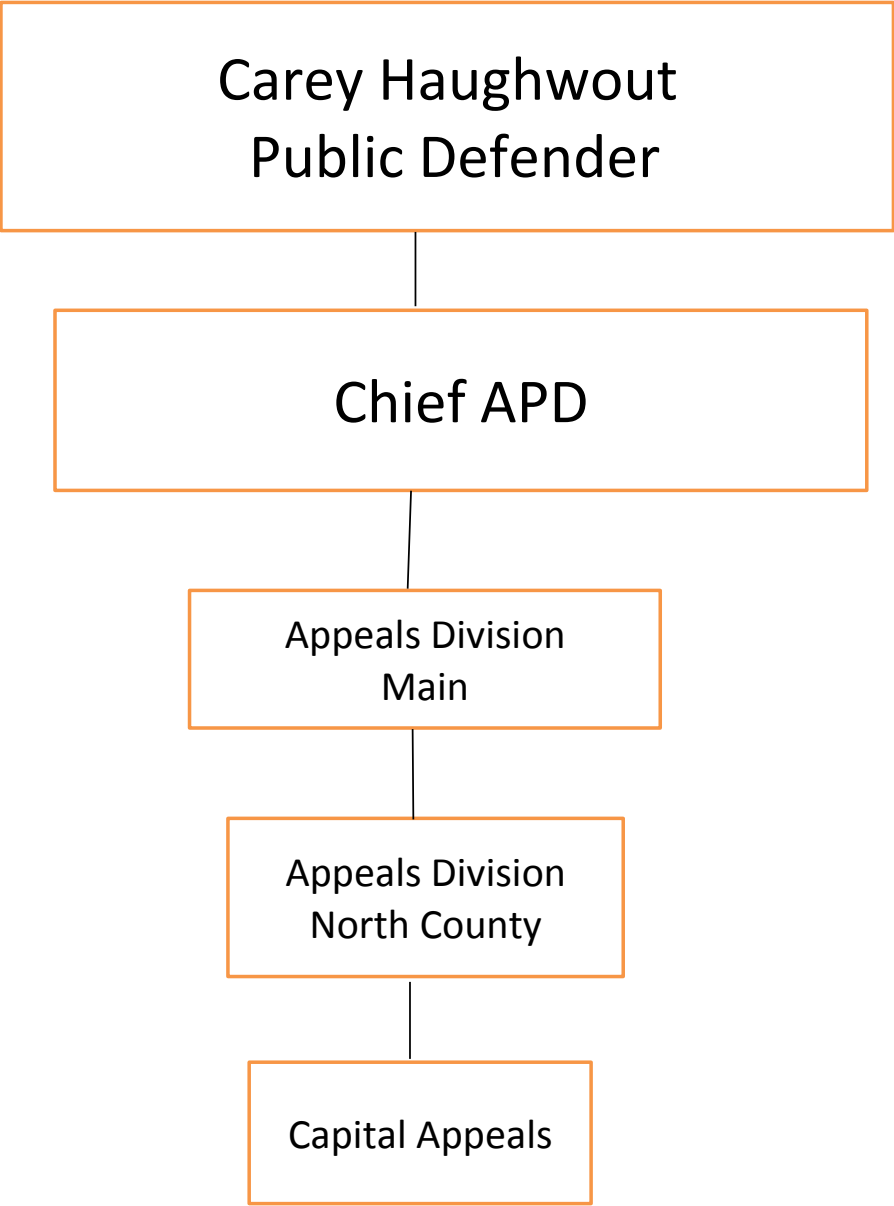
**Public Defender's Office  
Thirteenth Judicial Circuit  
7/1/2017**

**OFFICE OF PUBLIC DEFENDER  
FOURTEENTH JUDICIAL CIRCUIT  
APPROVED FTE: 66.00  
July 1, 2017**





**PUBLIC DEFENDER'S OFFICE, 15TH JUDICIAL CIRCUIT**  
**183.00 FTE POSITIONS STATE FUNDED**  
 Effective July 1, 2017

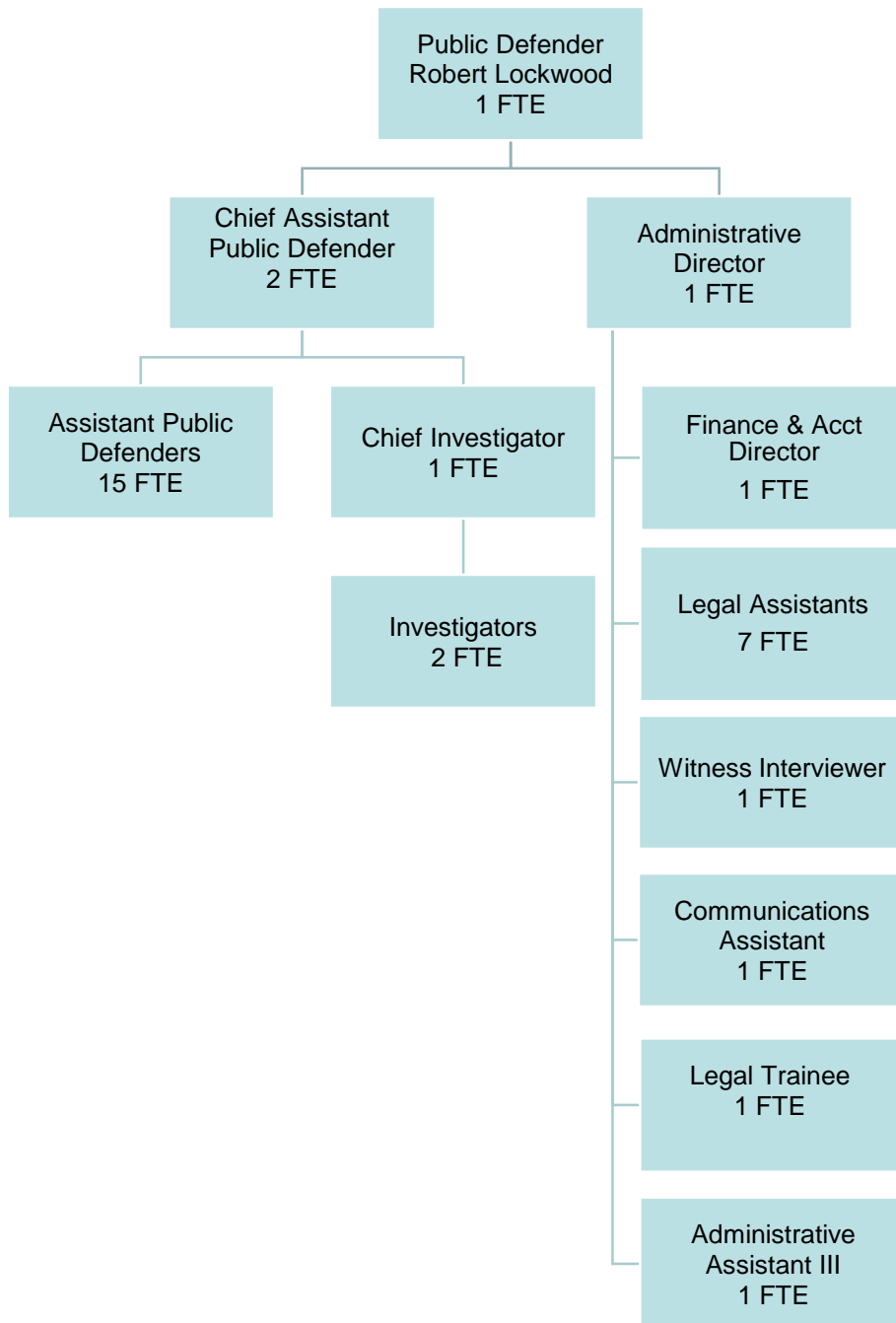


**PUBLIC DEFENDER'S APPELLATE OFFICE, 15TH JUDICIAL CIRCUIT**  
**37.00 FTE POSITIONS STATE FUNDED**  
Effective: July 1, 2017

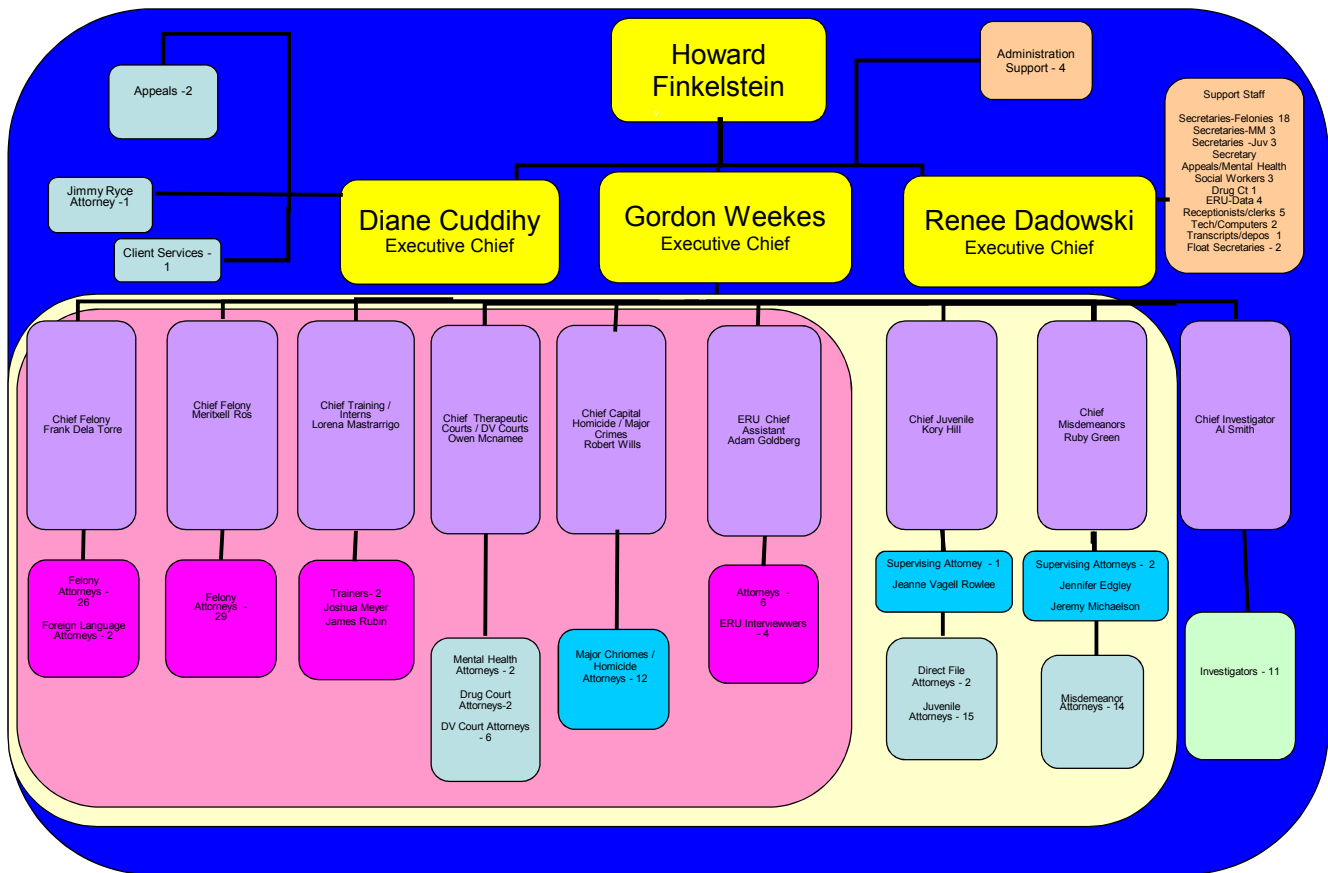
**OFFICE OF THE PUBLIC DEFENDER**

**SIXTEENTH JUDICIAL CIRCUIT**

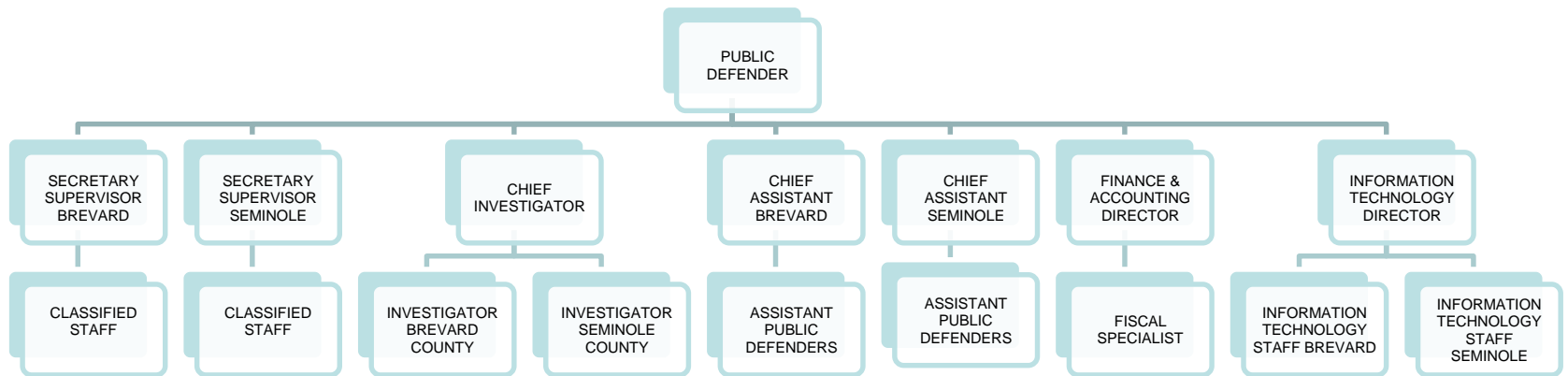
**July 1, 2017**





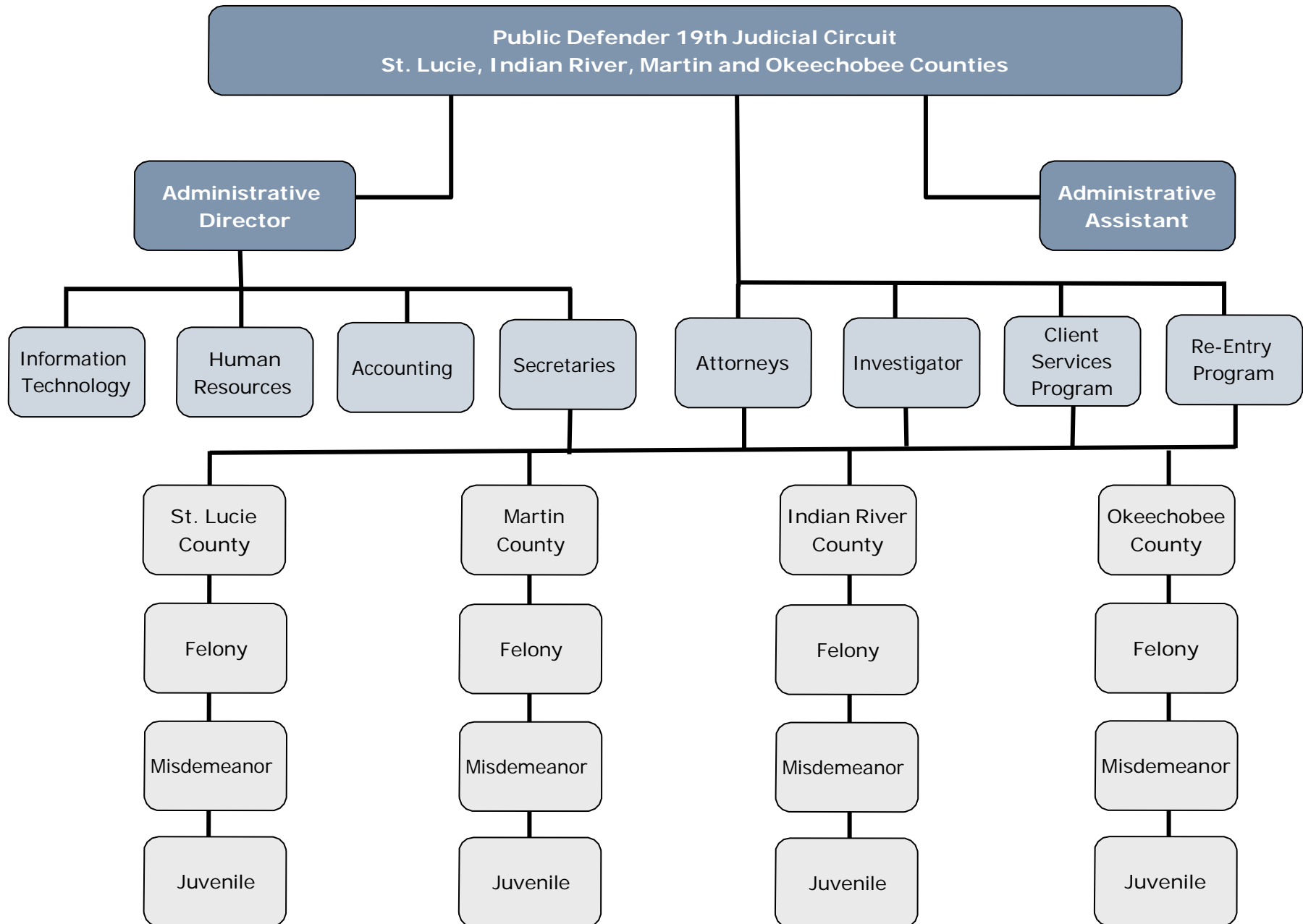


# PUBLIC DEFENDER, EIGHTEENTH JUDICIAL CIRCUIT

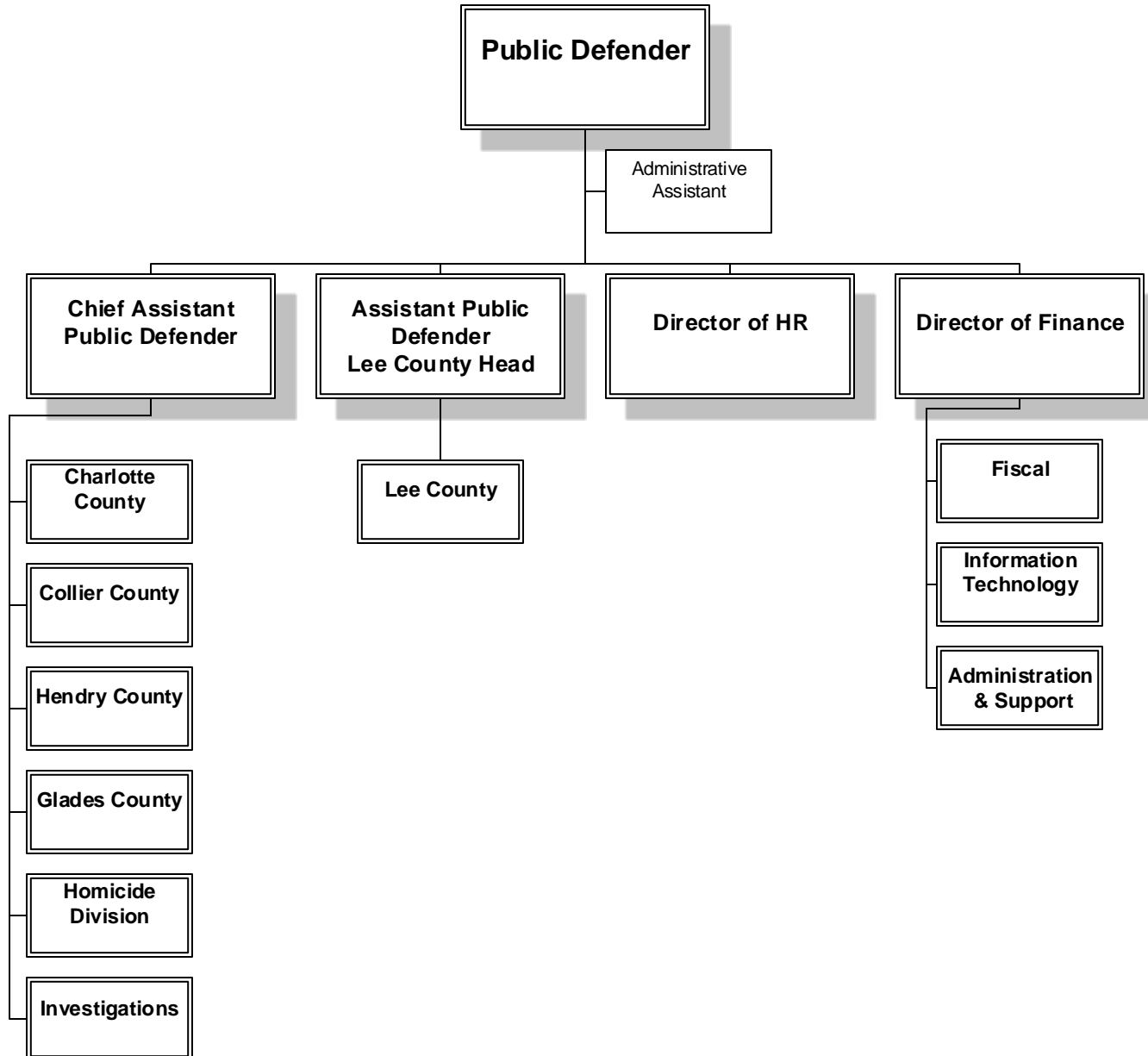


July 1, 2017

111 FTE POSITIONS STATE FUNDED



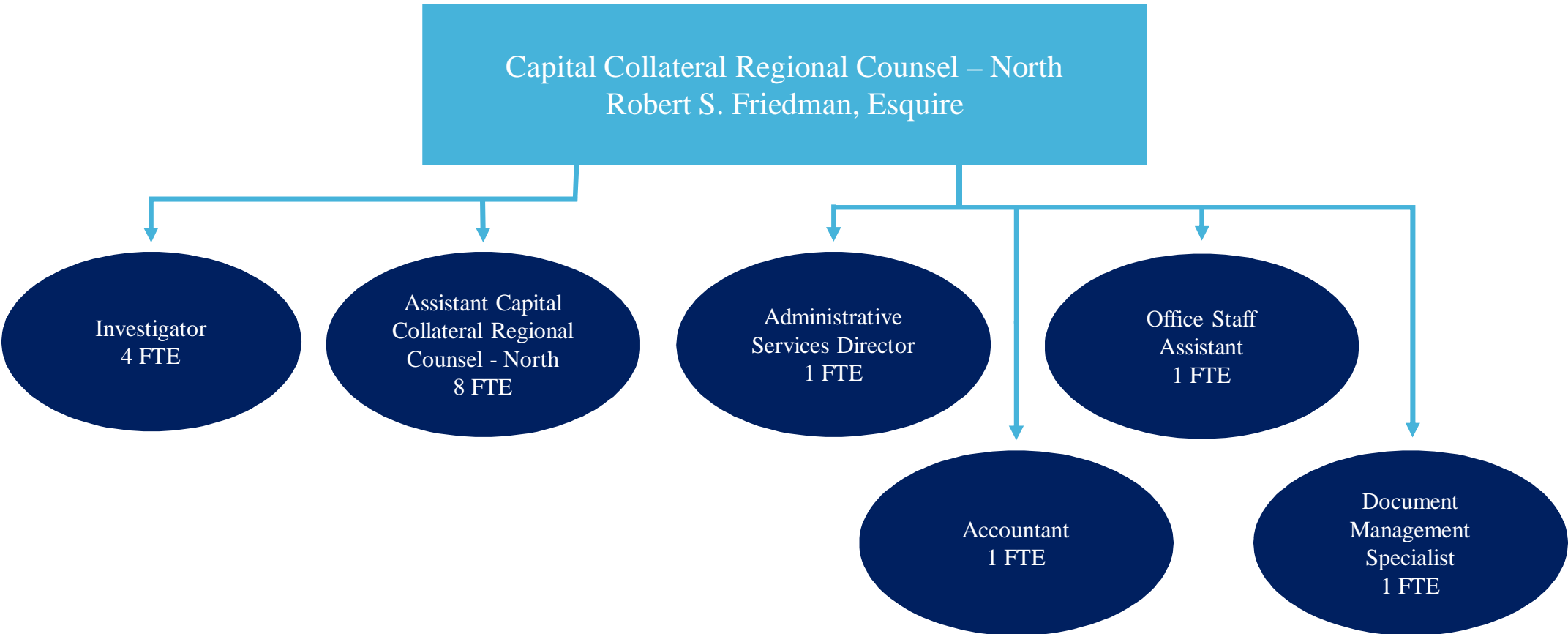
**Law Offices of Kathleen A. Smith  
Public Defender – 20<sup>th</sup> Judicial Circuit  
Organization Chart  
As of July 1, 2017**



Authorized FTEs 137.0

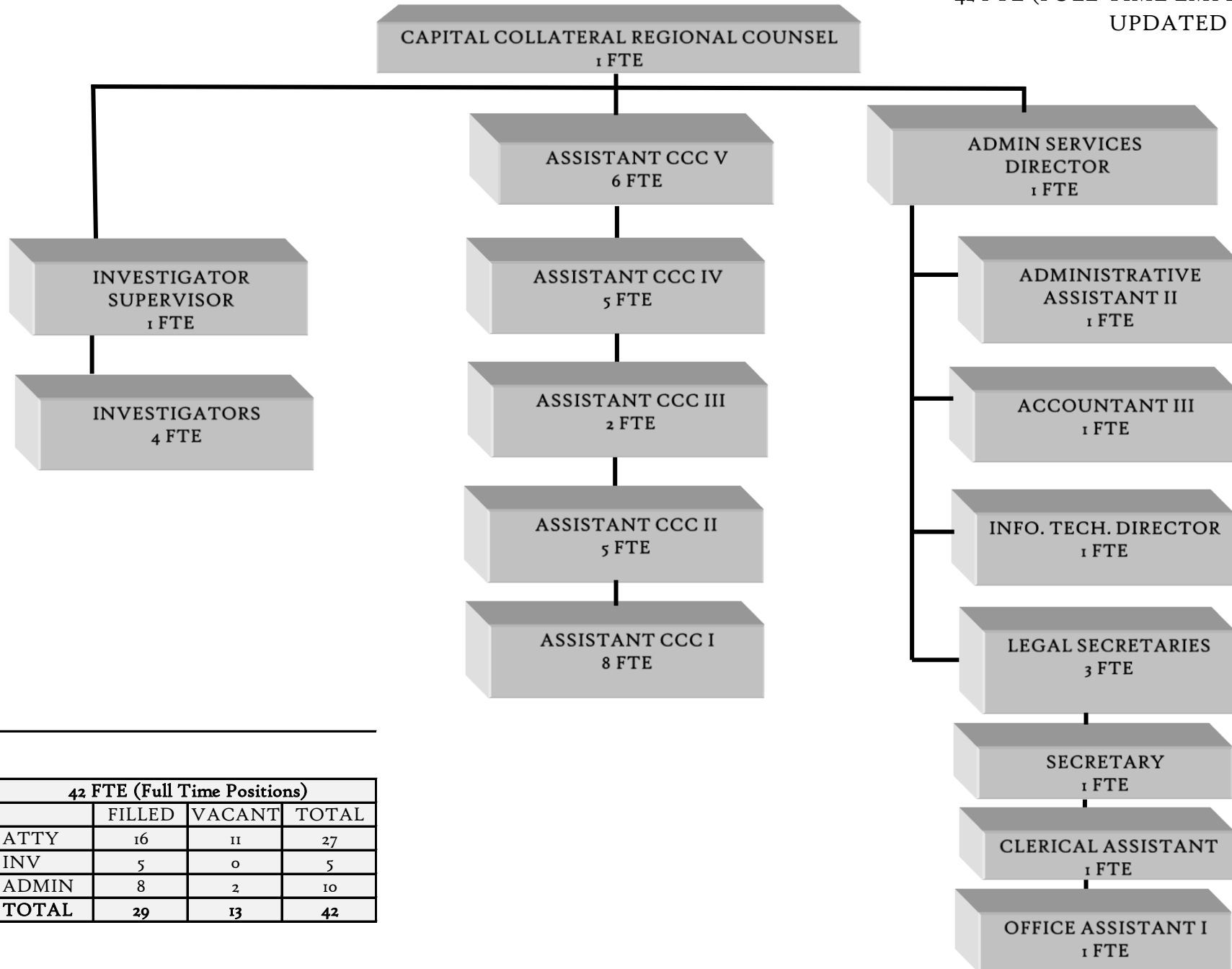
# Capital Collateral Regional Counsel – North

Office Flow Chart FY 2017-18



# CAPITAL COLLATERAL REGIONAL COUNSEL - MIDDLE REGION ORGANIZATIONAL CHART

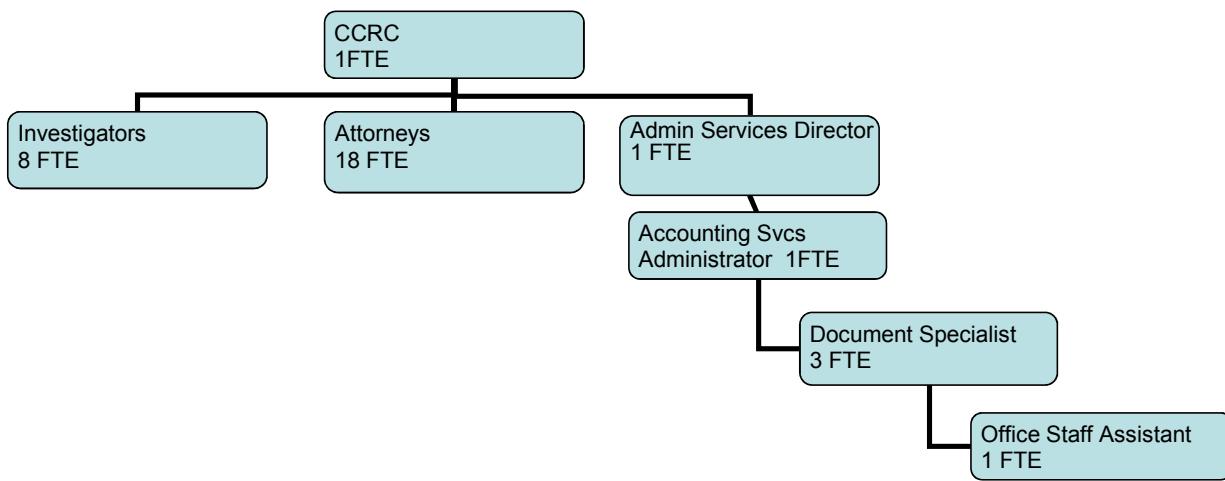
42 FTE (FULL-TIME EMPLOYEE)  
UPDATED 07/01/17



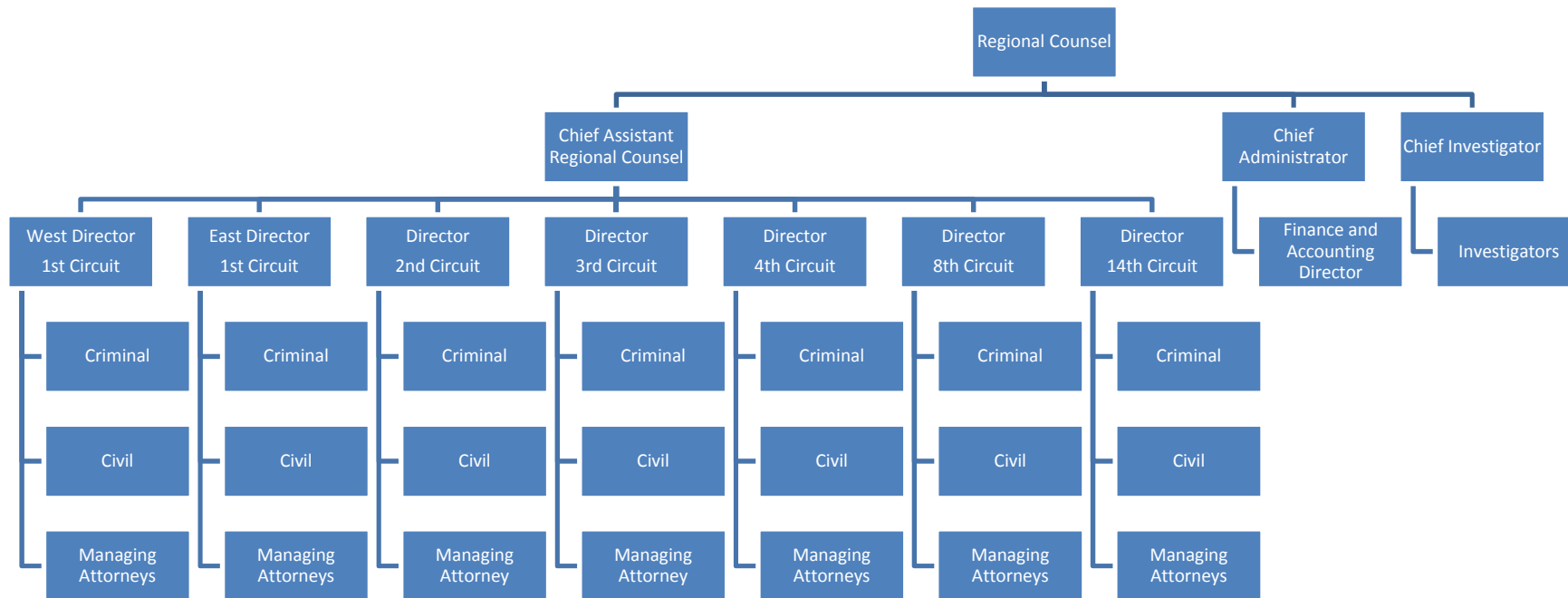
42 FTE (Full Time Positions)			
	FILLED	VACANT	TOTAL
ATTY	16	11	27
INV	5	0	5
ADMIN	8	2	10
<b>TOTAL</b>	<b>29</b>	<b>13</b>	<b>42</b>

# Schedule X: Organizational Structure

**CCRC-South**  
**Org Chart 33FTE**  
**07/01/2017**



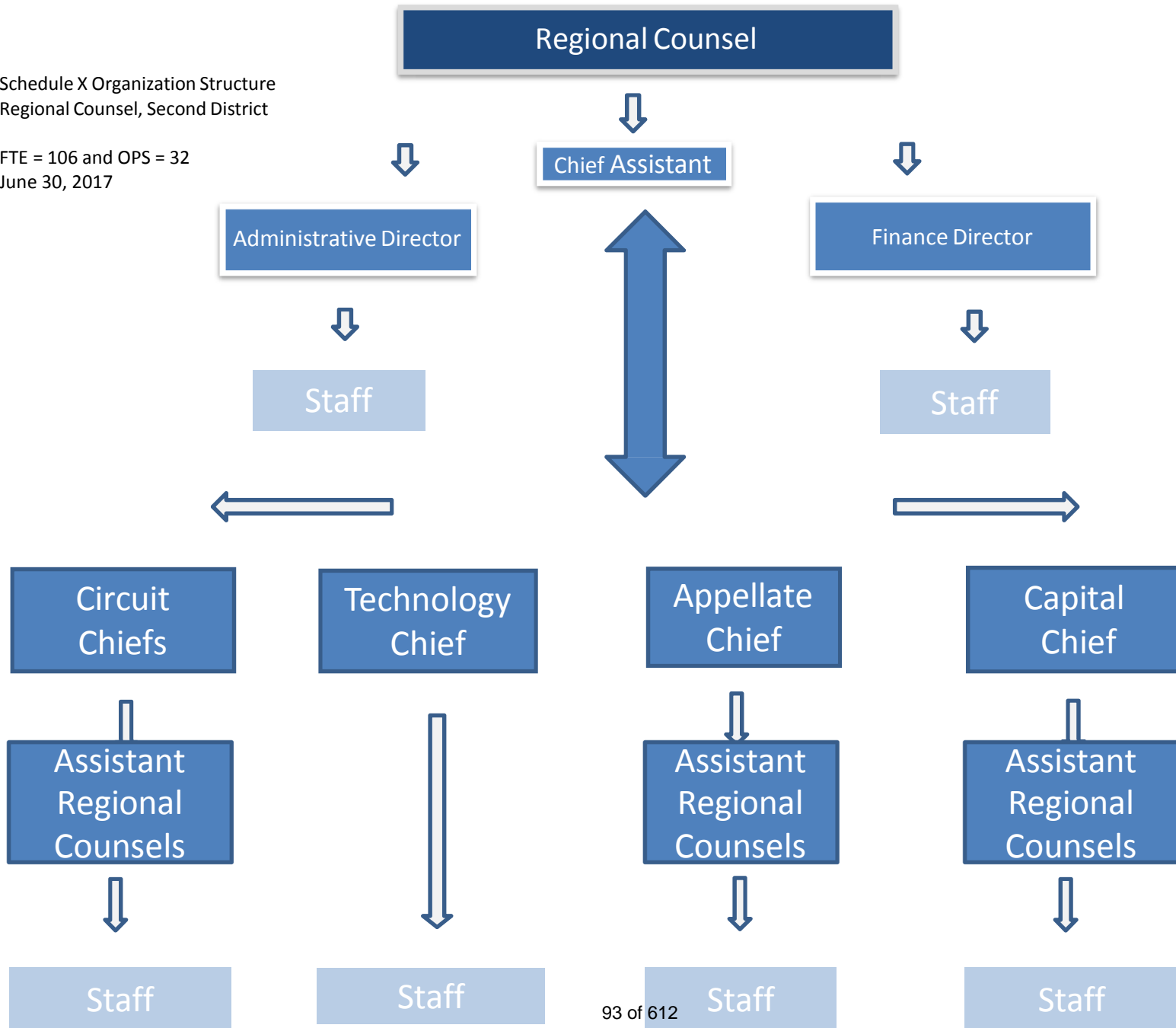
# Regional Counsel 1





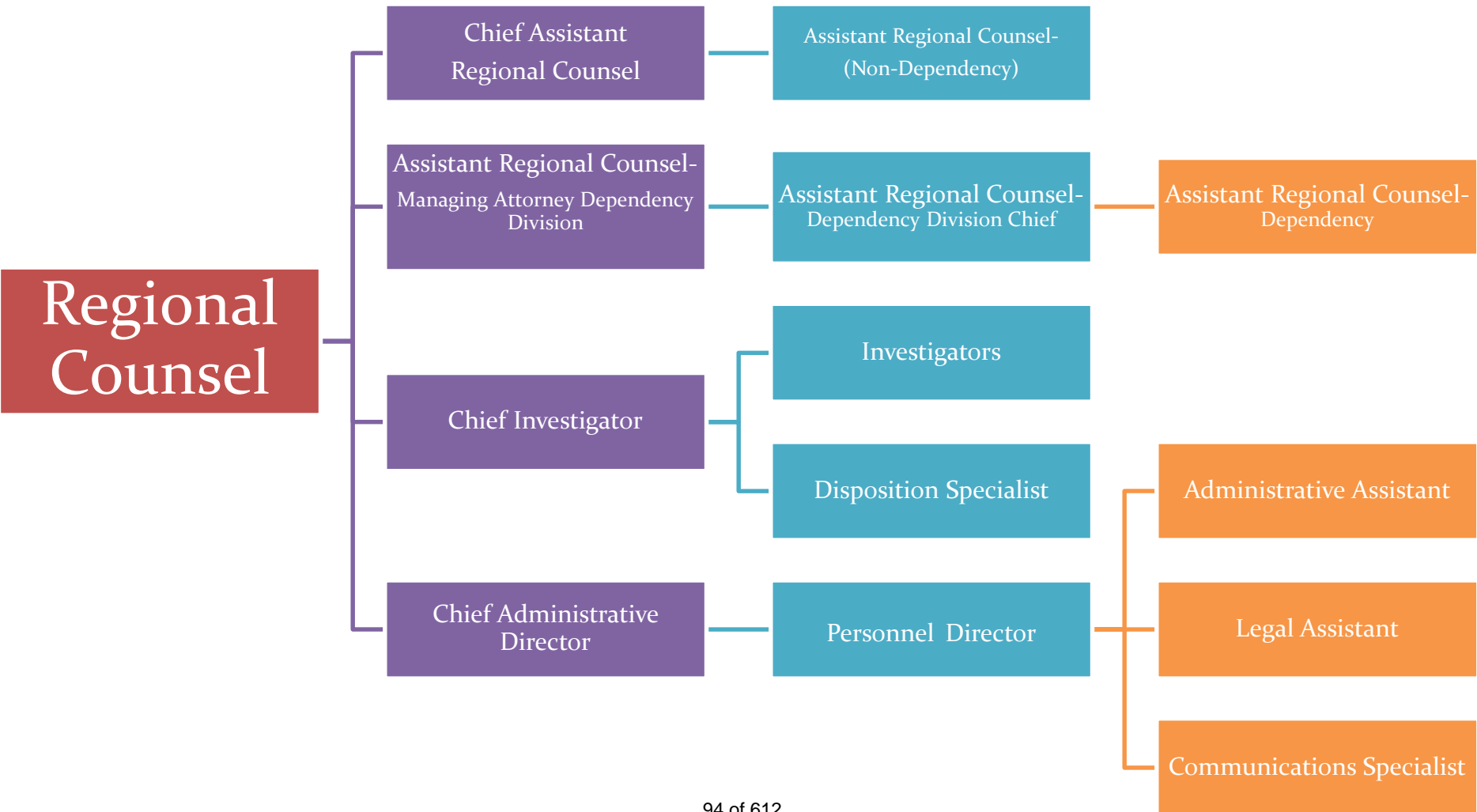
Schedule X Organization Structure  
Regional Council, Second District

FTE = 106 and OPS = 32  
June 30, 2017

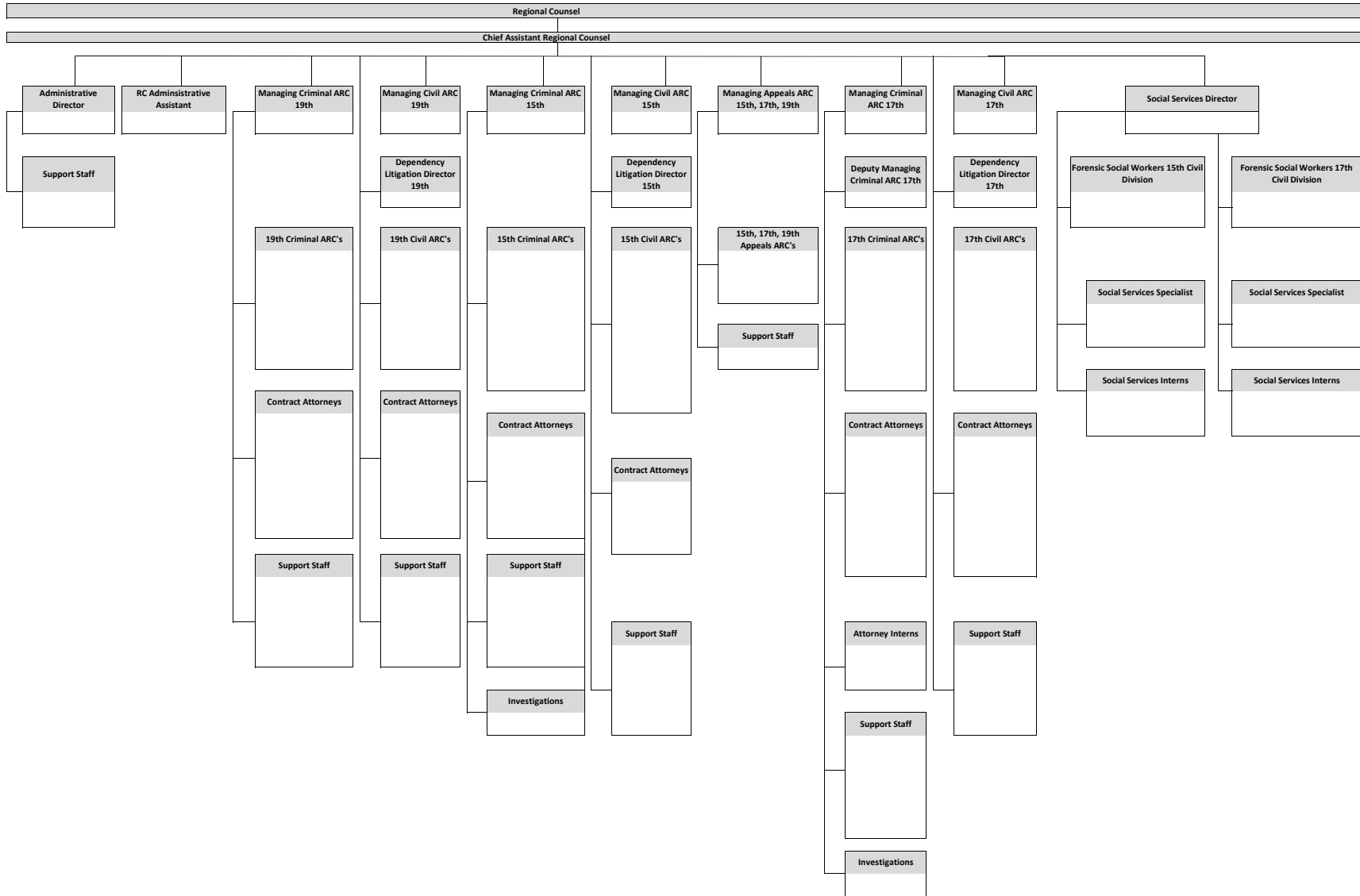


# Criminal Conflict and Civil Regional Counsel; Third Region of Florida (RC3)

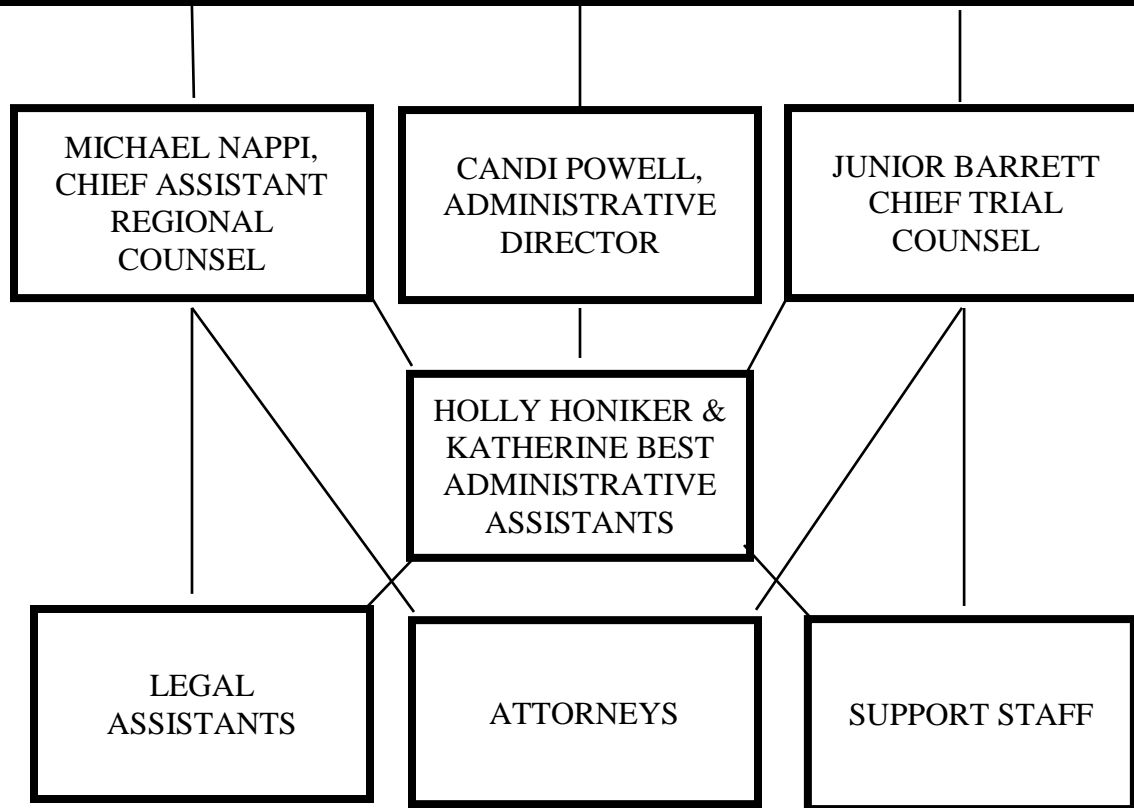
Effective 7/1/2017



SCHEDULE X - ORGANIZATION CHART  
 CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL, 4TH DISTRICT  
 Effective July 1, 2017



# JEFF DEEN, REGIONAL COUNSEL



- Effective July 1, 2017

JUSTICE ADMINISTRATION		FISCAL YEAR 2016-17			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			889,702,187	0	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			10,110,963	0	
FINAL BUDGET FOR AGENCY			899,813,150	0	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					0
Represent Children * <b>Average number of children represented.</b>		25,189	1,866.22	47,008,140	
Civil Investigative Services * <b>Number of appointed civil cases investigated</b>		39,282	158.09	6,210,127	
Criminal Investigative Services * <b>Number of appointed criminal cases investigated</b>		631,272	154.12	97,291,948	
Criminal Trial Indigent Defense * <b>Number of appointed criminal cases</b>		631,272	154.12	97,291,944	
Civil Trial Indigent Defense * <b>Number of appointed civil cases</b>		39,282	158.09	6,210,122	
Indigent Appellate Defense * <b>Number of appointed appellate cases</b>		4,190	3,846.06	16,114,998	
Death Penalty Legal Counsel * <b>Number of active cases</b>		376	12,315.49	4,630,623	
Death Row Case Preparation * <b>Number of active cases</b>		376	12,700.72	4,775,472	
Felony Prosecution * <b>Felony Cases Referred</b>		360,966	649.25	234,356,128	
Misdemeanor Prosecution * <b>Misdemeanor/Criminal Traffic Cases Referred</b>		635,200	172.40	109,506,956	
Juvenile Prosecution * <b>Juvenile Cases Referred</b>		95,689	339.49	32,485,298	
Child Support Enforcement Services * <b>Child Support Enforcement Actions</b>		23,457	1,064.63	24,973,097	
Civil Action Services * <b>Number of Civil Actions</b>		103,949	161.47	16,784,335	
Regional Counsel Workload * <b>Number of appointed cases.</b>		63,259	689.75	43,632,723	
TOTAL				741,271,911	
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES				105,517,370	
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				53,023,889	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				899,813,170	

**SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY**

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.  
(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.  
(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.  
(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

NUCSSP03 LAS/PBS SYSTEM  
BUDGET PERIOD: 2008-2019  
STATE OF FLORIDA

SP 09/05/2017 09:06  
SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY  
AUDIT REPORT JUSTICE ADMINISTRATION

-----  
ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8: ACT5000 ACT5100 ACT5200 ACT5300 ACT5400

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

-----  
THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5)  
AND SHOULD NOT:

\*\*\* NO ACTIVITIES FOUND \*\*\*

-----  
THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:  
(NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION  
TECHNOLOGY)

\*\*\* NO OPERATING CATEGORIES FOUND \*\*\*

-----  
THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN  
SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL  
GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED  
IN SECTION II.)

\*\*\* NO ACTIVITIES FOUND \*\*\*

-----  
TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 21	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	899,813,150	
TOTAL BUDGET FOR AGENCY (SECTION III):	899,813,170	
	-----	-----
DIFFERENCE:	20-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

# **Budget Entity Level Exhibits or Schedules**

**Justice Administrative Commission**

**Budget Entity: 21300800**

*Justice Administrative Commission*

**Schedule I Series**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Justice Administrative Commission
	20-2-339040

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	63,989.06	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	63,989.06	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(23,930.25)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(8.00)	(I)		
<b>Unreserved Fund Balance, 07/01/2017</b>	40,050.81	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**  
**SCHEDULE 1 NARRATIVE**

**Justice Administrative Commission – BE #21300800**

**Grants and Donations Trust Fund – FID #2339**

**Revenue Source:**

**DOR Transfer, Foster Care Citizen Review Board** – Based on provisions of **Ch. 2005-70, L.O.F. (s. 318.21 (2) (a), F.S.)**

**Reimbursements** – Based on anticipated transfers from Bureau of State Payroll for payroll deductions

**Qualified Transportation Benefits Program** – Based on anticipated collections.

**HR Outsourcing** – Receipts are based upon the Governor’s Office calculation for the HR contract for this trust fund

**Garnishment Fees** – Based upon estimated collections.

**8 Percent Service Charge to General Revenue - FY 2017/18 and FY 2018-19:**

Receipts Applicable to SCGR (each year)	\$300,300
Applicable SCGR Rate	<u>X 8%</u>
=Service Charge to GR	\$24,024

**5 Percent Trust Fund Reserve:**

FY 2018-19 – Applicable Receipts	\$300,300
Less 8% Service Charge to GR	\$-24,024
=Receipts Applicable Assessment	\$276,276
Assessable State Trust Fund Reserve Rate	<u>X 5%</u>
=State Trust Fund Reserve	\$13,815

**Explanation of Schedule I, Section III Column A01 Accounting Adjustments:**

N/A

# **Budget Entity Level Exhibits or Schedules**

**Statewide Guardian ad Litem**

**Budget Entity: 21310000**

**Statewide Guardian ad Litem**  
**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Guardian ad Litem
	20-2-339044

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	252,322.66	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	2,443.09	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	254,765.75	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(76,307.46)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,072.39)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	176,385.90	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2017-2018 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Statewide Guardian ad Litem Office**

**Grants and Donations Trust Fund - 2339**

**Revenue Estimating Methodology:**

**DCF Transfer/Child Justice - Revenue Code 001500**

Pursuant to Chapter 938.10, Florida Statutes, if a person pleads guilty or nolo contendere to any offense against a minor, in violation of applicable sections of Chapters 775, 784, 787, 794, 796, 800, 823, 827, 847, 893, or 985, the court shall impose a court cost of \$151.00 against the offender. Each month the Clerk of the Court transfers \$50.00 of the court costs to the Statewide Guardian ad Litem Program. Total estimated fees to be paid to GAL in FY 2018-19 is \$30,000.

**DCF Transfer/Dependency Court Improvement Program - Revenue Code 001510**

The Department of Children and Families enters into a Memorandum of Understanding each year in which the Department agrees to reimburse the Guardian ad Litem program for expenditures associated with staff attending the annual Dependency Court Improvement Program conference in Orlando.

Guardian ad Litem expects to receive approximately \$62,400 from the Department for these expenditures each year.

**Other Grants – Nonprofits, private foundation, and Public Records Requests, Revenue Code 001100**

We currently have two agreements with non-profit organizations who agreed to fund specific OPS positions in their local Guardian ad Litem offices. These nonprofits provide monthly reimbursement for the Other Personal Services (OPS) payroll costs associated with the positions they have each agreed to fund. For Fiscal Year 2018-19 these revenues are coded to revenue code 001100.

GAL currently has GDTF OPS agreements with the following non-profit organizations:

Speak Up for Children (Circuit 10) = \$63,343

Speak Up for Kids (Circuit 15) = \$79,663

These amounts include funds for salary, FICA, applicable benefits and the 8% service charge to general revenue for those non-profits that have agreed to reimburse GAL for the service charge.

### **Reimbursed From Counties – Volusia, Monroe and Lee counties, Revenue Code 000800**

We currently have four intergovernmental agreements with Boards of County Commissioners who agreed to fund specific OPS positions in their local Guardian ad Litem offices. These counties provide monthly reimbursement for the Other Personal Services (OPS) payroll costs associated with the positions they have each agreed to fund. For Fiscal Year 2018-19 these revenues are coded to revenue code 000800.

GAL currently has GDTF OPS agreements with the following County governments:

Volusia County (Circuit 7) = \$40,746  
Monroe County (Circuit 16) = \$60,000  
Lee County (Circuit 20) = \$57,000

These amounts include funds for salary, FICA, applicable benefits. County governments are prohibited from pay the 8% service charge to general. GAL was granted an exemption from the 8% SCGR for these county agreements in FY 2016-17.

GDTF revenues and expenditures related to County funded OPS positions may increase if additional counties decide to provide staff in their circuits.

### **Grants from National CASA – Revenue Code 007099**

The GAL program has two National Court Appointed Special Advocates (CASA) grants totaling \$287,500 in FY 2017-18. These Federal grants are paid through CFDA 16.726 and CFDA 16.756 and are exempt from the 8% surcharge. The grants were awarded for FY 2017-18 but receipts will continue into FY 2018-19. The expenditures for these grants are restricted to the Grants and Donations Trust Fund salaries, expense and contracted services appropriations categories. These two grants and others the program plans to apply for will require additional spending authority in the GDTF Salaries, OPS, expense and contracted services appropriations categories. For Fiscal Year 2018-19 these revenues are coded to revenue code 007099.

**TOTAL ESTIMATED RECEIPTS FOR 2017-18**

DCF Fines and Penalties:	\$30,000
Reimbursed from other State Agencies:	\$62,400
Other Grants:	\$138,244
Reimbursed from Counties:	\$150,407
CASA Grants:	\$265,000
<b>Total Estimated Receipts:</b>	<b>\$646,051</b>

**TOTAL ESTIMATED RECEIPTS FOR 2018-19**

DCF Fines and Penalties:	\$30,000
Reimbursed from other State Agencies:	\$62,400
Other Grants:	\$143,006
Reimbursed from Counties:	\$157,746
CASA Grants:	\$162,500
<b>Total Estimated Receipts:</b>	<b>\$555,652</b>

**5 Percent State Trust Fund Reserve:**

<b>FY 2018-19 Receipts Applicable to SCGR</b>	<b>\$ 143,006</b>
<b>Less 8% Service Charge</b>	<b>\$ 11,440</b>
<b>= Receipts Applicable to 5% Assessment</b>	<b>\$ 131,566</b>
<b>X 5% State Trust Fund Reserve</b>	<b>\$ 6,578</b>

**8 Percent Service Charge to General Revenue:**

<b>FY 2018-19 Receipts Applicable to SCGR</b>	<b>\$ 138,244</b>
<b>X 8% Service Charge</b>	<b>\$ 11,060</b>



**FY 2018-19 Receipts Applicable to SCGR** **\$143,006**

**X 8% Service Charge** **\$11,440**

**Explanation of Schedule I, Section III Accounting Adjustments:**

**COLUMN A01**

**DESCRIPTION**

**\$\_\_\_\_\_**

**September 2017 Reversion**

# **Budget Entity Level Exhibits or Schedules**

## **State Attorneys**

**Budget Entities: 21500100 through 21502000**

**State Attorneys**

**Schedule I**

**Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-1st Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058001

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	760,756.10	(A)		
ADD: Other Cash	67.19	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	760,823.29	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(40,270.35)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	720,552.94	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name: State Attorney Office Circuit, First Circuit**

**Trust Fund Name: State Attorneys Revenue Trust Fund- FID# 2058**

**Name of Person Completing This Form: Shirley Mitchell**

**Telephone #: (850) 595-4210**

### **Revenue Estimating Methodology**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA01's estimated receipts are \$221,160 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution:** The revenues anticipated in the State Attorney Revenue Trust Fund, Cost of Prosecution for FY 2017-2018 is \$1,350,000. The revenues anticipated for FY 2018-2019 is \$1,400,000. The revenue estimates were determined by using an average of the monthly deposits for FY 2016-2017 and the fact that the Clerk of Courts have changed their office practices in collection procedures for Cost of Prosecution and have made adjustments to maximize collections.

**Worthless Checks:** The revenues anticipated in the State Attorney Revenue Trust Fund, Worthless Checks, for FY 2017-2018 is \$55,000 and \$60,000 for FY 2019-2010. The revenue in Worthless Checks varies from month to month. The worthless checks revenue estimates were determined by using an average of the monthly deposit.

**Local Ordinance Prosecution:** The revenues anticipated in the Local Ordinance Prosecution for FY 2017-2018 is \$9,275. It is also anticipated we will receive \$9,275. It is also anticipated \$9,275 in FY 2018 -2019. The revenue estimated were determined by using an average of the monthly payments.

**Criminal History/Background Checks:** The revenues anticipated in Criminal History/Background Checks for FY 2017-2018 is\$2,000. It is also anticipated that we will receive \$2,000 in FY 2018-2019. The revenue estimates were determined by using an average of the monthly deposits.

**Restitution – (HB 409):** This was a new revenue source established in FY 2014. We have not received any revenue to date.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,637,435
Less 8% Service Charge	\$ 130,995
= Receipts Applicable to 5% Assessment	\$1,506,440
X 5% State Trust Fund Reserve	\$ 75,322

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,637,435
X 8% Service Charge	\$ 130,995
FY 2018-19-Receipts Applicable to SCGR	\$1,692,435
X 8% Service Charge	\$ 135,395

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-1st Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316001

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	16,512.14	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	16,512.14	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	16,512.14	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney Office, First Circuit**

**Trust Fund Name: Forfeiture, Investigative Support TF, FID# 2316**

**Name of Person Completing This Form: Shirley Mitchell**

**Telephone  #(850) 595-4210**

**Revenue Estimating Methodology**

**FIST – STATE AND FEDERAL: We will sell one vehicle in FY 2017-2018 and it is estimated that we should receive approximately \$2,400 from it. No additional receipts are expected.**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$2,400
Less 8% Service Charge	\$ 192
= Receipts Applicable to 5% Assessment	\$2,208
X 5% State Trust Fund Reserve	\$ 110

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$2,400
X 8% Service Charge	\$ 192
FY 2018-19-Receipts Applicable to SCGR	\$ -0-
X 8% Service Charge	\$ -0-



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-1st Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339012

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	74,143.24	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	66,466.77	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	140,610.01	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	140,610.01	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name State Attorney Office Circuit /Office # First Circuit

Trust Fund Name Grants and Donations Trust Fund ID 2339

Name of Person Completing This Form Shirley Mitchell (print)

Telephone #(850) 595-4210

\*\*\*\*\*

### Revenue Estimating Methodology

**Victims of Crime Act (VOCA):** The revenue amounts are fixed under Contract No. V15172 and is anticipated to be \$222,311 for FY 2017-2018, and it is anticipated to be \$208,606 for FY 2018-2019.

**County Information Technology:** The projected amounts for the County Information Technology Trust Fund are based on the amounts stated in Interlocal Agreements with Escambia, Santa Rosa, Okaloosa and Walton Counties. The amounts for each County are amounts agreed to with each County for the IT needs in each County and the anticipated funds from the Article V, \$2.00 recording fees. The anticipated reimbursements for FY 2017-2018 are \$259,328 and the amount of anticipated reimbursements for FY 2018-2019 is \$259,328.

**US Marshals Service MOA:** The projected amounts for the US Marshals Service MOA are based on the MOA. It is anticipated that the reimbursements for FY 2017-2018 will be \$18,000, and the same for FY 2018-2019.

**Bureau of ATF MOA:** The projected amounts for the Bureau of ATF MOA are based on the MOA. It is anticipated that the reimbursements for FY 2017-2018 will be \$8,000 and the same for FY 2018-2019.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$265,028
Less 8% Service Charge	\$21,202
= Receipts Applicable to 5% Assessment	\$243,825
X 5% State Trust Fund Reserve	\$12,191

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$265,028
X 8% Service Charge	\$21,202
FY 2018-19-Receipts Applicable to SCGR	\$265,028
X 8% Service Charge	\$21,202

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-1st Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339012

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18(A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	193,111.57	222,311.00	208,606.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	193,111.57	222,311.00	208,606.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18(A02)</b>	<b>FY 18-19 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-2nd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	541,534.34	(A)		
ADD: Other Cash	38.76	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	541,573.10	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(18,949.52)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	522,623.58	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**State Attorney Office, 2nd Circuit**

**State Attorney Revenue Trust Fund – 2058**

**Contact: Mary Dean Barwick, 850-606-6015**

**Revenue Estimating Methodology**

**Article V Traffic Fines:**

Projections for Article V traffic fines are based on the July, 2017 Revenue Estimating Conference meeting where the estimated revenue distributions by fund aggregate total receipts for all State Attorney offices are projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-17, SA02's estimated receipts are projected to be 127,680 for FY 2017-2018 and FY 2018-2019

**Cost of Prosecution:**

This projection is based on the trend line of historical data together with seasonal factors such as student influx. Leon County Clerk of Court collection practices have matured to the point where those on Clerk managed payment programs are performing much more satisfactorily than in the past. This past year the Clerks of Court in the outlying counties have also improved collection rates. This has resulted in increased collections on older cases as well as current cases.

**Worthless Checks:**

This estimate is also based on historical collections. While technology has reduced the number of worthless check prosecutions to some degree, that trend appears to have leveled off. Our projection anticipates we are at the baseline of collections. We continue in our efforts to collect on older cases which are still open.

**Misdemeanor Diversion:**

This projection is based on several years of historical data. Offenses subject to diversion have expanded thereby increasing collections.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 817,680
Less 8% Service Charge	\$ 65,414
= Receipts Applicable to 5% Assessment	\$ 752,266
X 5% State Trust Fund Reserve	\$ 37,613

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 817,680
X 8% Service Charge	\$ 65,414
FY 2018-19-Receipts Applicable to SCGR	\$ 829,680
X 8% Service Charge	\$ 66,374

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-2nd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	34,821.09	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	34,821.09	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	34,821.09	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**State Attorney Office, 2nd Circuit**

**Forfeiture and Investigation Support Trust Fund – 2316**

**Contact: Mary Dean Barwick, 850-606-6015**

**Revenue Estimating Methodology:**

The estimate for FY 2017-2018 is based on an actual forfeiture of \$101,654 ordered by the court in June 2017 and deposited into the State Trust account in July 2017. In addition, pending forfeitures ordered by the court amount to over \$12,000 in cash, and an estimated \$7,000 in jewelry. The total estimated revenues for FY 2017-2018 is \$ 120,000.

The estimate for FY 2018-2019 is based, in part, on pending investigations where the possibility of forfeiture exists.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$120,000
Less 8% Service Charge	\$9,600
= Receipts Applicable to 5% Assessment	\$110,400
X 5% State Trust Fund Reserve	\$5,520

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$120,000
X 8% Service Charge	\$9,600
FY 2018-19-Receipts Applicable to SCGR	\$50,000
X 8% Service Charge	\$4,000

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-2nd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339008

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	128,315.83	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	64,982.03	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>193,297.86</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>193,297.86</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**State Attorney Office, 2nd Circuit**

**Grants and Donations Trust Fund – 2339**

**Contact: Mary Dean Barwick, 850-606-6015**

**Revenue Estimating Methodology:**

**Victims of Crime Act:** Estimates are based on the grant contract amount.

**Violence Against Women Act:** Estimates are based on the grant contract amount.

**VAWA STOP Grant:** Estimates based on grant contract amount.

**County Information Technology:** Estimates are based on anticipated contractual amount.

**County Grant:** Estimates are based on anticipated contractual amount.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$34,000
Less 8% Service Charge	\$2,720
= Receipts Applicable to 5% Assessment	\$31,280
X 5% State Trust Fund Reserve	\$1,564

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$34,000
X 8% Service Charge	\$2,720
FY 2018-19-Receipts Applicable to SCGR	\$35,000
X 8% Service Charge	\$2,800

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-2nd Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339008

<b>Transfers In</b> <i>(Provide Agency and Fund Number Received From)</i>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	292,665.63	346,000.00	350,000.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	292,665.63	346,000.00	350,000.00		

<b>Transfers Out (Operating and Non-Operating)</b> <i>(Provide Agency and Fund Number Transferred To)</i>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-3rd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058003

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	338,300.21	(A)		
ADD: Other Cash	22.52	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Cash in State Treasury Unverified		(E)		
<b>Total Cash plus Accounts Receivable</b>	338,322.73	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(13,868.35)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	324,454.38	(K)		**

**Notes:**

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**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney, Third Circuit**

**Trust Fund Name: State Attorneys Revenue Trust Fund, FID# 2058**

**Name of Person Completing This Form: Monica Baker**

**Telephone #: 386-362-2320**

**Revenue Estimating Methodology**

**Article V Traffic Assessment:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the Revenue Estimating Conference Meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA03's estimated receipts are \$74,100 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution:**

**The State Attorney's Office, Third Judicial Circuit projects revenue of \$520,000 for Fiscal Year 2017-2018 and \$535,000 for Fiscal Year 2018-2019. This revenue projection is based on actual receipts collected in FY 2016-2017 with consideration for the number of cases that are currently being handled by the agency's Pre-Trial Diversion Program. The majority of the revenue in this fund is collected from the Pre-Trial Diversion Program. In addition, significant funding comes from the Cost of Prosecution fee which is \$100 per felony case, and \$50 for all other cases that are prosecuted by this office. Additional fees may be set by the court if the State Attorney's Office can show proof of higher costs incurred for the prosecution of a particular case.**

**Worthless Checks:**

The State Attorney's Office, Third Judicial Circuit projects revenue of \$1,000 for FY 2017-2018 and FY 2018-2019. The number of cases received in the Worthless Check Diversion program has deteriorated to such a degree that the revenue collected is very small and is not expected to increase. Many businesses use private collection agencies to handle the worthless checks that they receive. In addition, the large number of point-of-sale transactions paid by debit cards has reduced the number of checks that vendors receive. Actual receipts for last year were used to project revenue in this trust fund.

**Restitution:**

Restitution is received by this office in the amount of \$250 per case for the Prosecution of Criminal Use of Personal Identification. This office conservatively projects that \$500 may be received in Fiscal Year 2017-2018 and also in Fiscal Year 2018-2019. The revenue that is attributable to this trust fund is dependent on the successful prosecution of a particular type of case.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 595,100
Less 8% Service Charge	\$ 47,608
= Receipts Applicable to 5% Assessment	\$ 547,492
X 5% State Trust Fund Reserve	\$ 27,375

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 595,100
X 8% Service Charge	\$ 47,608
FY 2018-19-Receipts Applicable to SCGR	\$ 610,100
X 8% Service Charge	\$ 48,808

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-3rd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339013

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>186,086.60</b>	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	55,587.90	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>241,674.50</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>241,674.50</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

Circuit / Office Name State Attorney, Third Circuit /Office # \_\_\_\_\_

Trust Fund Name Grants &Donations Trust Fund ID 339013

Name of Person Completing This Form Monica Baker (print)

Telephone # 386-362-2320 Date Submitted To JAC August 4, 2017

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

**Victims of Crime Act (VOCA):** The revenue amount for this grant in Fiscal Year 2017-18 is estimated at \$ 224,450. This amount represents the annualized most recent grant reimbursements and includes reimbursable portions of the state employee raises which will be effective on October 1, 2017. It also includes \$4,800 in VOCA funding that can be reimbursed for qualified training expenses.

For Fiscal Year 2018-2019, the estimated receipts are \$270,925. This amount is the requested grant amount for Salaries & Benefits of VOCA grant staff. The higher amount for FY 2018-2019 over FY 2017-2018 is based on the addition of a bilingual victim advocate.

**County Information Technology:** The revenue collected under this agreement is provided by funds collected from the counties that make up the Third Judicial Circuit (Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor) for the purpose of partially funding the salaries and benefits of Information Technology staff. The agreement for FY 2017-2018 is for \$50,689. This agency estimates that the same amount will be available in Fiscal Year 2018-2019.

case.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-3rd Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339013

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	205,013.51	224,450.00	270,925.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	205,013.51	224,450.00	270,925.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-4th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058004

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,122,433.74	(A)		
ADD: Other Cash	110.47	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,122,544.21	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(759,926.81)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(36,886.20)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	325,731.20	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1 NARRATIVE

State Attorney Office, 4th Circuit

Summer Sonson, Fiscal Director 904-255-2947

State Attorney Revenue Trust Fund – 2058

### Revenue Estimating Methodology

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the Revenue Estimating Conference Meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA04's estimated receipts are \$363,660 for FY 2017-2018 and FY 2018-2019.

#### **Cost of Prosecution:**

The State Attorney's Office for the Fourth Judicial Circuit is projecting cost of prosecution revenues for FY 2017-2018 to be \$1,227,315 and for FY 2018-2019 to be \$1,191,189.

The revenue projections for cost of prosecution are based on the past five fiscal years of revenue collected. Our cost of prosecution continues to decline. The average decline over the past five years is 2.94%.

Cost of prosecution revenue for the past six fiscal years:

FY 2016-2017 = \$1,264,536.90

FY 2015-2016 = \$1,394,690.29

FY 2014-2015 = \$1,419,709.62

FY 2013-2014 = \$1,444,678.57

FY 2012-2013 = \$1,446,314.53

FY 2011-2012 = \$1,472,552.30

**Worthless Checks:**

The State Attorney's Office for the Fourth Judicial Circuit is projecting worthless check revenues for FY 2017-2018 to be \$4,429 and for FY 2018-2019 to be \$3,573.

The revenue projections for worthless checks are based on the past five fiscal years of revenue collected. The average decline over the past five years is 19.33 %.

Worthless check revenue for the past six fiscal years:

FY 2016-2017 = \$5,490.35

FY 2015-2016 = \$4,912.97

FY 2014-2015 = \$6,438.05

FY 2013-2014 = \$6,441.78

FY 2012-2013 = \$10,752.43

FY 2011-2012 = \$19,398.10

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,595,404
Less 8% Service Charge	\$127,632
= Receipts Applicable to 5% Assessment	\$1,467,772
X 5% State Trust Fund Reserve	\$73,389

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,595,404
X 8% Service Charge	\$127,632
FY 2018-19-Receipts Applicable to SCGR	\$1,558,422
X 8% Service Charge	\$124,674

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-4th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316004

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>1,646,175.80</b>	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>1,646,175.80</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(64,949.28)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>1,581,226.52</b>	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE I NARRATIVE

State Attorney Office, 4<sup>th</sup> Circuit

Summer Sonson, Fiscal Director 904-255-2947

Forfeiture & Investigative Support Trust Fund – 2316

## Revenue Estimating Methodology:

FIST revenues are case dependent; therefore, it is difficult to project revenues for future fiscal years. The State Attorney’s Office for the Fourth Judicial Circuit is projecting \$130,000 in revenue for FY 2017-2018 and FY 2018-2019 in FIST (State). Revenues are projected based on the prior fiscal year’s revenue.

The State Attorney’s Office Fourth Judicial Circuit has entered into an Equitable Sharing agreement with the Department of Justice and anticipates revenue for FY 2017-2018 and FY 2018-2019 to be \$0.00. The funds are awarded based on involvement and asset availability. These projections are based on current pending equitable sharing requests.

The State Attorney’s Office Fourth Judicial Circuit has entered into an Equitable Sharing agreement with the Department of Treasury and anticipates revenue for FY 2017-2018 and FY 2018-2019 to be \$0.00. The funds are awarded based on involvement and asset availability. These projections are based on current pending equitable sharing requests.

## **5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 130,000
Less 8% Service Charge	\$ 10,400
= Receipts Applicable to 5% Assessment	\$119,600
X 5% State Trust Fund Reserve	\$ 5,980

## **8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 130,000
X 8% Service Charge	\$ 10,400
FY 2018-19-Receipts Applicable to SCGR	\$ 130,000
X 8% Service Charge	\$ 10,400





## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-4th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339007

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	260,666.74	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	107,736.99	(D)		
ADD: SWFS # B2100001		(E)		
<b>Total Cash plus Accounts Receivable</b>	368,403.73	(F)	-	
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(280.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	368,123.73	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1 NARRATIVE

State Attorney Office, 4th Circuit                      Summer Sonson, Fiscal Director 904-255-2947

Grants and Donations Trust Fund – 2339      Revenue Estimating Methodology

**Stop Violence against Women VAWA:** The revenue amounts under Contract No. 18-8030-SAO are anticipated to be \$88,795 for FY 2017-2018 and \$88,795 for FY 2018-2019.

**Stop Violence against Women VAWA:** The revenue amounts under Contract No. 16STO56 are anticipated to be \$38,089 for FY 2017-2018 and \$38,089 for FY 2018-2019.

**Victims against Crime Act VOCA:** The revenue amounts under Contract No. 00287 are anticipated to be \$249,128 for FY 2017-2018 and \$249,128 for FY 2018-2019.

**Insurance Fraud Prosecution:** The projected revenue amounts for the Insurance Fraud Prosecution Trust Fund for FY 2017-2018 are \$250,818 and the same for FY 2018-2019.

**Prosecution of Local Ordinances:** The projected revenue amounts for the Local Ordinance Prosecution Trust Fund are based on amounts stated in Inter-local Agreement No. JXMS011FFSA-04938 with the City of Jacksonville, and in the Inter-local Agreements with the City of Atlantic Beach, City of Baldwin, Clay County, City of Fernandina Beach, City of Green Cove Springs, City of Hilliard, Town of Callahan, City of Keystone Heights, Town of Orange Park, City of Jacksonville Beach, Nassau County, and the City of Neptune Beach for \$50 per Municipal Ordinance violation. Revenues are anticipated to be a total of \$60,000 in FY 2017-2018 and \$60,000 in FY 2018-2019. This trust fund is subject to an 8% service charge, and is thereby reduced by that amount every year.

**Tax Recovery:** The revenue amounts are fixed under agreement with the Able Trust at \$18,750/qtr. x 4 = \$75,000 annually.

**BYRNE - JAG - CPU Grant:** This program was appropriated by the Florida Legislature and funded through the Edward Byrne Memorial Justice Assistance Grant. In FY 2017-2018, this office is slated to receive \$122,258 and \$122,258 for FY 2018-2019.

**Fla. Coastal Law School Program:** This program is through the Post-Graduate Public Interest Employment Program with Florida Coastal School of Law. The projected revenues for FY 2017-2018 and FY 2018-2019 are \$0.

**FDLE Victim/Witness Protection Program:**

This program assists victims and witnesses who are being threatened for testifying. The projected revenues for FY 2017-2018 and FY 2018-2019 are \$0.

**FDLE Bullet Proof Vests Partnership Program:**

This program has provided some assistance in replacing expired bullet proof vests for our investigators. The projected revenue for FY 2017-2018 is \$1,000 and FY 2018-2019 is \$0.

**National Sexual Assault Kit Initiative (SAKI):**

The revenue amounts under Contract No. 2015-AK-BX-K017 are anticipated to be \$796, 960 for FY 2017-2018 and \$199,240 for FY 2018-2019.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 60,000
Less 8% Service Charge	\$ 4,800
= Receipts Applicable to 5% Assessment	\$ 55,200
X 5% State Trust Fund Reserve	\$ 2,760

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 60,000
X 8% Service Charge	\$ 4,800
FY 2018-19-Receipts Applicable to SCGR	\$ 60,000
X 8% Service Charge	\$ 4,800

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-4th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339007

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	219,166.66	249,128.00	249,128.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	219,166.66	249,128.00	249,128.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-4th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339007

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Financial Services FID #2393	001500	253,170.50	250,818.00	250,818.00	100522	08/29/17 Teri Mann
<b>TOTAL</b>		<b>253,170.50</b>	<b>250,818.00</b>	<b>250,818.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-5th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058005

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,897,519.47	(A)		
ADD: Other Cash	2,114.35	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,899,633.82	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(29,191.56)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,870,442.26	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

**Circuit / Office Name: State Attorney's Office, 5<sup>th</sup> Circuit**

**Trust Fund Name: State Attorneys Revenue Trust Fund, FID#2058**

**Name of Person Completing This Form: Suz Geeraerts**

**Telephone #352-671-5900**

### **Revenue Estimating Methodology**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the Revenue Estimating Conference Meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA05's estimated receipts are \$245,100 for FY 2017-2018 and FY 2018-2019.

**Cost of prosecution** has not had a long history upon which to base projections. The past 2 fiscal years COP revenues has declined. Revenues based on actual figures for FY 2013-2014 is \$1,189,336.96, FY 2014-2015 is \$1,719,868.00 , FY 2015-2016 is \$1,388,561.00, and FY 2016-2017 \$1,231,293.

The State Attorney's Office 5<sup>th</sup> Judicial Circuit still cannot predict if a defendant will pay their cost of prosecution fee. The State Attorney's Office 5<sup>th</sup> Judicial Circuit's average for the past 2 fiscal years has been \$1,309,927. Since there has been a decrease in funds received for fiscal year's 2015-2016 and 2016-2017, SA05's estimated revenue for FY 2018-2019 to be \$1,309,927.

**Worthless checks** revenue projections are based on the past two year's performance. Revenues have steadily decreased over the past few years. The State Attorney's Office 5<sup>th</sup> Judicial Circuit projections have been adjusted accordingly. Receipts for FY 2015-2016 \$4,930 Receipts for 2016-2017 was \$3,865. Estimated revenue expected for FY 2018-2019 is \$3,000.

### **Restitution (HB409)**

SA05 received \$1,112.41 during fiscal year 2016-2017 and is requesting trust fund authority for fiscal year 2018-2019 \$1,200.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 1,480,258
Less 8% Service Charge	\$ 118,421
= Receipts Applicable to 5% Assessment	\$ 1,361,837
X 5% State Trust Fund Reserve	\$ 68,092

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 1,480,258
X 8% Service Charge	\$ 118,421
FY 2018-19-Receipts Applicable to SCGR	\$ 1,558,027
X 8% Service Charge	\$ 124,642





# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-5th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316005

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.03	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	0.03	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	0.03	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-5th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339014

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	606,354.73	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	277,780.24	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	884,134.97	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(5,512.80)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	878,622.17	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## **SCHEDULE I TRUST FUND NARRATIVE FORM**

### **FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney's Office, 5<sup>th</sup> Circuit**

**Trust Fund Name: Grants and Donations Trust Fund, FID#2339**

**VAWA/STOP Grant FYE20**

**Name of Person Completing This Form: Suz Geeraerts**

**Telephone #352-671-5900**

#### **Revenue Estimating Methodology**

**This is a new grant SAO5 received effective 7/1/2017. The grant is for 3 years and SAO5 will be reimbursed \$27,089.96 per year according to the contract.**

#### **VOCA**

#### **Revenue Estimating Methodology**

The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded funds for the VOCA grant for FY 2014-2015 in the amount of \$90,584. For FY 2015-2016 SAO5 was awarded \$90,500.

On September 9, 2016 SAO5 was awarded \$117,703.57 for FY 2016-2017.

An application was submitted to the VOCA Grant in February 2017 for FY 2017-2018. State Attorney's Office Fifth Judicial Circuit is requesting \$220,951 in trust funds to cover 2 additional positions for Victim/Witness Counselors (1-Lake County and 1-Hernando County). The current VOCA grant for 2016-2017 is covering 2 positions in the Marion county office.

## **County IT**

### **Revenue Estimating Methodology**

Each county is responsible for reimbursing each IT employee's salary plus a percentage of certain personnel's salary throughout The State Attorney's Office 5<sup>th</sup> Judicial Circuit. Marion county reimbursement for FY 2016-2017 was \$341,511. Lake county reimbursement for FY 2016-2017 was \$279,383. Hernando county reimbursement for FY 2016-2017 was \$145,820. Citrus county reimbursement for FY 2016-2017 was \$119,739. Sumter county reimbursement for FY 2016-2017 was \$110,014.

The expected reimbursement from each county for FY 2018-2019 is \$1,013,884.

## **VAWA FCAS**

### **Revenue Estimating Methodology**

VAWA-FCASV-Grant is new. SAO5 was awarded \$25,620.00 in FY 2015/2016, Contract 15STO57 for prosecution against sexual violence.

FY 2016-2017 The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded \$25,117.00.

FY 2017-2018 The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded \$43,642.

For Fiscal Year 2018-2019 SAO5 is requesting \$45,000.

## **VOCA**

### **Revenue Estimating Methodology**

The State Attorney's Office 5<sup>th</sup> Judicial Circuit was awarded funds for the VOCA grant for FY 2014-2015 in the amount of \$90,584. For FY 2015-2016 SAO5 was awarded \$90,500.

On September 9, 2016 SAO5 was awarded \$117,703.57 for FY 2016-2017.

An application was submitted to the VOCA Grant in February 2017 for FY 2017-2018. State Attorney's Office Fifth Judicial Circuit is requesting \$220,951 in trust funds to cover 2 additional positions for Victim/Witness Counselors (1-Lake County and 1-Hernando County). The current VOCA grant for 2016-2017 is covering 2 positions in the Marion county office.

**VAWA**

**Revenue Estimating Methodology**

VAWA Contract #15-8031-SAO FY 2014-2015 was \$93,131.43.

VAWA Contract # 16-8031-SAO FY 2015-2016 is \$74,505.14

VAWA Contract #17-8031-SAO FY 2016-2017 is \$66,394.00.

VAWA Contract #18-8031-SAO FY 2017-2018 is \$74,102.78

The State Attorney's Office 5<sup>th</sup> Judicial Circuit is requesting \$74,102 in Trust Fund Authority.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$27,925
Less 8% Service Charge	\$2,234
= Receipts Applicable to 5% Assessment	\$25,691
X 5% State Trust Fund Reserve	\$1,285

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 27,925
X 8% Service Charge	\$ 2,234
FY 2018-19-Receipts Applicable to SCGR	\$ 34,000
X 8% Service Charge	\$ 2,720

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-5th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339014

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18(A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	101,777.91	117,703.00	220,951.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	101,777.91	117,703.00	220,951.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18(A02)</b>	<b>FY 18-19 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-6th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058006

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	10,891,713.13	(A)		
ADD: Other Cash	139.74	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	10,891,852.87	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(85,000.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(46,138.89)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	10,760,713.98	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**State Attorney Office, 6<sup>th</sup> Circuit**

**Trust Fund Name: State Attorney Revenue Trust Fund – FID# 2058**

**Robin Shaw**

**Telephone #727-464-6216**

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the Revenue Estimating Conference Meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA06's estimated receipts are \$459,990 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution:** Cost of Prosecution revenue increased by 2.65% in FY 2016-17 to \$1,549,864 from \$1,509,780 in FY 2015-16. Based on estimated receipts, revenue should remain steady at \$1,549,864 in FY 2017-18 and FY 2018-19.

**Worthless Checks:** Revenue continued to decrease by 28.98% in FY2016-17 to \$16,534 from \$23,279 in FY2015-16. Revenue continues to decline due to the reduction in the use of paper checks and the increase in electronic transactions. Revenue is projected to decrease by 15% in FY 2017-18 to \$14,054 and stabilize in FY 2018-19 at \$14,054.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$2,023,908
Less 8% Service Charge	\$161,913
= Receipts Applicable to 5% Assessment	\$1,861,995
X 5% State Trust Fund Reserve	\$93,100

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$2,023,908
X 8% Service Charge	\$161,913
FY 2018-19-Receipts Applicable to SCGR	\$2,023,908
X 8% Service Charge	\$161,913

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-6th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,465,224.49	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	11,169.40	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,476,393.89	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(30,000.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,446,393.89	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**State Attorney Office, 6<sup>th</sup> Circuit**

**Trust Fund Name: Grants & Donations Trust Fund - 2339**

**Robin Shaw**

**Telephone #727-464-6216 Date Submitted To JAC 8/3/2017**

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**Revenue Estimating Methodology:**

**1. VOCA - Victim of Crime Act-Grant #VOCA-2016-State Attorney’s Office, - 00352; VOCA-2017-State Attorney’s Office, -00018**

This reimbursable grant is between this circuit and the Office of the Attorney General which is the pass-through agency for the Victims of Crime Act. Revenue for FY 2016-17 was \$43,995 and an increase is anticipated for FY 2017-18 of \$54,439. Revenue for FY2018-19 is expected to remain steady at \$54,439.

**2. CHILD WELFARE LEGAL SERVICES – QZ77B**

Fiscal year 2016-17 is the first year of a two year agreement between this circuit and Florida Department of Children and Families. Revenues for FY 2016-17 were \$3,808,810. This contract includes increases to fund legislative raises and increases in retirement and health insurance. Revenue for FY 2017-18 will be \$3,828,808. Revenue for FY 2018-19 will be \$3,828,808.

**3. DUI SPECIAL PROSECUTION - Grant M5CS-15-06-05**

DUI Special Prosecution is a Federal indirect grant between this circuit and Florida Department of Transportation. This Grant ended after the first quarter FY 2015-16. No revenues from this reimbursable grant are anticipated in FY 2017-18 or FY 2018-19.

**4. TAX COLLECTION ENFORCEMENT DEFERRED PROGRAM**

This agreement with the Department of Revenue is to aid the Department in the collection of unpaid sales tax from our local business owners. The revenue is fixed under agreement with the Florida Association of Centers for Independent Living

(FACIL) at \$18,750 per quarter for maximum of \$75,000 per year. Revenue for FY 2017-18 and FY 2018-19 will be \$75,000.

**5. VETERANS TREATMENT COURT**

This understanding with the Sixth Judicial Circuit Court of Florida is to aid the Court with the screening of applicants for eligibility to receive treatment and rehabilitation services through the Veterans Treatment Court. The Court will transfer \$55,000 per year to be used solely for the purpose of aiding the Court with this program. Revenue for FY 2017-18 and FY 2018-19 will be \$55,000 per year.

**5 Percent State Trust Fund Reserve:**

<b>FY 2017-18-Receipts Applicable to SCGR</b>	<b>\$</b>
<b>Less 8% Service Charge</b>	<b>\$</b>
<b>= Receipts Applicable to 5% Assessment</b>	<b>\$</b>
<b>X 5% State Trust Fund Reserve</b>	<b>\$</b>

**8 Percent Service Charge to General Revenue:**

<b>FY 2017-18-Receipts Applicable to SCGR</b>	<b>\$</b>
<b>X 8% Service Charge</b>	<b>\$</b>
<b>FY 2017-18-Receipts Applicable to SCGR</b>	<b>\$</b>
<b>X 8% Service Charge</b>	<b>\$</b>

**Explanation of Schedule I, Section III Accounting Adjustments:**

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-6th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339002

<b>Transfers In</b> <i>(Provide Agency and Fund Number Received From)</i>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17(A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	43,995.44	54,439.00	54,439.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	43,995.44	54,439.00	54,439.00		

<b>Transfers Out (Operating and Non-Operating)</b> <i>(Provide Agency and Fund Number Transferred To)</i>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-7th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058007

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,450,846.62	(A)		
ADD: Other Cash	73.59	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,450,920.21	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(26,868.68)	(I)		
LESS: Refund Non State Revenue	(97.91)	(J)		
<b>Unreserved Fund Balance, 07/01/2016</b>	1,423,953.62	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE I  
NARRATIVE**

**STATE ATTORNEY'S OFFICE, 7<sup>TH</sup> CIRCUIT**

**STATE ATTORNEY REVENUE TRUST FUND - 2058**

**Submitted by: David R. Smith, Executive Director; 386-239-7718**

**Revenue Estimating Methodology:**

**Article V Traffic Fines:**

Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA07's estimated receipts are \$242,250 for FY 2017-2018 and FY 2018-2019.

The Seventh Circuit was appropriated in excess of \$400,000 in the original fund shift from GR to SARTF, but we have only received approximately \$270,000/year of late.

**Cost of Prosecutions/Worthless Checks:**

Revenue estimates are based on historical data, current contracts, new collection methodologies and evaluation of current criminal justice activity trends within the Seventh Circuit. We continue to work with the Clerk of Court in each of our four counties to increase the collection rate of costs and fees. Past efforts have led to an increase of nearly 63% from our base year of 2008 when we collected \$572,702/year, to this year when we collected \$881,871. We expect this to increase based on population growth and the hiring of law enforcement officers by their respective agencies to fill the positions left vacant during the Great Recession. The Seventh Circuit SAO anticipates \$950,000 in 2017-18, and \$1,000,000 in 2018-19.



Worthless check fees have decreased dramatically over the past decade but have leveled out between \$12,000 and \$15,000 annually for the last few years. It is expected to remain stagnant at that level.

**Restitution HB 409:**

The Seventh Circuit is unaware of any receipts credited as having been received from F.S. 817.568.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,206,750
Less 8% Service Charge	\$96,540
= Receipts Applicable to 5% Assessment	\$1,110,210
X 5% State Trust Fund Reserve	\$55,511

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,206,750
X 8% Service Charge	\$96,540
FY 2018-19-Receipts Applicable to SCGR	\$1,256,750
X 8% Service Charge	\$100,540

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-7th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316007

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,610.48	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,610.48	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,610.48	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE I  
NARRATIVE**

**STATE ATTORNEY'S OFFICE, 7<sup>TH</sup> CIRCUIT**

**Forfeiture, Investigative and Support Trust Fund - 2316**

**Submitted by: David R. Smith, Executive Director; 386-239-7718**

**Revenue Estimating Methodology:**

Proceeds were none this year with a balance of \$1,610. There is no reason to expect any new revenue in this fund.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-7th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339010

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	220,583.89	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	68,583.01	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>289,166.90</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>289,166.90</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**INSTRUCSTIONS FOR COMPLETING THE FY 2018-2019 LEGISLATIVE  
BUDGET REQUEST SCHEDULE 1 NARRATIVE**

**Revenue Estimating Methodology:**

**STATE ATTORNEY’S OFFICE, 7<sup>TH</sup> CIRCUIT**

**STATE ATTORNEY GRANTS AND DONATIONS TRUST FUND - 2339**

**Submitted by: David R. Smith, Executive Director; 386-239-7718**

**Submitted on: 08/04/2017**

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**GDTF 2339**

**VOCA (Victims of Violent Crime)**

This is a Federal pass through grant to this agency. In 2015-16 the Seventh Circuit SAO received \$157,752. The contract was renewed and increased to \$483,676 for 2016-17, however we did not receive that amount in 2016-17 due to the slow rollout of the funding from Federal Authorities and the time it took to hire the Victim Advocates required under the Grant. This office did not receive any additional “Authority” in 2016-17 to spend the extra Grant funds received for the Victim Advocates hired. Our contract has been renewed for the 2017-18 year as well as 2018-19. We have been told to expect an increase for 2018-19 which should bring the total to approximately \$492,367 in 2018-19. This brings the total increase to \$334,615. The Seventh Circuit SAO has requested the additional “Authority” to authorize payment of the salaries of the Victim Advocates hired pursuant to the Federal Grant.

**VAWA (Stop Violence Against Women)**

This is a Federal pass through grant to this agency. This grant has been renewed. In the current year we are to receive \$85,113. We have been told to expect an increase of \$47,573 in 2017-18 which should bring the total to approximately \$132,686. We are to receive that same amount in 2018-19. This office has requested the additional Authority to cover the increase in receipts for 2018-19.

**SCHEDULE I TRUST FUND NARRATIVE FORM  
FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name** \_\_\_\_\_ **Circuit /Office #** \_\_\_\_\_

**Trust Fund Name** \_\_\_\_\_ **Trust Fund ID** \_\_\_\_\_

**Name of Person Completing This Form** \_\_\_\_\_ **(print)**

**Telephone #** \_\_\_\_\_ **Date Submitted To JAC** \_\_\_\_\_

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-7th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339010

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	322,563.61	435,439.00	492,367.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	322,563.61	435,439.00	492,367.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2018 - 2019 Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-8th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058008

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,132,626.65	(A)		
ADD: Other Cash	43.12	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	3,132,669.77	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(13,973.71)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	3,118,696.06	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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**Circuit / Office Name: State Attorney, 8<sup>th</sup> Circuit**

**Trust Fund Name: State Attorneys Revenue Trust Fund, ID#:2058**

**Name of Person Completing This Form: Michelle Signer**

**Telephone #: 52-384-3008**

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**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA08's estimated receipts are \$141,930 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution:** The revenue amount for FY 2016-2017 was \$478,053. We anticipate the collections to remain the same for FY 2017-18 and FY 2018-19.

**Worthless Checks:** The revenue amount in FY 2016-2017 was \$5,600. We anticipate the collections to remain the same in FY 2017-18 and FY 2018-19.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$625,583
Less 8% Service Charge	\$50,047
= Receipts Applicable to 5% Assessment	\$575,536
X 5% State Trust Fund Reserve	\$28,777

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$625,583
X 8% Service Charge	\$50,047
FY 2018-19-Receipts Applicable to SCGR	\$625,583
X 8% Service Charge	\$50,047

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-8th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339015

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	302,952.56	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	70,855.59	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	373,808.15	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS:		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	373,808.15	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

**Circuit / Office Name: State Attorney, 8<sup>th</sup> Circuit, FID#2339**

**Trust Fund Name: Grants & Donations Trust Fund**

### Revenue Estimating Methodology

#### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$5,150
Less 8% Service Charge	\$412
= Receipts Applicable to 5% Assessment	\$4,738
X 5% State Trust Fund Reserve	\$237

#### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$5,150
X 8% Service Charge	\$412
FY 2018-19-Receipts Applicable to SCGR	\$5,150
X 8% Service Charge	\$412

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-8th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339015

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	350,065.68	445,361.00	445,361.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	350,065.68	445,361.00	445,361.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058009

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	6,332,033.11	(A)		
ADD: Other Cash	107.19	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	97.91	(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	6,332,238.21	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(38,485.60)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2016</b>	6,293,752.61	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST  
SCHEDULE 1 NARRATIVE**

**Revenue Estimating Methodology:**

**STATE ATTORNEY’S OFFICE, 9th CIRCUIT**

**STATE ATTORNEY REVENUE TRUST FUND - 2058**

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**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit’s pro-rata share of the total actual receipts for FY 2016-2017; SA09’s estimated receipts are \$352,830 for FY 2017-2018 and FY 2018-2019.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$352,830
Less 8% Service Charge	\$28,226
= Receipts Applicable to 5% Assessment	\$324,604
X 5% State Trust Fund Reserve	\$16,230

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$352,830
X 8% Service Charge	\$28,226
FY 2018-19-Receipts Applicable to SCGR	\$352,830
X 8% Service Charge	\$28,226



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339005

	Balance as of 6/30/2017		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,419,785.25	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable	67,397.13	(D)			
ADD: _____		(E)			
<b>Total Cash plus Accounts Receivable</b>	<b>3,487,182.38</b>	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards		(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (SCGR)		(I)			
LESS: _____		(J)			
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>3,487,182.38</b>	(K)			**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-9th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339005

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	288,473.34	430,000.00	430,000.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	288,473.34	430,000.00	430,000.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-9th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339005

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount</b> <b>FY 16-17 (A01)</b>	<b>Amount</b> <b>FY 17-18 (A02)</b>	<b>Amount</b> <b>FY 18-19 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Department of Financial Services FID #2393	001500	435,743.81	431,719.00	431,719.00	100522	08/29/17 Teri Mann
<b>TOTAL</b>		<b>435,743.81</b>	<b>431,719.00</b>	<b>431,719.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2018 - 2019 Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316009

	Balance as of 6/30/2017		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	604,783.91	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable		(D)			
ADD: _____		(E)			
<b>Total Cash plus Accounts Receivable</b>	604,783.91	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards		(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (SCGR)	(110.51)	(I)			
LESS: _____		(J)			
<b>Unreserved Fund Balance, 07/01/2017</b>	604,673.40	(K)			**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-10th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058010

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,477,530.59	(A)		
ADD: Other Cash	65.63	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	3,477,596.22	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(13,273.27)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(77,290.95)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	3,387,032.00	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name:** State Attorney, 10<sup>th</sup> Circuit

**Trust Fund Name:** State Attorneys Revenue Trust Fund, ID 2058

**Name of Person Completing This Form:** Sam Cardinale

**Telephone #:** (863)534-4801

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

**Article V Traffic Fines:**

Projections for Article V traffic fines are based on the most recent Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M for FY 2017-2018 and the same in FY 2018-2019. Using each circuit's pro-rata share of the total actual receipts, the State Attorney, 10<sup>th</sup> Circuit's estimated receipts are \$216,030 each year.

**Worthless Checks:**

The State Attorney's Office, 10<sup>th</sup> Circuit, estimates that revenues will not increase for the 2017-18 and 2018-2019 fiscal years for the Worthless Checks Fund. An increase was expected from fiscal year 2015-16 to fiscal year 2016-17, but there was a decrease in collections. We project it will remain the same for the two fiscal years in the amount of \$21,611.

Worthless Checks Funds collected 15-16 \$24,179.33

Worthless Checks Funds collected 16-17 \$21,611.00

**Cost of Prosecution:**

The revenue collections for the Cost of Prosecution Trust Fund show a 6% increase in the 16-17 FY. Due to the fluctuations of the collections from year to year, the projection of 5.0% increase for the 17-18 and 18-19 fiscal years will be used.

Cost of Prosecution Trust Fund

14-15 Collections	\$2,454,778		
15-16 Collections	\$2,957,724	20%	increase
16-17 Collections	\$3,140,962	6%	increase
17-18 Collections	\$3,260,890	5%	increase
18-19 Collections	\$3,423,935	5%	increase

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$3,498,531
Less 8% Service Charge	\$279,882
= Receipts Applicable to 5% Assessment	\$3,218,649
X 5% State Trust Fund Reserve	\$160,932

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$3,498,531
X 8% Service Charge	\$279,882
FY 2018-19-Receipts Applicable to SCGR	\$3,661,576
X 8% Service Charge	\$292,926

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-10th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339006

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	12,991.66	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	9,135.69	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	22,127.35	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(8,496.40)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: Non CF Payable		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	13,630.95	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



# **SCHEDULE I TRUST FUND NARRATIVE FORM**

## **FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney, 10<sup>th</sup> Circuit, FID#2339**

**Trust Fund Name: Grants & Donations Trust Fund**

**Name of Person Completing This Form: Sam Cardinale**

**Telephone #: (863)534-4801**

**Date Submitted To JAC: 08/16/2017**

### **Revenue Estimating Methodology (use additional pages if necessary)**

The State Attorney's Office, 10<sup>th</sup> Circuit is under contract with the Department of Revenue to provide legal services in Child Support Title IV-D cases in Polk, Hardee and Highlands Counties. The revenue for the FY 2017-2018 is \$1,421,152 which is the contract amount. An increase for the FY 2018-19 in the amount of \$23,986 is projected which is the contract amount plus an increase for administered funds benefit adjustments. The projected Revenue for FY 18-19 is \$1,445,138.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JUSTICE ADMINISTRATION**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339xxx

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Revenue FID #2261	001903	1,418,394.15	1,421,152.00	1,445,138.00	102877	Jillian Wheeler 9/7/2017
	<b>TOTAL</b>	<b>1,418,394.15</b>	<b>1,421,152.00</b>	<b>1,445,138.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-11th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058011

	Balance as of 6/30/2017	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,704,650.97 (A)		
ADD: Other Cash	258.88 (B)		
ADD: Investments		(C)	
ADD: Outstanding Accounts Receivable	18,818.74 (D)		
ADD:		(E)	
<b>Total Cash plus Accounts Receivable</b>	<b>3,723,728.59 (F)</b>		
LESS Allowances for Uncollectibles		(G)	
LESS Approved "A" Certified Forwards	(35,046.24) (H)		
Approved "B" Certified Forwards		(H)	
Approved "FCO" Certified Forwards		(H)	
LESS: Other Accounts Payable (SCGR)	(53,263.47) (I)		
LESS:		(J)	
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>3,635,418.88 (K)</b>		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**  
**SCHEDULE 1 NARRATIVE**

**Revenue Estimating Methodology:**

**STATE ATTORNEY’S OFFICE, 11th CIRCUIT**

**STATE ATTORNEY REVENUE TRUST FUND – 2058**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit’s pro-rata share of the total actual receipts for FY 2016-2017; SA011’s estimated receipts are \$852,150 for FY 2017-2018 and FY 2018-2019.

\*\*\*\*\*

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$852,150
Less 8% Service Charge	\$68,172
= Receipts Applicable to 5% Assessment	\$783,978
X 5% State Trust Fund Reserve	\$39,199

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$852,150
X 8% Service Charge	\$68,172
FY 2018-19-Receipts Applicable to SCGR	\$852,150
X 8% Service Charge	\$68,172

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-11th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316011

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	811,443.72	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	811,443.72	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,178.42)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	809,265.30	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney Office, 11th Circuit**

**Trust Fund Name: Forfeiture and Investigative Support TF, FID# 2316**

**Revenue Estimating Methodology**

Revenue estimates are based on our anticipated share of South Florida Money Laundering Task Force (SFMLSF) seizures and other forfeiture awards.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 200,000
Less 8% Service Charge	\$ 16,000
= Receipts Applicable to 5% Assessment	\$ 184,000
X 5% State Trust Fund Reserve	\$ 9,200

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 200,000
X 8% Service Charge	\$ 16,000
FY 2018-19-Receipts Applicable to SCGR	\$ 200,000
X 8% Service Charge	\$ 16,000

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-11th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339004

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	875,655.43	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	260,097.59	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>1,135,753.02</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(159,280.43)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>976,472.59</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-11th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339004

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	237,161.97	500,000.00	550,000.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	237,161.97	500,000.00	550,000.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>



**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-11th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339004

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Financial Services FID #2393	001500	407,462.39	615,000.00	615,000.00	100522	08/29/17 Teri Mann
Department of Financial Services FID #2795	001500	149,180.17	150,000.00	150,000.00	100526	08/29/17 Teri Mann
<b>TOTAL</b>		<b>556,642.56</b>	<b>765,000.00</b>	<b>765,000.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-11th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Child Support Trust Fund 20 2 084008

<b>Transfers In</b> <i>(Provide Agency and Fund Number Received From)</i>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Revenue FID #2261	001500	7,908,948.25	9,193,719.00	9,334,685.00	102877	Jillian Wheeler 9/7/2017
Department of Revenue FID #2261	001510	15,746,836.37	16,500,094.00	16,773,736.00	102877	Jillian Wheeler 9/7/2017
	<b>TOTAL</b>	<b>23,655,784.62</b>	<b>25,693,813.00</b>	<b>26,108,421.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <i>(Provide Agency and Fund Number Transferred To)</i>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-12th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058012

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,193,755.01	(A)		
ADD: Other Cash	60.61	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	3,193,815.62	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(16,290.92)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(25,588.99)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	3,151,935.71	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**State Attorney's Office, 12<sup>th</sup> Judicial Circuit**

**State Attorney Revenue Trust Fund (2058)**

**Revenue Estimating Methodology**

**Article V Traffic Fines:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA012's estimated receipts are \$199,500 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution:**

Revenue estimate for Cost of Prosecution for FY 2017-18 is based on a monthly average over the past nine months (October 2016 through June 2017) of \$78,803 per month multiplied by 12 for a projection total of \$945,636. We anticipate no reduction or expansion of programs or collections in FY 2018-19, therefore, the projection remains the same.

**Worthless Check:**

Revenue estimate for Worthless Check for FY 2017-18 is based on a monthly average over the past nine months (October 2016 through June 2017) of \$20 per month multiplied by 12 for a projection total of \$240. We anticipate no reduction or expansion of programs or collections in FY 2018-19, therefore, the projection remains the same.

**Fraud Surcharge/Restitution:**

This is a newer revenue source and the estimate for Restitution based on actual receipts for FY 2016-17. We, therefore, estimate FY 2017-18 receipts at \$3,043 and anticipate no reduction or expansion of programs or collections in FY 2018-19, therefore, the projection remains the same.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,145,376
Less 8% Service Charge	\$91,630
= Receipts Applicable to 5% Assessment	\$1,053,746
X 5% State Trust Fund Reserve	\$52,687

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,145,376
X 8% Service Charge	\$91,630
FY 2018-19-Receipts Applicable to SCGR	\$1,145,376
X 8% Service Charge	\$91,630

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-12th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339003

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	253,991.61	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	106,446.42	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>360,438.03</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>360,438.03</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# **SCHEDULE I TRUST FUND NARRATIVE FORM**

## **FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney, 12<sup>th</sup> Circuit, FID#2339**

**Trust Fund Name: Grants & Donations Trust Fund**

### **Revenue Estimating Methodology:**

#### **Drug Court, Local Requirement**

This reimbursable grant is between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$101,404 for FY 2017-18 and project \$108,064 for FY 2018-19 with anticipation of the grant continuing.

#### **Drug Court, Local Requirement**

This reimbursable grant is between this circuit and Manatee County Government. It is estimated that this grant will receive revenue of \$111,157 for FY 2017-18 and project \$119,712 for FY 2018-19 with anticipation of the grant continuing.

#### **County Agreement, IT Personnel Services**

This is a reimbursable grant between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$116,650 for FY 2017-18 and project \$195,388 for FY 2018-19 with anticipation of the grant continuing.

#### **County Agreement, IT Personnel Services**

This is a reimbursable grant between this circuit and Manatee County Government. It is estimated that this grant will receive revenue of \$106,530 for FY 2017-18 and project \$118,248 for FY 2018-19 with anticipation of the grant continuing.

#### **Voca Grant**

This reimbursable grant administered through the attorney general's office is estimated to receive revenue of \$96,625 for FY 2017-18 and project \$97,320 with anticipation of the grant continuing.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-12th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339003

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	18,249.22	96,625.00	97,320.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	18,249.22	96,625.00	97,320.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-13th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058013

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	5,934,368.69	(A)		
ADD: Other Cash	109.61	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	5,934,478.30	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(37,790.80)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	5,896,687.50	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney      Circuit /Office #: 13<sup>th</sup> Circuit**

**Trust Fund Name: State Attorneys Revenue Trust Fund**

**Revenue Source: Article V Traffic Fines**

**Trust Fund ID: 2058**

**Name of Person Completing This Form: Loraine Sentilles**

**Telephone #: 813-274-1904**

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA013's estimated receipts are \$360,810 for FY 2017-2018 and FY 2018-2019.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney      Circuit /Office #: 13<sup>th</sup> Circuit**

**Trust Fund Name: SARTF      Revenue Source: Cost of Prosecution**

**Trust Fund ID: 2058**

**Name of Person Completing This Form: Loraine Sentilles**

**Telephone #: 813-274-1904      Date Submitted To JAC: 08/16/17**

\*\*\*\*\*

**Revenue Estimating Methodology**

SARTF Cost of Prosecution revenue projections are based on FY 2016-2017 actual receipts. Receipts for this time period were \$1,242,339.65. Revenue estimates for FY 2017-2018 are the same amount, \$1,242,340 (rounded). Estimates for FY 2018-2019 are also \$1,242,340.

Service charges for FY 2017-2018 and FY 2018-2019 are projected to be \$99,387.20 for each year (\$1,242,340 x 8%).

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name: State Attorney      Circuit /Office #: 13<sup>th</sup> Circuit**

**Trust Fund Name: State Attorneys Revenue Trust Fund**

**Source of Revenue: Prosecution of Local Ordinances**

**Trust Fund ID: 2058**

**Name of Person Completing This Form: Loraine Sentilles**

**Telephone #: 813-274-1904**

\*\*\*\*\*

### Revenue Estimating Methodology

The projected revenue amount for the Local Ordinance Prosecution billed to Hillsborough County under Interlocal Agreement Document No. 11-0520 with Hillsborough County is anticipated to be \$24,000. in FY 2017-2018 and \$24,000. in FY 2018-2019. (\$6,000./qtr. x 4 = \$24,000./annually).

In addition, an annual invoice is submitted to the City of Plant City based on actual hours worked. In FY 2016-2017, the amount of the invoice was \$550. The FY 2017-2018 amount is anticipated at the same amount, \$550. FY 2018-2019 is also estimated to be \$550.

The revenue from Hillsborough County is subject to an 8% service charge, and is thereby reduced by that amount (\$1,920.) per year for both FY 2017-2018 and FY 2018-2019.

The revenue from the City of Plant City is also subject to an 8% service charge, and is thereby reduced by that amount (\$44.) per year for both FY 2017-2018 and FY 2018-2019.

Summary:

	<u>Hillsborough Cty.</u>	<u>Plant City</u>	<u>Total</u>
Revenue (Annual)	\$24,000.00	\$550.00	\$24,550.00
Service Charge (Annual)	\$1,920.00	\$44.00	\$1,964.00
Net Rev After Svc. Chg.	\$22,080.00	\$506.00	<b>\$22,586.00</b>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,603,150
Less 8% Service Charge	\$ 128,252
= Receipts Applicable to 5% Assessment	\$1,474,898
X 5% State Trust Fund Reserve	\$ 73,745

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,603,150
X 8% Service Charge	\$ 128,252
FY 2018-19-Receipts Applicable to SCGR	\$1,603,150
X 8% Service Charge	\$ 128,252

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-13th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339016

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,551,159.21	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,551,159.21	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(480.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,550,679.21	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## **SCHEDULE I TRUST FUND NARRATIVE FORM**

### **FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney, 13<sup>th</sup> Circuit, FID#2339**

**Trust Fund Name: Grants & Donations Trust Fund**

**Name of Person Completing This Form: Loraine Sentilles**

**Telephone #: 813-274-1904**

**Date Submitted To JAC: 08/16/17**

#### **Revenue Estimating Methodology (use additional pages if necessary)**

This program is funded on an annually renewable basis by the Florida Joint Underwriters Association to fund the prosecution of PIP Insurance Fraud. Funding of \$150,000. annually was received in September, 2016, for FY 2016-2017.

Upon execution of a new Memorandum of Understanding with FAJUA, continued funding of this grant is anticipated at the rate of \$150,000. annually for FY 2017-2018 and also for FY 2018-2019.

This fund is exempted from Service Charges through a Service Charge to GR Exemption Request Letter approved by OPB.

#### **Revenue Estimating Methodology (use additional pages if necessary)**

The projected revenue amount for the Insurance Fraud Prosecution (PIP thru DFS) Trust Fund is based on SB0002C, Committee JA, Amendment 4 (Sec. 04, Page 046, Spec app 292) and changes made in subsequent years, which originally granted annually recurring funds to the State Attorney, 13<sup>th</sup> Circuit, for the purpose of PIP Insurance Fraud Prosecution. Anticipated funding for FY 2017-2018 is \$152,179., which verbiage describing such funding is located in the Justice Administrative Commission's portion of the Conference Report on SB 2500 (GAA) and not within the individual budget of the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit. The funding description is located in SB 2500, pages 146 and 147.

Funding for FY 2018-2019 is projected to continue at the same amount, \$152,179. annually.

There is no service charge associated with this fund.

**Revenue Estimating Methodology (use additional pages if necessary)**

The projected revenue amount for the Insurance Fraud Prosecution (Workers' Comp thru DFS) Trust Fund is based on SB0002C, Committee JA, Amendment 4 (Sec. 04, Page 046, Spec app 292) and changes made in subsequent years, which originally granted annually recurring funds to the State Attorney, 13<sup>th</sup> Circuit, for the purpose of Workers' Comp Insurance Fraud Prosecution. Anticipated funding for FY 2017-2018 is \$137,852., which verbiage describing such funding is located in the Justice Administrative Commission's portion of the Conference Report on SB 2500 (GAA) and not within the individual budget of the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit. The funding description is located in SB 2500, pages 146 and 147.

Funding for FY 2018-2019 is projected to continue at the same amount, \$137,852. annually.

There is no service charge associated with this fund.

**Revenue Estimating Methodology (use additional pages if necessary)**

The revenue amounts for the Tax Recovery Grant were increased under agreement with The Able Trust to \$18,750./qtr. (\$75,000 annually) during FY 2016-2017. Payments are made in arrears each quarter.

Effective July 1, 2017, financial management of, and fiduciary responsibility for, the Tax Recovery grant was moved from The Able Trust to the Florida Association of Centers for Independent Living (FACIL). Revenue amounts anticipated should not be affected by this change.

Therefore, anticipated revenue for FY 2017-2018 should continue unchanged at \$75,000. annually for both FY 2017-2018 and FY 2018-2019.

There is no service charge associated with this fund.



**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$24,550
Less 8% Service Charge	\$1,964
= Receipts Applicable to 5% Assessment	\$22,586
X 5% State Trust Fund Reserve	\$1,129

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$24,550
X 8% Service Charge	\$1,964
FY 2018-19-Receipts Applicable to SCGR	\$24,550
X 8% Service Charge	\$1,964

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-13th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339016

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-189(A03)</b>		
Department of Financial Services FID #2393	001500	153,556.09	152,179.00	152,179.00	100522	08/29/17 Teri Mann
Department of Financial Services FID #2795	001500	139,675.68	137,852.00	137,852.00	100526	08/29/17 Teri Mann
<b>TOTAL</b>		<b>293,231.77</b>	<b>290,031.00</b>	<b>290,031.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys Office-14th Judicial Circuit
	20-2-058014

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,232,741.85	(A)		
ADD: Other Cash	2,000.17	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	1,431.17	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	2,236,173.19	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(7,328.83)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(21,813.24)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	2,207,031.12	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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**Circuit / Office Name: State Attorney’s Office, 14<sup>th</sup> Circuit**

**Trust Fund Name: State Attorney Revenue Trust Fund, ID# 2058**

**Name of Person Completing This Form: Laurie Hughes**

**Telephone # (850) 872-4473**

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**Revenue Estimating Methodology**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit’s pro-rata share of the total actual receipts for FY 2016-2017; SA014’s estimated receipts are \$132,240 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution:** Revenues are projected at \$765,084 for FY 2017-2018 and FY 2018-2019 which is calculated on an average of the last three years of revenue.

**Worthless Check Fees:** Revenues are projected at \$4,500 for FY 2017-2018 and FY 2018-2019. The average fees collected for the last three fiscal years are \$8,060; however, collected fees have decreased significantly over the past years and rather than use the average, revenues are projected at a conservative estimate of \$4,500 annually rather than the three year average of \$8,060.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$901,824
Less 8% Service Charge	\$72,146
= Receipts Applicable to 5% Assessment	\$829,678
X 5% State Trust Fund Reserve	\$41,484

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$901,824
X 8% Service Charge	\$72,146
FY 2018-19-Receipts Applicable to SCGR	\$901,824
X 8% Service Charge	\$72,146



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-14th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339017

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	138,850.91	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	68,295.13	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>207,146.04</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(232.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>206,914.04</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name** State Attorney's Office **Circuit /Office #** 14<sup>th</sup> Circuit

**Trust Fund Name** Grants and Donations **Trust Fund ID** 2339

**Name of Person Completing This Form** Laurie Hughes

**Telephone #** (850) 872-4473 **Date Submitted To JAC** August 15, 2017

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**Revenue Estimating Methodology**

**VOCA: Revenues for FY 2017-2018 and FY 2018-2019 are based upon the signed contract amount of \$335,698 for FY 2016-2017. The contract period is October 1-September 30, and we anticipate this contract to be renewed for FY 2017-2018 and FY 2018-2019 for the same amount or with a small increase.**

**VAWA-STOP VIOLENCE AGAINST WOMEN: Revenues for FY 2017-2018 are based upon a signed contract in the amount of \$81,184 and we anticipate the contract to be renewed for FY 2018-2019 for the same amount.**

**LOCAL ORDINANCE PROSECUTION: Revenues are received under contracts with municipalities and counties for the prosecution of municipal ordinance violations at a rate of \$50.00 per hour. The average revenue for the previous three fiscal years is \$21,479. Estimated revenues for FY 2017-2018 and 2018-2019 are calculated on an average of the previous three years.**

**COURT INFORMATION TECHNOLOGY: Revenues for FY 2017-2018 and FY 2018-2019 are based upon signed contracts for reimbursement of salary and benefits. Revenue for FY 2017-2018 is contracted at \$81,769 and revenue for FY 2018-2019 is contracted at \$84,222.**

**VAWA-STOP GRANT VIA FCASV: This contract was not renewed. The only anticipated revenues are the last two payments of the 2016-2017 contract, which total \$2,901.30**



**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$21,479
Less 8% Service Charge	\$1,718
= Receipts Applicable to 5% Assessment	\$19,761
X 5% State Trust Fund Reserve	\$988

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$21,479
X 8% Service Charge	\$1,718
FY 2018-19-Receipts Applicable to SCGR	\$21,479
X 8% Service Charge	\$1,718

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-14th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339017

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	288,344.25	335,698.00	335,698.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	288,344.25	335,698.00	335,698.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058015

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,905,749.97	(A)	-	
ADD: Other Cash	106.84	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	400.70	(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	2,906,257.51	(F)	-	
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(49,253.96)	(I)		
LESS: Due To Other Depts.-Non-CF Payable		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	2,857,003.55	(K)	-	**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316015

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	218,413.89	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	218,413.89	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	218,413.89	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: State Attorney Office, 15th Circuit**

**Trust Fund Name: Forfeiture and Investigative Support TF, FID# 2316**

**Revenue Estimating Methodology**

Revenue estimates are based on our anticipated share of South Florida Money Laundering Task Force (SFMLSF) seizures and other forfeiture awards

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 70,000
Less 8% Service Charge	\$ 5,600
= Receipts Applicable to 5% Assessment	\$ 64,400
X 5% State Trust Fund Reserve	\$ 3,220

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 70,000
X 8% Service Charge	\$ 5,600
FY 2018-19-Receipts Applicable to SCGR	\$ 70,000
X 8% Service Charge	\$ 5,600

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339018

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	273,585.85	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	104,105.59	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>377,691.44</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(320.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>377,371.44</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name** State Attorney **Circuit /Office #** 15

**Trust Fund Name** Grants & Donations **Trust Fund ID** 2339

**Name of Person Completing This Form** Jeanne Howard (print)

**Telephone #** (561) 355-7272 **Date Submitted To JAC** 8/8/2017

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**Revenue Estimating Methodology (use additional pages if necessary)**

**VOCA:** The revenue amounts are fixed under contract # V012-14209 and run from October 1 thru September 30. The contract amount for FY 2015-2016 was \$349,923. In FY 2016-2017 and FY 2017-18 the new contract amount increased to \$502,326. At this time it is unlikely to be an increase for FY 2018-2019.

**VAWA:** The revenue amount is fixed under contract agreement with Florida Coalition Against Domestic Violence (FCADV) , contract # 17-8038-SAO, to

receive \$79,116. Said contract was amended to increase to \$88,301 for FY 2017-2018 and 2018-2019.

**County Ordinance:** The revenue amounts are fixed under contract # R2004-1419 to receive \$12,000 from Palm Beach County.

**Tax Recovery Program:** The revenue amount is fixed under agreement with the Able Trust at the rate of \$12,500 per quarter x 4= \$50,000 annually. The Legislature increased this amount to \$18,750 per quarter = \$75,000 annually in FY 2016-17. That amount will most likely stay consistent for FY 2017-2018 and FY 2018-2019.

**Prosecution of Insurance Fraud:** The projected revenue amounts for the Prosecution of Insurance Fraud are based on SB0002C, Committee JA, Amendment 4 (Sec 04, Page 046, Spec App 292) and changes in subsequent years, which originally granted \$136,686 for FY 2008-2009 in recurring Funds to the  
th  
State Attorney 15 Circuit from the Div. of Insurance Fraud within the Department of Financial Services. In FY 2009-2010, the amount increased to \$138,618, in FY 2013-2014 to \$143,720, \$159,907 in FY 2014-2015, and \$160,242 in FY 2015-



2016. This amount remained the same for FY 2017-18. We anticipate a small increase in funding level for FY 2018-2019 to address employee pay increases established in FY 2017-2018.

Prosecution of Workers' Comp Fraud: The projected revenue amounts for the Prosecution of Workers' Compensation Insurance Fraud are based on Proviso SB1500, and changes in subsequent years, which originally granted \$143,720 for FY 2013-2014 in recurring Funds to the State Attorney 15th Circuit. In FY 2014-2015, the amount increased to \$157,172 and to \$159,264 in FY 2015-2016. The amount remained the same for FY 2017-18. We anticipate a small increase in funding level for FY 2018-2019 to address a small increase in employee salaries.. These funds are to be provided by the Department of Financial Services.

Recovery of Fraudulent Indigency Claims: Fee collection resulting in less than \$50 per year.

**STOP VAWA:** The revenue amount is fixed under contract agreement with

Florida Council Against Sexual Violence (FCASV), contract #16STO062, to receive \$27,018 in FY 2016-2017. The contract was amended for FY 2017-2018 in the amount of \$33,627. A similar increase is anticipated for FY 2018-2019.

**Auto Repair Insurance:**

SA15 has an accident insurance policy with State Farm to assist in covering the cost of repairs to our vehicles. The money is received in the form of a check from the insurance company which is deposited into this fund. Then once SA15 has an invoice for a repair that is completed the Operations General Revenue will be reimbursed by this fund. Presently for FY 2017-18 there is one check for approximately \$4000.00. The spending authority for this fund will be estimated yearly based on the use of this insurance policy.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$12,000
Less 8% Service Charge	\$960
= Receipts Applicable to 5% Assessment	\$11,040
X 5% State Trust Fund Reserve	\$552

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$12,000
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X 8% Service Charge	\$960
FY 2018-19-Receipts Applicable to SCGR	\$12,000
X 8% Service Charge	\$960

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-15th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339018

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	442,679.45	502,326.00	502,326.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	442,679.45	502,326.00	502,326.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-15th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339018

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Financial Services FID #2393	001500	161,409.24	160,242.00	160,242.00	100522	08/29/17 Teri Mann
Department of Financial Services FID #2795	001500	160,762.00	159,264.00	159,264.00	100526	08/29/17 Teri Mann
<b>TOTAL</b>		<b>322,171.24</b>	<b>319,506.00</b>	<b>319,506.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys Office-16th Judicial Circuit
	20-2-058016

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,116,340.63	(A)		
ADD: Other Cash	20.78	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,116,361.41	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(4,563.27)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,111,798.14	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018 - 2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

Circuit / Office Name: **State Attorney**      Circuit /Office # **16<sup>th</sup> Circuit**

Trust Fund Name: **Cost of Prosecution**      Trust Fund ID: **2058**

Name of Person Completing This Form:      **Mary Balazs**

Telephone #: **(305) 289-2593**

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**Revenue Estimating Methodology**

**Article V Traffic Fines:**

Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA016's estimated receipts are \$68,400 for FY 2017-2018 and FY 2018-2019.

**Other Revenue:**

**The amounts are based upon the current year revenues.**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 68,400
Less 8% Service Charge	\$ 5,472
= Receipts Applicable to 5% Assessment	\$ 62,928
X 5% State Trust Fund Reserve	\$ 3,146

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 68,400
X 8% Service Charge	\$ 5,472
FY 2018-19-Receipts Applicable to SCGR	\$ 62,928
X 8% Service Charge	\$ 5,472



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys Office-16th Judicial Circuit
	20-2-316016

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,934.82	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	2,934.82	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	2,934.82	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-16th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339019

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	916,623.24	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	21,717.39	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	938,340.63	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	938,340.63	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018 - 2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

Circuit / Office Name: **State Attorney**      Circuit /Office # **16<sup>th</sup> Circuit**

Trust Fund Name: **Victims of Crime (VOCA)**      Trust Fund ID: **339019**

Name of Person Completing This Form:      **Mary Balazs**

Telephone #: **(305) 289-2593**      Date Submitted To JAC **08/08/2017**

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Revenue Estimating Methodology (use additional pages if necessary)

**The amounts are based upon a contract which states the maximum amount payable.**

\*\*\*\*\*

Circuit / Office Name: **State Attorney**      Circuit /Office # **16<sup>th</sup> Circuit**

Trust Fund Name: **Stop Violence Against Women(VAWA)**Trust Fund ID: **339019**

Name of Person Completing This Form:      **Mary Balazs**

Telephone #: **(305) 289-2593**      Date Submitted To JAC **08/08/2017**

\*\*\*\*\*

Revenue Estimating Methodology (use additional pages if necessary)

**The amounts are based upon a contract which states the maximum amount payable.**

\*\*\*\*\*

Circuit / Office Name: **State Attorney**      Circuit /Office # **16<sup>th</sup> Circuit**

Trust Fund Name: **Local Ordinance Prosecution** Trust Fund ID: 339019

Name of Person Completing This Form:      **Mary Balazs**

Telephone #: **(305) 289-2593**      Date Submitted To JAC **08/08/2017**

\*\*\*\*\*

Revenue Estimating Methodology (use additional pages if necessary)

**The amounts are based upon current year revenues.**

\*\*\*\*\*

Circuit / Office Name: **State Attorney**      Circuit /Office # **16<sup>th</sup> Circuit**

Trust Fund Name: **Coalition Against Sexual Violence** Trust Fund ID **339019**

Name of Person Completing This Form:      **Mary Balazs**

Telephone #: **(305) 289-2593**      Date Submitted To JAC **08/08/2017**

\*\*\*\*\*

Revenue Estimating Methodology (use additional pages if necessary)

**The amounts are based upon a contract which states the maximum amount payable.**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$700
Less 8% Service Charge	\$56
= Receipts Applicable to 5% Assessment	\$644
X 5% State Trust Fund Reserve	\$32

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$700
X 8% Service Charge	\$56
FY 2018-19-Receipts Applicable to SCGR	\$700
X 8% Service Charge	\$56

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-16th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339019

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	39,718.36	61,632.00	60,684.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	39,718.36	61,632.00	60,684.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-17th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058017

	Balance as of 6/30/2017	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,306,543.65 (A)		
ADD: Other Cash	164.67 (B)		
ADD: Investments		(C)	
ADD: Outstanding Accounts Receivable	311.84 (D)		
ADD:		(E)	
<b>Total Cash plus Accounts Receivable</b>	<b>1,307,020.16 (F)</b>		
LESS Allowances for Uncollectibles		(G)	
LESS Approved "A" Certified Forwards		(H)	
Approved "B" Certified Forwards		(H)	
Approved "FCO" Certified Forwards		(H)	
LESS: Other Accounts Payable (SCGR)	(42,383.47) (I)		
LESS: _____		(J)	
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>1,264,636.69 (K)</b>		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Office of the State Attorney 17<sup>th</sup> Circuit**

**Trust Fund Name SARTF Trust Fund ID 2058**

**Name of Person Completing This Form: Monica M. Hofheinz**

**Telephone # 954-831-8543**

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**Revenue Estimating Methodology**

**Article V Traffic Fines:**

Projections for Article V Traffic Fines are based on the Revenue Estimating Conference meeting. The estimated Revenue Distributions by Fund aggregate (total receipts for all State Attorney Offices) is projected to be \$5.7M for FY 2017-2018 and FY 2018-2019. Using each circuit’s pro-rata share of the total actual receipts for FY 2016-2017, SA17’s estimated receipts are \$542,070 for FY 17-18 and \$542,070 for FY 18-19.

Projections for FY2018-19 are based on the receipts from FY2016-17.

FY2017-18 Receipts \$559,420

FY2018-19 Receipts \$559,420

**Cost of Prosecution:**

There are many factors that affect the State Attorney Office's ability to receive cost of prosecution (COP) revenues. The COP must be assessed by the Court, the assessment must be collected by the Clerk of Court and the assessment must NOT be converted by the Court into community service. There is absolutely NO correlation between cases that are filed and the fee generated through cost of prosecution.

Projections for FY2018-19 are based on the receipts from FY2016-17.

FY2016-17 Receipts: \$1,371,754

FY2017-18 Receipts \$1,371,754

FY2018-19 Receipts \$1,371,754



**Worthless Checks:**

Pursuant to F.S. 832.08, the State Attorney may establish a Worthless Check Diversion Program through an independent contractor, for the purpose of diverting from prosecution certain persons accused of writing bad checks. Businesses' serving South Florida have changed their receivable practices to include greater usage of debit and credit card services, thus there has been a substantial reduction of the acceptance of checks and the utilization of private collection services. The State Attorney's program provides quicker payments to victims and established education for violators.

Projections for FY2018-19 are based on the receipts from FY2016-17.

FY2016-17 Receipts \$4,499

FY2017-18 Receipts \$4,499

FY2018-19 Receipts \$4,499

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,918,323
Less 8% Service Charge	\$153,466
= Receipts Applicable to 5% Assessment	\$1,764,857
X 5% State Trust Fund Reserve	\$88,243

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,918,323
X 8% Service Charge	\$153,466
FY 2018-19-Receipts Applicable to SCGR	\$1,918,323
X 8% Service Charge	\$153,466



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys Office-17th Judicial Circuit
	20-2-316017

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	531,997.64	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	531,997.64	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(266.02)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	531,731.62	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name: Office of the State Attorney 17<sup>th</sup> Circuit**

**Trust Fund Name Forfeiture & Investigative Support Trust Fund, FID#2316**

**Name of Person Completing This Form: Monica M. Hofheinz**

**Telephone # 954-831-8543**

### Revenue Estimating Methodology

The State Attorney 17<sup>th</sup> Circuit has entered into an Equitable Sharing Agreement with the Department of Justice and anticipates receiving substantial forfeiture funds in fiscal year 17-18. The receipt of these funds is based on Task Force Involvement and asset availability.

In Fiscal Year 16-17 a total of \$116,597 was received.

The State Attorney's Office, Seventeenth Judicial Circuit estimates that over \$116,597 will be received in FY 17-18.

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 116,597
Less 8% Service Charge	\$ 9,328
= Receipts Applicable to 5% Assessment	\$ 107,269
X 5% State Trust Fund Reserve	\$ 5,363

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 116,597
X 8% Service Charge	\$ 9,328
FY 2018-19-Receipts Applicable to SCGR	\$ 116,597
X 8% Service Charge	\$ 9,328

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-17th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339011

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	738,809.12	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	133,301.17	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>872,110.29</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(7,207.17)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(1,090.33)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>863,812.79</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name:** Office of the State Attorney 17<sup>th</sup> Judicial Circuit

**Trust Fund Name** Grants & Donations **Trust Fund ID** 2339

**Name of Person Completing This Form:** Monica M. Hofheinz

**Telephone #** 954-831-8543 **Date Submitted To JAC** August 18, 2017

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### **Revenue Estimating Methodology (use additional pages if necessary)**

**VOCA:** VOCA funded advocates are sole source providers of courthouse-based services. They serve innocent adult and child victims of sex crimes and victims of child abuse perpetrated in Broward County. The children served are often placed in alternative care and frequently appear for meetings without a supportive adult or Guardian ad Litem capable of providing adequate information and orientation to assist them. Victims of Elderly Abuse, Neglect and Exploitation, DV victims who are dangerously ambivalent about their circumstances, as well as other vulnerable victims living with disabilities, require a high degree of support and understanding to meet their unique needs as they navigate the justice system. Additionally, VOCA funded and Match advocates offer services to other victims who are not served by established programs. These populations include violent felony and misdemeanor crimes, as well as crimes perpetrated by juveniles.

Receipts FY2016-17 \$358,709 based on the updated VOCA contract

Receipts FY2017-18 is estimated at \$358,709 based on the current VOCA contract

Receipts FY2018-19 is estimated at \$358,709 based on the current VOCA contract

### **STOP VIOLENCE AGAINST WOMEN (VAWA):**

The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Coalition against Domestic Violence (FCADV). In addition, the FCADV has engaged SA17 as a provider for the purpose of filing domestic violence, dating violence, sexual assault and stalking cases that will result in prosecution.

Receipts FY2016-17 \$106,536 based on the FY16-17 VAWA contract

Receipts FY2017-18 is estimated at \$162,374 based on the current VAWA contract

Receipts FY2018-19 is estimated at \$162,374 based on the current VAWA contract

**FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE (FCASV):**

The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Council Against Sexual Violence (FCASV) to provide services to all victims of sexual crimes ages 11 and up. In addition, the FCASV has engaged SA17 for the purpose of filing and prosecuting cases of sexual violence, victims of sexual battery, unlawful sexual activity with certain minors and human trafficking offenses related to commercial sexual activity.

Receipts FY2016-17 \$32,838 based on the FY16-17 FCASV contract

Receipts FY2017-18 is estimated at \$38,687 based on the current FCASV contract

Receipts FY2018-19 is estimated at \$38,687 based on the current FCASV contract

**PROSECUTION OF INSURANCE FRAUD:**

Estimated receipts are based on the current fiscal year appropriation of \$160,242 as specified in the Conference Report on Senate Bill 2500.

Receipts FY2016-17 \$160,242

Receipts FY2017-18 is estimated at \$160,242

Receipts FY2018-19 is estimated at \$160,242

**WORKER'S COMPENSATION FRAUD:**

Estimated receipts are based on the current fiscal year appropriation of \$160,242 as specified in the Conference Report on Senate Bill 2500.

Receipts FY2016-17 \$160,242

Receipts FY2017-18 is estimated at \$160,242

Receipts FY2018-19 is estimated at \$160,242

**PARI-MUTUEL ENFORCEMENT:**

Estimated receipts are based on the current fiscal year appropriation of \$229,443 as specified in the Conference Report on Senate Bill 2500.

Receipts FY2016-17 of \$229,443

Receipts FY2017-18 is estimated at of \$229,443

Receipts FY2018-19 is estimated at of \$229,443

**TAX RECOVERY ENFORCEMENT DIVERSION PROGRAM:**

Estimated receipts of \$75,000 for FY 2017-18 was based on the contractual agreement in accordance with F.S. 413.4021.

Receipts FY2016-17 \$75,000

Receipts FY2017-18 is estimated at \$75,000

Receipts FY2018-19 is estimated at \$75,000

**COUNTY INFORMATION TECHNOLOGY:**

Florida Statute 29.008 requires county funding of court-related functions. In part, this includes providing computer network systems including the salaries and benefits of information technology staff (reference 29.008(1) (f) 2. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs five staff members in the Information Technology Unit that are currently being paid out of this office’s General Revenue fund. The State Attorney’s Office expects to receive funds from Broward County in the amount of \$364,077.

Receipts FY2016-17 \$364,077

Receipts FY2017-18 is estimated at \$364,077

Receipts FY2018-19 is estimated at \$364,077

**PROCESS SERVER REIMBURSEMENT:**

Florida Statute 29.008 requires county funding of court-related functions. This includes courier messenger and subpoena services within the county (reference 29.008(1) (f) 3. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs four staff members who provide subpoena services. The State Attorney’s Office expects to receive funds from Broward County in the amount of \$96,087.

Receipts FY2016-17 \$96,087

Receipts FY2017-18 is estimated at \$96,087

Receipts FY2018-19 is estimated at \$96,087

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$396,787
Less 8% Service Charge	\$31,743
= Receipts Applicable to 5% Assessment	\$365,044



X 5% State Trust Fund Reserve	\$18,252
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**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$396,787
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X 8% Service Charge	\$31,743
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FY 2018-19-Receipts Applicable to SCGR	\$396,787
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X 8% Service Charge	\$31,743
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**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-17th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339011

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	293,631.76	358,709.00	358,709.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	293,631.76	358,709.00	358,709.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-17th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339011

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Financial Services FID #2393	001500	161,957.64	159,264.00	159,264.00	100522	08/29/17 Teri Mann
Department of Financial Services FID #2795	001500	160,832.10	160,242.00	160,242.00	100526	08/29/17 Teri Mann
<b>TOTAL</b>		<b>322,789.74</b>	<b>319,506.00</b>	<b>319,506.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-17th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339011

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount</b> <b>FY 16-17 (A01)</b>	<b>Amount</b> <b>FY 17-18 (A02)</b>	<b>Amount</b> <b>FY 18-19 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Dept of Business & Prof Regulation FID #2520	001500	227,709.00	229,443.00	229,443.00	100614	

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>	<b>Amount</b> <b>FY 16-17 (A01)</b>	<b>Amount</b> <b>FY 17-18 (A02)</b>	<b>Amount</b> <b>FY 18-19 (A03)</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2018- 2019 Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-18th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058018

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	765,906.62	(A)		
ADD: Other Cash	41.43	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	765,948.05	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(32,923.95)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	733,024.10	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney, 18th Circuit**

**Trust Fund Name State Attorney Revenue Trust Fund, FID 2058**

**Name of Person Completing This Form: Alexandria Michaud**

**Telephone: (321) 637-5519**

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**Revenue Estimating Methodology**

**Article V Traffic Fines:**

Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA018's estimated receipts are \$300,960 for FY 2017-2018 and FY 2018-2019.

**Cost of Prosecution – COP:**

Based on the revenues for the last quarter of FY 2016/2017 the average revenue was \$106,956. Multiplying the average by twelve months the estimated revenue is \$1,283,466 for FY 2017/2018 and FY 2018/2019.

**Worthless Checks:**

Due to the decline in revenues from the Worthless Checks Diversion Program the program will begin to be phased out in FY 2017/2018. Revenues are therefore anticipated to drop significantly from last year's receipts to \$15,000 in FY 2017/2018 and then to \$5,000 in FY 2018/2019.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,599,426
Less 8% Service Charge	\$127,954
= Receipts Applicable to 5% Assessment	\$1,471,472
X 5% State Trust Fund Reserve	\$73,574

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,599,426
X 8% Service Charge	\$127,954
FY 2018-19-Receipts Applicable to SCGR	\$1,599,426
X 8% Service Charge	\$127,954

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-18th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339009

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	494,046.95	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	84,618.02	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	578,664.97	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(376.00)	(I)		
LESS: Non Certified Accounts Payable		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	578,288.97	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name** State Attorney **Circuit /Office #** 18

**Trust Fund Name** Grants and Donations **Trust Fund ID** 2339

**Name of Person Completing This Form** Alexandria Michaud

**Telephone** (321) 637-5519 **Date Submitted To JAC** 08/14/2016

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**Revenue Estimating Methodology:**

**Victims of Crimes Act –VOCA:** The revenue amounts are fixed under the grant contract and are estimated to be \$405,851 in FY 2017/2018 and \$405,851 in FY 2018/2019.

**Violence Against Women Act-VAWA:** The revenue amounts are fixed under the grant contract and are estimated to be \$102,170 in FY 2017/2018 and \$102,170 in FY 2018/2019.

**Local Ordinance Prosecution:** The office of the State Attorney, 18<sup>th</sup> Judicial Circuit has contracts with twenty two local law enforcement agencies in Brevard and Seminole Counties. The revenue varies with the number of cases presented to this office. Based on the 40.41% increase in revenues from FY 2015/2016 to FY 2016/2017 the estimated revenue is \$28,784 for FY 2017/2018 and \$40,416 for FY 2018/2019.

**Teen Court:** The State Attorney Office receives revenue for the Teen Court Program from Brevard County as authorized by FS 938.19 and Brevard County Ordinance 07-37. Brevard County reimburses the State Attorney Office for all funds expended on this program. Factoring in the anticipated increases to salaries and benefits and operational costs, the estimated revenues for this program are \$119,610 for FY 2017/2018 and \$125,264 for FY 2018/2019.

**SA18 Sexual Assault Victim's Services - State Grant via FCASV via OAG**

This contract has been terminated.

**FCASV STOP GRANT**

This contract has been terminated.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$28,785
Less 8% Service Charge	\$2,303
= Receipts Applicable to 5% Assessment	\$26,482
X 5% State Trust Fund Reserve	\$1,324

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$28,785
X 8% Service Charge	\$2,303
FY 2018-19-Receipts Applicable to SCGR	\$40,416
X 8% Service Charge	\$3,233

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-18th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339009

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	388,291.68	405,851.00	405,851.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	388,291.68	405,851.00	405,851.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-19th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058019

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	61,697.24	(A)		
ADD: Other Cash	49.18	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	61,746.42	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(24,005.41)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	37,741.01	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## **SCHEDULE I TRUST FUND NARRATIVE**

### **FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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**Circuit / Office Name: State Attorney, 19th Circuit**

**Trust Fund Name: State Attorney Revenue Trust Fund**

**Trust Fund ID: 2058**

**Name of Person Completing This Form: Gayle W. McMahon**

**Telephone #:772-462-1313**

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#### **Revenue Estimating Methodology**

##### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA019's estimated receipts are \$161,880 for FY 2017-2018 and FY 2018-2019.

##### **Cost of Prosecution:**

Costs for the state attorney shall be set in all cases at no less than \$50 per case when a misdemeanor or criminal traffic offense is charged and no less than \$100 per case when a felony offense is charged, including a proceeding in which the underlying offense is a violation of probation or community control. The court may set a higher amount upon a showing of sufficient proof of higher costs incurred.

Costs recovered on behalf of the state attorney are deposited into the State Attorneys Revenue Trust Fund to be used during the fiscal year in which the funds are collected, or in any subsequent fiscal year, for actual expenses incurred in investigating and prosecuting criminal cases, which may include the salaries of permanent employees, or for any other purpose authorized by the Legislature. In general, revenue estimates are based on historical data, current contracts, new collection methodologies and evaluation of current criminal justice activity trends. Based on receipts from previous fiscal years, we estimate collections at \$799,000 for FY17-18 and \$799,000 for FY18-19.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$960,880
Less 8% Service Charge	\$76,870
= Receipts Applicable to 5% Assessment	\$884,010
X 5% State Trust Fund Reserve	\$44,200

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$960,880
X 8% Service Charge	\$76,870
FY 2018-19-Receipts Applicable to SCGR	\$960,880
X 8% Service Charge	\$76,870

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-19th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316019

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.36	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	0.36	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	0.36	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-19th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339020

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	301,597.14	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	81,254.65	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	382,851.79	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: Non-Certified Accounts Payable		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	382,851.79	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-19th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339020

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Legal Affairs FID #2261	001510	425,130.68	662,704.00	662,704.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	425,130.68	662,704.00	662,704.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-20th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058020

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	893,233.93	(A)		
ADD: Other Cash	86.76	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	893,320.69	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(28,958.25)	(I)		
LESS: Other Accounts Payable (Refund NonState Revenue)	(1,431.17)	(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	862,931.27	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name: State Attorney's Office, 20<sup>th</sup> Circuit**

**Trust Fund Name State Attorney Revenue Trust Fund, FID# 2058**

**Name of Person Completing This Form: Debbie Stanbro**

**Telephone #239-533-1121**

\*\*\*\*\*

### Revenue Estimating Methodology

#### **Article V Traffic Fines:**

Projections for Article V traffic fines are based on the July 2017 Revenue Estimating Conference meeting where the estimated Revenue Distributions by fund aggregate total receipts for all State Attorney Offices is projected to be \$5.7M in FY 2017-2018 and FY 2018-2019.

Using each circuit's pro-rata share of the total actual receipts for FY 2016-2017; SA020's estimated receipts are \$285,570 for FY 2017-2018 and FY 2018-2019.

#### **Worthless Check:**

Businesses' serving Southwest Florida continually evolve their practices and strategy's in an effort to maximize their revenues. Many have changed their receivable practices to include greater usage of credit card services and as result there is a reduction of the acceptance of checks. During fiscal year 2014/15 our agency revised this program and brought the program in-house to serve the citizens of Southwest Florida. This program provides quicker payments to victims and established more reasonable educational fees for violators.

As the volume of checks eligible to enter this program continues to decline we have adjusted our projections accordingly.

Receipts FY2016/17 - \$4,745 \* 1.03 (increase) = FY2017/18 Receipts - \$4,887

Receipts FY2017/18 - \$4,887 \* 1.03 (increase) = FY2018/19 Receipts - \$5,034

**Cost of Prosecution:**

There are many factors that affect all State Attorney Office's ability to receive Cost of Prosecution revenues such as: the economy, caseload, judge's choice to award costs and the defendant's ability to pay.

Over the past three years, the funds collected through the Cost of Prosecution statute have declined. Our agency will continue to aggressively pursue the receipt of Cost of Prosecution funds and we anticipate the collections within this trust fund to stay consistent.

Receipts FY 2016-17 - \$1,008,076.11

Receipts FY 2017-18 - \$1,009,000

Receipts FY 2018-19 - \$1,009,000

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$1,299,457
Less 8% Service Charge	\$103,957
= Receipts Applicable to 5% Assessment	\$1,195,500
X 5% State Trust Fund Reserve	\$59,775

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$1,299,457
X 8% Service Charge	\$103,957
FY 2018-19-Receipts Applicable to SCGR	\$1,299,604
X 8% Service Charge	\$103,968

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-20th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339021

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	87,033.00	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	418,542.88	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	505,575.88	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(260.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	505,315.88	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name State Attorney's Office Circuit /Office # 20th

Trust Fund Name Grants and Donations Trust Fund Trust Fund ID 2339

Name of Person Completing This Form Debbie Stanbro (print)

Telephone # 239-533-1117 Date Submitted To JAC \_\_\_\_\_

\*\*\*\*\*

### Revenue Estimating Methodology (use additional pages if necessary)

1. **Victim of Crime Acts (VOCA)** - The revenue amount of \$189,606 is fixed under contract VOCA-2016-State Attorney's Office, 2-00229 for FY17/18. It is anticipated that funding for VOCA will increase to \$194,103 for FY18/19.

2. **Stop Violence Against Women (VAWA)** - The revenue amount of \$124,422 is fixed under contract 18-8043-SAO for FY17/18. For FY18/19, the revenues are based on current funding levels since future funding through this grant is uncertain.

3. **Lee County Jail/Early Case Resolution (ERC)** - The projected revenue amounts for the Lee County Jail position for FY17/18 and 18/19 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the personnel who work under this grant position.

4. **Local Ordinance Prosecution** - The revenue amounts for Ordinance Prosecution are based on Inter-local Agreements with Charlotte, Collier, Hendry and Lee counties as well as other local municipalities for prosecution of municipal ordinances. Municipal ordinances are billed at \$50 per ordinance. We estimate to receive approximately \$2,300 from each county for FY17/18 and FY18/19.

5. **Lee County File Clerk** - The projected revenue amounts for the Lee County File Clerk position for FY17/18 and 18/19 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the person who works under this grant position.

6. **Lee County Drug Court** - The projected revenue amounts for the Lee County Drug Court positions for FY17/18 and 18/19 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the personnel who work under this grant position.

7. **Lee Co. BCC Ordinance** - The projected revenue amounts for the Lee County BCC Ordinance position for FY17/18 and 18/19 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the person who works under the grant position.

8. **County Information Technology** - The projected revenue amounts for the County Data Processing grant for FY17/18 and FY18/19 are based on Annual Inter-local Agreements with Charlotte, Collier and Lee Counties. The amount of revenues is based on the salaries and benefits of the personnel who work under these grant positions.

9. **Collier Jail Reduction** - The projected revenue amounts for the Collier Fast Track position for FY17/18 and FY18/19 are based on an Inter-local Agreement with the Board of County Commissioners of Collier County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.

10. **Charlotte Mental Health Court** - The projected revenue amounts for the Mental Health Court position for FY17/18 and FY18/19 are based on an Inter-local Agreement with the Board of County Commissioners of Charlotte County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.

11. **Tax Collection Recovery Program** - This beneficial program that our agency entered into with the Department of Revenue and the Florida Association of Centers for Independent Living per Florida Statute 413.402, has addressed the vital need of recovering tax dollars that are due the citizens of Southwest Florida. Contractually the SAO's yearly portion will be \$75,000 based on the contract with Department of Revenue and the Florida Association for Centers for Independent Living. The future potential collections are estimated to be over \$23 million.

12. **Stop Violence Against Women (VAWA) - FCASV** - The revenue amount of \$46,079 is fixed under contract 17STO67 for FY17/18. For FY18/19, the revenues are based on current funding levels since future funding through this grant is uncertain.

13. **Prosecution of Insurance Fraud** – Our agency was granted this program in the 16/17 fiscal year to work with the Division of Insurance Fraud to assist with prosecuting insurance fraud. The revenues are based on the appropriation of funds of \$142,500 awarded by the Legislature.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$13,000
Less 8% Service Charge	\$1,040
= Receipts Applicable to 5% Assessment	\$11,960
X 5% State Trust Fund Reserve	\$598

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$13,000
X 8% Service Charge	\$1,040
FY 2018-19-Receipts Applicable to SCGR	\$13,000
X 8% Service Charge	\$1,040



**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-20th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339021

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount FY 16-17 (A01)</b>	<b>Amount FY 17-18 (A02)</b>	<b>Amount FY 18-19 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Department of Legal Affairs FID #2261	001510	158,262.04	189,606.00	194,103.00	104133	Kelly Coram / 9-1-2017
	<b>TOTAL</b>	158,262.04	189,606.00	194,103.00		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name: JAC /State Attorney Office-20th Judicial Circuit**

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339011

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 16-17 (A01)</b>	<b>FY 17-18 (A02)</b>	<b>FY 18-19 (A03)</b>		
Department of Financial Services FID #2393	001500	142,444.00	142,500.00	142,500.00	100522	08/29/17 Teri Mann
Department of Financial Services FID #2795	001500	0.00	0.00	0.00	100526	08/29/17 Teri Mann
<b>TOTAL</b>		<b>142,444.00</b>	<b>142,500.00</b>	<b>142,500.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>	<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

# **Budget Entity Level Exhibits or Schedules**

## **Public Defenders Trial Division**

**Budget Entities: 21600100 through 21602000**

**Public Defenders**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-1st Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059001

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	77,695.27	(A)		
ADD: Other Cash	36.21	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	77,731.48	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,696.72)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	75,034.76	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 1st**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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**Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD1 estimated receipts are \$79,035 for FY 2017/18 and \$78,432 for FY 2018/19

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$79,035
Less 8% Service Charge	\$6,323
= Receipts Applicable to 5% Assessment	\$72,712
X 5% State Trust Fund Reserve	\$3,636

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$78,432
X 8% Service Charge	\$6,275

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-1st Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339023

	Balance as of 6/30/2017	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	12,580.36 (A)		
ADD: Other Cash (See Instructions)		(B)	
ADD: Investments		(C)	
ADD: Outstanding Accounts Receivable	3,022.60 (D)		
ADD: _____		(E)	
<b>Total Cash plus Accounts Receivable</b>	<b>15,602.96</b> (F)		
LESS Allowances for Uncollectibles		(G)	
LESS Approved "A" Certified Forwards		(H)	
Approved "B" Certified Forwards		(H)	
Approved "FCO" Certified Forwards		(H)	
LESS: Other Accounts Payable (SCGR)	(28.00) (I)		
LESS :Offset to Negative Fund Balance		(J)	
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>15,574.96</b> (K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE I  
NARRATIVE**

**Public Defender Office, 1<sup>st</sup> Circuit**

**Grants and Donations Trust Fund – 2339**

**Prepared by: Kimberly A. Weekley, Administrative Director**

**Telephone: 850-595-4100, ext. 245**

**Date Submitted to JAC: September 18, 2017**

**Revenue Estimating Methodology:**

**Ordinance Defense:**

The Public Defender’s Office, First Judicial Circuit estimates 120 cases at \$50 per case for a total of \$6,000 in 2017-18 and 2018-19. This is based on the contracts with Escambia County, Santa Rosa County, City of Pensacola and the City of DeFuniak Springs for the agency to defend citizens violating the local ordinances of the city and county.

**County IT:**

The Public Defender’s Office, First Judicial Circuit estimates reimbursement for two information technology personnel, as related to Florida Statute 29.008. Projected reimbursements are as follows:

FY 2017-18 - \$142,292

FY 2018-19 - \$144,800

Variance is due to estimated potential increase in cost of benefits and/or salaries.

**Explanation of Schedule I, Section III Accounting Adjustments:**

**JAC will do**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$3,000
Less 8% Service Charge	\$240
= Receipts Applicable to 5% Assessment	\$2,760



X 5% State Trust Fund Reserve	\$138
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**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$3,000
--	---------

X 8% Service Charge	\$240
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FY 2018-19-Receipts Applicable to SCGR	\$3,000
--	---------

X 8% Service Charge	\$240
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## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-1st Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974001

	Balance as of 6/30/2017		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,512,580.93	(A)			
ADD: Other Cash (See Instructions)		(B)			
ADD: Investments		(C)			
ADD: Outstanding Accounts Receivable	5,225.00	(D)			
ADD: _____		(E)			
<b>Total Cash plus Accounts Receivable</b>	1,517,805.93	(F)			
LESS Allowances for Uncollectibles		(G)			
LESS Approved "A" Certified Forwards	(1,354.60)	(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (SCGR)	(11,145.61)	(I)			
LESS:		(J)			
<b>Unreserved Fund Balance, 07/01/2017</b>	1,505,305.72	(K)			**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE I  
NARRATIVE**

**Public Defender Office, 1<sup>st</sup> Circuit**

**Indigent Criminal Defense Trust Fund – 2974**

**Prepared by: Kimberly A. Weekley, Administrative Director**

**Telephone: 850-595-4100, ext. 245**

**Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund was established on January 1, 1997. Throughout the history of collections, with the exception of two years, there has been no year where total collections were less than the previous year. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to determine the reason for the disparity. Projections were made based on this documented data collection.

There have been no new policies or laws since 2009 to generate additional collections. Based upon these key indicators, estimated growth is minimal.

	Actual	Estimate	
	FY 2016-17	FY 2017-18	FY 2018-19
Fees	\$484,918	\$490,000	\$490,000
Restitution	\$407,015	\$410,000	\$410,000
	<u>\$891,933</u>	<u>\$900,000</u>	<u>\$900,000</u>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 490,000
Less 8% Service Charge	\$ 39,200
= Receipts Applicable to 5% Assessment	\$ 450,800
X 5% State Trust Fund Reserve	\$ 22,540

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 490,000
X 8% Service Charge	\$ 39,200
FY 2018-19-Receipts Applicable to SCGR	\$ 490,000
X 8% Service Charge	\$ 39,200

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2018 - 2019**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-1st Judicial Circuit
	20-2-974001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/17**

Total all GLC's 5XXXX for governmental funds; 1,504,497.61 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** [ ] (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

[ ] (C)

[ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

Approved FCO Certified Forward per LAS/PBS [ ] (D)

A/P not C/F-Operating Categories 808.11 (D)

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,505,305.72 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,505,305.72 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-2nd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	92,736.48	(A)		
ADD: Other Cash	25.08	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	92,761.56	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(1,867.91)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	90,893.65	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

**Circuit / Office Name: Public Defender, 2<sup>nd</sup> Circuit**

**Trust Fund Name: PDRTF, FID#2059**

**Name of Person Completing This Form: Lori Hocking**

### **Revenue Estimating Methodology**

The Public Defender Revenue Trust Fund was established over eight (8) years ago. There exists a history of collections, and there has been no year in which collections were more than approved authority. Secondly, monthly collection data is available and if there is a negative change in collections, efforts are immediately put in place to figure out why the reduction has occurred.

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD2 estimated receipts are \$75,532 for FY 2017/18 and \$75,627 for FY 2018/19.

### **5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 75,532
Less 8% Service Charge	\$ 6,043
= Receipts Applicable to 5% Assessment	\$ 69,489
X 5% State Trust Fund Reserve	\$ 3,474

### **8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 75,532
X 8% Service Charge	\$ 6,043
FY 2018-19-Receipts Applicable to SCGR	\$ 75,627
X 8% Service Charge	\$ 6,050

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-2nd Judicial Circuit
	20-2-339022

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	18,331.51	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	18,331.51	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	18,331.51	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-2nd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	184,107.77	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	184,107.77	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(7,320.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(4,681.64)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	172,106.13	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# **FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1 NARRATIVE**

## **Public Defender Office, 2nd Circuit**

### **Indigent Criminal Defense Trust Fund - 2974**

#### **Revenue Estimating Methodology:**

##### **Background**

The ICDTF was established on January 1, 1995 and now there exists a twenty (20) year history of collections. Secondly, monthly collection data is compiled, distributed, and monitored monthly. If there is a negative change in collections, efforts are immediately put in place to determine why a reduction occurred. Most of the time when a monthly collection is substantially less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. The projections were made on the basis of historical data.

In Fiscal Year 2011/2012 Leon County abolished a dedicated collections court and withdrew all outstanding writs that had been issued for failure to appear at a collections court hearing. In Fiscal Year 2012/2013 our office implemented procedures to offset the changes in collections court made by Leon County.

##### **Methodology**

To continue the increase in collections seen in Fiscal Year 2015/2016 we will continue to implement the following procedures for collections which include but are not limited to:

- 1) Setting up very low monthly payment plans for clients who cannot afford bulk payments
- 2) Being more proactive in contacting clients at the beginning of their cases to urge them to pay the \$50 application fee up front.
- 3) We are now including language in all of our contact letters reminding clients of the \$50 PD application fee, and providing clear instructions on how to submit payments.
- 4) Implementing procedures that direct employees of the Public Defender's Office to facilitate applications to ensure they are submitted and docketed

properly with the clerk, and provide critical information on how to make their payments. (e.g. support staff at first appearance.)

### **Data Analysis**

Fiscal Year 2016-2017 Indigent Criminal Defense Trust Fund total revenue showed a slight decrease from Fiscal Year 2015/2016 revenue by \$ 3,999.39.

Despite the reduction in revenue in fiscal year 16/17, over the past four years we have seen an overall increase of \$43,672.47.

### **Conclusion**

Based on this data, and our continued efforts to increase collections, we are optimistic that we will see an uptick in fiscal year 2017-2018, as well as the 2018/2019 fiscal year.

### **5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 194,456
Less 8% Service Charge	\$ 15,556
= Receipts Applicable to 5% Assessment	\$ 178,900
X 5% State Trust Fund Reserve	\$ 8,945

### **8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 194,456
X 8% Service Charge	\$ 15,556
FY 2018-19-Receipts Applicable to SCGR	\$ 213,901
X 8% Service Charge	\$ 17,112

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2018 - 2019**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-3rd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059003

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	32,237.10	(A)		
ADD: Other Cash	11.65	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	32,248.75	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(868.15)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	31,380.60	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

**Office Name:** OFFICE OF PUBLIC DEFENDER

**Circuit #:** THIRD

**Trust Fund Name:** PUBLIC DEFENDER REVENUE TRUST FUND

**Trust Fund ID:** 2059

**Person Completing This Form:** GORDON SUMMERS

**Telephone #:** 386-758-0540

### **Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD3 estimated receipts are \$22,230 for FY 2017/18 and \$22,061 for FY 2018/19

PDRTF collections have been on a steady decline as a source of revenue.

In FY 2012-13 receipts were \$53,841.42.

In FY 2016-17 receipts were \$39,613.00.

Based on an average reduction of \$3550.00 per FY since FY 2012-13:

PD3 estimates receipts for FY 2017-18 will be \$38,000.00.

PD3 estimates receipts for FY 2018-19 will be \$36,000.00.

### **5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 22,230
Less 8% Service Charge	\$ 1,778
= Receipts Applicable to 5% Assessment	\$ 20,452
X 5% State Trust Fund Reserve	\$ 1,023

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 22,230
X 8% Service Charge	\$ 1,778
FY 2018-19-Receipts Applicable to SCGR	\$ 22,061
X 8% Service Charge	\$ 1,765

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-3rd Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974003

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	492,712.97	(A)		
ADD: Other Cash (See Instructions)	1,094.77	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	493,807.74	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,233.31)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	491,574.43	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office Name:**        **OFFICE OF PUBLIC DEFENDER**

**Circuit #:**         **THIRD**

**Trust Fund Name:** **INDIGENT CRIMINAL DEFENSE TRUST FUND**

**Trust Fund ID:**    **2974**

**Person Completing This Form:** **GORDON SUMMERS**

**Telephone #:**      **386-758-0540**

**Date Submitted:**   **AUGUST 17, 2017**

\*\*\*\*\*

**Revenue Estimating Methodology**

ICDTF collections have been on a steady decline as a source of revenue.

The total receipts collected in FY 2012-13 were \$291,542.00.

The total receipts collected in FY 2016-17 were \$264,061.00.

The receipts from the PD application fee have remained fairly constant.

Based on an average reduction of \$6,870.00 per FY since FY 2012-13,

PD3 estimates receipts for FY 2017-18 will be:        \$260,000.00.

                         PD Attorney Fees @ \$49.00 per case: \$105,000.00.

   Restitution Fees:    \$155,000.00.

PD3 estimates receipts for FY 2018-19 will be:        \$255,000.00.

                         PD Attorney Fees @ \$49.00 per case: \$105,000.00.

   Restitution Fees:    \$145,000.00.

**5 Percent State Trust Fund Reserve:**



FY 2017-18-Receipts Applicable to SCGR	\$105,000
Less 8% Service Charge	\$8,400
= Receipts Applicable to 5% Assessment	\$96,600
X 5% State Trust Fund Reserve	\$4,830

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$105,000
X 8% Service Charge	\$8,400
FY 2018-19-Receipts Applicable to SCGR	\$105,000
X 8% Service Charge	\$8,400

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-4th Judicial Circuit
	20-2-059004

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	83,889.30	(A)		
ADD: Other Cash	49.02	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable				
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	83,938.32	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(3,651.15)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	80,287.17	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name:**        OFFICE OF PUBLIC DEFENDER

**Circuit #:**         4th

**Trust Fund Name:** PUBLIC DEFENDER REVENUE TRUST FUND

**Trust Fund ID:**    2059

\*\*\*\*\*

### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD4 estimated receipts are \$123,574 for FY 2017/18 and \$124,007 for FY 2018/19.

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 123,574
Less 8% Service Charge	\$ 9,886
= Receipts Applicable to 5% Assessment	\$ 113,688
X 5% State Trust Fund Reserve	\$ 5,684

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 123,574
X 8% Service Charge	\$ 9,886
FY 2018-19-Receipts Applicable to SCGR	\$ 124,007
X 8% Service Charge	\$ 9,921

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-4th Judicial Circuit
	20-2-339024

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	57,432.30	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	119916.5	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>177,348.80</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(350.44)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>176,998.36</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

### Revenue Estimating Methodology:

**Office of the Public Defender, 4<sup>th</sup> Judicial Circuit**

**Grants and Donations Trust Fund - 2330**

**Contact: Denise K. Ostertag      Phone: 904-255-4603**

**Submitted 8/18/17**

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1. Ordinance Defense Contract Revenue estimates are based on a contract (Memorandum of Understanding) with Duval County for the Public Defender's Office, 4<sup>th</sup> Judicial Circuit, to defend citizens violating the local county ordinances. Contracted rate is \$50/hour for misdemeanors and \$100 per hour for felonies, based on 15 minute increments, with a one hour minimum. The contract maximum is \$30,000 per year for Duval County. There is no maximum for Nassau County; however, income from that small county is minimal.
2. County IT Contract estimates are based on the amounts of current salaries and benefits for the agency Information Technology staff for which Duval, Clay, and Nassau counties have agreed to compensate the Public Defender's Office, 4<sup>th</sup> Circuit. The compensation is budgeted from the FL. Statute 28.24 revenue budgets of those counties. The total reimbursable annual compensation is split between the counties on the basis of FTEs in each of the Duval, Clay, and Nassau County offices served by the 4<sup>th</sup> Judicial Circuit. Revenue for FY 2017-2018 is estimated at \$258,427 which includes revenue from the previous year that lags due to the varying fiscal years of each county. The estimate for FY 2018-2019 includes a slight anticipated increase in benefits which will be factored into the salary/benefit reimbursements.
3. The Public Defender's Office, 4<sup>th</sup> Judicial Circuit received a Federal Americorps/Volunteer Florida planning grant during FY 2016-2017 in the amount \$ 15,253. The grant ended in July 2017 so the amount of revenue shown for FY 2017-18 represents one month of reimbursement (July 2017). This was a non-recurring grant and therefore, is not listed as revenue for FY 2018-19.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

### **5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$20,000
Less 8% Service Charge	\$1,600
= Receipts Applicable to 5% Assessment	\$18,400
X 5% State Trust Fund Reserve	\$920

### **8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$20,000
X 8% Service Charge	\$1,600
FY 2018-19-Receipts Applicable to SCGR	\$20,000
X 8% Service Charge	\$1,600

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-4th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974004

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	170,681.26	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	170,681.26	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(10,426.69)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(8,919.05)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	151,335.52	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

**Office of the Public Defender, 4<sup>th</sup> Judicial Circuit**

**Indigent Criminal Defense Trust Fund - 2974**

**Contact: Denise K. Ostertag Phone: 904-255-4603**

**Submitted 8/18/17**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

The ICDF was established on January 1, 1997 and now there exists a 20 year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are in place to immediately determine out why this has happened. In some cases, where the monthly collection is reduced, the difference is the result of overlap of deposits between two months and it is subsequently corrected. Based on this documented data collection, the projections were made.

After several years of posted revenue declines in the Indigent Criminal Defense Trust Fund collections due to the still recovering economy, there are indications that this trend is reversing. In FY 2013-14 and FY 2014-15, the fund averaged over 9% increases per year. Although FY 2015-16 and FY 2016-17 saw a slight decline over the previous years, FY 2017-18 and FY 18-19 collections are anticipated to return to the previous upward trend. With the Public Defender's Office, 4<sup>th</sup> Judicial Circuit defending an average of approximately 36,000 cases per year, the potential receipts on the \$50 application fee alone are over \$1.65M (based on \$50 per case less \$2 Court split and the 8% service charge). While the agency realizes that collecting 100% of receivables is unrealistic, with increased collection efforts, there is room for growth from the 37% collected in FY 16-17.

The agency has undertaken increased collection efforts including implementation of an enhanced computer program which will allow tracking of individual client payments. The newly elected Public Defender has made a commitment to identify measures that can be done in concert with the Clerks of the Duval, Clay, and Nassau Courts to increase collections. Cooperative efforts with the Duval Clerk's Office have already resulted in an onsite payment kiosk in the Public Defender's main office to make it easier for clients and families to pay their application fees. In addition, the Clerk's Office has initiated an aggressive collections program for outstanding debts which should increase agency revenue during the current Fiscal Year. With the implementation of these enhancements and a robust economy, the agency has set the goal of increasing collections by an additional 25% in the current fiscal year. In actuality, this would amount to only an increase of 11% over the previous Fiscal Year's collections. The agency then projects an additional 25% the following year which would bring collections to at least 58% of the potential. The agency has realized significant increases in five (5) of the previous eight (8) years and even



# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

with the slight decrease in FY 16-17 collections, feels confident that the upward trend will continue throughout the next Fiscal Year.

	<b>Actual FY 16/17</b>	<b>Expected Estimated Increase 25%</b>	<b>Estimated Receipts FY 17/18</b>	<b>Expected Estimated Increase 25 %</b>	<b>Estimated Receipts FY 18/19</b>
<b>Fees</b>	\$ 392,439	\$ 98,110	\$ 490,549	\$ 122,637	\$ 613,186
<b>Restitution</b>	\$ 222,182	\$ 55,545	\$ 277,727	\$ 69,432	\$ 347,159
<b>Total</b>	\$ 614,621	\$ 153,655	\$ 768,276	\$ 192,069	\$ 960,345

### Non-Recurring

<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>N/A</b>	<b>\$ 10,000</b>
	<b>\$ 614,621</b>	<b>\$768,276</b>		<b>\$ 970,345</b>

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$468,505
Less 8% Service Charge	\$37,480
= Receipts Applicable to 5% Assessment	\$431,025
X 5% State Trust Fund Reserve	\$21,551

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$468,505
X 8% Service Charge	\$37,480
FY 2018-19-Receipts Applicable to SCGR	\$538,781
X 8% Service Charge	\$43,102

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-5th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059005

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	59,101.22	(A)		
ADD: Other Cash	355.52	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	59,456.74	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,264.08)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2016</b>	57,192.66	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 5th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

\*\*\*\*\*

### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD5 estimated receipts are \$88,310 for FY 2017/18 and \$88,537 for FY 2018/19.

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 88,310
Less 8% Service Charge	\$ 7,065
= Receipts Applicable to 5% Assessment	\$ 81,245
X 5% State Trust Fund Reserve	\$ 4,062

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 88,310
X 8% Service Charge	\$ 7,065
FY 2018-19-Receipts Applicable to SCGR	\$ 88,537
X 8% Service Charge	\$ 7,083

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-5th Judicial Circuit
	20-2-339043

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	128,303.54	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	128,303.54	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	128,303.54	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 5<sup>th</sup> Circuit**

**Grants and Donations Trust Fund - 2339**

**Revenue Estimating Methodology for Ordinance Violation 000100**

Due to improved monitoring of staff compliance on Ordinance Violation billing and collections circuit wide, collections for both current year and LBR request year are anticipated to continue around \$3,000 per year.

**Revenue Estimating Methodology for County IT Grant 000810**

In FY15-16 this agency contracted with Hernando County Board of County Commissioners to reimburse the State of Florida for two (2) Technology staff positions.

In FY16-17 County funding grants were created in Marion, Lake, Hernando and Citrus counties to migrate Technology and Early Intervention staff from county payrolls to state payroll via an LBR issue. Collections are based on budget distribution agreements with each county for the current year and using a 3% increase factor for LBR request year. Current year and LBR request year collections include Salary & Benefit funding as follows:

Current Year:		LBR Request Year:	
Marion	\$314,817	Marion	\$324,262
Lake	\$369,535	Lake	\$380,621
Hernando	\$104,111	Hernando	\$107,234
Citrus	\$ 38,203	Citrus	\$ 39,349
<b>Total:</b>	<b>\$826,666</b>	<b>Total:</b>	<b>\$851,466</b>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$3,000
Less 8% Service Charge	\$240
= Receipts Applicable to 5% Assessment	\$2,760
X 5% State Trust Fund Reserve	\$138

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$3,000
X 8% Service Charge	\$240
FY 2018-19-Receipts Applicable to SCGR	\$3,000
X 8% Service Charge	\$240

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-5th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974005

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	761,007.50	(A)		
ADD: Other Cash	1,205.20	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>762,212.70</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(35,000.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(11,178.06)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>716,034.64</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 5<sup>th</sup> Circuit**

**Indigent Criminal Defense Trust Fund - 2974**

**Revenue Estimating Methodology:**

This agency closely monitors Public Defender Revenue Trust Fund revenue collections on a monthly basis. Collections have on average decreased annually since the inception by 5.75% over the past six years.

In FY 11/12 the annual revenue was \$139,330 (a 6.71% decrease over prior year); in FY 12-13 annual revenue was \$140,414 (a .78% increase over prior year); in FY 13-14 annual revenue was \$132,856 (a 5.38% decrease over prior year); in FY 14-15 annual revenue was \$121,085 (a 8.86% decrease over prior year); in FY 15-16 annual revenue was \$110,894 (a 8.42% decrease over prior year); in FY16-17 annual revenue was \$104,328 (a 5.92% decrease over prior year) or \$8,694 per month.

Current year revenue estimate of \$99,000, and LBR estimate of \$93,500 per month are based on an assessment that revenue collections will continue to decline at the average rate of 5.75%

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$506,000
Less 8% Service Charge	\$40,480
= Receipts Applicable to 5% Assessment	\$465,520
X 5% State Trust Fund Reserve	\$23,276

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$506,000
--	-----------



X 8% Service Charge	\$40,480
FY 2018-19-Receipts Applicable to SCGR	\$506,000
X 8% Service Charge	\$40,480

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2018 - 2019**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-6th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059006

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	246,947.48	(A)		
ADD: Other Cash	66.19	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	247,013.67	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(4,929.90)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	242,083.77	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 6th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD6 estimated receipts are \$113,462 for FY 2017/18 and \$112,597 for FY 2018/19

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$113,462
Less 8% Service Charge	\$ 9,077
= Receipts Applicable to 5% Assessment	\$104,385
X 5% State Trust Fund Reserve	\$ 5,219

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$113,462
X 8% Service Charge	\$ 9,077
FY 2018-19-Receipts Applicable to SCGR	\$112,597
X 8% Service Charge	\$ 9,008

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-6th Judicial Circuit
	20-2-339027

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	585,781.03	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	585,781.03	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	585,781.03	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender      Circuit /Office #6th**

**Trust Fund Name: GDTF                                      Trust Fund ID: 2339**

**Name of Person Completing This Form: Brian Solka**

**Telephone #727-464-8024 Date Submitted To JAC: August 18, 2017**

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

**Estimates are based on approved contracts for 2017-2018 with Pinellas County for IT (\$50,320), ITP (\$134,290), CJMHSA Reinvestment Grant (\$60,000), Case Manager (\$66,450), 2 Case Managers (\$125,000) and with the Pinellas County Sheriff for Homeless Outreach (\$124,898).**

**Estimates for 2017-2018 funds are based on anticipated reapprovals of contracts with Pinellas County for IT (\$52,534), ITP (\$140,198), CJMHSA Reinvestment Grant (\$60,000), Case Manager (\$69,373), 2 Case Managers (\$130,500) and with the Pinellas County Sheriff for Homeless Outreach (\$124,898).**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$134,290
Less 8% Service Charge	\$10,743
= Receipts Applicable to 5% Assessment	\$123,547
X 5% State Trust Fund Reserve	\$6,177

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$134,290
X 8% Service Charge	\$10,743
FY 2018-19-Receipts Applicable to SCGR	\$140,198
X 8% Service Charge	\$11,216

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-6th Judicial Circuit
	20-2-974006

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	664,449.28	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	664,449.28	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(16,227.31)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(12,685.45)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	635,536.52	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# **SCHEDULE I TRUST FUND NARRATIVE FORM**

## **FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: Public Defender      Circuit /Office #6th**

**Trust Fund Name: ICDTF                      Trust Fund ID: 2974**

**Name of Person Completing This Form: Brian Solka**

**Telephone #727-464-8024**

### **Revenue Estimating Methodology (use additional pages if necessary)**

**The Indigent Criminal Defense Fund was established on 1/1/97 statewide. There exists a 20 year history of collections. From the ten year period of FY 2002-2003 through FY 2011-2012, the 6<sup>th</sup> Circuit's ICDTF annual collections amount grew from \$218,730.69 to \$1,284,384.33, a growth of almost 600%. Collections dropped almost \$100,000 from FY 2011-2012 to FY 2012-2013. Over the last 5 years, from FY 2012-2013 to FY 2016-2017, ICDTF collections seem to have stabilized, averaging \$1,155,477.89, with a high of \$1,190,829.76 and a low of \$1,114,800.23.**

**A close review of our collection data for the last five years shows greatly decreased collections from July 2012 through January 2013, realistically tied to the unemployment rate in Florida, which was at its highest during this seven month period (9.3% in July 2012 to 8.0% in January 2013). Unemployment in Florida has continued to improve, standing at 5.6% in May 2015 and lowering to 4.5% for June 2017. Economic indicators predict an improving employment outlook in Florida that is further supported by this stabilization in the unemployment rate.**

**The projections are made based on expected continued stabilization of collections in fees, and especially restitution, to 2011-2012 levels, utilizing the last six months' collections (January 2017 through June 2017 = \$579,270 ÷ 6 months = \$96,545/month x 12 = \$1,158,540).**

**The 5% estimated increase in ICDTF collections is based on the marked increase in collections for the last six months over the previous six month period (+~\$44,000) and an expectation for continued improvement in the economic outlook for Florida.**



	<b>ACTUAL FY 16-17</b>	<b>ESTIMATED FY 17-18</b>	<b>ESTIMATED FY 18-19</b>
<b>Fees</b>	<b>\$544,665.53</b>	<b>\$567,685</b>	<b>\$596,069</b>
<b>Restitution</b>	<b>\$570,134.70</b>	<b>\$590,855</b>	<b>\$620,398</b>
<b>Totals</b>	<b>1,114,800.23</b>	<b>\$1,158,540</b>	<b>\$1,216,467</b>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 567,685
Less 8% Service Charge	\$ 45,415
= Receipts Applicable to 5% Assessment	\$ 522,270
X 5% State Trust Fund Reserve	\$ 26,114

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 567,685
X 8% Service Charge	\$ 45,415
FY 2018-19-Receipts Applicable to SCGR	\$ 596,069
X 8% Service Charge	\$ 47,686

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-7th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059007

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	53,409.64	(A)		
ADD: Other Cash	35.84	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	53,445.48	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,669.31)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	50,776.17	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office Name:**        OFFICE OF PUBLIC DEFENDER

**Circuit #:**            7th

**Trust Fund Name:** PUBLIC DEFENDER REVENUE TRUST FUND

**Trust Fund ID:**    2059

\*\*\*\*\*

**Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD7 estimated receipts are \$78,787 for FY 2017/18 and \$78,421 for FY 2018/19.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 78,787
Less 8% Service Charge	\$ 6,303
= Receipts Applicable to 5% Assessment	\$ 72,484
X 5% State Trust Fund Reserve	\$ 3,624

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 78,787
X 8% Service Charge	\$ 6,303
FY 2018-19-Receipts Applicable to SCGR	\$ 78,421
X 8% Service Charge	\$ 6,274

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-7th Judicial Circuit
	20-2-339029

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,654.50	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	4,654.50	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	4,654.50	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM  
FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Public Defender Office, 7<sup>th</sup> Circuit**

**Grants and Donations Trust Fund – 2339**

**Contact: Shannon N. DiBella/386-239-7730**

**Date Submitted to JAC: 08/14/2017**

**Revenue Estimating Methodology:**

The Grants and Donations Trust fund, Volusia County Agreement-IT was established on April 16, 2012. Revenues for this trust fund are directly provided by the County of Volusia through a Budget Distribution Agreement and their approved Annual Budget.

FY2014-15 Actual Contract/Receipts in the amount of \$85,466.25, broken down as follows:

1<sup>st</sup> Quarter Payment: \$20,586.75  
2<sup>nd</sup> Quarter Payment: \$21,626.50  
3<sup>rd</sup> Quarter Payment: \$21,626.50  
4<sup>th</sup> Quarter Payment: \$21,626.50

FY2015-16 Actual Contract/Receipts in the amount of \$87,737.50, broken down as follows:

1<sup>st</sup> Quarter Payment: \$21,626.50  
2<sup>nd</sup> Quarter Payment: \$22,037.00  
3<sup>rd</sup> Quarter Payment: \$22,037.00  
4<sup>th</sup> Quarter Payment: \$22,037.00

FY2016-17 Estimated Contract/Receipts in the amount of \$90,400.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$22,037.00  
2<sup>nd</sup> Quarter Payment: \$22,634.00  
3<sup>rd</sup> Quarter Payment: \$22,864.00  
4<sup>th</sup> Quarter Payment: \$22,865.00

FY2017-18 Requested Contract/Receipts in the amount of \$91,459.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$22,865.00  
2<sup>nd</sup> Quarter Payment: \$22,865.00  
3<sup>rd</sup> Quarter Payment: \$22,865.00  
4<sup>th</sup> Quarter Payment: \$22,864.00

FY2018-19 Requested Contract/Receipts in the amount of \$92,521.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$22,865.00  
2<sup>nd</sup> Quarter Payment: \$23,219.00  
3<sup>rd</sup> Quarter Payment: \$23,219.00  
4<sup>th</sup> Quarter Payment: \$23,218.00

**5 Percent State Trust Fund Reserve: N/A**

**8 Percent Service Charge to General Revenue: N/A**

**Explanation of Schedule I, Section III Accounting Adjustments: N/A**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-7th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974007

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	237,234.99	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	237,234.99	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(5,426.75)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(6,868.93)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	224,939.31	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE  
FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Public Defender Office, 7<sup>th</sup> Circuit**

**Indigent Criminal Defense Trust Fund – 2974**

**Contact: Shannon N. DiBella/386-239-7730**

**Date Submitted to JAC: 08/15/2017**

**Revenue Estimating Methodology:**

Throughout the history of collections for the Indigent Criminal Defense Trust Fund, there has been no year where overall collections were less than the previous year. Additionally, monthly collection data is compiled, distributed and monitored. If there were to be an ongoing negative change in monthly collections, steps would immediately be taken to determine the cause. Projections were made based on this documented data collection.

Fiscal Year 2016-2017 Indigent Criminal Defense Trust Fund Revenue was 0.70% higher overall than Fiscal Year 2015-2016 revenue. This rate of growth decreased significantly from 2.61% to 0.70% over the last two fiscal year comparison. Monthly collections ranged from a low of \$32,543 to a high of \$68,535. Judges are assessing liens in more cases, which in turn will result in higher collections; however our caseload numbers have been fluctuating. Based upon the overall decrease in the growth rate and fluctuating caseloads, we are anticipating a conservative growth in collections at 1.65% for Fiscal Year 2017-2018 and 2% for Fiscal Year 2018-2019.

	Actual	Actual	Overall	Overall	Overall
	<u>FY 15-16</u>	<u>FY16-17</u>	<u>Increase</u>	<u>Estimated</u>	<u>Estimated</u>
			<u>.70%</u>	<u>Receipts</u>	<u>Receipts</u>
	<u>FY17-18</u>	<u>FY18-19</u>			
Fees	\$295,788	\$291,474	\$- 4,313	\$296,284	\$302,209
Restitution	\$227,812	\$235,790	\$ 7,978	\$239,680	\$244,474
Total	\$523,600	\$527,264	\$ 3,665	\$535,964	\$546,683

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$296,284
Less 8% Service Charge	\$23,703
= Receipts Applicable to 5% Assessment	\$272,581

X 5% State Trust Fund Reserve	\$13,629
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**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$296,284
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X 8% Service Charge	\$23,703
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FY 2018-19-Receipts Applicable to SCGR	\$302,209
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X 8% Service Charge	\$24,177
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## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-8th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059008

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	120,463.32	(A)		
ADD: Other Cash	23.69	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD:		(E)		
<b>Total Cash plus Accounts Receivable</b>	120,487.01	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(1,764.46)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	118,722.55	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 8th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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**Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD8 estimated receipts are \$84,608 for FY 2017/18 and \$84,810 for FY 2018/19

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 84,608
Less 8% Service Charge	\$ 6,769
= Receipts Applicable to 5% Assessment	\$ 77,839
X 5% State Trust Fund Reserve	\$ 3,892

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 84,608
X 8% Service Charge	\$ 6,769
FY 2018-19-Receipts Applicable to SCGR	\$ 84,810
X 8% Service Charge	\$ 6,785

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-8th Judicial Circuit
	20-2-339030

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	12,623.72	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	12,623.72	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: Offset To Negative Fund Balance		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	12,623.72	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Revenue Estimating Methodology:**

**Public Defender’s Office, Eighth Judicial Circuit**

**Grants and Donations Trust Fund, ID# 2339**

**Dan Priscott, Administrative Director, (352) 338-7386**

**8/15/17**

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The city of Gainesville provides an annual fixed grant of \$6000 for reimbursement of legal defense services provided by the Public Defender’s Office, Eighth Judicial Circuit for indigent citizens charged with violations of municipal ordinances of the City of Gainesville. The annual reimbursement figure of \$6000 is based on an estimate of 100 cases per year requiring an average of 1.2 hours per case at \$50 per hour.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$6,000
Less 8% Service Charge	\$480
= Receipts Applicable to 5% Assessment	\$5,520
X 5% State Trust Fund Reserve	\$276

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$6,000
X 8% Service Charge	\$480
FY 2018-19-Receipts Applicable to SCGR	\$6,000

X 8% Service Charge

\$480

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-8th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974008

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	423,456.60	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	423,456.60	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(4,216.10)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	419,240.50	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Revenue Estimating Methodology:**

**Public Defender’s Office, Eighth Judicial Circuit**

**Indigent Criminal Defense Trust Fund, ID# 2794**

**Dan Priscott, Administrative Director, (352) 338-7386**

**8/15/17**

\*\*\*\*\*

Established on January 1, 1995, the Indigent Criminal Defense Trust Fund has over 20 year history of collections. During the 20+ year history of the trust fund, collections have been materially consistent from year to year with no year being significantly less than the previous year. Additionally, monthly collections data is compiled, distributed, and monitored by the Administrative staff of each PD circuit. Negative changes in collections are reviewed on a month to month basis, and efforts are made at the circuit level to determine the cause of the negative change.

In the 8<sup>th</sup> Circuit, we project the average monthly revenue for this fund from both Application Fees and court assessed Legal Representation costs to remain at or above the 5 year average of approximately \$35,870. Additionally, we expect that continued emphasis on directed attorney correspondence with clients and coordination with Court Administration and the Clerks of the Court regarding improved collection activities will help ensure that the monthly revenue projections are realized. Based on recent averages, 44% of these revenues are from Application Fees, and 56% are from court assessed Legal Representation costs.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$189,394
--	-----------

Less 8% Service Charge	\$15,152
= Receipts Applicable to 5% Assessment	\$174,243
X 5% State Trust Fund Reserve	\$8,712

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$189,394
X 8% Service Charge	\$15,152
FY 2018-19-Receipts Applicable to SCGR	\$189,394
X 8% Service Charge	\$15,152



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059009

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	58,095.53	(A)		
ADD: Other Cash	47.57	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	58,143.10	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(3,542.43)	(I)		
LESS: Offset To Negative Fund Balance		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	54,600.67	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 9th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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**Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD9 estimated receipts are \$70,839 for FY 2017/18 and \$70,299 for FY 2018/19

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 70,840
Less 8% Service Charge	\$ 5,667
= Receipts Applicable to 5% Assessment	\$ 65,173
X 5% State Trust Fund Reserve	\$ 3,259

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 70,840
X 8% Service Charge	\$ 5,667
FY 2018-19-Receipts Applicable to SCGR	\$ 70,299
X 8% Service Charge	\$ 5,624

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339032

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	416,526.47	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	162,115.00	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	578,641.47	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	578,641.47	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 9<sup>th</sup> Circuit**

**Grants and Donations Trust Fund - 2339**

**Revenue Estimating Methodology:**

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive an estimated \$100,000 during FY 2018-2019 from local ordinance defense. This is based on the contracts with Orange county and City of Orlando, Osceola County, City of Apopka and City of Winter Park for the agency to defend citizens violating the local ordinances of the city and county. Rate is \$50/ hr with 30 minutes minimum.

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive \$240,000 annually from the Department of Children & Families to provide Counsel Based Competency Enhancement Program.

The Public Defender Office in the Ninth (9th) Judicial Circuit is currently pursuing an Orange County grants pertaining to fingerprinting project totaling approximately \$150,000.

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive \$125,000 from Osceola County for IT assistance. This compensation is from the s.f.28.24 revenue budgets of this county.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974009

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	568,865.90	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	568,865.90	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(14,466.84)	(I)		
LESS: Offset to Deficit Fund Balance		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	554,399.06	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 9<sup>th</sup> Circuit**

**Indigent Criminal Defense Trust Fund - 2974**

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists a 18 year history of collections and there has been no year where collections were less than the previous year. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk’s office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

We do not expect any increase in fiscal year 2018-19.

	<b><u>Estimated Receipts FY 18/19</u></b>
<b>Fees</b>	<b>\$ 900,000</b>
<b>Restitution</b>	<b>\$1,045,000</b>
<b>Total</b>	<b>\$1,945,000</b>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$900,000
Less 8% Service Charge	\$72,000
= Receipts Applicable to 5% Assessment	\$828,000
X 5% State Trust Fund Reserve	\$41,400

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$900,000
X 8% Service Charge	\$72,000
FY 2018-19-Receipts Applicable to SCGR	\$900,000
X 8% Service Charge	\$72,000

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2018 - 2019**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-9th Judicial Circuit
	20-2-974009

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/17**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>554,112.51</b> (A)
--	-----------------------

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

	(C)
--	-----

	(C)
--	-----

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
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Approved FCO Certified Forward per LAS/PBS	(D)
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A/P not C/F-Operating Categories	<b>86.55</b> (D)
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	(D)
--	-----

	(D)
--	-----

	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>554,199.06</b> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>554,199.06</b> (F)
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<b>DIFFERENCE:</b>	<b>0.00</b> (G)*
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**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-10th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059010

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	64,290.96	(A)		
ADD: Other Cash	33.48	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	64,324.44	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,493.38)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	61,831.06	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name:**        OFFICE OF PUBLIC DEFENDER

**Circuit #:**            10th

**Trust Fund Name:** PUBLIC DEFENDER REVENUE TRUST FUND

**Trust Fund ID:**    2059

\*\*\*\*\*

### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD10 estimated receipts are \$100,954 for FY 2017/18 and \$100,184 for FY 2018/19

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 100,954
Less 8% Service Charge	\$ 8,076
= Receipts Applicable to 5% Assessment	\$ 92,878
X 5% State Trust Fund Reserve	\$ 4,644

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 100,954
X 8% Service Charge	\$ 8,076
FY 2018-19-Receipts Applicable to SCGR	\$ 100,184
X 8% Service Charge	\$ 8,015

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-10th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339033

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	35,375.36	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	35,375.36	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	35,375.36	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name** Public Defender **Circuit /Office #** 10th

**Trust Fund Name** GDTF **Trust Fund ID** 2339

**Name of Person Completing This Form** Teresa Carroll

**Telephone #** 863-534-4200 **Date Submitted To JAC**     

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**Revenue Estimating Methodology**

The Public Defender in the Tenth Judicial Circuit has employees a staff member who spends a portion of their time on Behavioral Health Court Partnership. The partnership between the Polk County Behavioral Health Court Division (BHC) and the PDO will address the needs of mentally ill and developmentally disabled defendants in the criminal justice system and "provide these defendants, at or below 200% Federal Poverty Level, with the least restrictive treatment, training, support and services necessary to reduce recidivism and ensure public safety."

The Public Defender and Behavioral Health Court Partnership did not reach an agreement for reimbursement during Fiscal Year 2016/2017 for hours worked on Polk County's Behavioral Health Court Program. The Public Defender in the Tenth Judicial Circuit does not anticipate any collection from the Behavioral Health Court Partnership during Fiscal Year 2017/2018.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-10th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974010

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	551,159.63	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	551,159.63	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(20,191.24)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(9,304.94)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	521,663.45	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name Public Defender    Circuit /Office # 10th

Trust Fund Name ICDTF    Trust Fund ID 2974

Name of Person Completing This Form Teresa Carroll

Telephone # 863-534-4200    Date Submitted To JAC     

\*\*\*\*\*

### Revenue Estimating Methodology

Fiscal Year 2016/2017 Indigent Criminal Defense Trust Fund revenue increased in collections by 12.12% in comparison to Fiscal Year 2015/2016 revenue. As there are no new policies or laws that might help to increase collections, a 5% increase in revenue is estimated for Fiscal Year 2017/2018 and Fiscal Year 2018/2019. This increase is based on an expected increase in the number of clients requesting Public Defender services.

	<u>FY 16/17</u>	<u>5%</u>	<u>FY 17/18</u>	<u>5%</u>	<u>FY 18/19</u>
Fees	\$ 379,799	\$ 18,990	\$ 398,789	\$ 19,939	\$ 418,728
Restitution	<u>\$ 380,464</u>	<u>\$ 19,023</u>	<u>\$ 399,487</u>	<u>\$ 19,974</u>	<u>\$ 419,461</u>
<b>Total</b>	<b>\$ 760,263</b>	<b>\$ 38,013</b>	<b>\$ 798,276</b>	<b>\$ 39,913</b>	<b>\$ 838,189</b>

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$399,487
Less 8% Service Charge	\$31,959
= Receipts Applicable to 5% Assessment	\$367,528
X 5% State Trust Fund Reserve	\$18,376

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$399,487
X 8% Service Charge	\$31,959
FY 2018-19-Receipts Applicable to SCGR	\$419,461
X 8% Service Charge	\$33,557

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-11th Judicial Circuit
	20-2-059011

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	210,592.19	(A)		
ADD: Other Cash	124.03	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Anticipated Revenue for SCGR		(E)		
<b>Total Cash plus Accounts Receivable</b>	210,716.22	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(9,237.17)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	201,479.05	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 11th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD11 estimated receipts are \$637,457 for FY 2017/18 and \$640,957 for FY 2018/19

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 637,457
Less 8% Service Charge	\$ 50,997
= Receipts Applicable to 5% Assessment	\$ 586,460
X 5% State Trust Fund Reserve	\$ 29,323

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 637,457
X 8% Service Charge	\$ 50,997
FY 2018-19-Receipts Applicable to SCGR	\$ 640,957
X 8% Service Charge	\$ 51,277

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-11th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339031

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	26,186.58	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	26,186.58	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(203.92)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	25,982.66	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 11<sup>th</sup> Circuit**

**Grants and Donations Trust Fund - 2339**

**Revenue Estimating Methodology:**

Revenue estimates are based on anticipated contractual receipts. The estimates for each contract are listed below.

<b>REVENUE SOURCE</b>	<b>Anticipated Receipts FY 2017-18</b>	<b>Anticipated Receipts FY 2018-19</b>
PD11 Early Representation Unit-(FS 29.008(2)(c))/ Miami-Dade County	\$1,159,000	\$1,159,000
PD11 County Grant Miami-Dade IT Staff-(FS 29.008(1)(f)(2))/ Miami-Dade County	\$384,000	\$384,000
Local Ordinance Defense - Svc Chg Exempt (Miami-Dade County, Village of Pincrest, City of Miami Gardens)-(FS 27.51 and 27.54(2))	\$16,000	\$16,000
Local Ordinance Defense - Not exempt from Svc Chg (Cities of Hialeah, Miami, Miami Beach and Town of Miami Lakes )-(FS 27.51 and 27.54(2))	\$85,000	\$85,000
Total anticipated receipts	\$1,644,000	\$1,644,000

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$85,000
Less 8% Service Charge	\$6,800
= Receipts Applicable to 5% Assessment	\$78,200
X 5% State Trust Fund Reserve	\$3,910

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$85,000
X 8% Service Charge	\$6,800
FY 2018-19-Receipts Applicable to SCGR	\$85,000
X 8% Service Charge	\$6,800

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-11th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974011

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	485,884.24	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	485,884.24	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(30,000.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(12,942.20)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	442,942.04	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 11<sup>th</sup> Circuit**

**Indigent Criminal Defense Trust Fund - 2974**

**Revenue Estimating Methodology:**

The estimates are based upon revenue increases as a result of July 1, 2009, changes to 938.29, F. S., which increased funds deposited into the ICDTF to 100% from 25%. In addition, enhancements by the Clerk of the Courts to their computer systems, particularly in the assessments of Traffic cost of defense and application fees, are expected to further increase collections. Due to the nature of these revenues, the increase in collections does not materialize immediately. In addition, our office continues to work with the Clerk of the Courts and other agencies who accept payments from our clients in order to maximize collections.

We anticipate that collections for the current fiscal year 2017-18 as well as fiscal year 2018-19 will be comparable to those of last fiscal year and estimate revenues as follows:

	Estimate		Actual
	FY 2017-18	FY 2018-19	
Fees	630,000	630,000	557,959
Restitution	380,000	380,000	374,928
	<u>\$1,010,000</u>	<u>\$1,010,000</u>	<u>\$932,887</u>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$630,000
Less 8% Service Charge	\$50,400
= Receipts Applicable to 5% Assessment	\$579,600
X 5% State Trust Fund Reserve	\$28,980

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$630,000
X 8% Service Charge	\$50,400
FY 2018-19-Receipts Applicable to SCGR	\$630,000
X 8% Service Charge	\$50,400

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-12th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059012

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	120,925.12	(A)		
ADD: Other Cash	42.12	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	120,967.24	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(3,136.36)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	117,830.88	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

**Public Defender, 12<sup>th</sup> Circuit**

**Trust Fund Name Revenue Trust Fund, FID#2059**

**Name of Person Completing This Form: Maryanne Conlan & JAC**

**Telephone #941-861-4528**

### **Revenue Estimating Methodology:**

The Public Defender Revenue Trust Fund was established over 7 years ago. There exists a history of collections and there has been no year where collections were more than the appropriated authority. Secondly, monthly collection data is available and if there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Base on this historical data, the projections were made.

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD12 estimated receipts are \$144,091 for FY 2017/18 and \$144,213 for FY 2018/19.

### **5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 144,091
Less 8% Service Charge	\$ 11,527
= Receipts Applicable to 5% Assessment	\$ 132,564
X 5% State Trust Fund Reserve	\$ 6,628

### **8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 144,091
X 8% Service Charge	\$ 11,527
FY 2018-19-Receipts Applicable to SCGR	\$ 144,213
X 8% Service Charge	\$ 11,537



# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-12th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339035

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	136,360.81	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	274,383.11	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	410,743.92	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(1,533.94)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(408.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	408,801.98	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Public Defender, 12<sup>th</sup> Circuit**

**Trust Fund Name: Grants and Donations Trust Fund ID-2339**

**Name of Person Completing This Form: Maryanne Conlan**

**Telephone #941-861-4528 Date 8/18/17**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Defense Contracts-**

Estimates are based on the inter-local agreements with Sarasota City Police Department, Longboat Key Police Department and Sarasota and Manatee Sheriff's Department wherein the Public Defender's Office, 12th Circuit defends indigent persons charged with a violation of a city/county ordinance.

First appearances are \$50 for the first hour and \$25 each for an additional half hr, pleas are \$100 per plea and trials are \$500 per trial.

**Drug Court Reimbursement/Specialized Court-**

Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Drug Court, Mental Health Court, DUI Court, Mental Health and Early Case Resolution.

Sarasota and Manatee Counties reimburse the salaries and benefits of a full time attorney for Drug Court and 2 partial legal assistant in both counties. Sarasota County reimburses for a partial attorney for DUI Court, Mental Health Court and partial legal assistants for DUI Court and Mental Health.

**IT Contract**

Per Chapter 29, Florida Statutes requires county funding for IT Services. Sarasota County reimburses the salaries and benefits of (2) full time IT people. The Systems IT Administrator person handles all BOMS, STAC and other IT related issues for the Sarasota Office. The other IT person handles scanning, forms and assists the Systems Administrator with other projects and duties.

**Courts Assisting Veteran’s Contract**

Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution and Court’s Assisting Veteran’s.

Sarasota County through Court Administration reimburses the salaries and benefits of (2) part-time equally, two full-time-Veterans Coordinators and (1) full-time Counselor for Court’s Assisting Veterans.

**Explanation of Schedule I, Section III Accounting Adjustments:**

**None Applicable Amended 9/15/17**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$185,619
Less 8% Service Charge	\$14,850
= Receipts Applicable to 5% Assessment	\$170,769
X 5% State Trust Fund Reserve	\$8,538

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$185,619
X 8% Service Charge	\$14,850
FY 2018-19-Receipts Applicable to SCGR	\$194,899
X 8% Service Charge	\$15,592

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-12th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974012

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	177,679.84	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	177,679.84	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(41,893.61)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(6,493.96)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	129,292.27	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-19 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Public Defender, 12<sup>th</sup> Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund ID-2974**

**Name of Person Completing This Form: Maryanne Conlan**

**Telephone #941-861-4528 Date 8/18/17**

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### **Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists a 15 year history of collections and there has been no year where collections were less than the previous year. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F. S., which increased funds deposited into the ICDTF to 100% from 25%, estimated growth for fiscal years 2017/2018 is expected to be around 8% in fees and 2018/2019 is expected to be around 8% in fees. A few years ago, we had more meetings with all of the Clerk's Office in the 12<sup>th</sup> Circuit and explained how important those fees are to the Public Defender's Office and made sure they were being collected first before the other fines. Since then we've seen increases over the years, due to their aggressive collections and payment plans with our clients.

	<u>Actual</u> <u>FY 16/17</u>	<u>Estimated</u> <u>Increase</u>	<u>Estimated</u> <u>Receipts</u> <u>FY 17/18</u>	<u>Estimated</u> <u>Increase</u>	<u>Estimated</u> <u>Receipts</u> <u>FY 18/19</u>
Fees	\$274,837.67	8%	\$296,824.68	8%	\$320,570.65
Restitution	\$224,256.60	8% \$	\$242,197.12	8%	\$261,572.88
<b>Total</b>	<b>\$499,130.47</b>		<b>\$539,021.80</b>		<b>\$582,143.53</b>

**Explanation of Schedule I, Section III Accounting Adjustments:**

**None Applicable**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$296,825
Less 8% Service Charge	\$23,746
= Receipts Applicable to 5% Assessment	\$273,079
X 5% State Trust Fund Reserve	\$13,654

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$296,825
X 8% Service Charge	\$23,746
FY 2018-19-Receipts Applicable to SCGR	\$320,571
X 8% Service Charge	\$25,646

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-13th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059013

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	653,904.38	(A)		
ADD: Other Cash	91.51	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	653,995.89	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(6,814.78)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	647,181.11	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name: PUBLIC DEFENDERS OFFICE, 13 Circuit**

**Trust Fund Name PUBLIC DEFENDER REVENUE Trust Fund, FID# 2059**

**Name of Person Completing This Form: VIVIAN CHALLEN**

**Telephone # 813-307-4010**

\*\*\*\*\*

### Revenue Estimating Methodology

The Public Defender Revenue Trust Fund was established more than 8.5 years ago. There exists a history of collections and there has been no year where collections were more than the appropriated authority. Monthly collection data is available and if there is a negative change in collections, efforts are immediately in place to address the changes. Based on this historical data, the projections were made. Projections for Article V traffic fines are based on the July 2015 EDR/REC aggregate estimated total receipts for all Public Defender offices, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. The Public Defender's Office, 13<sup>th</sup> Circuit's receipts are \$301,617 for FY 2017-2018.

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD13 estimated receipts are \$264,387 for FY 2017/18 and \$262,372 for FY 2018/19



**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$264,387
Less 8% Service Charge	\$ 21,151
= Receipts Applicable to 5% Assessment	\$ 243,236
X 5% State Trust Fund Reserve	\$ 12,162

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 264,387
X 8% Service Charge	\$ 21,151
FY 2018-19-Receipts Applicable to SCGR	\$ 262,372
X 8% Service Charge	\$ 20,990

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-13th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339038

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	838,570.14	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	838,570.14	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(888.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	837,682.14	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit/Office Name PUBLIC DEFENDERS OFFICE Circuit/Office # 13<sup>th</sup>

Trust Fund Name GRANTS & DONATIONS TF Trust Fund ID 2339

Name of Person Completing This Form VIVIAN CHALLEN

Telephone # 813-307-4010 Date Submitted To JAC 8/18/2017

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### Revenue Estimating Methodology

**Ordinance Defense Contracts:** Estimates are based on interlocal agreements with Hillsborough County, City of Tampa, City of Temple Terrace, and Plant City wherein the Public Defender's Office, 13th Judicial Circuit defends indigent persons charged with a violation of a city or county ordinance. The rate with the Hillsborough County Board of County Commissioners for County Ordinances is \$200 per case. The rate with the City of Tampa is \$50 per case. The rate with the City of Temple Terrace is \$50 per case. The rate with Plant City is \$50 per case.

**County IT Contract:** Estimates are based on the amount approved by the Hillsborough County Board of County Commissioners for salaries and benefits for Information Technology staff of the Public Defender's Office, 13th Judicial Circuit and in October 2011 for interpreter services. Hillsborough County has agreed to compensate the agency pursuant to Article V guidelines. The total reimbursable compensation for FY2017-2018 is \$459,888.

**Veteran's Service Program:** The Public Defender's Office will be awarded \$100,200 for the Veteran's Service Initiative through Hillsborough County. And increase to cover salaries will increase the awarded to \$122,190 on October 1, 2016. This is three-year funding from Department of Justice that ends on September 30, 2018.

**Mental Health Pre-trial Intervention Program:** The Public Defender's Office was awarded \$14,523 for the Mental Health Pre-trial Intervention Program through Hillsborough County. This provides representation and assist community partners in developing a plan for treatment and services for defendants with felony mental health pre-trial invention. This is one-year funding from Department of Justice that started October 1, 2016 and ends on September 30, 2017.

**Mental Health Jail Diversion Program:** The Public Defender's Office is working with Hillsborough County Sheriff's Office on identifying potential post-booking candidates for determination as to their eligibility for diversion to the Pre-Arrest Intercept Program. For eligible cases, the Public Defender's Office prepares the court order and obtains the court signature, which authorizes the PIP diversion. The cost is \$50,000 from October to September each year until funds expire with the Hillsborough County Sheriff's Office.

	<u><b>FY 17/18</b></u>	<u><b>FY 18/19</b></u>
<b>County/City Ordinance Defense Contracts</b>	\$ 47,000	\$ 47,000
<b>County IT/Interpretation Contract</b>	\$459,888	\$459,888
<b>Veteran's Service Program</b>	\$122,190	\$122,190
<b>Mental Health Pre-trial Intervention</b>	\$ 8,472	\$ 00
<b>Mental Health Jail Diversion Program</b>	\$ 50,000	\$ 50,000
<b>Total</b>	<u>\$687,550</u>	<u>\$679,078</u>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$97,000
Less 8% Service Charge	\$7,760
= Receipts Applicable to 5% Assessment	\$89,240
X 5% State Trust Fund Reserve	\$4,462

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$97,000
X 8% Service Charge	\$7,760
FY 2018-19-Receipts Applicable to SCGR	\$97,000
X 8% Service Charge	\$7,760

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-13th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974013

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,545,818.58	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,545,818.58	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(4,292.97)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(8,812.27)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,532,713.34	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit/Office Name PUBLIC DEFENDERS OFFICE Circuit/Office # 13<sup>th</sup>

Trust Fund Name INDIGENT CRIMINAL DEFENSE TF Trust ID 2974

Name of Person Completing This Form VIVIAN CHALLEN

Telephone # 813-307-4010 Date Submitted To JAC 8/18/2017

\*\*\*\*\*

### Revenue Estimating Methodology

The ICDTF was established on January 1, 1995 and there now exists a 19 year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to address the change. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

### QUALIFYING LANGUAGE:

Since Fiscal Year FY08/09 the Indigent Criminal Defense Trust Fund for the Public Defender's Office in the 13<sup>th</sup> Circuit has seen increases in collection four of the nine years. Collections have decrease \$22,655 from FY08/09 to present FY16/17. Meetings with the Clerk's Office over the past two years has not improved collections, but has shown a decrease in collections FY15/16 -\$44,166 and in FY16/17 -\$63,285 from the previous year. Based on past collections we expect little change in our collections for FY18/19.

	<u>Current</u> <u>Revenues</u> <u>FY 16/17</u>	<u>Estimated</u> <u>Revenues</u> <u>FY 17/18</u>	<u>Estimated</u> <u>Revenues</u> <u>FY 18/19</u>
Fees	\$ 367,397	\$ 367,397	\$ 367,397
Restitution	\$ 313,827	\$ 313,827	\$ 313,827
Total	\$ 681,224	\$ 681,224	\$ 681,224

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$367,397
Less 8% Service Charge	\$29,392
= Receipts Applicable to 5% Assessment	\$338,005
X 5% State Trust Fund Reserve	\$16,900

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$367,397
X 8% Service Charge	\$29,392
FY 2018-19-Receipts Applicable to SCGR	\$367,397
X 8% Service Charge	\$29,392

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-14th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059014

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	27,225.36	(A)		
ADD: Other Cash	19.66	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	27,245.02	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(1,464.05)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	25,780.97	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 14th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD14 estimated receipts are \$60,476 for FY 2017/18 and \$60,015 for FY 2018/19

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 60,476
Less 8% Service Charge	\$ 4,838
= Receipts Applicable to 5% Assessment	\$ 55,638
X 5% State Trust Fund Reserve	\$ 2,782

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 60,476
X 8% Service Charge	\$ 4,838
FY 2018-19-Receipts Applicable to SCGR	\$ 60,015
X 8% Service Charge	\$ 4,801

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-14th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339039

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	53,164.04	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	4632.06	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	57,796.10	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(254.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	57,542.10	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

Circuit / Office Name Public Defender Circuit /Office # 14<sup>TH</sup>

Trust Fund Name Grants and Donations Trust Fund ID 2339

Name of Person Completing This Form June Garcia

Telephone # 850-482-9366

### Revenue Estimating Methodology

Ordinance Defense Contracts – entities are billed \$50.00 an hour for ordinance violation cases that are not ancillary to a state charge.

400 hours x \$50.00 = \$20,000

Bay County IT Contract – agency is reimbursed for cost of IT personnel located in our Bay County office.

IT Contract - \$55,200

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 15,000
Less 8% Service Charge	\$ 1,200
= Receipts Applicable to 5% Assessment	\$ 13,800
X 5% State Trust Fund Reserve	\$ 690

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 15,000
X 8% Service Charge	\$ 1,200
FY 2018-19-Receipts Applicable to SCGR	\$ 15,000
X 8% Service Charge	\$ 1,200

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-14th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974014

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	745,125.87	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	745,125.87	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(8,673.30)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(5,086.90)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	731,365.67	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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Circuit / Office Name Public Defender Circuit /Office # 14<sup>TH</sup>

Trust Fund Name ICDTF Trust Fund ID 2974

Name of Person Completing This Form June Garcia (print)

Telephone # 850-482-9366 Date Submitted To JAC 8/18/2017

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**Revenue Estimating Methodology (use additional pages if necessary)**

The ICDTF was established on January 1, 1995 and now there exists a 22 year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to determine the reasons for this change. Most of the time when a monthly collection is less, the Clerk’s office has made an error in reporting the collections accurately and it is subsequently corrected. This documented data collection was used in making the projections.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F.S., which increased funds deposited into the ICDTF from 25% of collections to 100%, estimated growth for fiscal years 2017/2018 is expected to be around 1% and 2018/2019 is expected to be around 1%. This increase is based on an expected increase in the number of clients requesting Public Defender services.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$202,915
Less 8% Service Charge	\$16,233
= Receipts Applicable to 5% Assessment	\$186,682

X 5% State Trust Fund Reserve	\$9,334
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**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$202,915
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X 8% Service Charge	\$16,233
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FY 2018-19-Receipts Applicable to SCGR	\$204,944
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X 8% Service Charge	\$16,396
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## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059015

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	345,256.21	(A)		
ADD: Other Cash	57.97	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	345,314.18	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(4,317.83)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	340,996.35	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 15th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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**Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD15 estimated receipts are \$171,701 for FY 2017/18 and \$171,605 for FY 2018/19

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 171,701
Less 8% Service Charge	\$ 13,736
= Receipts Applicable to 5% Assessment	\$ 157,965
X 5% State Trust Fund Reserve	\$ 7,898

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 171,701
X 8% Service Charge	\$ 13,736
FY 2018-19-Receipts Applicable to SCGR	\$ 171,605
X 8% Service Charge	\$ 13,728



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339042

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	355,301.66	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	355,301.66	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(576.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	354,725.66	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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**Circuit / Office Name Public Defender Circuit /Office # 15**

**Trust Fund Name Grants & Donations TF Trust Fund ID 2339**

**Name of Person Completing This Form Scott McWebb**

**Telephone # (561)355-7654 Date Submitted To JAC 08/15/2017**

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**Revenue Estimating Methodology (use additional pages if necessary)**

Revenue estimates for FY 2017 – 2018 are determined strictly based on the grant and local agreements contracts with this agency. There is no other methodology utilized. The present budget authority allows for those grants and agreements. The totals would change only if there were additional authority being requested or a new grant/agreement or the funding dollars increase/decrease for an existing grant/agreement.

Local Ordinance County Agreement: \$12,000.

West Palm Beach Municipal Agreement: \$1,500.  
Billable hours reduced.

Royal Palm Beach Municipal Agreement: \$1,200.

City of Delray Beach Municipal Agreement: \$1,800.

City of Lake Worth Municipal Agreement: \$1,200.

TOTAL for FY 2017 - 2018: \$17,700.

TOTAL for FY 2018 – 2019: \$17,700.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$17,700
Less 8% Service Charge	\$1,416
= Receipts Applicable to 5% Assessment	\$16,284
X 5% State Trust Fund Reserve	\$814

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$17,700
X 8% Service Charge	\$1,416
FY 2018-19-Receipts Applicable to SCGR	\$17,700
X 8% Service Charge	\$1,416

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Trial Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974015

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,193,596.60	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	3,193,596.60	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(12,833.31)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	3,180,763.29	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name Public Defender Circuit /Office # 15**

**Trust Fund Name Indigent Criminal Defense TF Trust Fund ID 2974**

**Name of Person Completing This Form Scott McWebb**

**Telephone # (561)355-7654 Date Submitted To JAC 08/15/2017**

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**Revenue Estimating Methodology (use additional pages if necessary)**

Actual Collections for FY 2016 – 2017 were \$1,053,193.43 and the last estimated collections for that same period were \$1,192,509. Actual collections were \$139,315.57 less than estimated or 11.68% less.

Actual Collections for FY 2016 – 2017 were down 11.41% from FY 2015 – 2016 actual collections.

For the estimate for FY 2017- 2018 the Office of the Public Defender – 15<sup>th</sup> Judicial Circuit (PD-15) is going to use 11.54% (11.68% + 11.41% / 2) less than the actual collections for FY 2016 – 2017.

For FY 2017 – 2018 PD-15 estimates \$ 931,655.

For FY 2018 – 2019 PD-15 estimates \$931,655. PD-15 is assuming the collections amounts will level off now that the system has been in place for several years. The figure of \$931,655. is near the middle of the last year of the old system and the first year of the new Clerk of the Courts' cash management system.

Actual Collections for FY 2016 – 2017 were:

\$503,949.70 from Rev/Obj code 000100 or 47.85%  
\$549,243.73 from Rev/Obj code 001204 or 52.15%  
\$1,053,193.43 Total Collections

The percentages are the similar to the FY 2015 – 2016 percentages of 47.84% for Rev/Obj code 000100 and 52.16% for Rev/Obj code 001204. We will use the percentages from FY 2016 – 2017 collections for all estimates on this schedule.

**Revenue Estimating Methodology (use additional pages if necessary)**

The revenues used to support the budget authority for this appellate trust fund are shared from the primary revenue dollars on the trial side of this trust fund. This authority was established to allow this circuit to utilize an exact amount of authority to assist with its expenditures in the Appellate Division of this office. There is no anticipated increase of authority or revenue dollars beyond what has been estimated on the trial side.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$445,797
Less 8% Service Charge	\$35,664
= Receipts Applicable to 5% Assessment	\$410,133
X 5% State Trust Fund Reserve	\$20,507

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$445,797
X 8% Service Charge	\$35,664
FY 2018-19-Receipts Applicable to SCGR	\$445,797
X 8% Service Charge	\$35,664

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-16th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059016

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	46,621.61	(A)		
ADD: Other Cash	13.21	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	46,634.82	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(984.03)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	45,650.79	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

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# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

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**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 16th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD16 estimated receipts are \$30,178 for FY 2017/18 and \$29,947 for FY 2018/19.

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$ 30,178
Less 8% Service Charge	\$ 2,414
= Receipts Applicable to 5% Assessment	\$ 27,764
X 5% State Trust Fund Reserve	\$ 1,388

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$ 30,178
X 8% Service Charge	\$ 2,414
FY 2018-19-Receipts Applicable to SCGR	\$ 29,947
X 8% Service Charge	\$ 2,396



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-16th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339026

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,842.91	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	3,842.91	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	3,842.91	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name Public Defender    Circuit /Office # 16th

Trust Fund Name Grants & Donations    Trust Fund ID 2339

Name of Person Completing This Form Alyssa Curry

Telephone # 305-295-3141    Date Submitted To JAC     

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### Revenue Estimating Methodology

The 16<sup>th</sup> Circuit has two sources of revenue for the Grants and donations Trust fund. There are contracts for Municipal Ordinance Defense with the City of Key West and the Monroe County Board of County Commissioners. The actual revenue for FY 16-17 was \$5,050. The projected amount for FY 17-18 is based on the projected number of cases or \$5,151 and for FY 18-19 \$5,254. The number of cases remains constant, so the revenue is also projected to be the same.

	<u>FY 16/17</u>	<u>2%</u>	<u>FY 17/18</u>	<u>5%</u>	<u>FY 18/19</u>
Local Ord.	\$ 5,050	\$101	\$ 5,151	\$103	\$5254
Defense	_____	_____	_____	_____	_____
<b>Total</b>	<b>\$ 5,050</b>	<b>\$ 101</b>	<b>\$ 5,151</b>	<b>\$ 103</b>	<b>\$5254</b>



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-16th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974016

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	127,048.17	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	127,048.17	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(3,937.94)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	123,110.23	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name Public Defender    Circuit /Office # 16th

Trust Fund Name ICDTF    Trust Fund ID 2974

Name of Person Completing This Form Alyssa Curry

Telephone # 305-295-3141    Date Submitted To JAC     

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### Revenue Estimating Methodology

Fiscal Year 2016/2017 Indigent Criminal Defense Trust Fund revenue increased in collections in comparison to Fiscal Year 2015/2016 revenue. This Agency in conjunction with the Clerk’s Office implemented new procedures during the latter part of fiscal year to bolster collections. As there are no new policies or laws that might help to increase collections, a 5% increase in revenue is estimated for Fiscal Year 2017/2018 and Fiscal Year 2018/2019. This increase is based on an expected increase in the number of clients requesting Public Defender services and new procedures that have been implemented.

	<u>FY 16/17</u>	<u>5%</u>	<u>FY 17/18</u>	<u>5%</u>	<u>FY 18/19</u>
Fees	\$ 56,876	\$ 2,844	\$ 59,720	\$ 2,986	\$ 62,706
Restitution	<u>\$ 20,183</u>	<u>\$ 1,009</u>	<u>\$ 21,192</u>	<u>\$ 1,060</u>	<u>\$ 22,252</u>
<b>Total</b>	<b>\$ 77,059</b>	<b>\$ 3,853</b>	<b>\$ 80,912</b>	<b>\$ 4,046</b>	<b>\$ 84,958</b>

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$59,720
Less 8% Service Charge	\$4,778
= Receipts Applicable to 5% Assessment	\$54,942
X 5% State Trust Fund Reserve	\$2,747

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$59,720
X 8% Service Charge	\$4,778
FY 2018-19-Receipts Applicable to SCGR	\$62,706
X 8% Service Charge	\$5,016

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-17th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059017

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	46,810.90	(A)		
ADD: Other Cash	71.62	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	46,882.52	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(5,333.45)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	41,549.07	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 17th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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**Revenue Estimating Methodology**

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD17 estimated receipts are \$143,750 for FY 2017/18 and \$142,654 for FY 2018/19.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 143,750
Less 8% Service Charge	\$ 11,500
= Receipts Applicable to 5% Assessment	\$ 132,250
X 5% State Trust Fund Reserve	\$ 6,613

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 143,750
X 8% Service Charge	\$ 11,500
FY 2018-19-Receipts Applicable to SCGR	\$ 142,654
X 8% Service Charge	\$ 11,412



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-17th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339049

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	482,095.51	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	482,095.51	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	482,095.51	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-17th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974017

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	614,200.32	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	614,200.32	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(7,397.93)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	606,802.39	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office Name:**        OFFICE OF PUBLIC DEFENDER

**Circuit #:**         17th

**Trust Fund Name:** INDIGENT CRIMINAL DEFENSE TRUST FUND

**Trust Fund ID:**    2974

**Person Completing This Form:**

**Telephone #:**

**Date Submitted:**

\*\*\*\*\*

**Revenue Estimating Methodology**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$960,000
Less 8% Service Charge	\$76,800
= Receipts Applicable to 5% Assessment	\$883,200
X 5% State Trust Fund Reserve	\$44,160

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$960,000
X 8% Service Charge	\$76,800
FY 2018-19-Receipts Applicable to SCGR	\$960,000
X 8% Service Charge	\$76,800

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2018 - 2019 Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-18th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059018

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	55,355.09	(A)		
ADD: Other Cash	31.63	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	55,386.72	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,356.50)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	53,030.22	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: Public Defender, 18<sup>th</sup> Circuit**

**Trust Fund Name: PDRTF, FID# 2059**

**Name of Person Completing This Form: John Stone**

**Telephone #: 321-617-7373**

**Revenue Estimating Methodology (use additional pages if necessary)**

The Public Defender Revenue Trust Fund receives its revenue from Article V traffic fines as defined in Chapter 27, Florida statutes. Estimates of revenue receipts were determined by the Justice Administrative Commission through analysis of prior year actual collections.

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD18 estimated receipts are \$137,921 for FY 2017/18 and \$138,631 for FY 2018/19

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 137,921
Less 8% Service Charge	\$ 11,034
= Receipts Applicable to 5% Assessment	\$ 126,887
X 5% State Trust Fund Reserve	\$ 6,344

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 137,921
X 8% Service Charge	\$ 11,034
FY 2018-19-Receipts Applicable to SCGR	\$ 138,631
X 8% Service Charge	\$ 11,090

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-18th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339050

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	416.24	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	416.24	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	416.24	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-18th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974018

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,576,643.82	(A)		
ADD: Other Cash		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	1,576,643.82	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(193,062.87)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(11,866.70)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	1,371,714.25	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name Public Defender Circuit /Office # 18th

Trust Fund Name ICDTF Trust Fund ID 2974

Name of Person Completing This Form John Stone (print)

Telephone # 321-617-7373 Date Submitted To JAC 08/24/2017

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### Revenue Estimating Methodology (use additional pages if necessary)

The Indigent Criminal Defense Trust Fund (ICDTF) receives revenue from the Department of Revenue through payments made by the Brevard County and Seminole County respective Clerk of the Courts. The amounts collected and paid to the Department of Revenue by the clerks are defined by Florida Statute, Chapters 27 and 938.

Revenue estimates for the ICDTF have been derived by utilizing the previous year total collections and deposits, as reported by the Department of Revenue to the Justice Administrative Commission.

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$356,400
Less 8% Service Charge	\$28,512
= Receipts Applicable to 5% Assessment	\$327,888
X 5% State Trust Fund Reserve	\$16,394

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$356,400
X 8% Service Charge	\$28,512



FY 2018-19-Receipts Applicable to SCGR	\$356,400
X 8% Service Charge	\$28,512

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-19th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059019

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	6,700.10	(A)		
ADD: Other Cash	22.37	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	6,722.47	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(1,665.74)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	5,056.73	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office Name: OFFICE OF PUBLIC DEFENDER**

**Circuit #: 19th**

**Trust Fund Name: PUBLIC DEFENDER REVENUE TRUST FUND**

**Trust Fund ID: 2059**

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### Revenue Estimating Methodology

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit's pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD19 estimated receipts are \$45,163 for FY 2017/18 and \$44,818 for FY 2018/19.

### 5 Percent State Trust Fund Reserve:

FY 2017-18-Receipts Applicable to SCGR	\$45,163
Less 8% Service Charge	\$ 3,613
= Receipts Applicable to 5% Assessment	\$41,550
X 5% State Trust Fund Reserve	\$ 2,077

### 8 Percent Service Charge to General Revenue:

FY 2017-18-Receipts Applicable to SCGR	\$45,163
X 8% Service Charge	\$ 3,613
FY 2018-19-Receipts Applicable to SCGR	\$44,818
X 8% Service Charge	\$ 3,585

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-19th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339051

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	6,143.03	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Anticipated Rev for 4th Qtr GR Svc Chg		(E)		
<b>Total Cash plus Accounts Receivable</b>	6,143.03	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(3,280.00)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	2,863.03	(K)		**

**Notes:**

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**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name: Public Defender, 19<sup>th</sup> Circuit**

**Trust Fund Name: Grants and Donations Trust Fund, FID# 2339**

**Revenue Estimating Methodology**

Revenues received from the VOCA and VAWA Grants are based solely on current Grant awards in effect:

**Victims of Crime Act / VOCA Grant No. V187-15195**

**Stop Violence Against Women / VAWA Grant No. 17-8042-SAO**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 164,000
Less 8% Service Charge	\$ 13,120
= Receipts Applicable to 5% Assessment	\$ 150,880
X 5% State Trust Fund Reserve	\$ 7,544

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 164,000
X 8% Service Charge	\$ 13,120
FY 2018-19-Receipts Applicable to SCGR	\$ 164,000
X 8% Service Charge	\$ 13,120

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b> Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-19th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974019

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	642,463.32	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	642,463.32	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(23,998.38)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(8,425.14)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	610,039.80	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 19<sup>th</sup> Circuit**

**Indigent Criminal Defense Trust Fund – 2974**

**Submitted by: Patricia Arnold      Phone: 772/337-5665**

**Date Submitted to JAC: August 18, 2017**

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists a 20 year history of steadily increasing collections. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk’s office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

In 2009 changes to 938.29, F. S., increased funds deposited into the ICDTF to 100% from 25%, and our largest county instituted a collections court which helped increase receipts by 61% over the prior year. Receipts have increased steadily, sometimes in the double digits from year to year.

Receipts leveled off in FY 16-17 OVER FY 15-16 with a slight decrease of 1.5%. A slight growth rate of .08% is projected for FY 17-18. No growth rate is currently projected for FY 18-19.

**Explanation of Schedule I, Section III Accounting Adjustments:**

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$356,400
Less 8% Service Charge	\$28,512
= Receipts Applicable to 5% Assessment	\$327,888

X 5% State Trust Fund Reserve	\$16,394
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**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$356,400
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X 8% Service Charge	\$28,512
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FY 2018-19-Receipts Applicable to SCGR	\$356,400
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X 8% Service Charge	\$28,512
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## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-20th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059020

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,400.60	(A)		
ADD: Other Cash	35.15	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Anticipated Receivable for SCGR	182.47	(E)		
<b>Total Cash plus Accounts Receivable</b>	2,618.22	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(2,618.22)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	-	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

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**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE I  
NARRATIVE**

**Public Defender Office, 20<sup>th</sup> Circuit**

**Public Defenders Revenue Trust Fund – FID#2059**

**Revenue Estimating Methodology**

The Public Defender Revenue Trust Fund was established over 8.5 years ago.

Projections for Article V traffic fines are based on the July, 2017 EDR/REC aggregate estimated total receipts for all Public Defender Offices of \$2.8M for FY 2017-2018, and FY 2018-2019, using each circuit’s pro-rata share of their current year traffic fines appropriation in the PDRTF applied to those figures. PD20 estimated receipts are \$45,163 for FY 2017/18 and \$44,818 for FY 2018/19.

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$ 327,544
Less 8% Service Charge	\$ 26,204
= Receipts Applicable to 5% Assessment	\$ 301,341
X 5% State Trust Fund Reserve	\$ 15,067

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$ 327,544
X 8% Service Charge	\$ 26,204
FY 2018-19-Receipts Applicable to SCGR	\$ 329,813
X 8% Service Charge	\$ 26,385

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Office-20th Judicial Circuit
	20-2-339041

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	343,654.04	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	300,767.96	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>644,422.00</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>644,422.00</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 20<sup>th</sup> Circuit**

**Grants and Donations Trust Fund - 2339**

**Revenue Estimating Methodology:**

The Public Defender Grants and Donations Trust Fund was established as a result of Article V, Revision VII, to allow counties to fund positions in the Public Defender offices. The Public Defender, 20<sup>th</sup> Judicial Circuit’s Grants and Donations revenues projected for 2017-18 and 2018-19 are based on the aggregate funding levels for attorneys, support staff and IT positions from Lee, Collier, Charlotte, Hendry and Glades counties.

	Estimated Revenues FY 2017-18	Estimated Revenues FY 2018-19
Lee County	\$970,449	\$980,153
Collier County	\$316,470	\$319,635
Charlotte County	\$159,842	\$161,440
Hendry County	\$ 18,977	\$19,167
Glades County	\$ 4,744	\$4,791
	<hr/> \$1,470,482	<hr/> \$1,485,186

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defenders Office-20th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974020

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	901,049.63	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	901,049.63	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(76,000.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(11,858.69)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	813,190.94	(K)		

**Notes:**

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**FY 2018-2019 LEGISLATIVE BUDGET REQUEST SCHEDULE 1  
NARRATIVE**

**Public Defender Office, 20<sup>th</sup> Circuit**

**Indigent Criminal Defense Trust Fund - 2974**

**Revenue Estimating Methodology**

The Public Defender, 20<sup>th</sup> Judicial Circuit’s ICDTF revenues for FY 2016-17 decreased 5.64% or \$51,588 over the previous FY. This follows a 5.20% increase between FY 2014-15 and FY 2015-2016. Increased collections resulting from successful initiatives taken in recent years, including working closely with each of our five Clerks within the circuit, appear to have plateaued in the 2015-16 FY. As such, forecasting will be based on a three-year average.

For FY 2017-18, the 20<sup>th</sup> Circuit is revising its revenue forecast to \$933,787 with \$528,934 (57%) from application fees and \$404,853 (43%) from restitution, representing a 2.02% increase. As we do not anticipate any major fluctuations in collections following the plateau noted above, PD20’s forecast for FY 2018-19 will remain unchanged from the previous year’s forecast totaling \$933,787.

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
<b>Application Fees</b>	<b>\$518,485</b>	<b>\$528,934</b>	<b>\$528,934</b>
<b>Restitution</b>	<b>\$396,855</b>	<b>\$404,853</b>	<b>\$404,853</b>
<b>Total</b>	<b>\$915,340</b>	<b>\$933,787</b>	<b>\$933,787</b>

**5 Percent State Trust Fund Reserve:**

FY 2017-18-Receipts Applicable to SCGR	\$528,934
Less 8% Service Charge	\$42,315
= Receipts Applicable to 5% Assessment	\$486,619
X 5% State Trust Fund Reserve	\$24,331

**8 Percent Service Charge to General Revenue:**

FY 2017-18-Receipts Applicable to SCGR	\$528,934
X 8% Service Charge	\$42,315
FY 2018-19-Receipts Applicable to SCGR	\$528,934
X 8% Service Charge	\$42,315

# **Budget Entity Level Exhibits or Schedules**

## **Public Defenders Appellate Division**

**Budget Entities: 21650200, 21650700, 21651000,  
21651100, 21651500**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>Budget Entity:</b>	Public Defender Appellate Office-15th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-974015

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	94,511.28	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	94,511.28	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	94,511.28	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

**Circuit / Office Name Public Defender Appellate Circuit /Office # 15**

**Trust Fund Name Indigent Criminal Defense TF Trust Fund ID 2974**

**Name of Person Completing This Form Scott McWebb**

**Telephone # (561)355-7654**

**Revenue Estimating Methodology**

The revenues used to support the budget authority for this appellate trust fund are shared from the primary revenue dollars on the trial side of this trust fund. This authority was established to allow this circuit to utilize an exact amount of authority to assist with its expenditures in the Appellate Division of this office. There is no anticipated increase of authority or revenue dollars beyond what has been estimated on the trial side.

# **Budget Entity Level Exhibits or Schedules**

## **Capital Collateral Regional Councils**

**Budget Entities: 21702001 and 21703001**

# **CAPITAL COLLATERAL REGIONAL COUNSELS**

## **Schedule I Series**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

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**Circuit / Office Name** Capital Collateral Regional Counsel – North

**Circuit /Office #** \_\_\_\_\_

**Trust Fund Name** Capital Collateral Regional Counsels Trust Fund

**Trust Fund ID** 2073

**Name of Person Completing This Form** Julie P. Hartwein (print)

**Telephone #** (850) 487-0922 ext. 103 **Date Submitted To JAC** 8/18/2017

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### **Revenue Estimating Methodology (use additional pages if necessary)**

Capital Collateral Regional Counsel – Northern Region is charged with the statutory responsibility of providing legal representation in both state and federal capital postconviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigence.

Section 27.702(3)(a), Florida Statutes (2016) states: “The Capital Collateral Regional Counsel shall file motions seeking compensation for representation and reimbursement for expenses pursuant to 18 U.S.C.S 3006A when providing representation to indigent persons in the federal courts, and shall deposit all such payments received into the Capital Collateral Regional Counsel Trust Fund.”

The methodology used in determining the reimbursement is as follows: when cases enter the federal courts, they are tracked through completion. Reimbursement for the hours worked by attorneys and investigators along with applicable expenses are requested from the federal courts. Based on the average number of cases and estimated reimbursements over the past three to five years for Capital Collateral Regional Counsel – South and Capital Collateral Regional Counsel – Middle, \$31,000 and \$25,000 respectively ( $\$31,000 + \$25,000 = \$56,000 / 2 = \$28,000$ ), Capital Collateral Regional Counsel – North reasonably anticipates and estimates the following for FY18-19:

FY18-19: 1 case at \$28,000 = \$28,000

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Capital Collateral Regional Counsel Trust Fund
<b>LAS/PBS Fund Number:</b>	Capital Collateral Regional Counsel-Middle Region-21702001
	20-2-073001

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>1,489,199.54</b>	(A)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ADD: Other Cash (See Instructions)	<input style="width: 100%;" type="text"/>	(B)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ADD: Investments	<input style="width: 100%;" type="text"/>	(C)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ADD: Outstanding Accounts Receivable	<input style="width: 100%;" type="text"/>	(D)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ADD: _____	<input style="width: 100%;" type="text"/>	(E)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total Cash plus Accounts Receivable</b>	<b>1,489,199.54</b>	(F)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
LESS Allowances for Uncollectibles	<input style="width: 100%;" type="text"/>	(G)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
LESS Approved "A" Certified Forwards	<input style="width: 100%;" type="text"/>	(H)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Approved "B" Certified Forwards	<input style="width: 100%;" type="text"/>	(H)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Approved "FCO" Certified Forwards	<input style="width: 100%;" type="text"/>	(H)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
LESS: Other Accounts Payable (Nonoperating)	<input style="width: 100%;" type="text"/>	(I)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
LESS: _____	<input style="width: 100%;" type="text"/>	(J)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>1,489,199.54</b>	(K)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name :** Capital Collateral Regional Counsel-Middle

**Trust Fund Name:** CCRC Trust Fund      **Trust Fund ID:** 2073

**Name of Person Completing This Form:** Vicki H. Butts

**Telephone #:** 813-558-1600      **Date Submitted To JAC:** August 18, 2017

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### Revenue Estimating Methodology (use additional pages if necessary)

#### Revenue Estimating Methodology

Capital Collateral Regional Counsel-Middle Region is charged with the statutory responsibility of providing legal representation in both state & federal capital post-conviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigency. Section 27.702(3 F.S. (1996 Supp) states: (3) The capital collateral representative shall file motions seeking compensation for representation and reimbursement pursuant to 18 U.S.C . s. 3006A. The methodology used to determine estimated receipts is extremely difficult, however, the best attempt to determine the reimbursement is as follows. Cases are calendared and tracked to monitor the progress of each case from public records request through representation in the federal courts. Due to this tracking process, it can be estimated when a case will proceed to the federal stage. The reimbursement amount is determined by the number of hours CCRC-Middle attorneys work on the case during the federal stage. The cases listed below for FY17/18 have CJA's outstanding. Therefore, it is estimated these federal reimbursement dollars will be received during FY17/18. Based on the number of cases that have been appointed and an average reimbursements per case for the past four years, CCRC-Middle Region estimates the following for FY18/19. To note, even when a case has completed the federal court process and reimbursement has been requested, there is no certainty as to when, or even if, the amounts of reimbursements requested will be approved or paid.

<u>FY17/18:</u> 4 Cases Total	= \$ 80,917	<u>FY18/19:</u> 12 cases @ \$19,166	= \$229,992
12 Cases Total	= \$ 211,164		
	\$ 292,081		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2018 - 2019</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Capital Collateral Regional Counsel Trust Fund
<b>LAS/PBS Fund Number:</b>	Capital Collateral Regional Counsel-Southern Region-21703001
	20-2-073002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>879,894.93</b>	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>879,894.93</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(5,000.00)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>874,894.93</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**INSTRUCTIONS FOR COMPLETING THE FY 2018-2019 LEGISLATIVE  
BUDGET REQUEST SCHEDULE 1 NARRATIVE**

**Revenue Estimating Methodology:**

**CCRC-South**

**CCRC-South Trust Fund ID# 2073**

**Neal A. Dupree 954-713-1284**

**08/18/2017**

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**CIRCUITS MUST PROVIDE DETAILED INFORMATION AS TO HOW  
ESTIMATED RECEIPTS WERE DETERMINED INCLUDING  
PROVIDING CALCULATIONS.**

Provide a detailed explanation of the methodology used to determine the revenue estimates for FY 2017-2018 and FY 2018-2019 that are shown on the Schedule 1 Report.

Please list all contracts and grants and their corresponding amounts

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name : CCRC-South\_\_\_\_\_ Circuit /Office # \_\_\_\_\_**

**Trust Fund Name: CCRC-S Trust Fund\_\_\_\_\_ Trust Fund ID: \_2073**

**Name of Person Completing This: Form Paul A. Norton**

**Telephone #\_954-713-1284\_\_\_\_\_ Date Submitted To JAC: 08/18/2017**

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

Capital Collateral Regional Counsel – Southern Region is charged with the statutory responsibility of providing legal representation in both state and federal Capital post conviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigence.

Section 27.702(3) F.S (1996 Supp) states: The Capital Collateral Representative shall file motions seeking compensation for the representation and reimbursement pursuant to 18 U.S.C. s.3006A. The methodology used in determining the reimbursement is as follows:

When cases enter the federal courts, they are tracked through completion.

Reimbursement for the hours worked by attorneys and investigators along with applicable expenses are requested from federal courts. Based on the average reimbursement per case for the past 5 years, \$35,365. CCRC-South estimates the following for FY 18-19:

FY 18-19: 8 Cases @ \$35,365 = \$282,920.00



# **Budget Entity Level Exhibits or Schedules**

## **Criminal Conflict and Civil Regional Counsels**

**Budget Entities: 21800100 through 21800500**

**CRIMINAL CONFLICT & CIVIL  
REGIONAL COUNSELS**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>Budget Entity:</b>	Criminal Conflict and Civil Regional Counsel-1st District
<b>LAS/PBS Fund Number:</b>	20-2-976001

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	30,512.35	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: Anticipated Revenue for SCGR	156.24	(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>30,668.59</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(30,512.35)	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(156.24)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	<b>0.00</b>	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**INSTRUCTIONS FOR COMPLETING THE FY 2018-2019 LEGISLATIVE  
BUDGET REQUEST SCHEDULE 1 NARRATIVE**

**Office of Criminal Conflict and Civil Regional Counsel, First Region**

**Indigent Civil Defense Trust Fund - 2976**

**Carla Georgieff 850-922-0179**

**August 17, 2017**

**Revenue Estimating Methodology:**

**Restitution:**

RCC1 used FY 16/17 actual revenue (\$6,505) and divided by the number of Civil Dependency Cases in FY 16/17 (1719) and came up with \$3.78 per case. Revenue estimates are based on a 15% growth in case per year x \$3.78 per case.

$$1719 \times 15\% = 258$$

$$1719 + 258 = 1977 \text{ cases in FY 17/18}$$

$$1977 \times \$3.78 = \$7,473 \text{ in FY 17/18}$$

$$1977 \times 15\% = 297$$

$$1977 + 297 = 2274 \text{ cases in FY 18/19}$$

$$2274 \times \$3.78 = \$8,596 \text{ in FY 18/19}$$

**Fees:**

RCC1 used FY 16/17 actual revenue (\$3,529.61) and divided by the number of Civil Dependency Cases in FY 16/17 (1719) and came up with \$2.05 per case. Revenue estimates are based on a 15% growth in cases per year x \$2.05 per case.

$$1719 \times 15\% = 258$$

$$1719 + 258 = 1977 \text{ cases in FY 17/18}$$

1977 cases x \$2.05 = \$4,052.85 in FY 17/18

1977 x 15% - 297

1977+ 297 = 2274 cases in FY 18/19

2274 x \$2.05 = \$4,662 in FY 18/19

Refunds: No refunds are expected for FY 17/18 and 18/19

8 Percent Service Charge to General Revenue:

A02 – Receipts Applicable to SCGR	\$4,053
8% Service Charge	\$324.24
A03 – Receipts Applicable to SCGR	\$4,662
8 % Service Charge	\$372.96



# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2018 - 2019**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>Budget Entity:</b>	Criminal Conflict and and Civil Regional Counsel -2nd District
<b>LAS/PBS Fund Number:</b>	20-2-976002

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	6,595.80	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	6,595.80	(F)		
LESS		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(332.52)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	6,263.28	(K)		

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

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**Revenue Estimating Methodology:**

**Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel**

**Circuit/Office Number: Second District**

**Trust Fund Name: Grants and Donations Trust Fund – Trust Fund ID: 2339**

**Name of Person Completing This Form: Lori Wagner Kane**

**Telephone Number: (239) 963-8168 Date Submitted to JAC \_\_\_\_\_**

\*\*\*\*\*

**Revenue Estimating Methodology (use additional pages if necessary)**

The Office of Criminal Conflict & Civil Regional Counsel, 2<sup>nd</sup> DCA, began receiving quarterly reimbursements for IT expenses from Polk County beginning January, 2013 of fiscal year 2012-2013. Reimbursement per fiscal quarter is \$19,540. Projections are based on expected reimbursements for the full fiscal year. \$19,540 x 4 = \$78,160

FY 2013 – 2014: Actual reimbursements totaled \$78,160

FY 2014 – 2015: Actual reimbursements totaled \$78,160

FY 2015 – 2016: Actual reimbursements totaled \$78,160

FY 2016 – 2017: Actual reimbursements totaled \$78,160

FY 2017 – 2018: Anticipated reimbursements will be \$78,160

FY 2018 – 2019: Projected reimbursements will be \$78,160

Anticipated / Projected future reimbursement amounts will not change.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel**

**Circuit/Office Number: Second District**

**Trust Fund Name: Indigent Civil Defense Trust Fund – Trust Fund ID: 2976**

**Name of Person Completing This Form: Lori Wagner Kane**

**Telephone Number: (239) 963-8168 Date Submitted to JAC \_\_\_\_\_**

\*\*\*\*\*

### **Revenue Estimating Methodology (use additional pages if necessary)**

In, the Office of Criminal Conflict & Civil Regional Counsel, 2<sup>nd</sup> DCA, (RC2) considers the prior year collected fee and restitution amounts to calculate the projected Indigent Civil Defense Trust Fund fees and restitution. Additionally, RC2 considers the increasing caseloads and better collection practices. Therefore, a 3% - 5% increase is used annually. RC2 will continue working with the Clerks of Court to ensure it receives proper credit for fees and restitution.

FY 2012 – 2013:	Actual: \$4,881.31
FY 2013 – 2014: Projected: \$4,881.31 x 2 = \$9,762.62	Actual: \$9,219.03
July 2013 Deposit - This was an isolated and irregular occurrence.	Deposits: <u>\$16,092.00</u>
	Total: \$25,311.03

Using the 3% increase methodology, \$26,070.00 was projected (in error) for FY 2014 – 2015. The increase was due to an unidentifiable deposit made by Hillsborough County.

	<u>Projected</u>	<u>Actual</u>
FY 2014 – 2015	\$26,070.00	\$9,202.98
FY 2015 – 2016: \$9,202.98 x <u>3%</u> = \$9,479.06		\$11,762.74
FY 2016 – 2017: \$11,762.74 x <u>5%</u> = \$12,350.87		\$12,883.62
FY 2017 – 2018: \$12,883.62 x <u>5%</u> = \$13,527.80		
FY 2018 – 2019: \$13,527.80 x <u>5%</u> = \$14,204.19		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>Budget Entity:</b>	Criminal Conflict and Civil Regional Counsel-3rd District
<b>LAS/PBS Fund Number:</b>	20-2-976003

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	15,184.15	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	15,184.15	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(14.56)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	15,169.59	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name :**

*Office of Criminal Conflict & Civil Regional Counsel, 3rd Region*

**Trust Fund Name:**

*Indigent Civil Defense Trust Fund*

**Trust Fund ID: 2976**

**Name of Person Completing This Form: *Jorge I. Sanchez***

**Telephone: (305) 679-6550**

**Date Submitted To JAC: 8/21/2017**

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**Revenue Estimating Methodology (use additional pages if necessary)**

Based on FY 16-17 collections of \$1258.68 in application fees, RC3 projects the same amount will be collected in FY 17-18 as well as FY 18-19.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2018 - 2019**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>Budget Entity:</b>	Criminal Conflict and Civil Regional Counsel-4th District
<b>LAS/PBS Fund Number:</b>	20-2-976004

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	12,777.91	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	12,777.91	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(38.00)	(I)		
LESS: Offset To Deficit Fund Balance		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	12,739.91	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2018-2019 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

Circuit / Office Name RC-4 Circuit /Office # \_\_\_\_\_

Trust Fund Name Indigent Civil Defense TF Trust Fund ID 2976

Name of Person Completing This Form Gina Gillette (print)

Telephone # 561-837-5156 x4 Date Submitted To JAC \_\_\_\_\_

\*\*\*\*\*

### Revenue Estimating Methodology (use additional pages if necessary)

#### Application Fees

The estimated FY 2017-2018 and FY 2018-2019 totals calculated based on the average of the actual receipts of the two previous fiscal years, 2015-2016, \$2,672.75 and 2016-2017, \$2,353.50.

#### Restitution

The estimated FY 2017-2018 and FY 2018-2019 totals calculated based on the average of the actual receipts of the two previous fiscal years, 2015-2016, \$1,600.00 and 2016-2017, \$400.00.

Actual FY 2016-17	Estimated FY 2017-18	Estimated FY 2018-19
App Fees \$2,672.75	\$2,604	\$2,604
Restitution \$1,600.00	\$1,000	\$1,000

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>Budget Entity:</b>	Criminal Conflict and Civil Regional Counsel -5th District
<b>LAS/PBS Fund Number:</b>	20-2-976005

	Balance as of 6/30/2017		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	16,209.97	(A)		
ADD: Other Cash		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	16,209.97	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (SCGR)	(133.23)	(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/2017</b>	16,076.74	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2018-2019 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Office of Criminal Conflict & Civil Regional Counsel, 5<sup>th</sup> Region**

**Indigent Civil Defense Trust Fund – Trust Fund ID 2976**

**Michael C. Nappi, Chief of Staff, 5<sup>th</sup> Region**

**Telephone # (407) 389-5140 Date Submitted To JAC: 8/18/17**

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**Revenue Estimating Methodology (use additional pages if necessary)**

**Civil Application Fees**

For FY 16/17, RC5’s actual revenue was \$11,845.00. RC5 was appointed to 1724 cases, and it received application fees in 13.7% of its cases. RC5 projects that its caseload will increase at a rate of 5% for the next two years. RC5 projects that it will collect application fees in 5% of its cases in FY17/18 and 5% of its cases in FY18/19.

Revenue Estimates are based on the following:

**Estimate for 17/18:**

1810 x \$50.00 application fee = \$90,500

\$90,500 x 5% = \$4,525

**Estimate for 18/19:**

1900 x \$50.00 application fee = \$95,000

\$95,000 x 5% = \$4,750

**Restitution:**

Attorney Fees

For FY 16/17, RC5's actual revenue was \$13,845.00. RC5 was appointed to 1724 cases, and it received restitution in 5.4% of its cases. RC5 projects that its caseload will increase at a rate of 5% for the next two years. RC% projects that it will collect restitution in 5% of its cases in FY17/18 and 5% of its cases in FY18/19.

Revenue Estimates are based on the following:

Estimate for 17/18:

1810 x \$150.00 application fee = \$271,500

\$271,500 x 5% = \$13,575

Estimate for 18/19:

1900 x \$150.00 application fee = \$285,000

\$285,000 x 5% = \$14,250

**5 Percent State Trust Fund Reserve:**

<b>FY 2017-18 Receipts Applicable to SCGR</b>	<b>\$4,525.00</b>
<b>Less 8% Service Charge</b>	<b>\$362.00</b>
<b>= Receipts Applicable to 5% Assessment</b>	<b>\$4,163.00</b>
<b>X 5% State Trust Fund Reserve</b>	<b>\$208.15</b>

**8 Percent Service Charge to General Revenue:**

<b>FY 2017-18 Receipts Applicable to SCGR</b>	<b>\$4,525.00</b>
<b>X 8% Service Charge</b>	<b>\$362.00</b>
<b>FY 2018-19 Receipts Applicable to SCGR</b>	<b>\$4,750.00</b>
<b>X 8% Service Charge</b>	<b>\$380.00</b>

**Explanation of Schedule I, Section III Accounting Adjustments:**

**None Applicable**

SCHEDULE VIII-A: PRIORITY LISTING OF AGENCY BUDGET ISSUES  
Requested Expenditures Over Base Operating Budget

DEPARTMENT: JUSTICE ADMINISTRATION

BUDGET ENTITY: Justice Administrative Commission / Executive Direction and Support

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Competitive Pay Adjustment for Justice Administrative Commission Employees	4203A60	0	\$139,840 / 1000	1

Narrative: The Justice Administrative Commission requests additional Salary rate of \$121,000 and recurring Salaries and Benefits General Revenue funds of \$139,840 to provide merit increases for JAC staff.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Court Appointed Due Process Costs Increase	5200030	0	\$9,434,000 / 1000	2

Narrative: The Justice Administrative Commission requests General Revenue funds to address an ever-increasing caseload for court-appointed attorneys and due process vendors. This request is for the Child Dependency/Civil Conflict cases, Attorney Payments Over the Flat Fee cases, and Criminal Conflict Cases.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Public Records and Help Desk Request Management Software	36205C0	0	\$29,000 / 1000	3

Narrative: The Justice Administrative Commission requests \$29,000 in General Revenue funds to purchase software to manage responses to over 22,000 Help Desk inquiries and more than 430 public records requests. The software will also empower court-appointed vendors to search for similar inquiries and other education information.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Help Desk Request Workload	3002110	1	\$60,575 / 1000	4

Narrative: The Justice Administrative Commission requests one FTE and Salaries and Benefits General Revenue funding to address an ever-increasing number of Help Desk inquiries from court-appointed attorneys, indigent for costs attorneys and their vendors.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Court-Appointed Workload	3002300	2	\$111,559 / 1000	5

Narrative: The Justice Administrative Commission requests two FTEs and Salaries and Benefits General Revenue funding to address the increasing workload while maintaining the level of quality auditing performed by the Auditors.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Software Refresh	36206C0	0	\$33,100 / 1000	6

Narrative: The Justice Administrative Commission requests \$33,100 in General Revenue Expense funds to replace 30 SQL server processor licenses which are at the end of their useful life.

SCHEDULE VIII-A: PRIORITY LISTING OF AGENCY BUDGET ISSUES  
Requested Expenditures Over Base Operating Budget

DEPARTMENT: JUSTICE ADMINISTRATION

BUDGET ENTITY: Justice Administrative Commission / Executive Direction and Support

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Information Technology Infrastructure Replacement	24010C0	0	\$20,000 / 1000	7

Narrative: The Justice Administrative Commission requests \$20,000 in General Revenue funds to replace 2 servers which are at the end of their useful life.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Information Security Manager	36302C0	0	\$60,000 / 1000	8

Narrative: The Justice Administrative Commission requests non-recurring Contracted Services General Revenue funds of \$60,000 to hire a contractor to assist staff with developing and implementing a sustainable IT security plan to bring the agency in line with statutory requirements.

Issue Title	Issue Code	FTE	Amount / Fund	Priority #
Realign General Revenue Appropriation within Justice Administration - Deduct	2000150	0	(\$225,000) / 1000	9

Narrative: The Justice Administrative Commission is requesting a reallocation of funding between the Justice Administrative Commission and the Statewide Guardian ad Litem Program for training to attorneys and related personnel who represent dependent children with special needs training.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**STATEWIDE GUARDIAN AD LITEM**

**Priority #1**

Issue Title: Reimbursement for Extraordinary GAL Advocate Expenses

Issue Code: 4206010

FTE: 0

Rate: N/A

Fund: General Revenue

Categories: Expenses - \$331,262

Narrative:

This issue seeks \$331,262 in recurring general revenue funding to reimburse Guardian ad Litem (GAL) volunteers for extraordinary travel expenses related to best interests advocacy. Florida law requires the appointment of a GAL as early as possible in a dependency case – a person responsible for getting to know the child and his or her family, giving that child a voice in court, and representing the child’s best interests within the child-welfare system. Due to increased numbers of children in out-of-home care and a lack of enough foster homes, GALs must travel longer distances to do their work. Some GAL volunteers, particularly those who are retired on fixed incomes, have indicated that the costs of travel could cause them to decline cases, thereby reducing the overall number of GAL volunteers and thus the number of children represented. The general revenue funds requested here will allow the GAL Program to reimburse volunteers for extraordinary travel costs in cases where the best interests of the child justify it.

The number of children in out-of-home care has increased 11 percent since 2015.(1) According to the Department of Children and Families, (DCF), as of May 31, 2017, there were 24,279 children in out-of-home care statewide – up from 21,698 on May 31, 2015. Given that Florida has approximately 5,000 foster care homes, it is a constant struggle to find appropriate placements for children near the families from whom they were removed. DCF statistics indicate that 19% of children were placed out of their home circuits as of June 2017[1]. Children of increasingly young ages are being placed in group homes rather than with foster families. This unprecedented situation makes it difficult and costly for GALs to visit children frequently and to stay on cases when a child is moved out of circuit.

Having a consistent advocate is invaluable to children. A hallmark of GAL advocacy is that one advocate who represents one child or sibling group is a steady presence when so much else is changing for them: placements, caseworkers, friends, schools, judges. As the independent voice for the child, the GAL must see the child regularly to effectively represent best interests and articulate expressed wishes. Having a consistent advocate is invaluable to these children, who often feel very alone in an overwhelming and overwhelmed child welfare system.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**STATEWIDE GUARDIAN AD LITEM**

Having a consistent advocate is vital to the court system. A GAL visits a child on a regular basis in different environments to make informed best interests recommendations. When a GAL stays on a case from beginning to end, he or she has historical information that is crucial to decisions the judges will make about the child's best interests. This institutional knowledge keeps critical information about the child and family from being lost. As children are being placed farther from their home counties, keeping the same volunteer on a case until completion has become a challenge for the GAL Program.

Florida's 10,000 Guardian ad Litem volunteers drive an estimated 3 million miles per year to represent abused and neglected children.<sup>(2)</sup> A June 2017 survey of more than 10,000 GAL volunteers yielded 1,344 responses to questions about their driving patterns as a GAL volunteer. Survey results showed the average volunteer drives 64 miles per month, or 768 miles per year. That represents a cost avoidance of more than \$2 million in travel reimbursements if the state were paying its employees for the same mileage. Of the volunteers who responded, 34 percent drive more than 1,000 miles a year to represent and visit dependent children.

The cost of travel prevents some advocates from taking or staying on certain cases. The Guardian ad Litem Program does not reimburse GAL volunteers for mileage or any other cost incurred in the normal course of volunteering. However, when children in out-of-home care are placed at long distances from their home circuits, GALs can incur significant expenses for routine visits to the child's placement, to provide educational advocacy at the child's school or in the performance of many other tasks critical to best interests advocacy.

Florida's most vulnerable children deserve consistent advocacy and advocates. The courts require thoughtful recommendations based on first-hand knowledge of the child's best interests. With this funding, the GAL Program will reimburse, on a case-by-case basis, those travel expenses that are deemed extraordinary or related to hardship. These expenses may include, but not be limited to, travel for visits when a child is placed a significant distance from his or her home, maintaining relationships with siblings or other family members, ensuring the quality of placements, and achieving normalcy for a child.

Cost projections. Cost projections for this issue are detailed in the footnote which follows (3).

[1] [http://centerforchildwelfare.fmhi.usf.edu/qa/cwkeyindicator/KI\\_Monthly\\_Report\\_June\\_2017.pdf](http://centerforchildwelfare.fmhi.usf.edu/qa/cwkeyindicator/KI_Monthly_Report_June_2017.pdf), p.39

[2] Estimated mileage based on January – July 2017 miles driven as recorded in Optima (the GAL data system), by 50 percent of active volunteers.

[3] The cost of this issue was projected by using the number of miles driven by volunteers between January – July 2017.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**STATEWIDE GUARDIAN AD LITEM**

These data are reported by 50 percent of GAL volunteers in the GAL data system Optima. The reported mileage for these 7 months is 1,142,733 miles. This number is divided by 7 and multiplied by 12 to project a 12-month total mileage. The 12-month total reported by half of the active volunteers (1,958,970 miles) is doubled to account for the mileage of volunteers who did not record their mileage in the data system. The result (3,917,940) is then reduced (multiplied by 19 percent) to account for the mileage driven in serving the 19 percent of dependent children placed out-of-circuit. The result of this calculation (744,409) is multiplied by \$0.445/mile standard State of Florida mileage reimbursement rate. This yields an estimated cost of \$331,262.

**Priority #2**

Issue Title: Baby Court (0 to 3)

Issue Code: 3003610

FTE: 19.00

Rate: \$685,759

Fund: General Revenue

Categories: Salaries and Benefits - \$1,024,142

Expenses - \$30,000

Narrative:

The Florida Statewide Guardian ad Litem (GAL) Office requests \$1,054,142 in recurring general revenue funds to establish 18 FTEs Child Advocate Manager I positions (class code 8401) and 1 FTE Program Director (class code 8505) to provide targeted advocacy for the best interests of infants and toddlers aged 0 to 3 within Early Childhood Courts in Florida's judicial circuits. These courts, known as "Baby Courts," work with teams to focus case-specific resources and intensive oversight on very young children; they engage stakeholders and parents with frequent monitoring and assessment to prevent further maltreatment, reduce the time needed to permanency, and improve the child's well-being.<sup>1</sup> The GAL Program, as the child's representative, has a crucial role to play on these teams, which require a greater time commitment than other cases to establish an early path to permanency.

The 18 FTE Child Advocate Manager I positions will be assigned to work with each of the 18 Baby Courts across Florida, carrying a reduced caseload in order to increase the frequency and intensity of child and family contact. One (1) FTE Program Director is requested to provide leadership, consistency and direction to the GAL's work in the 18 Baby Courts. In addition to the funding for salaries and benefits for the GAL Baby Court staff, \$30,000 is included in this request for training and travel to ensure that these staff obtain the specialized knowledge and skills needed.



**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**STATEWIDE GUARDIAN AD LITEM**

The number of children in Florida's child welfare system is increasing, especially infants and toddlers. The number of children in out-of-home care has increased 11 percent since April 2015, and babies younger than age 1 are the single-largest group of children in state custody. Both Florida and federal law require that children reach permanency within 12 months, but there are unique aspects to cases involving children under 3. According to the Florida State University Center for Prevention and Early Intervention Policy, the younger children are when they come into the system, the longer they stay and the less likely they are to be reunified. Further, long periods in out-of-home care are harmful to children, who often must endure multiple placements, increasing the chance they will be further traumatized and subject to attachment disorders. These long lengths of stay in foster care are also costly to Florida taxpayers, who bear the expense of these placements as well as the resulting societal costs of poor outcomes: homelessness, joblessness, teen parenthood, substance abuse, crime and mental health problems.

In contrast, national results show that children served by evidence-based Baby Courts are reaching permanency three times faster than infants and toddlers in the general foster care population. ZERO TO THREE, a global non-profit organization dedicated to improving the lives of infants and toddlers, developed the Safe Baby Court Teams initiative so that child welfare systems, which sometimes work at odds with a baby's development, can use the science of early childhood development to achieve better outcomes for children (see <https://www.zerotothree.org/our-work/safe-babies-court-teams>). The program connects babies and their families with the support and services they need to promote healthy child development, while at the same time ensuring speedier exits from the system. As the ZERO TO THREE website explains:

The first three years of life encompass the most critical phase of brain development. It is during the first 36 months that the foundation is being laid for how a child perceives the world around him or her: is it a safe encouraging setting where the child is surrounded by loving adults and has every opportunity to become a happy child and a curious learner? Or is it a dangerous and hostile territory where adults cannot be relied on to respond appropriately to the child's needs? The stakes are high but developmental neuroscience demonstrates that this is the time –when the foundation of the brain's architecture is being laid—to intervene on behalf of victims of maltreatment.

Baby Courts have demonstrated positive outcomes. In 2014, this approach was added to the California Evidence-Based Clearinghouse for Child Welfare, where it was given a scientific rating of a 3, showing promising research evidence and high relevance to the child welfare system. Almost two-thirds of children served by the Safe Babies Court Teams found permanent homes with members of their families, while only one-third of infants and toddlers in the general population exit foster care to family members.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**STATEWIDE GUARDIAN AD LITEM**

The Safe Babies Court Team approach is being implemented in 18 Florida sites to change the trajectory for infants and toddlers in out-of-home care with an active court team focused on:

- \* Provision of timely services specifically targeted for the 0 to 3 population
- \* Community-wide collaboration led by judges
- \* Focused attention recognizing a family's individual strengths and challenges
- \* Interventions that meet the specific needs of each child and parent
- \* Frequent hearings to monitor progress, often once or twice a month.<sup>3</sup>

It is critical for the best interests of children that the GAL Program be a meaningful participant in Baby Courts. Florida Statutes require that a guardian ad litem be appointed by the court at the earliest possible time to represent the child in any child abuse, abandonment, or neglect judicial proceeding, whether civil or criminal. § 39.822, Fla. Stat. While the Program is serving more than 25,000 children with more than 10,000 volunteers, there are still many children who need a GAL, in part because of a dramatic increase of children in out-of-home care over the past several years.

The traditional GAL model of representation encompasses a team comprised of one volunteer, one GAL Child Advocate Manager and one GAL attorney. During FY 17-18 and FY 18-19, the GAL Program will be piloting a variety of innovative solutions to meet the needs of abused children and move them more quickly to permanency. The Program believes it can identify ways to become more efficient while providing proactive representation of the unique needs of every child to represent all children without seeking a significant increase in funding. Baby Court is one such initiative.

As decisions are made for children on an expedited basis in the Baby Courts, it is imperative that each child's voice be heard, and that recommendations for their best interests be timely and comprehensive. To ensure that the Program has sufficient staff to support and enhance Baby Court efforts, the Program seeks 19 FTE positions for the following functions:

- \* Providing a dedicated GAL point of contact within each Baby Court to facilitate effective communication among the many parties and stakeholders;
- \* Enabling the Program to provide advocacy targeted to the 0 to 3 population using GALs with specialized knowledge of 0 to 3 issues;
- \* Gathering information and making recommendations on the child's best interests within the expedited Baby Court timeframes; and
- \* Establishing sufficient GAL staff to attend the increased number of hearings required in Baby Court cases

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**STATEWIDE GUARDIAN AD LITEM**

[1] Florida State University, Center for Prevention and Early Intervention Policy, "A Proposal to Support and Enhance Early Childhood Courts and Transform Florida's Dependency Courts to Protect Young Children," March 2017.

[2] <http://www.cebc4cw.org/program/safe-babies-court-teams-project/>

[3] <https://www.zerotothree.org/resources/1655-the-core-components-of-the-safe-babies-court-team-approach>

**Priority #3**

Issue Title: Realignment of Funds - Add

Issue Code: 2000140

FTE: 0

Rate: N/A

Fund: General Revenue

Categories: Contracted Services - \$63,000

Expenses - \$162,000

Narrative:

In accordance with proviso language for line 755 of the FY 17-18 GAA, the Justice Administrative Commission sets aside surplus funds each year to provide training to attorneys and related personnel who represent dependent children with special needs. JAC and GAL would like to permanently transfer \$225,000 of this recurring appropriation to a Guardian ad Litem budget special category to be used specifically to provide training to attorneys and related personnel who represent children with special needs. For the last four years, the JAC has authorized the Guardian ad Litem program to manage this attorney and related personnel training on their behalf. Since the spending authority is currently in the JAC budget, GAL has to request JAC approval for all planned training activities. The requested realignment between budget entities will allow JAC and GAL to improve the efficiency of the trainings provided to attorneys and related personnel.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

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**State Attorney: Legislative Budget Issue Priorities for Fiscal Year 2018-19  
(First through Twentieth Judicial Circuits)**

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**Individual State Attorney Circuit Responses:**

**State Attorney, First Judicial Circuit**

**Priority #1**

Issue Title: Realignment of Administrative Expenditures – Add  
Issue Code: 2000100  
Fund: General Revenue  
Categories: Salaries and Benefits - \$250,000  
Salary Incentive Payments - \$5,530

**Narrative:** The realignment of expenditures in General Revenue Salaries and Benefits and Salary Incentive Payments should eliminate the need for transfers that are necessary to ensure there will be sufficient authority in each appropriation category.

**Priority #2**

Issue Title: Realignment of Administrative Expenditures - Deduct  
Issue Code: 2000200  
Fund: General Revenue  
Categories: Operations - \$250,000  
Other Personal Services - \$5,530

**Narrative:** The realignment in General Revenue Operations and General Revenue Other Personnel Services should eliminate the need for transfers that are necessary to ensure there will be sufficient authority in General Revenue Salaries and Benefits and in General Revenue CJIP.

**Priority #3**

Issue Title: Replacement Equipment  
Issue Code: 2401000  
Fund: General Revenue  
Categories: Operations - \$55,067

**Narrative:** Request \$55,067 to replace equipment which have exceeded their life expectancy of five years, are worn out, obsolete, a hazard to employees and is no longer cost effective to the State.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**State Attorney, First Judicial Circuit**

**Priority #4**

Issue Title: Public Records Request Workload  
Issue Code: 3009700  
FTE: 2.00  
Salary Rate: \$85,529  
Fund: General Revenue  
Categories: Salaries and Benefits - \$142,362  
Operations - \$11,683; \$7,599 Non-recurring

**Narrative:** The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.

**Priority #5**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: General Revenue  
Categories: Acquisition of Motor Vehicles - \$24,000

**Narrative:** Reliable, cost efficient transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from different offices in four counties is a necessity.

**Priority #6**

Issue Title: Jimmy Ryce Civil Commitment  
Issue Code: 3000560  
FTE: 2.00  
Rate: \$62,307  
Fund: General Revenue  
Categories: Salaries and Benefits - \$103,334  
Operations - \$8,178; \$5,188 Non-recurring

**Narrative:** This issue will have a positive impact on Jimmy Ryce Civil Commitment activities in order to expedite the civil action required of the Jimmy Ryce Civil Commitment Statute.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**State Attorney, First Judicial Circuit**

**Priority #7**

Issue Title: Body Camera Evidence Review  
Issue Code: 5008010  
FTE: 2.00  
Rate: \$62,307  
Fund: General Revenue  
Categories: Salaries and Benefits - \$103,334  
Operations - \$8,178, \$5,188 Non-recurring

**Narrative:** Due to the increased demand on the office due to having to review footage of law enforcement body cameras, it is requested that one additional Attorney and one Legal Assistant be provided to our office to ease the increased workload associated with the body camera demands.

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**State Attorney, Second Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention  
Issue Code: 4206A40  
Rate: \$114,500  
Fund: General Revenue  
Categories: Salaries and Benefits - \$149,262

**Narrative:** The Second Judicial Circuit requests retention dollars to implement Phase II of the Justice Coalition's efforts for salary adjustments for Assistant State Attorneys (ASAs). Funds are requested based on # of ASAs and years of service. Funding is critical in order to stay competitive with other State agencies. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2018-2019**

**Priority #2**

Issue Title: Circuit-Wide Diversion Manager Pilot Program  
Issue Code: 5000100  
FTE: 2.00  
Rate: \$73,221  
Fund: General Revenue  
Categories: Salaries and Benefits - \$126,927  
Operations - \$8,178, \$5,188 Non-recurring

**Narrative:** The Second Judicial Circuit requests funding to establish a Circuit-Wide Diversion Manager Pilot Program with a primary focus on addressing minor offenses through strong interventions without imposing unintended and long term consequences. Other benefits include reducing courtroom workloads. This would bring consistency to programs now offered at the county and city level among all 6 counties in our circuit.

**Priority #3**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: State Attorney Revenue Trust Fund  
Categories: Acquisition of Motor Vehicles - \$115,000

**Narrative:** The Second Judicial Circuit has 5 vehicles that qualify for replacement under the Florida Department of Management Services, Minimum Equipment Replacement Criteria. In 16-17 our request for General Revenue funding for vehicles was not approved and in 17-18 only 1 vehicle replacement was approved from our State Attorney Revenue Trust Funds. Vehicle funding for 5 replacement vehicles in FY18-19 is critical and is being requested from FIST dollars.

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**State Attorney, Third Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney / Assistant Public Defender Retention  
Issue Code: 4206A40  
Rate: \$68,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$88,645

**Narrative:**

The Justice Coalition requests salary funding for retention of agency attorneys. The request is for \$2,000 per filled attorney position where years of service is less than 3 years and \$4,000 per filled attorney position where years of service is 3 years or more.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
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**State Attorney, Third Judicial Circuit**

**Priority #2**

Issue Title: Public Records Request Workload  
Issue Code: 3009700  
Rate: \$40,438  
Fund: General Revenue  
Categories: Salaries and Benefits - \$58,925  
Operations - \$3,973; \$2,777 Non-recurring

**Narrative:**

To facilitate transparency with the public, this agency requests an Administrator IV position to coordinate and respond to public records requests that are received by the State Attorney's Office, 3<sup>rd</sup> Judicial Circuit. The volume of requests and the requirement to review, redact, and respond to requests in a timely manner make this position a necessary part of complying with Florida Statutes Chapter 119.

**Priority #3**

Issue Title: Graham / Miller / Atwell/ Etcetera – Court Mandated Juvenile Resentencing  
Issue Code: 3009000  
Rate: \$ 83,222  
Fund: General Revenue  
Categories: Salaries and Benefits - \$131,767  
Operations: \$8,178; \$5,188 Non-recurring

**Narrative:**

The Supreme Court rulings in Graham, Miller and Atwell have created a new sentencing and resentencing structure for juvenile offenders who are sentenced to prison for a term of Life or de-facto Life. To comply with these court mandates, this agency requests an Assistant State Attorney and a Legal Secretary position to handle the workload that will be required.



**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
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**Priority #4**

Issue Title: Replacement Equipment – Motor Vehicles  
Issue Code: 2401500  
Fund: State Attorney Revenue Trust Fund  
Categories: Acquisition of Motor Vehicles - \$102,000

**Narrative:** The State Attorney’s Office, 3<sup>rd</sup> Judicial Circuit requires pursuit vehicles for law enforcement staff that cover this 7 county rural circuit. The State Attorney and State Attorney Investigators must respond to homicide scenes all over the circuit, travel for victim / witness interviews, and handle assignments in all four offices maintained by the State Attorney in this circuit. Vehicles that are being requested for replacement have met the Department of Management Services Minimum Equipment Replacement Criteria.

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**State Attorney, Fourth Judicial Circuit**

**Priority #1**

Issue Title: Full Restoration of Budget Reductions  
Issue Code: 4200300  
Fund: General Revenue  
Categories: Salaries and Benefits - \$339,421

**Narrative:** In FY 2017-2018, the State Attorney’s Office for the Fourth Judicial Circuit received an additional \$384,013 in General Revenue to support the creation of a Criminal Integrity Unit (“CIU”). The CIU is designed to investigate claims of wrongful convictions and will develop policies designed to reduce future false convictions. This initiative is the first of its kind in the State of Florida. An unexpected and contemporaneous \$339,421 reduction in General Revenue greatly reduced the net benefit to the State Attorney’s Office of the proposed CIU funding. Because of the General Revenue reduction, the State Attorney’s Office received a net gain of only \$44,592. The State Attorney’s Office requested the additional General Revenue last year to fund the CIU. The State Attorney’s Office seeks the restoration of \$339,421 to General Revenue to fulfill the intent of the Legislature in funding the CIU.

**Priority #2**

Issue Title: State Attorney Support Staff Three Percent Adjustment  
Issue Code: 4201A10  
Rate: \$190,806  
Fund: General Revenue  
Categories: Salaries and Benefits - \$220,515

**Narrative:** The State Attorney's Office employs over 320 personnel. Excluding Assistant State Attorneys and Investigators, the Office employs 181 support staff. The current median salary for support staff is \$31,775. Although the Legislature enacted a one-time salary increase for these

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
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employees during its last session, it was the first such salary increase approved in several years. Prior to 2017, the Legislature last provided across-the-board salary increases in 2013 and in 2006. When combined with mandated increases in pension contributions by employees, wages have remained stagnant. The State Attorney's Office seeks a three (3) percent salary adjustment for support staff in order to retain qualified employees and to attract new employees to State employment.

**Priority #3**

Issue Title: Assistant State Attorney Assistant Public Defender Retention  
Issue Code: 4206A40  
Rate: \$333,200  
Fund: General Revenue  
Categories: Salaries and Benefits - \$434,360

**Narrative:** This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose of which is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes. Funds are calculated based on years of service: 0 to 3 years = \$2,000 per position and 3 or more years = \$4,000 per position.

**Priority #4**

Issue Title: Body Camera Evidence Review  
Issue Code: 5008010  
FTE: 3.00  
Rate: \$90,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$140,583  
Operations: \$10,515; \$7,233 Non-recurring

**Narrative:** The State Attorney's Office for the Fourth Judicial Circuit is required to respond to public records requests in a timely and complete manner pursuant to Chapter 119 F.S. The State Attorney's Office created a Public Records Division to manage public records requests. The Division is staffed with an attorney and several support staff. Failure to respond to a public records request may result in costly litigation. The Office responded to approximately 1,800 public records requests in each of the last two (2) fiscal years. Fulfilling public record requests requires an expenditure of significant time and labor. The Legislature created in excess of 200 exemptions to the public record statutes. These exemptions prohibit the disclosure of information deemed confidential or exempt.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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The Jacksonville Sheriff's Office is the largest law enforcement agency in the Fourth Judicial Circuit. The Jacksonville Sheriff's Office recently implemented a Body Worn Camera Program ("BWC"). The program is in its early stages of implementation. The State Attorney's Office expects to receive a significant number of public records requests for BWC video as the program is implemented. In order to fulfill a public records request for BWC video the State Attorney's Office is required to review the BWC video in real time to determine in order to make legally required redactions in accordance with Chapter 119. The State Attorney's Office expects this public records review to be labor and time intensive and requests three paralegal positions to assist the Public Records Division in managing the expected increased workload.

**Priority #5**

Issue Title: Staffing Requirements for Office Reorganization

Issue Code: 3000400

FTE: 2.00

Rate: \$70,000

Fund: General Revenue

Categories: Salaries and Benefits - \$105,279

Operations: \$9,346; \$5,554 Non-recurring

**Narrative:** The State Attorney's Office for the Fourth Judicial Circuit is undergoing a substantial reorganization of both its mission and its staffing. Since taking office in January, the State Attorney has implemented several innovative programs and seeks to develop a Community Prosecution or Crime Strategies initiative. The hallmarks of this crime prevention initiative are: (1) community involvement, (2) problem-solving, and (3) partnerships. Community prosecutors seek community input and involvement from the community and invite stakeholders to identify neighborhood problems and participate in solutions. Community prosecutors are problem-solvers, seeking not only to build better cases, but also to prevent crime by using a wide range of tools and strategies, many of which fall outside the traditional approach taken by prosecutors.

Although the initiative is in its early planning stages, the State Attorney's Office believes implementing a Community Prosecution or Crime Strategies initiative in the Fourth Judicial Circuit will require the support of one or more community prosecution or crime strategies coordinators. These coordinators will work to support the initiative on a daily basis by engaging the community and building meaningful partnerships within the community. They will act as a liaison between the community and the State Attorney's Office. As the State Attorney's Office designs and implements this initiative, these coordinators are invaluable. The State Attorney's Office seeks an increase in General Revenue to fund two (2) community prosecution or crime strategies coordinators.

**SCHEDULE VIII A**  
**PRIORITY LISTING OF AGENCY BUDGET ISSUES**  
**REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET**  
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**Priority #6**

Issue Title: Operational Support for State Attorneys  
Issue Code: 3001355  
FTE: 0  
Rate: NA  
Fund: General Revenue  
Categories: Salaries and Benefits: \$319,415

**Narrative:** After conducting a staffing needs assessment throughout the three counties the State Attorney's Office serves, it is apparent the Office is understaffed. The Office identified fifteen (15) positions which could be immediately filled to reduce a burdensome workload placed on staff in the areas where vacancies were identified. Conservatively, the Office seeks funding for only eight (8) positions. The State Attorney's Office seeks an increase in General Revenue to fill vacant staff positions.

Approximately 180 hundred staff members support over 120 attorneys in pursuing the mission of the State Attorney's Office. The office requests funding for two (2) clerical positions for the Misdemeanor Filing Division and funding for two (2) secretarial positions in the County Court Division. In FY 2016-2017, the Office received almost 40,000 misdemeanor referrals. The Office is on pace for the same number of referrals for FY 2017-18. The Intake Division and Misdemeanor Filing Division process the referrals and generate case files. The secretarial staff in County Court assists the County Court attorneys in managing the referrals for seventeen (17) County Court Divisions. The State Attorney's Office is requesting funding for four (4) secretarial/clerical positions.

The Office requests funding for one (1) secretarial/clerical position for our Juvenile Division and one (1) secretarial/clerical position for our Public Records Division. Requests for public records continue to grow and additional staffing is required to meet the current demand. The Office responded to approximately 1,800 public records requests in each of the last two (2) fiscal years. Currently, the office is staffed with one (1) juvenile case manager. Historically, the office has operated with three (3) Juvenile Division case managers. The Office seeks funding to hire one (1) additional prosecution support specialist to reduce the workload of its only Juvenile Division case manager.

Finally, the Office seeks funding to fill a switchboard operator position in an outlying county. Outlying county offices are generally staffed at a minimum level. Much of the staff is cross-trained. The current receptionist in Nassau County resigned in October 2016 and the position has remained unfilled. The absence of a staff member to field the calls received on a daily basis places an undue burden on the remaining support staff members.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #7**

Issue Title: 3009000  
Issue Code: Graham/Miller/Atwell Etcetera - Court Mandated Juvenile Resentencing  
FTE: 0  
Rate:  
Fund: General Revenue  
Categories: Salaries and Benefits - \$124,181

**Narrative:** The United States Supreme Court significantly altered the sentencing scheme for juvenile offenders convicted of serious non-homicide and homicide offenses in Graham v. Florida 560 U.S. 48 (2010), and in Miller v. Alabama, 567 U.S. 460 (2012). In Graham, the Court held that the Eighth Amendment disallows sentences of life in prison for juveniles convicted of non-homicide offenses without a meaningful opportunity for future release. In Miller, the Court did not categorically bar life sentences, but stated that a court must take into account how children are different, and how those differences counsel against irrevocably sentencing them to a lifetime in prison. In Falcon v. State, 162 So.3d 954 (Fla. 2015), the Florida Supreme Court held: (1) the Supreme Court's decision in Miller applies retroactively to juvenile offenders whose convictions and sentences were final at the time Miller was decided, and (2), the appropriate remedy for any juvenile offender whose sentence is unconstitutional under Miller is to conduct a resentencing proceeding. Proceedings for juvenile sentencing are codified in 775.082 and 921.1402, FS.

Graham/Miller resentencing cases are complex and voluminous. Currently, the Fourth Judicial Circuit State Attorney's Office has approximately 80 cases pending affected by Graham/Miller. Case reviews are labor intensive. A Graham/Miller hearing can be as complex as a murder prosecution. The State Attorney's Office seeks additional General Revenue funding to hire an experienced assistant state attorney to prosecute Graham/Miller resentencing cases.

**Priority #8**

Issue Title: Hurst Impact on Workload  
Issue Code: 3000110  
FTE: 0  
Rate: 0  
Fund: General Revenue  
Categories: Salaries and Benefits - \$130,700

**Narrative:** In capital cases in Florida, the Florida Supreme Court held in Hurst v. State, 202 So.2d 340 (Fla. 2016) that: (1) specific findings required to be made by the jury in a death penalty case include the existence of each aggravating factor that has been proven beyond a reasonable doubt, (2) the finding that the aggravating factors are sufficient, and (3) the finding that the aggravating factors outweigh the mitigating circumstances. A jury must make a unanimous decision to impose the death penalty in Florida.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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Currently, the State Attorney's Office for the Fourth Judicial Circuit has 32 cases pending in which a new penalty phase has been ordered because of the Hurst decision or in which the State expects a new penalty phase to be ordered because of the Hurst decision. The Hurst resentencing cases are complex and voluminous. Prosecuting capital cases requires an experienced assistant state attorney. The State Attorney's Office requests additional General Revenue funding for an additional assistant state attorney to prosecute Hurst resentencing cases.

**Priority #9**

Issue Title: Computer Programming Staffing  
Issue Code: 36260C0  
FTE:  
Rate: \$0  
Fund: General Revenue  
Categories: Salaries and Benefits - \$20,000

**Narrative:** The last implementation of a new case tracking system for the State Attorney's Office occurred in 2003. At that time, the office purchased a prepackaged product. The State Attorney's Office seeks to implement an innovative and enhanced case tracking system. In FY 2015-2016 and FY 2016-2017, the Office received approximately 17,000 felony case referrals and 40,000 misdemeanor case referrals. Tracking the referrals from opening to resolution is a complex task. Storage of the referrals after closing is mandated by statute. Currently, the majority of referrals to the Office are maintained and stored in paper form. As referrals are received yearly, the volume of referrals the office is required to manage grows dramatically.

The Office seeks funding for the development of a new case tracking system. Rather than purchasing another prepackaged case management product or subscribing to a service, the Office intends to develop its own case management system to meet its current and future needs. The State Attorney's Office is working with the IT Director of a neighboring State of Florida agency to develop a case management system. The IT Director developed a case management system for his agency which can be modified to meet the needs of the State Attorney's Office. The IT Director wrote the computer code for the program.

The State Attorney's Office requests \$20,000 GR in funding in order to initiate development for the case management project. The funds will be used to pay for professional services or to seek a dual employment arrangement. The future cost savings to the State Attorney's Office in owning its case management system is significant. Currently, the State Attorney's Office spends in excess of \$60,000 per year to maintain a system it does not own.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #10**

Issue Title: Additional Equipment  
Issue Code: 2402000  
Fund: General Revenue  
Categories: Operations - \$27,000

**Narrative:** The Fourth Judicial Circuit State Attorney's Office occupies a historic venue. The State Attorney's Office moved to the renovated federal courthouse and post office in Jacksonville in 2015. Currently, a courtroom in the building was unable to be renovated due to damage and was converted to a conference room. The conference room is large enough to operate as a training facility for between 50 and 75 people. In an effort to further attorney and staff training efforts, as well as community engagement, the State Attorney's Office seeks funding to furnish the training facility with furniture specific to a training facility. The room will comfortably hold 60 chairs and 30 tables. Moderately priced office chairs to furnish the training facility average \$200 per chair and \$500 per table. The State Attorney's Office seeks funding in the amount of \$27,000 to furnish the training facility. The funding request represents approximately half of the cost associated to convert the conference room into a training facility. The remaining IT requirements are slated for funding by the City of Jacksonville. The anticipated training room will be available to the community as part of the Office's community engagement initiative.

**Priority #11**

Issue Title: Information Technology Critical Needs  
Issue Code: 36201C0  
Fund: General Revenue  
Categories: Operations - \$27,500

**Narrative:** The State Attorney's Office seeks funding to implement a text message archival service. Chapter 119, F.S., requires the State Attorney's Office to respond to requests for public records. Since taking office in January 2017, the State Attorney has made transparency an aim for the office. Text messaging is a common method of communication between attorneys, between attorneys and staff, and with members of the public and law enforcement. The State Attorney's Office believes retention of all text messages is a best practice and that Chapter 119 obligates the retention of a work-related text message. The State Attorney's Office does not have a current text message archival system. Few if any companies provide text message archival services. The nation's largest company text message archival provided a quote to the State Attorney's Office of approximately \$25,000 per year to retain text messages for all employees across all devices and service providers.

Additionally, the State Attorney's Office seeks funding for an emergency employee text notification system. The State Attorney's Office occupies a building of over 250,000 square feet. With over 320 personnel, notification in the event of an emergency, such as an active shooter, is

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critical. The State Attorney's Office spends \$2,500 per year for an emergency text notification service for the safety and well-being of its employees.

**Priority #12**

Issue Title: Florida Bar Training Requirements for new Assistant State Attorneys

Issue Code: 3800270

Fund: General Revenue

Categories: Operations - \$2,900

**Narrative:** Practicing with Professionalism is one day seminar providing a broad overview of ethical and professional issues designed for new lawyers in fulfillment of phase 1 of the Basic Skills Course Requirement. The Florida Supreme Court in The Florida Bar Re: Amendment to Rules Regulating The Florida Bar, Rule 6-12 (Basic Skills Course Requirement, 524 So. 2d 634 (Fla. 1988), made Practicing with Professionalism, mandatory for attorneys admitted to The Florida Bar after October 1, 1988. Effective on May 12, 2005, the Supreme Court of Florida amended Rule 6-12.3 and Rule 6-12.4. These amended rules state that in addition to attending Practicing with Professionalism, new admittees must attend three "basic" level substantive continuing legal education programs presented by the YLD. The Basic Skills Course Requirement must be completed within the initial three (3) year continuing legal education cycle after admission to The Florida Bar or within two (2) years after the expiration of any exempt status. The Practicing with Professionalism requirement must be met within the first year of admission to The Florida Bar or one year prior to being admitted to The Florida Bar. The current registration fee for the Practicing with Professionalism seminar to be held in Miami in October 2017 and in Orlando in February 2108 is \$145.

**Priority #13**

Issue Title: Automated Legal Research

Issue Code: 36207C0

Fund: General Revenue

Categories: Operations - \$137,413

**Narrative:** The State Attorney's Office for the Fourth Judicial Circuit increased its usage of internet services of Westlaw, Clear Lexis Nexis, Pacer, and other internet resources. These services are invaluable to work productivity due to the ease of accessibility to information.



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**Priority #14**

Issue Title: Florida Bar Dues  
Issue Code: 4204020  
Fund: General Revenue  
Operations: \$33,125

**Narrative:** The State Attorney's Office for the Fourth Judicial Circuit requests funding for Florida Bar dues expense. The Florida Legislator has given the authority to pay for Florida Bar dues. 125 Assistant State Attorneys (ASAs) Base rate of \$265 x 125 ASAs = \$33,125

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**State Attorney, Fifth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney / Assistant Public Defender Retention  
Issue Code: 4206A40  
Rate: \$320,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$417,152

**Narrative:** : This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes.

Funds are calculated based on years of service:

0 to 3 years = \$2,000 per position  
3 or more years = \$4,000 per position

SAO5 has 58 Assistant State Attorney's with 0 to 3 years of experience and 51 Assistant State Attorney's with 3 or more years of experience. SAO5 supports the collective 20 State Attorney Offices amount of \$8,212,550, with this offices portion being \$417,152 including benefits.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #2**

Issue Title: Body Camera Evidence Review  
Issue Code: 5008010  
FTE: 4.00  
Rate: \$120,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$187,444  
Operations - \$15,892; \$11,108 Non-recurring

**Narrative:** : In the past few years, law enforcement agencies have been moving toward body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, prosecutor's offices have been inundated with videos depicting arrests, witness interviews and crime scenes.

The prosecutor's role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutor's office or the police agencies that is exculpatory in nature. When this requirement is applied to body camera video tapes, a huge new workload has been placed on prosecutors.

When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers at the scene. While each body camera video may record substantially the same scene, because the camera travels with each individual law enforcement officer, there are differences as to what each camera records visibly and aurally. Some of what is recorded may be deemed by the courts or defense attorneys to be exculpatory.

Prosecutors are placed in the position of having to collect, review, and reveal to the defense all of the video of any particular crime that is prosecuted. This extra work load has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings will add hours of work to the prosecution of each case.

**Priority #3**

Issue Title: Career Criminal Prosecution  
Issue Code: 3009620  
FTE: 2.00  
Rate: 100,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$157,080  
Operations: \$9,346; \$5,554 Non-recurring

**Narrative:** Section 775.0843(2), F.S. mandates each of the State Attorneys to establish a career criminal prosecution unit and adopt and implement policies based upon guidelines, Section

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775.0843(2)(a) through (d), F.S. The State Attorney's Office Tri-County area, which includes the circuit's smaller counties (Hernando, Citrus, and Sumter) is in need of a Career Criminal Unit to cover those counties. This unit will investigate and prosecute all career criminal within the Tri-County area. The unit will also help law enforcement agencies by giving advice and direction. Agency policy has placed the statutory screening task upon each felony Assistant State Attorney to identify potential violent career criminal prosecutions and refer them to supervising attorneys for assistance in prosecutions. Having a dedicated unit for the Tri-County area will help alleviate excess case load on felony lawyers.

**Priority #4**

Issue Title: Sexually Violent Predator  
Issue Code: 3000560  
FTE: 1.00  
Rate: \$50,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$78,540  
Operations: \$4,673; \$2,777 Non-recurring

**Narrative:** The 2014 Legislature passed a series of bills expanding sentences and definitions for Sex offenses. The State Attorney must now review all decisions of the Department of Children & Families multidisciplinary team and make an independent decision as to filing a petition. The State Attorney's oversight responsibility of Department of Children & Families and the new crimes and punishments found in all of the Sex offender legislation from 2014 has increased workload and the amount of time each case must now require. This oversight now shifts the burden of responsibility onto the State Attorney and of the Department of Children and Families. This shift requires a more experienced prosecutor to handle these critical decisions and the cases that are filed and pursued. For this reason the State Attorney's Office 5th Judicial Circuit requests a rate of \$50,000 which will ensure a felony level Assistant State Attorney is in place.

**Priority #5**

Issue Title: Public Records Workload  
Issue Code: 3009700  
FTE: 1.00  
Rate: \$50,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$78,540  
Operations: \$4,673; \$2,777 Non-recurring

**Narrative:** Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially. This issue serves to facilitate

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the State Attorney's desire to be as transparent and responsive to public records requests while not compromising our core mission. This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands. Public records demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses and research groups seeking records which serve their singular business or research interests. Many businesses simply want to get an upper hand on their competitors. While these efforts have the potential to save money for the taxpayers of Florida, they cost time and money in order to comply. Another notable group seeking public records is prison or jail inmates. Public records requests are significantly higher during election seasons, which any elected official well knows. While the public is entitled to the records and we want to insure they get them, it cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away for our core mission and, thus, to some degree, impairs our ability to do our part in securing public safety. Furthermore, there is the growing potential for and the real cost of litigation with those who request public records and take exception with the timeliness of a response or as to the content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions, costs and citizen protections under HIPPA. Redaction is becoming a greater workload issue than retrieval of records. State Attorney Offices do not compile collective data with respect to public records requests, however some circuits report a 250% increase in the last several years.

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**State Attorney, Sixth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney / Assistant Public Defender Retention  
Issue Code: 4206A40  
Rate: \$498,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$649,193

**Narrative:** To provide salary adjustments for the merit and retention of Assistant State Attorneys and Assistant Public Defenders.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #2**

Issue Title: Public Records Workload  
Issue Code: 3009700  
FTE: 8.00  
Rate: \$231,674  
Fund: General Revenue  
Categories: Salaries and Benefits - \$379,159  
Operations - \$30,376; \$20,020 Non-recurring

**Narrative:** Address workload increases in public records requests.

**Priority #3**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: General Revenue  
Categories: Acquisition of Motor Vehicles - \$72,000; \$72,000 Non-recurring

**Narrative:** Safe, reliable, cost efficient transportation of Assistant State Attorneys, investigators and other personnel.

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**State Attorney, Seventh Judicial Circuit**

**Priority #1**

Issue Title: Implementation of Domestic Violence Unit  
Issue Code: 3003020  
FTE: 8.00  
Rate: \$353,524  
Fund: General Revenue  
Categories: Salaries and Benefits - \$555,815  
Operations: \$33,648; \$21,484 Non-recurring

**Narrative:** Murders committed as acts of Domestic Violence and other physical acts of Domestic Violence have escalated in the Seventh Circuit over recent years. Acts of Domestic Violence accounted for 25% of all homicides committed with this circuit between 2014 and 2016. From 2014-16, 29 victims were murdered as a result of Domestic Violence. These numbers do not even include those instances where there is a murder/suicide and no prosecution is brought. Due to the intimate relationship of the defendant and victim, acts of Domestic Violence require a more detailed approach to the investigation and prosecution throughout the proceedings. The continuing nature of the offenses and too often the escalation in violence against the victim and often children in the home, demand an immediate, effective and focused

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response from a dedicated and experienced Domestic Violence Unit. Domestic Violence Offenses reported in the FDLE Uniform Crime Report show an increase of 14% in Domestic Violence Crimes from 2013 through 2016 in the Seventh Circuit. The Seventh Circuit SAO prosecuted 1,389 Felonies and 5,067 Misdemeanors for a total of 6,456 acts of Domestic Violence during 2016. Even in the first part of 2017, the Seventh Circuit SAO has prosecuted 862 Felonies and 3,102 Misdemeanors for total of 3,964 acts of Domestic Violence. A unit dedicated exclusively to the investigation and prosecution of Domestic Violence cases would be able to focus all of their resources, continuously on these cases helping stem the rising tide of Domestic Violence and save lives.

**Priority #2**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention  
 Issue Code: 4206A40  
 FTE: 0  
 Rate: \$235,200  
 Fund: General Revenue  
 Categories: Salaries and Benefits - \$306,607

**Narrative:** This Issue represents phase two of the Justice Appropriation Coalition efforts to provide salary adjustments for the retention of Assistant State Attorneys. The purpose, of which is to promote public safety through the retention of staff essential to be effective and efficient operation of the criminal justice system. This represents the Justice Coalition’s continued efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among all twenty State Attorney Offices based upon the filled positions in those job classes. Funds are calculated based on years of service.

Seventh Circuit State Attorney’s Office

42 ASA’s<3 (\$2,000)	+ 37 ASA’s>3 (\$4,000)	+ Benefits	= Total
\$84,000	\$151,200	\$71,407	\$306,607

All Twenty State Attorney’s Offices total = \$8,212,550, which is included in the combined request for these funds by JAC for all of the agencies they serve.

**Priority#3**

Issue Title: Replacement Equipment – Motor Vehicles  
 Issue Code: 2401500  
 Fund: State Attorneys Revenue Trust Fund  
 Categories: Acquisition of Motor Vehicles - \$192,000; \$192,000 Non-recurring

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**Narrative:** The motor vehicles listed in the LBR have all met the Minimum Replacement Criteria set by the Florida Department of Management Services and qualify for replacement with the FY 18/19 budget year. Each vehicle has mileage in excess of 120,000 miles and has a Replacement Eligibility Factor of 999, qualifying for a “Dropdead Value”. These vehicles are necessary in the performance of SAO Seventh Circuit’s official mission that covers a four county area, much of which is rural. These vehicles are used to respond to violent crime scenes on a 24/7 basis. Homicide scenes are often situated in remote, inaccessible areas, often at night requiring Investigators and Assistant State Attorneys to be capable of responding immediately preloaded with the necessary equipment and supplies to conduct the investigation at all hours of the night. An immediate response to all violent crimes is critical for a successful prosecution. Vehicles are also used to serve warrants, transport witnesses and evidence over our four county jurisdiction.

**Priority #4**

Issue Title: Staffing Adjustment for Workload & Increased Judgeships  
Issue Code: 3001060  
FTE: 8.00  
Rate: \$297,521  
Fund: General Revenue  
Categories: Salaries and Benefits - \$479,559  
Operations: \$33,180; \$21,118 Non-recurring

**Narrative:** A new Criminal Division was recently created in the Seventh Circuit Felony Court in our Daytona Beach Courthouse by the Chief Judge Seventh Circuit. The Chief Judge created the new Criminal Division to address the large workload of criminal cases. It is necessary to staff this new Circuit Court Criminal Division, but there was no reduction of Criminal Divisions by the Chief Judge at any other location. Therefore the Seventh Circuit SAO has been given a new Criminal Division to staff and needs this Issue to be funded. The staffing is based on our experience in the Seventh Circuit and staffing models recommended by the FPAA and NDAA for one Criminal Felony Division.

**Priority #5**

Issue Title: Body Camera Evidence Review  
Issue Code: 5008010  
FTE: 6.00  
Rate: \$353,520  
Fund: General Revenue  
Salaries and Benefits: \$460,849  
Operations Expenditures: \$33,648 recurring / \$21,484 non-recurring

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**Narrative:** Body cameras have been implemented by many of our law enforcement agencies and nearly all plan to use them. The workload impact is huge as often multiple videos must be reviewed for each case we receive to file charges, redactions must be made to comply with privacy laws, Discovery for defense attorneys, media requests and the number continues to grow. The time to review and process a video in the criminal justice system is exponentially longer than paper reviews.

**Priority #6**

Issue Title: Public Records Workload  
Issue Code: 3009700  
FTE: 4.00  
Rate: \$192,756  
Fund: General Revenue  
Salaries and Benefits: \$251,277  
Operating: \$16,356; \$10,376 Non-recurring

**Narrative:** Escalating requests for public records from prisoners, media, private attorneys, and citizens have increased the workload. The digital formats require review to comply with exemptions and privacy laws for redactions.

**Priority #7**

Issue Title: Special Prosecution Unit Veterans Court  
Issue Code: 3004500  
FTE: 4.00  
Rate: \$192,756  
Fund: GR  
Salaries and Benefits: \$251,277  
Operating: \$16,356; \$10,376 Non-recurring

**Narrative:** In recognition of the service and sacrifice of our Veterans for this country a Pre-Trial Veterans Treatment Intervention Program is being organized with the Judiciary in the Seventh Circuit. To meet the goals and aspirations of this endeavor additional staff of experienced prosecutors will be required to exclusively focus on the cases assigned to the court.

**Priority #8**

Issue Title: Jimmy Ryce Civil Commitment  
Issue Code: 3000560  
FTE: 8.00  
Rate: \$473,520  
Fund: GR  
Categories: Salaries and Benefits \$617,281



**SCHEDULE VIII  
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Operating - \$33,648; \$21,484 Non-recurring

**Narrative:** Review of defendants meeting the criteria established for Civil Commitment based on any new law violation has significantly increased the workload by adding misdemeanor violations that result in any incarceration. This increase provides a greater safety shield for our citizens but requires a staff increase of exclusively dedicated prosecutors to obtain the goals of providing this safety net.

**Priority #9**

Issue Title: Career Prosecution Unit

Issue Code: 3009620

FTE: 8.00

Rate: \$473,524

Fund: General Revenue

Categories: Salaries and Benefits - \$712,295

Operating - \$33,648; \$21,484 Non-recurring

**Narrative:** The reduction in Florida's crime rate can in many ways be attributed to the incarceration of career criminals for lengthy prison sentences. To sustain the gains and continue to make our streets safer we need to increase staff exclusively dedicated to the prosecution of career criminals.

**Priority #10**

Issue Title: Florida Bar Training Requirements for New Assistant State Attorney

Issue Code: 3800270

Fund: General Revenue

Categories: Operations - \$2,320

**Narrative:** Florida Bar requires a "Practice course" for new lawyers. The 20% average turnover rate for ASA's coupled with low pay makes this a helpful recruiting tool.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**State Attorney, Eighth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention  
Issue Code: 4206A40  
Rate: \$160,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$208,576

**Narrative:** This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes.

Funds are calculated based on years of service:

0 to 3 years = \$2,000 per position

3 or more years = \$4,000 per position

This issue for all State Attorneys is contained in the Justice Administration Commission's Legislative Budget Request. The total required for the Eighth Judicial Circuit State Attorney's Office will be \$208,576 (\$160,000 salary + \$48,576 benefits).

**Priority # 2**

Issue Title: Circuit-Wide Diversion Manager Pilot Program  
Issue Code: 5000100  
FTE: 2.00  
Rate: \$73,222  
Fund: General Revenue  
Categories: Salaries and Benefits - \$117,567  
Operations - \$8,178; \$5,188 Non-recurring

**Narrative:** The Second Circuit (SAO2) and Eighth Circuit (SAO8) State Attorney's Offices request in their individual Legislative Budget Requests General Revenue funding and associated rate for dedicated Assistant State Attorney and Legal Secretary positions for the purpose of establishing circuit-wide Diversion Management Pilot Programs. Diversion of first time misdemeanor offenders from the traditional criminal justice system serves a vital societal function in addressing criminal behavior without imposing unintended and long term consequences, reduces courtroom workloads, and is consistent with past and anticipated future legislative consideration of processes such as civil citation programs as well as local efforts in that direction already being considered and implemented by county and municipal governments across the state and in the 2nd and 8th Circuits. Diversion allows the courts to focus on serious

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and serial offenders while preventing unnecessary stigmatization of first time and low level offenders. The Assistant State Attorney designated as the pilot program Diversion Manager will be responsible for screening all potentially eligible offenders for diversion. A single experienced prosecutor can do so with greater individualized attention, efficiency and consistency than otherwise exists and will increase the number of eligible and participating defendants. The Diversion Manager (ASA) will additionally be responsible for monitoring compliance with all terms of diversion throughout the period thereof, verifying satisfactory completion of diversion, and ultimately authorizing final closure of a case or, when necessary because of non-compliance, initiating appropriate steps to return the case to traditional prosecution. Circuit-wide coordinated as provided by this position will increase both the number of and success rate of participating defendants. Expanding current diversion programs in SAO2 and SAO8 into underserved regional counties of each circuit will increase diversion by an estimated 25-50%. The Diversion Manager (ASA) will also be responsible for collaborative interaction with community partners and stakeholders in developing and maintaining a diversion program that is consistent with state and local law. The designated Legal Secretary will be responsible for all necessary support services to the Diversion Manager (ASA). This issue impacts misdemeanor and criminal traffic cases and it is critical that there be sufficient funding to protect victim interests and public safety in the diversion screening and monitoring process.

**Priority # 3**

Issue Title: Replacement Equipment – Motor Vehicles

Issue Code: 2401500

Fund: State Attorney Revenue Trust Fund

Categories: Acquisition of Motor Vehicles - \$28,000; \$28,000 Non-recurring

**Narrative:** The State Attorney, Eighth Judicial Circuit, requests replacement of one vehicle assigned to an investigator and/or assistant state attorney for use in their assigned duties. State Attorney Investigators are certified law enforcement officers and are available 24/7 to respond to crime scenes, conduct criminal investigations, locate and transport witnesses and victims for required criminal justice appearances and to serve subpoenas. Assistant State Attorneys are required to travel for depositions and trials within the Eighth Judicial Circuit and Governors Executive Assignment cases as needed throughout the state. The State Attorney, Eighth Circuit includes Alachua, Baker, Bradford, Gilchrist, Levy and Union counties the Eighth Circuit which encompasses 3,466 square miles. This issue impacts all of our agency activities including Felony, Misdemeanor, Juvenile and Civil Cases, therefore it is critical that we have sufficient funding to provide quality public safety. The following vehicle will meet the Department of Management Services (DMS) replacement criteria by June 30, 2018. 2009 Mercury Grand Marquis VIN # 2MEHM75V79X609782 mileage as of 6/30/2017 105,583 and estimated mileage as of 06/30/2017 120,000 which will meet DMS Drop-dead Mileage Criteria for Replacement.

**Priority #4**

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Issue Title: Enhanced Other Personal Services  
Issue Code: 3000640  
Fund: General Revenue  
Categories: OPS - \$90,684

**Narrative:**

Number of OPS	Number of Hours	Cost per Hour	Total Cost
10	1,040	\$8.10	\$84,240

We are requesting \$84,240 plus \$6,444 in FICA for a total of \$90,684. Due to state budget reductions, temporary staff is needed to assist employees with caseloads and to substitute when an employee is on extensive paid medical/annual leave. This issue impacts all of our agency activities including Felony, Misdemeanor, Juvenile and Civil cases; therefore it is critical that we have sufficient funding to provide quality public safety.

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**State Attorney, Ninth Judicial Circuit**

**Priority #1**

Issue Title: State Attorney Workload  
Issue Code: 3001250  
FTE: 13.00  
Rate: \$508,105  
Fund: General Revenue  
Categories: Salaries and Benefits - \$835,990  
Operations - \$60,749; 36,101 Non-recurring

**Narrative:** Requesting thirteen (13.00) additional Assistant State Attorneys for our Felony Unit in order to reduce the onerous caseload per attorney. This will enable the attorney's to have the resources necessary to expend on our felony cases.

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**Priority #2**

Issue Title: Investigation & Prosecution of Human Trafficking Crimes  
Issue Code: 3009950  
FTE: 12.00  
Rate: \$518,024  
Fund: General Revenue  
Categories: Salaries and Benefits - \$784,972  
Operations - \$47,204; 31,860 Non-recurring  
Salary Incentive Payments - \$2,351

**Narrative:** Requesting resources for the investigation and prosecution of Human Trafficking Crimes. These crimes are on the increase in the Ninth Circuit and additional resources are required.

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**Priority #3**

Issue Title: Domestic Violence Court Division  
Issue Code: 3009630  
FTE: 9.00  
Rate: \$332,317  
Fund: General Revenue  
Categories: Salaries and Benefits - \$513,865  
Operations - \$33,881; 22,431 Non-recurring

**Narrative:** Requesting resources for a Domestic Violence Court Division. These crimes are on the increase in the Ninth Circuit and additional resources are required.

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**Priority #4**

Issue Title: Increased Support Staff  
Issue Code: 3000030  
FTE: 3.00  
Rate: \$90,924  
Fund: General Revenue  
Categories: Salaries and Benefits - \$141,651  
Operations - \$10,515; 7,233 Non-recurring

**Narrative:** Requesting three Legal Assistant III's to alleviate the workload as each Legal Assistant is at capacity with division workloads. The additional Legal Assistants will preclude workload backlogs due to employee leave of absence.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**State Attorney, Tenth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention

Issue Code: 4206A40

Rate: \$266,000

Categories: Salaries & Benefits - \$346,758

Fund: General Revenue

NARRATIVE:

The retention of trained and qualified Assistant State Attorneys (prosecutors) is difficult because trained and qualified trial-ready attorneys are lured away by other agencies and private firms that pay higher salaries. Retaining experienced attorneys to deal with experienced defense attorneys is paramount to public safety in keeping violent criminal off the streets.

**Priority #2**

Issue Title: Graham/Miller/Atwell Etcetera – Court Mandated Juvenile Resentencing

Issue Code: 3009000

FTE: 6.0

Rate: \$210,096

Fund: General Revenue

Categories: Salaries and Benefits - \$315,948

Operations - \$16,824; \$10,742 Non-recurring

**Narrative:** The Supreme Court has ruled and legislation changed that says juveniles previous convicted, in many instances, are entitled to new sentencing. This has created an increased workload. Added attorneys and FTE are needed to cope with the mandates of the Court and the Legislature.

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**State Attorney, Eleventh Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention

Issue Code: 4206A40

FTE: N/A

Rate: \$896,000

Fund: General Revenue

Categories: Salaries and Benefits - \$1,168,026

**Narrative:** This issue is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system and represents the Justice Coalition's continuing efforts to work together to keep experienced, qualified employees working for the safety of the people of Florida.

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**Priority #2**

Issue Title: Competitive Area Differential - ASA  
Issue Code: 4200A60  
FTE: N/A  
Rate: \$2,800,000  
Fund: GR, GDTF, CSTF  
Categories (Amounts):  
GR Salaries and Benefits: \$3,139,069  
GDTF Salaries and Benefits: \$281,578

**Narrative:** The substantial difference in the cost of living between Miami-Dade County and other parts of the state severely affects the State Attorney's ability to recruit and retain quality prosecutors and to compete with local and other state governmental agencies for qualified legal professionals. A Competitive Area Differential (CAD) is needed to reduce the annual Assistant State Attorney turnover. For the past five years our turnover rate for Assistant State Attorneys averages 15.8%. This rate of annual turnover requires that we hire a "medium-sized law firm" every year, which for the last 5 fiscal years has required us to hire and train an average of 48 new attorneys annually.

**Priority #3**

Issue Title: Trust Fund Shift-Deduct/Add  
Issue Code: 3402960/3402970  
FTE: 0  
Rate: N/A  
Fund: SART/GR  
Categories (Amounts):  
SART Salaries and Benefits: \$1,750,278  
GR Salaries and Benefits: \$1,750,278

**Narrative:** Reductions in General Revenue appropriations as a result of the Great Recession were offset by the legislature with appropriations increases to the SARTF. In addition to funds from cost of prosecution, the SARTF received revenues from worthless check cases and from traffic fines. These revenue streams have virtually "fallen off a cliff," and we have been forced to rely on the reserves in the SARTF that have been built up over the course of several years. Our analysis indicates a shortfall of \$1,750,278 in FY 2018-19 and we request a fund shift from SART to General Revenue in this amount.

**Priority #4**

Issue Title: Continuing Justice Project  
Issue Code: 3000210  
FTE: 4  
Rate: \$154,238  
Fund: General Revenue  
Categories (Amounts):  
GR Salaries and Benefits: \$243,550  
GR SA Operations: \$21,497

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**Narrative:** The Miami-Dade State Attorney's Office is creating a Continuing Justice Project to review claims of actual innocence. It is akin to Conviction Integrity Units across the United States. The project will review petitions which present legitimate claims that advance new information, capable investigation and review. Review of a case may confirm the integrity of a conviction or may lead to the exoneration of the wrongly accused. A commitment to locating and prosecuting the actual perpetrators of the crime will follow any exoneration.

**Priority #5**

Issue Title: Special Prosecutions Unit for Veterans

Issue Code: 3004500

FTE: 2

Rate: \$83,016

Fund: GR

Categories (Amounts):

GR Salaries and Benefits \$128,591

GR SA Operations = \$8,646

**Narrative:** Veterans charged with certain nonviolent offenses and a limited prior criminal record will be eligible to enter pre-adjudicatory diversion court in the 11<sup>th</sup> Judicial Circuit. This will be a dual diagnosis court to order and monitor treatment and services. Due to the level of complexity in treatment courts and specifically those involving military personnel and the intersection between federal and state services, an experienced Assistant State Attorney and Paralegal Specialist are needed to staff this new unit.

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**State Attorney, Twelfth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney / Assistant Public Defender Retention

Issue Code: 4206A40

FTE:

Rate: \$210,000

Fund: General Revenue

Categories: Salaries and Benefits - \$273,756

**Narrative:** This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida



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**Priority #2**

Issue Title: Special Victims Unit – Crimes Against Children  
Issue Code: 3000710  
FTE: 4  
Salary Rate: \$202,756  
Fund: General Revenue  
Categories: Salaries and Benefits - \$307,632  
Operations - \$26,732; \$10,376 Non-recurring

**Narrative:** This unit is necessary to address sex crimes against minors and children being killed by intentional physical harm. This unit will segregate these highly specialized cases from general case distribution allow them to be handled by attorneys with the experience and the appropriate specialized training necessary to understand all legal aspects of these case types, including addressing the requirements of the Jessica Lunsford Act.

**Priority #3**

Issue Title: Investigative Support Costs  
Issue Code: 3000620  
FTE: 2  
Rate: \$85,650  
Fund: General Revenue  
Categories: Salaries and Benefits - \$136,513  
Operations - \$13,500; \$5,554 Non-recurring

**Narrative:** These positions are necessary for investigation services for our circuit. Investigators are sworn law enforcement officers who are responsible for the investigative and logistical support to Assistant State Attorneys in their preparation and prosecution of criminal cases; they initiate, conduct, and coordinate investigations. Additionally, these officers are involved in major investigations through multiagency task forces and assist local law enforcement upon request. It is necessary to have an investigator serve our Sarasota County office and one to serve our DeSoto County office.

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**Priority #4**

Issue Title: Public Records Workload  
Issue Code: 3009700  
FTE: 4  
Salary Rate: \$156,756  
GR Salaries and Benefits: \$247,646  
GR Operations: \$26,732 (\$10,376 of which is non-recurring)

**Narrative:** The Legislature has assigned high priority to accountability and transparency. Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.

**Priority #5**

Issue Title: **Staffing Adjustment for Increased Criminal Judges**  
Issue Code: 3001060  
FTE: 6  
Salary Rate: \$224,756  
Fund: General Revenue  
Categories: Salaries and Benefits: \$362,998  
Operations: \$41,632 (\$15,930 of which is non-recurring)

**Narrative:** These positions are necessary to staff four criminal divisions created by the Chief Judge in the 12th Circuit. These divisions were created as a result of judges on the civil bench being assigned to four new criminal divisions, two in Sarasota County and two in Manatee County. We shifted personnel to cover the additional courtrooms which has caused a shortage of the staff needed to properly manage the existing and new divisions/courtrooms.

**Priority #6**

Issue Title: Jimmy Ryce Civil Commitment  
Issue Code: 3000560  
FTE: 3.0  
Salary Rate: \$136,760  
Fund: General Revenue  
Categories: Salaries and Benefits: \$212,405  
Operations: \$26,732 (\$10,376 of which is non-recurring)

**Narrative:** This funding is to support SB 0522 expanding the responsibilities and workload of the State Attorney when dealing with Civil Commitment of Sexually Violent Predators.

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**Priority #7**

Issue Title: Victim Services Unit  
Issue Code: 3001580  
FTE: 2  
Salary Rate: \$60,614  
Fund: General Revenue  
Categories: Salaries and Benefits: \$94,432  
Operations \$11,832 (\$4,822 of which is non-recurring)

**Narrative:** This unit is needed to enhance victim services within our offices to serve the needs of our victims of crime. This unit will provide consistent, circuit-wide education, assistance and support to our victims and families of violent crime which includes information and referral, personal advocacy and accompaniment, emotional support, restitution and crimes compensation assistance, and criminal justice support for cases including but not limited to homicide and manslaughter, sexual battery involving adults and children, child abuse, non-death violent cases, exploitation of the elderly, DUI with bodily injury and domestic battery.

**Priority #8**

Issue Title: Evidence Review  
Issue Code: 5008010  
FTE: 4  
Salary Rate: \$156,756  
Fund: General Revenue  
Categories: Salaries and Benefits: \$247,646  
Operations: \$26,732 (\$10,376 non-recurring)

**Narrative:** Law enforcement agencies have been moving toward body worn cameras that record law enforcement interactions with the public and with criminal suspects. Due to the prosecutors' role in the criminal court system, they are placed in the position of having to collect, review, and reveal to the defense all of the video of any particular crime that is prosecuted. This extra work load has a substantial effect on the time spent on each individual case by the prosecutor. These positions are needed to process this additional digital evidence.

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**Priority #9**

Issue Title: Implementation of Domestic Violence Unit  
Issue Code: 3003020  
FTE: 6  
Salary Rate: \$224,756  
Fund: General Revenue  
Categories: Salaries and Benefits: \$362,998  
Operations: \$41,632 (\$15,930 of which is non-recurring)

**Narrative:** Florida Statute 741.2901 mandates that each State Attorney shall develop special units or assign prosecutors to specialize in the prosecution of Domestic Violence cases. It is the intent of the Legislature that this will provide greater protection to the victims of domestic violence and better accountability for perpetrators.

**Priority #10**

Issue Title: Misdemeanor Attorney Training  
Issue Code: 3800240  
FTE: 2  
Salary Rate: \$130,000  
Fund: General Revenue  
Categories: Salaries and Benefits: \$196,200  
Operations: \$14,900 (\$5,554 of which is non-recurring)

**Narrative:** New attorneys need training to develop skills as trial attorneys and to understand and use the tools of the case management system. Having a skilled, experienced attorney as a trainer will develop the attorneys to the level where they need to be to be fully ready to handle Felony cases when needed.

**Priority #11**

Issue Title: Prosecution of Human Trafficking Crimes  
Issue Code: 3009950  
FTE: 4  
Salary Rate: \$182,756  
Fund: General Revenue  
Categories: Salaries and Benefits: \$281,550  
Operations: \$26,732 (\$10,376 of which is non-recurring)

**Narrative:** Human Trafficking has recently been so evident in South Florida. Human trafficking predators are not only targeting young adults and teens from other countries but American runaways and homeless children as well. Although new legislation creates a strong tool for the prosecution of such cases, the key is a team of experienced personnel to work with the victim in securing their safety and their trust; to work with law enforcement during the investigation to

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create a strong and prosecutable case and finally to work in the courtrooms to seek justice and to be the legal voice of these young victims.

The Judiciary in our circuit has created TYLA (Turn Your Life Around) Court to help address these issues. The TYLA initiative is a Selah Freedom Organization partnership with law enforcement and is aligned with the State Attorney's Office and the Court serving as a solution to sex trafficking and exploitation in our communities.

**Priority #12**

Issue Title: Drug Court Diversion  
Issue Code: 4200360  
FTE: 2  
Salary Rate: \$78,378  
Fund: General Revenue  
Categories: Salaries and Benefits: \$123,823  
Operations: \$13,366 (\$5,188 of which is non-recurring)

**Narrative:** The State Attorney's Office, 12th Judicial Circuit is requesting the funding necessary to staff the Drug Court Intervention Diversion Program instituted by the Judiciary in Desoto County. Drug Courts, which combine treatment with incentives and sanctions, mandatory and random drug testing, and aftercare, are a proven tool for improving public health and public safety.

**Priority #13**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: State Attorney Revenue Trust Fund  
Categories: Acquisition of Motor Vehicles - \$75,000

**Narrative:** Reliable, cost efficient transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from four different offices in three different counties.

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**State Attorney, Thirteenth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention  
 Issue Code: 4206A40  
 FTE: 2.0  
 Rate: \$424,000  
 Fund: General Revenue  
 Categories: Salaries & Benefits: \$552,726

**Narrative:** This issue represents the Justice Coalition’s efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition’s continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes.

Funds are calculated based on years of service:

- 0 to 3 years = \$2,000 per position
- 3 or more years = \$4,000 per position

ASAs with < 3 years of service = 46.00 x \$2,000 per position =	\$92,000.00
ASAs with > 3 years of service = 83.00 x \$4,000 per position =	<u>\$332,000.00</u>
Total Salaries =	\$424,000.00
Benefits @ .3036 =	<u>\$128,726.00</u>
Total Salaries & Benefits Request =	<u>\$552,726.00</u>

**Priority #2**

Issue Title: Public Records Request Workload  
 Issue Code: 3009700  
 FTE: 2.00  
 Rate: \$90,378  
 Categories: Salaries and Benefits - \$139,471  
 Operations: \$8,178

**Narrative:** Access to public records is central to our obligation of government in the sunshine. There is, however, a cost and associated workload to providing public records which is increasing exponentially. This issue serves to facilitate our mission to be as transparent and responsive to public records requests as possible while never compromising core prosecutorial functions. The current volume of public requests and the increased sophistication of these requests have outpaced current funding levels. This issue, therefore, provides funding for personnel and operating expenses to effectively and efficiently meet these increased public records demands.

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Public records demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses and research groups seeking records which serve their singular business or research interests. Many businesses simply want to get an upper hand on their competitors. While these efforts have the potential to save money for the taxpayers of Florida, they cost time and money in order to comply. Another notable group seeking public records is prison or jail inmates. Public records requests are significantly higher during election seasons, which any elected official well knows. While the public is entitled to the records and Government in the Sunshine insures they get them, it cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away from the core mission of the State Attorney's office and, thus, to some degree, impairs the ability to do our part in securing public safety. Furthermore, there is the growing potential for and the real cost of litigation with those who request public records and take exception with the timeliness of a response or as to the content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions, costs and citizen protections under HIPAA. Redaction is becoming a greater workload issue than retrieval of records. State Attorney offices do not compile collective data with respect to public records requests. However, some circuits report a 250% increase in the last several years. The Assistant State Attorney position requested must be filled by an experienced attorney. This person will be responsible for review and redaction of information pertaining to possible Capital Collateral cases. This position cannot be filled by an entry level attorney. Therefore, the rate requested for this position is that of a Felony Lead Trial Assistant State Attorney.

**Priority #3**

Issue Title: **Conviction Integrity Unit**

Issue Code: 3000410

FTE: 4.00

Rate: \$239,160

Fund: General Revenue

Categories: Salaries & Benefits \$359,275

Operations: \$16,824

**Narrative:** Fairness, due process, and transparency are the foundations of an optimal criminal justice system. As the Office of the State Attorney, we have an integral role in safeguarding the foundation of our criminal justice system for those that we serve – our community. Our Assistant State Attorneys work tirelessly to keep our community safe and promote justice and fairness for everyone. That foundation is fundamentally undermined when a person accused of a crime is wrongfully convicted, whether it be due to newly-discovered plausible facts or additional DNA evidence -- not just in the deprivation of that person's freedom and human rights, but also in the tear through the fabric of our community that it creates, perpetuating a distrust of the entire criminal justice process.

We must do all that we can to ensure the integrity of convictions, to review and correct erroneous convictions, and continue to develop policies and procedures that reduce the likelihood of

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erroneous convictions. For this very reason, district and state's attorney offices across the nation have implemented and continue to implement conviction integrity units ("CIUs").

CIUs are units that re-examine questionable convictions and guard against future error. Statistics show that existing CIUs have exonerated over 200 people for crimes for which they were wrongfully-convicted and have assisted in developing policies that help prevent future erroneous convictions. The effectiveness of CIUs is assessed by policy changes implemented, number of cases reviewed, and exonerations achieved. It is important that we implement such a unit to review the integrity of convictions and to protect the process of our criminal justice system in Hillsborough County and throughout Florida.

Due to the need and demand, our office has begun implementing a limited CIU utilizing existing resources and implementing researched best practices. However, additional funding is needed to optimally operate and expand the effectiveness of the unit. The funds we are requesting will support 2 full-time senior-level Assistant State Attorneys who will oversee the unit, evaluate the cases submitted for review, and help develop policy changes, 1 full-time investigator to assist with evidence gathering and review, and 1 full-time paralegal to assist with case administration. The substance of the work required for an appropriate review of a case file requires senior-level experienced attorneys. We anticipate that the unit, as staffed above, will be able to review approximately 10-15 cases per year, based on data from an existing CIU in Brooklyn, New York, which employs 9 Assistant District Attorneys, 3 investigators, and 2 paralegals on a full-time basis and reviews 25-30 casefiles per year. The unit's findings will be reviewed by an independent, outside panel. We anticipate the need to staff the CIU on an ongoing basis.

**Priority #4**

Issue Title: **Special Prosecution Unit for Veterans**

Issue Code: 3004500

FTE: 3.00

Rate: \$140,378

Fund: General Revenue Salaries & Benefits

Salaries and Benefits: \$218,011

Operations: \$12,851

**Narrative:** The State Attorney, 13th Judicial Circuit is an active participant in a Veterans' Court for designated misdemeanors, established pursuant to local administrative order. It is anticipated that this program will be expanded to include military veterans and service member court programs pursuant to F.S. 394.47891, 948.08(7), and 948.16(2)(a), which will require three (3) additional prosecutors and three (3) full-time legal assistants. Intervention for returning combat veterans is being made available to all divisions of the Criminal Court throughout the circuit.



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**Priority #5**

**Issue Title: Replacement Equipment**

Issue Code: 2401500

Fund: State Attorney Revenue Trust Fund

Categories: Acquisition Motor Vehicles: \$50,000

**Narrative:** Reliable, cost efficient transportation of Assistant State Attorneys, investigators, records, mail and victim/witness advocates is a necessity.

The cost to replace two (2) vehicles is estimated to be \$25,000 each, for a total request of \$50,000.

The vehicles slated for replacement are projected to meet the Florida Department of Management Services Minimum Equipment Replacement Criteria by FY 18/19.

**Priority #6**

**Staffing Adjustments for Workload and Increased Judgeships**

IC 3001060

FTE: 10.00

Rate: \$520,070

Fund: General Revenue Salaries & Benefits

Salaries and Benefits: \$800,467

Operations: \$43,694

Funding for one (1) Felony Prosecution Division is requested in order to staff one (1) new Felony Judgeship anticipated to be certified for this circuit. It is imperative to have proper funding in order to staff this new division if the Judgeship is added. The new Felony Prosecution Division would require the following positions:

- 1 Felony Division Chief Assistant State Attorney
- 1 Felony Division Deputy Chief Assistant State Attorney
- 1 Felony Division Lead Trial Assistant State Attorney
- 3 Interim Felony Assistant State Attorneys
- 1 Interim Intake Assistant State Attorney
- 2 Legal Assistant/Secretaries II
- 1 Investigator I

It may be necessary to make changes to this Issue Code at a later date.

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**Priority #7**

**Realignment of Administrative Expenditures - Add**

IC 2000100

General Revenue Salaries & Benefits

Salaries and Benefits: \$30,000

The realignment of budget dollars for administrative expenses between the appropriation category shown above (and appropriation category shown in the companion Issue Code 2000200) will more accurately reflect the anticipated expenditures within the given categories. This will help to reduce transfers necessary to meet financial obligations during the fiscal year in the General Revenue Salaries & Benefits Appropriation and the General Revenue Operating Expense Appropriation of the Office of the State Attorney, 13th Judicial Circuit, Hillsborough County.

**Priority #8**

**Realignment of Administrative Expenditures Deduct**

IC 2000200

General Revenue Operating Expense

Operations: (\$30,000)

The realignment of budget dollars for administrative expenses between the appropriation category shown above (and appropriation category shown in the companion Issue Code 2000100) will more accurately reflect the anticipated expenditures within the given categories. This will help to reduce transfers necessary to meet financial obligations during the fiscal year in the General Revenue Salaries & Benefits Appropriation and the General Revenue Operating Expense Appropriation of the Office of the State Attorney, 13th Judicial Circuit, Hillsborough County.

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**State Attorney, Fourteenth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention  
Issue Code: 4206A40  
FTE: # 0  
Rate: \$108,000  
Fund: General Revenue  
Salaries and Benefits: \$140,789

**Narrative:** This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes.

Funds are calculated based on years of service:

0 to 3 years = \$2,000 per position  
3 or more years = \$4,000 per position

This issue for all State Attorneys is contained in the Justice Administrative Commission's Legislative Budget Request. The total required for the State Attorney's Office, Fourteenth Judicial Circuit, will be \$140,789 (\$108,000 in salaries and \$32,789 in benefits).

**Priority #2**

**Issue Title:** Graham/Miller/Atwell Etcetera-Court Mandated Juvenile Resentencing  
Issue Code: 3009000  
FTE: # 3  
Rate: \$139,060  
Fund: General Revenue  
Salaries and Benefits: \$215,339  
Operations: \$12,151 (\$7,965 non-recurring)

**Narrative:** The State Attorney's Office, Fourteenth Judicial Circuit, is requesting funding for additional personnel to deal with the increased workload placed upon the office by the United States Supreme Court decisions in *Graham v. Florida* and *Miller v. Alabama*, and the Florida Supreme Court decisions in *Falcon v. State* and *Atwell v. State*. These decisions mandate that all juvenile offenders sentenced to life imprisonment, with or without the possibility of parole, or to a term of years that is the functional equivalent of a life sentence, receive a resentencing hearing. In these hearings, the judge is required to consider numerous factors provided by statute. These

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hearings are similar in workload and preparation to the penalty phase of a capital case, and many of them are first degree murder cases. These hearings are labor intensive and involve expert witness testimony. In one recent case in this circuit alone, *State v. Thomas McGill*, two experienced Assistant State Attorneys prepared for the resentencing hearing for more than a year, culminating in a two-day hearing with five (5) different expert witnesses and numerous fact and character witnesses. These cases require the expertise of an experienced attorney. Additionally, due to the age of some of the cases, witnesses will need to be located and contacted, and records obtained and reviewed, including voluminous Department of Corrections (DOC) records, requiring the assistance of an Investigator and Legal Secretary.

**Priority #3**

**Issue Title:** Hurst Impact on Workload  
**Issue Code:** 3000110  
**FTE: #** 3  
**Rate:** \$139,058  
**Fund:** General Revenue  
**Salaries and Benefits:** \$215,339  
**Operations:** \$12,151 (\$7,965 non-recurring)

**Narrative:** The State Attorney's Office, Fourteenth Judicial Circuit, is requesting funding for additional personnel to deal with the increased workload placed upon the office by the United States Supreme Court and Florida Supreme Court decisions in *Hurst v. Florida* and *Hurst v. State*. Under these cases and the Florida Supreme Court case of *Asay v. State*, all defendants sentenced to death whose sentences were not final prior to the United States Supreme Court's 2002 decision in *Ring v. Arizona* and who do not have a meritorious harmless error argument will be entitled to a new penalty phase hearing. There are currently 11 defendants on death row in the 14th Judicial Circuit, at least 7 of which will likely be granted a new penalty phase hearing. These hearings essentially require the attorney to re-try the capital case in front of the new penalty phase jury. These cases are labor intensive and have a significant amount of factual and scientific evidence, and require the expertise of an experienced attorney. Additionally, due to the age of some of the cases, witnesses will need to be located and contacted, and records obtained and reviewed, including voluminous Department of Corrections (DOC) records, requiring the assistance of an Investigator and Legal Secretary.

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**Priority #4**

**Issue Title:** Special Prosecution Unit for Veterans  
**Issue Code:** 3004500  
**FTE: #** 2  
**Rate:** \$86,378  
**Fund:** General Revenue  
**Salaries and Benefits:** \$134,256  
**Operations:** \$8,178 (\$5,188 non-recurring)

**Narrative:** The State Attorney's Office, Fourteenth Judicial Circuit, is requesting funding for the creation of a special docket and diversion program available to veterans in Bay County. The program will seek to assist veterans, many of whom exhibit PTSD (post traumatic stress disorder), TBI (traumatic brain injury), and numerous substance abuse and mental health disorders. Many of the veterans being served are homeless. Coordination of services for these citizens is critical for their success and treatment and requires the cooperation of the State Attorney's Office, Veterans Administration, and Court Administration. Expanded use of the program is vital to protecting public safety and ensuring success of the programs, and will increase the demands on this office for coordination of services. The State Attorney's Office, Fourteenth Judicial Circuit, is requesting additional staff to fully implement this program; staffing required will include one (1) experienced Assistant State Attorney at a salary of \$60,000 and one (1) Legal Secretary II.

**Priority #5**

**Issue Title:** Agency-Wide Information Technology Critical Needs  
**Issue Code:** 36201CO  
**FTE: #** 1  
**Rate:** \$35,016  
**Fund:** General Revenue  
**Salaries and Benefits:** \$52,658  
**Operations:** \$3,505 (\$2,411 non-recurring)

**Narrative:** The use of media in the courtroom has made an impact on the successful prosecution of criminal trials. By using technology in the courtroom that converts evidence videos from a multitude of formats for viewing during trials, it will make the attorneys' work easier by having the assistance of a specialist. Large screen televisions, laptops and other equipment help the jury examine evidence and see the smallest details in pictures and video. The use of technology in the courtroom is a vital component of prosecution. The State Attorney's Office, Fourteenth Judicial Circuit, needs a Full-Time Equivalent (FTE) to handle the technology workload of developing and preparing multimedia material to be used in trial work. This position will also be responsible for the management of the multimedia equipment and be proficient with multimedia software packages in order to create media, edit media and conversion of multimedia to and from various formats. This position will also assist in the conversion of the many forms of digital evidence our office receives from the numerous law enforcement agencies in our circuit into formats that are viewable and playable for the discovery process and for trial.

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**Priority #6**

**Issue Title:** Body Camera Evidence Review  
**Issue Code:** 5008010  
**FTE: #** 2  
**Rate:** \$78,379  
**Fund:** General Revenue  
**Salaries and Benefits:** \$123,824  
**Operations:** \$8,178 (\$5,188 non-recurring)

**Narrative:** In the last few years, law enforcement agencies have been moving toward body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, prosecutors' offices have been inundated with videos depicting arrests, witness interviews and crime scenes. The prosecutors' role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutors' office of the police agencies that is exculpatory in nature. When this requirement is applied to body camera video tapes, a huge new workload has been placed on prosecutors. When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers at the scene. While each body camera video may record substantially the same scene, because the camera travels with each individual law enforcement officer, there are differences as to what each camera records visibly and aurally. Some of what is recorded may be deemed by the courts or defense attorneys to be exculpatory. Prosecutors are placed in the position of having to collect, review and reveal to the defense all of the video of any particular crime that is prosecuted. This extra work load has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings will add hours of work to the prosecution of each case. The State Attorney's Office, 14th Judicial Circuit, is requesting funding for an experienced Assistant State Attorney at \$52,000, and a Legal Secretary II at the default rate.

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**State Attorney, Fifteenth Judicial Circuit**

**Priority #1**

Issue Title: Cost Of Living Adjustment-All Staff  
Issue Code: 4203A70  
FTE: 0  
Rate: \$ 849,867  
Fund: General Revenue  
Categories: Salaries and Benefits - \$1,041,480

**Narrative:** This is the first priority for SAO 15. State employees have been without a Cost of Living increase for the last 10 years. This has resulted in an overall reduction in spending ability for employees of well over 20% over these years. Employees for SAO 15 received \$1000/\$1400 legislative raise in FY13-14 and FY17-18 which is less than the 3% Retirement increase that was assessed over the last 7 years. The Cost of Living increase is most imperative for employees who live in counties that rank highest under the Price Level Index year to year. Based on FY 16/17 Salaries Support staff rate is  $8,980,024 \times .05\% = \$449,001$  x 15.17 benefits = \$517,114 and ASA rate is  $8,017,322 \times .05\% = \$400,866$  x 30.36% benefits = \$522,568.

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**Priority #2**

Issue Title: ASA/APD Retention--FPAA  
Issue Code: 4206A40  
FTE:  
Rate: \$6,299,900  
Fund: General Revenue  
Salaries and Benefits: \$8,212,550

**Narrative:** This issue references and represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes.

SAO15's share of these requested funds are calculated based on years of service:

0 to 3 years = \$2,000 per position = 45 ASAs in SAO15

3 or more years = \$4,000 per position = 67.50 ASA in SAO15

The resulting calculations total \$360,000 plus \$109,296 in Benefits = \$469,296 in General Revenue. This issue for all State Attorneys and Public Defenders is contained in the Justice Administration Commission's Legislative Budget Request.

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**Priority #3**

Issue Title: Graham/Miller/Atwell/Etc Court Mandated Juvenile Resentencing.

Issue Code: 3009000

FTE: # 5

Rate: \$ 227,070

Fund: General Revenue

Categories: Salaries and Benefits - \$351,204

Operations - \$20,329; \$13,153 Non-recurring

Salary Incentive Payments - \$1,500

**Narrative:** The Supreme Court's rulings in Graham, Miller and Atwell have created a new sentencing and resentencing structure for all juveniles who are sentenced to prison for Life or a term of years that is de-facto life. Sections 921.1401 and 921.1402, Florida Statutes, list the factors that the courts must consider in determining what sentence is appropriate and/or whether the defendant should be released after a judicial review.

The result of these decisions is that the State will have to determine whether under the present case law, the defendants are entitled to be resentenced. This will require the state to obtain and review prison records; release dates; records that show disciplinary reports; records that show achievement, work or other things a defendant has done to earn gain time; records from the Commission on Offender Review to see what PRRD dates have been set and how they were determined. If it is determined that the defendant is entitled to be resentenced under the 2014 statutes or to a judicial review under the 2014 statutes, the State will have to additionally obtain and review court records, including copies of transcripts of trials or other evidence to establish the facts of the case, juvenile records, DCF records, school records, vocational records, and mental health records will also have to be obtained. Additionally, victims and witnesses must be found to address facts relating to defendant's level of participation or intent. Often these cases are over 20 years old as they come back for resentencing. Expert witnesses for mental health, rehabilitation and other behavioral and risk assessment experts will be needed to present evidence as to these criteria. The workload increase attached to these resentencings as well as to the new sentencing structure will move from preparing for a 30-60 minute sentencing hearing to preparing for a sentencing hearing that is often as long or longer than the actual trial. Although such evidence and reviews are an integral part of ensuring these juveniles receive a fair and balanced sentencing the workload increase for the State Attorney must be addressed to accommodate these changes.

Although SAO15 has reduced its yearly juvenile direct file numbers significantly, approximately 111 are prosecuted in adult court and another 50-75 offenders are under long term sentences, both categories will result in either resentencing or the new sentencing procedures.

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**Priority #4**

Issue Title: Staffing Adjustment-New Criminal Divisions

Issue Code: 3001510



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FTE: 10

Rate: \$ 321,006

Fund: General Revenue

Categories: Salaries and Benefits - \$527,619

Operations: \$40,890; \$25,940 Non-recurring

**Narrative:** The Chief Judge of the 15th Judicial Circuit has created two additional criminal divisions by reducing Civil Court divisions. This creation of a 5th Juvenile division and a 7th Felony division forces State Attorney-15 into a position of not being able to properly "man" the new courtrooms. Although case numbers have maintained a consistent pattern, the creation of these two criminal and juvenile delinquency courtrooms require personnel to be present in court when all other divisions are also running. The new Juvenile division is already carrying a caseload of over 200 cases and the Felony division started July 3, 2017.

The actual number of additional personnel needed to staff the new divisions is 5 ASAs, 3 Legal Secretaries, and 2 Victim Counselors. The prosecutive units assigned to these NEW CRIMINAL and JUVENILE DIVISIONS will be working to assist victims OF FELONIES AND DELINQUENCIES through the prosecution of criminal offenses, working for justice and maintaining public safety through prosecution.

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**Priority #5**

Issue Title: Career Criminal Unit

Issue Code: 3009620

FTE: 4

Rate: \$196,762

Fund: General Revenue

Categories: Salaries and Benefits - \$303,987

Operations - \$16,824; \$10,742 Non-recurring

Salary Incentive Payments - \$1,560

**Narrative:** Section 775.0843(2), Florida Statutes mandates each of the State Attorney's Offices to establish a career criminal prosecution unit and adopt and implement policies based upon guidelines as described in Section 775.0843(2) (a) through (d), Florida Statutes.

State Attorney, 15th Judicial Circuit, has tried to cover this unit through a division of assignments between the lead ASAs and the Organized Crime unit. The results have not been successful and it is clear that the circuit is in need of a separate Career Criminal Unit to investigate and prosecute career criminal cases. This will require 2 ASA with felony experience, one legal secretary II and one Investigator III. This unit's primary focus will be those offenders who have been identified by the Legislature as the most serious threat to its citizens.

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**Priority #6**

Issue Title: Body Camera Evidence Review  
Issue Code: 5008010  
FTE: 3  
Rate: \$97,157  
Fund: General Revenue  
Categories: Salaries and Benefits - \$157,419  
Operations - \$11,683; \$7,599 Non-recurring

**Narrative:** In the last few years, law enforcement agencies have been moving toward body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, prosecutors' offices have been inundated with videos depicting arrests, witness interviews and crime scenes.

The prosecutors' role in the criminal court system is unique. They are required by court rulings to not just advance evidence of guilt but to turn over to defendants any evidence in the possession of the prosecutors' office or the police agencies that is exculpatory in nature. When this requirement is applied to body camera video tapes, a huge new workload has been placed on prosecutors.

Prosecutors are placed in the position of having to collect, review, and reveal to the defense all of the video of any particular crime that is prosecuted. This extra work load has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings adds hours of work to the prosecution of each case. The felony division alone reviewed 13,000 cases last fiscal year. If each case includes at least one video estimating 30 minutes per video that is 6,500 additional hours for basically a third of the cases in this office. The unit will need one ASA, 1 clerk II and 1 paralegal II.

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**Priority #7**

Issue Title: Scanning Unit  
Issue Code: 36237C0  
FTE: 5  
Rate: \$116,110  
Fund: General Revenue  
Categories: Salaries and Benefits - \$195,138  
Operations - \$17,525; \$12,055 Non-recurring

**Narrative:** The State Attorney in this county is the central repository for all arrest reports and evidence. All documents must be converted to a digital format such as PDF before they can be uploaded into the case tracking system or moved through the e-filing portal. The clerk's system does not have the ability to transfer such documents from their case management system so a

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duplicate effort must take place at SAO15. SAO15 receives hundreds of thousands of documents yearly and each piece must be scanned to prepare them for e-filing, e-service or e-discovery. Presently the office is still processing everything through hard copy until this scanning unit can be instituted. A team of 5 Legal Secretary I's is needed to review the documents, scan them and log them into the case management system for further use. The team will also be responsible for separating CONFIDENTIAL DOCUMENTS from other case file documents as the files are prepped for a final scan for storage. This is not done presently and the office is closing out approximately 1000 boxes of case files per year thus creating more and more backlog in paper files.

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**Priority #8**

Issue Title: Public Records  
Issue Code: 3009700  
FTE: 2  
Rate: \$86,379  
Fund: General Revenue  
Categories: Salaries and Benefits - \$134,256  
Operations - \$8,178; \$5,188 Non-recurring

**Narrative:** This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands.

Public records demands are becoming more time consuming and more sophisticated. They include frequent demands for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses, research groups and citizens seeking records which serve their singular business or research interests. Additionally, State Attorney-15 is being inundated by requests from Department of Corrections and county jail inmates. The sophistication and technical expertise needed to identify digitized data and the additional time needed for an attorney to review compliance issues as well as redaction and cost issues on every request takes time away for the core mission of prosecution. This circuit has paid \$34,000 to outside counsel to assist with a public records lawsuit involving over 600 public record requests from one entity. That did not cover the hundreds of employee hours devoted to addressing these issues in addition to being deposed and answering demands. The need for an experienced public records attorney and secretary became clear as a result of that suit. Public Records Laws are outside the normal workload for an Assistant State Attorney and as such require a more experienced attorney to take over the responsibility of making such decisions on behalf of State Attorney -15 and protecting the office from future suits and expenditure of tax dollars. Therefore, the rate of \$60,000 is more appropriate than the default entry level as that rate reflects a 4-5 year attorney in this office.

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**State Attorney, Sixteenth Judicial Circuit**

**Priority #1**

Issue Title: Staffing for Body Camera Workload Increase  
Issue Code: 5008010  
FTE: 1.0  
Rate: \$26,379  
Fund: State Attorney Revenue Trust Fund  
Categories: Salaries and Benefits - \$42,676  
Operations - \$3,973; \$2,777 Non-recurring

**Narrative:** In the last few years, law enforcement agencies have started using body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, prosecutors' offices have been inundated with videos depicting arrests, witness interviews and crime scenes. Prosecutors are placed in the position of having to collect, review, and reveal to the defense all of the video of any particular crime that is prosecuted. This extra work load has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings will add hours of work to the prosecution of each case.

**Priority #2**

Issue Title: Staffing for Public Records Unit  
Issue Code: 3009700  
FTE: 2.0  
Rate: \$65,464  
Fund: General Revenue  
Categories: Salaries and Benefits - \$106,983  
Operations - \$8,646; \$5,554 Non-recurring

**Narrative:** Dedicated and trained staff is necessary to handle the massive public records requests. Since many of the items contained in our files are items that cannot be disclosed it is necessary to have staff that understands and recognizes what can and what cannot be disclosed. This is especially important since some of our records cannot be disclosed by law. Since the legislature has made it a crime to disclose certain items (like the identity of a sexual battery victim) we need to have staff that is properly trained and dedicated to this function.

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**State Attorney, Seventeenth Judicial Circuit**

**Priority #1**

Issue Title: Cost of Living Adjustment for all Staff

Issue Code: 4203A70

Fund: General Revenue

FTE: 0

Rate: \$1,129,607

Categories: Salaries and Benefits: \$1,670,623

**Narrative:** A five percent cost-of-living increase is requested to support the retention of state employees.

Many of the State's best prosecutors and support staff have left state employment to pursue careers in other state agencies, the private sector and in local and federal government where wages are more than those paid by the state. Because of these losses, the experience level of those representing the citizens of this state when they are victimized by crime has decreased, and training demands have increased as State Attorneys attempt to maintain strong representation to the tax-payers of Florida.

In the first two months of Fiscal Year 17-18 ten assistant state attorneys have already submitted resignations. This is approximately 5% of our legal staff and we are still in the first quarter of the year.

Turnover throughout the State Attorneys' offices results in cases being handled by less experienced personnel with a greater chance that criminals will not be appropriately held accountable for their crimes and that victims will not receive the justice they deserve.

July 2017 payroll total:  $\$2,784,372 * 12 * 5\% = \$1,670,623$

July 2017 Rate for filled positions:  $\$22,592,143 * 1.05 = 23,721,750 - \$22,592,143 = \$1,129,607$

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**Priority #2**

Issue Title: Public Records Workload  
Issue Code: 3009700  
Fund: General Revenue  
FTE: 6.00  
Rate: \$236,990  
Categories: Salaries and Benefits - \$372,724  
Operations - \$24,534; \$15,564 Non-recurring

**Narrative:** Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially.

Public record demands are becoming more and more time consuming and more sophisticated. Each year the Legislature adds more exemptions that, in turn, requires more time to conduct a proper and legal review and redaction of the records to be released. For example Body Cam video footage. The volume of video footage is over-whelming.

Many of the requests include review of voluminous paper records (boxes) and regularly include multiple CD's and DVD's. These contain countless hours of 'jail calls' that must be listened to in real time for potential exemptions and then redactions. A good number of the requests are for cases involving sexual battery, child abuse, domestic violence and capital murder which require redaction of most victim and witness personal identifying information.

Last fiscal year this office received 1,446 public record requests. This issue serves to facilitate the State Attorney's desire to be as transparent and responsive to public record requests while not compromising our core mission.

This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands.

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**Priority #3**

Issue Title: Body Camera Evidence Review  
Issue Code: 5008010  
Fund: General Revenue  
FTE: 18.00  
Rate: \$718,882  
Categories: Salaries and Benefits - \$1,135,883  
Operations - \$74,770; \$47,058 Non-recurring

**Narrative:** Video evidence generated by Body Worn Cameras (BWC) on police officers continues to expand throughout Broward County with the expectation that all 36 police agencies will be equipped with BWC by FY18-19. The State Attorney's Office 17<sup>th</sup> Judicial Circuit (SA17) has initiated policies and procedures to process, view and disseminate this new digital evidence.

As of August 14, 2017, this office is currently processing footage from 1200 BWCs, and expects another 2000 cameras to be added by FY 2018-2019. Currently SA17 has designated three (3) FTE to process the footage from these cameras. The average time to process one case is anywhere between 30-50 minutes. This processing time includes specific tasks, such as evidence/case research, case classification, downloading and archiving and importing into our case management system. Body Camera evidence redaction for trial consumes anywhere between 2-6 hours of time. We currently have 66,670 individual pieces of digital evidence, split between 10,600 cases. This volume is a composite of the 1200 cameras currently deployed. BSO is now sharing photos, transcripts, interview room cameras, BAT room cameras, firing logs and audio recordings with our agency through Evidence.com. This number will surely grow exponentially as other agencies adopt BWC usage.

The Sheriff's office is also expecting to incorporate dash-cameras into the current body camera workflow. These videos will be entered into the same database management system used for current BWC footage. Specialized equipment will be needed to meet the processing demands and assisting Assistant State Attorneys in redacting digital evidence.

When an arrest is made or a criminal investigation by uniformed officers takes place, there are often more than just one or two officers at the scene. While each BWC may record substantially the same scene, because the camera travels with each individual law enforcement officer, there are differences as to what each camera records visually and audibly. Some of what is recorded may be deemed by the courts or defense to be exculpatory. Prosecutors are placed in the position of having to collect, review, and disseminate to the defense all of the video of any particular crime that is prosecuted. This

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extra work load has a substantial effect on the time spent on each individual case by the prosecutor. The review of these recordings alone will add hours of work to the prosecution of each case. In addition, due to the experience level needed of the ASAs, their salary is comparable to an ASA with 3 years' experience.

Therefore not only will SA17 require additional staff, including Assistant State Attorneys, BWC tech staff and paralegals, but this office will also require additional specialized equipment to continue the timely and accurate intake of digital evidence.

**Priority #4**

Issue Title: Enhanced Sex Crimes Prosecution  
Issue Code: 3000650  
Fund: General Revenue  
FTE: 9.00  
Rate: \$405,512  
Categories: Salaries and Benefits - \$628,600  
Operations - \$37,385; \$23,529 Non-recurring

**Narrative:** Florida career criminal statutes establish the Legislative intent to prioritize the investigations and prosecutions of the most dangerous repeat offenders. These statutes require that highly qualified prosecutors with significantly reduced caseloads be assigned to these cases. This issue requests these same policies be applied to sex crimes and child abuse prosecutions due to the overwhelming vulnerability of these victims, the seriousness of the offenses and the sophistications of the prosecutions (such as DNA evidence). Therefore, we are requesting an additional 5 assistant state attorneys at a higher than starting salary to represent the needed experience level (\$60,000) with supporting secretaries and victim advocates.

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**State Attorney, Eighteenth Judicial Circuit**

**Priority #1**

Issue Title: ASA Retention  
Issue Code: 4206A40  
FTE: N/A  
Rate: \$6,299,900  
Fund: General Revenue  
Salaries and Benefits: \$8,212,550

**Narrative:** This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep



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experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes. Funds are calculated based on years of service: 0 to 3 years = \$2,000 per position; 3 or more years = \$4,000 per position

**Priority #2**

Issue Title: Special Prosecution Unit for Veterans  
Issue Code: 3004500  
FTE: 4  
Rate: \$166,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$260,702  
Operations - \$16,356; \$10,376 Non-recurring

**Narrative:** The 18th Circuit has established a Veterans Court program in Brevard and Seminole Counties in order to provide our Veterans with a specialized diversion program that is better able to address their need for services that will help keep them out of the criminal justice system. This program requires a more experienced attorney that can handle both felony and misdemeanor crimes and can build partnerships with all the private and public agencies involved with the program. It also requires a more extensive initial review of the case to determine suitability for the program as well as more intensive monitoring and tracking as the case proceeds through the program. There will be one attorney and one staff position assigned to each county.

**Priority #3**

Issue Title: Public Records Workload  
Issue Code: 3009700  
FTE: 3  
Rate: \$91,000  
Fund: 1000  
Categories: Salaries and Benefits - \$149,563  
Operations - \$11,683; \$7,599 Non-recurring

**Narrative:** Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially. This issue serves to facilitate the State Attorney's desire to be as transparent and responsive to public records requests while not compromising our core mission. This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands.

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**Priority #4**

Issue Title: Replacement Equipment - Motor Vehicles

Issue Code: 2401500

FTE: 0

Rate: N/A

Fund: State Attorney Revenue Trust Fund

Categories: Acquisition of Motor Vehicles - \$90,000

**Narrative:** The operating costs for these vehicles will exceed the vehicle's value as maintenance and repair increases with older vehicles. The safety and dependability of these vehicles will also become an issue. The vehicles listed for replacement were purchased with state funds and meet the state guidelines for replacement. Total requested dollars was determined based on the price of prior year vehicle purchases and allowing for anticipated inflation.

**Priority #5**

Issue Title: Staffing Adjustment for Workload & Increased Judgeships

Issue Code: 3001060

FTE: 3

Rate: 107,000

Fund: General Revenue

Categories: Salaries and Benefits - \$174,988

Operations - \$12,851; \$7,965 Non-recurring

**Narrative:** If additional judges are certified by the State Supreme Court in the Eighteenth Circuit, this request reflects the minimum state attorney resources necessary to staff one newly created criminal division. The State Attorney's Office is requesting the minimum required staff to accommodate an additional County Court Judge, two (2) Assistant State Attorneys and one (1) supporting secretary.

**Priority #6**

Issue Title: Enhanced Salary Incentive Payments

Issue Code: 3008A10

FTE: 0

Rate: NA

Fund: General Revenue

Categories: Salary Incentive Payments - \$3,514

**Narrative:** Investigators for the State Attorney's Office are recognized law enforcement officers entitled to Salary Incentive Payments. This office has historically been underfunded in this category.

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**State Attorney, Nineteenth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention

Issue Code: 4206A40

FTE: 0

Rate: \$6,299,900

Fund: General Revenue

Salaries and Benefits: \$8,212,550

**Narrative:** This issue represents the Justice Coalition's efforts to provide salary adjustments for the merit and retention of Assistant State Attorneys, Assistant Public Defenders and Assistant Public Defender Chief job classes. The purpose, of which, is to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system. This represents the Justice Coalition's continuing efforts to work together to keep experienced, quality employees working for the safety of the people of Florida. The funds shall be allocated proportionately among the State Attorney and Public Defender offices based upon the filled positions in those job classes.

Funds are calculated based on years of service:

0 to 3 years = \$2,000 per position

3 or more years = \$4,000 per position

This issue for all State Attorneys is contained in the Justice Administration Commission's Legislative Budget Request.

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**State Attorney, Twentieth Judicial Circuit**

**Priority #1**

Issue Title: Assistant State Attorney/Assistant Public Defender Retention

Issue Code: 4206A40

FTE: 0

Rate: \$400,000

Fund: General Revenue

Categories: Salaries and Benefits - \$521,440

**Narrative:** Request \$521,440 for Assistant State Attorney Retention to promote public safety through the retention of staff essential to the effective and efficient operation of the criminal justice system.

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**Priority #2**

Issue Title: Investigation and Prosecution of Human Trafficking Crime  
Issue Code: 3009950  
FTE: 5.0  
Rate: \$209,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$321,212  
Operations - \$40,693, \$34,421 Non-recurring

**Narrative:** Human trafficking in our circuit has increased significantly. These cases are complex and require specialized knowledge of the laws and how to apply them to these cases. Due to the increased workload, we are requesting specialized additional personnel to handle the complex human trafficking cases.

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**Priority #3**

Issue Title: Computer Programming Staffing – Body Cam  
Issue Code: 5008010  
FTE: 1.0  
Rate: \$40,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$58,418  
Operations - \$23,505; \$4,411 Non-recurring

**Narrative:** Many of the Law Enforcement agencies we partner with have been providing their officers with Body Cams, which provides the agency and the public clear representation of the arrest. This provides excellent audio and visual information for the prosecutors, but we also have to collect, review and reveal information to defense. This takes a significant amount of resources; an experienced media specialist is being requested for this position.

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**Priority #4**

Issue Title: Public Records Workload

Issue Code: 3009700

FTE: 3.00

Salary Rate: \$100,878

Fund: General Revenue

Categories: Salaries and Benefits - \$161,719

Operations: \$11,683; \$7,599 Non-recurring

**Narrative:** There is no function within the State Attorney Office's that is growing more than the requests and demands of Public Records. To meet legislative and legal requirements it is essential that the necessary staffing is provided.

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**Priority #5**

Issue Title: Replacement Equipment – Motor Vehicles

Issue Code: 2401500

FTE: 0

Rate: N/A

Fund: State Attorney Revenue Trust Fund

Categories: Acquisition of Motor Vehicles - \$74,000; \$74,000 Non-recurring

**Narrative:** Being the largest geographic circuit in the state of Florida, transportation is key to completing our prosecution function. By June 30, 2019, our agency will have three vehicles that will exceed the state criteria for replacement. Further extension of usage will escalate repair cost, through general revenue, and create safety issues for staff and citizens.

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**Priority #6**

Issue Title: Staffing Adjustment for Workload & Increased Judgeships

Issue Code: 3001060

FTE: 2.00

Rate: \$76,378

Fund: General Revenue

Categories: Salaries and Benefits - \$121,215

Operations - \$8,178; \$5,188 Non-recurring

**Narrative:** There is a direct correlation between the number of Judges and the number of Assistant State Attorneys and support staff that are needed to meet these judicial tracks. With increased Judgeship there will be a need for increased ASA staffing.

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**PUBLIC DEFENDER - TRIAL LBR BUDGET ISSUE PRIORITIES FOR FY 2018-19  
AS PER THE FLORIDA PUBLIC DEFENDER ASSOCIATION, INC.**

1. Assistant Public Defender Retention and Competitive Pay Adjustment-JAC
2. Restoration of Prior Cuts with No Further Cuts
3. Workload-Circuit Specific
  - a. Graham/Miller
  - b. Hurst

**PUBLIC DEFENDER - APPELLATE LBR BUDGET ISSUE PRIORITIES FOR  
FY 2018-19 AS PER THE FLORIDA PUBLIC DEFENDER ASSOCIATION, INC.**

1. Assistant Public Defender Retention and Competitive Pay Adjustment-JAC
2. Appellate APD Increases Proportionate with Attorney General's Office
3. Restoration of Prior Cuts with No Further Cuts
4. Workload-Circuit-Specific

**INDIVIDUAL PUBLIC DEFENDER CIRCUIT RESPONSES:**

**Public Defender, First Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, First Judicial Circuit**

**Priority #1**

Issue Title: Full Restoration of Budget Reductions

Issue Code: 4200300

FTE: # N/A

Rate: N/A

Fund: General Revenue, PDRTF, ICDF

Salaries and Benefits: \$482,861

Operations: \$24,500

RMI: \$9,951

NARRATIVE:

The Office of the Public Defender, 1<sup>st</sup> Judicial Circuit is requesting full restoration of budget reductions to maintain funding for day-to-day operations. This agency does not have "non-essential" programs. Based on the latest available figures, this agency's budget is more than 95% salaries and employee benefits. We are not unaware that all state agencies would like to find a way to be exempted from any budget cuts, or to mitigate cuts if they are inevitable. There is however, a fundamental difference between constitutionally mandated representation of

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indigents and many other governmental functions. The right to effective counsel cannot be delayed or denied.

Using layoffs and/or cutting staff would create added pressure on the already overworked attorneys and support staff, and such added pressure will lead to additional turnover. Increased turnover coupled with the inability to fill the newly vacated positions will cause delays in the handling of criminal cases and may force our hand to withdraw from cases due to excessive caseloads.

In making the difficult decision to cut somewhere, the legislature and the Governor should not think that cutting everywhere is either fair or reasonable. Not all cuts are equal, and cuts in the area of providing effective assistance of counsel will have consequences that will be felt by the courts, victims of crimes and by the innocent as well as the guilty.

**Priority #2**

Issue Title: Graham and Miller Mandate - Juvenile Resentencing Workload

Issue Code: 3009000

FTE: 5.00

Rate: \$212,323

Fund: General Revenue

Salaries and Benefits: \$329,393

Operations: \$20,797; \$13,519 Non-recurring

Due Process: \$210,000

NARRATIVE:

Recent court cases and a new Florida statute directing the resentencing of juveniles who received life prison sentences have created a major ongoing workload for Public Defender offices across the state. Some of the cases have been resolved, but many individuals are still awaiting their new sentencing hearings. Some offices have a large backlog of cases that they are actively preparing for.

Each of these cases requires extensive investigation, legal research, and record review. Experts must be hired to evaluate the individuals and testify in depositions and hearings. Family members, friends, teachers, neighbors, caseworkers, and correctional staff must be thoroughly interviewed. The person's entire life history must be reviewed; the lawyers must be prepared to present evidence concerning the nature and circumstances of the offense, the person's maturity and mental health, the effect of family circumstances, the degree of peer pressure, and other statutory factors. The hearings are multi-day affairs akin to a sentencing hearing in a capital case.

Public Defender offices that have multiple Graham-Miller/Atwell/Etcetera cases will need additional staffing to cope with this workload. Felony division attorneys and capital attorneys are already consumed with existing cases. The Graham/Miller resentencing cases require the time of two experienced attorneys, a mitigation specialist, and an investigator, as well as clerical staff. In addition, there is a need to increase Due Process funding for the experts, transcripts, witness travel, records, and other materials that must be obtained in these cases. Based on actual expenditures on cases so far, we estimate that each case requires an average of \$10,000 -15,000 per case.

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The Office of the Public Defender, 1st (First) Judicial Circuit has identified 14 individuals entitled to resentencing in the year ahead, and potentially another 1 case(s) who are eligible for relief under the most recent appellate cases when the Graham and Miller caseload is completed. To adequately handle this caseload, we believe we will need \$210,000 in additional due process funds in the upcoming fiscal year.

The salary rate requested for the Assistant Public Defender (2 @ \$70,000 each) will be required to hire attorneys at the level of experience needed. Salaries for the Mitigation Specialist, Investigator and Legal Assistant positions are requested at the default minimum for the pay grade. Public Defender Operating Expenditures budget of \$20,797 (\$13,519 non-recurring) is requested to establish the positions as per Standard #3, modified for Public Defenders.

This issue impacts all agency activities.

**Priority #3**

Issue Title: Hurst Impact Workload  
Issue Code: 3000110  
FTE: # 4.00  
Rate: Amount  
Fund: General Revenue  
Salaries and Benefits: \$283,649  
Operations: \$16,824; \$10,742 Non-recurring  
Due Process: \$50,000  
NARRATIVE:

This is a legislative budget request for a growing increase in Public Defender workload caused by the U.S. and Florida Supreme Court decisions in Hurst v State, 136 S Ct 616 (2016) and Hurst v State, 202 So 3d 40 (Fl.2016). These cases hold that the death penalty must be vacated and new penalty trials held for defendants whose death sentences became final after the U.S. Supreme Court case of Ring v Arizona, 536 US. 584 (2002). On August 10, 2017, the Florida Supreme Court made it clear that new penalty phases must be held only in the cases that became final after the Ring decision, but that represents more than half of the defendants on death row. Asay v. State, (Fla, Aug.10, 2017).

This is a new mandated, unfunded caseload. Approximately 200 defendants are now entitled to de novo penalty hearings before a jury. These hearings are complex and demanding. Each case will have to be re-investigated and presented in full. Existing capital trial staff attorneys, investigators, and mitigation specialists are handling currently pending cases and cannot handle an influx of past cases at the same time.

Without adequate funding for additional experienced Public Defender attorneys, investigators, and other necessary staff, the constitutional rights of defendants entitled to timely new penalty trials that comport with full and fair due process of law will not be protected.

There are currently 15 people on Death Row from this circuit who are entitled to new penalty trials. The Public Defender's Office has been appointed to represent 1 inmate(s) and more are



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expected. Two experienced capital attorneys must be assigned to each case, and records, evaluations, school histories, correctional records, and other materials must be obtained. The person's entire life history must be explored.

Due process funds are also needed to guarantee proper representation by Public Defenders in these cases. The cost per case for experts, travel, records, and other necessary witnesses and materials is estimated to be a minimum of \$50,000.

The salary rate requested for the Assistant Public Defender (2 @ \$70,000 each) will be required to hire attorneys at the level of experience needed. Salaries for the Mitigation Specialist and Legal Assistant positions are requested at the default minimum for the pay grade. Public Defender Operating Expenditures budget of \$16,824 (\$10,742 non-recurring) is requested to establish the positions as per Standard #3, modified for Public Defenders.

This issue impacts all agency activities.

### **Public Defender, Second Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

### **Public Defender, Third Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Priority #2**

Issue Title: Restoration of Budget Reductions  
Issue Code: 4200300  
FTE: # 0.0  
Rate: Amount 0.0  
Fund: General Revenue  
Salaries and Benefits: \$30,002  
Fund: PDRTF  
Salaries and Benefits: \$63,009  
Fund: ICDTF  
OPS: \$27,910  
NARRATIVE:

For FY 17/18, Public Defender budgets were cut in both General Revenue and Trust Fund Authority. The total amount of General Revenue reduction statewide was \$1,871,662. Trust Funds were cut by \$7,475,634. Each circuit has been negatively affected by these cuts, some substantially so. This was more than a mere budget exercise; the cuts have resulted in job loss, layoffs and/or service reductions in many offices. Budget cuts cause delays and disruptions in service and further strain an overburdened workforce. Considering our constitutional and

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statutory mandates, it is not possible to sustain any further cuts without jeopardizing our ability to deliver the necessary legal services to our clients.

The Public Defender 3rd judicial circuit requests the restoration of the 2017-18 budget cuts in General Revenue budget reductions in the amount of \$30,002, and restoration of Trust Fund authority in the amount of \$90,919.

**Priority #3**

Issue Title:           Graham Miller Juvenile Re-Sentencing  
Issue Code:           3009000  
FTE: #                 3.0  
Rate: Amount         \$134,000  
Fund: General Revenue  
Salaries and Benefits: \$202,059  
Operations:           \$12,619; \$8,331 Non-recurring

**NARRATIVE:**

The Third judicial circuit has identified nine (9) individuals entitled to resentencing in the year ahead, and potentially another five (5) cases who are eligible for relief under the most recent appellate cases when the Graham and Miller caseload is completed. To adequately handle this caseload, we believe we will need \$90,000 and \$50,000 in additional due process funds in the upcoming fiscal year.

**FISCAL IMPACT**

An attorney cost unit predicated on what is necessary to provide the necessary representation for each ten (10) cases has been developed by the FPDA to request the needed personnel to address the court mandate to prepare and present evidence for the juvenile resentencing hearing(s) required. The attorney cost unit is as follows:

- 1.0 FTE Assistant Public Defender @ \$60,000 annual salary,
- 1.0 FTE Mitigation Specialist II @ \$32,000 annual salary,
- 1.0 FTE Investigator II @ \$42,500 annual salary.

Expenses were calculated using Modified Standard # 3:

@ \$12,619 of which \$8,331 is non-recurring.

Total cost for the attorney unit is \$147,119.

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**Priority #4**

Issue Title: Hurst Death Penalty Re-Sentencing  
Issue Code: 3000110  
FTE: #  
Rate: Amount \$0.0  
Fund: General Revenue  
Due Process/103228: \$25,000

**NARRATIVE:**

This is a legislative budget request for a growing increase in Public Defender workload caused by the U.S. and Florida Supreme Court decisions in *Hurst v State*, 136 S Ct 616 (2016) and *Hurst v State*, 202 So 3d 40 (Fl.2016). These cases hold that the death penalty must be vacated and new penalty trials held for defendants whose death sentences became final after the U.S. Supreme Court case of *Ring v Arizona*, 536 US. 584 (2002). On August 10, 2017, the Florida Supreme Court made it clear that new penalty phases must be held only in the cases that became final after the *Ring* decision, but that represents more than half of the defendants on death row. *Asay v. State*, (Fla, Aug.10, 2017).

This is a new mandated, unfunded caseload. Approximately 200 defendants are now entitled to de novo penalty hearings before a jury. These hearings are complex and demanding. Each case will have to be re-investigated and presented in full. Existing capital trial staff attorneys, investigators, and mitigation specialists are handling currently pending cases and cannot handle an influx of past cases at the same time.

Without adequate funding for additional experienced Public Defender attorneys, investigators, and other necessary staff, the constitutional rights of defendants entitled to timely new penalty trials that comport with full and fair due process of law will not be protected. There are currently more people on Death Row from this circuit who are entitled to new penalty trials.

Two experienced capital attorneys must be assigned to each case, and records, evaluations, school histories, correctional records, and other materials must be obtained. The person's entire life history must be explored. Due process funds are also needed to guarantee proper representation by Public Defenders in these cases. The cost per case for experts, travel, records, and other necessary witnesses and materials is estimated to be a minimum of \$25,000.

The 3rd Circuit Public Defender has been appointed to represent one (1) inmate for a new penalty phase and more are expected. There is currently litigation to make the *Hurst II*, retroactive prior to 2002. The cost per case is estimated to be \$25,000 for the investigation alone. This issue is to request \$25,000 for due process cost. Calculations:  $1 \times \$25,000 = \$25,000$ . Additional funding for cases that pre-date *Ring*, are not being requested at this time. This does not include the cost of the defense attorney or staff.

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**Public Defender, 4th Judicial Circuit**

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**Public Defender, 4th Judicial Circuit**

**Priority #1**

Issue Title: Full Restoration of Budget Reductions

Issue Code: 4200300

FTE: None

Rate: \$0

Fund: General Revenue

Categories: Salaries and Benefits: \$155,854  
Operations: \$10,547

Fund: Public Defender Revenue Trust Fund (PDRTF)

Category: Salaries and Benefits: \$ 199,612

Fund: Indigent Criminal Defense Trust Fund (ICDTF)

Category: Operations: \$47,636

NARRATIVE:

During the last session, the Legislature took actions related to salaries and benefits (S&B) which adversely impact the ability of the Fourth Circuit's Public Defender's Office to fulfill its constitutional and statutory mission. These actions included:

- A reduction of 2017-18 FY General Revenue funding for Salaries and Benefits in the amount of \$155,854, from the previous fiscal year;
- An increase in authority in the Indigent Criminal Defense Trust Fund and Grants and Donations Trust Fund for Salaries and Benefits in the amount of \$67,759. Based on historical collections, however, this will be unfunded authority as it is doubtful that collections will be sufficient to fund this increase; and,
- A reduction of authority from the Public Defender Revenue Trust Fund in the amount of \$296,823, from the previous fiscal year. Although the Public Defender Revenue Trust Fund has never met estimated revenues, this action will reduce the circuit's authority even below estimated and previous year collections.

Taken together, the amount of trust fund authority for Salaries and Benefits was reduced by a net amount of \$199,612, and the total amount of salary and benefits available from General Revenue was reduced by \$155,854—this represents a total reduction of \$355,466 in Salary and Benefits available to PD-04. In a Fiscal Year where the Public Defender's Office is facing the need for additional attorney staff to address the Juvenile Resentencing issue, this salary reduction represents the equivalent of four (4) attorney positions, one (1) Investigator, and one (1) support staff which must be left vacant due to lack of funds.

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For these reasons, PD-04 is requesting a restoration of General Revenue funds for Salaries and Benefits in the amount of \$155,854, and a restoration of trust fund authority for Salary and Benefits in PDRTF in the amount of \$199,612.

In addition to the reduction in Salaries and Benefits, General Revenue and Trust Fund Authority was reduced in the Operations category. These reductions resulted in the reduced ability to send attorneys to approved training to satisfy the continuing legal education (CLE) requirements of The Florida Bar. Additionally, PD-04's fleet of vehicles is aging with at least half of the fleet with mileage over 75,000 miles, necessitating more frequent and costly maintenance and repairs. Reduction of the Operations category appropriations will directly impact the ability for PD-04 to maintain their vehicles in order to keep them operational as required by the Investigators and attorneys. The Public Defender's Office, 4th Judicial Circuit is requesting restoration of \$10,547 in General Revenue Operations and \$47,636 in Indigent Criminal Defense Trust Fund Operations.

**Priority #2**

Issue Title: U. S. Supreme Court Graham and Miller Mandate-Juvenile Mitigation

Issue Code: 3009000

FTE: 4

Rate: \$282,000

Fund: General Revenue

Categories: Salaries and Benefits: \$401,290

Due Process Increase: \$100,000 yearly

Operations: \$17,292; \$11,108 Non-recurring

NARRATIVE:

In March, 2015, the Supreme Court of Florida decided several important cases requiring the resentencing of certain juveniles sentenced to life or sentenced to a term of years that is equivalent to life. These state court rulings were prompted by decisions from the United States Supreme Court mandating such resentencing hearings (the *Graham/ Miller* cases).

Department of Corrections records show that approximately 618 inmates were juveniles when sentenced to life in the State who fall under the *Graham/Miller* mandate. **A comparison of Fourth Circuit case management data against D.O.C. records has identified approximately 69 juveniles who were sentenced to life or its equivalent in the Fourth Judicial Circuit who may be eligible for relief under *Graham/Miller*. The Fourth Circuit has the second highest number of *Graham/Miller* cases pending in all Circuits in the State, and its share of cases constitutes over 11% of all the *Graham/Miller* cases pending state-wide.** Many of these defendants qualify for re-sentencing under the new statute immediately or will qualify in the foreseeable future, and many have been in prison for more than 20 years.

The Public Defender's Office for the Fourth Judicial Circuit initially identified 60 of these cases wherein the defendant was entitled to a resentencing hearing, but who weren't represented by private counsel. The office has been appointed to handle most of these cases. **During the last fiscal year, the office expended \$ 95,511.32 out of its basic due process allocation for handling these additional cases, reducing the due process funds available to handle the office's regular case-load. By the end of FY 2016-2017, only 7 of these 60 cases had been**

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**resolved, leaving 53 cases still pending in the office.** To handle this project, the office temporarily re-assigned one attorney from the Homicide Division and hired a part-time attorney to coordinate the preparation of these cases. This decision was necessary but negatively impacted the budget by reducing the Salary and Benefits funds normally devoted to handling existing case-loads office-wide. These stop-gap measures in the Homicide Unit are not sustainable for two reasons: 1) the Death Penalty has been re-enacted by the Legislature which will require full staffing in that unit, and 2) the Fourth Circuit also has a disproportionate share of death penalty re-sentencings due to the Florida Supreme Court's *Hurst* decision.

The agency has identified the need for two (2) experienced attorneys and two (2) experienced mitigation specialists capable of handling homicide cases to be dedicated to this specialized work. In addition to the necessary General Revenue funding for salary and benefits, there is a need for increased Due Process funding to ensure the office can handle the extensive client visits to prisons, obtain the necessary mental evaluations and testimony by expert witnesses, conduct criminal defense and mitigation investigations, obtain records (corrections, mental health, school, medical), and obtain transcripts of prior hearings. Although it is early in the process, we estimate an annual need of \$100,000 in additional due process funds based upon our rate of expenditures during the first year handling of these cases.

In order to represent these clients adequately, an entire life history must be gathered, evaluations must be conducted, interviews of family and friends undertaken, records gathered, and interviews must be conducted with teachers, neighbors, program caseworkers, correctional staff, and other people who may assist in understanding and presenting the client's life story and present information the court must consider in the resentencing. Conducting this sort of investigation requires the knowledge of an experienced attorney and mitigation specialist ("*Trial Defense Guidelines: Representing a Child Client Facing a Possible Life Sentence*").

The salaries requested for the Assistant Public Defenders (2 @ \$82,000) and the Mitigation Specialists (1 @ \$73,000 and 1 @ \$45,000) are required to hire attorneys and mitigation specialists with the necessary experience level. Public Defender Operating Expenditures Budget of \$17,292 and \$ 11,108 in non-recurring is requested to establish the positions as per Modified Standard # 3. The Public Defender's Office is requesting additional rate for these positions. This issue will impact our Criminal Investigative Services and our Criminal Trial Indigent Defense activities as it will expedite and coordinate services in both of these areas.

This funding must be recurring; a one-year appropriation will not be sufficient to work through all of these cases. There are many individuals who qualify, or are expected to soon qualify, for resentencing. The cases are complex and must not be litigated in haste. Additionally, once the initial round of resentencing hearings is "complete," there are a number of clients who will be entitled to sentence reviews under §921.1402. Interviews will be undertaken, psychological and sociological evaluations conducted, and history of incarceration and potential and extent of rehabilitation reviewed. Release plans will also have to be designed and proposed to include housing, employment, and other re-entry services.

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**Priority #3**

Issue Title: Replacement Equipment – Motor Vehicles  
 Issue Code: 2401500  
 FTE: N/A  
 Rate: N/A  
 Fund: General Revenue  
 Categories: Acquisition of Motor Vehicles - \$53,000  
 NARRATIVE:

The Public Defender's Office, Fourth Judicial Circuit requests funds to purchase replacement vehicles due to age and mileage. The following vehicles have already met the mileage criteria for replacement as specified by the Department of Management Services within FY 2017-2018. Since the Fourth Judicial Circuit serves a three-county area, reliable vehicles are needed for investigation of cases as well as pool cars for attorneys to visit outlying detention facilities. The vehicles meeting the requirement for replacement are as follows:

<u>Year</u>	<u>Make/Model</u>	<u>Identification Number</u>	<u>8/17 Mileage</u>	<u>Est. 7/18 Mileage</u>
2008	Chevrolet Impala	2G1WT58K181209342	140,480	153,954
2011	Chevrolet Impala	2G1WF5EKB1174548	141,600	164,335

The elected Public Defender has declined to have an office car assigned to him as was the case with his predecessor, which will reduce the overall demand on the office's vehicles. Although the Public Defender's Office, Fourth Judicial Circuit has an additional vehicle that meets the criteria for replacement, the office recognizes that funding is limited and is requesting the replacement of only these two vehicles with the highest mileage at this time. The Public Defender's Office is requesting the purchase of one (1) mid-size vehicle @ \$23,000 and one (1) mid-size SUV @ \$29,000 for a total of \$52,000. The SUV is required to meet the needs of the office to carry both passengers and equipment to investigations, trainings, etc. This vehicle will be the only office vehicle that can meet the specific need for investigations in the rural counties of Clay and Nassau and will also be the most efficient manner to transport multiple attorneys and staff to the same training rather than sending multiple vehicles. The Office has not replaced any vehicles since FY 2015-2016.

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**Public Defender, Fifth Judicial Circuit**

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**Public Defender, Fifth Judicial Circuit**

**Priority #4**

Issue Title: Capital Qualified Attorneys  
Issue Code: 3001970  
FTE: 3  
Rate: 205,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$301,578  
Operations - \$13,319; \$8,331 Non-recurring

**NARRATIVE:**

The Fifth Circuit Public Defender's office (PD05) has twenty-six (26) capital murder cases pending circuit-wide. Of those six (6) are Hurst penalty phase, eight (8) are Graham/Miller. Of the seventeen (17) where the death penalty could be sought, the State has filed a notice to seek the death penalty on twelve (12) and on the remaining five (5) it is reasonable to assume the State Attorney, Brad King, could file notice to seek death on any or all of them.

At the time of the filing of this request our agency only has five (5) capital qualified attorney, with three (3) of those also responsible for carrying felony caseloads in addition to their death penalty cases. Our agency is severely under staffed in Capital Qualified Attorneys to work these cases while carrying felony caseloads across a circuit encompassing five (5) counties.

The American Bar Association Guidelines for Appointment and Performance of Defense Counsel in Death Penalty cases state that every criminal defense team facing a capital punishment sentence should have a minimum of two (2) attorneys, an investigator, and a mitigation specialist. These cases require significant investigation into years of past mental health, school, and prison records, along with concerns of trauma, poverty and any traumatic brain injuries. In addition, a majority of these cases requires psychological evaluations, possible MRIs and in some instances PET scans. Due to the severity of punishment on these cases, the requested additional attorneys would have the necessary time to identify and compile comprehensive mitigating facts to minimize the likelihood of an Appellate ruling of ineffective assistance of counsel.

The Public Defender requests General Revenue Appropriation for three (3) additional FTE positions including associated salary and benefits which cannot be supported by ICDTF collections on a recurring basis. The salary amount requested for the Assistant Public Defenders (2) @ \$85,000 each plus benefits) will be required to hire attorneys experienced in capital case representation as well as one (1) Mitigation Specialist III at \$35,500 plus benefits, which will reduce due process costs associated with hiring private Mitigation Specialists at a much higher cost per case.



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**FISCAL IMPACT:**

2-FTE's-Assistant Public Defenders @\$85,000 annual salary each + benefits

1-FTE-Mitigation Specialist III @ \$35,500 annual salary + benefits

Operations expenditures budget of \$13,319 total and \$8,331 non-recurring to establish the positions as per Modified - Standard #3:

2 Assistant Public Defenders \$4,673 x 2 = \$9,346; \$2,777 x 2 = \$5,554 non-recurring

1 Mitigation Specialist III \$3,973, \$2,777 non-recurring

See corresponding issue IC3000110 Hurst Impact Workload. This issue affects all agency activities.

**Priority # 5**

Issue Title: Mental Health, Veteran's and Drug Specialty Courts

Issue Code: 4200350

FTE: 2

Rate: 100,000

Fund: General Revenue

Categories: Salaries and Benefits - \$157,080

Operations - \$9,346; \$5,554 Non-recurring

**NARRATIVE:**

The Fifth Judicial Circuit, encompassing five (5) counties, has more than fifteen (15) specialty and service courts. This includes five (5) Veterans Courts (one in each county), Mental Health Court, DUI Court and Drug Courts at both the Circuit and County Court levels circuit wide. Marion County alone has five (5) separate service courts. These programs have proven to be a valuable tool in treating the underlying causes of criminal behavior and reducing the likelihood of recidivism.

The role of the Public Defender in these service courts is significant and indispensable. We represent the defendants throughout the duration of the programs, often lasting eighteen (18) months, and requiring court appearances no less than once a month. The Assistant Public Defender counsels the defendant, assists in tracking progress with treatment and advocates for the defendant in the event it is alleged that a violation of the rules has occurred. These programs cannot function or exist without Public Defender participation.

The number of service courts in the Fifth Circuit have tripled in the last ten (10) years. The Public Defender's Office has never been given additional funding for staffing these many specialty programs. Each Service Court creates a new "court docket" with hearings held separate from the other court matters and they require separate attorneys to staff the courtrooms and support staff to maintain the workflow of the cases. The Public Defender will be required to end its participation in many of the worthy court programs unless funding is provided for proper staffing. This would lead to the end of many of these important specialty courts.

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The request is for General Revenue funding of two (2) FTE Assistant Public Defenders (\$50,000 salary each + benefits) and Operating expenditures budget of \$9,346 (\$5,554 non-recurring) as per Modified Standard #3. The increased salary request is required because the position needs to be filled with experienced and dedicated attorneys to represent cases in the specialty programs, coordinating services and assisting clients in successfully completing the program.

Two (2) FTE Attorneys at \$50,000 each with benefits package + operating expense at \$9,346 (non-recurring \$5,554)

No additional rate is required.

This issue impacts all agency activities.

**Priority #6**

Issue Title: Replacement Equipment (furniture)  
Issue Code: 2401000  
FTE: 0  
Rate: 0  
Fund: Public Defender Revenue Trust Fund  
Categories: Operations - \$19,500; \$19,500 Non-recurring  
NARRATIVE:

The Fifth Circuit Public Defender is requesting non-recurring trust fund authority in order to purchase new and to replace existing furniture within at least three (3) or our five (5) county circuit.

In 2017 the Lake County Board of County Commissioners funded an extensive remodeling of our facility. This created additional two additional offices, a conference room, and training room. Several offices are using surplus furniture on loan from the county that our mismatched and not are in partial disrepair. In order for staff to gather in either the conference or training rooms chairs need to be pulled into the locations and there are currently no tables to work on. In addition this location needs replacement secretarial and executive chairs which are currently functional but have rips/tears that do not lend themselves to a professional law office atmosphere.

In FY18-19 the Hernando County Board of County Commissioners have indicated they will be relocating our office to a larger space adding considerable room for staff that will need to be furnished. Including new desks, chairs, waiting room chairs, and conference and training room furniture.

Our Marion County location needs replacement furniture including desks and chairs for two (2) attorneys as well as client chairs.

Based on this agency's Schedule 1 for the Public Defender Revenue Trust Fund there are sufficient funds to cover this non-recurring funding request.

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**Priority #7**

Issue Title: Replacement Equipment – Motor Vehicles  
Issue Code: 2401500  
FTE: 0  
Rate: 0  
Fund: Indigent Criminal Defense Trust Fund  
Categories: Acquisition of Motor Vehicles - \$92,000; \$92,000 Non-recurring  
NARRATIVE:

5 Chevrolet Impala VIN 2G1WF52E759322915 Mileage as Of 7/30/17 Was 109,785 Estimated Mileage for 6/30/18 Is 136,648  
2005 Jeep Grand Cherokee VIN 1J4S48K95C700945 Mileage as Of 7/30/17 Was 112,007 Estimated Mileage for 6/30/18 Is 119,738  
2005 Jeep Grand Cherokee VIN 1J4GS48K75C700944 Mileage as Of 7/30/17 Was 91,097 Estimated Mileage for 6/30/18 Is 95,807

The above vehicles will reach the age and/or mileage standards for replacement.

Due to our need for transporting furniture and equipment between various office locations, witness transportation, as well as multiple employees with luggage to CLE programs, we are requesting that two of the vehicles be replaced with Sport Utility Vehicles in the amount of \$33,000 each (\$66,000) and a Mid-Sized Automobile in the amount of \$26,000.

The investigators for this Agency conduct field investigations and transport witnesses subpoenaed to appear at trial for defense of criminal charges filed against our clients. It is imperative to have a safe and reliable vehicle for employees who drive the vehicles and members of the public who are transported in them. Failure to obtain a vehicle replacement would hamper the investigation of evidence and the transportation of critical defense witnesses.

Based on this agency's Schedule 1 for the Indigent Criminal Defense Trust Fund there are sufficient funds to cover this non-recurring funding request.

**Public Defender, Sixth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Seventh Judicial Circuit**

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**Public Defender, Eighth Judicial Circuit**

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**Public Defender, Eighth Judicial Circuit**

**Priority #1**

Issue Title: APD Retention and Competitive Pay Adjustment

Issue Code: 4206A00

FTE: 0

Rate: \$3,268,192

Categories: Salaries and Benefits - \$4,260,415

NARRATIVE:

Public Defenders seek to achieve competitive pay for their assistants compared to other government agencies. Retention of experienced attorneys is critically important in order to ensure that Public Defenders effectively and efficiently meet their constitutional and statutory responsibilities. Public Defender offices experience an annual turnover rate averaging 18.69% per year. This turnover creates a costly cycle of recruiting and training new attorneys who then leave for more lucrative work in other government agencies or law firms. Offices invest a tremendous amount of financial and personnel resources training new attorneys. The continual influx of new attorneys routinely causes delays and disruptions in court dockets for defendants and victims. Additionally, the relative lack of experienced attorneys makes case assignments and case management difficult, as there are specific skills and experience levels required in order to competently represent people charged with serious and complex cases.

Public Defenders seek a competitive pay increase of 6% for Assistant Public Defenders (class codes 5901 and 5909) who have completed at least 3 years of service as an attorney in the judicial circuit in which the attorney is employed as of June 30, 2017.

Only General Revenue funds are requested because statewide the Indigent Criminal Defense Trust Fund, the Public Defender Revenue Trust Fund and the Grants and Donations Trust Fund do not have the recurring cash necessary to fund this issue.

Fiscal Impact:

JAC to pull and calculate from available reports: all filled FTEs statewide for Assistant Public Defenders (5901) and Chief Assistant Public Defenders (5909) employed at least three (3) years on June 30, 2017 and increase those salaries by 6 % plus the benefits package adjustments.

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**Priority #2**

Issue Title: Restoration of Prior Cuts with no Further Cuts

Issue Code: 4200300

FTE: 0.00

Rate: 0.00

Fund: General Revenue

Categories: Salaries and Benefits: \$52,886

Fund: ICDF

Categories: Other Personal Services: \$16,600

NARRATIVE:

For FY 17/18, Public Defender budgets were cut in both General Revenue and Trust Fund Authority. The total amount of General Revenue reduction statewide was \$1,871,662. Trust Funds were cut by \$7,475,634. Each circuit has been negatively affected by these cuts, some substantially so. This was more than a mere budget exercise; the cuts have resulted in job loss, layoffs and/or service reductions in many offices. Budget cuts cause delays and disruptions in service and further strain an overburdened workforce. Considering our constitutional and statutory mandates, it is not possible to sustain any further cuts without jeopardizing our ability to deliver the necessary legal services to our clients.

The Public Defender Eighth Judicial Circuit requests the restoration of the 2017-18 budget cuts in General Revenue budget reductions in the amount of \$52,886, and restoration of Trust Fund authority in the amount of \$16,600.

**Priority #3**

Issue Title: Mental Health Workload

Issue Code: 4200350

FTE: 1.00

Rate: 70,000

Fund: General Revenue

Categories: Salaries and Benefits - \$94,267

Operations - \$4,673; \$2,777 Non-recurring

NARRATIVE:

The Eighth Circuit Public Defender's Office has experienced an increase in mental health cases. Increases in mental health case events include Baker Act hearings, commitment continuation hearings, and medication hearings. The Eighth Judicial Circuit is home to numerous state mental health facilities, including Northeast Florida State Hospital in Baker County, North Florida Evaluation and Treatment Center in Alachua County, and Taccachale in Alachua County. Additionally, there are several Baker Act receiving facilities located within the circuit, including Meridian, Shands hospital, Shands Vista, North Florida Regional Medical Center, and the Veterans Administration Hospital. Baker Act hearings for DOC inmates are also conducted at Union Correctional Institution, which is located in Union County. An Assistant Public Defender is required to be present at each of these facilities for every proceeding. Effective representation of clients in these proceedings requires in person contact with the client at the facility prior to the proceeding by an experienced Assistant Public Defender. Rapid intervention

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for people in mental health crisis is critical to the safety of the community and the well-being of the person who is in crisis. The addition of an experienced Assistant Public Defender specializing in mental health issues will greatly benefit both the client and the community at large.

Additionally, pursuant to a change in FS 393.11 in 2016, a new category of mental health hearings has been added to the existing mental health workload of the Public Defender's office. Florida law now requires that all persons who are involuntarily committed pursuant to FS 393.11 be reviewed annually to determine if they continue to meet the criteria for involuntary commitment. The Public Defender is required to be appointed for each of those annual reviews. Effective representation of clients in these proceedings requires in-person contact with the client prior to the annual review by an experienced Assistant Public Defender. The clients to be reviewed may reside with the Eighth circuit or they may reside elsewhere in the state, requiring travel by the Assistant Public Defender assigned to those cases. Additionally, in some cases costs may be incurred by the office for evaluations and expert witnesses. Finally, several cases from other circuits around the state have been transferred to the 8<sup>th</sup> Circuit for purposes of annual review when the client resides in the 8<sup>th</sup> Circuit, and we expect this trend to continue. The addition of one [1] experienced Assistant Public Defender will help alleviate the increased workload related to mental health hearings and will allow for rapid, proactive representation of persons experiencing a mental health crisis, which will benefit the client and the community at large.

**FISCAL IMPACT:**

An attorney cost unit has been developed by the FPDA to request the needed personnel to address the court mandate to prepare and present evidence for the juvenile resentencing hearing(s) required. The attorney unit cost is as follows:

1-FTE's-Assistant Public Defenders @\$70,000 annual salary

Operations expenditures budget of \$1,896 recurring and \$2,777 non-recurring to establish the position as per Modified - Standard #3:

No additional due process costs for each case is being requested.

The total cost for the attorney unit is \$94,267 including benefits.

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**Public Defender, Ninth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Ninth Judicial Circuit**

**Priority #1**

Issue Title: Mental Health  
Issue Code: 3000530  
FTE: 1.00  
Rate: 60,000  
Fund: General Revenue  
Categories: Salaries & Benefits - \$91,580  
Operations - \$4,673; \$2,777 Non-recurring

During the last legislative session, a number of legislators recognized that mental health issues have a significant impact on Florida's criminal justice system. In the Ninth Circuit, this impact is increasing as a result of federal and state funding cuts to mental health services. The direct result of reduced funding for places such as the Central Receiving Center is that more people end up being Baker Acted or put in jail. In fact, as of March 2017, it was estimated that thirty-five percent of the population in the Orange County Jail was diagnosed with a mental illness. The average jail stay for mentally ill inmates is almost twice as long as for inmates who do not suffer from a mental disability. The fact remains that the mentally ill population in the criminal justice system is vastly larger than that of the community as a whole therefore the demand for services is substantial. The Ninth Circuit Public Defender is requesting funding for full time mental health specialized attorney at \$60,000 plus benefits.

**Priority #2**

Issue Title: Graham/Miller/Atwell Etc.  
Issue Code: 3009000  
FTE: 1.00  
Rate: \$70,000  
Fund: General Revenue  
Categories: Salaries & Benefits - \$104,620  
Operations - \$4,673; \$2,777 Non-recurring

Over the last two years following United States Supreme Court decisions in *Graham v. Florida*, 560 U.S. 418 (2010) and *Miller v. Alabama*, 132 S.Ct. 2455 (2012), Florida's courts required that an increasing number of individuals who were sentenced for crimes committed while they were juveniles be granted resentencing hearings. The Ninth Circuit Public Defender's Office currently has 13 of these cases pending. As a result of the Florida Supreme Court's December 2016

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decision in *Kelsey v. State*, this office may be responsible for a minimum of 18 additional resentencing cases which would more than double our existing caseload of juvenile resentencing. The Ninth Circuit Public Defender is requesting funding for one attorney at \$70,000 plus benefits.

**Public Defender, Tenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Tenth Judicial Circuit**

**Priority #1**

Issue Title: Client Interviewer  
Issue Code: 3003050  
FTE: # 1.0 Interviewer I  
Rate: 25,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$41,083  
Operations - \$3,505; \$2,411 Non-recurring

**NARRATIVE:**

In order to avoid unnecessary delays and to insure that Assistant Public Defenders are able to meaningfully communicate with their clients, it is necessary to have an interpreter employed or retained by the Public Defender's Office to attend all court proceedings involving a non-English speaking client.

**Priority #2**

Issue Title: Replacement Motor Vehicle  
Issue Code: 2401500  
Fund: ICDTF  
Categories: Acquisition of Motor Vehicles - \$60,000

**NARRATIVE:**

Two of our vehicles will reach the age and/or mileage standards for replacement. Due to our need for transporting furniture and equipment between various office locations, witness transportation, as well as multiple employees with luggage to CLE programs, we are requesting that both of the vehicles be replaced.



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**Priority #3**

Issue Title: Additional Equipment – Motor Vehicles  
Issue Code: 2402400  
Fund: ICDF  
Categories: Acquisition of Motor Vehicles - \$75,000  
NARRATIVE:

The Public Defender's Office, 10th Circuit has a need for three (3) additional vehicles. The vehicles would be used for investigations, client visitation, equipment transportation to various office locations and conference travel.

**Public Defender, Eleventh Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Eleventh Judicial Circuit**

**Priority 1<sup>st</sup> after FPDA Priorities**

Issue Title: Graham/Miller/Atwell/Etcetera-Court Mandated Juvenile Resentencing  
Issue Code: 3009000  
FTE: None  
Rate: None  
Fund: General Revenue - 1000  
Categories: Salaries & Benefits - \$326,077  
NARRATIVE:

Funding requested for workload associated with additional responsibilities placed on criminal defense attorneys representing juvenile clients as a result of United States Supreme Court decisions Graham v. Florida, 130 S. Ct. 2011 (2010) and Miller v. Alabama, 132 S. Ct. 2455 (2012) as well as several Florida cases, including Florida Supreme Court cases.

**Priority 2<sup>nd</sup> after FPDA Priorities**

Issue Title: Reduce Trust Fund Authority  
Issue Code: 3301510  
FTE: N/A  
Rate: N/A  
Fund: Grants & Donation Trust Fund  
Categories: Salaries & Benefits – (\$40,483)  
NARRATIVE:

Request to decrease trust authority to the maximum amounts reimbursable under the contracts with Miami Dade County.

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**Public Defender, Twelfth, Judicial Circuit**

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**Public Defender, Thirteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Thirteenth Judicial Circuit**

**Priority #1**

Issue Title: Juvenile Baker Act  
Issue Code: 3000550  
FTE: 2.00  
Rate: \$105,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$155,777  
                  Operations - \$8,646; \$5,554 Non-recurring

**NARRATIVE:**

Statewide data for Baker Act involuntary exam initiations for children between the ages of 4 and 17 at the time of their initiation indicates a 50% increase, or 10,898 cases, from 2010/2011 to 2014/2015. In the 13<sup>th</sup> Circuit (Hillsborough), juvenile Baker Acts increased 142%. Children from Hillsborough County accounted for 9% of the juvenile Baker Acts statewide last year. Representing children at Baker Act hearings represents a significant new workload that directly impacts Public Defenders on many levels. Per the Florida Mental Health Act, school resource officers (law enforcement officers within the schools) have the authority to begin a Baker Act evaluation when they feel a student is either a danger to themselves or to others. Hillsborough County has six Baker Act receiving facilities, two of which regularly receive minors. These facilities confirm that Baker Acts arising from the schools are increasing every year.

**Priority #2**

Issue Title: Mental Health Professional  
Issue Code: 3005610  
FTE: 1.00  
Rate: \$65,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$87,311  
                  Operations - \$3,973; \$2,777

**NARRATIVE:**

The 13<sup>th</sup> Circuit Public Defender workload relating to representing clients with mental illness and intellectual disabilities has grown and data indicates it will continue to grow for the foreseeable future. This new workload includes representation of clients facing involuntary

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commitment or residential placement under Chapters 393 (developmental disabilities) and 394 (the Baker Act), Florida Statutes, as well as mental health issues and mitigation in felony, misdemeanor, and juvenile cases in the criminal courts. The 13<sup>th</sup> Circuit Public Defender has a need for a specialized mental health professional and seeks funding for a clinical, forensic-trained psychologist or neuropsychologist who can diagnose mental disorders.

**Priority #3**

Issue Title: Participatory Justice

Issue Code: 4200120

FTE: 4.00

Rate: \$181,000

Fund: General Revenue

Categories: Salaries and Benefits - \$268,732

Operations - \$16,124; \$10,742 Non-recurring

NARRATIVE:

The 13<sup>th</sup> Circuit Public Defender seeks funding to implement innovative practices, which increase access to justice, community and stakeholder participation in criminal defense representation. Adopting the priorities established by the Governor and Florida Courts, as well as philosophies of The Florida Bar and law enforcement agencies nationwide, we seek to implement initiatives that increase community engagement as a means of ensuring crime prevention and intervention as well as reduce recidivism. We also collaborate locally with Safe & Sound Hillsborough (violence prevention collaborative) to ensure.

**Priority #4**

Issue Title: Involuntary Admission to Residential Services Pursuant to Section 393.11 F.S.

Issue Code: 5000570

FTE: 1.00

Rate: \$50,000

Fund: General Revenue

Categories: Salaries and Benefits - \$78,540

Operations - \$4,673; \$2,777 Non-recurring

NARRATIVE:

Section 393.11, Fla. Stat., authorizes commitment to the Agency for Persons with Disabilities for involuntary admission of persons with intellectual disabilities and autism that require residential services. The Florida Legislature, in 2016, amended the statute to create a **requirement** that a placement resulting from an involuntary admission to residential services must be reviewed by the court at a hearing annually, unless a shorter review period is ordered. s. 393.11(14)(b), Fla. Stat. Public Defenders are often the attorneys of record for these cases in accordance with s.27.51(1)(d), and are required to be noticed by the Agency of any review hearing. This is new, mandated workload created by a new statutory section for which Public Defenders received no new funding.

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**Priority #5**

Issue Title: Crossover Program Funding  
Issue Code: 5000400  
FTE: 1.00  
Rate: \$65,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$98,101  
                  Operations - \$4,673; \$2,777 Non-recurring

**NARRATIVE:**

The 13<sup>th</sup> Circuit Public Defenders requests funding for a pilot project to provide “crossover” representation for juveniles in the exiting Unified Family Court division as well as enhance identification and services provided for “dual status” or “dually adjudicated” youth. The term “crossover” refers to youth who are simultaneously involved with both the child.

**Priority #6**

Issue Title: Volunteer Recruitment  
Issue Code: 4200110  
FTE: 0  
Rate: \$30,285  
Fund: General Revenue  
Categories: Salaries and Benefits - \$35,001  
                  Operations - \$3,505; \$2,411 Non-recurring

**NARRATIVE:**

Volunteers and interns, due to budget reductions, have become an integral and necessary part of our office structure. Our office had twenty volunteers working throughout our offices last year and volunteering 2,054 hours in a calendar year 2016/2017. Florida Statute 110.503 speaks of the "responsibilities of departments and agencies" in utilizing volunteers.

**Priority #7**

Issue Title: Body Camera Evidence  
Issue Code: 5008010  
FTE: 1.00  
Rate: \$40,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$58,418  
                  Operations - \$3,505; \$2,411 Non-recurring

**NARRATIVE:**

In the last few years, law enforcement agencies have been moving toward body worn cameras that record law enforcement interactions with the public and with criminal suspects. As agencies have brought more cameras on line, public defender offices have been inundated with videos depicting.

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**Priority #8**

Issue Title: Multimedia for Courtroom Presentation  
Issue Code: 36280C0  
FTE: 1.00  
Rate: \$40,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$58,418  
Operations - \$3,505; \$2,411 Non-recurring

**NARRATIVE:**

Effective courtroom defense has become more complex and challenging as a result of court rulings and the prevalence of new technologies. Juries no longer expect cases to be proven with the aid of markers and giant notepads mounted on easels. In a CSI world, there is an expectation of courtroom presentations using modern technology. Law Enforcement and prosecuting attorneys frequently provide evidence in digital formats as society shifts away from paper and analog communication and preservation of records. From January 1, 2016 until June 30, 2017 (18 months) the Public Defender's Office, 13<sup>th</sup> Circuit converted over 10,109 videos, 9,222 audios, and 11,507 photographs as evidence in cases. This new workload has not been previously addressed in the funds for the Public Defender's Office, 13<sup>th</sup> Circuit.

**Priority #9**

Issue Title: Capital Cases Qualifying Training  
Issue Code: 3800180  
FTE: 0  
Rate: 0  
Fund: General Revenue  
Categories: Operations - \$11,360

**NARRATIVE:**

Assistant Public Defenders in Florida must maintain a level of continuing legal education mandated by The Florida Bar and the Rules of Criminal Procedure. Florida Rule of Criminal Procedure 3.112 requires attorneys to attend a "capital case qualifying training" every two years at a minimum. Rule 3.112 also requires a lead attorney and suggests co-counsel.

**Priority #10**

Issue Title: Florida Bar Board Certification  
Issue Code: 3800900  
FTE: 0  
Rate: 0  
Fund: General Revenue  
Categories: Operations - \$37,500

**NARRATIVE:**

The 13<sup>th</sup> Circuit Public Defender has four attorneys who have achieved Board Certification in Criminal Trial Law and one Board Certification in Juvenile Law. Board certification has the following minimum standards set by The Florida Bar: Practice of law for at least 5 years;

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substantial involvement in the specialty field of law as well as character, ethics, and professionalism in the practice of law, satisfy continuing legal education requirements.....

Issue Title: Cost of Living Adjustment for All Staff  
Issue Code: 4203A70  
FTE: 0  
Rate: \$699,351  
Fund: General Revenue  
Categories: Salaries and Benefits - \$699,351  
NARRATIVE:

**Priority # JAC**  
(large issue code for all)

The 13<sup>th</sup> Circuit Public Defender requests \$646,484 to implement a 5% cost of living increase for employees whose service exceeds one year and who are employees in good standing.....

Issue Title: Due Process (Involuntary Admission to Residential Services Pursuant to Section 393.11 FS)  
Issue Code: 5300200  
FTE: 0  
Rate: 0  
Fund: Due Process  
Categories: Due Process - \$132,000  
NARRATIVE:

**Priority # Due Process**

Section 393.11, Fla. Stat., authorizes commitment to the Agency for Persons with Disabilities for involuntary admission of persons with intellectual disabilities and autism that require residential services. The Florida Legislature, in 2016, amended the statute to create a **requirement** that a placement resulting from an involuntary admission to residential services must be reviewed by the court at a hearing annually, unless a shorter review.

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**Public Defender, Fourteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Fourteenth Judicial Circuit**

**Priority #1**

Issue Title: Mental Health, Veterans and Drug Court Staffing

Issue Code: 4200350

FTE: #1.00

Rate: \$60,000

Fund: General Revenue

Categories: Salaries and Benefits - \$91,580

Operations - \$4,673; \$2,777 Non-recurring

NARRATIVE:

This position would provide expeditious disposition of mental health cases and improve delivery of services to our clients suffering from mental illness.

**Priority #2**

Issue Title: Operational Support for Public Defenders

Issue Code: 3001365

FTE: # 1.00

Rate: \$40,000

Fund: General Revenue

Categories: Salaries and Benefits - \$58,418

Operations - \$3,973; \$2,777 Non-recurring

NARRATIVE:

This position would provide expertise in accessing technology based evidence and converting this evidence into formats that can be utilized by the agency and in courtroom presentations.

**Public Defender, Fifteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Sixteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

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**Public Defender, Seventeenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Eighteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Nineteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Nineteenth Judicial Circuit**

**Priority #1**

Issue Title: Mental Health Professional  
Issue Code: 3005610  
FTE: 1.0  
Rate: Amount \$60,000  
Fund: General Revenue  
Categories: Salaries and Benefits - \$91,580  
Operations - \$4,673; \$2,777 Non-recurring

**NARRATIVE:**

The Public Defender's Office, 19<sup>th</sup> Circuit, is requesting one additional Assistant Public Defender to assist with Diversion Courts and specialized mental health cases. The 19<sup>th</sup> Circuit is comprised of four counties. Okeechobee County will be adding two new diversion courts in FY 2017-18, bringing the total diversion courts circuit-wide to 17. Two attorneys are currently handling 615 cases in the 4-county area. Specialty Court clients appear much more frequently in courts than a traditional court client. In order for these clients to be successful, they must have trusting personal relationships with their attorney which requires numerous office visits, phone conversations and meeting with clients, case managers and family members. The sheer volume of clients and travel make effective representation difficult and time consuming.



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**Public Defender, Twentieth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender, Twentieth Judicial Circuit**

Issue Title: Substance Abuse & Mental Health Rapid Response Team

Issue Code: 3000190

FTE: 9.0

Rate: \$365,000

Fund: General Revenue

Categories: Salaries and Benefits - \$568,767

Operations - \$37,153; \$23,895 Non-recurring

**Narrative:** The Office of the Public Defender for the 20th Judicial Circuit faces unique challenges in providing aggressive, front-end legal representation for its ever increasing caseload of clients who have been diagnosed with a mental illness, developmental disability, or substance addiction, who have been arrested and are facing criminal charges. The 20th Circuit includes Lee, Charlotte, Collier, Hendry and Glades Counties. Geographically, it is the largest circuit in the state of Florida. Nonetheless, the 20th Circuit receives one of the lowest per capita funding rates for mental health and substance abuse services in Florida. Additionally, the 20th Circuit is experiencing closures of treatment providers in our rural counties resulting in pressure being placed on crisis units and more centrally-located treatment providers to adequately care for this vulnerable population.

As the community resources are stretched to their limits or fail to provide adequate services, responsibility to find appropriate placements and acceptable services for these clients falls to their Public Defender lawyers. All too often, these clients linger in inappropriate jail or hospital settings waiting for resolution of their court cases. The Office of the Public Defender for the 20th Judicial Circuit is requesting funding to develop a Substance Abuse & Mental Health Rapid Response Team to provide efficient and effective, proactive legal representation to our clientele struggling with mental illness and/or substance abuse. The team will consist of four (4) attorneys, two (2) case dispositional specialists, and three (3) support staff members, which will provide representation in all five (5) counties of the Twentieth Circuit.

Attorneys, case dispositional specialists, and support staff will work as a team from the case's inception to ensure that proper assessments and evaluations are ordered in an expeditious manner. This group will also work promptly to identify cases qualifying for diversionary status and work to swiftly gain the safe release of clients to family members or other appropriate placements. Such placements will lead to better care as well as lower incarceration and hospitalization costs. Additionally, by getting clients into therapeutic treatment quicker, we can also reduce recidivism rates for this population of clients. The Rapid Response Team will conduct thorough investigations of any mitigating factors resulting from a client's mental illness, developmental disability, or substance addiction by interviewing family members and gathering medical, mental health, and school records. This team will also provide assistance and guidance

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to the trial lawyers, and present mitigating factors to the court on behalf of the clients including, but not limited to, developing alternative sentencing plans to incarceration or hospitalization, locating appropriate treatment programs, and assisting clients with obtaining benefits and housing, all of which are key factors in maintaining mental well-being and building the stability needed to continue treatment, thereby reducing recidivism.

The Public Defender of the Twentieth Judicial Circuit is requesting recurring general revenue funds for nine (9) positions to implement a Substance Abuse & Mental Health Rapid Response Team. The Operations request of \$37,153, of which \$23,895 is non-recurring, is based on the Modified Standard #3: Expense and Human Resource Services Assessment Package.

**Priority #2**

Issue Title: Graham/Miller Management Unit (U.S. Supreme Court Mandate)

Issue Code: 3009000

FTE:

Rate: \$91,500

Fund: ICDTF

Categories: Salaries and Benefits - \$113,882

Operations - \$8,646; \$5,554 Non-recurring

**Narrative:** Recent landmark decisions by the U.S. and Florida Supreme Courts have greatly affected the sentencing of juveniles in adult court, while also providing resentencing opportunities to those previously sentenced as adults while juveniles. Public Defenders are the first line of representation for these individuals and must identify those affected, provide representation for a meaningful opportunity for resentencing, and provide individualized attention to those juveniles who are facing adult sentences, both now and in the future. The 20th Circuit includes Lee, Charlotte, Collier, Hendry, and Glades Counties. Though it is the largest circuit geographically, it receives one of the lowest per capita funding rates. There are pending and prospective cases in each of the five counties, which necessitate additional time and travel by attorneys, case dispositional specialists, mitigation investigation specialists, and support staff in order to properly address each case and client. PD20 currently has only one attorney to handle these cases circuit-wide. This is a tremendous amount of work, complicated by a geographical and logistical struggle as our five counties have a total land mass of 5,422 square miles.

This type of litigation cannot be accommodated by current staff levels at The Office of the Public Defender of the 20th Judicial Circuit. Also, this representation is not a one-time round of hearings nor a pro forma proceeding, as it requires brand-new full sentencing hearings followed by ongoing reviews. Sentence review hearings are required by s.921.1402, Fla. Stat., and are a necessary and continuing obligation for those resentenced, and for all juveniles sentenced as adults from this point forward. Florida law mandates that the trial court look at numerous factors in determining an appropriate sentence, including but not limited to: defendant's age, maturity, intellectual capacity, emotional health, effect of familial or peer pressure on defendant's actions, background, participation in the offense, characteristics attributable to defendant's youth, possible rehabilitation, and the effect of the crime on the victim's family and community. In order to properly represent those facing resentencing, juveniles charged in adult court, and those entitled to sentence review, proper and effective representation requires thorough preparation, extensive interviewing, psychological and sociological evaluations, history of incarceration,

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potential and extent of rehabilitation, as well as release plans including housing, employment, and other re-entry services. As such, other staff members will be needed, including social workers, disposition specialists, and mitigation experts, due to the increasing workload created to gather and analyze voluminous data and records, and develop re-entry plans for individuals on these additional cases.

There are currently 8 people entitled to immediate action in the 20th Circuit, with many on hold due to lack of manpower and resources. There are additional cases forthcoming due to ongoing changes in the law. The Department of Corrections estimates over 100 cases in the 20th Circuit of individuals sentenced for crimes committed as juveniles who will be in need of assistance under new laws, now and in the foreseeable future. Further, with an average of 40 new juvenile direct-filed cases in the 20th Circuit each year, PD20 is in need of well-trained and experienced attorneys to handle these cases and their additional requirements. This issue has significant statewide impact for Public Defenders as the law is novel, complex, and labor-intensive.

The Public Defender of the 20th Judicial Circuit is requesting recurring ICDTF funds for two (2) positions to develop a Graham/Miller Management Unit, consisting of one (1) Assistant Public Defender and one (1) Dispositional Specialist. Existing positions will be used. We are requesting additional authority only. This team will provide representation in all five (5) counties and work together in identifying and representing individuals previously affected and now entitled to resentencing and/or requiring review, and representing juveniles facing charges in adult court under the new law. They will provide a case-by-case approach in developing individualized and specialized considerations of juvenile offenders as required based upon the Court and Legislative decisions. An in-house team would provide significant cost avoidance overall through customized and extensive mitigation preparation. The Operations request of \$8,646, of which \$5,554 is non-recurring, is based on the Modified Standard #3: Expense and Human Resource Services Assessment Package.

**Priority #3**

Issue Title: Enhanced Baker Act  
Issue Code: 4200350  
FTE: 0  
Rate: \$55,000  
Fund: ICDTF  
Categories: Salaries and Benefits - \$71,699  
Operations: \$4,673; \$2,777 Non-recurring

**Narrative:** The 20th Circuit Public Defender's Office workload relating to representing clients with mental illness and developmental disability has grown exponentially, and data indicates it will continue to grow for the foreseeable future. We have seen an 80% increase in Baker Act filings in Lee County, a 128% increase in Glades County, a 296% increase in Hendry County, a 50% increase in Charlotte County, and a 67% increase in Collier County since 2011. In addition to this tremendous increase in representation for mentally ill clients, in 2016, the legislature amended F.S. 393.11 to require that placements resulting from an involuntary admission for residential services must be reviewed annually and that clients must be represented by the Public Defender if they are indigent. These mandatory annual review hearings are an entirely new workload for the Public Defender's Office and amount to another unfunded mandate. Our office

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has identified 52 individuals who have been involuntarily placed under s.393.11 or s.393.11 and 916.393. The 20th Circuit Public Defender seeks funding for one (1) specialized mental health attorney to provide individualized representation for clients facing involuntary commitment or residential placement under Chapter 394 (the Baker Act), Florida Statutes, as well as clients who were involuntarily admitted to residential services and are now entitled to annual reviews.

The 20th Circuit is geographically the largest circuit in the state of Florida with a total land mass of 5,422 square miles. Our office provides representation to clients housed in five (5) separate receiving facilities spread throughout the circuit. Our attorneys must travel to the clients for visitation, file review, and hearings. The annual reviews under new statute 393.11(14) are a new type of hearing that the 20th Circuit Public Defender's office has not been appointed to handle in the past. Assistant Public Defenders must meet with the client, explore the client's history, and obtain independent medical examinations. Based on the recommendations of the Agency and the findings of defense experts, attorneys may have to argue for less-restrictive placement or continued treatment as previously ordered. In the 20th Circuit, almost all of the cases pre-date electronic filing and most of the case files have been destroyed by the Clerk of Court in accordance with the destruction schedule at the time. Complete histories will have to be recreated and new client/attorney relationships will have to be formed. This will necessitate travel, both for visits to the clients in their group homes and to attend the annual hearings. Depending on the jurisdiction of the case, the status of the client, and the decisions of the Agency, these hearings may be held in counties outside our circuit. Video conferences and video hearings will likely not be appropriate in many of these cases due to the vulnerability of this population.

This type of litigation cannot be accommodated by current staff at The Office of the Public Defender of the 20th Judicial Circuit. Therefore, we are requesting recurring ICDTF funds for one (1) attorney position to meet the increased workload demands. An existing position will be used. We are requesting additional authority only. The Operations request of \$4,673 of which \$2,777 is non-recurring, is based on the Modified Standard #3: Expense and Human Resource Services Assessment Package.

Priority #4

Issue Title: County Agreement for Personnel Services

Issue Code: 4303030

FTE: 1

Rate: \$40,000

Fund: Grants and Donations

Categories: Salaries and Benefits - \$58,418

Operations - \$3,973

**Narrative:** The Public Defender's Office for the 20th Judicial Circuit is set to receive an additional county-funded position from Collier County in the coming fiscal year. A much-needed dispositional specialist will be hired exclusively for our Collier County office, allowing for increased participation and expanded services for Collier County's Specialty Court. As with our other county-funded positions, 100% of the employee's salary and benefits will be reimbursed to the State of Florida by Collier County. The Public Defender's Office for the 20th Judicial Circuit

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is therefore requesting an additional position, rate, and trust fund authority to accommodate this grant/donation.

Priority #5

Issue Title: Replacement Equipment – Motor Vehicles

Issue Code: 2401500

Fund: ICDTF

Categories: Acquisition of Motor Vehicles - \$100,000; \$100,000 Non-recurring

**Narrative:** 1. The Public Defender, Twentieth Judicial Circuit is requesting a replacement vehicle for its 2006 Chevy Impala, currently being used in Lee County. This vehicle will reach its DROPDEAD value (12 years or older) in FY 2018-19 and will be automatically deemed eligible for replacement pursuant to Standard #4. The vehicle is already showing signs of wear and requiring more frequent service for repairs. The Public Defender, Twentieth Judicial Circuit is asking for \$25,000 in ICDTF Spending Authority.

2. The Public Defender, Twentieth Judicial Circuit is requesting a replacement vehicle for its 2007 Chevy Impala, currently being used in Lee County. This vehicle will reach its DROPDEAD value (12 years or older) in FY 2018-19 and will be automatically deemed eligible for replacement pursuant to Standard #4. The vehicle is already showing signs of wear and requiring more frequent service for repairs. The Public Defender, Twentieth Judicial Circuit is asking for \$25,000 in ICDTF Spending Authority.

3. The Public Defender, Twentieth Judicial Circuit is requesting a replacement vehicle for its 2007 Chevy Impala, currently being used in Lee County. This vehicle will reach its DROPDEAD value (12 years or older) in FY 2018-19 and will be automatically deemed eligible for replacement pursuant to Standard #4. The vehicle is already showing signs of wear and requiring more frequent service for repairs. The Public Defender, Twentieth Judicial Circuit is asking for \$25,000 in ICDTF Spending Authority.

4. The Public Defender, Twentieth Judicial Circuit is requesting a replacement vehicle for its 2007 Ford Astro (Cargo Van), currently being used in Lee County. This vehicle will reach its DROPDEAD value (12 years or older) in FY 2018-19 and will be automatically deemed eligible for replacement pursuant to Standard #4. The vehicle is already showing signs of wear and requiring more frequent service for repairs. We would like to replace this vehicle with a passenger van, as the cargo van has only two (2) seats, thereby restricting its use. Passenger vans are often a more economical choice than cargo vans, representing a cost savings to the State. The Public Defender, Twentieth Judicial Circuit is asking for \$25,000 in ICDTF Spending Authority.

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Priority #6

Issue Title: Graham/Miller – Due Process  
Issue Code: 3009000  
Fund: General Revenue  
Categories: Due Process - \$720,000

**Narrative:** Recent court cases and a new Florida statute directing the resentencing of juveniles who received life prison sentences have created a major ongoing workload for Public Defender offices across the state. Some of the cases have been resolved, but many individuals are still awaiting their new sentencing hearings. Some offices have a large backlog of cases that they are actively preparing for.

Each of these cases requires extensive investigation, legal research, and record review. Experts must be hired to evaluate the individuals and testify in depositions and hearings. Family members, friends, teachers, neighbors, caseworkers, and correctional staff must be thoroughly interviewed. The person's entire life history must be reviewed; the lawyers must be prepared to present evidence concerning the nature and circumstances of the offense, the person's maturity and mental health, the effect of family circumstances, the degree of peer pressure, and other statutory factors. The hearings are multi-day affairs akin to a sentencing hearing in a capital case.

Public Defender offices that have multiple Graham-Miller/Atwell/et cetera cases will need additional staffing to cope with this workload. Felony division attorneys and capital attorneys are already consumed with existing cases. The Graham/Miller resentencing cases require the time of two experienced attorneys, a mitigation specialist and an investigator, as well as clerical staff.

In addition, there is a need to increase Due Process funding for the experts, transcripts, witness travel, records, and other materials that must be obtained in these cases. Based on actual expenditures on cases so far, we estimate that each case requires an average of \$10-15,000 per case. The 20th Judicial Circuit has identified eight (8) individuals entitled to resentencing in the year ahead, and potentially another forty (40) cases who are eligible for relief under the most recent appellate cases when the Graham and Miller caseload is completed. To adequately handle this caseload, we believe we will need \$720,000 in additional Due Process funds in the upcoming fiscal year.

Calculations:  $48 \times \$15,000 = \$720,000$

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Priority #7

Issue Title: Hurst Impact – Due Process  
Issue Code: 3000110  
Fund: General Revenue  
Categories: Due Process

**Narrative:** This is a legislative budget request for a growing increase in Public Defender workload caused by the U.S. and Florida Supreme Court decisions in *Hurst v State*, 136 S Ct 616 (2016) and *Hurst v State*, 202 So 3d 40 (Fl.2016). These cases hold that the death penalty must be vacated and new penalty trials held for defendants whose death sentences became final after the U.S. Supreme Court case of *Ring v Arizona*, 536 US. 584 (2002). On August 10, 2017, the Florida Supreme Court made it clear that new penalty phases must be held only in the cases that became final after the *Ring* decision, but that represents more than half of the defendants on death row. *Asay v. State*, (Fla, Aug.10,2017).

This is a new mandated, unfunded caseload. Approximately 200 defendants are now entitled to de novo penalty hearings before a jury. These hearings are complex and demanding. Each case will have to be re-investigated and presented in full. Existing capital trial staff attorneys, investigators, and mitigation specialists are handling currently pending cases and cannot handle an influx of past cases at the same time.

Without adequate funding for additional experienced Public Defender attorneys, investigators, and other necessary staff, the constitutional rights of defendants entitled to timely new penalty trials that comport with full and fair due process of law will not be protected.

There are currently three (3) people on Death Row from this circuit who are entitled to new penalty trials. The Public Defender's Office has been appointed to represent one (1) inmate and more are expected. Two experienced capital attorneys must be assigned to each case, and records, evaluations, school histories, correctional records, and other materials must be obtained. The person's entire life history must be explored.

Due Process funds are also needed to guarantee proper representation by Public Defenders in these cases. The cost per case for experts, travel, records, and other necessary witnesses and materials is estimated to be a minimum of \$50,000. The Public Defender of the 20th Judicial Circuit is requesting funding in the amount of \$150,000 to cover the additional Due Process costs involved in representing these three (3) death row inmates for purposes of re-sentencing.

Calculations:  $3 \times \$50,000 = \$150,000$

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Priority #8

Issue Title: Full Restoration of Budget Reductions

Issue Code: 4200300

FTE:

Rate: \$

Fund: General Revenue, ICDTF, PDRTF

Categories: General Revenue Operations - \$20,199

PDRTF Operations - \$128,094

ICDTF OPS - \$15,440

**Narrative:** For FY 17/18, Public Defender budgets were cut in both General Revenue and Trust Fund Authority. The total amount of General Revenue reduction statewide was \$1,871,662. Trust Funds were cut by \$7,475,634. Each circuit has been negatively affected by these cuts; some substantially so. This was more than a mere budget exercise: the cuts have resulted in job loss, layoffs and/or service reductions in many offices. Budget cuts cause delays and disruptions in service and further strain an overburdened workforce. Considering our constitutional and statutory mandates, it is not possible to sustain any further cuts without jeopardizing our ability to deliver the necessary legal services to our clients.

The Office of the Public Defender of the 20th Circuit has a unique disadvantage as we are one of largest circuits in the state, but receive one of the lowest per capita funding rates. Our budget is already much lower than several circuits with similar caseloads. Therefore, continued budget cuts will certainly impact our ability to carry out our agency mission, which is our first priority and of critical importance.

In accordance with FPDA recommendations for the 2018-19 LBR, the Public Defender of the 20th Judicial Circuit requests the restoration of the 2017-18 budget cuts in General Revenue budget reductions in the amount of \$20,199, and restoration of Trust Fund authority in the amount of \$143,534.



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**PUBLIC DEFENDER- APPEALS LBR BUDGET ISSUE PRIORITIES FOR FY 2018-19  
AS PER THE FLORIDA PUBLIC DEFENDER ASSOCIATION, INC.**

1. Assistant Public Defender Retention and Competitive Pay Adjustment-JAC
2. Appellate APD Increases Proportionate with Attorney General's Office
3. Restoration of Prior Cuts with No Further Cuts
4. Workload-Circuit-Specific

**INDIVIDUAL PUBLIC DEFENDER CIRCUIT RESPONSES:**

**Public Defender Appellate, Second Judicial Circuit**

Agency Fiscal Year 2018-2019 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender Appellate, Seventh Judicial Circuit**

Agency Fiscal Year 2018-2019 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender Appellate, Tenth Judicial Circuit**

**Priority #1**

Issue Title: Reauthorize Non-Recurring Funding

Issue Code: 4B02110

Fund: General Revenue

Categories: Salaries and Benefits - \$103,750

NARRATIVE:

The Public Defender Appellate Office, 10th Judicial Circuit, was appropriated \$103,750 workload funding in Salaries and Benefits for FY2016-2017. This Appropriation was non-recurring; however, we hereby request that the amount of \$103,750 be re-appropriated as recurring funding in Salaries and Benefits. This will enable the Public Defender Appellate Office, 10th Judicial Circuit, to maintain current staffing levels in the representation of indigent clients in accordance with Section 27.51, Florida Statutes

**Public Defender Appellate, Eleventh Judicial Circuit**

Agency Fiscal Year 2018-2019 budget issue priorities are as per the Florida Public Defender Association, Inc.

**Public Defender Appellate, Eleventh Judicial Circuit**

**Priority 2<sup>nd</sup> FPDA Priority**

Issue Title: Appellate APD Increase Proportionate with Attorney General's Office

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Issue Code: 4204A20

FTE: None

Rate: \$85,816

Fund: General Revenue

Categories: Salaries & Benefits - \$111,870

NARRATIVE:

Beginning October 1, 2017, the Department of Legal Affairs was authorized to increase the starting salary of employees in the Assistant Attorney General class (class code 7737) to \$43,900; grant a competitive pay adjustment of \$6,000 to each employee employed as an Assistant Attorney General (class code 7746) who had worked for the department for at least 2 years and meets or exceeds performance expectations; and grant a competitive pay adjustment of \$3,000 to each employee employed as a Senior Assistant Attorney General (class code 7747); Attorney Supervisor-Assistant Attorney General (class code 7744).

In order to remain competitive with the Attorney General's Office, the Office of the Public Defender, Eleventh Judicial Circuit is requesting an increase of the starting salary for Assistant Public Defender (class code 5901) to \$43,900; grant a competitive pay adjustment of \$6,000 to 13 Assistant Public Defender positions (class code 5901) who meet the criteria of 2 years employment and meets or exceeds performance expectations; grant a competitive pay adjustment of \$3,000 to 1 Assistant Public Defender position (class code 5909) performing Director duties for the appellate division.

**Public Defender Appellate, Fifteenth Judicial Circuit**

Agency Fiscal Year 2018-19 budget issue priorities are as per the Florida Public Defender Association, Inc.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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FISCAL YEAR 2018-2019**

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**Capital Collateral Regional Councils: Legislative Budget Issue Priorities for Fiscal Year 2018-19.**

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**Individual Capital Collateral Regional Council Responses:**

**Capital Collateral Regional Counsel, North Region**

**Priority #1**

Issue Title: Building Rental for Privately Owned Buildings  
Issue Code: 2301900  
Fund: General Revenue  
Operations: \$41,615  
Narrative:

Essential to Capital Collateral Regional Counsel – North’s ability to function and process its cases in a timely manner.

**Priority #2**

Issue Title: Increase Authorized Rate  
Issue Code: 51R0100  
Rate: 35,000  
Narrative:

Recruiting and retaining attorneys that meet the qualifications set forth in Rule 3.112(k) and 3.851 of the Florida Rules of Criminal Procedure is essential to case preparation and providing death penalty legal counsel. Recruiting and retaining attorney and non-attorney professional staff is essential in case preparation, providing death penalty legal counsel, and agency management.

**Priority #3**

Issue Title: Competitive Pay Adjustment  
Issue Code: 4200A30  
Fund: General Revenue  
FTE: 0  
Rate: 28,000  
Salaries and Benefits: \$36,501  
Narrative:

The Capital Collateral Regional Councils (CCRC’s) have historically experienced difficulty recruiting and retaining attorneys due to the disparity in salaries between the CCRC’s and other similarly situated government agencies. The new rules recently adopted by the Florida Supreme Court makes it even more difficult to attract and retain experienced capital postconviction

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**Capital Collateral Regional Counsel, North Region (continued)**

**Priority #3**

attorneys. Recruiting and retaining experienced attorneys that meet the qualifications as set forth in F.R.Cr.P. 3.112(k) and 3.851 is essential to case preparation and providing death penalty legal counsel. Moreover, it is imperative to retain second chair attorneys in order for them to become qualified legal counsel.

**Capital Collateral Regional Counsel, Middle Region**

**Priority #1**

Issue Title: Competitive Pay Adjustment Due to New Florida Supreme Court Rules

Issue Code: 4200A30

Fund: General Revenue

FTE: 0

Rate: 56,000

Salaries and Benefits: \$73,002

Narrative:

Recruiting and retaining experienced attorneys that meet the qualifications as set forth in F.R.Cr.P. 3.112 (k) and 3.851 is essential to case preparation and providing death penalty legal counsel. Moreover, it is imperative to retain second chair attorneys in order for them to become qualified lead counsel.

**Capital Collateral Regional Counsel, South Region**

**Priority #1**

Issue Title: Competitive pay adjustment due to new Florida Supreme Court Rules

Issue Code: 4200A30

Fund: General Revenue

FTE: 0

Rate: 49,000

Salaries and Benefits: \$63,877

Narrative:

Recruiting and retaining experienced attorneys that meet the qualifications as set forth in F.R.Cr.P. 3.112 (k) and 3.851 is essential to case preparation and providing death penalty legal counsel. Moreover, it is imperative to retain second chair attorneys in order for them to become qualified lead counsel.

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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –  
FIRST REGION**

**Priority #1**

Issue Title: United States Supreme Court and Miller Mandate  
Issue Code: 3009000  
Salary Rate: \$214,000  
Fund: General Revenue  
Salaries and Benefits: \$283,890

Narrative: The Office of Criminal Conflict and Civil Regional Counsel (RCC1) is requesting three (3) FTE positions to provide legal services mandated by the United States Supreme Court under Miller v. Alabama (Juvenile Resentencing). The Supreme Court of The United States opinions are retroactive providing for review and possible resentencing for juveniles serving sentences of life without parole. Like the death penalty cases, these cases require highly specialized attorneys. FTE's include two (2) attorneys and one (1) experienced legal assistant. The number of clients currently estimated to require representation indicates that legal services for those entitled to representation will span multiple years. RCC1 currently has a total of twenty-five (25) Miller juvenile resentencing cases. RCC1 expects the number of Miller juvenile resentencing cases to increase significantly in FY 18/19. Adding these positions will improve the effective representation of clients and would still represent a significant savings over the private registry.

**Priority #2**

Issue Title: Criminal Conflict & Civil Regional Counsel Capital Attorneys  
Issue Code: 3000380  
Salary Rate: \$252,000  
Fund: General Revenue  
Salary & Benefits: \$339,996

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is seeking additional resources for the defense of the agency capital cases. RCC1 has thirteen (13) death penalty cases, and only one qualified death penalty attorney. The American Bar Association suggests that each death qualified attorney only handle three (3) cases. Therefore, RCC1 is requesting two (2) death qualified attorneys at \$90,000 each and two (2) experienced legal assistants at \$36,000 each for a total salary request of \$252,000. RCC1 is also asking for the corresponding rate for these positions.

**Priority #3**

Issue Title: Increased Due Process Cost  
Issue Code: 5300250  
Fund: General Revenue

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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –  
FIRST REGION**

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$500,000 in reoccurring due process monies. Due to the increased number of Miller/Graham cases this increase will help offset the cost associated with these cases. It is estimated that each Miller/Graham case costs RCC1 between \$20,000 and \$35,000. RCC1 currently has been appointed to 25 Miller/Graham cases.

**Priority #4**

Issue Title: Increased Authorized Rate  
Issue Code: 51R0100  
Salary Rate: \$115,221  
Fund: General Revenue

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$115,221 in additional rate to fill three (3) existing vacant positions that are currently at a rate of \$21,593. To fill these positions as Assistant Regional Counsel at a rate of \$60,000, RCC1 is requesting the difference between the existing rate of \$21,593 which is a difference of \$38,407 times three (3) which equals \$115,221. Due to the increased workload, these positions are needed to continue our statutory requirements to provide legal representation to indigent clients at a cost savings to the state.

**Priority #5**

Issue Title: Assistant Regional Counsel Salary Adjustment  
Issue Code: 3000A50  
Salary Rate: \$238,069  
Fund: General Revenue  
Salary & Benefits: \$275,136

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting a 5% salary increase for all Assistant Regional Counsel's including rate and benefits to meet the demands of turnover, competitive pay offers, and merit based salary increase for retention purposes.

**Priority #6**

Issue Title: Regional Counsel Managerial Retirement Rate Adjustment  
Issue Code: 4202A40  
Salary Rate: \$35,171  
Fund: General Revenue  
Salary & Benefits: \$45,849

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting that The Regional Counsel, Chief Assistant Regional Counsel, and The Administrative Services Director positions be changed to Senior Management Status

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FIRST REGION**

at a rate of 22.71%. Currently, these positions are at 7.92%. RCC1 requests the difference of 14.79%. This request is made so as to be on par and competitive with comparable agencies under the Justice Administration umbrella and will help retain managerial staff in these positions.

**Priority #7**

Issue Title: Building Rental for Privately Owned Buildings

Issue Code: 2301900

Fund: General Revenue

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, First Region (RCC1) is requesting additional funding for building rental increase. RCC1 currently has private leases in thirteen (13) counties. In FY 17/18, RCC1 is paying \$701,703.24 in current building rental leases. RCC1 is requesting \$21,000 for the three (3) percent Consumer Price Index (CPI) for FY 18/19.

**Priority #8**

Issue Title: Additional Operational Expenses

Issue Code: 3000510

Fund: General Revenue

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 1st Region (RCC1) is requesting \$99,000 for technology costs of law research and case tracking system. These costs were to be funded pursuant to Section 28.24 Florida Statutes. RCC1 is currently not receiving any 28.24 monies to support these costs.

Westlaw (case law research) \$68,452

Justice Works (case tracking system) \$30,548

Total Cost: \$99,000

**Priority #9**

Issue Title: Enhanced Other Personal Services

Issue Code: 3000640

Fund: General Revenue

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, First Region (RCC1) is requesting \$35,653 non-recurring dollars for five (5) temporary OPS employees to scan and preserve files according to record retention schedules. The destruction of currently stored files after the transfer to electronic storage will reduce cost in storage space and maintenance of paper files. This request was previously approved, however, due to the volume of files in the thirteen (13) offices, this task was not completed.

1 individual @ 10.00 per hour x 736 hours = \$7360 + \$563 taxes= \$7923 for the Tallahassee Office

**SCHEDULE VIII-A  
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1 individual @ 10.00 per hour x 736 hours = \$7360 + \$563 taxes= \$7923 for the Pensacola Office  
1 individual @ 10.00 per hour x 736 hours = \$7360 + \$563 taxes= \$7923 for the Gainesville Office  
1 individual @ 10.00 per hour x 736 hours = \$7360 + \$563 taxes= \$7923 for the Panama City Office  
1 individual @ 10.00 per hour x 368 hours = \$3680 + \$281 taxes= \$3961 for the Lake City Office  
For a grand total of \$35,653.00

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –2<sup>nd</sup> REGION**

**Priority #1**

Issue Title: Criminal Conflict and Civil Regional Counsel Workload  
Issue Code: 3001360  
Fund: General Revenue  
FTE: 54.00  
Salary Rate: \$731,050  
Salaries and Benefits: \$296,675

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) seeks to convert 39 OPS Positions to FTE. This would cost \$102,760 for the Employer's FRS Contribution of 7.92% or \$102,620 and Employer paid Life Insurance at \$3.58 each for \$25,000 coverage. The total to convert OPS positions to FTE positions is \$102,620. Additionally, RC2 seeks to convert 15 Contracted Vendors to FTE positions for a total employer cost of \$256,200 which is approximately 35%. The combined total is \$358,960. This would give the long-term OPS employees the paid annual and leave time as well as participation in the retirement system which they deserve. Offering the Contracted Vendors FTE positions will help with retention and reduce the costs associated with constant turnover.

**Priority #2**

Issue Title: Building Rental for Privately Owned Buildings  
Issue Code: 2301900  
Fund: General Revenue  
Operations: \$59,155

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) occupies office space in Tampa (Hillsborough County) in which the building has been sold. A memorandum was given to tenants in which the new owners explain their intent to convert it into a mixed use building.

The memorandum goes on to state, "As a result of this work, we cannot renew any leases for tenants above the ground floor...we do encourage tenants to initiate plans to relocate. Due to the long-term lease, RC2 paid rents at half the amount currently being charged for



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REGION**

office space. Additionally, RC2 anticipates having to pay for utilities, cleaning and possibly parking. The current rent is \$47,153.04 per year (\$11.00 / sq ft). Three (3) comps in the area (near the courthouse) range from \$22.00 to \$25.00 / sq ft. - double the current rate.

RC2 has a year-to-year lease with the Hardee County Board of County Commissioners (Hardee BOCC). Hardee BOCC was slow to renew RC2s lease for the period November

1, 2016 through October 31, 2017 as there was another state agency interested in expanding its space into the area occupied by RC2. RC2 has been notified the lease will not be renewed and will be forced to look for commercial space to rent near the courthouse which will very likely double the rent from \$583.33 per month to \$1,200.00.

This will also increase office operational expenses by approximately \$3,000.00 as phone, Internet, cleaning, maintenance and parking are just some of the luxuries enjoyed at no charge when in a County building.

**Priority #2**

Issue Title: Additional Price Increase for Utilities

Issue Code: 2302700

Fund: General Revenue

Operations: \$15,000

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) occupies office space in Tampa (Hillsborough County) in which the building has been sold. A memorandum was given to tenants in which the new owners explain their intent to convert it into a mixed use building.

The memorandum goes on to state, "As a result of this work, we cannot renew any leases for tenants above the ground floor...we do encourage tenants to initiate plans to relocate. Due to the long-term lease, RC2 paid rents at half the amount currently being charged for office space. Additionally, RC2 anticipates having to pay for utilities, cleaning and possibly parking. The current rent is \$47,153.04 per year (\$11.00 / sq ft). Three (3) comps in the area (near the courthouse) range from \$22.00 to \$25.00 / sq ft. - double the current rate.

RC2 has a year-to-year lease with the Hardee County Board of County Commissioners (Hardee BOCC). Hardee BOCC was slow to renew RC2s lease for the period November 1, 2016 through October 31, 2017 as there was another state agency interested in expanding its space into the area occupied by RC2. RC2 has been notified the lease will not be renewed and will be forced to look for commercial space to rent near the courthouse which will very likely double the rent from \$583.33 per month to \$1,200.00. This will also increase office operational expenses by approximately \$3,000.00 as phone,

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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –2<sup>nd</sup>  
REGION**

Internet, cleaning, maintenance and parking are just some of the luxuries enjoyed at no charge when in a County building.

**Priority #3**

Issue Title: Criminal Conflict & Civil Regional Counsel Workload – Dependency  
Issue Code: 5007000  
Fund: General Revenue  
FTE: 5.00  
Rate: \$250,000  
Salaries and Benefits: 349,875

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) requests five (5) dependency attorneys. These attorneys are desperately needed as the current case load is 150-225 for each attorney. The dependency attorneys strive to have their clients achieve reunification, but the burdensome number of cases creates a strain on the attorney's time, resources and abilities to ensure the most effective outcome.

**Priority #3**

Issue Title: Hurst Impact on Workload  
Issue Code: 3000110  
Fund: General Revenue  
FTE: 2.00  
Operations: \$140,000

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) requests non-recurring dollars for two (2) temporary high-level attorneys to handle the Hurst cases.

In *Hurst v. State*, the United States Supreme Court reversed the Florida Supreme Court, holding that Florida's capital sentencing scheme was unconstitutional to the extent that the judge, independent of a jury's fact-finding, finds the facts necessary for imposition of the death penalty. The Supreme Court held:

- (1) the United States Supreme Court's decision requires that a jury must unanimously find the critical findings necessary before the trial court may consider imposing a death sentence, and in order for the trial court to impose a sentence of death, the jury's recommended sentence of death must be unanimous;
  - (2) Fla. Stat. 775.082(2) does not mandate that Defendant receive an automatic life sentence; but
  - (3) the error in Defendant's sentencing was not harmless beyond a reasonable doubt.
- Remanded for a new penalty phase proceeding.

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REGION**

RC2 has three (3) Hurst cases and expects an additional three (3) cases during in FY 2018 - 2019. \$120,000 will be requested in Due Process funds for additional expenses incurred. Preparation for penalty phase is long and arduous. Procurement and organization of supporting documents/records requires extensive work. The calculation for this request is: \$20,000 per case x 6 cases = \$120,000

**Priority #3**

Issue Title: Graham/Miller/Atwell Etcetera – Court Mandated Juvenile Resentencing  
Issue Code: 3009000  
Fund: General Revenue  
Other Personal Services: \$150,000

**Narrative:**

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) requests non-recurring dollars for three (3) temporary juvenile re-sentencing attorneys. The Supreme Court decision to allow re-sentencing of cases in which the defendant was a juvenile at the time of the offense places an additional burden on attorneys already carrying heavy caseloads. The Regional Counsel is required to investigate, prepare and litigate juvenile re-sentencing cases to the highest degree of professionalism and competence. Three (3) additional temporary attorneys are urgently needed to handle the juvenile re-sentencing cases to meet this expectation.

Graham v. Florida - Juveniles not convicted of a homicide cannot be sentenced to life in prison without parole.

Miller v. Alabama - Juveniles who commit murder should be sentenced with a judge's discretion instead of given blanket sentences of life without parole.

Atwell v. Florida - The Supreme Court concluded that Florida's existing parole system, as set forth by statute, does not provide for individualized consideration of petitioner's juvenile status at the time of the murder, as required by Miller v. Alabama.

RC2 was assigned (20) cases during FY 2016 - 2017. RC2 expects another (20) cases during the current fiscal year as well as (20) additional cases in FY 2018 - 2019.

\$200,000 will be requested in Due Process for additional expenses, such as: hearing costs, evaluations and travel. The calculation for this request is:  
\$5,000 per case x 40 cases = \$200,000

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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –2<sup>nd</sup>  
REGION**

**Priority #4**

Issue Title: Due Process Workload Requirements

Issue Code: 5300250

Fund: General Revenue

Contracted Services: \$320,000

Narrative:

The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA (RC2) requires additional due process funding due to two separate United States Supreme Court Decisions, which are based on the cases Graham v. Florida and Hurst v. State.

RC2 has resorted to using contracted attorneys to make up for the lack of FTE rate and funding. This practice has left insufficient funds in the category to cover actual case related due process expenses. The shortage of funds in this category is recurring and the problem will be further impacted due to the Graham v. Florida and Hurst v. State cases RC2 currently has and anticipates receiving.

Approval of RC2s non-recurring dollars request will have a positive impact on the agency by:

- (1) providing the ability to process payment for expenditures in accordance with s. 215.422, F.S.,
- (2) providing the funds to investigate, prepare and litigate cases to the highest degree of professionalism and competence, and
- (2) providing an alternative to RC2s current reliance on last-minute, back-of-the-bill funding.

**Priority #5**

Issue Title: Additional Operational Expenses

Issue Code: 3000510

Fund: General Revenue

Operations: \$99,000

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, 2nd DCA (RC2) requests additional funding for "unfunded" operational expenditures, specifically for the BOMS Maintenance Agreement and for Justice Works in which RC2 is charged according to the number of cases that are opened in DefenderData. Other agencies do not pay for these or similar case/office management systems.

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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –3<sup>rd</sup>  
REGION**

**Priority #1**

Issue Title: Criminal Conflict & Civil Regional Counsel Workload  
Issue Code: 3001360  
Salary Rate: \$865,000  
Fund: General Revenue  
Salaries and Benefits: \$356,000  
Operations: \$2,984

Narrative:

As part of a corrective action plan, related to the Internal Revenue Service (IRS) audit of the State of Florida, the Office of Criminal Conflict and Civil Regional Counsel, 3<sup>rd</sup> Region (RC3), is requesting to convert contracted vendor positions to Full-time Employment (FTE) positions to eliminate any future issues with the IRS. RC3 seeks to convert 17 of its contracted attorney's into part-time 0.75 FTE Assistant Regional Counsel's. RC3 currently has 12 part-time 0.75 Assistant Regional Counsel's (see above chart as reference). RC3 respectfully requests \$865,000.00 in rate and additional \$356,000.00 in the Salaries & Benefit category to fund the FICA and Benefits cost associated with the conversion of these contractors into FTE positions. In an effort to ease additional fiscal burden, RC3 will self-fund the salary rate dollars through a budget realignment of funds currently appropriated in Contracted Services (see IC 2000100 and IC 2000200). The Operating Expenditures request is as per the Governor's Office of Policy and Budget's Standard # 3, which includes \$234 for Human Resource Services for the attorney positions.

**Priority #2**

Issue Title: Graham/Miller/Atwell Etcetera – Court Mandated Juvenile Resentencing  
Issue Code: 3009000  
Fund: General Revenue  
Contracted Services: \$300,000

Narrative:

Juvenile resenting cases will directly impact Criminal Conflict & Civil Regional Counsel, Third Region (RC3) in the Contracted Services category from which this agency pays due process related costs. The anticipated cost for transcripts, travel, expert and contracted attorney service fees are projected to total \$300,000.00 in FY 2018-2019. To date RC3 has nine (9) types of these cases.

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REGION**

**Priority #3**

Issue Title: Information Technology Critical Needs  
Issue Code: 36201C0  
Fund: General Revenue  
Operations: \$65,600

**Narrative:**

Criminal Conflict & Civil Regional Counsel Third Region (RC3) requests additional operations appropriations to fund 3 major software programs that are integral to the operations of this agency:

- \$12,600.00 for Computer Information Planning, Inc. for yearly contract of "Business Office Management Systems (BOMS)- administrative software that enables Personnel, Accounting, and Inventory to work in connection with one another. The software is used statewide to reconcile accounting expenditures to FLAIR.
- \$10,000.00 for Justice Works "Defender Data" software license of case management system providing web based organization of all cases appointed to RC3. This case management system was adopted by RC statewide at inception. Since then case appointments have increased as well as the need for increased capacity from the case management system.
- \$43,000.00 for Westlaw online legal research for all divisions of RC3 (Misdemeanors, Felonies, Capital, Appeals, Juvenile Delinquency, Juvenile Dependency, Mental Health, Probate).

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – 4<sup>th</sup>  
REGION**

**Priority #1**

Issue Title: **Criminal Conflict and Civil Regional Counsel Workload**  
Issue Code: 3001360  
Salary Rate: \$833,289  
Fund: General Revenue  
Salary & Benefits: \$1,255,593

***A Brief Introduction to Workload Issues***

In RC4's Legislative Budget Requests for the last two fiscal years, the agency's workload issues were introduced by a narrative intended to provide context, both historical and present-day, to the agency's predicament of overreliance on its OPS and Due Process/Contracted Services budget categories to meet its routine, or normative, workload demands. The circumstances underpinning the full explanation given in previous years persist and have not been mitigated. Briefly restated, at the agency's inception in 2007, the allocated workload for RC4 was 63 FTE positions, total, for the

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REGION**

entire agency, and that the estimated breakdown of FTE attorney positions was 38. The present day, practical reality is that 86 attorneys are required to carry out the work of all the statutory court appointments the agency receives and for the expectations of the various court divisions in each of the agency's six counties to be met. Obviously, this number exceeds the FTEs allocated to RC4 and, at the same time, not all agency FTEs can be devoted strictly to attorney positions.

Thus, without restating the extended narrative from the previous years, but incorporating it by reference, the conversion of OPS employees and the conversion of the use of private attorney contracts to additional FTE positions remains RC4's top priority. RC4's approach, by means of the LBR process, is to seek for this upcoming fiscal year to convert OPS positions to FTE positions and to reserve for the next fiscal year the conversion of private attorney contracts. For this upcoming fiscal year, as is specified in the workload issues, below, it is proposed in tandem with the request for additional FTEs that the agency's budget be realigned to the extent that 400,000 OPS dollars be used to fund, in part, the requested FTE positions.

Narrative:

***FTE Positions for Support Staff***

RC4 has a shortfall of benefitted positions for full-time support staff. Only 18 non-lawyer staff members of the agency are in benefitted positions. There are 16 OPS staff members who are full-time, 40-hour per week employees, and ten of these have been employed for over 12 months at the present time. The shortfall in FTEs results in an inability of the agency to retain competent legal assistants. Since July, 2015, the agency has lost nine legal assistants, including four senior legal assistants with more than two years of services, because of the lack of opportunity to earn paid leave or to participate in a pension plan. Frequent turnover leads to cyclical hiring and re-training and consequent inefficiencies.

***FTE Positions for OPS Attorneys***

Presently the agency is employing eight (8) attorneys on an OPS basis although these positions are full-time and represent permanent statutory and court-appointed workload of the agency. The necessity for hiring attorneys on OPS principally arose from excessive caseloads in the agency's dependency divisions in the 15<sup>th</sup> and 17<sup>th</sup> Judicial Circuits and with an entirely new dependency court division coming online in 2017 in the 17<sup>th</sup> Circuit per mandate of the circuit's Chief Judge (to meet the excessive caseloads in that circuit -- Broward County -- which has seen the highest removal rate of children from their families and spikes in dependency caseloads for several consecutive years). Thus far, RC4 has used OPS for entry level positions, but a position with the qualifications of two to three years' experience is also needed.

Therefore, twenty-three (24) additional full-time equivalent (FTE) positions with the corresponding rate, salary and benefits (as indicated, below) are requested. In tandem

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with this request is a request for budget realignment authority for 400,000 OPS dollars to transfer to Salaries & Benefits in order for this request to be partially self-funded.

Seven (7) Attorneys (entry level)

Rate	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
42,000	294,000	\$	\$	\$74,165	26,285

One (1) Attorney (two - three years' experience)

Rate	Total Rate	Benefits	Total Salaries & Benefits	Total	Non Rec
47,000	47,000	\$	\$	\$10,595	3,755

One (1) Clerk III

Rate	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
29,515	29,515	\$	\$	\$8,546	\$3,389

One (1) Administrative Assistant I

Rate	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
34,320	34,320	\$	\$	\$8,546	\$3,389

Fourteen (14) Legal Assistant I

Rate	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
	428,454	\$	\$	\$119,644	\$47,446

**Total RC4 Workload Request**

FTEs	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
<b>24</b>	<b>833,289</b>	<b>\$</b>	<b>\$</b>	<b>\$221,496</b>	<b>\$84,264</b>



**SCHEDULE VIII-A  
 PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
 REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
 FY 2018-2019**

**Priority #2**

Issue Title: BUILDING RENTAL FOR PRIVATELY OWNED OFFICE SPACE  
 Issue Code: 2301900  
 Fund: General Revenue  
 Operational: \$175,603  
 Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 4<sup>th</sup> District requests \$175,602.92 for the three (3) percent Consumer Price Index (CPI) increase in office rental payments for the terms 2017-2018 and 2018-2019 as indicated in the privately-owned building leases for office located in West Palm Beach, Ft. Lauderdale and Ft. Pierce and Stuart and the rental of an additional 2,945sf in the Ft. Lauderdale office.

West Palm Beach Office - 1st Floor - 2,220 sf.		
FY '17-'18		
6/1/16 - 5/31/17	\$25.13/sf	\$4,649.00
6/1/17 - 5/31/18	\$25.88/sf	\$4,787.80
		\$138.80
	months	X12
		<b>\$1,665.60</b>
FY '18-'19		
6/1/17 - 5/31/18	\$25.88/sf	\$4,787.80
6/1/18 - 5/31/19	\$26.66/sf	\$4,931.36
		\$143.56
	months	X12
		<b>\$1,722.72</b>
Total		<b>\$3,388.32</b>

West Palm Beach Office - 2nd Floor - 9,560 sf.		
FY '17-'18		
6/1/16 - 5/31/17	\$25.13/sf	\$20,020.23
6/1/17 - 5/31/18	\$25.88/sf	\$20,617.73
		\$597.50
	months	X12
		<b>\$7,170.00</b>
FY '18-'19		
6/1/17 - 5/31/18	\$25.88/sf	\$20,617.73
6/1/18 - 5/31/18	\$26.66/sf	\$21,239.13
		\$621.40
	months	X12
		<b>\$7,456.80</b>
Total		<b>\$14,626.80</b>

**SCHEDULE VIII-A  
 PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
 REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
 FY 2018-2019**

**Priority #2 (CONTINUED)**

Issue Title: BUILDING RENTAL FOR PRIVATELY OWNED OFFICE SPACE  
 Issue Code: 2301900  
 Fund: General Revenue  
 Operational: \$175,603

West Palm Beach Office - 3rd Floor - 1,710 sf.		
FY '17-'18		
7/1/16 - 6/30/17	\$23.69/sf	\$3,375.83
7/1/17 - 5/31/18	\$24.40/sf	\$3,477.00
		\$101.17
	months	X12
		<b>\$1,214.04</b>
FY '18-'19		
7/1/17 - 5/31/18	\$24.40/sf	\$3,477.00
6/1/18 - 5/31/19	\$25.13/sf	\$3,581.03
		\$104.03
	months	X12
		<b>\$1,248.36</b>
Total		<b>\$2,462.40</b>

Ft. Pierce Office - 3,962 sf.		
FY '17-'18		
8/1/16 - 7/31/17	\$21.86/sf	\$7,217.44
8/1/17 - 7/31/18	\$22.52/sf	\$7,435.35
		\$217.91
	months	X12
Total		<b>\$2,614.92</b>
FY '18-'19		
8/1/17 - 7/31/18	\$22.52/sf	\$7,435.35
8/1/18 - 7/31/19	\$23.20/sf	\$7,659.87
		\$224.52
	months	X12
		<b>\$2,694.24</b>
Total		<b>\$5,309.16</b>

Stuart Office - 1,530 sf.		
FY '17-'18		
4/1/16 - 3/31/17	\$21.86/sf	\$2,787.15
4/1/17 - 3/31/18	\$22.52/sf	\$2,871.30
		\$84.15
	months	X12
		<b>\$1,009.80</b>
FY '18-'19		
4/1/17 - 3/31/18	\$22.52/sf	\$2,871.30
4/1/18 - 3/31/19	\$23.20/sf	\$2,958.00
		\$86.70
	months	X12
		<b>\$1,040.40</b>
Total		<b>\$2,050.20</b>

**SCHEDULE VIII-A  
 PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
 REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
 FY 2018-2019**

**Priority #2 (CONTINUED)**

Issue Title: BUILDING RENTAL FOR PRIVATELY OWNED OFFICE SPACE  
 Issue Code: 2301900  
 Fund: General Revenue  
 Operational: \$175,603

Ft. Lauderdale Office - 3rd, 6th & 7th Floor - 14,454 sf.		
FY '17-'18		
6/1/16 - 5/31/17	\$25.88/sf	\$31,172.46
6/1/17 - 5/31/18	\$26.56/sf	\$31,991.52
		\$819.06
	months	X12
<b>Total</b>		<b>\$9,828.72</b>

Ft. Lauderdale Office - additional SF - 3rd floor 2,945 sf.		
FY '17-'18		
2/1/16 - 5/31/17	26.28/sf	\$25,798.20
6/1/17 - 5/31/18	27.06/sf	\$79,691.70
		<b>\$105,489.90</b>
<b>Total</b>		<b>\$115,318.62</b>

Ft. Lauderdale Office - 3rd, 6th & 7th Floor - 17,399 sf.		
6/1/17 - 5/31/18	26.56/sf	\$462,117.44
6/1/18 - 5/31/19	27.86/sf	\$484,736.14
		<b>\$22,618.70</b>
<b>Total</b>		<b>\$147,766.04</b>

<b>Total</b>		<b>\$175,602.92</b>
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**SCHEDULE VIII-A  
PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FY 2018-2019**

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – 4th  
REGION**

**Priority #3**

**INCREASED DUE PROCESS COSTS FOR CRIMINAL CONFLICT AND CIVIL  
REGIONAL COUNSELS**

Issue Code: 5300250

General Revenue

Contracted Services: \$375,000

***Capital Litigation Expenses: \$210,000 in increased due process***

RC4 requests additional funding in the amount of \$210,000 dedicated to the substantial expenses which will be incurred to fully litigate its currently pending caseload death penalty cases. As referenced in other LBR requests, RC4 lacks the “in-house,” benefitted positions necessary to fully staff or to assign the personnel needed per case who meet the heightened standards of experience for both 1st Chair and 2nd Chair lawyers and for required Mitigation Specialists and experienced investigators. This results in the expenditure of due process funds to contract with private attorneys and other specialists external to the agency at considerable expense.

Further, great expenses are incurred in the final preparations of the mitigation phases of the case, as the presently prevailing, and evolving, standards of effective representation in this unique field mandate that more advanced and more in-depth investigations, both social and medical / scientific, be performed. (Such measures include, for example, diagnostic imaging testing and corresponding evaluations by neurology and neuropsychology experts in order to fully explore the mental health and cognitive abilities of these clients.) Also, it is routine that capital litigation involves out of state travel by members of the litigation team and for out of state witnesses to be brought to the trial of the case. Finally, the Florida statutes require the full expense of the lengthy trial transcripts to be borne by this agency as the first step in the appellate process.

None of these extraordinary funds which are attendant to capital litigation were contemplated by the legislature at the inception of the five Regional Counsel agencies. Thus, RC4’s recurring budget does not reflect capital litigation expenses and such expenses, therefore, cannot be controlled for costs and are likely to bring about (and have in the past) budget deficits.

Moreover, the amount which may be expended is unpredictable in any given case. Over time, however, as this agency has continued to accept and handle capital cases in which the Public Defenders of the respective circuits in the agency’s district withdraw due to conflicts of interest, the number of capital cases which RC4 is carrying has steadily increased to the point that the capital caseload stands at a critical mass. Three years ago, the number of 1<sup>st</sup> degree murder cases open to RC4 in which the prosecution was seeking the death penalty reached a peak of 24; the range in the past three years has been 12 – 24. With so many pending cases, it is reasonable to anticipate two capital cases may proceed to trial in FY 2018-19 at an estimated expense of \$105,000 per case (given all of the extraordinary expenses explained above and the costs of the lengthy trial transcripts).

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PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –  
FIFTH REGION**

Going forward, it is necessary that RC4 be funded specifically for capital litigation expenses in order to provide the mandated constitutionally effective representation in these cases and in order for the allocated funds for due process & contracted services (for non-capital litigation expenses) not to be depleted.

***“Graham/Miller” Litigation Expenses: \$75,000 in increased due process***

As noted above with respect to workload, the “Graham/Miller” decisions from the U.S. Supreme Court have mandated new sentencing standards for juveniles in homicide and life felony offenses. The pre-sentencing investigation and case preparation for these clients is now very much akin to the highly in-depth mitigation work required in capital cases. Effective representation now encompasses a full historical social investigation and full assessment of medical/mental health and of cognitive abilities or limitations. Multiple forensic experts may be required per case, in addition to a mitigation specialist who is needed to lead the investigation and to coordinate the materials which are gathered for presentation in court.

***Appellate-Related Expenses: \$90,000 in increased due process***

RC4 continues to incur appellate related expenses – *e.g.*, trial transcripts and funds expended upon contracting attorneys due to a lack of an additional “in-house,” FTE position for an appellate attorney – which exceed the limited funding reflected in RC4’s base/recurring budget. RC4 requests \$90,000 in funding to mitigate against a budgetary deficit which may be brought about by appellate-related expenses.

**Priority #1**

Issue Title:	<b>Increased Due Process for Capital Resentencing Cases</b>	
Issue Code:	5300260	
Fund:	General Revenue	
Category/Amount:	Contracted Services/100777	\$180,000
Narrative:		

**Hurst Death Penalty Resentencings:**

The January 2016 decision by The United States Supreme Court in Hurst v. Florida, 136 U.S. 616 (2016), and the subsequent Florida Supreme Court decisions have mandated death penalty resentencings for every death row inmate who was sentenced after 2002, or whose appeal was not finalized until after 2002. This ruling impacts over 200 inmates statewide waiting execution. In the Fifth Region, 53 inmates are eligible for the mandated resentencings. RC5 anticipates being appointed to a majority of the resentencings because: (1) if the Public Defender represented the client at the original trial and sentencing, then there is a strong possibility that post-conviction proceedings alleging ineffective assistance of counsel in both State and Federal courts has occurred and would thus create a conflict making RC5 the next in line to be appointed. (2) Prior to the creation of our office, if clients had court appointed registry attorneys, then the public defender had an original conflict and thus could not be appointed. That conflict still

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FIFTH REGION**

exists and the public defender cannot be reappointed to any resentencings. (3) Similar to the public defender, registry attorneys have been through post-conviction proceedings alleging ineffective assistance of counsel and thus will have a conflict making RC5 the next in line to be appointed.

Currently, RC5 has nine (9) Death Penalty Resentencing Cases. In all nine (9) cases, RC5 was not the trial attorney. Hurst cases will be highly publicized and will require extensive litigation. These cases require the services of court reporters, investigators, mitigation specialists, interpreters, mental health experts, expert witnesses, and process servers. Because these cases are extremely old, witnesses will have to be found and interviewed, travel and accommodations expenses for attorneys, investigators, and witnesses are needed, transcripts will need to be ordered, and evidence will need to be retested. Further, both physical and mental examinations of the clients will need to be conducted. Additionally, all hearings in the resentencings will require a court reporter. Based on past averages, the average due process costs for a death penalty is between \$20,000.00 and \$50,000.00 per case. Only using the average minimum, RC5 estimates the due process costs for nine (9) current resentencing as follows: 9 cases x \$20,000.00 per case = \$180,000.00. The nine (9) resentencings have all been appointed to RC5 within the past three months. The resentencings will not all be completed within one fiscal year but will be a continuing appointment over multiple years.

Regarding appeals, RC5 is statutorily mandated to keep all death penalty appeals after a sentence. The average appellate costs will be between \$40,000 and \$45,000 per case.

If RC5 cannot represent clients in Hurst resentencings due to lack of due process funds, then these resentencings will be appointed to registry attorneys. The law requires two (2) attorneys to be appointed. The registry attorneys will seek attorney fees exceeding the statutory fees in every case for each attorney. The registry attorneys lack the due process funds and will request all costs be paid by the Justice Administration Commission. Preventing additional costs from being passed on to the taxpayers was one of the fundamental reasons for the creation of the Office of Regional Counsel.

The costs and logistics of attempting to budget these resentencings and appeals within our current allotment was not contemplated. Absent additional due process funds, the costs of Hurst resentencings would result in a budget deficit, would jeopardize the day to day function of RC5, and would negatively impact every other client that RC5 is appointed to represent. In last year's budget, RC5 received zero dollars to handle Hurst resentencings.

Therefore, RC5 is requesting \$180,000 in due process funds for Hurst resentencings. RC5 requests that this expense become a recurring budget appropriation.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FY 2018-2019**

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –  
FIFTH REGION**

**Priority #2**

Issue Title: **Increased Due Process Costs for Criminal Conflict and Civil Regional Counsels**

Issue Code: 5300250

Fund: General Revenue

Category/Amount: Contracted Services/100777 \$498,660

Narrative:

The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) requires additional due process costs for: (1) current and anticipated Death Penalty Cases; (2) First Degree Murder Cases; and (3) Additional Criminal, Appellate, and Civil Cases. This amount is being requested for critical needs offices.

Current and Anticipated Death Penalty Cases:

Currently, RC5 has four (4) new death penalty cases (not resentencings). Half of the new death penalty cases are from the Ninth Judicial Circuit under the prosecution of State Attorney Brad King of the Fifth Judicial Circuit. Mr. King has received an additional 1.3 million dollars to prosecute death penalty cases. In last year's budget, RC5 received zero dollars to defend the increase in death penalty cases. The average due process costs per death penalty case are between \$20,000.00 and \$50,000.00. The average appellate costs are between \$40,000.00 and \$45,000.00 per appeal. Using the minimum costs, the four (4) new death penalty cases will cost RC5 between \$240,000.00 and \$360,000.00. These costs only reflect the current cases and not any additional death penalty cases that may be appointed to RC5 in next ten (10) months (remainder of the current fiscal year). Therefore, RC5 is requesting \$360,000.00 in due process funds for new death penalty cases.

Increased First Degree Murder Cases:

In addition to death penalty cases, RC5 currently has sixteen (16) active first degree capital murder cases. These cases involve extensive litigation, including the use of investigators, medical experts, crime scene reconstruction experts, and mitigation specialists. Average due process costs range from \$7,500 to \$15,000.00 per case. Only using the average minimum, RC5 estimates the due process costs for current first degree murder cases as follows: 16 cases x \$7,500.00 per case = \$120,000.00. Therefore, RC5 is requesting \$120,000.00 in due process funds for first degree murder cases.

Increased Other Criminal, Appellate, and Civil Cases:

Pursuant to Florida Law, RC5 handles cases in over twenty (20) different areas of law and the corresponding appeals. Using the last four (4) fiscal years, total case appointments has increased every year. In 2013-2014, RC was appointed to 11,718 cases. In 2014-2015, RC5 was appointed to 12,986 cases which was an increase of 1,269 cases or 10.8%. In 2015-2016, RC5 was appointed to 13,704 cases which was an increase of 718 cases or 5.4%. In 2016-2017, RC5 was appointed to 14,732 cases which is an increase of 1,028 cases or 7.5%.

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 FIFTH REGION**

Since 2013-2015 RC5’s total appointments increased by 3,014 cases or 25.7%. RC5 has never received a corresponding 25% increase in due process funds. Using past averages, RC5 anticipates a total caseload increase of 7% or 1,031 cases. RC5 total due process costs for last fiscal year, 2016-2017, was \$266,575. Anticipating a 7% increase in all appointments, RC5 requests a corresponding 7% increase in due process funds from last year in the amount of \$18,660.

Conclusion:

Therefore, RC5 requests the following in additional due process costs:

(1) Current and Anticipated Death Penalty Cases:	\$360,000
(2) First Degree Murder Cases:	\$120,000
(3) Other Criminal, Appellate, and Civil Cases:	<u>\$18,660</u>
Total:	\$498,660

**Priority #3**

Issue Title: **Building Rental for Privately Owned Office Space**  
 Issue Code: 2301900  
 Salary Rate:  
 Fund: General Revenue  
 Category/Amount: Operations/103277 \$450,722  
 Narrative:  
 Funding requested for increase in rent.

The Office Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) has a total of eight (8) privately owned building that RC5 rents to cover the assigned region of four (4) judicial circuits and thirteen (13) counties. RC5 has never received any public or county buildings free of rent. Total rent costs in fiscal year 2016-2017 was \$450,722. It is projected that rent will increase by 5% or \$22,536.00 in fiscal year 2018-2019.

Since fiscal year 2014-2015 RC5's total rent costs have increased from \$352,246 to \$450,722, which is an increase of 27.9% or \$98,476. Further, since fiscal year 2012-2013, RC5 has repeatedly requested a 5% increase in operational funds to cover rental increases. However, RC5 has only received funded amounts in 2015-2016 and 2016-2017 totaling \$36,735. See below graph of history of LBR rent requests:

RC5's total operating budget for fiscal year 2016-2017 was \$748,208. RC5's current rent of \$450,722 equals 60.24% of RC5's total operating budget. Therefore, RC5 requests \$450,722 for rent. RC5 requests that this expense become a recurring budget appropriation.



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REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FY 2018-2019**

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –  
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**Priority #4**

Issue Title: **Graham/Miller/Atwell Etcetera – Court Mandated Juvenile Resentencings**

Issue Code: 3009000

Fund: General Revenue

Category/Amount: Contracted Services: \$60,000

Narrative:

The United States Supreme Court decision in the line of cases collectively called Miller/Graham, mandated resentencings for juveniles in homicide and life felony cases. RC5 has six (6) Miller/Graham resentencings and anticipates being appointed to most of the seventy-five (75) plus Graham/Miller cases eligible for resentencing within the Fifth Region. Due to post-conviction proceedings, RC5 anticipates being appointed to the majority of juvenile resentencing because of legal conflicts between the clients and the public defenders' offices. These cases are similar to capital murder cases as they require the services of mitigation specialists, medical doctor experts, psychiatric experts, and investigators. Reviewing similar cases, the average due process costs will be \$7,500 to \$12,000 per case. This amount will also include new direct filing of juvenile cases that meet the Miller/Graham mandated requirements where the public defender cannot legally or ethically accept the case due to post-conviction conflicts. Therefore, RC5 is requesting \$60,000.00 in due process funds to represent clients in Graham/Miller cases. RC5 requests that this expense become a recurring budget appropriation.

**Priority #5**

Issue Title: **Additional Price Increases for Utilities**

Issue Code: 2302700

Fund: General Revenue

Category/Amount: Operations/103227 \$68,027

Narrative:

Funding requested for increase in costs of utilities for all eight offices.

The Office of Criminal Conflict and Civil Regional Counsel, Fifth District (RC5) initially received \$12,559.85 to fund utilities for the fiscal year 2012-2013. RC5 has a total of eight (8) privately owned buildings. The utilities represent power, telephone and facsimile, and internet.

In fiscal year 2014-2015 the cost of utilities for all eight (8) offices was \$22,888.00. This past fiscal year, 2016-2017, RC5 witnessed an increase in utilities in all eight (8) offices. The total cost of utilities paid by RC5 in fiscal year 2016-2017 was \$68,027.00. Within the past three years, the cost of utilities for RC5 increased 197%.

**SCHEDULE VIII-A  
PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL –  
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Since fiscal year 2014-2015, RC5 has repeatedly requested additional operating funds to cover utility increased, however, RC5 has never received any additional funds for utilities.

RC5's total operating budget for fiscal year 2016-2017 was \$748,208. RC5's current utilities of \$68,027 equals 9% of RC5's total operating budget. Therefore, RC5 requests \$68,027 for utilities for all eight (8) privately owned offices. RC5 requests that this expense become a recurring budget appropriation.

**Priority #6**

Issue Title:           **Replacement Equipment**  
Issue Code:           2401000  
Fund:                    General Revenue  
Category/Amount:    Operations/103227           \$30,400  
Narrative:

Critical Need: Ten (10) Canon Image Formula DR6010C Scanners at \$2,900 each = \$29,000.00

Justification: Mandatory electronic filing is now required by The Florida Supreme Court for every type of case appointed to The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5). RC5 attorneys are paperless and all documents received in every cases are scanned into RC5's database. The vast majority of the Clerk of Courts and the State Attorneys are also paperless, or working to be paperless. RC5 has a total of nineteen (19) scanners. All scanner were purchased over five (5) years ago and have been in continued use for over five (5) years. The scanners were deployed to all eight (8) RC5's offices. The standard warranty for each scanner was one (1) year. All scanners are either worn out, or wearing out, and are no longer cost effective to the State of Florida.

Critical Need: Seven (7) Cisco Small Business SPA504G IP Telephones at \$200.00 each = \$1,400.00

Justification: Current telephones are worn out, are ceasing to operate, and are all no longer under warranty. RC5 recently had to replace three (3) telephones. RC5 cannot operate without telephones.

State Attorney, 19th Judicial Circuit																		
IC 4200300 - Attachment A																		
FULL RESTORATION OF BUDGET REDUCTIONS																		
	HB 2145 FY 2000-01 GAA	SB 2000 FY 2001-02 GAA	HB 27E FY 2002-03 GAA	SB 2-A FY 2003-04 Special Session A GAA	HB 1835 FY 2004-05 GAA	SB 2600 FY 2005-06 GAA	HB 5001 FY 2006-07 GAA	SB 2800 FY 2007-08 GAA	HB 5001 FY 2008-09 GAA	SB 2-A FY 2008-09 Special Session A GAA	Difference	% GR Reduction						
Positions	144.00	144.00	148.00	150.00	158.50	163.50	166.00	167.40	168.00	166.00								
<b>Salaries and Benefits</b>																		
General Revenue	6,138,699	6,358,758	6,740,199	6,764,640	7,660,461	7,884,013	8,815,432	9,483,007	8,654,187	8,477,191								
State Attorneys Revenue Trust Fund										64,540								
Grants and Donations Trust Fund	548,384	275,000	440,362	446,049	561,582	628,701	659,275	696,577	1,326,400	1,326,400								
<b>Other Personal Services</b>																		
General Revenue	19,658	19,658	19,658	19,658	19,658	28,741	19,658	19,658	19,658	19,414								
Grants and Donations Trust Fund	28,000				10,650	121,500	121,500	76,678	76,678	76,678								
<b>Expenses</b>																		
General Revenue	257,582																	
Grants and Donations Trust Fund	115,254																	
<b>Operating Capital Outlay</b>																		
General Revenue	53,806																	
Forfeiture and Investigative Support Trust Fund	80,503																	
<b>Acquisition Motor Vehicles</b>																		
Forfeiture and Investigative Support Trust Fund	72,000	16,300	16,300	16,300	16,300	16,300												
Grants and Donations Trust Fund				90,000		50,032	75,048											
<b>State Attorney Operating Expenditures</b>																		
General Revenue		261,217	260,029	317,548	686,432	685,682	696,062	708,811	538,453	531,776								
Grants and Donations Trust Fund		10,704	10,704			91,500	6,000											
<b>Risk Management Insurance</b>																		
General Revenue	74,645	35,816	35,816	99,718	206,669	159,895	39,051	57,068	53,323	53,323								
<b>Salary Incentive Payments</b>																		
General Revenue	8,874	8,874	8,874	8,874	8,874	8,874	8,874	8,874	8,874	8,764								
<b>Law Library</b>																		
General Revenue	20,710																	
<b>Retention Incentive Bonuses</b>																		
General Revenue	29,217																	
<b>Leave Liability</b>																		
Grants and Donations Trust Fund								200,335	200,335	200,335								
<b>Totals:</b>	144.00	144.00	148.00	150.00	158.50	163.50	166.00	167.40	168.00	166.00								
General Revenue	6,603,191	6,684,323	7,064,576	7,210,438	8,582,094	8,767,205	9,579,077	10,277,418	9,274,495	9,090,468	(1,186,950)	-11.55%						
State Attorneys Revenue Trust Fund										64,540								
Forfeiture and Investigative Support Trust Fund	152,503	16,300	16,300	16,300	16,300	16,300	-	-	-	-								
Grants and Donations Trust Fund	891,638	285,704	451,066	536,049	572,232	891,733	961,823	973,590	1,603,413	1,603,413								
<b>Total All Funds:</b>	7,447,332	6,986,327	7,531,942	7,762,787	9,170,626	9,675,238	10,440,900	11,251,008	10,877,908	10,758,421								
<b>IC 4200300 - ATTACHMENT A</b>																		

IC4200300 - ATTACHMENT B  
FULL RESTORATION OF BUDGET REDUCTIONS

**State Attorney, 19th Circuit**

Fund	Category	FY 2008-2009 GAA				FY 2009-2010 GAA		Totals
		IC 1007000 Estimated Expend Adjusted for Spec Session	IC 1008000 Estimated Expend Adjusted for Spec Approp Act	IC 1607T10 Rate and Position Adjust to Est Expend for Leg Actions	33V3600 Program Reductions Base Budget Reduction	IC 1007000 Estimated Expend Adjusted for Spec Session	IC 3308500 Salary Adjust 2009-2010	
	Positions			(3.40)	(7.00)	(2.00)		(12.40)
	Salary Rate			(136,528)	(281,187)	(74,697)	(90,604)	(583,016)
1000	Salaries	\$ (132,680)			\$ (393,587)	\$ (176,996)	\$ (90,391)	\$ (793,654)
1000	OPS					\$ (244)		\$ (244)
1000	Operating Exp	\$ (137,916)	\$ (17,744)		\$ (14,698)	\$ (6,677)		\$ (177,035)
1000	SIP					\$ (110)		\$ (110)
<b>TOTAL GR CUTS</b>		\$ (270,596)	\$ (17,744)		\$ (408,285)	\$ (184,027)	\$ (90,391)	\$ (971,043)

**Notes:**

FY 2008-2009 Fund Shift Salaries and Benefits \$369,119 from General Revenue to Grants and Donations Trust Fund IC 1008000

FY 2009-2010 GR Salaries and Benefits Reduction of \$176,996 was partially offset by fund shift to SARTF

FY2008-2009 through 2010-11 fund shifts not included

**CURRENT RC3 PART TIME ASSISTANT REGIONAL COUNSEL**

	FTE	ANNUAL RATE	SS TAX	MEDICARE	TTL FICA	RET AMT.	HLTH AMT	LIFE AMT.	TTL BENEFIT	TTL FICA + BENEFIT	TTL SALARIES & BENEFITS
1	0.75	\$ 46,638.00	\$ 2,891.56	\$ 676.25	\$ 3,567.81	\$ 3,507.00	\$ 13,766.00	\$ 32.00	\$ 17,305.00	\$ 20,872.81	\$ 27,271.36
2	0.75	\$ 60,000.00	\$ 3,720.00	\$ 870.00	\$ 4,590.00	\$ 4,512.00	\$ 13,766.00	\$ 32.00	\$ 18,310.00	\$ 22,900.00	\$ 31,132.00
3	0.75	\$ 67,394.00	\$ 4,178.43	\$ 977.21	\$ 5,155.64	\$ 5,068.00	\$ 13,766.00	\$ 32.00	\$ 18,866.00	\$ 24,021.64	\$ 33,268.07
4	0.75	\$ 65,000.00	\$ 4,030.00	\$ 942.50	\$ 4,972.50	\$ 4,888.00	\$ 13,766.00	\$ 32.00	\$ 18,686.00	\$ 23,658.50	\$ 32,576.50
5	0.75	\$ 67,394.00	\$ 4,178.43	\$ 977.21	\$ 5,155.64	\$ 5,068.00	\$ 6,161.00	\$ 32.00	\$ 11,261.00	\$ 16,416.64	\$ 25,663.07
6	0.75	\$ 65,000.00	\$ 4,030.00	\$ 942.50	\$ 4,972.50	\$ 4,888.00	\$ 9,285.00	\$ -	\$ 14,173.00	\$ 19,145.50	\$ 28,063.50
7	0.75	\$ 98,400.00	\$ 6,100.80	\$ 1,426.80	\$ 7,527.60	\$ 7,400.00	\$ 12,880.00	\$ 48.00	\$ 19,823.00	\$ 27,350.60	\$ 40,851.40
8	0.75	\$ 52,019.00	\$ 3,225.18	\$ 754.28	\$ 3,979.45	\$ 3,912.00	\$ 13,766.00	\$ -	\$ 17,678.00	\$ 21,657.45	\$ 28,794.63
9	0.75	\$ 50,000.00	\$ 3,100.00	\$ 725.00	\$ 3,825.00	\$ 3,760.00	\$ 13,766.00	\$ 32.00	\$ 17,558.00	\$ 21,383.00	\$ 28,243.00
10	0.75	\$ 66,625.00	\$ 4,180.75	\$ 966.06	\$ 5,096.81	\$ 5,010.00	\$ 6,884.00	\$ 32.00	\$ 11,926.00	\$ 17,022.81	\$ 26,163.56
11	0.75	\$ 76,106.00	\$ 4,718.57	\$ 1,103.54	\$ 5,822.11	\$ 5,733.00	\$ 13,766.00	\$ 32.00	\$ 19,521.00	\$ 25,343.11	\$ 35,784.68
12	0.75	\$ 75,000.00	\$ 4,650.00	\$ 1,087.50	\$ 5,737.50	\$ 5,640.00	\$ 13,766.00	\$ 32.00	\$ 19,438.00	\$ 25,175.50	\$ 35,465.50
9		\$ 789,576.00	\$ 48,953.71	\$ 11,448.81	\$ 60,402.56	\$ 59,376.00	\$ 144,838.00	\$ 311.00	\$ 204,545.00	\$ 264,947.56	\$ 373,277.28
		AVERAGE COST PER:		\$	4,948.00	\$	12,069.83	\$	27.58		

**PROPOSED RC3 CONTRACTOR CONVERSIONS**

	FTE	ANNUAL RATE	SS TAX	MEDICARE	TTL FICA	RET AMT.	HLTH AMT	LIFE AMT.	TTL BENEFIT	TTL FICA + BENEFIT	TTL SALARIES & BENEFITS
1	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
2	0.75	\$ 55,000.00	\$3,410	\$798	\$4,208	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 21,252.92	\$ 76,252.92
3	0.75	\$ 60,000.00	\$3,720	\$870	\$4,590	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 21,635.42	\$ 81,635.42
4	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
5	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
6	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
7	0.75	\$ 65,000.00	\$4,030	\$943	\$4,973	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 22,017.92	\$ 87,017.92
8	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
9	0.75	\$ 60,000.00	\$3,720	\$870	\$4,590	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 21,635.42	\$ 81,635.42
10	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
11	0.75	\$ 65,000.00	\$4,030	\$943	\$4,973	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 22,017.92	\$ 87,017.92
12	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
13	0.75	\$ 30,000.00	\$1,860	\$435	\$2,295	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 19,340.42	\$ 49,340.42
14	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
15	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
16	0.75	\$ 50,000.00	\$3,100	\$725	\$3,825	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 20,870.42	\$ 70,870.42
17	0.75	\$ 30,000.00	\$1,860	\$435	\$2,295	\$ 4,948.00	\$ 12,069.83	\$ 27.58	\$ 17,045.42	\$ 19,340.42	\$ 49,340.42
12.75		\$ 865,000.00	\$ 53,630.00	\$ 12,542.50	\$ 66,172.50	\$ 84,116.00	\$ 205,187.17	\$ 468.92	\$ 289,772.08	\$ 355,944.58	\$ 1,220,944.58

**PD FILLED POSITIONS AS OF 06-30-2017 WITH 6 PERCENT INCREASE**

**ALL PD CIRCUITS COMBINED TOTALS - APD FILLED POSITIONS**

<b>APD FILLED POSITIONS</b>	<b>FTE</b>	<b>CURRENT ANNUAL RATE</b>	<b>6% Increase</b>	<b>.0765 Payroll Tax</b>	<b>.2271 Retirement Contribution Rate</b>	<b>6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution</b>	<b>New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution</b>
APD 0 -3 Years	797.4	\$40,120,019	\$2,407,201	\$184,151	\$546,675	<b>\$3,138,027</b>	\$43,258,046
APD 4 - 5 Years	180	\$10,633,170	\$637,990	\$48,806	\$144,888	<b>\$831,684</b>	\$11,464,854
APD 6 - 10 Years	233.75	\$15,653,891	\$939,233	\$71,851	\$213,300	<b>\$1,224,385</b>	\$16,878,276
APD 11 - 15 Years	151.95	\$10,748,161	\$644,890	\$49,334	\$146,454	<b>\$840,678</b>	\$11,588,839
APD 16 - 20 Years	85.7	\$6,581,319	\$394,879	\$30,208	\$89,677	<b>\$514,764</b>	\$7,096,083
APD 21 - Up Years	120.7	\$10,853,320	\$651,199	\$49,817	\$147,887	<b>\$848,903</b>	\$11,702,223
<b>APD FILLED POSITIONS</b>	<b>1569.5</b>	<b>\$94,589,880</b>	<b>\$5,675,393</b>	<b>\$434,168</b>	<b>\$1,288,882</b>	<b>\$7,398,442</b>	<b>\$101,988,322</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

**PUBLIC DEFENDER, 1ST CIRCUIT**

<b>APD FILLED POSITIONS</b>	<b>FTE</b>	<b>CURRENT ANNUAL RATE</b>	<b>6% Increase</b>	<b>.0765 Payroll Tax</b>	<b>.2271 Retirement Contribution Rate</b>	<b>6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution</b>	<b>New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution</b>
APD 0 -3 Years	34	\$1,749,500	\$104,970	\$8,030	\$23,839	<b>\$136,839</b>	\$1,886,339
APD 4 - 5 Years	11	\$644,488	\$38,669	\$2,958	\$8,782	<b>\$50,409</b>	\$694,897
APD 6 - 10 Years	5	\$314,500	\$18,870	\$1,444	\$4,285	<b>\$24,599</b>	\$339,099
APD 11 - 15 Years	7	\$456,400	\$27,384	\$2,095	\$6,219	<b>\$35,698</b>	\$492,098
APD 16 - 20 Years	3	\$195,583	\$11,735	\$898	\$2,665	<b>\$15,298</b>	\$210,881
APD 21 - Up Years	0	\$0	\$0	\$0	\$0	<b>\$0</b>	\$0
<b>APD FILLED POSITIONS</b>	<b>60</b>	<b>\$3,360,471</b>	<b>\$201,628</b>	<b>\$15,425</b>	<b>\$45,790</b>	<b>\$262,843</b>	<b>\$3,623,314</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

**PUBLIC DEFENDER, 2ND CIRCUIT - TRIAL AND APPELLATE**

<b>APD FILLED POSITIONS</b>	<b>FTE</b>	<b>CURRENT ANNUAL RATE</b>	<b>6% Increase</b>	<b>.0765 Payroll Tax</b>	<b>.2271 Retirement Contribution Rate</b>	<b>6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution</b>	<b>New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution</b>
APD 0 -3 Years	26	\$1,264,800	\$75,888	\$5,805	\$17,234	<b>\$98,928</b>	\$1,363,728
APD 4 - 5 Years	6	\$342,600	\$20,556	\$1,573	\$4,668	<b>\$26,797</b>	\$369,397
APD 6 - 10 Years	8	\$521,556	\$31,293	\$2,394	\$7,107	<b>\$40,794</b>	\$562,350
APD 11 - 15 Years	8.75	\$588,850	\$35,331	\$2,703	\$8,024	<b>\$46,057</b>	\$634,907
APD 16 - 20 Years	5	\$335,407	\$20,124	\$1,540	\$4,570	<b>\$26,234</b>	\$361,641

APD 21 - Up Years	10	\$719,630	\$43,178	\$3,303	\$9,806	<b>\$56,287</b>	\$775,917
<b>APD FILLED POSITIONS</b>	<b>63.75</b>	<b>\$3,772,843</b>	<b>\$226,371</b>	<b>\$17,317</b>	<b>\$51,409</b>	<b>\$295,097</b>	<b>\$4,067,940</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 3RD CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	6	\$272,600	\$16,356	\$1,251	\$3,714	<b>\$21,322</b>	\$293,922
APD 4 - 5 Years	5	\$264,000	\$15,840	\$1,212	\$3,597	<b>\$20,649</b>	\$284,649
APD 6 - 10 Years	1	\$60,000	\$3,600	\$275	\$818	<b>\$4,693</b>	\$64,693
APD 11 - 15 Years	3	\$239,000	\$14,340	\$1,097	\$3,257	<b>\$18,694</b>	\$257,694
APD 16 - 20 Years	1.5	\$121,240	\$7,274	\$556	\$1,652	<b>\$9,483</b>	\$130,723
APD 21 - Up Years	2	\$190,440	\$11,426	\$874	\$2,595	<b>\$14,895</b>	\$205,335
<b>APD FILLED POSITIONS</b>	<b>18.5</b>	<b>\$1,147,280</b>	<b>\$68,837</b>	<b>\$5,266</b>	<b>\$15,633</b>	<b>\$89,736</b>	<b>\$1,237,016</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 4TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	41.8	\$2,073,900	\$124,434	\$9,519	\$28,259	<b>\$162,212</b>	\$2,236,112
APD 4 - 5 Years	11	\$588,500	\$35,310	\$2,701	\$8,019	<b>\$46,030</b>	\$634,530
APD 6 - 10 Years	10.75	\$795,250	\$47,715	\$3,650	\$10,836	<b>\$62,201</b>	\$857,451
APD 11 - 15 Years	4	\$270,500	\$16,230	\$1,242	\$3,686	<b>\$21,157</b>	\$291,657
APD 16 - 20 Years	4	\$301,847	\$18,111	\$1,385	\$4,113	<b>\$23,609</b>	\$325,456
APD 21 - Up Years	6	\$503,519	\$30,211	\$2,311	\$6,861	<b>\$39,383</b>	\$542,902
<b>APD FILLED POSITIONS</b>	<b>77.55</b>	<b>\$4,533,516</b>	<b>\$272,011</b>	<b>\$20,809</b>	<b>\$61,774</b>	<b>\$354,593</b>	<b>\$4,888,109</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 5TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	36.75	\$1,734,701	\$104,082	\$7,962	\$23,637	<b>\$135,681</b>	\$1,870,382
APD 4 - 5 Years	6	\$328,200	\$19,692	\$1,506	\$4,472	<b>\$25,670</b>	\$353,870
APD 6 - 10 Years	13	\$857,045	\$51,423	\$3,934	\$11,678	<b>\$67,035</b>	\$924,080
APD 11 - 15 Years	8	\$566,788	\$34,007	\$2,602	\$7,723	<b>\$44,332</b>	\$611,120

APD 16 - 20 Years	1	\$78,700	\$4,722	\$361	\$1,072	\$6,156	\$84,856
APD 21 - Up Years	2	\$186,050	\$11,163	\$854	\$2,535	\$14,552	\$200,602
<b>APD FILLED POSITIONS</b>	<b>66.75</b>	<b>\$3,751,484</b>	<b>\$225,089</b>	<b>\$17,219</b>	<b>\$51,118</b>	<b>\$293,426</b>	<b>\$4,044,910</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 6TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 - 3 Years	49	\$2,572,585	\$154,355	\$11,808	\$35,054	\$201,217	\$2,773,802
APD 4 - 5 Years	16	\$930,252	\$55,815	\$4,270	\$12,676	\$72,761	\$1,003,013
APD 6 - 10 Years	24	\$1,402,171	\$84,130	\$6,436	\$19,106	\$109,672	\$1,511,843
APD 11 - 15 Years	9	\$600,312	\$36,019	\$2,755	\$8,180	\$46,954	\$647,266
APD 16 - 20 Years	7	\$469,868	\$28,192	\$2,157	\$6,402	\$36,751	\$506,619
APD 21 - Up Years	2	\$1,036,196	\$62,172	\$4,756	\$14,119	\$81,047	\$1,117,243
<b>APD FILLED POSITIONS</b>	<b>116</b>	<b>\$7,011,384</b>	<b>\$420,683</b>	<b>\$32,182</b>	<b>\$95,537</b>	<b>\$548,402</b>	<b>\$7,559,786</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 7TH CIRCUIT - TRIAL AND APPELLATE

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 - 3 Years	44	\$2,160,500	\$129,630	\$9,917	\$29,439	\$168,986	\$2,329,486
APD 4 - 5 Years	6	\$345,000	\$20,700	\$1,584	\$4,701	\$26,985	\$371,985
APD 6 - 10 Years	10	\$710,000	\$42,600	\$3,259	\$9,674	\$55,533	\$765,533
APD 11 - 15 Years	8	\$567,500	\$34,050	\$2,605	\$7,733	\$44,388	\$611,888
APD 16 - 20 Years	4	\$300,000	\$18,000	\$1,377	\$4,088	\$23,465	\$323,465
APD 21 - Up Years	14	\$1,123,860	\$67,432	\$5,159	\$15,314	\$87,904	\$1,211,764
<b>APD FILLED POSITIONS</b>	<b>86</b>	<b>\$5,206,860</b>	<b>\$312,412</b>	<b>\$23,899</b>	<b>\$70,949</b>	<b>\$407,260</b>	<b>\$5,614,120</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 8TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 - 3 Years	17	\$856,300	\$51,378	\$3,930	\$11,668	\$66,976	\$923,276
APD 4 - 5 Years	2	\$118,500	\$7,110	\$544	\$1,615	\$9,269	\$127,769
APD 6 - 10 Years	7	\$441,468	\$26,488	\$2,026	\$6,015	\$34,530	\$475,998



APD 11 - 15 Years	1	\$64,250	\$3,855	\$295	\$875	\$5,025	\$69,275
APD 16 - 20 Years	5	\$327,184	\$19,631	\$1,502	\$4,458	\$25,591	\$352,775
APD 21 - Up Years	5	\$416,856	\$25,011	\$1,913	\$5,680	\$32,605	\$449,461
<b>APD FILLED POSITIONS</b>	<b>37</b>	<b>\$2,224,558</b>	<b>\$133,473</b>	<b>\$10,211</b>	<b>\$30,312</b>	<b>\$173,996</b>	<b>\$2,398,554</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 9TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	103.6	\$5,407,600	\$324,456	\$24,821	\$73,684	\$422,961	\$5,830,561
APD 4 - 5 Years	9	\$587,100	\$35,226	\$2,695	\$8,000	\$45,921	\$633,021
APD 6 - 10 Years	18	\$1,297,400	\$77,844	\$5,955	\$17,678	\$101,477	\$1,398,877
APD 11 - 15 Years	4	\$299,808	\$17,988	\$1,376	\$4,085	\$23,450	\$323,258
APD 16 - 20 Years	2	\$206,000	\$12,360	\$946	\$2,807	\$16,112	\$222,112
APD 21 - Up Years	1	\$88,000	\$5,280	\$404	\$1,199	\$6,883	\$94,883
<b>APD FILLED POSITIONS</b>	<b>137.6</b>	<b>\$7,885,908</b>	<b>\$473,154</b>	<b>\$36,196</b>	<b>\$107,453</b>	<b>\$616,804</b>	<b>\$8,502,712</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 10TH CIRCUIT - TRIAL AND APPELLATE

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	39.5	\$2,014,390	\$120,863	\$9,246	\$27,448	\$157,558	\$2,171,948
APD 4 - 5 Years	4	\$303,365	\$18,202	\$1,392	\$4,134	\$23,728	\$327,093
APD 6 - 10 Years	15	\$1,024,100	\$61,446	\$4,701	\$13,954	\$80,101	\$1,104,201
APD 11 - 15 Years	12.7	\$868,881	\$52,133	\$3,988	\$11,839	\$67,960	\$936,841
APD 16 - 20 Years	10.7	\$736,903	\$44,214	\$3,382	\$10,041	\$57,638	\$794,541
APD 21 - Up Years	5.2	\$415,542	\$24,933	\$1,907	\$5,662	\$32,502	\$448,044
<b>APD FILLED POSITIONS</b>	<b>87.1</b>	<b>\$5,363,181</b>	<b>\$321,791</b>	<b>\$24,617</b>	<b>\$73,079</b>	<b>\$419,487</b>	<b>\$5,782,668</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 11TH CIRCUIT - TRIAL AND APPELLATE

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	92	\$4,653,400	\$279,204	\$21,359	\$63,407	\$363,970	\$5,017,370
APD 4 - 5 Years	33	\$2,018,211	\$121,093	\$9,264	\$27,500	\$157,856	\$2,176,067

APD 6 - 10 Years	23	\$1,545,600	\$92,736	\$7,094	\$21,060	<b>\$120,891</b>	\$1,666,491
APD 11 - 15 Years	15	\$1,204,024	\$72,241	\$5,526	\$16,406	<b>\$94,174</b>	\$1,298,198
APD 16 - 20 Years	10	\$991,031	\$59,462	\$4,549	\$13,504	<b>\$77,514</b>	\$1,068,545
APD 21 - Up Years	17	\$1,700,850	\$102,051	\$7,807	\$23,176	<b>\$133,034</b>	\$1,833,884
<b>APD FILLED POSITIONS</b>	<b>190</b>	<b>\$12,113,116</b>	<b>\$726,787</b>	<b>\$55,599</b>	<b>\$165,053</b>	<b>\$947,439</b>	<b>\$13,060,555</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 12TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	13.75	\$615,255	\$36,915	\$2,824	\$8,383	<b>\$48,123</b>	\$663,378
APD 4 - 5 Years	6	\$316,900	\$19,014	\$1,455	\$4,318	<b>\$24,787</b>	\$341,687
APD 6 - 10 Years	10.75	\$697,713	\$41,863	\$3,203	\$9,507	<b>\$54,572</b>	\$752,285
APD 11 - 15 Years	6	\$379,397	\$22,764	\$1,741	\$5,170	<b>\$29,675</b>	\$409,072
APD 16 - 20 Years	5	\$371,502	\$22,290	\$1,705	\$5,062	<b>\$29,057</b>	\$400,559
APD 21 - Up Years	4	\$271,195	\$16,272	\$1,245	\$3,695	<b>\$21,212</b>	\$292,407
<b>APD FILLED POSITIONS</b>	<b>45.5</b>	<b>\$2,651,962</b>	<b>\$159,118</b>	<b>\$12,173</b>	<b>\$36,136</b>	<b>\$207,426</b>	<b>\$2,859,388</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 13TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	63	\$3,180,950	\$190,857	\$14,601	\$43,344	<b>\$248,801</b>	\$3,429,751
APD 4 - 5 Years	12.5	\$739,800	\$44,388	\$3,396	\$10,081	<b>\$57,864</b>	\$797,664
APD 6 - 10 Years	14.5	\$956,245	\$57,375	\$4,389	\$13,030	<b>\$74,794</b>	\$1,031,039
APD 11 - 15 Years	14	\$977,974	\$58,678	\$4,489	\$13,326	<b>\$76,493</b>	\$1,054,467
APD 16 - 20 Years	4	\$312,589	\$18,755	\$1,435	\$4,259	<b>\$24,449</b>	\$337,038
APD 21 - Up Years	2	\$208,788	\$12,527	\$958	\$2,845	<b>\$16,331</b>	\$225,119
<b>APD FILLED POSITIONS</b>	<b>110</b>	<b>\$6,376,346</b>	<b>\$382,581</b>	<b>\$29,267</b>	<b>\$86,884</b>	<b>\$498,732</b>	<b>\$6,875,078</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 14TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	8.5	\$440,760	\$26,446	\$2,023	\$6,006	<b>\$34,474</b>	\$475,234

APD 4 - 5 Years	1.5	\$78,500	\$4,710	\$360	\$1,070	<b>\$6,140</b>	\$84,640
APD 6 - 10 Years	6.25	\$506,191	\$30,371	\$2,323	\$6,897	<b>\$39,592</b>	\$545,783
APD 11 - 15 Years	3.5	\$231,392	\$13,884	\$1,062	\$3,153	<b>\$18,099</b>	\$249,491
APD 16 - 20 Years	3.5	\$293,986	\$17,639	\$1,349	\$4,006	<b>\$22,994</b>	\$316,980
APD 21 - Up Years	4.5	\$372,361	\$22,342	\$1,709	\$5,074	<b>\$29,125</b>	\$401,486
<b>APD FILLED POSITIONS</b>	<b>27.75</b>	<b>\$1,923,190</b>	<b>\$115,391</b>	<b>\$8,827</b>	<b>\$26,205</b>	<b>\$150,424</b>	<b>\$2,073,614</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 15TH CIRCUIT - TRIAL AND APPELLATE

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	51.5	\$2,834,000	\$170,040	\$13,008	\$38,616	<b>\$221,664</b>	\$3,055,664
APD 4 - 5 Years	16	\$1,008,000	\$60,480	\$4,627	\$13,735	<b>\$78,842</b>	\$1,086,842
APD 6 - 10 Years	16	\$1,077,251	\$64,635	\$4,945	\$14,679	<b>\$84,258</b>	\$1,161,509
APD 11 - 15 Years	14	\$1,019,911	\$61,195	\$4,681	\$13,897	<b>\$79,773</b>	\$1,099,684
APD 16 - 20 Years	5	\$374,491	\$22,469	\$1,719	\$5,103	<b>\$29,291</b>	\$403,782
APD 21 - Up Years	17	\$1,621,633	\$97,298	\$7,443	\$22,096	<b>\$126,838</b>	\$1,748,471
<b>APD FILLED POSITIONS</b>	<b>119.5</b>	<b>\$7,935,286</b>	<b>\$476,117</b>	<b>\$36,423</b>	<b>\$108,126</b>	<b>\$620,666</b>	<b>\$8,555,952</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 16TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	10	\$567,596	\$34,056	\$2,605	\$7,734	<b>\$44,395</b>	\$611,991
APD 4 - 5 Years	3	\$208,192	\$12,492	\$956	\$2,837	<b>\$16,284</b>	\$224,476
APD 6 - 10 Years	2	\$121,596	\$7,296	\$558	\$1,657	<b>\$9,511</b>	\$131,107
APD 11 - 15 Years	3	\$213,192	\$12,792	\$979	\$2,905	<b>\$16,675</b>	\$229,867
APD 16 - 20 Years	0	\$0	\$0	\$0	\$0	<b>\$0</b>	\$0
APD 21 - Up Years	0	\$0	\$0	\$0	\$0	<b>\$0</b>	\$0
<b>APD FILLED POSITIONS</b>	<b>18</b>	<b>\$1,110,576</b>	<b>\$66,635</b>	<b>\$5,098</b>	<b>\$15,133</b>	<b>\$86,865</b>	<b>\$1,197,441</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 17TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
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APD 0 -3 Years	68	\$2,952,869	\$177,172	\$13,554	\$40,236	<b>\$230,962</b>	\$3,183,831
APD 4 - 5 Years	10	\$492,200	\$29,532	\$2,259	\$6,707	<b>\$38,498</b>	\$530,698
APD 6 - 10 Years	18	\$1,181,508	\$70,890	\$5,423	\$16,099	<b>\$92,413</b>	\$1,273,921
APD 11 - 15 Years	18	\$1,226,965	\$73,618	\$5,632	\$16,719	<b>\$95,968</b>	\$1,322,933
APD 16 - 20 Years	3	\$233,926	\$14,036	\$1,074	\$3,187	<b>\$18,297</b>	\$252,223
APD 21 - Up Years	13	\$1,340,539	\$80,432	\$6,153	\$18,266	<b>\$104,852</b>	\$1,445,391
<b>APD FILLED POSITIONS</b>	<b>130</b>	<b>\$7,428,007</b>	<b>\$445,680</b>	<b>\$34,095</b>	<b>\$101,214</b>	<b>\$580,989</b>	<b>\$8,008,996</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 18TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	23	\$1,239,313	\$74,359	\$5,688	\$16,887	<b>\$96,934</b>	\$1,336,247
APD 4 - 5 Years	6	\$367,262	\$22,036	\$1,686	\$5,004	<b>\$28,726</b>	\$395,988
APD 6 - 10 Years	15.5	\$1,066,047	\$63,963	\$4,893	\$14,526	<b>\$83,382</b>	\$1,149,429
APD 11 - 15 Years	5	\$379,617	\$22,777	\$1,742	\$5,173	<b>\$29,692</b>	\$409,309
APD 16 - 20 Years	6	\$421,462	\$25,288	\$1,935	\$5,743	<b>\$32,965</b>	\$454,427
APD 21 - Up Years	5	\$446,361	\$26,782	\$2,049	\$6,082	<b>\$34,913</b>	\$481,274
<b>APD FILLED POSITIONS</b>	<b>60.5</b>	<b>\$3,920,062</b>	<b>\$235,204</b>	<b>\$17,993</b>	<b>\$53,415</b>	<b>\$306,612</b>	<b>\$4,226,674</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 19TH CIRCUIT

APD FILLED POSITIONS	FTE	CURRENT ANNUAL RATE	6% Increase	.0765 Payroll Tax	.2271 Retirement Contribution Rate	6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution	New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution
APD 0 -3 Years	20	\$1,082,500	\$64,950	\$4,969	\$14,750	<b>\$84,669</b>	\$1,167,169
APD 4 - 5 Years	3	\$177,000	\$10,620	\$812	\$2,412	<b>\$13,844</b>	\$190,844
APD 6 - 10 Years	4	\$287,250	\$17,235	\$1,318	\$3,914	<b>\$22,468</b>	\$309,718
APD 11 - 15 Years	4	\$324,900	\$19,494	\$1,491	\$4,427	<b>\$25,412</b>	\$350,312
APD 16 - 20 Years	2	\$199,100	\$11,946	\$914	\$2,713	<b>\$15,573</b>	\$214,673
APD 21 - Up Years	0	\$0	\$0	\$0	\$0	<b>\$0</b>	\$0
<b>APD FILLED POSITIONS</b>	<b>33</b>	<b>\$2,070,750</b>	<b>\$124,245</b>	<b>\$9,505</b>	<b>\$28,216</b>	<b>\$161,966</b>	<b>\$2,232,716</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

### PUBLIC DEFENDER, 20TH CIRCUIT

<b>APD FILLED POSITIONS</b>	<b>FTE</b>	<b>CURRENT ANNUAL RATE</b>	<b>6% Increase</b>	<b>.0765 Payroll Tax</b>	<b>.2271 Retirement Contribution Rate</b>	<b>6% Increase plus .0765 Payroll Tax plus .2271 Retirement Contribution</b>	<b>New Annual Rate with 6% Increase, Payroll Tax and Retirement Contribution</b>
APD 0 -3 Years	50	\$2,446,500	\$146,790	\$11,229	\$33,336	<b>\$191,355</b>	\$2,637,855
APD 4 - 5 Years	13	\$775,100	\$46,506	\$3,558	\$10,562	<b>\$60,625</b>	\$835,725
APD 6 - 10 Years	12	\$791,000	\$47,460	\$3,631	\$10,778	<b>\$61,869</b>	\$852,869
APD 11 - 15 Years	4	\$268,500	\$16,110	\$1,232	\$3,659	<b>\$21,001</b>	\$289,501
APD 16 - 20 Years	4	\$310,500	\$18,630	\$1,425	\$4,231	<b>\$24,286</b>	\$334,786
APD 21 - Up Years	2	\$216,500	\$12,990	\$994	\$2,950	<b>\$16,934</b>	\$233,434
<b>APD FILLED POSITIONS</b>	<b>85</b>	<b>\$4,808,100</b>	<b>\$288,486</b>	<b>\$22,069</b>	<b>\$65,515</b>	<b>\$376,070</b>	<b>\$5,184,170</b>

N: Public Records Request

Based on 06/30/2017 Rate Report

<b>Longevity</b>	< 3 years	> 3 years
<b>Increase Amount</b>	\$2,000	\$4,000
<b>Benefit % for Existing ASAs</b>		
<b>Retirement</b>	<b>22.71%</b>	
<b>FICA</b>	<b>7.65%</b>	
<b>Total</b>	<b>30.36%</b>	

	<b>ASAs&lt; 3 Years</b>	<b>ASAs&gt; 3 Years</b>	<b>Salary Increase</b>	<b>Benefits</b>	<b>Total</b>
<b>1st Circuit</b>	29.00	47.00	\$246,000	\$74,686	\$320,686
<b>2nd Circuit</b>	20.75	18.25	\$114,500	\$34,762	\$149,262
<b>3rd Circuit</b>	14.00	10.00	\$68,000	\$20,645	\$88,645
<b>4th Circuit</b>	54.60	56.00	\$333,200	\$101,160	\$434,360
<b>5th Circuit</b>	58.00	51.00	\$320,000	\$97,152	\$417,152
<b>6th Circuit</b>	81.00	84.00	\$498,000	\$151,193	\$649,193
<b>7th Circuit</b>	42.00	37.80	\$235,200	\$71,407	\$306,607
<b>8th Circuit</b>	16.00	32.00	\$160,000	\$48,576	\$208,576
<b>9th Circuit</b>	88.00	53.00	\$388,000	\$117,797	\$505,797
<b>10th Circuit</b>	35.00	49.00	\$266,000	\$80,758	\$346,758
<b>11th Circuit</b>	154.00	147.00	\$896,000	\$272,026	\$1,168,026
<b>12th Circuit</b>	37.00	34.00	\$210,000	\$63,756	\$273,756
<b>13th Circuit</b>	46.00	83.00	\$424,000	\$128,726	\$552,726
<b>14th Circuit</b>	15.50	19.25	\$108,000	\$32,789	\$140,789
<b>15th Circuit</b>	45.00	67.50	\$360,000	\$109,296	\$469,296
<b>16th Circuit</b>	7.00	8.00	\$46,000	\$13,966	\$59,966
<b>17th Circuit</b>	85.00	124.00	\$666,000	\$202,198	\$868,198
<b>18th Circuit</b>	46.00	70.25	\$373,000	\$113,243	\$486,243
<b>19th Circuit</b>	14.00	40.00	\$188,000	\$57,077	\$245,077
<b>20th Circuit</b>	38.00	81.00	\$400,000	\$121,440	\$521,440

**Statewide Total**    925.85    1,112.05    \$6,299,900    \$1,912,650    \$8,212,550

# Fiscal Year 2018-19 LBR Technical Review Checklist

Department/Budget Entity (Service): <b>JUSTICE ADMINISTRATION</b>
Agency Budget Officer/OPB Analyst Name: Yvonne Enoch

*A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.*

	Program or Service (Budget Entity Codes)				
Action	2130	####	####	2160	2170

## 1. GENERAL

1.1 Are Columns A01, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>					
	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>					
	Y	Y	Y	Y	Y

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>					
	Y	Y	Y	Y	Y
1.4 Has Column A12 security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>					
	Y	Y	Y	Y	Y

<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above after all audits have been corrected, reports are complete, and data verified for final submission; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>					
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## 2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
	Y	Y	Y	Y	Y

## 3. EXHIBIT B (EXBR, EXB)

		Program or Service (Budget Entity Codes)				
Action		2130	####	####	2160	2170
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y



		Program or Service (Budget Entity Codes)				
Action		2130	####	####	2160	2170
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2016-17 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	####	####	2160	2170
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #18-005?	Y	Y	Y	Y	Y
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	Y	Y	Y
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y	Y	Y	Y
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))</b>	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action		2130	####	####	2160	2170
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2017-18 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b> <b>(Required to be posted to the Florida Fiscal Portal)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	####	####	2160	2170
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	Y
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		2130	####	####	2160	2170
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Y	Y	Y	Y	Y
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y	Y	Y	Y	Y
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)				
Action	2130	####	####	2160	2170
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>					
13.1 NOT REQUIRED FOR THIS YEAR	N/A	N/A	N/A	N/A	N/A
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)</b>					
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y
<b>15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)</b>					
15.1 Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	N/A	N/A	N/A
15.2 Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A
15.3 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	N/A	N/A	N/A
AUDIT:					
15.6 Do the issues net to zero at the department level? (GENR, LBR5)	N/A	N/A	N/A	N/A	N/A
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)</b>					
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3 Does the FY 2016-17 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y.
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	N/A	N/A	N/A	N/A
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	N/A	N/A	N/A

		Program or Service (Budget Entity Codes)				
Action		2130	####	####	2160	2170
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES (Required to be posted to the Florida Fiscal Portal)</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of	Y	Y	Y	Y	Y
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A	N/A	N/A	N/A	N/A
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A	N/A	N/A	N/A	N/A
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	N/A
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	N/A
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	N/A
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A	N/A
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y



# Fiscal Year 2018-19 LBR Technical Review Checklist

Department/Budget Entity (Service): <b>JUSTICE ADMINISTRATION</b>
Agency Budget Officer/OPB Analyst Name: Yvonne Enoch

*A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.*

	Program or Service (Budget Entity Codes)			
Action	2180	####		

## 1. GENERAL

1.1 Are Columns A01, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>					
	Y	Y			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>					
	Y	Y			

## AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>					
	Y	Y			
1.4 Has Column A12 security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>					
	Y	Y			

**TIP** The agency should prepare the budget request for submission in this order: 1) Lock columns as described above after all audits have been corrected, reports are complete, and data verified for final submission; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. **A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.**

## 2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
	Y	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
	Y	Y			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
	Y	Y			

## 3. EXHIBIT B (EXBR, EXB)



		Program or Service (Budget Entity Codes)				
Action		2180	####			
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y			
<b>AUDITS:</b>						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	Y	Y			

		Program or Service (Budget Entity Codes)				
Action		2180	####			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2016-17 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y			
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	Y	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y	Y			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	Y	Y			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y			

		Program or Service (Budget Entity Codes)				
Action		2180	####			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #18-005?	Y	Y			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A			
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y	Y			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A			
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y			
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))</b>	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action		2180	####			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2017-18 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b> <b>(Required to be posted to the Florida Fiscal Portal)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y			
8.10	Are the statutory authority references correct?	Y	Y			

		Program or Service (Budget Entity Codes)				
Action		2180	####			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y			
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		2180	####			
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y	Y			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Y	Y			
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y	Y			
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	Y	Y			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y			
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y			
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y			

		Program or Service (Budget Entity Codes)				
Action		2180	####			
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A	N/A			
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y			
<b>15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)</b>						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A	N/A			
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A			
<b>AUDIT:</b>						
15.6	Do the issues net to zero at the department level? ( <b>GENR, LBR5</b> )	N/A	N/A			
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)</b>						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y			
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
16.3	Does the FY 2016-17 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	N/A	N/A			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	N/A	N/A			



		Program or Service (Budget Entity Codes)				
Action		2180	####			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES (Required to be posted to the Florida Fiscal Portal)</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Y	Y			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of	Y	Y			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A	N/A			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A	N/A			
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y			