



**Legislative Budget Commission
Zero-Based Budgeting
Subcommittee on Public Safety
Monday, October 8, 2001
2:30 p.m. 42 SOB**

AGENDA
Legislative Budget Commission
Public Safety Zero Based Budgeting Subcommittee

DATE: Monday, October 8, 2001
TIME: 2:30 p.m. – 5:00 p.m.
PLACE: Room 42 SOB

Members: Senator Anna Cowin Representative Randy Ball, Chairman
 Senator Victor Crist Representative Rob Wallace
 Senator Skip Campbell Representative Gus Bilirakis

1. Call to Order and Introductions
2. Chairman's Opening Remarks
3. Overview of Subcommittee's Responsibilities
4. Staff Introductions
5. Agency Status Reports
 - Capital Collateral Regional Counsels
 - Florida's Parole Commission
 - Florida Judicial Branch State Courts System
6. Discussion of Timeline and Future Plans

Legislative Budget Commission
Public Safety Zero Based Budgeting Subcommittee
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TAB 1

216.1825 Zero-based budgeting.--

(1) Beginning July 1, 2000, and continuing thereafter, the Legislative Budget Commission shall apply zero-based budgeting principles in reviewing the budget of each state agency at least once every 8 years.

(2) No later than July 1 of each year, the commission shall issue instructions to the agencies whose budgets are to be reviewed prior to the next legislative session. Dates of submission for information required by the commission will be included in the instructions.

(3) The commission shall provide its reports of zero-based budgeting reviews to the President of the Senate and the Speaker of the House of Representatives on or before December 31.

(4) For fiscal year 2001-2002, budgets of the Department of Revenue and the Department of Law Enforcement shall be the subject of zero-based budgeting review by the commission. The commission shall, by February 1, 2001, provide to the President of the Senate and the Speaker of the House of Representatives, a schedule for completing zero-based budgeting reviews of all remaining state agencies prior to December 31, 2008.

History.--s. 24, ch. 2000-371.

TAB 2

Zero-Based Budgeting Review – Instructions for Staff

I. Purpose:

Committee analysts are responsible for conducting a detailed review of the appropriations base to determine whether these activities, services or programs, are still needed and if so, whether these services could be delivered more efficiently.

The purpose of this zero-based budget review is to provide an inventory of agency programs, services and activities; including cost, performance, and customer information to support the Commission in making recommendations relative to the following questions:

- Should government continue providing a service and its associated activities at the current level of funding and performance?
- If the service or activity is recommended for continuation, can it be provided more efficiently and effectively?
- Should the activity be reengineered? Should the service or activity be outsourced or privatized if quality is improved or costs decreased?

II. Summary of ZBB Documents:

The following summarizes the major documents which will be involved in this review process.

1. ***Zero-Based Budgeting Review Instructions.*** These instructions require the following information from agencies:
 - Appendix A: Zero-Based Budgeting Time Table
 - Appendix C: Service/Budget Entity Review Form
 - Appendix D: Activity/Business Process Review Form
 - Organization Chart by Budget Entity/Service
 - Process Maps (if submitted)
 - List of Statutes (Obsolete and Unfunded)
2. ***Recommendation Forms:*** The Legislative Budget Commission is required to submit a report to the House Speaker and the Senate President on December 31. The following three documents (to be completed by the analyst) will be used as a basis for that report:
 - ***Activity Level Recommendations***
 - ***Service Level Recommendations***
 - ***Program Level Summary***
3. ***Analyst Worksheet and Guideline Forms:*** Several forms were developed to assist analysts in conducting agency reviews as follows:

- *Guidelines for Service/Activity Review*
- *Guidelines for FLAIR Review*
- *Guidelines for COPES Review*

III. Preparation for Review:

1. Become familiar with the zero-based budget review process as outlined in the documents listed above.
2. Review your agency's Long Range Program Plan (LRPP), due by August 15.
3. To assist in your analysis, review reports including but not limited to, OPPAGA reviews, Auditor General Reports, Inspector General Reports, Technology Review Workgroup monitoring reports, Federal monitoring reports, other formal evaluations and legislative interim project reports.
4. Obtain personnel data from COPES and expenditure data from FLAIR. (See Guidelines.)
5. Once agencies submit their required information for ZBB review, check it for quality and compliance with instructions. Contact the agency if there are missing data or if additional data is are needed.
6. Verify budget information submitted by the agency against LAS/PBS. Correct any discrepancies.

IV. Conduct Review:

1. Begin by referring to the *Activity Level Recommendations* form. Work through the questions by referring to the *steps* referenced on the *Guidelines for Service/Activity Review*. The Guidelines are intended to provide a structure for the analysis.
2. Work through the *Service Level Recommendations* form in a similar manner.
3. Summarize recommendations generated from working through numbers 1 and 2 above in the *Program Level Summary*.
4. Compile and organize materials to document and defend your recommendations.

V. Prepare for Presentation of Recommendations and Policy Options to Subcommittee and Follow-up:

1. In cooperation with your House or Senate counterparts, present list of consensus recommendations to subcommittee. On items lacking consensus, present the differing recommendations to the subcommittee for decision.
2. *Jointly conduct further research and develop additional funding options at the direction of the subcommittee.*
3. Jointly compile and submit final subcommittee recommendations and supporting documentation to the Legislative Budget Commission.
4. Jointly compile and submit final Legislative Budget Commission recommendations and supporting documentation to the President of the Senate, Speaker of the House and appropriate committees of the House and Senate.

TAB 3

**Zero Base Budget Review
State Court System/Capital Collateral Regional Councils/Parole Commission
Staff Workload Assignments
September 18, 2001**

1. House Coordinator – Jim DeBeaugrine, Senate Coordinator – Robert Beck

2. House Administrative Assistant – Tracey Fannon, Senate Administrative Assistant – Lisa Jeffery

3. State Court System

- a. Judicial Qualifications Commission: Senate - Robert S. Beck*; House – Nathan Bond*, Lynne Overton, Carl Dasse
- b. Office of the State Courts Administrator – (All Executive Direction and Support Services activities): Senate - Robert S. Beck*; House - Jim DeBeaugrine *, Lynne Overton, Carl Dasse, Nathan Bond
- c. Supreme Court – (Desktop Support activity only): Senate - Robert S. Beck*; House - Jim DeBeaugrine*, Lynne Overton, Carl Dasse, Noelle Melanson
- d. District Courts of Appeal –(Desktop Support activity only): Senate - Robert S. Beck; House - Lynne Overton*, Jim DeBeaugrine , Carl Dasse, Noelle Melanson
- e. Supreme Court: Senate - Dorothy Johnson*, Maria Matthews; House - Lynne Overton*, Carl Dasse, Mike Billmeier, Maggie Moody, Noelle Melanson
- f. District Courts of Appeal: Senate - Dorothy Johnson*, Maria Matthews; House - Lynne Overton*, Carl Dasse, Mike Billmeier, Maggie Moody, Noelle Melanson

4. Capital Collateral Regional Councils

- a. Death Penalty Legal Representation: Senate - Amanda Cannon, Connie Cellon*; House - Trina Kramer*, Mike Billmeier
- b. Case Investigation Services: Senate - Amanda Cannon, Connie Cellon*; House - Trina Kramer*
- c. Public Records and Information Services: Senate - Fred Burns*; House - Trina Kramer*, Mike Billmeier
- d. Legal Representation Services: Senate - Fred Burns*; House - Trina Kramer*, Mike Billmeier

5. Parole Commission

- a. Conditional Release, Offender Revocations, Clemency Services, Parole Determinations, and Victims Assistance activities: Senate - Amanda Cannon*, Ted Mannelli; House - Melinda Smith*, Jim DeBeaugrine, Trina Kramer
- b. Executive Direction and Business Support Services (All activities): Senate - Ted Mannelli*; House - Jim DeBeaugrine*, Melinda Smith

* Lead staff/primary contact

**Zero-based Budget Review for Courts/Capital Collateral Regional Councils
(CCRC)/Parole Commission - Staff Contacts by Committee**

House Staff:

Criminal Justice Appropriations Committee (All Agencies) – 488-6204 (SC 278-6204)

Jim DeBeaugrine
Tracey Fannon

Judicial Oversight Committee (Courts, CCRC) – 487-1345 (SC 277-1345)

Lynne Overton
Michael Billmeier
Nathan Bond
Noelle Melanson
Maggie Moody

Procedural and Redistricting Council (Courts) – 488-3088 (SC 278-3088)

PK Jameson
Carl Dasse

**Crime Prevention, Corrections and Safety (CCRC, Parole Commission) – 488-6333
(SC 278-6333)**

Trina Kramer
Melinda Smith

Senate Staff:

Senate Appropriations (All Agencies) – 487-5140 (SC 277-5140)

Robert Beck
Fred Burns
Lisa Jeffery
Ted Mannelli

Senate Judiciary (Courts) – 487-5198 (SC 277-5198)

Dorothy Johnson
Maria Matthews

**Senate Criminal Justice Committee (CCRC, Parole Commission) – 487-5192
(SC 277-5192)**

Amanda Cannon
Connie Cellon

TAB 4

**Zero-Based Budgeting Subcommittee for Courts/Capital Collateral Regional
Counsels/Parole Commission - Important Dates**

October 8, 2001	Orientation and agency presentations
November 5	Staff recommendations and member discussion
November 19	Deadline for agencies to submit written responses to staff recommendations
November 26	Member discussions and decisions
December TBA	Final subcommittee approval of recommendations
December 20	Transmit subcommittee recommendations to full LBC
December 31	Full LBC recommendations due to presiding officers.

