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New Port Richey, FL 34656-0338

**Office Locations:**

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38053 Live Oak Avenue, Suite 205  
Dade City, FL 33523-3894

West Pasco Judicial Center  
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East Pasco Government Center  
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Dade City, FL 33523

West Pasco Government Center  
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New Port Richey, FL 34654

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*Excellence...Always*

*Paula S. O'Neil*  
*Clerk & Comptroller*  
*Pasco County, Florida*

June 1, 2009

Honorable Chairman and Members of the  
Board of County Commissioners of  
Pasco County, Florida  
37918 Meridian Avenue  
Dade City, Florida 33525

Dear Commissioners:

Pursuant to Section 129.03(2) of the Florida Statutes, I hereby submit my request for funding of operations of the Office of the Clerk of Circuit Court & County Comptroller for Fiscal Year 2009-2010 and in support of the Comptroller responsibilities for the Board of County Commissioners.

This budget request is for \$2,878,969, a decrease of 12% as compared to Fiscal Year 2008-2009. This funding is needed to meet present and future demands for services to the public, Board of County Commissioners, County Administrator, County Attorney, County departments, outside auditors and numerous State, Federal, and other agencies and bodies.

Our major revenue sources continue to be affected by the economic recession and housing market, as well as, legislative action designed to alleviate funding issues for the State of Florida. Our office is experiencing many of the same financial obstacles that the Board of County Commissioners and other constitutional officers face.

This budget request contains a zero percent salary adjustment for personnel for the second year in a row, as well as a reduction of staff and a reduction of benefits for the members of the Clerk & Comptroller's Office performing work in support of the Board of County Commissioners.

Thank you for the Board's continuing support of this Office.

Sincerely,

*Paula S. O'Neil*  
*Clerk & Comptroller*

*Office of Paula S. O'Neil  
Clerk & Comptroller*

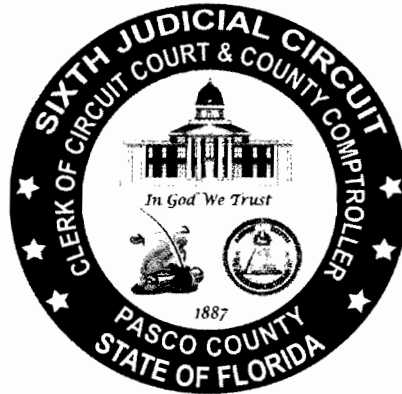
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BUDGET PROPOSAL

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FISCAL YEAR 2009-2010

*Vision:  
Excellence...Always*



*Mission Statement:  
We serve with integrity,  
professionalism, and  
compassion as we safeguard  
our customers' interests.*

*Office of Paula S. O'Neil  
Clerk & Comptroller*

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### ACCOMPLISHMENTS

**Active Strategy** – In order to track performance, the Clerk & Comptroller's strategic planning process includes the use of Active Strategy Enterprise (ASE) software. There are three primary purposes for the ASE software. The first function is to host data gathered through the use of the Management Operating System (MOS) and display trend analyses. Second, ASE serves as a statistical portal for information that is routinely gathered for timeliness measures reported to the Clerks of Court Operations Corporation (CCOC). Third, ASE tracks the progress of strategic initiatives on a Balanced Scorecard. ASE contains a framework of linked, aligned scorecards that clarifies, communicates, and aligns the business strategy of the Clerk & Comptroller's Office. Three primary objectives related to the strategic plan were identified this fiscal year, namely, to deliver quality service, promote a professional working environment, and be effective and efficient. These objectives contain approximately 1,000 common and unique measures that were created to gauge the progress being made toward achieving the goals of each objective as data is collected. During the current fiscal year, Active Strategy has been utilized to automate and streamline the data gathering process associated with the Management Operating System (MOS) currently in use by the Clerk & Comptroller's office.

**Court Records Systems** – The FACTS Court Maintenance system was upgraded to Version 7 in anticipation of implementing a new Traffic Infraction Application. However, during the current fiscal year, the vendor for the FACTS Court Maintenance System informed the Clerk & Comptroller that the FACTS product was no longer going to be upgraded; this is the end of the life cycle for the FACTS product. The new CLERICUS Case Maintenance Application will be able to take over the implementation of the new Traffic Infraction System as well as all the other court applications. The traffic implementation will likely not occur until Fiscal Year 2010-2011. Support of document imaging and back-scanning of various Clerk & Comptroller's applications will continue to extend into the foreseeable future. In general, changes to programming have been continual due to Revision 7 of Article V, Administrative Orders, and legislative changes.

**Educational Brochures** – The Clerk & Comptroller implemented an educational program through the development of informational brochures that are available throughout the various Clerk & Comptroller Office locations. Brochures provide variable information dealing with areas such as Wills, Landlord Tenant Actions, Divorce, Legal Aid, How to Find a Lawyer, Probate in Florida, Adoption in Florida and many other informative topics, including a Legal Guide for New Adults.

# Office of Paula S. O'Neil Clerk & Comptroller

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These brochures have answered many common questions from the public, alleviating wait times at the counters.

**Electronic Filing** – The electronic filing system for Probate and Guardianship records has continued successfully during the past fiscal year. Approximately 90% of the local Bar Association has subscribed to the system; over 161,000 court documents and over 6,800 cases have been processed electronically to date. The system has proven to decrease the cycle time for orders and allows attorneys to watch their filings move through the court system. Members of the judiciary have responded to requests from foreign countries and at unusual hours of the day in order to keep the justice system moving forward. Pasco County has the largest volume of e-filed cases in the state and was recognized by the *National Association of Counties* with an *Achievement Award in 2007*. The award recognizes the achievement of an effective and innovative program that contributes to and enhances county government in the United States. Future planning includes expanding this service to all areas of court filings, but this timeframe is currently based on legislative filings.

**Emergency Protective Injunction Program** – In partnership with the judiciary, the Clerk & Comptroller provides protective injunction services to the public twenty four hours a day, seven days a week. This service allows victims of domestic, sexual, or dating violence access to protective injunctions during non-business hours. Victims may be granted the protection of an injunction, which has serious consequences for abusers who violate such. Recent monthly demand has varied from zero to five calls after office hours.

**Imaging** – The Clerk & Comptroller has implemented the imaging of traffic infraction cases. This new system enhances customer service by improving the availability of the case record, reduced storage demands, and expedited case processing. Traffic case records are now readily available without pulling physical files, and long-term maintenance has been eliminated.

**Payment and Collection Efforts** – In order to enhance collection efforts in Traffic Court, the Clerk & Comptroller implemented a special cashiering and payment plan room adjacent to the courtroom in the West Pasco Judicial Center. This room is used to make payments and/or payment arrangements as the public exits the courtrooms. The Clerk & Comptroller also staffs this room as well as the Dade City Courthouse cashier's window during Night Court and has been successful in processing payments and payment plans for defendants attending court in the

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## *Clerk & Comptroller*

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evening. Our Traffic Department has shortened wait times for customers and increased the utilization of payment plans. On October 1, 2006, the Clerk & Comptroller contracted with Linebarger, Goggans, Blair & Sampson, LLP for the collection of delinquent Civil Traffic infractions and continues to succeed with their use. As of April 30, 2009, this collection effort exceeded \$1.7 million. The Clerk & Comptroller has had an aggressive Traffic Infraction Collection Program for the past few years. Collection efforts during the last fiscal year totaled \$662,719.22. This represented money that was distributed to various Local and State trust funds and special programs.

**Public Access Enhancements** – Court records for criminal and civil actions became available online through the Clerk & Comptroller's website. Each record contains party information, attorney name and address, case status, the complete docket, and court hearing information. This provides convenient access for the public and the business community twenty four hours a day, seven days a week.

**Pro Se Filing** – Self-help functions have been enhanced on the Clerk & Comptroller's website. Free access to family law and landlord tenant forms are available to the public for download in the privacy of their home or office. Clerk & Comptroller employees frequently refer customers to this user-friendly website that also contains court procedural information to assist the pro se litigant.

**Q-Matic** – The Q-Matic system (a customer flow management system) was expanded to each department within the West Pasco Judicial Center. Customers are able to obtain a ticket at each department location or can obtain a ticket at the stand alone kiosk conveniently located just past the front entrances in the Traffic Department's waiting areas. Flat screen monitors were installed to clearly display customer numbers and office updates. The Q-Matic system expansion has allowed supervisors to proactively allocate staff to improve and enhance customer flow within the West Pasco Judicial Center and the Traffic Department in the Dade City Courthouse. An added feature for the attorneys who practice in Pasco County, is the use of the kiosk to provide them with priority service. Through the kiosk, attorneys are able to obtain a ticket that will place them at the front of the line in each department. This allows attorneys to get their needs met expeditiously, minimizing the time they spend in the Clerk's office. The continued use of Q-Matic has significantly helped to manage the flow of customers, create predictable wait times for the public, and provide a wide variety of statistics that aid in identifying opportunities for improvement.

*Office of Paula S. O'Neil  
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**Traffic Citation System Upgrade** – The Traffic Violations Bureau expends considerable time reporting statistical information as mandated by the State of Florida. A Traffic Citation Accounting System upgrade to our computer system added to the automation of reporting in our Criminal Traffic and Civil Traffic infraction activity. Additionally, the Traffic Violations Bureau processes thousands of suspension actions and driver's license reinstatements annually through an online system. To more effectively manage this same workload in the misdemeanor area of the Office, the Clerk implemented the same paperless system for license suspensions and reinstatements. This system has saved postage, processing time, improved accuracy, and has expedited daily updating with the Department of Highway Safety and Motor Vehicles.

**Translation Line** – In October, the Clerk & Comptroller implemented the Language Line telephone service to better meet the needs of our non-English speaking customers. This new service has averaged 50 calls per month. The service provides translation assistance in over 100 languages.

**WIFI** – The Clerk & Comptroller's Office continues to have wireless Internet access points for public use in the Historic Courthouse, Pasco County Courthouse, West Pasco Judicial Center, East Pasco Government Center, West Pasco Government Center, East Pasco Records Center, and West Pasco Records Center. This allows public laptop access to e-filed court cases and official records from any of the Clerk & Comptroller's Offices. This also enables jurors, attorneys, and customers to use the internet on their personal laptops during downtime in the government buildings.

# *Office of Paula S. O'Neil*

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### BUDGET PROPOSAL

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### **BUDGET OVERVIEW**

This budget proposal is submitted for the continued services of the Office of the Clerk of Circuit Court & County Comptroller (Clerk & Comptroller) for Pasco County. The Clerk & Comptroller provides essential services to the public, the court system, and the Board of County Commissioners (Board). The Clerk & Comptroller, pursuant to the Constitution of the State of Florida and Florida Statutes, serves as Clerk of the Circuit Court and Clerk of the County Court, and as ex-officio Clerk to the Board of County Commissioners, auditor, recorder, and custodian of all County funds.

The basis for the funding request within this proposal includes the requirements of the services provided to the Board in accordance with statutes, the operational interface with the Board's departments, and the many services provided by the Clerk & Comptroller to other agencies and the public in all Board-funded areas. The allocation of budgeted costs are based upon the number of direct and indirect full-time employees in any budget category and the percentage of the total derived. In addition, the costs of certain functions are restricted to particular revenue sources. The budget for the Clerk to the Board was developed based upon an FTE allocation.

Florida Statute 29.008 mandates that certain communications and facilities costs fall under the responsibility of the Board of County Commissioners. These costs have been included after any allocation at 100% of budget estimates.

As ex-officio Clerk to the Board of County Commissioners, auditor, recorder and custodian of County funds, the Clerk pre-audits and processes all financial transactions of the Board departments. This includes processing payroll, recording expenditures, tracking budget and expenditures, imaging, and recording revenues. The Clerk & Comptroller is also responsible for preparing and submitting the County's financial statements for the County-wide audit, in accordance with statutory requirements and other financial reports, as required by regulatory agencies.

Continued growth in activity and levels of service within all Board operations is anticipated, despite the decrease in this budget request. The staff assigned to Board Records insures that the minutes of the meetings and workshops of the Board and its committees, councils, and boards are recorded, transcribed, indexed,

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scanned through optical imaging, and distributed. Overall, the work generated as a result of criteria established by the Board has increased.

It should be noted that the number of committees, councils and boards has continued to grow and now includes: Citizens Advisory Committee on the Comprehensive Plan, Citizens Ordinance Review Committee, Construction Licensing Board of Adjustments and Appeals, Construction Code Enforcement Board, Consumer Affairs Board, Criminal Justice Information System Advisory Board, Development Review Committee, Educational Facilities Authority, Emergency Medical Services Advisory Board, Environmental Land Acquisition Selection Committee, Government Operations Committee, Health Facility Authority, Impact Fee Advisory Committee, Metropolitan Planning Organization, Planning Commission, Public Library Cooperative Board, Public Safety Coordinating Council, Rural Ordinance Review Committee, Tourist Development Council, Transportation Disadvantaged Local Coordinating Board, Value Adjustment Board, and the various subcommittees of the Board. The Board Records Department maintains the official record of the proceedings of these many groups and initiates notification of actions as required.

Day and evening meetings are held at various sites throughout the County requiring additional travel and overtime. The time spent at meetings is misleading when compared to the amount of time needed to prepare and complete the related documentation; every hour of meeting time generates from one to ten hours of office work time depending upon the depth of the minutes, the level of associated documentation, the need for verbatim transcripts, and the meeting location.

The Optical Imaging System permits electronic document retrieval of Commission and other Board minutes at the Official Records Libraries in the Clerk & Comptroller's Office on both the east and west sides of the County. Imaging enhances public and Board department access to and retrieval of Board meeting minutes and the associated documents. Additionally, the Clerk & Comptroller's Office provides annotated minutes of the Board meetings for availability through the County's Internet website. Such improved systems require increased information systems support.

Internet access to the Official Records Indices (OR) for the County is provided, as mandated by Florida Statutes. An enhanced Internet service is available via subscription and allows access to images of the OR documents as well as docket information from the FACTS system. The Scan and Hand System continues to

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allow customers to submit standard sized documents and have them scanned and returned before leaving Official Records. In 2008, there were 19,444 documents totaling 43,619 pages recorded and returned in this manner.

The results of these efforts benefit the public, the court, County agencies, and customers that interact regularly with the Clerk & Comptroller's Office in the daily transaction of business. The network supporting the automated systems maintained by the Clerk continues to be upgraded to allow greater storage for imaging and other advanced electronic document management.

The County Recorder function and other duties as an agent for State and Federal agencies are funded by user fees. As a Constitutional Officer, the budget for support of these operations will be filed in accordance with Section 218.35(4), Florida Statutes, by September 1, 2009, for the 2009-2010 Fiscal Year, or as otherwise directed by the Florida Legislature.

During Fiscal Year 2007-2008, the Clerk & Comptroller collected and distributed approximately \$64 million on behalf of State, County and Municipal governments, in accordance with statute, court order, or local ordinance. This also included amounts collected on behalf of the public in the form of restitution, child support and alimony payments, jury and witness payroll, and court registry. Current year activity for collections and disbursements is included in Section B.

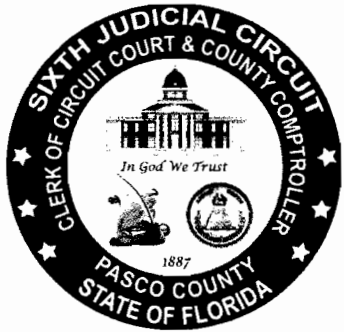
# Office of Paula S. O'Neil Clerk & Comptroller

## BUDGET PROPOSAL

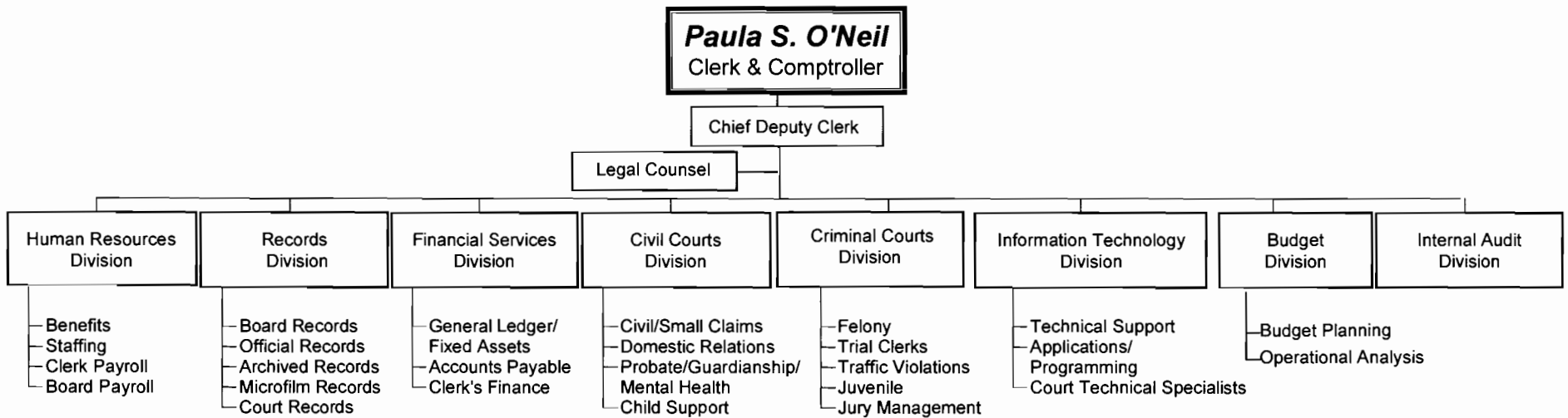
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### CLERK TO THE BOARD FUNDING REQUEST

<b>Personnel</b>	
1100 Clerk's Salary	\$21,883
1200 Salaries	1,734,131
1400 Overtime	400
2100 FICA	131,916
2200 Retirement	186,794
2300 Group Insurance	389,156
2500 Unemployment	66,825
<b>Subtotal</b>	<b>2,531,105</b>
<b>Operations</b>	
3100 Professional Services	9,814
3101 Microfilm Labor Charges	195
3400 Other Contracted Services	69,787
4000 Travel	8,938
4001 Registration	9,707
4100 Communications	8,320
4400 Rental	406
4601 Maintenance-Buildings	77
4602 Maintenance-Auto	800
4603 Maintenance-Office	64,546
4609 Maintenance-Software	64,143
4700 Printing	6,856
4920 Advertising	250
4950 Tuition Reimbursement	0
4951 Education and Training	7
4952 Awards	58
5100 Office Supplies	5,947
5101 Postage	16,175
5104 Duplicating	5,635
5105 Data Processing	861
5106 Uncapitalized Equipment	3,879
5107 Data Processing Software	5,400
5108 Microfilm Supplies	1,562
5109 Computer Office Supplies	8,952
5200 Operating Supplies	1,106
5201 Gas and Oil	29,342
5207 Clothing & Wearing Apparel	20
5401 Memberships	2,261
5402 Books	2,007
5403 Periodicals and Subscriptions	672
<b>Subtotal</b>	<b>327,723</b>
6402 Office Equipment	9713
6403 Other Equipment	12,205
<b>Subtotal</b>	<b>21,918</b>
9998 Less Charges	-1,777
<b>Total</b>	<b>2,878,969</b>



# Office of Paula S. O'Neil Clerk & Comptroller



**SECTION A**  
**CLERK TO THE BOARD**

# *Office of Paula S. O'Neil* *Clerk & Comptroller*

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## BUDGET PROPOSAL

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### **SUMMARY OF STAFFING CHANGES**

In an effort to curb spending, the Clerk & Comptroller did not add any positions during Fiscal Year 2008-2009. This budget represents a 12% reduction of the 2008-2009 budget level. We have reached that percentage by taking the following steps:

- Reduction of travel
- Elimination of student and temporary staff members
- Maintenance of 37 position vacancies
- Reduction in number of paid holidays
- Voluntary reduction in hours from full-time to part-time for several staff members
- Voluntary salary reductions
- Staff layoffs

Any further cuts would result in difficulty maintaining the requirements of the Office of the Clerk & Comptroller. Potential problems could include:

- Delays in the production of ad hoc FASBE reports
- Delays in technical and programming support for individual FASBE users
- Difficulty maintaining current response time with existing Board Payroll system
- More reliance on County Personnel in the implementation of the web-based Board Payroll system
- Decrease in the timeliness and response to Board requests
- Decrease in the timeliness of the production of Board payments to outside agencies and individuals
- Reduction of two regularly scheduled and one follow-up internal audits  
Please note that a reduction in County staff may result in an unintentional compromise of County-imposed internal controls. Further cuts to the Clerk & Comptroller's budget may result in an inability to provide timely assistance for Board-requested audits of control compliance.
- Inability to continue to provide Annotated Agendas
- Delay in posting of meeting minutes for various Board-sponsored committee meetings

*Office of Paula S. O'Neil*  
*Clerk & Comptroller*

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- Inability to meet the timely demands and frequency of closing schedules for the various homeless prevention programs managed by Community Development

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### **CLERK TO THE BOARD SERVICES**

Services to the Board of County Commissioners of Pasco County include payment processing, accounting, payroll, imaging, financial reporting and investment services, and maintenance of the official minutes, contracts, and fully executed documents. This also includes the many departments and units of the Board and its various committees, commissions, councils, and boards.

During the current fiscal year, a cooperative effort was initiated to improve the efficiency of the Board Payroll System. This effort is led by a project management team comprised of staff from the Board and the Clerk & Comptroller's Office. The goal of the workgroup is to implement new screens that resemble Windows-based and user-friendly enhancements to the current payroll system. In addition, the group is focused on a restructuring of current processes in order to ensure a smooth transition from the current to the enhanced system. As the project nears completion, County staff responsible for data entry and payroll approval will be trained on the newly established processes, and the time entry component of payroll will shift from the Board Payroll Department to designated County employees.

Computer and software collaboration between the Board and the Clerk & Comptroller's Office has continued to be a demanding component of the Clerk & Comptroller's Information Technology Division. The implementation of the Windows version of FASBE (FASBE PC) was completed in 2008.

The Clerk & Comptroller's Office, in conjunction with a vendor named 5280, has been working toward a state-of-the-art accounts payable automation project (imaging) that will handle purchase order, non-purchase order, and purchasing card processing. This process will enable employees of the Clerk & Comptroller and the Board to access current and historical invoices and payments simultaneously, and avoid the multiple distribution processes currently in place. The project's purpose is to increase efficiency through automation, visibility, and the level of control of the payment process. This project will also streamline the County's payment process. The date of implementation will be within the 2009/2010 budget year.

In general, changes to programming have been continual due to Revision 7 of Article V, Administrative Orders, and legislative changes.

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In Financial Services, work continues on the interface of the County's Great Plains customer care and billing system software with the Clerk & Comptroller's FASBE accounting software. The activity in the Great Plains software will be coded to an account number and nightly batches will be created to facilitate posting in FASBE. The interface will include the processing of utility billing, receipts, refund checks, NSF checks, and laser printing of utility refund checks. It is estimated that the interface will eliminate approximately sixty journal entries per year together with the preparation of backup materials. Testing of the interface continues with implementation currently expected to occur in October 2009.

The project to establish two merchant accounts with Bank of America to support E-payments through the internet continues. This effort will also include Interactive Voice Response telephone payments, and the use of check readers to reduce the number of NSF checks. Credit cards will be verified through a service provided by Verisign. This system will initially be used for utility payments; and it will then be used for paving assessments, Elderly Nutrition, Central Permitting, Ambulance Billing, and Animal Control. This project has been delayed due to considerations involving the Utilities Department. Implementation is currently expected in October 2009.

Staff is working with the Development Services Division to establish an interface for funds received through its Govern software. This project is in the design stages and an expected implementation date is yet to be determined. This project is currently on hold.

Staff is monitoring impact fee developer agreements that often provide various alternative methods for the developer to satisfy their financial obligation to the Board. This can take the form of completion of designated construction projects, refund of cash for designated expenditures, donation of land, buildings, etc. or utilization of outstanding credits. The developer transactions must be monitored and accounted for in order to assure compliance with the financial terms of the agreement. This monitoring process is labor intensive and demands a great deal of knowledge and expertise on the part of the Financial Services staff.

Under the direction of the Clerk & Comptroller and the Division of Financial Services, the County has again received the *Certificate of Achievement for Excellence in Financial Reporting* for its Comprehensive Annual Financial Report for the twenty-fifth consecutive year. This award, presented by the Government Finance Officers Association (GFOA) of the United States and Canada, recognizes

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achievement of the highest standards in governmental accounting and financial reporting.

**BOARD FINANCE ACTIVITY**

	<u>Actual</u> <u>FY 2005-2006</u>	<u>Actual</u> <u>FY 2006-2007</u>	<u>Actual</u> <u>FY 2007-2008</u>
Vendor Checks	21,222	19,976	19,153
Wire Transfers	1,642	1,675	1,893
Payroll Checks	16,988	16,386	13,593
Payroll Direct Deposits	36,031	38,003	41,804
Insurance Premium Payments	\$11,676,310	\$10,517,898	\$14,278,739
Retirement Contributions	\$8,517,647	\$10,399,174	\$11,062,775
Utility Customer Deposits—Water	\$4,159,759	\$4,041,878	\$3,694,362
Utility Customer Deposits—Solid Waste	\$19,179	\$19,779	\$20,529
Garnishments/Levies	\$369,073	\$418,533	\$431,058
Number of Fixed Assets	20,218	21,970	22,196
Aggregate Value of Fixed Assets	\$1,023,329,423	\$1,184,233,200	\$1,398,820,880

The following is a summary of the Clerk & Comptroller's major activities performed on the Board's behalf:

1. Maintenance of the books and records of all Board of County Commissioners' financial transactions including the issuance of vendor checks, payroll checks, refund checks, and direct deposit receipts.
2. Physical inventory and maintenance of related records for County fixed assets.
3. Participation in the administration of County bonds and activities related to arbitrage rebate calculation.
4. Pre-audit of all vendor payments requiring review of each purchase order and multiple invoices referencing the purchase order or contract. Frequently, a single purchase order may generate as many as 30 to 40 invoices; others may generate several hundred. Through the pre-audit function, all related contracts for Board departments are reviewed to insure compliance with Board policy, sound financial management and generally accepted accounting principles (GAAP), and provide for the safeguarding of Board assets. Prior review by the Financial Services staff of any contract obligating the Board further insures that compliance with Florida Statutes is incorporated in a timely manner. The Board is subject to the provisions of

# *Office of Paula S. O'Neil Clerk & Comptroller*

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the Florida Prompt Payment Act F.S. 218.70. There were 2,517 purchase orders issued in Fiscal Year 2007-2008.

5. Pre audits by accounts payable of all travel reimbursements for members of the Board of County Commissioners and all Board employees as well as travel related to contractual services provided to the Board.
6. Preparation of financial reports for Board and County staff as well as State and Federal agencies.
7. Monitoring of financial compliance with State and Federal grant funds, review of related financial reports, and continual examination of grant budget and expenditure activity. There were 85 different grants in Fiscal Year 2007-2008.
8. Processing of County bi-weekly payroll for employees working both 4-day and 5-day work weeks, such as EMS shift employees paid bi-weekly over a 14-day cycle and employees with continually revised work schedules based on demand for service (i.e., Landfill; part-time employees and part-time temporary employees). Manual calculations and/or verification of overtime, worker's compensation, sick leave, vacation leave and other leave, as provided by the Career Service Manual of Pasco County, are completed for each payroll. Additional duties include deductions for all medical and life insurance premiums and taxes, Florida State Retirement System contributions, domestic support deductions, and all other individual payroll adjustments or deductions resulting from policy changes made by the Board of County Commissioners. Bi-weekly payrolls are pre-audited and processed for an average of 2,118 employees of the Board. Additionally, 2,485 W-2s were processed for 2008, totaling \$85,669,196.
9. Investment of available funds in accordance with the Board's Investment Policy and Florida Statutes. Deposits include pooled cash, checking, and investment accounts with reconciliations that are performed on a daily basis.
10. Preparation of the State of Florida, Annual Local Government Financial Report submitted to the Department of Financial Services, Bureau of Accounting; the County's Comprehensive Annual Financial Report submitted to the Government Finance Officers' Association (GFOA), the Auditor General, Bond Agencies and other concerned parties; Reports of Federal and Certain State Financial Assistance in compliance with the Federal and State of Florida

# Office of Paula S. O'Neil Clerk & Comptroller

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FISCAL YEAR 2009-2010

Single Audit Acts and Section 318.18(13) Florida Statutes Assessment of Additional Costs. These items are submitted to the Chief Judge of the Circuit, the Governor, President of the Senate, and Speaker of the House of Representatives.

11. Scheduling and processing of documents generated from Board-supported areas for microfilming, imaging, storage, and destruction in compliance with Florida Statutes.
12. Monitoring of all information systems from development through the entire system life cycle to insure that adequate audit controls and security are included; aid in the identification of systems or procedures contributing to financially significant exposure or risk, and insure system and data integrity.
13. Attendance at all meetings and workshops of the Board of County Commissioners and its committees for the purpose of recording, indexing and distributing official minutes. The Clerk & Comptroller is also the custodian of the official county seal, resolutions, contracts, and ordinances of the Board of County Commissioners. During Fiscal Year 2007-2008, Board Records clerked 182 meetings, processed 3,688 documents, 704 contracts, and 66 ordinances. As a result of the meetings, 66,478 pages were imaged, 38,813 copies made for the public, and 312 verbatim pages were provided to requestors. The volume of processing can further be illustrated through the activities of the Value Adjustment Board during the 2008 calendar year. Board Records clerked hearings for 1,144 separate petitions. It is anticipated that the unit will have a similar level of activity throughout the current and next fiscal years.

The Internal Audit Department conducts audits of Board departments in order to identify potential problems or inadequacies in adhering to established policies and procedures in the collection, disbursement and accounting for Board funds. It insures compliance with contractual obligations, policies, procedures and reporting requirements in accordance with Local, State and Federal guidelines, regulations, and laws; additionally it evaluates the efficiency, operational effectiveness and internal controls in use in the departments of the Board. The following audits of Board departments or activities were completed in Fiscal Year 2007-2008: Cash Funds, Central Stores Inventory, Utilities Inventory, Fleet Maintenance Inventory, Penny for Pasco, Tourist Development, Facilities Management Parts Inventory, and Purchasing Cards. The Internal Audit Department's audits of Clerk of the

# Office of Paula S. O'Neil Clerk & Comptroller

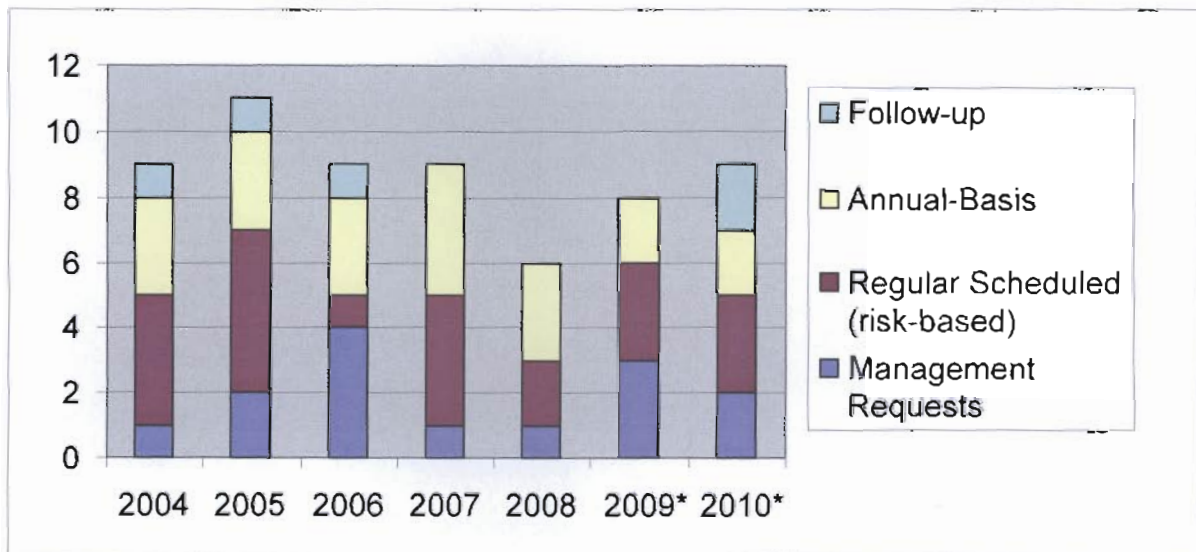
## BUDGET PROPOSAL

FISCAL YEAR 2009-2010

Circuit Court & Comptroller departments or activities were performed as follows:  
Court Evidence and Cash.

### Completed Audits (according to schedule)

Fiscal Year	Total Audits	Management Requests	Regular Scheduled (risk-based)	Annual-Basis	Follow-up
2004	9	1	4	3	1
2005	11	2	5	3	1
2006	9	4	1	3	1
2007	9	1	4	4	0
2008	6	1	2	3	0
2009*	8	3	3	2	0
2010*	9	2	2	2	1



\*Note: FY 2009 and 2010 numbers are projected

- Collection of revenues by the Clerk & Comptroller for deposit to the accounts of Pasco County. During Fiscal Year 2007-2008, revenues of \$3,066,860 were

*Office of Paula S. O'Neil  
Clerk & Comptroller*

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BUDGET PROPOSAL

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FISCAL YEAR 2009-2010

collected, accounted for, and deposited into the accounts of the Board of County Commissioners. An additional \$294,521 was remitted to the Office of Sheriff for the year ending September 30, 2008.

15. Provision of information systems support for the accounting of all funds of the Board of County Commissioners.

**SECTION B**

**REVENUE COLLECTION AND DISTRIBUTION BY  
THE OFFICE OF THE CLERK & COMPTROLLER**

*OFFICE OF PAULA S. O'NEIL*  
*CLERK & COMPTROLLER*

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BUDGET PROPOSAL

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FISCAL YEAR 2009-2010

**REVENUES COLLECTED BY CLERK & COMPTROLLER**  
**(Excluding Board Interest Earnings)**

**October 1 - September 30**

	<u>FY 2005-2006</u>	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>
<b>Distributed To Units of Government and Individuals:</b>			
Board of County Commissioners	\$ 4,200,663	\$ 3,686,116	\$ 3,066,860
Pasco County Sheriff	316,849	322,272	294,521
Pasco County Municipalities	333,339	352,420	371,094
State of Florida	97,466,387	69,536,502	38,376,380
By Court Action:			
Court Registry	14,242,348	18,401,468	11,185,194
Restitution	209,281	360,060	247,745
Jury and Witness	127,213	119,924	116,889
School Impact Fees	26,528,112	12,979,762	7,130,227
Other Agencies	883,810	474,149	678,716
<b>Total Revenue Collected on Behalf of Other Units of Government and Individuals</b>	<u><u>\$ 144,308,002</u></u>	<u><u>\$ 106,232,673</u></u>	<u><u>\$ 61,467,626</u></u>
 <b>Distributed to Recipients of Child Support and Alimony:</b>			
Child Support and Alimony Collected and Disbursed	<u><u>\$ 1,683,171</u></u>	<u><u>\$ 1,968,996</u></u>	<u><u>\$ 1,982,020</u></u>

Totals subject to rounding and audit adjustments, if any.

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

**BUDGET PROPOSAL**

FISCAL YEAR 2009-2010

**INTEREST EARNINGS (LOSS) - BOARD ACCOUNTS**

	<u>FY 2006-2007</u>	<u>FY2007-2008</u>	<u>Oct - Mar *</u> <u>FY 2008-2009</u>
General	\$ 4,031,600	\$ 774,613	(161,192)
Municipal Service	88,751	(5,293)	(15,861)
Local Option Gas Tax	3,714,748	674,814	(244,805)
Building Inspections and Permitting Funds	224,911	29,293	(5,709)
West Pasco Law Library	967	135	(60)
East Pasco Law Library	5,247	931	-
Road and Bridge	251,191	38,279	(7,352)
Tree Fund	38,338	10,097	(4,375)
Lake Padgett R & B and Recreation Units	4,079	-	-
Quail Hollow Village MTSU	2,614	577	(239)
Municipal Fire Service Unit	869,143	173,014	(31,498)
Office of State Courts Administrator	-	649	(237)
Criminal Justice (FDLE)	-	(237)	(128)
Penny for Pasco	969,435	199,631	(82,286)
Park Development	61,315	12,026	(1,991)
Indigent Medical Care	-	-	-
Education	5,980	1,146	(419)
Public Safety/Fire Protection	-	-	-
1/2 Cent Sales Tax Series 2003	20	3,923	(1,741)
1/2 Cent Sales Tax CIP	1,055,103	80,459	(54,635)
Guaranteed Entitlement CIP	111,292	26,528	-
Capital Improvements	858,105	209,775	(109,893)
Tommytown Capital	599,215	-	-
Refunding Improvement Revenue Bonds, Series 1996	21,644	2,519	(395)
Tommytown Debt Service	25,238	-	-
Guaranteed Ent I & S Series 2003	156,378	9,118	(6,304)
Local Option Gas Tax I & S - Series 1989	20,369	7,341	-
Gas Tax Rev Refund I & S 2002	3,184	1,543	(2,028)
Solid Waste	1,550,432	756,357	27,161
Equipment Service	520,008	100,497	(49,457)
County Insurance	419,968	78,237	(33,249)
Lighting District	88,409	17,888	(6,045)
Law Enforcement	6,588	3,759	(638)
Pasco Water & Sewer Unit	10,069,306	5,274,604	1,347,394
East Pasco and Forest Hills Utilities	113,249	-	-
Transportation Impact Fee	6,997,075	1,380,345	(503,002)
911 Emergency Management Service	134,017	24,832	(14,081)
Drug Programs	13,871	1,972	(115)
Tourist Development Tax	511,122	98,849	(38,375)
Paving Assessment	491,517	75,309	(22,986)
Intergovernmental Radio Communication	58,277	11,292	(5,177)
Williamsburg West - MSTU	1,598	340	(130)
Court Facilities F.S. 939.18	94,395	20,779	(10,662)
Department of Children & Families	-	-	(326)
Department of Environment Protection	-	-	-
Housing Programs	278,990	21,989	(4,757)
Florida Boating Improvement Program	39,916	8,132	(3,347)
Teen Court	21,837	4,602	(2,022)
Combat Impact Fee	363,583	77,760	(26,387)
Park Impact Fee (East, West, Central)	1,093,790	183,189	(70,226)
Concurrency Fund	21,114	6,940	(2,814)
Rescue Impact Fee	250,457	54,180	(19,264)
Hurricane Impact Fee	12,786	2,840	(1,343)
Stormwater Management	-	25,380	(28,961)
Library Impact Fee	79,968	13,969	(5,389)
U.S. Dept. of Justice	-	-	(1,008)
<b>TOTALS: Current FY - First six months</b>			<b>(206,354)</b>
<b>Completed Fiscal Years</b>	<b>\$ 36,351,140</b>	<b>\$ 10,494,922</b>	

\*This number represents six months of activity in the current fiscal year.  
Totals subject to rounding and audit adjustments, if any.

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

**BUDGET PROPOSAL**

FISCAL YEAR 2009-2010

**REVENUES DEPOSITED IN BOARD FUNDS  
FOR DEPOSIT TO THE ACCOUNTS OF PASCO COUNTY**

	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>Oct - Mar*</u> <u>FY 2008-2009</u>
Animal Control Ordinance Violations	2,054	1,780	499
Crime Prevention	25,475	84,226	45,492
Substance Abuse Surcharge	15,678	14,513	7,529
Traffic Fines - Infractions	31,025	41,341	21,251
School Crossing Guard	10,453	9,206	5,675
Handicap Parking - Improvements	42,706	26,996	12,849
Teen Court Assessment	206,656	202,845	96,384
Drug Abuse Assessment	529	426	357
Intergovernmental Radio Comm. Program	353,592	356,248	176,302
Court Facilities	837,859	834,094	402,424
Law Libraries	125,562	121,598	59,393
Cost Recovery 34.045 (1) C	14,030	9,950	7,656
Guardian Investigation Fees	5,119	5,067	3,382
Courts Self-help Packets	21,241	21,098	9,130
Driver Education	124,637	133,788	64,439
Domestic Violence	30,154	32,336	16,235
Prostitution - Civil Penalty - County	60	1,000	4,050
BCC \$2 Recording Fee	1,500,896	836,476	291,035
Legal Aid	125,424	120,729	59,253
BCC Innovations	125,433	120,741	59,236
Juvenile Programs	53,088	53,032	28,084
Miscellaneous Revenue due to Article V**	34,445	39,370	30,136
<b>TOTALS: Current FY - First six months</b>			<b><u>1,400,791</u></b>
<b>Completed Fiscal Years</b>	<b><u>3,686,116</u></b>	<b><u>3,066,860</u></b>	

\*This number represents six months of activity in the current fiscal year.

Totals subject to rounding and audit adjustments, if any.

\*\* Sheriff Transportation Costs, Investigative Costs, Sheriff Fee

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

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**BUDGET PROPOSAL**

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FISCAL YEAR 2009-2010

**REVENUES COLLECTED AND PROCESSED BY  
THE CLERK & COMPTROLLER  
AND REMITTED TO THE SHERIFF**

	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>Oct - Mar*</u> <u>FY 2008-2009</u>
Law Enforcement & School Guard Crossing Programs			
<b>Current FY - First six months</b>			<u>\$ 145,187</u>
<b>Completed Fiscal Years</b>	<u>\$ 322,272</u>	<u>\$ 294,521</u>	

\*This number represents six months of activity in the current fiscal year.  
Totals subject to rounding and audit adjustments, if any.

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

**BUDGET PROPOSAL**

FISCAL YEAR 2009-2010

**REVENUES COLLECTED AND PROCESSED BY  
THE CLERK & COMPTROLLER  
AND REMITTED TO MUNICIPALITIES**

	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>Oct - Mar *</u> <u>FY 2008-2009</u>
City of New Port Richey			
Fines	\$ 142,243	\$ 148,989	\$ 74,535
Law Enforcement Training	4,941	5,352	2,411
 City of Port Richey			
Fines	81,415	95,149	44,896
Law Enforcement Training	4,085	4,569	2,308
 City of Zephyrhills			
Fines	84,180	83,848	41,247
Law Enforcement Training	4,363	4,653	2,418
 City of Dade City			
Fines	24,916	25,295	8,869
Law Enforcement Training	1,954	1,484	785
 City of San Antonio			
Fines	3,550	1,458	306
Law Enforcement Training	196	118	20
 Town of St. Leo			
Fines	535	165	123
Law Enforcement Training	42	14	14
 <b>TOTALS: Current FY - First six months</b>			
<b>Completed Fiscal Years</b>	<u><u>\$ 352,420</u></u>	<u><u>\$ 371,094</u></u>	<u><u>\$ 177,932</u></u>

\*This number represents six months of activity in the current fiscal year.  
Totals subject to rounding and audit adjustments, if any.

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

**BUDGET PROPOSAL**

FISCAL YEAR 2009-2010

**REVENUES COLLECTED  
THROUGH COURT RELATED ACTIVITIES  
AND DISTRIBUTED TO STATE AGENCIES**

	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>Oct - Mar*</u> <u>FY 2008-2009</u>
Court Education Trust Fund	\$ 69,192	\$ 88,250	\$ 43,909
Child Welfare Training Trust Fund	52,613	53,582	24,950
Juvenile Justice Training Trust Fund	44,182	43,994	21,282
Displaced Homemaker Trust Fund	30,571	32,615	14,269
Epilepsy Services Trust Fund	45,472	42,215	17,722
Florida Department of Health	78,435	87,724	31,613
Additional Court Cost - Clearing Trust Fund	290,061	286,402	130,664
Highway Safety Operating Trust Fund	210,780	223,390	109,479
General Revenue Fund of the State	2,109,051	1,622,334	1,064,335
Emergency Medical Service Trust Fund	242,581	231,341	100,469
Brain & Spinal Cord Injury Rehab. Trust Fund	307,620	290,638	126,548
Victims of Crimes Compensation Trust Fund	530,608	488,869	232,776
Dept. of Law Enforcement Operating Trust Fund	71,043	58,697	25,062
Court Mediation/Arbitration Trust Fund	65,068	114,578	207,211
Nongame Fish and Wildlife Trust Fund	62,729	52,673	24,019
Child Support Enforcement Trust Fund	36,124	31,185	14,804
Department of Children & Families	68,075	68,400	27,075
Indigent Criminal Defense Trust Fund	278,408	264,711	117,245
Department of Education	2,484	1,948	1,040
Crime Stoppers Trust Fund	28,013	27,508	13,327
Florida Endowment Foundation for Voc. Rehab.	57,586	59,567	24,925
Marine Resources Conservation Trust Fund	16,499	10,793	4,898
Criminal Justice Standards Trust Fund	-	45,740	20,766
Family Courts Trust Fund	214,208	233,854	94,392
Clerks of the Court Trust Fund	266	25	-
Domestic Violence Trust Fund	23,176	22,903	12,104
Rape Crisis Trust Fund	39,431	73,216	6,436
State Attn. Office	-	30,038	135,863
Recording Costs - Various State Agencies	436	2,166	1,074
SunPass Program	23,625	24,407	6,520
Environmental Control	-	-	-
Department of Revenue	208,668	277,345	177,381
Crimes Against Minors Trust Fund	1,927	829	508
Department of Financial Services	50,660	74,853	41,475
Solid Waste Management Trust Fund	1,750	2,049	1,001
<b>TOTALS: Current FY - First six months</b>			<b>\$ 2,875,142</b>
<b>Completed fiscal years</b>	<b>\$ 5,261,342</b>	<b>\$ 4,968,839</b>	

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

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BUDGET PROPOSAL

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FISCAL YEAR 2009-2010

**REVENUES COLLECTED AND PROCESSED BY  
THE CLERK & COMPTROLLER  
AND REMITTED TO THE SCHOOL BOARD\***

	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>Oct - Mar*</u> <u>FY 2008-2009</u>
Impact Fees			
<b>Current FY - First six months</b>			<u><b>\$ 2,288,864</b></u>
<b>Completed Fiscal Years</b>	<u><b>\$ 12,979,762</b></u>	<u><b>\$ 7,130,227</b></u>	

\* The total amount collected from inception, net of Clerk's fees, on behalf of the School Board is \$86,816,216.

\*\*This number represents six months of activity in the current fiscal year.  
Totals subject to rounding and audit adjustments, if any.

*OFFICE OF PAULA S. O'NEIL  
CLERK & COMPTROLLER*

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BUDGET PROPOSAL

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FISCAL YEAR 2009-2010

**REVENUES COLLECTED AND PROCESSED BY  
THE CLERK & COMPTROLLER  
AND REMITTED TO OTHER AGENCIES**

	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>Oct - Mar*</u> <u>FY 2008-2009</u>
<b>Other Agencies:</b>			
FACC and Comptrollers, Inc.	\$ 75,045	\$ 41,824	14,552
Tax Deed and Applications - Other	399,104	636,892	171,189
<b>TOTALS: Current FY - First six months</b>			<u>\$ 185,741</u>
<b>Completed Fiscal Years</b>	<u>\$ 474,149</u>	<u>\$ 678,716</u>	

\*This number represents six months of activity in the current fiscal year.  
Totals subject to rounding and audit adjustments, if any.