Annual Budget
of the
Office of the Clerk & Comptroller
PASCO COUNTY, FLORIDA

for
FISCAL YEAR ENDING
SEPTEMBER 30, 2012

Respectfully submitted by

Paula S. O’Neil, Ph.D., CPM
Clerk of Circuit Court & County Comptroller
Chief Fiscal Officer

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Chief Administrative Officer – Kevin Fulford, M.A., PHR

Prepared by

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Budget Analyst
June 1, 2011

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

Dear Commissioners:

Pursuant to Section 129.03(2) of the Florida Statutes, the enclosed budget document describes the funding requirements to operate the Board side of the Office of the Clerk of Circuit Court & County Comptroller for Fiscal Year 2011-2012.

This budget request of $2,737,080 reflects a decrease of $122,983 (4.3%) from Fiscal Year 2010-2011. This is a total reduction of $534,476 (16.33%), since Fiscal Year 2008-2009. Figures 1, 2 and 3 on pages 2 and 3 illustrate the funding decreases experienced by the Clerk & Comptroller's Office in recent years.

Our revenue sources continue to decline as a result of both the prolonged economic recession and further legislative action. The upcoming fiscal year will be the fourth consecutive year of budget reductions for our office, despite an increase in some customer needs and state performance measure requirements. Please note that this is also the fourth consecutive year with no salary increases for staff members.

This funding level is necessary to provide required services to the public, Board of County Commissioners, County Administrator, County Attorney, County departments, outside auditors, and numerous state, federal, and regulatory agencies.

On behalf of your dedicated Clerk & Comptroller team, I would like to thank you for your continued support and partnership.

Sincerely,

Paula S. O’Neil, Ph.D.
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Vision and Mission Statement

Vision:

Excellence…Always

Mission Statement:

We serve with integrity, professionalism, and compassion as we safeguard our customers’ interests.
I. Budget Introduction and Summary

This budget proposal describes services provided by the Office of the Clerk of Circuit Court & County Comptroller (Clerk & Comptroller) in support of the Pasco County Board of County Commissioners (Board) and the Pasco Courts for the period October 1, 2011, through September 30, 2012. The Clerk & Comptroller provides essential services to the public, the justice system, the Board of County Commissioners, the County Administrator, the County Attorney, County departments, outside auditors, and state, federal, and regulatory agencies. The Clerk & Comptroller, pursuant to the Constitution of the State of Florida (Appendix B) and Florida Statutes (Appendix C), serves as Clerk of the Circuit Court, Clerk of the County Court, ex-officio Clerk to the Board of County Commissioners, Comptroller and Chief Fiscal Officer, County Auditor, County Recorder, and custodian of all County funds.

The Office of the Clerk & Comptroller contains eight divisions, four operational and four supportive. The business operations are led by the Chief Operations Officer and the divisions include Criminal Courts, Civil Courts, Financial Services, and Records. The supportive functions are led by the Chief Administrative Officer and the divisions include Human Resources, Information Technology, and Budget. The Internal Audit Division reports directly to the Clerk & Comptroller. The Organizational Chart on page 5 provides more detailed information.

The basis for the Board-related funding request within this proposal includes the requirements of the services provided to the Board, the operational interface with the Board’s departments, and services provided by the Clerk & Comptroller to other agencies and the public. The allocation of budgeted expenses is based on the number of direct and indirect team members in each budget category and the corresponding percentage total. Where required, the costs of certain functions are restricted to particular revenue sources. The budget request for the Clerk to the Board is based on a full-time equivalent (FTE) allocation. In cases where Florida statutes mandate that the Board provide specific functions, such as communications and facilities, the projected costs have been included at 100% of budget estimates.

The primary challenge associated with this budget is continuing to operate with decreases in funding from multiple revenue sources, despite increases in Board-related and some court-related activity. Legislative impact, decreased availability of Board funding due to shortfalls in ad valorem revenue, and retirements of seasoned team members continue to pose significant challenges. In response to these obstacles, our Office has placed an emphasis on examining processes that may be made more efficient and identifying processes that are not statutorily required. Priorities have shifted toward providing required services and eliminating non-essential duties due to this difficult economic time. In aggregate, the Fiscal Year
2011-2012 operational expense budget totals $27,220,593, and includes interfund transfers, inter- and intra-fund charges for services, and fund balances.

The County Recorder function and certain duties performed as an agent for state and federal agencies are funded by user fees. As a Constitutional Officer, the budget for support of these operations is outlined in Section 218.35(4), Florida Statutes, and the deadline for the 2011-2012 Fiscal Year is September 1, 2011.

The Clerk of Court function and duties are funded through the State of Florida appropriations process from the Clerks of the Court Trust Fund. The budget is filed in accordance with Section 28.36(10), Florida Statutes, by October 1\textsuperscript{st} of each year for the following State Fiscal Year, which runs from July 1\textsuperscript{st} through June 30\textsuperscript{th}. The graphs below and on the next page depict how funding for Clerks’ Offices statewide and from the Pasco Board of County Commissioners have changed over the last six years. The seventh column identifies FY 2011-2012 projections.

![Figure 1: Cumulative Funding for All Clerks’ Offices](image-url)
The cumulative budget of the Pasco County Clerk & Comptroller’s Office has remained nearly flat as a result of fund balances, carried over from the prior fiscal year, being included. It would otherwise show a reduction in direct proportion to the decreases in Courts and Board funding.
While enduring multiple budgetary challenges, Pasco County has the additional burden of a higher-than-average rate of unemployment. This directly affects our customers’ ability to pay court fines, fees, and service charges. The collapse of the housing market has had a direct result. This scenario, one of declining resources coupled with an expanding County population, demands that the Clerk & Comptroller’s Office continually refine methods of service delivery.
Office of Paula S. O’Neil
Clerk & Comptroller

Paula S. O’Neil, Ph.D.
Clerk & Comptroller

Legal Counsel

Internal Audit Division

Business Operations
Chief Operations Officer

Criminal Courts Division
- Felony
- Trial Clerks
- Traffic Violations
- Juvenile
- Jury Management

Civil Courts Division
- Civil/Mail Claims
- Domestic Relations
- Probate/Guardianship
- Mental Health
- Child Support

Financial Services Division
- General Ledger
- Fixed Assets
- Accounts Payable
- Clerks’ Finance

Records Division
- Board Records
- Official Records
- Archival Records
- Micrographic Records
- Court Records

Support Operations
Chief Administrative Officer

Human Resources Division
- Benefits
- Sungling
- Clerks Payroll
- Board Payroll

Information Technology Division
- Technical Support
- Applications/Programming
- Court Technical Specialists
- Customer Call Center

Budget Division
- Budget Planning
- Operational Analysis

Organizational Chart
B. Position Assignment Distribution

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2009-2010 (actual)</th>
<th>FY 2010-2011 (actual)</th>
<th>FY 2011-2012 (budgeted)</th>
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</thead>
<tbody>
<tr>
<td>Administration &amp; Human Resources</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Court-related</td>
<td>227</td>
<td>230</td>
<td>229</td>
</tr>
<tr>
<td>Recording &amp; Support Services</td>
<td>40</td>
<td>41</td>
<td>41</td>
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<tr>
<td>Finance</td>
<td>13</td>
<td>13</td>
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<tr>
<td>Information Technology</td>
<td>18</td>
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<tr>
<td>Board Support</td>
<td>33</td>
<td>34</td>
<td>33</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>345</strong></td>
<td><strong>350</strong></td>
<td><strong>348</strong></td>
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<tr>
<td>Contracted (Temporary)</td>
<td>0</td>
<td>11</td>
<td>0</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>345</strong></td>
<td><strong>361</strong></td>
<td><strong>348</strong></td>
</tr>
</tbody>
</table>

Table 1: Position Assignment Distribution

Note: This table includes part-time positions.

C. Staffing Changes

Changes in apportioned positions between Fiscal Years 2010-2011 and 2011-2012 are partly due to reorganization and reassignments based on fluctuations in customer service needs. Legislative action, judicial requirements, performance standards, and accounting and reporting guidelines often require adjustments in work duties and assignments. Workload transitions and job task shifts within the Office enable a more efficient responsibility and accountability distribution.

The following team changes were initiated so that existing positions would be better aligned with required job duties. None of the changes resulted in any salary increases.

-1 Grant Specialist  
-1 General Ledger Accounting Specialist  
+1 General Ledger Lead Accounting Clerk  
-1 Grants/Contract Specialist  
+1 Accounts Payable Lead Accounting Clerk  
-1 Probate Specialist  
+1 Court Technical Specialist  
+1 Criminal Records Clerk (Part-time)
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

After experiencing an unprecedented loss of eighty-five positions in FY 2008-2009, the Pasco County Clerk & Comptroller’s Office entered into a plan for reorganization, mostly within the Criminal and Civil Courts Divisions, and those departments that serve or are indirectly funded by court-generated revenue. In February 2010, the Call Center was created to alleviate court-related operational departments of the overwhelming call volume. Existing team members were used to staff the Call Center because of their extensive knowledge base.

-1 Call Center Supervisor
+2 Lead Customer Service Specialists
-3 Customer Service Specialists

The Clerk & Comptroller’s Office has been able to maintain a consistent staffing threshold by increasing internal procedural efficiency and appropriately adjusting allocations to the Board for team members of the Clerk & Comptroller’s Office who perform work in support of the Board of County Commissioners. Additional cuts would result in increased difficulty maintaining the integrity and professionalism standards of the Office of the Clerk & Comptroller.
D. Awards and Recognition

The Office of the Clerk & Comptroller was recognized with several awards in 2010. Acknowledgment of the efforts of the Office signifies the quality of work demonstrated by the dedicated and tireless team members who believe in the Office motto, “Excellence…Always.”

1. 2010 Achievement Award - Integrated Management Operating System from the National Association of Counties, the only national organization to represent counties in the United States. This award was received in recognition of an effective and innovative program that contributes to and enhances county government in the United States. The integrated management operating system (iMOS) utilizes a three-pronged approach to provide a comprehensive framework for developing meaningful and useful performance information.

2. 2010 Achievement Award - Electronic Foreclosure Process from the National Association of Counties in recognition of an effective and innovative program, which contributes to and enhances county government in the United States. In November of 2009, the Office successfully transitioned from holding public auctions on the courthouse steps to daily auctions on the Internet. By moving foreclosure auctions into Cyberspace, the process was made more efficient and has provided the opportunity for anyone, regardless of their physical location, to bid on and invest in foreclosed properties located in Pasco County.

3. Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada, for the 27th year in a row, in recognition of the FY 2009-2010 Comprehensive Annual Financial Report (CAFR). The CAFR summarized the financial activity of the County and covered $2,194,689,980 in assets. This award program was established in 1945 to recognize state and local governments that go beyond the minimum requirements of generally accepted accounting principles by preparing comprehensive annual financial reports that demonstrate the spirit of transparency and full disclosure.

4. 2010 Justice Award from the West Pasco Bar Association (WPBA), presented the to Paula S. O’Neil, Ph.D., and the Office of the Clerk & Comptroller in recognition and appreciation of the individuals who have made outstanding contributions to the cause of justice in Pasco County, Florida.

5. 2010 Gold Team, Making Strides Against Breast Cancer, was presented to the Clerks for a Cure for their fundraising efforts, exceeding $10,000 to fight breast cancer in Pasco County.
6. 2010 Business Woman of the Year, Government Sector, was presented by the *Tampa Bay Business Journal* to Paula S. O’Neil, Ph.D. This award recognizes the leadership, talent, and excellence of business women, executives, and entrepreneurs in the Tampa Bay area.
II. Organizational Initiatives

A. Strategic Initiatives

1. Deliver Quality Service
   a. Establish tracking mechanisms and performance measures with collection of and respect to customer trends.
   b. Realign processes to streamline customer response times (e.g. customer call center, privacy panels).
   c. Track customer comments and suggestions and ensure that proper and timely feedback is given to customers.
   d. Establish training program based on accountability and customer service delivery.
   e. Improve juror services.

2. Promote a Professional Working Environment
   a. Conduct annual or bi-annual officewide in-service to emphasize integrity, professionalism, and compassion and conduct semi-annual officewide meetings for legislative and policy updates.
   b. Conduct annual ethics and fraud policy reviews.
   c. Foster positive working relationships with the State Attorney, Public Defender, Judges, Sheriff, Supervisor of Elections, Tax Collector, Property Appraiser, Board of County Commissioners, School Board, Law Enforcement Agencies, and State Departments to ensure that the public’s best interest is first and foremost.
   d. Participate with the legal community on efforts to enhance professionalism, improve communication, and encourage better service to the public and the justice system.
   e. Encourage training options and continue to provide tuition reimbursement.
   f. Maintain close ties with the local community and participate in local events and charities.

3. Ensure Effectiveness and Efficiency
   a. Review older systems and processes, conducting cost/benefit analyses where appropriate.
      i. Continue to work toward the replacement of the Criminal Justice Information System (CJIS) with the CLERICUS Case Maintenance System.
ii. Collaborate with the Board of County Commissioners to review financial packages and work toward the replacement of the Finance and Accounting for Schools and Business Enterprises (FASBE) software package.

iii. Finalize the Finance 5280 Project.

iv. Review Microfilm processing software.

b. Establish Business Reviews in alignment with the Process Improvement Program.

B. New Initiatives

1. *Pasco Organizational Production Strategy (POPS).* The automated nature of iMOS (see page 13) allows managers to review and report on vital data more expeditiously. With new state reporting requirements, however, data needs have changed. To incorporate the change obligations and increase workflow transition, a new emphasis on key units has been developed. Key units, developed with the assistance of working departments, will be measured and utilized to monitor trends in departmental productivity. Use of this process is anticipated to improve and accelerate decision-making.

2. *Expanded Customer Flow Management.* The Office of the Clerk & Comptroller expanded its Customer Flow Management System to include the Dade City Criminal, Probate, Civil, and Child Support Departments. The system utilizes an automated Q-Matic system with customer displays, limited priority service, customer wait time monitors, customer service time monitors, customer trend statistics, and office updates. With this expansion, all courthouse customer service counters have a comparable set of statistical data. The initial phase of this process was awarded an Achievement Award from the National Association of Counties in 2009.

3. *Officewide In-service.* In February 2011, the Pasco County Clerk & Comptroller’s Office hosted and participated in an assembly of employees and guest speakers from the local community to share information and to promote professionalism, integrity, compassion, and organizational unity. Guest speakers included Dr. Rao Musunuru, cardiologist at Regional Medical Center Bayonet Point; Dr. Katherine Johnson, President of Pasco-Hernando Community College; the Honorable Bernie McCabe, State Attorney for the Sixth Judicial Circuit; the Honorable Bob Dillinger, Public Defender for the Sixth Judicial Circuit; the Honorable Bob White, Pasco County Sheriff; Jed Pittman, former Pasco County Clerk of Circuit Court; and Mr. Jeff Simpson, a speaker on social networking.
4. **Trial Court Integrated Management Solution Project (TIMS).** As requested by the Supreme Court of Florida, the Clerk & Comptroller's Office will participate with the Trial Court Integrated Management Solution Project. The workgroup's purpose is to determine information, by case type, that needs to be accessed and tracked by the court in order to move cases more efficiently and effectively through the trial court process.

C. **Ongoing Initiatives**

1. **Performance Tracking.** In order to track performance, the Clerk & Comptroller's strategic planning process includes the use of ActiveStrategy 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. In Fiscal Year 2011-2012, it will be further enhanced by POPS (see page 16).

2. **Customer Call Center.** In response to severe budget cuts, the Office of the Clerk & Comptroller redistributed all telephone calls for the courts divisions to a Call Center in February 2010. Customer Call Specialists were selected from teams in Probate, Civil, Criminal, and Child Support and reassigned to the Call Center. With this high level of experience and expertise, the Call Center team now handles over 95% of all calls received without further assistance. Subsequently, operational departments are able to concentrate more on processing court documents with greater focus and continuity, without telephone call interruptions.

3. **Case Maintenance Information System Replacement.** In April of 2009, the Clerk & Comptroller entered into a contractual agreement with the Florida Association of Court Clerks & Comptrollers Services Group, LLC (FACCSSG) for a new case maintenance information system named CLERICUS. This system will be used in at least 36 other Florida counties, enabling standardization of the impact of legislative changes and swift implementation of best practices. CLERICUS will replace many current systems, including the Criminal Justice Information System (CJIS) installed in 1977. This is a multi-year project involving all members of Pasco’s justice system.

4. **Electronic Foreclosure Sales.** Beginning in November 2009, the Office of the Clerk & Comptroller collaborated with Real Auction to provide online foreclosure sales, moving foreclosure sales from the courthouse steps to the Internet. This electronic process was designed to improve efficiencies and increase the
convenience to third-party bidders, with hopes of moving new residents into vacant homes in Pasco neighborhoods.

5. **Juror Services.** Complimentary WiFi and computers are available for jurors to use while waiting for further direction from the Court. Bookshelves filled with a variety of library books have been provided by the Friends of the Library in New Port Richey and Dade City. Jurors may take the books with them at the end of their service and return them to any Pasco County branch for return to the jury pool rooms. Complimentary bus service on the Pasco County Public Transportation (PCPT) System is also available to jurors for their days of service, as authorized by the Pasco County Board of County Commissioners.

6. **Electronic Account Payables.** The Clerk & Comptroller's Office, in conjunction with a vendor named 5280, has been working toward a state-of-the-art accounts payable automation-imaging project that will handle purchase order, invoice, and purchasing card processing. This process will enable team members of the Clerk & Comptroller’s Office and the Board to access current and historical invoices and payments simultaneously, and avoid the multiple distribution processes currently in place. The purpose of this project is to increase efficiency through automation, visibility, and levels of control in the payment process.

7. **Best Practices for Indigent Application Fee Collection.** In partnership with the Pinellas County Clerk of Circuit Court, the Pasco Clerk & Comptroller established a best practice for the collection of the Public Defender Indigent Application Fee. This best practice, used Circuit-wide, was presented at the Florida Association of Court Clerks & Comptrollers summer conference in 2010, and continues to act as a guideline for Clerks' offices statewide.

8. **Evidence Tracking System.** A new evidence tracking system was developed using the court file tracking system, TrakMan. The efforts of Information Technology, Criminal Courts, Civil Courts, and Court Records combined to establish procedures for marking and tracking evidence utilizing the new system. To date, over 36,500 items of evidence have been logged into the system.

9. **Educational Brochures.** The Office of the Clerk & Comptroller facilitates educational brochures with cooperation from the Florida Bar Association for areas of law that initiate frequent questions. Brochures vary and some titles include *Wills, Landlord Tenant Actions, Divorce, Legal Aid, How to Find a Lawyer, Probate in Florida, Adoption in Florida*, and *Legal Guide for New Adults*. These informational brochures are available throughout the Clerk & Comptroller Office locations, law libraries, some law offices, and online. These brochures
address frequently asked questions, enabling customers to seek assistance in privacy and reducing wait time for counter customers.

10. **Electronic Filing.** The Office of the Clerk & Comptroller submitted an updated e-filing plan to the Supreme Court of Florida in March 2010 to facilitate moving electronic filing into all court case types in the Office. Pasco’s electronic filing system for Probate and Guardianship was recognized by the National Association of Counties with an Achievement Award for e-filing in 2007. More than 271 users process documents electronically. Over 10,000 cases and nearly 300,000 documents have been accepted electronically. The system has proven to substantially decrease the cycle time for processing court orders and enables attorneys to watch filings move through the court system.

11. **Emergency Protective Injunction Program.** To enhance the emergency protective injunction program, the Clerk & Comptroller has reached out to local not-for-profit agencies and local police departments for assistance. Collaboration with the Salvation Army Domestic Violence Shelter and Sunrise of Pasco County has increased victim assistance inside and outside the Office. Collaboration with the Dade City and New Port Richey Police Departments provided additional options for victims to safely and conveniently process appropriate paperwork after hours. Counseling assistance has also been made available by the Salvation Army and Sunrise of Pasco County, Inc. to Central Pasco residents in Land O’Lakes.

12. **Imaging.** The Clerk & Comptroller’s Office began imaging traffic infraction cases in 2009. This process enhances customer service by improving the availability of case details, reducing storage, and expediting case processing. These efforts have prepared Pasco for future electronic transmission of traffic violation data from law enforcement agencies.

13. **Public Access Enhancements.** Web access for customers continues to be enhanced. Customers can pay traffic fines and child support online, order official records, and check court records. In 2010, jurors were able to check jury assignments, postpone their service, check PCPT bus schedules, and obtain necessary details online. Official Records and Court Dockets are also available online.

14. **Pro Se Filing.** Self-service assistance functions have been enhanced on the Clerk & Comptroller’s website. Complementing the educational brochures, free access to family law and landlord tenant forms are available to the public and may be downloaded in the privacy of their homes. Pasco County Librarians have also been trained to assist customers with these features.
15. **Translation Assistance.** The Language Line telephone service helps the Clerk & Comptroller’s Office assist customers who have trouble with the English language. This service currently averages approximately 25 calls per month and provides translation assistance in over 170 languages.

16. **Wireless Internet.** 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 provision allows public access to e-filed court cases, court dockets, and official records from all Clerk & Comptroller Office locations. This also enables jurors, attorneys, and customers to use the Internet on their personal laptops or public access terminals while visiting government buildings.

17. **Valentine’s Day Group Weddings.** In celebration of the spirit of Cupid, the Clerk & Comptroller hosted the third group wedding ceremony on February 14, 2011. Thirteen couples exchanged nuptials this year, and one couple from 2010 commemorated their first anniversary at the public ceremony.

18. **Involvement with Professional Organizations.** In the interest of gaining updates and information relevant to best practices, duties, responsibilities, standards, and the community, representatives of the Office participate in meetings held by professional organizations. In 2010, Paula S. O’Neil, Ph.D. served as State Treasurer for the Florida Association of Court Clerks & Comptrollers (FACC) and served on the Technology Subcommittee, Bylaws and Constitution Committee, Strategic Planning Committee, and Communications Committee. She also served on the Performance Improvement and Efficiency (PIE) and Legislative Committees for the Clerk of Courts Operations Corporation. She and/or other members of the Clerk & Comptroller’s Office served on additional work-related and not-for-profit Boards and/or maintained active membership in the following:

- Florida Society of Certified Public Managers
- Central Florida Behavioral Health Network
- Pasco-Hernando Community College Advisory Board
- Rasmussen College Criminal Justice Advisory Board
- Homeless Advisory Board
- West Pasco Habitat for Humanity
- Sunrise of Pasco County, Inc. Domestic Violence Prevention Center
- Chambers of Commerce
- Rotary Club
III. Financial Policies, Guidelines, and Goals

A. Budget Policy

The goal of the Pasco County Office of Clerk & Comptroller is to submit a balanced budget so that the Office may operate in accordance with Florida Statutes and established directives. A balanced budget is one in which the total of estimated receipts, including balances brought forward, equals the total of estimated expenditures and reserves. The budget, as presented in this document, was prepared in accordance with policy and guideline directives of the Clerk & Comptroller’s Office and generally accepted accounting principles (GAAP). It is based on the modified accrual method of accounting and follows the State Uniform Chart of Accounts. Policies and guidelines were established at the outset of the budget process through meetings and memoranda.

Budget policy addresses the major components of the budget: personal services, operating expenditures, and capital. As the Office continues to adjust to the Fiscal Year 2008-2009 loss of eighty-five positions and the potential of future cuts imposed by the funding sources, the following budget policies were put in place:

- **Personal Services** - Departmental budgets were prepared with bottom-of-range funding for vacant positions and no scheduled pay raises or bonuses for existing positions.

- **Operating Expenditures** - Spending will be maintained at the current reduced level for as long as possible, allowing for state-mandated performance measurements to remain within acceptable standards. Vendors will continue to be paid in a timely manner and the Office will not commit to expenditures beyond the availability of funds.

- **Capital Purchases** - Capital equipment purchases are made when deemed operationally necessary. Purchases of equipment budgeted for Fiscal Year 2011-2012 were based on effectiveness and useful life. Capital Expenditures, as defined in Appendix A, are for the acquisition or construction of physical assets with a life expectancy greater than one year and a cost greater than $1,000. The total impact of capital purchases on the operating budget of the Clerk & Comptroller’s Office is for $81,592, and covers the following capital items:

  7 Copiers (replacements) - $75,476
  2 Tractor-feed printers (replacements) - $6,116

- Florida Statutes provide that the amount by which revenues and transfers exceeding annual expenditures for the General Fund be remitted to the Board immediately following the fiscal year for which the funding was provided, or
following the fiscal year during which other revenues were recognized. Likewise, unused appropriations that remain in the Fines and Forfeitures Fund at the conclusion of the State fiscal year (June 30th) are to be remitted to the Department of Revenue.

B. Budget Process

The budget process for the Clerk & Comptroller’s Office begins with a request for court-related funding from the State on October 1\textsuperscript{st} of the year prior to the beginning of the fiscal year. This request is prepared by members of the Budget Division, is certified by the Clerk & Comptroller, and is included in the aggregate budget submitted to the Legislative Budget Commission (LBC) by the Clerks of Court Operations Corporation (CCOC) on or before December 1\textsuperscript{st}.

By mid-January members of the Clerk & Comptroller’s executive team submit requests to the Budget Division for goods or services that are required to be provided by the County according to FS29.008. These requests are submitted to the County for consideration in late January or early February, depending on the County’s schedule.

During the month of February, directors and supervisors have open access to an in-house budget database. After review of pertinent reports and pre-populated data, parties responsible for departmental budget requests affect detailed information, quantities, and unit costs for requested services, materials, supplies, and capital. By the beginning of March, division directors e-mail updated narratives and quantitative information to the Budget Division. If necessary, individual budget meetings are held in April among the Clerk & Comptroller, directors, chief officers, and the budget team.

By the end of the first week of May, a balanced detail budget is presented to the Clerk & Comptroller by the Budget Division for consideration. Over the course of the next two weeks, issues are resolved and the budget is submitted to the Board of County Commissioners on or before June 1\textsuperscript{st}. The Board holds workshops throughout the summer and adopts its budget at the second of two public hearings toward the end of September. By the time the County fiscal year begins on October 1\textsuperscript{st}, the state fiscal year has already been underway for one full quarter, and appropriations approved by the Legislature earlier in the year are included.

C. Performance Measurement

Throughout the year, budget performance is monitored through monthly reports generated by the Budget Division, including financial position, fund status, and departmental expenditure reports. These reports provide information about budgeted revenue and expenditure amounts, actual receipts and expenditures, and year-to-date totals. Directors and department heads review these reports and follow up where unfavorable variances indicate that a budgeted amount may be exceeded.
D. Revenue Policy, Trends, and Assumptions

Charges for services rendered by non-court personnel are collected to offset certain functions of the Clerk & Comptroller’s Office. These fees are deposited into the General Fund. Court-related activities are funded by an appropriation from the State of Florida and are deposited into the Fines and Forfeitures Fund. In addition to charges for services, the General Fund is financed primarily by transfers from the Board of County Commissioners and the reimbursement of overhead costs. General Fund overhead costs are distributed among departments that support the Board, Courts, and Information Technology, and are based on FTE allocations. The Records Modification Article V Fund collects overhead costs associated with technological support only from the General Fund.

Each fund’s revenue is calculated independently and based on a current three-month moving average in conjunction with year-to-year seasonal trends. The impact of fee increases, state appropriations, fluctuations in County revenue and court filings, local ordinance requirements, and customers’ ability to pay are carefully considered in the application of such trends. As revenue projections are calculated, the following is taken into account:

- **General Fund (Governmental Fund).** The General Fund is used to account for all resources except those required to be counted for in other funds. This fund includes general administration, Clerk to the Board, Clerk of the Circuit Court, Clerk of the County Court, and Recording. Fluctuations in real estate activity and mortgage lending have great bearing on recording revenue. Until these sectors of the economy improve or become less stagnant, it is expected that revenue will remain at a decreased level. Because property values generate ad valorem dollars for the Board, anticipated deficits in the County budget may again result in decreased fund availability.

- **Fines and Forfeitures Fund (Governmental Fund).** Effective July 1, 2009, the funding structure of the Clerks’ appropriations was significantly changed by the Florida Legislature. All moneys collected by Clerks’ Offices are sent to the Florida Department of Revenue (FDOR) for deposit into a trust fund. Now that Clerks are part of the State appropriation process, the legislature determines the amount of funding that each Clerk is to receive to perform their court-related duties as outlined in Florida Statutes. When appropriations are received from the State, they are deposited into this fund. Until state funding becomes more stable and anticipated appropriations improve, Court operations will continue to search for greater efficiency while adjusting to the implementation of new laws, a smaller workforce, and the possibility that appropriations could again be decreased during the fiscal year that is underway. High unemployment rates can be correlated to customers’ ability to
pay fines, fees, and service charges. Until unemployment rates fall, it is anticipated that more focus on collection efforts will be needed.

- **Records Modification Funds (Special Revenue Funds).** Like the General Fund, these funds rely heavily on recording revenue generated by transactions stemming from real estate and mortgage activity. The Pasco County Clerk & Comptroller’s Office has two such funds. One is used to pay for the day-to-day operations of the Information Technology Division, while the other is more restricted and used to pay for projects related to the modernization of and increased accessibility to records. Until economic conditions improve, revenue is likely to remain at a decreased level.

- **Self-Insurance Fund (Internal Service Fund).** The viability of this fund depends on employee participation, contributions from operating funds, and a well-designed plan administered by third parties that offer the Clerk & Comptroller’s Office considerable discounts. As costs of coverage and claims have risen, adjustments of co-pays, deductibles, quality of service, and out-of-pocket requirements have been monitored.

### E. Issues and Priorities

During the recent three fiscal years, the Pasco County Clerk & Comptroller’s Office has been faced with a challenge never before experienced – decreased funding from each of its three main sources of revenue: appropriations from the State of Florida, Board transfers, and income from recording services, which helps to support the General and Records Modernization Funds.

Pursuant to a change in the Deferred Retirement Option Program (DROP), it is anticipated that a higher than average number of long-term team members will make a plan to retire within the next five years. This issue may lead to an increase in turnover, which may result in increased training costs and the need for a more structured individual development and succession program.

Fuel and paper costs are volatile. An improved system of scheduling has been implemented to better enable and manage cross-county meetings via a video teleconferencing system, thereby saving on fuel. Webinars are attended by deputy clerks in lieu of driving out-of-county for training and updates. Like procedures, reporting has been examined for value and accuracy. Many reports have been converted to electronic format and are made available via the Web and email, resulting in reductions of paper, postage, ink, and toner expenses.

To cope with these issues, the top priority of the Pasco County Clerk & Comptroller’s Office is to examine procedural efficiency on a continual basis. If it is determined that a process is not required by Florida Statute, it is reviewed for value. As a result, many processes are streamlined or eliminated. The potential for
increased revenue is also constantly evaluated, and the Courts are encouraged to assess the maximum amount allowed by law.

Another main priority is to improve data accuracy and integration through technological innovation. While it is difficult to keep up with advances in software and cost prohibitive to upgrade many systems, in-house programming enables various systems to continue to interface seamlessly.

Because the group health insurance program of the Clerk & Comptroller’s Office receives contributions from funds that are dependent on external sources, its viability and its ability to cover claims remains both a priority and a concern. An in-house committee meets throughout the year to monitor funding potential, fluctuations in claims, trends, incentives, and medical breakthroughs. The plan is self-funded and administered through a third party. By funding it this way, the Office has saved over $500,000 during each of the last two fiscal years.

F. Debt Service

Although the Clerk & Comptroller’s service charges are a bondable revenue source, the Pasco County Clerk & Comptroller’s Office has a practice of incurring no debt beyond the value of compensated absences. The Clerk & Comptroller’s policy is to incur debt only for specific projects lasting more than one year and such commitments are limited to available funding. There are no plans to incur any such debt during Fiscal Year 2011-2012.

G. Budget Amendments

Budgetary authority is legally maintained at the fund level. Amendments to the adopted budget may occur at any time during the fiscal year, are recommended and initiated by the Budget Division via email, approved by the Clerk & Comptroller, and processed by the Financial Services Division.
Figure 6: Relationships Between Functional Units and Funding Structure
Consolidated Budget Overview (All Funds)

<table>
<thead>
<tr>
<th>Description</th>
<th>FY '08-09 Actual</th>
<th>FY '09-10 Actual</th>
<th>FY '10-11 Actual</th>
<th>FY '11-12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Beg. Fund Balance</td>
<td>6,740,942</td>
<td>4,345,131</td>
<td>4,884,802</td>
<td>6,191,915</td>
<td>1,307,113</td>
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<tr>
<td>Major External Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines, Fees, Svc. Charges</td>
<td>12,307,111</td>
<td>1,369</td>
<td>5,944</td>
<td>5,809</td>
<td>-135</td>
<td>-2.27%</td>
</tr>
<tr>
<td>Intergov't (CCOC Trust)</td>
<td>3,144,258</td>
<td>13,092,551</td>
<td>12,861,402</td>
<td>12,740,301</td>
<td>-121,101</td>
<td>-0.94%</td>
</tr>
<tr>
<td>Board Transfers</td>
<td>3,271,556</td>
<td>2,897,733</td>
<td>2,860,063</td>
<td>2,737,080</td>
<td>-122,983</td>
<td>-4.30%</td>
</tr>
<tr>
<td>Recording</td>
<td>2,249,452</td>
<td>2,157,843</td>
<td>2,160,888</td>
<td>2,140,381</td>
<td>-20,507</td>
<td>-0.95%</td>
</tr>
<tr>
<td>Other Services &amp; Fees</td>
<td>614,235</td>
<td>952,324</td>
<td>941,496</td>
<td>917,544</td>
<td>-23,952</td>
<td>-2.54%</td>
</tr>
<tr>
<td>Reimb. of Title IV-D</td>
<td>397,036</td>
<td>404,019</td>
<td>342,278</td>
<td>300,037</td>
<td>-42,241</td>
<td>-12.34%</td>
</tr>
<tr>
<td>Interest &amp; Other Income (adj.)</td>
<td>313,622</td>
<td>379,368</td>
<td>285,235</td>
<td>184,426</td>
<td>-100,809</td>
<td>-35.34%</td>
</tr>
<tr>
<td>Empl. Contributions (Ins.)</td>
<td>46,163</td>
<td>534,949</td>
<td>574,084</td>
<td>553,407</td>
<td>-20,677</td>
<td>-3.60%</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>22,343,433</td>
<td>20,420,155</td>
<td>20,031,390</td>
<td>19,578,985</td>
<td>-452,405</td>
<td>-2.26%</td>
</tr>
<tr>
<td>Major Internal Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimb. of Overhead</td>
<td>3,374,115</td>
<td>3,254,962</td>
<td>3,646,151</td>
<td>3,608,379</td>
<td>-37,772</td>
<td>-1.04%</td>
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<tr>
<td>Contr. from Oper. Funds (Ins.)</td>
<td>0</td>
<td>2,723,823</td>
<td>2,658,932</td>
<td>2,000,000</td>
<td>-658,932</td>
<td>-24.78%</td>
</tr>
<tr>
<td>Budgeted Fund Bal. &amp; Ret. Earn's.</td>
<td>34,981</td>
<td>4,283</td>
<td>1,440</td>
<td>1,511,482</td>
<td>1,510,042</td>
<td>104864.03%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>1,037,293</td>
<td>545,523</td>
<td>713,955</td>
<td>521,747</td>
<td>-192,208</td>
<td>-26.92%</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>4,446,389</td>
<td>6,528,591</td>
<td>7,020,478</td>
<td>7,641,608</td>
<td>621,130</td>
<td>8.85%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>26,789,822</td>
<td>26,948,746</td>
<td>27,051,868</td>
<td>27,220,593</td>
<td>168,725</td>
<td>0.62%</td>
</tr>
</tbody>
</table>

Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>FY '08-09 Actual</th>
<th>FY '09-10 Actual</th>
<th>FY '10-11 Actual</th>
<th>FY '11-12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>18,668,762</td>
<td>17,312,225</td>
<td>17,158,535</td>
<td>16,274,098</td>
<td>-884,437</td>
<td>-5.15%</td>
</tr>
<tr>
<td>Services &amp; Materials</td>
<td>3,181,380</td>
<td>2,451,932</td>
<td>1,934,349</td>
<td>4,056,166</td>
<td>2,121,817</td>
<td>109.69%</td>
</tr>
<tr>
<td>Capital</td>
<td>923,245</td>
<td>79,128</td>
<td>229,495</td>
<td>81,592</td>
<td>-147,903</td>
<td>-64.45%</td>
</tr>
<tr>
<td>Fixed Costs (Ins.)</td>
<td>0</td>
<td>606,752</td>
<td>602,172</td>
<td>625,000</td>
<td>22,828</td>
<td>3.79%</td>
</tr>
<tr>
<td>Claims (Ins.)</td>
<td>606,531</td>
<td>2,535,083</td>
<td>2,053,107</td>
<td>2,366,000</td>
<td>312,893</td>
<td>15.24%</td>
</tr>
<tr>
<td>Excess to BCC/DOR</td>
<td>1,777,442</td>
<td>0</td>
<td>30,000</td>
<td>0</td>
<td>-30,000</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Overhead</td>
<td>2,990,300</td>
<td>2,928,422</td>
<td>3,023,142</td>
<td>3,295,988</td>
<td>272,846</td>
<td>9.03%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>1,037,293</td>
<td>545,523</td>
<td>713,955</td>
<td>521,749</td>
<td>-192,206</td>
<td>-26.92%</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>29,185,633</td>
<td>26,409,075</td>
<td>25,744,755</td>
<td>25,772,593</td>
<td>1,475,838</td>
<td>5.73%</td>
</tr>
<tr>
<td>Prior Year Encumbrances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>29,185,633</td>
<td>26,409,075</td>
<td>25,744,755</td>
<td>25,772,593</td>
<td>1,475,838</td>
<td>5.73%</td>
</tr>
<tr>
<td>Cumulative Ending Fund Balance</td>
<td>4,345,131</td>
<td>4,884,802</td>
<td>6,191,915</td>
<td>7,479,594</td>
<td>1,287,679</td>
<td>20.80%</td>
</tr>
</tbody>
</table>

Table 2: Funding Overview - Consolidated
*Figures may be amended upon finalization of FY ’10-11 financial statements.

The budgeting basis of the Pasco County Clerk & Comptroller’s Office is a conservative one and considers the uncertainty of one of its main funding sources, in particular, appropriations from the State used to fund court-related activities. In past years, appropriations were reduced after the fiscal year was underway; to accommodate this potential, moneys are budgeted in the services and materials category of the Fines and Forfeitures Fund until it can later be determined that they may be made available for future viability of the Self Insurance Fund and other priorities.
Because the cost and the need for improved technological solutions are on the rise while available funding remains flat with the potential for decline, necessary (qualified) hardware and software upgrades are budgeted in the more restricted Public Records Modification Fund until it can be determined if the (operating) Records Modernization Article V Fund may be able to absorb the cost.

During times of financial unpredictability, it is more important than ever to provide excellent customer service, improve service and reporting standards, rely more heavily on technological advances, ensure that volatile costs are covered, and to provide a seamless transition from one fiscal year to the next. Funds are encumbered for multi-year commitments, and are reflected in the increased fund balances carried over into Fiscal Year 2011-2012. Due to economic volatility, fund balances may vary greatly from year to year. It is presumed that funds encumbered in the prior year will be expended in the current year.

Funding for each of the functional units described in the following document is budgeted in the following individual funds, which are also described more fully beginning on page 18. The interdependence of their funding is also shown in Figure 6 on page 21. While the functions and funding may appear independent, each fund’s ability to absorb its assigned costs is directly or indirectly dependent on one or more other areas of the financial structure. When funding is reduced, a ripple effect is felt throughout the entire organization.

### General Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>FY ’08-’09 Actual</th>
<th>FY ’09-’10 Actual</th>
<th>FY ’10-’11 Actual*</th>
<th>FY ’11-’12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>842,778</td>
<td>242,681</td>
<td>550,884</td>
<td>404,015</td>
<td>-146,869</td>
<td>-26.66%</td>
</tr>
<tr>
<td>Major Revenue Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording</td>
<td>1,473,356</td>
<td>1,422,754</td>
<td>1,389,714</td>
<td>1,379,046</td>
<td>-10,668</td>
<td>-0.77%</td>
</tr>
<tr>
<td>Other Services &amp; Fees</td>
<td>489,719</td>
<td>495,520</td>
<td>480,696</td>
<td>480,635</td>
<td>-61</td>
<td>-0.01%</td>
</tr>
<tr>
<td>Reimb. of Overhead</td>
<td>2,684,854</td>
<td>2,508,602</td>
<td>2,991,027</td>
<td>2,932,070</td>
<td>-58,957</td>
<td>-1.97%</td>
</tr>
<tr>
<td>Reimb. of Title IV-D</td>
<td>397,036</td>
<td>404,019</td>
<td>342,278</td>
<td>300,037</td>
<td>-42,241</td>
<td>-12.34%</td>
</tr>
<tr>
<td>Interest &amp; Other Income (adj.)</td>
<td>275,623</td>
<td>237,554</td>
<td>163,446</td>
<td>79,074</td>
<td>-84,372</td>
<td>-51.62%</td>
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<tr>
<td>Budgeted Fund Balance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>265,866</td>
<td>265,866</td>
<td></td>
</tr>
<tr>
<td>Board Transfers</td>
<td>3,271,556</td>
<td>2,897,733</td>
<td>2,860,063</td>
<td>2,737,080</td>
<td>-122,983</td>
<td>-4.30%</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>8,592,144</strong></td>
<td><strong>7,966,182</strong></td>
<td><strong>8,227,224</strong></td>
<td><strong>8,173,808</strong></td>
<td><strong>-53,416</strong></td>
<td><strong>-0.65%</strong></td>
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<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>6,850,128</td>
<td>6,024,025</td>
<td>6,186,091</td>
<td>6,096,212</td>
<td>-89,879</td>
<td>-1.45%</td>
</tr>
<tr>
<td>Services &amp; Materials</td>
<td>949,548</td>
<td>688,611</td>
<td>756,273</td>
<td>745,982</td>
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<td>-1.36%</td>
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<td>Capital</td>
<td>49,826</td>
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<td>202,479</td>
<td>0</td>
<td>-202,479</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Excess to BCC</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>0</td>
<td>-30,000</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Overhead</td>
<td>305,446</td>
<td>419,820</td>
<td>485,295</td>
<td>809,865</td>
<td>324,570</td>
<td>66.88%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>1,037,293</td>
<td>545,523</td>
<td>713,955</td>
<td>521,749</td>
<td>-192,206</td>
<td>-26.92%</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>9,192,241</strong></td>
<td><strong>7,657,979</strong></td>
<td><strong>8,374,093</strong></td>
<td><strong>8,173,808</strong></td>
<td><strong>-200,285</strong></td>
<td><strong>-2.39%</strong></td>
</tr>
<tr>
<td>Prior Year Encumbrances</td>
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<td></td>
<td></td>
<td>138,149</td>
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</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td><strong>242,681</strong></td>
<td><strong>550,884</strong></td>
<td><strong>404,015</strong></td>
<td><strong>0</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 3: General Fund Financing

*Figures may be amended upon finalization of FY ’10-’11 financial statements.

Excellence…Always 28 Financial Policy and Guidelines
Fines and Forfeitures Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>FY '08-'09 Actual</th>
<th>FY '09-'10 Actual</th>
<th>FY '10-'11 Actual*</th>
<th>FY '11-'12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>0</td>
<td>237,439</td>
<td>205,618</td>
<td>361,415</td>
<td>155,797</td>
<td>75.77%</td>
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<tr>
<td>Major Revenue Sources:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines, Fees, Svc. Charges</td>
<td>12,307,111</td>
<td>1,369</td>
<td>5,944</td>
<td>5,809</td>
<td>-135</td>
<td>-2.27%</td>
</tr>
<tr>
<td>Interest &amp; Other Income (adj.)</td>
<td>36,208</td>
<td>560</td>
<td>-1,740</td>
<td>-2,147</td>
<td>-407</td>
<td>23.39%</td>
</tr>
<tr>
<td>Intergov't (CCOC Trust)</td>
<td>3,144,258</td>
<td>13,092,551</td>
<td>12,861,402</td>
<td>12,740,301</td>
<td>-121,101</td>
<td>-0.94%</td>
</tr>
<tr>
<td>Subtotal</td>
<td>15,487,577</td>
<td>13,094,480</td>
<td>12,865,606</td>
<td>12,743,963</td>
<td>-121,643</td>
<td>-0.95%</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>9,765,345</td>
<td>9,920,197</td>
<td>9,691,917</td>
<td>8,887,907</td>
<td>-804,010</td>
<td>-8.30%</td>
</tr>
<tr>
<td>Services &amp; Materials</td>
<td>967,619</td>
<td>777,387</td>
<td>586,894</td>
<td>1,409,882</td>
<td>822,988</td>
<td>140.23%</td>
</tr>
<tr>
<td>Capital</td>
<td>66,287</td>
<td>3,181</td>
<td>0</td>
<td>75,476</td>
<td>75,476</td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td>2,673,444</td>
<td>2,425,536</td>
<td>2,430,998</td>
<td>2,370,698</td>
<td>-60,300</td>
<td>-2.48%</td>
</tr>
<tr>
<td>Excess to DOR</td>
<td>1,777,442</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>15,250,137</td>
<td>13,126,301</td>
<td>12,709,809</td>
<td>12,743,963</td>
<td>34,154</td>
<td>0.27%</td>
</tr>
<tr>
<td>Prior Year Encumbrances</td>
<td></td>
<td></td>
<td></td>
<td>364,748</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>237,439</td>
<td>205,618</td>
<td>361,415</td>
<td>-3,333</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 4: Fines and Forfeitures Fund Financing

Public Records Modernization Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>FY '08-'09 Actual</th>
<th>FY '09-'10 Actual</th>
<th>FY '10-'11 Actual*</th>
<th>FY '11-'12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>1,948,762</td>
<td>1,796,589</td>
<td>1,870,876</td>
<td>2,077,696</td>
<td>206,820</td>
<td>11.05%</td>
</tr>
<tr>
<td>Major Revenue Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording</td>
<td>200,095</td>
<td>191,535</td>
<td>199,613</td>
<td>197,875</td>
<td>-1,738</td>
<td>-0.87%</td>
</tr>
<tr>
<td>Interest &amp; Other Income (adj.)</td>
<td>-4,418</td>
<td>21,712</td>
<td>11,202</td>
<td>-1,943</td>
<td>-13,145</td>
<td>-117.35%</td>
</tr>
<tr>
<td>Budgeted Fund Balance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>797,554</td>
<td>797,554</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>195,677</td>
<td>213,247</td>
<td>210,815</td>
<td>993,486</td>
<td>782,671</td>
<td>371.26%</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services &amp; Materials</td>
<td>295,128</td>
<td>138,960</td>
<td>3,995</td>
<td>993,486</td>
<td>989,491</td>
<td>24768.24%</td>
</tr>
<tr>
<td>Capital</td>
<td>52,722</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>347,850</td>
<td>138,960</td>
<td>3,995</td>
<td>993,486</td>
<td>989,491</td>
<td>24768.24%</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>1,796,589</td>
<td>1,870,876</td>
<td>2,077,696</td>
<td>2,077,696</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Table 5: Public Records Modernization Fund Financing

*Figures may be amended upon finalization of FY '10-'11 financial statements.
Records Modernization Article V

<table>
<thead>
<tr>
<th>Description</th>
<th>FY '08-'09 Actual</th>
<th>FY '09-'10 Actual</th>
<th>FY '10-'11 Actual*</th>
<th>FY '11-'12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>1,501,598</td>
<td>208,526</td>
<td>268,629</td>
<td>784,782</td>
<td>516,153</td>
<td>28.82%</td>
</tr>
<tr>
<td>Major Revenue Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording</td>
<td>576,001</td>
<td>543,553</td>
<td>571,561</td>
<td>563,460</td>
<td>-8,101</td>
<td>-1.42%</td>
</tr>
<tr>
<td>Other Services &amp; Fees</td>
<td>124,516</td>
<td>456,804</td>
<td>460,800</td>
<td>436,909</td>
<td>-23,911</td>
<td>-5.18%</td>
</tr>
<tr>
<td>Reimb. of Overhead</td>
<td>689,261</td>
<td>746,360</td>
<td>655,124</td>
<td>676,309</td>
<td>21,185</td>
<td>3.23%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>1,037,293</td>
<td>545,523</td>
<td>713,955</td>
<td>521,747</td>
<td>-192,208</td>
<td>-26.92%</td>
</tr>
<tr>
<td>Budgeted Fund Balance</td>
<td>34,981</td>
<td>4,283</td>
<td>1,440</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td>2,462,052</td>
<td>2,296,523</td>
<td>2,402,880</td>
<td>2,198,336</td>
<td>-204,544</td>
<td>-8.51%</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>2,053,289</td>
<td>1,368,003</td>
<td>1,280,527</td>
<td>1,289,979</td>
<td>9,452</td>
<td>0.74%</td>
</tr>
<tr>
<td>Services &amp; Materials</td>
<td>935,335</td>
<td>759,394</td>
<td>472,335</td>
<td>786,816</td>
<td>314,481</td>
<td>66.58%</td>
</tr>
<tr>
<td>Capital</td>
<td>755,090</td>
<td>25,957</td>
<td>27,016</td>
<td>6,116</td>
<td>-20,900</td>
<td>-77.36%</td>
</tr>
<tr>
<td>Overhead</td>
<td>11,410</td>
<td>83,066</td>
<td>106,849</td>
<td>115,425</td>
<td>8,576</td>
<td>8.03%</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td>3,755,124</td>
<td>2,236,420</td>
<td>1,886,727</td>
<td>2,198,336</td>
<td>311,609</td>
<td>16.52%</td>
</tr>
<tr>
<td>Prior Year Encumbrances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>784,782</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>208,526</td>
<td>268,629</td>
<td>784,782</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6: Records Modernization Article V Fund Financing

Self Insurance Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>FY '08-'09 Actual</th>
<th>FY '09-'10 Actual</th>
<th>FY '10-'11 Actual*</th>
<th>FY '11-'12 Adopted</th>
<th>Dollar Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>2,447,804</td>
<td>1,859,896</td>
<td>1,988,795</td>
<td>2,564,007</td>
<td>575,212</td>
<td>28.92%</td>
</tr>
<tr>
<td>Major Revenue Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Contributions</td>
<td>46,163</td>
<td>534,949</td>
<td>574,084</td>
<td>553,407</td>
<td>-20,677</td>
<td>-3.60%</td>
</tr>
<tr>
<td>Contr. from Operating Funds</td>
<td>0</td>
<td>2,723,823</td>
<td>2,658,932</td>
<td>2,000,000</td>
<td>-658,932</td>
<td>-24.78%</td>
</tr>
<tr>
<td>Interest &amp; Other Income (adj.)</td>
<td>6,209</td>
<td>119,542</td>
<td>112,327</td>
<td>109,442</td>
<td>-2,885</td>
<td>-2.57%</td>
</tr>
<tr>
<td>Budgeted Retained Earnings</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>448,151</td>
<td>448,151</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td>52,372</td>
<td>3,378,314</td>
<td>3,345,343</td>
<td>3,111,000</td>
<td>-234,343</td>
<td>-7.01%</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Costs</td>
<td>0</td>
<td>606,752</td>
<td>602,172</td>
<td>625,000</td>
<td>22,828</td>
<td>3.79%</td>
</tr>
<tr>
<td>Claims</td>
<td>606,531</td>
<td>2,533,083</td>
<td>2,053,107</td>
<td>2,366,000</td>
<td>312,893</td>
<td>15.24%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>33,750</td>
<td>107,580</td>
<td>114,852</td>
<td>120,000</td>
<td>5,148</td>
<td>4.48%</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td>640,281</td>
<td>3,249,415</td>
<td>2,770,131</td>
<td>3,111,000</td>
<td>340,869</td>
<td>12.31%</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>1,859,896</td>
<td>1,988,795</td>
<td>2,564,007</td>
<td>2,564,007</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 7: Self-Insurance Fund Financing

*Figures may be amended upon finalization of FY '10-'11 financial statements.
H. Ongoing Initiatives

In an effort to find greater operational efficiency, the following steps have been or will be taken so that accurate benchmarks can be established:

- Productivity is measured and analyzed using ActiveStrategy. Analyses integrate financial information, payroll records, supervisory input, statistics uploaded from operational systems and productivity data.

- The automation and electronic transmission of reports to external parties, offices, or agencies helps to save on costs associated with paper, toner, and postage.

- Maintenance contracts for equipment have been eliminated in some cases where replacement costs are low.

- In response to increased public requests for statistical information, charts and graphs, updated monthly, are now provided on the website for customer use. As more requests are made, the statistical list will increase.

These ongoing initiatives were reviewed in the development of this year’s annual budget. Their impact continues to be positive and they help to mitigate the effects of ongoing budgetary challenges.
Office of Paula S. O’Neil
Clerk & Comptroller
Budget Proposal – Fiscal Year 2011-2012

I. Long-Term Initiatives

Multi-Year Project – Financial System Replacement

It is important for the Board and the Clerk & Comptroller to address the replacement of the current financial system. The Financial Accounting System for Business and Education (FASBE) was installed over 20 years ago and there are only a few users remaining on this system. In researching costs experienced by Clerks’ Offices that have installed new systems within the last year, it would be prudent to budget an initial cost of approximately $2 million and estimate annual maintenance costs of $150,000. The following timeframe is suggested to facilitate this process:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1:</td>
<td>Project Team Identification - February 2011</td>
</tr>
<tr>
<td>Phase 2:</td>
<td>Detail Requirements – March - June 2011</td>
</tr>
<tr>
<td>Phase 3:</td>
<td>Identify Viable Vendors - March – June 2011</td>
</tr>
<tr>
<td>Phase 4:</td>
<td>Request for Information (RFI) - July 2011</td>
</tr>
<tr>
<td>Phase 5:</td>
<td>Budget - September 2011</td>
</tr>
<tr>
<td>Phase 6:</td>
<td>Request for Proposal (RFP) - October 2011</td>
</tr>
<tr>
<td>Phase 7:</td>
<td>Vendor Selection – January 2012</td>
</tr>
<tr>
<td>Phase 8:</td>
<td>Hardware &amp; Software Requirement Analysis - March 2012</td>
</tr>
<tr>
<td>Phase 9:</td>
<td>Develop Project Plan - May 2012</td>
</tr>
<tr>
<td>Phase 11:</td>
<td>Data Conversion Preparation Process – September 2012</td>
</tr>
<tr>
<td>Phase 12:</td>
<td>Interfaces – November 2012</td>
</tr>
<tr>
<td>Phase 14:</td>
<td>Production Readiness Review – March 2013</td>
</tr>
<tr>
<td>Phase 15:</td>
<td>Final Data Conversion – May 2013</td>
</tr>
<tr>
<td>Phase 16:</td>
<td>Go-Live – June 2013</td>
</tr>
<tr>
<td>Phase 17:</td>
<td>Project Acceptance Review</td>
</tr>
<tr>
<td>Phase 18:</td>
<td>Project Acceptance Sign-Off</td>
</tr>
<tr>
<td>Phase 19:</td>
<td>Post-Implementation Support</td>
</tr>
</tbody>
</table>

Table 8: Financial System Replacement Timeline
Office of Paula S. O’Neil  
Clerk & Comptroller  

Budget Proposal – Fiscal Year 2011-2012

IV. Clerk to the Board  
A. Funding Request

<table>
<thead>
<tr>
<th>Personnel:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 Clerk’s Salary</td>
<td>$ 13,926</td>
</tr>
<tr>
<td>1200 Salaries</td>
<td>1,827,927</td>
</tr>
<tr>
<td>2100 FICA</td>
<td>140,555</td>
</tr>
<tr>
<td>2200 Retirement</td>
<td>110,085</td>
</tr>
<tr>
<td>2300 Group Insurance</td>
<td>313,866</td>
</tr>
<tr>
<td>2500 Unemployment</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Subtotal: $ 2,407,359

<table>
<thead>
<tr>
<th>Operations:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3100 Professional Services</td>
<td>$ 12,077</td>
</tr>
<tr>
<td>3101 Microfilm Labor Charges</td>
<td>230</td>
</tr>
<tr>
<td>3400 Other Contracted Services</td>
<td>32,456</td>
</tr>
<tr>
<td>4000 Travel</td>
<td>10,479</td>
</tr>
<tr>
<td>4001 Registration</td>
<td>12,674</td>
</tr>
<tr>
<td>4100 Communications</td>
<td>18,348</td>
</tr>
<tr>
<td>4400 Rental</td>
<td>249</td>
</tr>
<tr>
<td>4601 Maintenance - Buildings</td>
<td>30</td>
</tr>
<tr>
<td>4602 Maintenance - Auto</td>
<td>1,022</td>
</tr>
<tr>
<td>4603 Maintenance - Office</td>
<td>59,724</td>
</tr>
<tr>
<td>4609 Maintenance - Software</td>
<td>67,514</td>
</tr>
<tr>
<td>4700 Printing</td>
<td>4,929</td>
</tr>
<tr>
<td>4920 Advertising</td>
<td>200</td>
</tr>
<tr>
<td>4950 Research/Tuition Reimbursement</td>
<td>2,000</td>
</tr>
<tr>
<td>4951 Education and Training</td>
<td>300</td>
</tr>
<tr>
<td>4952 Awards</td>
<td>116</td>
</tr>
<tr>
<td>5100 Office Supplies</td>
<td>3,668</td>
</tr>
<tr>
<td>5101 Postage</td>
<td>15,854</td>
</tr>
<tr>
<td>5104 Duplicating</td>
<td>4,472</td>
</tr>
<tr>
<td>5105 Data Processing</td>
<td>2,471</td>
</tr>
<tr>
<td>5106 Uncapitalized Equipment</td>
<td>16,196</td>
</tr>
<tr>
<td>5107 Data Processing Software</td>
<td>27,663</td>
</tr>
<tr>
<td>5108 Microfilm Supplies</td>
<td>66</td>
</tr>
<tr>
<td>5109 Computer Office Supplies</td>
<td>6,962</td>
</tr>
<tr>
<td>5200 Operating Supplies</td>
<td>1,051</td>
</tr>
<tr>
<td>5201 Gas and Oil</td>
<td>19,584</td>
</tr>
<tr>
<td>5207 Clothing &amp; Wearing Apparel</td>
<td>55</td>
</tr>
<tr>
<td>5401 Memberships</td>
<td>3,354</td>
</tr>
<tr>
<td>5402 Books</td>
<td>5,026</td>
</tr>
<tr>
<td>5403 Periodicals and Subscriptions</td>
<td>951</td>
</tr>
</tbody>
</table>

Subtotal: $ 329,721

Total: $ 2,737,080

Table 9: Clerk to the Board Funding Request
B. Personnel Allocations

The following table lists positions in Financial Services, Board Records, and Internal Audit totally allocated to the Board for Fiscal Year 2011-2012.

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Payable Lead Accounting Clerk</td>
</tr>
<tr>
<td>Accts Payable Supervisor</td>
</tr>
<tr>
<td>Board Records Clerks</td>
</tr>
<tr>
<td>Board Records Lead Clerk</td>
</tr>
<tr>
<td>Board Records Supervisor</td>
</tr>
<tr>
<td>Director of Internal Audit</td>
</tr>
<tr>
<td>Finance File Technician</td>
</tr>
<tr>
<td>Fixed Assets Accounting Clerks</td>
</tr>
<tr>
<td>G/L Accounting Clerk</td>
</tr>
<tr>
<td>G/L Lead Accounting Clerk</td>
</tr>
<tr>
<td>G/L Specialist</td>
</tr>
<tr>
<td>G/L Supervisor</td>
</tr>
<tr>
<td>Grants/Contract Specialists</td>
</tr>
<tr>
<td>Internal Auditors</td>
</tr>
<tr>
<td>Lead Payroll Clerk</td>
</tr>
<tr>
<td>Payroll Clerks</td>
</tr>
<tr>
<td>Payroll Supervisor</td>
</tr>
<tr>
<td>Purchase Order Clerks</td>
</tr>
<tr>
<td>Senior Internal Auditor</td>
</tr>
<tr>
<td>Utilities Accounting Clerk</td>
</tr>
</tbody>
</table>

**Total Clerk to the Board FTEs: 30.9375**

*Table 10: Clerk to the Board FTEs*

Note: Full-time equivalents (FTEs) are calculated on a 40-hour workweek basis.
C. Apportioned Personnel

The operating requirements of the Office of the Clerk & Comptroller require the provision of support functions for business operations. Where possible, costs for supportive services, such as Administration, Human Resources, and Information Technology, are shared and appropriately apportioned. In certain instances, Florida statutes require the apportionment of team members who perform specific functions.

The following is a list of positions apportioned for Fiscal Year 2011-2012 to the Clerk to the Board area of operations:

<table>
<thead>
<tr>
<th>Position</th>
<th>Department/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Director of Records</td>
</tr>
<tr>
<td>Application Programming Mgr</td>
<td>Human Resources Benefits Specialist</td>
</tr>
<tr>
<td>Archived Records Clerk</td>
<td>Human Resources Project Specialist</td>
</tr>
<tr>
<td>Archived Records Manager</td>
<td>Human Resources Specialist</td>
</tr>
<tr>
<td>Archived Records Specialists</td>
<td>Human Resources Technician</td>
</tr>
<tr>
<td>Archived Records Technician</td>
<td>Mailroom Clerks</td>
</tr>
<tr>
<td>Assistant Director of Financial Services</td>
<td>Manager, Accounting &amp; Financial Reporting</td>
</tr>
<tr>
<td>Assistant Director of Human Resources</td>
<td>Micrographic Technician</td>
</tr>
<tr>
<td>Assistant Director of Information Technology</td>
<td>Official Records Clerks</td>
</tr>
<tr>
<td>Assistant Director of Records</td>
<td>Official Records Generalists</td>
</tr>
<tr>
<td>Budget Analyst</td>
<td>Official Records Supervisor</td>
</tr>
<tr>
<td>Chief Administrative Officer</td>
<td>Official Records Technicians</td>
</tr>
<tr>
<td>Chief Operations Officer</td>
<td>Operations Security Technician</td>
</tr>
<tr>
<td>Clerk &amp; Comptroller</td>
<td>Programmer Analyst</td>
</tr>
<tr>
<td>Clerk’s Finance Accounting Clerks</td>
<td>Purchasing Specialist</td>
</tr>
<tr>
<td>Clerk’s Finance Lead Accounting Clerk</td>
<td>Software Analyst</td>
</tr>
<tr>
<td>Clerk’s Finance Supervisor</td>
<td>Sr Financial Services Technical Specialist</td>
</tr>
<tr>
<td>Compensation/Benefits Specialist</td>
<td>Sr Technical Support Analyst</td>
</tr>
<tr>
<td>Courier</td>
<td>Strategic Planner</td>
</tr>
<tr>
<td>Database Administrator</td>
<td>Technical Support Analyst</td>
</tr>
<tr>
<td>Director of Budgets</td>
<td>Technical Support Specialist</td>
</tr>
<tr>
<td>Director of Financial Services</td>
<td>Technical Support Technician</td>
</tr>
<tr>
<td>Director of Information Technology</td>
<td></td>
</tr>
</tbody>
</table>

**Total Apportioned FTEs to the Board:** 10.0406

Table 11: Clerk to the Board Apportioned Personnel

Note: Full-time equivalents (FTEs) are calculated on a 40-hour workweek basis.
OFFICE STRUCTURE
Office of Paula S. O’Neil  
Clerk & Comptroller  

Budget Proposal – Fiscal Year 2011-2012

V. Office Structure

The Office of the Clerk of Circuit Court & County Comptroller (Clerk & Comptroller) provides essential services to the public, the justice system, and the Board of County Commissioners, the County Administrator, the County Attorney, County departments, outside auditors, and state, federal, and regulatory agencies. The Office contains eight divisions, four in Business Operations, three in Support Operations, and one Internal Audit. The Business Operations are led by the Chief Operations Officer and the divisions include Criminal Courts, Civil Courts, Financial Services, and Records. The Support Operations are led by the Chief Administrative Officer and the divisions include Human Resources, Information Technology, and Budget. The Internal Audit Division reports directly to the Clerk & Comptroller. Refer to the Organizational Chart on page 5 for more details.

A. Administration

The Clerk & Comptroller provides the services required by the Florida Constitution, which include Clerk of the Circuit Court, Clerk of the County Court, ex-officio Clerk to the Board of County Commissioners, Comptroller and Chief Fiscal Officer, County Auditor, County Recorder, and custodian of all County funds.

Key Objectives

- Provide leadership for the Office in compliance with Federal Laws, Florida Statutes and Rules, County Ordinances, and Office Policies and Procedures.
- Provide leadership with integrity, professionalism, and compassion, working toward the vision of “Excellence…Always.”
- Provide leadership direction for Business Operations, which includes Civil Courts, Criminal Courts, Financial Services, and Records.
- Provide leadership direction for Support Operations, which includes Human Resources, Information Technology, and Budget.
- Provide leadership direction for Internal Audit.
- Seek legal counsel and direction to ensure compliance with all federal laws and regulations, state statutes and rules, local ordinances, and Office policies and procedures.
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

B. Business Operations Branch


1. Civil Courts Division

The Civil Courts Division provides services for the public, the judiciary, law enforcement agencies, the Bar, the business community, legal aid programs, and other court-related local and state agencies. The Civil Courts Division has three departments, (a) Civil Department, (b) Child Support Department, and (c) Probate, Department.

Policies

- Deliver high quality customer service, treating all customers with respect and compassion.
- Ensure that all processes are completed accurately and timely, safeguarding the integrity of court records while providing complete and thorough records for the public and the court.
- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.
- Safeguard all financial transactions and records, ensuring that (1) records accurately reflect balances due based on statutory requirements and/or court orders and (2) that all customer payments are properly applied.
- Provide high quality training to employees on proper procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives

- Provide court processing services to the public and the justice community in an efficient and effective manner.
- Focus on improving the implementation of technical and human resource innovations to maximize court services within the constraints of limited financial resources.
- Improve unit-processing ratios through the implementation of process improvement projects.
- Improve accuracy and timely maintenance of court case records.
- Communicate case flow processing demands to customers as needed, requesting their support and understanding.
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

- Increase debt collections through the combination of data extrapolation and sophisticated collection efforts.

Short-Term Goals
- Systematically examine and improve all processes in the Civil Court Division.
- Consolidate designated functional areas to maximize resources.
- Enhance accuracy and timeliness to the processing of all services.
- Comply with all state processing standards and criteria.
- Enhance the management of emergency petition procedures by coordinating efforts with law enforcement and community services.
- Enhance collection processes to increase debt collection by at least 1%.
- Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals
- Consolidate all court records and financial processes within the conversion transition to the new case maintenance system.
- Receive and process all court filings electronically.
- Expand electronic access to provide automated services to the judiciary, court-related agencies, and the public.
- Expand the imaging of all court records to enhance records management efficiencies.
- Encourage a culture of continuous process improvement.
- Collaborate with other agencies to combine resources and services to the public.
- Maximize employee skills through cross-training efforts.

Team members in this division handle the following responsibilities, among others:
- Open new cases, index parties on each case record, process interim filings, and close cases upon final disposition.
- Assist the public with and process emergency injunctions, simplified dissolution of marriages, mental health petitions, and small claims.
- Process financial activities that include receipting for payments, court registry deposits, and disbursements.
Budget Proposal – Fiscal Year 2011-2012

- Track court-ordered events, process indigent applications, assist pro se litigants, and issue summonses, notices, and subpoenas.
- Maintain physical and computerized case records, maintain court calendars, attend court, manage foreclosure actions and sales, process writs and executions, manage evidence, issue clerk default judgments, consolidate cases, manage eminent domain actions, prepare documents for recording in Official Records, process mass dismissals, process civil appeals, handle public record requests and inquiries, coordinate procedures with justice agencies, process collection notices and reports, audit guardianship reports, manage electronically-filed court documents, and maintain child support payment records.
- Report statistical and compliance information to local and state agencies.
- Provide the general public with resources, referrals and information.

<table>
<thead>
<tr>
<th>Civil Case Filings</th>
<th>2009 (actual)</th>
<th>2010 (actual)</th>
<th>2011 (projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit Civil</td>
<td>12,209</td>
<td>9,293</td>
<td>6,376</td>
</tr>
<tr>
<td>County Civil</td>
<td>5,783</td>
<td>5,471</td>
<td>5,112</td>
</tr>
<tr>
<td>Small Claims</td>
<td>4,447</td>
<td>2,993</td>
<td>2,984</td>
</tr>
<tr>
<td>Probate</td>
<td>2,753</td>
<td>2,695</td>
<td>2,896</td>
</tr>
<tr>
<td>Mental Health</td>
<td>1,274</td>
<td>1,194</td>
<td>1,224</td>
</tr>
<tr>
<td>Guardianship</td>
<td>648</td>
<td>220</td>
<td>296</td>
</tr>
<tr>
<td>Child Support</td>
<td>2,134</td>
<td>2,201</td>
<td>2,972</td>
</tr>
<tr>
<td>Domestic Relations</td>
<td>5,361</td>
<td>5,992</td>
<td>6,440</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>34,609</strong></td>
<td><strong>30,059</strong></td>
<td><strong>28,300</strong></td>
</tr>
</tbody>
</table>

Table 12: Civil Case Filings

Table 12 demonstrates the change in court case filings in the Civil Division. While the new case activity decreased by 13% between 2009 and 2010, the change in the number of documents filed, clocked, and docketed was not as significant. This is due, in part, to the number of open and pending cases. A typical civil case has 30 pleadings and 32 docket entries. As of December 2010, the number of pending cases in the Civil Courts Division totaled 43,354. Foreclosure filings are expected to increase between 2011 and 2013, as another wave of adjustable rate mortgages is scheduled to re-set.
Technology has had a significant impact on the Office’s ability to manage this diverse and complex area of the court system. A few of these innovations are:

- A fully-integrated electronic filing system for Probate and Guardianship cases.
- Online foreclosure auctions, enabling bidders to conduct research and perform bidding from the convenience of their computers.
- Internet access to forms and detailed information and directions for all case types.
- An automated customer service queuing system that enables tracking of the in-office customer service process, including wait times, service times, and volume of customers throughout office hours.

**a. Civil Department**

Within the Civil Department, case types include County Civil, Circuit Civil, Small Claims, and Family Court. Team members in this department process evidence for the judiciary, provide forms for indigence and waiver of filing fees, record judgments and orders, collect mediation fees and court costs, verify outstanding warrants for the Sheriff’s Office, process filings in accordance with state time standards, and submit weekly and monthly reports to the state and judiciary.

- **County Civil** – County Civil includes cases that do not exceed $15,000. Examples of County Civil cases may be landlord tenant evictions, auto negligence, recovery of property, and recovery of promissory notes.

- **Circuit Civil** – Circuit Civil includes cases that exceed $15,000. Examples of Circuit Civil activity include actions for eminent domain, extraordinary writs, landlord-tenant evictions, and foreclosures. Following foreclosure judgments, the Clerk & Comptroller oversees the online auction of foreclosure properties through RealAuction. Following foreclosure sales, the Clerk & Comptroller distributes associated fees and issues certificates of title. Figures 8 and 9 illustrate the impact of foreclosure filings and sales on this Office.

- **Small Claims** – Small Claims include claims up to $5,000. Examples of common types of actions handled in small claims include auto negligence, claims of goods sold, claims for work done and materials furnished, claims for money lent, promissory notes, and replevin actions for recovery of property. The Office provides assistance with the filing of small claim actions, prepares the calendar, and attends these small claims hearings. Landlord tenant actions may also be filed in County Court.
**Family Court** – The Clerk & Comptroller provides the petition and all related paperwork to the public for the filing of protective injunctions including: domestic violence, repeat violence, dating violence and sexual violence cases. The Office prepares the calendar and attends hearings. Examples of other family cases include dissolution of marriage, simplified dissolution, adoption, name change, custody, paternity, enforcement of foreign actions, emergency pick-up orders, and other emergency motions. Family cases that have related juvenile histories may be assigned to the Unified Family Court (UFC) to ensure cases are considered by the same judge.

![Figure 7: Foreclosure Filings](image)

![Figure 8: Foreclosure Sales](image)
b. Child Support Department

The Clerk & Comptroller maintains the official payment records for all Pasco County domestic relations support and alimony cases. The amount of support, frequency of payments, payment start dates, and payee information is determined by the Court. Payments may be paid through the State Disbursement Unit, through the Clerk & Comptroller’s Office, or through one’s employer by Income Deduction Order. The Child Support Division also assists the Office of the Attorney General and the Department of Revenue in the maintenance of all records relating to child support, including opening cases and maintaining all payment records throughout the court-ordered timeframe. As demonstrated by Figures 10 and 11, child support collections and new cases have increased.

**Figure 9: Child Support Collected**

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>$32,000,000</td>
</tr>
<tr>
<td>2010</td>
<td>$32,500,000</td>
</tr>
<tr>
<td>2011</td>
<td>$33,000,000</td>
</tr>
</tbody>
</table>

**Figure 10: Child Support Case Filings**

<table>
<thead>
<tr>
<th>Year</th>
<th>Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>2,080</td>
</tr>
<tr>
<td>2010</td>
<td>2,100</td>
</tr>
<tr>
<td>2011</td>
<td>2,120</td>
</tr>
</tbody>
</table>
c. Probate Department

Probate case activity is divided into three specific categories, estates, guardianships, and mental health.

- **Estates** – The Estates area of Probate involves the court-monitored distribution of a decedent's assets according to his/her will or, in the absence of a will, Florida Statutes. When a deceased person leaves titled assets in his or her name alone, a petition for probate may be filed that allows distribution of the decedent's assets. The court oversees the estate to make sure debts are paid and proper distribution is made. Case life can last from a few months to several years depending on the case type and complexity. In cases when a file falls outside of statutory time standards, or becomes delinquent, the Office notifies the Court.

- **Guardianships** – Guardianships encompass the court monitoring of a ward's personal needs and/or property when he/she has been deemed incapacitated by the court or by reason of minority. There are several different types of guardianship actions: Guardianship of the Person, Guardianship of the Property, Guardianship of the Person and Property, Veterans Guardianship, Guardianship of a Minor, and Emergency Temporary Guardian. Guardianships can have a case life of one to many years. If a minor guardianship is opened on an infant, the case could last 17 more years, until the age of majority. The Clerk & Comptroller's responsibility, per statute, is to audit initial and annual guardianship reports following the rules of court. Local procedures, using generally accepted accounting principles (GAAP), set the standards and rules that accountants follow in recording and summarizing transactions and financial statements. Professional guardians monitor and maintain credit and criminal investigation reports and notify the court of any activity that requires intervention.

- **Mental Health** – The Mental Health section of the Probate Department involves court intervention when an individual becomes incapacitated, uses forms of substance abuse, or becomes mentally ill to the point that he/she may be a danger to himself/herself or others and does not willingly enter a mental health facility. An active role is taken in mental health cases when a petitioner asks to have an individual "Baker Acted." This involves the involuntary examination of mental capacities when it is believed that he/she is a danger to himself/herself or others and refuses voluntary medical care. Statute provides for the community's ready access to the court system when an individual refuses to voluntarily enter a receiving center or obtain outpatient counseling. These actions are considered emergency actions and receive priority processing. The role of the Clerk & Comptroller's Office in assisting applicants is to perform the following steps:
  - Explain the purpose and procedure of the Baker Act.
  - Explain, identify, and assist with the completion of forms.
Deliver the temporary file to the court.
Maintain all court pleadings and computer records for all actions filed.
Prepare certified copies and deliver them to local law enforcement for service.

Processing for Marchman Acts is similar to Baker Acts with two important exceptions: Petitioners may request involuntary examination and/or involuntary treatment. The probate clerk must clearly understand the needs of the applicant to ensure that the proper forms are completed for court review.
2. Criminal Courts Division

The Criminal Courts Division contains three departments, (a) Criminal Department, (b) Traffic Department, and (c) Trial Clerk Department. The responsibilities of the Criminal Courts Division include the processing and maintenance of civil and criminal appeals, felonies, juvenile dependency, juvenile delinquency, misdemeanor, jury services, animal ordinance violations, marine violations, civil traffic infractions, criminal traffic, parking violations, and ordinance violations. Much of the criminal justice process occurs behind-the-scenes.

Policies

- Deliver high quality customer service, treating all customers with respect and compassion.
- Ensure that all processes are completed accurately and timely, safeguarding the integrity of court records while providing complete and thorough records for the public and the court.
- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.
- Safeguard all financial transactions and records, ensuring that (1) records accurately reflect balances due based on statutory requirements and/or court orders and (2) that all customer payments are properly applied.
- Provide high quality training to employees on proper procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives

- Coordinate with the Administrative Office of the Courts, the Judiciary, the State Attorney’s Office, the Public Defender’s Office, local and state law enforcement agencies, the Department of Children and Family Services, attorneys, and criminal justice agencies to process cases in a timely, accurate, and efficient manner.
- Support the complex process of the criminal justice system, ensuring the timely and accurate processing of notices, subpoenas, and summonses.
- Focus on improving the implementation of technical and human resource innovations to maximize court services within the constraints of limited financial resources.
- Improve unit-processing ratios through the implementation of process improvement projects.
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

- Improve accuracy and timely maintenance of court case records.
- Communicate case flow processing demands to customers as needed, requesting their support and understanding.
- Increase debt collections through the combination of data extrapolation and sophisticated collection efforts.

Short-Term Goals

- Systematically examine and improve all processes in the Criminal Court Division.
- Continue mapping and scrubbing data held in the current case maintenance system in preparation for the implementation of CLERICUS.
- Link scanned civil traffic infraction cases to docket entries for quick and easy retrieval.
- Prepare civil traffic citations for electronic transfer into the case maintenance system through an optical character recognition feature.
- Integrate information from the cashiering system into the case maintenance system to automate the assessment of fines, fees, and other charges.
- Track payment contracts for compliance with established payment schedules.
- Integrate the In-Court Processing System (ICPS) to eliminate redundant processes and allow the generation of court documents and case docketing during court.
- Integrate e-Recording to allow electronic submittal of executed judgment liens to Official Records and enhance the processing of lien satisfactions.
- Comply with all state processing standards and criteria.
- Enhance collection processes to increase debt collection by at least 1%.
- Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals

- Consolidate all court records and financial processes within the conversion transition to the new case maintenance system.
- Receive and process all court filings electronically.
- Expand electronic access to provide automated services to the judiciary, court-related agencies, and the public.
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

- Expand the imaging of all court records to enhance records management efficiencies.
- Encourage a culture of continuous process improvement.
- Collaborate with other agencies to combine resources and services to the public.
- Maximize employee skills through cross-training efforts.

Team members in this division handle the following responsibilities, among others:

- Provide assistance to attorneys, defendants, victims, businesses and other members of the public.
- Respond to daily inquiries from the public in person, by mail, and on the telephone concerning details about hearings, fines and costs, court orders, and other critical information related to criminal and traffic cases.
- Work meticulously to make certain that case files meet all state-mandated processing time standards and remain available for court and for the public.
- Attend court sessions, prepare and maintain court calendars, create and maintain case dockets, safeguard evidence, receipt and record all filed documents, and coordinate the jury process.
- Collect and disburse statutory fees, assessed court costs, and fines, as well as the compilation of data required for numerous statistical reporting requirements.
- Issue subpoenas to witnesses in criminal and traffic proceedings; issue summonses notifying individuals of pending court actions; and issue subpoenas mandating court attendance. In 2010, the Criminal Department issued nearly 150,000 subpoenas, summonses, and notices. The Criminal Courts Division docketed 1.4 million entries within case files, which included court rulings and other documents filed by the judiciary, attorneys, defendants, and other customers.
Criminal Case Filings

<table>
<thead>
<tr>
<th>Case Type</th>
<th>2009 (actual)</th>
<th>2010 (actual)</th>
<th>2011 (projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals</td>
<td>294</td>
<td>320</td>
<td>317</td>
</tr>
<tr>
<td>Felony</td>
<td>8,954</td>
<td>9,695</td>
<td>10,492</td>
</tr>
<tr>
<td>Juvenile Delinquency</td>
<td>2,453</td>
<td>2,550</td>
<td>2,720</td>
</tr>
<tr>
<td>Juvenile Dependency</td>
<td>312</td>
<td>276</td>
<td>184</td>
</tr>
<tr>
<td>Misdemeanor</td>
<td>9,480</td>
<td>9,257</td>
<td>9,204</td>
</tr>
<tr>
<td>Non-Criminal Infractions</td>
<td>239</td>
<td>386</td>
<td>380</td>
</tr>
<tr>
<td>Traffic Criminal</td>
<td>8,426</td>
<td>8,485</td>
<td>8,442</td>
</tr>
<tr>
<td>Ordinance Violations</td>
<td>4,775</td>
<td>3,908</td>
<td>5,692</td>
</tr>
<tr>
<td>Traffic Infractions</td>
<td>58,318</td>
<td>50,661</td>
<td>47,846</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>93,251</strong></td>
<td><strong>85,538</strong></td>
<td><strong>85,277</strong></td>
</tr>
</tbody>
</table>

Table 13: Criminal Court Activity

a. Criminal Department

Circuit case categories and services handled by the Criminal Department include felony, juvenile delinquency, juvenile dependency, and jury service. This section receives and processes all felony affidavits of probable cause, grand jury indictments and arrest warrants. County case categories and services handled by the Criminal Department include misdemeanor, (non-criminal) animal and marine infractions, and county and municipal ordinance violations, except for tobacco, smoking, and parking. The Criminal Department also handles all appeals from convictions and court rulings from the circuit and county civil and criminal courts for Pasco County as part of the Sixth Judicial Circuit.

Juvenile delinquency and dependency cases are brought against or on behalf of children under the age of 18 because of their misconduct, neglect, or mistreatment by those responsible for their care. Juvenile records are confidential under Florida law, and team members work with the utmost care to hold these cases in confidence.

The Criminal Department is responsible for all monetary payments for fines, costs, restitution, and fees. Defendants are assisted with indigent applications and their accounts are monitored through payment plans, collection notices, and driver’s license suspensions imposed for non-compliance and to ensure that state-mandated collection requirements are maintained.

Jury management is performed through the Criminal Courts Division. Jurors are called to report to the Pasco County Courthouse in Dade City or the West Pasco Judicial Center in New Port Richey. The Clerk & Comptroller’s Office works closely with the court to effectively support trial operations and assist the public in performing its civic responsibilities.
The Clerk & Comptroller has worked in partnership within the community and has implemented a program in conjunction with the Supervisor of Elections to make voting registration available to jurors during their service in the courthouse. The Pasco County Friends of the Library System has made books available in the jury pool rooms and the Pasco County Public Transportation System has extended free bus passes for jurors in need of transportation to and from the courthouses.

<table>
<thead>
<tr>
<th>Jury Activity</th>
<th>2009 (actual)</th>
<th>2010 (actual)</th>
<th>2011 (projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Jurors Summoned:</td>
<td>37,096</td>
<td>36,822</td>
<td>36,959</td>
</tr>
<tr>
<td># of Jurors Who Appeared for Service:</td>
<td>10,578</td>
<td>10,262</td>
<td>10,320</td>
</tr>
<tr>
<td># of Jurors at the Start of Voir Dire:</td>
<td>6,056</td>
<td>4,583</td>
<td>4,955</td>
</tr>
<tr>
<td># of Jurors Who Served on Trials:</td>
<td>1,573</td>
<td>1,240</td>
<td>1,336</td>
</tr>
</tbody>
</table>

Table 14: Jury Activity

b. Traffic Department

The Traffic Department handles all civil traffic infractions and tobacco, smoking, parking, and toll violations. It processes traffic citations issued by all local and state law enforcement agencies in Pasco County, including the Florida Highway Patrol and the Department of Transportation. Payment methods are facilitated through online services, telephone, mail, or in person. Parking citations are written for violations of County or municipal ordinances or Florida State Statutes. By law, parking citations are the responsibility of registered owners of ticketed vehicles. In 2010, the Traffic Department processed 3,301 parking citations and disabled parking violations.

The Traffic Department scans all civil traffic infraction case documents. From the moment the citations are received from law enforcement agencies to the time the case closes, every document that enters the department is scanned. In 2010, the Traffic Department scanned 161,822 documents. When assisting customers over the counter or over the phone, imaged documents are accessed by computers. Docket entries are also performed using the imaged documents.

The Traffic Department processes red light camera violation citations electronically. Over 1,200 red light camera tickets were processed in 2010, and it is estimated that the Clerk & Comptroller’s Office will process over 6,100 citations in 2011.
c. Trial Clerk Department

The Trial Clerk Department assists and supports the judiciary with attendance at first appearance hearings that are conducted daily, including weekends and holidays. Trial Clerks attend criminal hearings and trials, County Civil final hearings, and Circuit Civil trials. These team members prepare court documents, maintain court records, and secure evidence. Other responsibilities include the recordkeeping of court proceedings, preparation of court orders and auxiliary paperwork, tracking exhibits and evidence in the courtroom, and documentation of the chain of custody. The Trial Clerks support thirteen circuit court judges, seven county court judges, six traffic-hearing officers, and senior judges on occasion. In 2010, the Trial Clerks attended 120,477 circuit and county criminal court hearings and trials.

Trial Clerks are trained to document and track thousands of pieces of evidence, which are maintained in the Pasco County Clerk & Comptroller’s Office. They take every precaution in handling highly sensitive evidence to ensure its security and integrity. In 2010, 3,879 exhibits were introduced into evidence and 3,758 exhibits were marked and admitted into evidence. Each piece of admitted evidence is taken into custody, logged into a tracking system, and secured according to statutory requirements.
3. Financial Services Division

The Financial Services Division provides the Clerk of Circuit Court and County Comptroller with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition. The Division has two departments, (a) Board Finance and (b) Clerk & Comptroller Finance. Its primary responsibilities are defined in the following policies:

Policies

- Ensure that all transactions of the Board and the Office of the Clerk & Comptroller are properly recorded in accordance with generally accepted accounting principles (GAAP).
- Ensure that all financial statements are prepared in accordance with GAAP and audited annually.
- Provide cash management services, including the investment of excess operating funds of the Clerk & Comptroller in accordance with adopted policy and Florida Statutes.
- Maintain Board accounts.
- Monitor debt service requirements and compliance with bond covenants.
- Deliver high quality customer service, treating all customers with respect and compassion.
- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies.
- Provide high quality training to employees on proper procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives

- Implement Lean Management principles and other effective methods to continually look for ways to improve efficiency, without losing sight of legal responsibilities.
- Review and update policies and procedures of both the Clerk & Comptroller and the Board of County Commissioners to reflect statutory and policy changes.
- Assist with debt collection efforts, as needed.
Short-Term Goals

- Systematically examine and improve all processes in the Financial Services Division.
- Consolidate designated functional areas to maximize resources.
- Enhance accuracy and timeliness to the processing of all services.
- Comply with all state processing standards and criteria.
- Enhance collection processes to increase debt collection by at least 1%.
- Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals

- Assist with the consolidation of financial processes within the conversion transition from the Cashiering System to the new case maintenance system.
- Receive and process all vendor activity electronically.
- Process all payments electronically.
- Encourage a culture of continuous process improvement.
- Maximize employee skills through cross-training efforts.

During Fiscal Year 2009-2010, the Clerk & Comptroller collected and distributed approximately $72 million on behalf of state, county, and municipal governments in accordance with statutes, court orders, and local ordinances. Also included are 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 the Section VI, titled Revenue Processed by the Clerk & Comptroller on page 75.

a. Board Finance Department

Services provided by Financial Services to the Board include payment processing, accounting, imaging, financial reporting, and investment services. The Board Finance Department includes General Ledger, and Accounts Payable.

Team members in this division handle the following responsibilities on behalf of the Board, among others:

- Maintenance of the books and records of all Board financial transactions.
  - 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, while 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, generally accepted accounting principles (GAAP), and the safeguarding of Board assets. Prior review of contracts obligating the Board further insures that timely compliance with Florida Statutes is incorporated. The Board is subject to the provisions of the Florida Prompt Payment Act F.S. 218.70. There were 2,443 purchase orders issued in Fiscal Year 2009-2010.

- Issuance of vendor checks, payroll checks, refund checks, and direct deposit receipts.
- Pre-audits of 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.
- Tracking of revenue collected by the Clerk & Comptroller for deposit to the accounts of Pasco County. During Fiscal Year 2009-2010, revenue of $2,875,238 was collected, accounted for, and deposited into the accounts of the Board of County Commissioners. An additional $302,295 was remitted to the Sheriff’s Office for the year ending September 30, 2010.

- Impact Fee Management
  - Monitoring of 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 team.

- Reports and Grants
  - Preparation of financial reports for Board and County staff as well as state and federal agencies. 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 94 different grants in Fiscal Year 2009-2010.
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- Preparation of the State of Florida, Annual Local Government Financial Report submitted to the Department of Financial Services, Bureau of Accounting and the County's Comprehensive Annual Financial Report submitted to the Government Finance Officers' Association (GFOA), the Auditor General, bond agencies, and other concerned parties. Also included is the reporting of federal and certain state financial assistance in compliance with the Federal and State of Florida 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.

- Fixed Assets
  - Physical inventory and maintenance of related records for Board fixed assets.

- Investments and Bonds
  - 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 monthly basis. Quarterly investment reports are provided to the Board.
  - Participation in the administration of Board bonds and activities related to arbitrage rebate calculation.

- Administration
  - Scheduling and processing of documents generated from Board-supported areas for microfilming, imaging, storage, and destruction in compliance with Florida Statutes.
  - Provision of information systems support for the accounting of all funds of the Board of County Commissioners.
  - Monitoring of all information systems from development through the entire system life cycle to ensure that adequate audit controls and security are included. Aid in the identification of systems or procedures contributing to financially significant exposure or risk, and ensure system and data integrity.
Office of Paula S. O’Neil
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Budget Proposal – Fiscal Year 2011-2012

<table>
<thead>
<tr>
<th></th>
<th>FY 2007-2008 (actual)</th>
<th>FY 2008-2009 (actual)</th>
<th>FY 2009-2010 (actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Checks</td>
<td>19,153</td>
<td>20,455</td>
<td>18,477</td>
</tr>
<tr>
<td>Wire Transfers</td>
<td>1,893</td>
<td>1,908</td>
<td>1,902</td>
</tr>
<tr>
<td>Utility Customer Deposits – Solid Waste</td>
<td>$20,529</td>
<td>$22,029</td>
<td>$22,879</td>
</tr>
<tr>
<td>Number of Fixed Assets</td>
<td>22,196</td>
<td>22,776</td>
<td>23,522</td>
</tr>
<tr>
<td>Aggregate Value of Fixed Assets</td>
<td>$1,398,820,880</td>
<td>$1,551,424,326</td>
<td>$1,731,550,920</td>
</tr>
</tbody>
</table>

Table 15: Board Finance Activity

b. Clerk & Comptroller Finance Department

The Clerk & Comptroller’s Finance Department monitors financial activity for the Clerk & Comptroller’s Office.

Team members in this division handle the following responsibilities:

- Maintenance of the books and records of all Clerk & Comptroller financial transactions.
  - Pre-audit of all vendor payments requiring review of each purchase order and multiple invoices referencing the purchase order or contract. Through the pre-audit function, all related contracts are reviewed to insure compliance with Clerk & Comptroller policies, sound financial management, generally accepted accounting principles (GAAP), and the safeguarding of Clerk & Comptroller assets.
  - Issuance of vendor checks, payroll checks, refund checks, direct deposit receipts, juror checks, witness checks, and court-ordered checks.
  - Pre-audits of travel reimbursements for Clerk & Comptroller team members.
  - Tracking of revenue collected by the Clerk & Comptroller for deposit to various accounts.
  - Daily monitoring, reconciliation and processing of bidder and bank activity for online foreclosure sales, including deposits, settlement of accounts, refunds, and disbursements to Court Registry. Foreclosure activity included nearly $20 million in deposits, nearly $17 million transferred to Court Registry, and over $2 million in refunds.
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Reports

- Preparation of financial reports for the Clerk & Comptroller for compliance with state and federal reporting requirements. Monitoring of financial compliance with state and federal funds, review of related financial reports, and continual examination of budget and expenditure activity.

- Preparation of the State of Florida, Annual Local Government Financial Report submitted to the Department of Financial Services, Bureau of Accounting and the County’s Comprehensive Annual Financial Report submitted to the Government Finance Officers’ Association (GFOA), the Auditor General, bond agencies, and other concerned parties. Also included is the reporting of federal and certain state financial assistance in compliance with the Federal and State of Florida 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.

- Fixed Assets
  - Physical inventory and maintenance of related records for Clerk & Comptroller fixed assets.

- Investments
  - Investment of available funds in accordance with the Clerk & Comptrollers Investment Policy and Florida Statutes. Deposits include pooled cash, checking, and investment accounts with reconciliations that are performed on a monthly basis.

- Administration
  - Scheduling and processing of documents generated from Clerk & Comptroller areas for microfilming, imaging, storage, and destruction in compliance with Florida Statutes.
  - Provision of information systems support for the accounting of all funds of the Clerk & Comptroller.
  - Monitoring of all information systems from development through the entire system life cycle to ensure that adequate audit controls and security are included. Aid in the identification of systems or procedures contributing to financially significant exposure or risk, and ensure system and data integrity.
Monitor legislative activity and recommend procedural changes, including those affecting cashiering and the accounting for and reporting of financial activity.
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4. Records Division

The Records Division includes five departments, (a) Archived Records, (b) Court Records, (c) Official Records, (d) Micrographic Records, and (e) Board Records. The primary responsibilities of the Records Division are defined in the following policies:

Policies

- Provide a systematic approach to safeguarding all phases of records, from creation to storage to destruction, inclusive of official records, court records, financial records, and administrative records.
- Promote and coordinate opportunities for paperwork reduction.
- Coordinate the disposal of obsolete records, maintaining documentation of compliance with laws, ordinances, and other regulations.
- Maintain thorough historical records with a methodical retrieval system.
- Deliver high quality customer service providing efficient access to requested information, treating all customers with respect and compassion.
- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.
- Provide high quality training to employees on proper procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives

- Sustain a highly efficient storage, retrieval, and microfilm processing system for historical public records and court data submitted to the Clerk & Comptroller’s Office.
- Meet the demands of the various agencies related to archival documents in an efficient and effective manner.
- Ensure that historical records are maintained in a proper climatic environment.
- Provide court processing services to the public and the justice community in an efficient and effective manner.
- Focus on improving the implementation of technical and human resource innovations to maximize recording services within the constraints of limited financial resources.
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- Improve unit-processing ratios through the implementation of process improvement projects.
- Communicate case flow processing demands to customers as needed, requesting their support and understanding.

Short-Term Goals
- Systematically examine and improve all processes in the Official Records Division.
- Consolidate designated functional areas to maximize resources.
- Enhance accuracy and timeliness to the processing of all services.
- Comply with all state processing standards and criteria.
- Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals
- Collaborate with all other divisions with regard to the transition to the new case maintenance system.
- Receive and process all official records electronically.
- Expand the imaging of all records to enhance records management efficiencies.
- Encourage a culture of continuous process improvement.
- Maximize employee skills through cross-training efforts.

a. Archived Records Department

The Archived Records Department of the Clerk & Comptroller’s Office is responsible for the mailroom, courier services, purchasing, office supplies, forms distribution, records, and evidence retention. Archived Records is the custodian for all inactive records and evidence maintained by the Clerk & Comptroller’s Office. This department archives records in accordance with Chapter 119 of the Florida Statutes, which governs all aspects of public records and guarantees open access to all citizens. Records in these facilities include administrative records, files, and evidence, which are maintained from acceptance through destruction.

Team members in the Archived Department have the following responsibilities:
- Maintain records of acceptance, retention, and destruction of case files from the court and administrative areas of the Office. Records are retained in
accordance with the Florida Rules of Judicial Administration as well as GS1SL and GS11 records schedules issued by the Florida Department of State for each type of individual record.

- Retain evidence as defined in the Florida Rules of Judicial Administration and Florida Statutes for the court area in a secure environment, while providing efficient and effective tracking from acceptance through destruction.

- Manage mail activity. Pick up, process, and deliver incoming mail in Dade City and New Port Richey. Prepare and meter outgoing mail for pickup by Access Mail. Deliver large and flat rate parcels to the U.S. Post Office.

- Serve as purchasing agent for the Clerk & Comptroller’s Office, seeking to select the best value for operating supplies, forms, and equipment.

- Provide courier transport of records and associated paperwork across the County on a daily basis.

**Performance Measures and Workload**

Records accepted into the Records Center are measured by box or case file. Individual files are requested by departments for examination, sent to the requesting department, and returned to the original storage box. White label boxes containing miscellaneous documentation are received from each department, retention schedules are checked, and destruction is performed when the retention time is met.

Incoming and outgoing mail is tracked by the piece. The Archived Records Department strives to deliver each piece of mail received each morning to the correct department. Outgoing mail is metered for postage at a reduced rate and posted through Access Mail.

The Purchasing Specialist shops the Internet for the best rates on bulk items, such as paper and office supplies, which are inventoried and distributed. Items requisitioned are reviewed to assure that the best value is obtained. Invoices are scrutinized to assure that items delivered match the purchase orders.

The Clerk & Comptroller’s courier provides daily transportation for items from building to building throughout the county.

<table>
<thead>
<tr>
<th>Year</th>
<th>Evidence Placed in Vault</th>
<th>Records Destruction (Tons)</th>
<th>Incoming Checks</th>
<th>Outgoing Mail</th>
<th>Purchase Orders</th>
<th>Courier Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (actual)</td>
<td>1,041</td>
<td>47</td>
<td>64,118</td>
<td>311,776</td>
<td>252</td>
<td>15,232</td>
</tr>
<tr>
<td>2010 (actual)</td>
<td>1,102</td>
<td>70</td>
<td>52,764</td>
<td>288,100</td>
<td>272</td>
<td>15,385</td>
</tr>
<tr>
<td>2011 (projected)</td>
<td>1,125</td>
<td>76</td>
<td>49,675</td>
<td>277,000</td>
<td>282</td>
<td>15,538</td>
</tr>
</tbody>
</table>

*Table 16: Archived Records Activity*
b. Court Records Department

The Court Records Department is the custodian of active court files for the Clerk & Comptroller’s Office. Public records are maintained according to Florida Statutes in such a manner as to protect the court file and make it available for public viewing. The Court Records Department is responsible from the opening of a court file to the final disposition of the case. Case files are the major responsibility and function of this area. Filing must be done continually to ensure the quick retrieval of case documents. Team members in the Court Records Department also perform the following responsibilities:

- Pull court files for judges’ calendars and transport them twice a day to the courthouses on the east and west sides of the county.
- Perform emergency runs on demand for court proceedings.
- Assist customers within the public viewing area to facilitate public access, while ensuring maintenance of file security.
- Ensure accurate tracking of files in the TrakMan court tracking system to allow instant file location.
- File court case documents quickly and properly to ensure easy access to the location of information.
- Provide citizens, the Public Defender, State Attorney, Attorney General in and out of state, Court Administration, private attorneys, Department of Revenue, law enforcement in and out of state, plaintiffs, and defendants with files for review and for copies as requested and allowed by Florida Statute. Electronically transfer copies whenever permissible.

Performance Measures and Workload

The Court Records Department runs on a 24-hour rule. Incoming documents are to be placed in court files within 24 hours. Maintaining the 24-hour turn-around-time expectation can be challenging, considering that the departments submitting paperwork to Court Records receive documents in varying cycles. However, team members pride themselves on keeping a strict schedule. Inches of paper are measured as they arrive via courier and the workload is distributed from there.
Court Records Activity

<table>
<thead>
<tr>
<th>Year</th>
<th>Inches Filed</th>
<th>Calendars Pulled</th>
<th>Courier Runs</th>
<th>Files Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (actual)</td>
<td>21,396</td>
<td>87,955</td>
<td>3,932</td>
<td>25,429</td>
</tr>
<tr>
<td>2010 (actual)</td>
<td>24,093</td>
<td>101,703</td>
<td>9,623</td>
<td>25,112</td>
</tr>
<tr>
<td>2011 (projected)</td>
<td>25,019</td>
<td>104,312</td>
<td>9,864</td>
<td>25,271</td>
</tr>
</tbody>
</table>

Table 17: Court Records Activity

c. Official Records Department

The Clerk & Comptroller is the Custodian of the Official Records for Pasco County. The Official Records Department is responsible for the following services:

- Accept documents for recording into the official records.
- Collect state documentary stamps, intangible taxes, and fees associated with submitted documents, per Florida Statutes.
- Scan documents when presented at the front counter and return them to the customer following verification.
- Index and verify images of documents to provide easy retrieval on the Internet and in the Office. Internet access is provided to the Official Records Indices (OR) for Pasco County. Names can be researched back to 1975.
- Record court documents as received.
- Issue marriage licenses and perform marriage ceremonies.
- Accept and process passport applications.
- Process tax deed applications and conduct tax deed sales.

Tax deed sales are held in the Official Records Office on a monthly basis. The Clerk & Comptroller receives applications and performs statutory requirements to bring the properties to sale. Tax deed sales administered by the Clerk & Comptroller’s Office have provided over $1.6 million to the county over the last ten years.

Performance Measures and Workload

The Official Records Department is responsible for assisting customers as they come into the department to perform various tasks. Customers include, but are not limited to, attorneys, title companies, and the general public. The workload is varied and dependent on housing sales, economic stability, and court case activity. Each Official document is recorded on the day it is received, if accompanied by proper information and fees.
Office of Paula S. O’Neil
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<table>
<thead>
<tr>
<th>Year</th>
<th>Documents Recorded</th>
<th>Marriage Licenses</th>
<th>Passports Processed</th>
<th>Customers Assisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (actual)</td>
<td>187,398</td>
<td>2,386</td>
<td>5,854</td>
<td>58,158</td>
</tr>
<tr>
<td>2010 (actual)</td>
<td>185,794</td>
<td>2,350</td>
<td>5,558</td>
<td>58,275</td>
</tr>
<tr>
<td>2011 (projected)</td>
<td>184,730</td>
<td>2,344</td>
<td>5,649</td>
<td>58,217</td>
</tr>
</tbody>
</table>

| Table 18: Official Records Activity |

d. Micrographic Records Department

The Micrographic Records Department is responsible for microfilming and imaging documents, producing permanent archival records, and retaining the best photographic quality possible.

All produced film is of archival quality and meets the standards set forth in Chapter 1A-26, Florida Administrative Code, developed by the National Archives and Record Service and the standards of the American National Standards Institute (ANSI). Images that are filmed and scanned include official records, various court cases, and personnel files. This procedure includes preparing, imaging, filming, processing, duplicating, converting digital images to microfilm, and storing archival quality film. The Micrographic Records Department produces two types of media storage: micrographic and optical imaging. Optical imaging is a key component in the expansion of e-filing options, paperless storage, and access to documents through the Internet.

Team members in the Micrographic Records Department perform the following responsibilities:

- Prepare, film, and process documents for microfilming and imaging.
- Process film for archival storage and duplicate information for outside customer sales.
- Verify and inspect images and film to ensure the best possible quality of image.
- Adhere to permanent media storage specifications set by the state.
- Convert scanned images of documents to microfilm, avoiding traditional filming procedures. This practice utilizes the best of both worlds: digital format for accessible storage and analog format for archival storage.
- Ensure permanent retention of documents on microfilm.
- Ensure permanent retention of paper files for all capital court cases.
Performance Measures and Workload

The Microfilm Department provides quality control for imaging and filming that takes place in the Records Division. It serves the Records Division and other departments in the Clerk & Comptroller’s Office, as well as outside agencies. The number of pages filmed each year demonstrates the team’s outstanding performance. Also, the production quality of the images is excellent.

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-Court Related Pages</th>
<th>Court-Related Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (actual)</td>
<td>306,793</td>
<td>1,102,314</td>
</tr>
<tr>
<td>2010 (actual)</td>
<td>290,166</td>
<td>940,325</td>
</tr>
<tr>
<td>2011 (projected)</td>
<td>286,540</td>
<td>919,188</td>
</tr>
</tbody>
</table>

Table 19: Imaging and Conversions

<table>
<thead>
<tr>
<th>Year</th>
<th>Files Filmed</th>
<th>Paper Storage</th>
<th>Microfilm Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (actual)</td>
<td>9,471</td>
<td>649.5</td>
<td>5.5</td>
</tr>
<tr>
<td>2010 (actual)</td>
<td>7,083</td>
<td>616.5</td>
<td>3.9</td>
</tr>
<tr>
<td>2011 (projected)</td>
<td>7,449</td>
<td>601</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: All measurements are in cubic feet.

Table 20: Storage Comparison

e. Board Records Department

The main function of the Board Records Department is to fulfill the statutory responsibility of record keeper and custodian for the Board of County Commissioners. Team members receive and maintain all resolutions, ordinances, contracts, and other documents approved by the Board. The Board Clerks also clerk and process documentation for other boards and committees as required by statute or requested by the Board. The Board Records Department also serves as Clerk to the Value Adjustment Board, per Florida Statute. Because of the Department of Revenue’s guidelines, handling the duties of the Value Adjustment Board has become a full-time job and has prompted the formation of a separate functional area.
Team members in the Board Records Department perform the following responsibilities:

- Maintain all records of the Board of County Commissioners in accordance with Florida Statutes.
- Serving as Clerk to the Board, attend meetings, audio record meetings, process documentation related to meetings, and prepare official minutes.
- Clerk and prepare minutes of various other boards and committees in accordance with Florida Statutes or Board request.
- Serving as Clerk to the Value Adjustment Board (VAB), accept, process, and schedule VAB petitions in accordance with the Department of Revenue’s guidelines and Florida Statutes.

Performance Measures and Workload

- The Board Records Department serves as Clerk to the Board of County Commissioners by attending meetings, recording the audio portion of the meeting, processing documentation, preparing minutes, and imaging all documents into the Board Records imaging system.
- The Board Records Department assists the public, attorneys, County Commissioners, County departments, other Constitutional Offices, and other Clerk & Comptroller’s departments in providing copies of documents, copies of audio CDs, and research, which, at times, can be extensive.
- The Board Clerks also prepare verbatim transcripts when requested by citizens or County Staff.
- The following committees, councils, and boards require the services of Board Records: Citizens Advisory Committee on the Comprehensive Plan, Pasco County Construction Board, Consolidated 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, Land Development Code Rewrite Committee, Metropolitan Planning Organization, Planning Commission, Public Safety Coordinating Council, Tourist Development Council, Transportation Disadvantaged Local Coordinating Board, Value Adjustment Board, and various subcommittees of the Board. Official records of the proceedings and notifications of actions are provided.
- 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 2009-2010, Board Records clerked 194 meetings, and processed 7,619 documents, 497 contracts, and 50 ordinances. As a result of the meetings, 71,927 pages were imaged, 18,327 copies were made for the public, and 350 verbatim pages were provided to requestors. Board Records processed 543 separate petitions for the Value Adjustment Board.

- 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 Offices on both sides of the County. Imaging enhances public and Board department access to and retrieval of Board meeting minutes and the associated documents.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total # Pages Imaged</th>
<th>Documents Previewed</th>
<th>Meetings Clerked</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (actual)</td>
<td>86,005</td>
<td>7,832</td>
<td>169</td>
</tr>
<tr>
<td>2010 (actual)</td>
<td>71,927</td>
<td>7,619</td>
<td>194</td>
</tr>
<tr>
<td>2011 (projected)</td>
<td>71,069</td>
<td>6,953</td>
<td>200</td>
</tr>
</tbody>
</table>

Table 21: Board Records Activity
C. Support Operations Branch

The Support Operations Branch includes three divisions, (1) Information Technology, (2) Human Resources, and (3) Budget.

1. Information Technology Division

The Information Technology Division is comprised of four departments, (a) Application Programming and Support, (b) Court Technical Specialists, (c) Customer Call Center, and (d) Technical Support. Each department is described below, along with details of their responsibilities.

Policies

- Deliver high quality customer service, treating all customers with respect and compassion.
- Ensure that all processes are completed accurately and timely, safeguarding the integrity of court, financial, and official records, while facilitating public access.
- Assist with accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.
- Manage, maintain, and safeguard Information Technology hardware resources and data used within the Clerk & Comptroller’s Office.
- Safeguard all electronic data, providing for proper backups, firewalls, and precautions.
- Provide high quality training to employees on proper procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives

- Provide information technology services for public access in courthouses, record centers, and government centers.
- Maintain network, servers, printers, personal computers, and related hardware to ensure access for team members in all divisions to perform their jobs.
- Focus on improving the implementation of technical and human resource innovations to maximize information technology services within the constraints of limited financial resources.
- Improve unit-processing ratios through the implementation of process improvement projects.
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- Provide support for purchased or acquired software applications.
- Design and write new computer applications, and provide documentation, testing, training, and implementation of purchased and team-developed applications.
- Provide consistent and accurate customer call center operation.
- Communicate case flow processing demands to customers as needed, requesting their support and understanding.
- Increase debt collections through the combination of data extrapolation and sophisticated collection efforts.

Short-Term Goals
- Develop applications to enhance customer service and improve efficiency and effectiveness, such as E-Payables, E-Payments, Foreclosure Registry, red light camera traffic ticket electronic transfer, and Accounts Payable Imaging.
- Provide data cleanup and conversion readiness for CLERICUS.
- Consolidate designated functional areas to maximize resources.
- Enhance accuracy and timeliness to the processing of all services.
- Comply with all state processing standards and criteria.
- Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals
- Collaborate with all divisions to ensure smooth electronic transitions.
- Facilitate all needs for the conversion transition to the new case maintenance system.
- Expand electronic access to provide automated services to the judiciary, court-related agencies, and the public.
- Expand the imaging of all records to enhance records management efficiencies.
- Encourage a culture of continuous process improvement.
- Collaborate with other agencies to combine resources and services to the public.
- Maximize employee skills through cross-training efforts.
Office of Paula S. O’Neil  
Clerk & Comptroller  

Budget Proposal – Fiscal Year 2011-2012

a. Application Programming and Support Department

This team in this area includes analysts, programmers, and project participants. Primary responsibilities include:

- Support of purchased or acquired applications.
- Design and writing of new computer applications, documentation, testing, training, and implementation of purchased and team-developed applications.

Careful analysis of all new application requests is performed to determine if they can be developed in-house or if the application needs to be purchased. The determining factors include size and scope, technical abilities of our team members, timing, and cost. The most cost effective and efficient way of doing business is constantly being sought as the price of technological advancement climbs higher. This is an area that pays for itself when outside vendors’ annual maintenance contracts do not have to be paid. The annual savings far exceeds the labor costs of this department.

In the past year, the IT Programming Department has worked on the following applications: E-Payables, E-Payments, Foreclosure Registry, red light camera traffic tickets, AP Imaging, and many other small projects. This department is now in the process of working with the conversion to the CLERICUS application. While the scope of this software project is much larger than what could be developed in-house, the IT Division is doing most of the auxiliary work involved in the conversion to the new application. At present, the IT team has at least 20 active projects.

b. Court Technical Specialists Department

The Court Technical Specialists are primarily responsible for creating mandated reports for the state. Customized programs generate most of the reports for the judiciary and the management of the Clerk & Comptroller’s Office. This group also works with the team that is leading the conversion from the current case maintenance system to the new, fully integrated CLERICUS Case Maintenance System. Without their in-depth knowledge of court operations, a conversion of this nature would be extremely difficult.

As part of the CLERICUS conversion, millions of legacy court records are being reviewed and standardized. Hundreds of reports in the old system are being checked and verified in preparation for the transition.

c. Customer Call Center Department

To answer the demand for increased efficiency, the IT Division opened a Customer Call Center on February 15, 2010, which responded to 191,606 calls in its first year of operation. The Customer Call Center Specialists answered 95.24% of customer inquiries without transferring to any court-related departments.
The Clerk & Comptroller’s Office was able to implement the Call Center without hiring any additional team members. Team members were transferred from operational departments into the Customer Call Center. Every team member in the Call Center is highly trained in his or her area of expertise and capable of serving our customers in a professional and efficient manner.

Performance Measures and Workload

![Graph showing Call Center Work Orders](image1.png)

*Figure 11: Call Center Work Orders*

![Graph showing Customer Phone Calls Handled](image2.png)

*Figure 12: Customer Phone Calls Handled*
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

d. Technical Support Department

The IT Technical Support Department manages, maintains, and safeguards the IT hardware resources and data used within the Clerk & Comptroller’s Office. The department is tasked with managing and maintaining the following:

- Physical and virtual personal computers
- Thin clients and printers
- Physical and virtual computer servers running many varied operating systems
- Network storage area networks (SAN-disk storage)
- Wired and wireless networking equipment and associated network links
- Firewalls and various other pieces of equipment necessary to support the Clerk & Comptroller’s Office

Seven technical support team members support the Clerk & Comptroller’s operation, along with all the servers, PCs, and printers. There are approximately 90 servers and hundreds of personal computers. The Technical Support team also maintains most of the security access to the various user applications hosted on the Clerk’s network, as well as the security of many non-Clerk users that utilize the various systems managed by the Clerk & Comptroller’s team. The non-Clerk users use the financial system, Comprehensive Case Information System (CCIS) data portal, and the County mainframe-based Traffic System. The team handles the operational needs of the servers by performing and overseeing the backups of all the systems and user software upgrades, and they are usually the first people that are contacted when there are problems. The Tech Support team is also responsible for managing our basic network and server infrastructure, and for making sure that our networks remain available.

In an effort to extend the usable lives of personal computers, memory was upgraded so that newer, larger applications that require more memory to operate could be utilized. Repairing PCs and small UPS units in-house has saved money by using inexpensive parts salvaged from equipment that is non-functioning, outdated, or removed from service.

Key Objectives

- Preparation for CLERICUS, replacing legacy system used since 1977. Highlights include a commitment to continual compliance with Florida Statutes, built-in state reporting features, integration with Clerk & Comptroller’s Document Management System, integration with e-filing and prose, standard interfaces for data sharing with law enforcement booking systems, courtroom recording systems, judicial calendaring system, the In-Court Processing System (ICPS), and Jail Interface (Livescan). This huge, multi-year agency project involves all areas of the Clerk & Comptroller’s IT
Staff, County IT staff, Clerk & Comptroller’s Court staff, and several of the CJIS agencies in Pasco County. Getting the court data out of the aging criminal mainframe application is critical to the operation of the Office. This is the number one priority.

- Review existing CCIS data logic for all case types and implement the necessary modifications to ensure the data is accurate.
- Perform judge mapping as necessary.
- Establish and monitor quality assurance (QA) reports.
- Review data integrity and document business rules and procedures for the operational departments to ensure accuracy.
- Analyze changes in the Statutes and determine the impact to the existing systems and operational procedures.
- Provide training to operational staff when procedures change.
2. Human Resources Division

The Clerk & Comptroller’s Human Resources Division is responsible for recruitment, staffing, compensation, benefits, employee relations, personnel processing and record keeping, safety, tracking legislation, strategic planning, training, and compliance with applicable regulations.

Policies

- Deliver high quality customer service, treating all customers with respect and compassion.
- Ensure that all processes are completed accurately and timely, safeguarding the integrity of personnel records.
- Monitor the Clerk & Comptroller’s Office compensation program internally and facilitate comparison to the labor market, as needed.
- Monitor employee benefits in compliance with Employee Retirement Income Security Act (ERISA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Section 125 of Internal Revenue Code, Family and Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Patient Protection and Affordable Care Act (PPACA), Internal Revenue Service (IRS) Codes, and determine comparison to the private sector.
- Manage the employee recognition, health and safety, and volunteer programs.
- Ensure compliance with Florida’s Right to Know Law, advising employees if toxic substances are discovered in the work place.
- Ensure that all activity affecting employees is recorded properly and accurately.
- Comply with labor laws such as FLSA, Whistle Blower’s Act, new hire reporting, EEO, ADA, ADEA, Veterans Preference, Civil Rights ACT of 1991, IRCA of 1986, ERISA, COBRA, Section 125, FMLA, HIPAA, PPACA, IRS Codes, the Equal Pay Act, and Worker’s Compensation laws.
Office of Paula S. O’Neil
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Budget Proposal – Fiscal Year 2011-2012

- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.
- Safeguard all financial information and confidential records.
- Provide high quality training to team members on proper procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives
- Provide recruitment requirements to attract reliable competent team members.
- Improve unit-processing ratios through the implementation of process improvement projects.
- Improve accuracy and timely maintenance of personnel records.
- Communicate processing demands to customers as needed, requesting their support and understanding.

Short-Term Goals
- Systematically examine and improve all processes in the Human Resources Division.
- Consolidate designated functional areas to maximize resources.
- Enhance accuracy and timeliness to the processing of all services.
- Comply with all state processing standards and criteria.
- Enhance customer service delivery by listening to customer requests and researching possible adaptations.
- Process payroll for the Board of County Commissioners and for the Clerk & Comptroller.
- Increase volunteer hours. In 2009 and 2010, the Office had 21 volunteers that worked an average of 11,830 hours.

Long-Term Goals
- Encourage a culture of continuous process improvement.
- Collaborate with other agencies to combine resources and services to the public.
- Maximize employee skills through cross-training efforts.
The Human Resources Division has the responsibility of overseeing and producing two distinct payrolls: The payroll processing for the Office of Clerk & Comptroller and the Board of County Commissioners. The Clerk & Comptroller’s payroll is processed bi-weekly and requires balancing the payroll into three funds by department and employee. Labor distribution is set up for eight distribution codes.

- Processing includes entering deductions for 48 different deductions codes (pre-tax and after tax) for employees split by funds. Deductions include medical and life insurance premiums, Federal Income Tax (FIT) and Federal Insurance Contributions Act (FICA), Florida State Retirement System (FRS) contributions for multiple plans (Regular, Investment, Drop and Senior Management), income deduction orders, two deferred compensation plans, garnishments and tax levies, United Way, and all other individual payroll adjustments or deductions resulting from policy or legal changes, and processing and distribution of annual W2s.

- Balancing and processing invoices for two deferred compensation plans, optional benefit plans comprising eleven products (both pre- and after-tax), and United Way. Contributions for pension plans are balanced bi-weekly and submitted to FRS monthly.

Board Payroll is responsible for processing of County bi-weekly payroll for employees working 4-day and 5-day workweeks, including weekends. This includes shift employees, such as firefighters who are paid bi-weekly over a 28-day cycle, and employees with continually revised work schedules and timecards based on demand for service (e.g., Utilities and Road & Bridge, part-time and temporary employees). Some other specific responsibilities include:

- Manual calculations and 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.

- Entering deductions for all medical and life insurance premiums, taxes, FRS contributions, domestic support deductions, deferred compensation, garnishments, and tax levies. All other individual payroll adjustments or deductions resulting from policy changes made by the Board of County Commissioners are processed, and W2s are distributed.

- Monthly reconciliation and payment of insurance invoices, deferred compensation invoices, garnishments, domestic support payments, Firefighter Benevolent Assoc., IAFF Local 4420 dues, United Way allotments, FRS Pension, and Dade City Firefighter Pension. Bi-weekly payroll is pre-audited and processed for an average of over 1,900 employees of the Board.
Table 22: Board Payroll Activity

<table>
<thead>
<tr>
<th></th>
<th>FY 2008-2009 (actual)</th>
<th>FY 2009-2010 (actual)</th>
<th>FY 2009-2010 (actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Checks</td>
<td>3,052</td>
<td>1,142</td>
<td>1,028</td>
</tr>
<tr>
<td>Payroll Direct Deposits</td>
<td>68,618</td>
<td>67,189</td>
<td>67,904</td>
</tr>
<tr>
<td>Insurance Premium Payments</td>
<td>$13,420,185</td>
<td>$15,118,452</td>
<td>$15,874,374</td>
</tr>
<tr>
<td>Retirement Contributions</td>
<td>$11,138,268</td>
<td>$11,155,027</td>
<td>$11,146,648</td>
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<tr>
<td>Garnishments/Levies</td>
<td>$435,531</td>
<td>$448,611</td>
<td>$466,556</td>
</tr>
</tbody>
</table>

The Human Resources Department is a multifaceted department, requiring its staff to be versatile and able to adapt to changing priorities on a daily basis. The division’s workload is affected by budget changes, turnover, legislative changes, internal procedural changes, and any change, problem, or incident that affects an employee.
3. Budget Division

The Office of the Clerk & Comptroller has a complex budget structure, as individual budgets are based on projected revenue and integrated according to the anticipated needs of the organization. The Clerk & Comptroller’s funding sources and budgetary approval process have become specific to and dependent on functional responsibilities. All portions of the Clerk & Comptroller’s budget have varied expenditure rules and approval authorities. The funding source descriptions include:

- The State of Florida - Court-related services are funded from a portion of the court fines and fees collected by Clerks, with the remainder of the collections sent to the State to fund judicial operations throughout the state.

- Pasco County Board of County Commissioners - This revenue is used to account for Clerk functions that support the Pasco County Board of County Commissioners (BCC), such as Clerk and Accountant to the Board, County Auditor, and County Comptroller. This revenue is the only tax-supported funding received by the Clerk & Comptroller and is directly transferred from the Board on a quarterly basis.

- Recording and Other Non-Court Funding - Fees generated by statutorily-required functions of the County Recorder, such as recording legal instruments, maintaining official records, issuing marriage licenses, performing marriage ceremonies, and processing passport applications. Fees for these services are stipulated within Florida Statutes.

Policies

- Deliver high quality customer service, treating all customers with respect and compassion.

- Ensure that all processes are completed accurately and timely, safeguarding the integrity of budget records.

- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.

- Safeguard all financial transactions and records.

- Lead with a Balanced Scorecard approach.

- Provide high quality training to employees on proper procedures, legislative changes, available resources, system processes, and customer needs.
Key Objectives

- Present and load a balanced budget into the FASBE system by October 1st each year, comprised of three primary sub-budgets that are submitted throughout the year: Court-related, fee-funded, and Board-funded.

- Analyze and identify areas of the organization that may be candidates for process improvement and potential time savings. Such analyses are performed by coupling financial information found in FASBE with productivity data collected in ActiveStrategy, and by working to create efficiencies according to current and anticipated operating trends.

- Provide budget services for the Office of the Clerk & Comptroller.

- Produce and enhance the Annual Budget document according to Government Finance Officers Association (GFOA) guidelines.

- Focus on improving the implementation of technical and human resource innovations to maximize services within the constraints of limited financial resources.

- Improve unit-processing ratios through the implementation of process improvement projects.

- Improve accuracy and timely maintenance of budget records.

- Increase debt collections through the combination of data extrapolation and sophisticated collection efforts.

Short-Term Goals

- Systematically examine and improve all processes in the Budget Division.

- Enhance accuracy and timeliness to the processing of all services.

- Comply with all state processing standards and criteria.

- Enhance the management of the Balanced Scorecard and POPS.

- Assist with collection processes to increase debt collection by at least 1%.

- Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals

- Receive and process all budget documents electronically.

- Encourage a culture of continuous process improvement.

- Collaborate with other agencies to combine resources and services to the public.

- Maximize employee skills through cross-training efforts.
Office of Paula S. O’Neil  
Clerk & Comptroller  

Budget Proposal – Fiscal Year 2011-2012

D. Internal Audit

The Internal Audit Division reports directly to the Clerk & Comptroller and provides an independent, objective assurance and consulting activity designed to add value and improve the organization’s operations. To assist the organization in accomplishing its objectives, the Internal Audit Division provides a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Policies

- Deliver high quality customer service, treating all customers with respect and consideration during the auditing process.
- Ensure that all processes are completed accurately and timely, safeguarding the integrity of audit records.
- Ensure accurate and timely reporting to all federal agencies, state agencies, and local agencies, based on statutory requirements, court order, or customer request.
- Provide high quality training to employees on proper auditing procedures, legislative changes, available resources, system processes, and customer needs.

Key Objectives

- Conduct audits of Board departments and Clerk & Comptroller activities in an efficient and effective manner, utilizing audits as a management tool to continue to improve and maintain effective internal controls.
- Conduct audit reviews to ensure that resources are utilized efficiently and effectively, and that valid and reliable data continue to be obtained and maintained.
- Review compliance with policies, procedures, applicable laws, regulations, and methods to safeguard resources against waste, loss, and misuse.
- Recommend measures to prevent and detect fraud.

Short-Term Goals

- Systematically examine and improve all processes in the Auditing Division.
- Enhance accuracy and timeliness to the processing of all services.
- Comply with all state processing standards and criteria.
Enhance customer service delivery by listening to customer requests and researching possible adaptations.

Long-Term Goals

- Collaborate with all other divisions with regard to the transition to the new software programs.
- Receive and process all auditing documents electronically.
- Encourage a culture of continuous process improvement.
- Collaborate with other agencies to combine resources and services to the public.
- Maximize employee skills through cross-training efforts.

Performance Measures and Workload

The Internal Audit Division conducts audits of Board departments in order to determine adherence to established policies and procedures in the collection, disbursement, and accounting of Board funds. Team members verify compliance with contractual obligations, policies, procedures, and reporting requirements in accordance with local, state, and federal guidelines, regulations, and laws. Additionally, the efficiency, operational effectiveness, and internal controls in use in the departments of the Board are also reviewed.

![Completed Audits](image)

*Projected

Figure 13: Completed Audits
REVENUE COLLECTION AND DISTRIBUTION
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Board of County Commissioners</td>
<td>$2,874,767</td>
<td>$2,875,238</td>
<td>$1,450,517</td>
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<tr>
<td>Pasco County Sheriff</td>
<td>299,094</td>
<td>302,295</td>
<td>151,141</td>
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<tr>
<td>Pasco County Municipalities</td>
<td>352,946</td>
<td>345,845</td>
<td>222,287</td>
</tr>
<tr>
<td>State of Florida</td>
<td>25,702,754</td>
<td>32,653,592</td>
<td>15,590,216</td>
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</tbody>
</table>

**By Court Action:**

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Registry</td>
<td>41,682,876</td>
<td>28,107,576</td>
<td>11,879,332</td>
</tr>
<tr>
<td>Restitution</td>
<td>243,592</td>
<td>245,251</td>
<td>117,395</td>
</tr>
<tr>
<td>Jury and Witness</td>
<td>58,612</td>
<td>60,511</td>
<td>21,451</td>
</tr>
<tr>
<td>School Impact Fees</td>
<td>5,642,713</td>
<td>5,352,448</td>
<td>1,424,719</td>
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<tr>
<td>Other Agencies</td>
<td>314,104</td>
<td>694,960</td>
<td>350,997</td>
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</table>

<table>
<thead>
<tr>
<th></th>
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<tr>
<td></td>
<td>$77,171,458</td>
<td>$70,637,716</td>
<td>$31,208,055</td>
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<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1,913,546</td>
<td>$1,806,070</td>
<td>$969,094</td>
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</table>

*This number represents six months of activity in the current fiscal year. Totals are subject to rounding and audit adjustments.
On the following page, FY 2008-2009 interest earnings were impacted by the State Board of Administration’s (SBA) Investment Holdings Fund B, consisting of segregated securities which (1) defaulted in the payment of principal and interest, (2) were extended, (3) were restructured or otherwise subject to workout, (4) experienced elevated market illiquidity, or (5) did not meet the criteria that provides Florida PRIME’s AAM rating. Fund B did not meet the requirements of a SEC 2a7-like fund. Therefore, the SBA provided a fair value factor of .54915069 (total net asset value of Fund B divided by total participant balances of Fund B) on September 30, 2009, to be applied against participants’ account balances in order to determine the fair value of investments in Fund B. Consequently, the fair value of the County’s investment in Fund B on September 30, 2009, was $10,382,930.
## Interest Earnings (Loss) – Board Accounts

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$ (215,663)</td>
<td>$ 600,387</td>
<td>$ 95,950</td>
</tr>
<tr>
<td>Municipal Service</td>
<td>(15,824)</td>
<td>61,005</td>
<td>33,598</td>
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<tr>
<td>Local Option Gas Tax</td>
<td>(253,963)</td>
<td>499,499</td>
<td>122,935</td>
</tr>
<tr>
<td>Building Inspections and Permitting Funds</td>
<td>(5,303)</td>
<td>10,298</td>
<td>3,446</td>
</tr>
<tr>
<td>West Pasco Law Library</td>
<td>(40)</td>
<td>287</td>
<td>83</td>
</tr>
<tr>
<td>East Pasco Law Library</td>
<td>(217)</td>
<td>793</td>
<td>203</td>
</tr>
<tr>
<td>Road and Bridge</td>
<td>(6,304)</td>
<td>17,456</td>
<td>5,668</td>
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<tr>
<td>Tree Fund</td>
<td>(3,573)</td>
<td>12,861</td>
<td>3,466</td>
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<tr>
<td>Oual Hollow Village MTSU</td>
<td>(189)</td>
<td>799</td>
<td>207</td>
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<tr>
<td>Municipal Fire Service Unit</td>
<td>(37,926)</td>
<td>96,611</td>
<td>13,736</td>
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<tr>
<td>Office of State Courts Administrator</td>
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<td>713</td>
<td>193</td>
</tr>
<tr>
<td>Criminal Justice (FDLE)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Penny for Pasco</td>
<td>(61,301)</td>
<td>320,286</td>
<td>94,781</td>
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<tr>
<td>Park Development</td>
<td>(1,873)</td>
<td>2,439</td>
<td>457</td>
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<tr>
<td>Education</td>
<td>(337)</td>
<td>1,257</td>
<td>340</td>
</tr>
<tr>
<td>1/2 Cent Sales Tax Series 2003</td>
<td>(1,741)</td>
<td>2,339</td>
<td>1,423</td>
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<tr>
<td>1/2 Cent Sales Tax CIP</td>
<td>(47,392)</td>
<td>136,851</td>
<td>30,205</td>
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<tr>
<td>Capital Improvements</td>
<td>(114,545)</td>
<td>193,842</td>
<td>50,468</td>
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<tr>
<td>Tommytown Capital</td>
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<tr>
<td>Guaranteed Ent I &amp; S Series 2003</td>
<td>(1,740)</td>
<td>31,119</td>
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<td>Gas Tax Refund I &amp; S 2002</td>
<td>(3,241)</td>
<td>5,043</td>
<td>1,630</td>
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<tr>
<td>Solid Waste</td>
<td>(44,012)</td>
<td>255,882</td>
<td>78,357</td>
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<td>Equipment Service</td>
<td>(37,804)</td>
<td>180,829</td>
<td>56,478</td>
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<td>County Insurance</td>
<td>(23,516)</td>
<td>133,384</td>
<td>38,768</td>
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<tr>
<td>Lighting District</td>
<td>(6,427)</td>
<td>25,616</td>
<td>6,041</td>
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<tr>
<td>Law Enforcement</td>
<td>(471)</td>
<td>2,850</td>
<td>719</td>
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<tr>
<td>Pasco Water &amp; Sewer Unit</td>
<td>2,458,358</td>
<td>4,368,373</td>
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<tr>
<td>Transportation Impact Fee</td>
<td>(416,741)</td>
<td>1,343,780</td>
<td>339,175</td>
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<td>911 Emergency Management Service</td>
<td>(9,482)</td>
<td>46,791</td>
<td>11,955</td>
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<td>Drug Programs</td>
<td>(92)</td>
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<td>95</td>
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<td>Tourist Development Tax</td>
<td>(30,449)</td>
<td>118,278</td>
<td>32,572</td>
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<td>Paving Assessment</td>
<td>(16,860)</td>
<td>80,761</td>
<td>23,058</td>
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<td>Intergovernmental Radio Communication</td>
<td>(3,909)</td>
<td>16,909</td>
<td>4,633</td>
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<td>Williamsburg West - MTSU</td>
<td>(129)</td>
<td>443</td>
<td>116</td>
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<td>Court Facilities F.S. 939.18</td>
<td>(7,512)</td>
<td>43,151</td>
<td>13,834</td>
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<tr>
<td>Department of Children &amp; Families</td>
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<tr>
<td>Housing Programs</td>
<td>(2,803)</td>
<td>2,275</td>
<td>750</td>
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<tr>
<td>Florida Boating Improvement Program</td>
<td>(2,517)</td>
<td>11,325</td>
<td>3,242</td>
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<td>Teen Court</td>
<td>(1,872)</td>
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<tr>
<td>Combat Impact Fee</td>
<td>(21,948)</td>
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<td>Park Impact Fee (East, West, Central)</td>
<td>(55,543)</td>
<td>222,118</td>
<td>60,325</td>
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<td>Concurrency Fund</td>
<td>(2,095)</td>
<td>10,957</td>
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<td>Library Impact Fee</td>
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*This number represents six months of activity in the current fiscal year. Totals subject to rounding and audit adjustments.
## Office of Paula S. O’Neil  
**Clerk & Comptroller**

**Budget Proposal – Fiscal Year 2011-2012**

### Revenue Processed by the Clerk & Comptroller  
and Distributed to the Board of County Commissioners

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<td><strong>$ 2,875,238</strong></td>
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*This number represents six months of activity in the current fiscal year.

**Sheriff Transportation costs, Investigative Costs, and Sheriff Fee.

Totals subject to rounding and audit adjustments.
Revenue Processed by the Clerk & Comptroller
and Distributed to the Sheriff

<table>
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<tr>
<th></th>
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<tr>
<td>Law Enforcement &amp; School Guard</td>
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<td>Crossing Programs</td>
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<td>Current FY - First six months:</td>
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*This number represents six months of activity in the current fiscal year. Totals subject to rounding and audit adjustments.
# Revenue Processed by the Clerk & Comptroller and Distributed to Municipalities

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<tr>
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<td>City of New Port Richey</td>
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*This number represents six months of activity in the current fiscal year. Totals subject to rounding and audit adjustments.
## Revenue Collected through Court-Related Activities and Distributed to State Agencies

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**Total Court-Related Revenues Remitted to State Agencies:** $ 7,537,891 $ 13,649,335 $ 6,493,349

*This number represents six months of activity in the current fiscal year. Totals subject to rounding and audit adjustments.*
Impact Fees Processed by the Clerk & Comptroller and Distributed to the School Board**

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<td>Impact Fees</td>
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*This number represents six months of activity in the current fiscal year.
**The total amount collected from inception, net of Clerk’s fees, on behalf of the School Board is $96,939,193.
Totals subject to rounding and audit adjustments.
Office of Paula S. O’Neil
Clerk & Comptroller

Budget Proposal – Fiscal Year 2011-2012

Revenue Processed by the Clerk & Comptroller
and Distributed to Other Agencies

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<td>Tax Deed and Applications - Other</td>
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</table>

*This number represents six months of activity in the current fiscal year.
Totals subject to rounding and audit adjustments.
APPENDICES
Appendix A: Glossary of Terms

**Balanced Budget** - The total of estimated receipts, including balances brought forward, shall equal the total of estimated expenditures and reserves.

**Board of County Commissioners** - The governing body of Pasco County, composed of five persons elected by constituents from districts across the County.

**Budget** - A financial plan for a specified period of time (fiscal year) that matches proposed expenditures with anticipated revenue.

**Budget Message** - A brief written statement presented by the Clerk & Comptroller to explain principal budget issues.

**Capital Expenditures** - Appropriations for the acquisition or construction of physical assets with a life expectancy greater than one year and a cost equal to or greater than $1,000.

**Constitutional Officer(s)** - Elected official(s) that are funded in part or in total by the Board of County Commissioners, but maintain autonomy of their own offices. The five Constitutional Officers in Pasco County are the Clerk & Comptroller, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector.

**County Administrator** - The Chief Executive Officer of the County, appointed by the Board of County Commissioners.

**Deficit** - The excess of expenditures over revenue during the fiscal year.

**Expenditures** - Decrease in fund financial resources for the procurement of assets or the cost of goods and/or services received.

**Fiscal Year** - The annual accounting period. The County Fiscal Year runs from October 1st through September 30th, while the State fiscal year runs from July 1st through June 30th.

**Fringe Benefits** - Employee benefits that include, but may not be limited to, social security, retirement, group health and life insurance, and dental coverage.

**Fund** - Money set aside and accounted for separately in order to ensure that the money is spent for a specific purpose.
**Office of Paula S. O’Neil**  
**Clerk & Comptroller**

**Budget Proposal – Fiscal Year 2011-2012**

**Fund Balance** - The amount available within a fund at the close of a fiscal period, which can be carried over as a source of available funding for the succeeding fiscal period.

**General Fund** - The governmental accounting fund supported by taxes, licenses and permits, service charges, and other general revenue to provide for operating services.

**Grant** - A contribution of assets (usually cash) by one governmental unit or organization to another, given for a specified purpose.

**Indirect Costs** - Costs associated with, but not directly attributed to, the provision of a product or service. These are usually costs incurred by administrative departments in support of operating departments. Also referred to as “overhead”.

**Interfund Transfers** - Budgeted amounts transferred from one fund to another fund. These represent “double counting” of expenditures. Therefore, these amounts are deducted from the total County operating budget to calculate the “net” budget.

**Less Charges** - Short title for “Less Charges to Other Departments/Funds.” A credit given to the operating department, which represents work completed on behalf of another department or fund. Its offset is a charge to the affected department or fund, and the result is to show associated project costs properly allocated.

**Line Item Budget** - A budget that lists each account category separately along with the dollar amount budgeted for each account, such as office supplies, overtime, or capital purchases.

**Modified Accrual Method of Accounting** - An accounting method commonly used by government agencies that combines accrual-basis accounting with cash-basis accounting. Modified accrual accounting recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred. This system divides available funds into separate entities within the organization to ensure that the money is being spent where it was intended.

**Operating Expenditures** - Also known as operating and maintenance costs, these are expenditures for day-to-day operations, such as office supplies, maintenance of equipment, and travel. Capital costs are excluded.

**Personal Services** - Costs related to compensating employees, including salaries, wages, and fringe benefits.
Revenue - Income received from normal business activities and/or from other governmental sources. Receipts may include interest earnings, service charges, grants, and intergovernmental payments.

Uniform Accounting System - The chart of accounts prescribed by the Office of the State Comptroller, designed to standardize financial information to facilitate comparison and evaluation of reports.
APPENDIX B: FLORIDA CONSTITUTION - ARTICLE V

ARTICLE V. JUDICIARY

SECTION 14. (b) All funding for the offices of the clerks of the circuit and county courts performing court-related functions, except as otherwise provided in this subsection and subsection (c), shall be provided by adequate and appropriate filing fees for judicial proceedings and service charges and costs for performing court-related functions as required by general law. Selected salaries, costs, and expenses of the state courts system may be funded from appropriate filing fees for judicial proceedings and service charges and costs for performing court-related functions, as provided by general law. Where the requirements of either the United States Constitution or the Constitution of the State of Florida preclude the imposition of filing fees for judicial proceedings and service charges and costs for performing court-related functions sufficient to fund the court-related functions of the offices of the clerks of the circuit and county courts, the state shall provide, as determined by the legislature, adequate and appropriate supplemental funding from state revenues appropriated by general law.

(c) No county or municipality, except as provided in this subsection, shall be required to provide any funding for the state courts system, state attorneys’ offices, public defenders’ offices, court-appointed counsel or the offices of the clerks of the circuit and county courts performing court-related functions. Counties shall be required to fund the cost of communications services, existing radio systems, existing multi-agency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities for the trial courts, public defenders’ offices, state attorneys’ offices, and the offices of the clerks of the circuit and county courts performing court-related functions. Counties shall also pay reasonable and necessary salaries, costs, and expenses of the state courts system to meet local requirements as determined by general law.


SECTION 16. Clerks of the circuit courts.—There shall be in each county a clerk of the circuit court who shall be selected pursuant to the provisions of Article VIII section 1. Notwithstanding any other provision of the constitution, the duties of the clerk of the circuit court may be divided by special or general law between two officers, one serving as clerk of court and one serving as ex officio clerk of the board of county commissioners, auditor, recorder, and custodian of all county funds. There may be a clerk of the county court if authorized by general or special law.


ARTICLE VIII LOCAL GOVERNMENT

SECTION 1. Counties - (d) COUNTY OFFICERS. There shall be elected by the electors of each county, for terms of four years, a sheriff, a tax collector, a property appraiser, a supervisor of elections, and a clerk of the circuit court; except, when provided by county charter or special law approved by vote of the electors of the county, any county officer may be chosen in another manner therein specified, or any county office may be abolished when all the duties of the office prescribed by general law are transferred to another office. When not otherwise provided by county charter or special law approved by vote of the electors, the clerk of the circuit court shall be an ex officio clerk of the board of county commissioners, auditor, recorder and custodian of all county funds.


http://www.leg.state.fl.us/Statutes/index.cfm?Mode=Constitution&Submenu=3&Tab=statutes&CFID=163295895&CFTOKEN=38938438#A5
CHAPTER 28: CLERKS OF THE CIRCUIT COURTS

28.001 Definitions.—As used in this chapter:
(1) "Official records" means each instrument that the clerk of the circuit court is required or authorized to record in one general series called "Official Records" as provided for in s. 28.222.
(2) "Public records" has the same meaning as in s. 119.011 and includes each official record.

History.—s. 1, ch. 94-348; s. 1, ch. 99-259.

28.01 Bond of circuit court clerks; small counties.—In each county of the state having a population of 150,000 or less according to the last state census, the clerk of the circuit court shall give bond as required by the board of county commissioners of the county, to be filed with the clerk of the circuit court and be conditioned upon the faithful discharge of the duties of office.

History.—ss. 1, 3, ch. 3724, 1887; RS 1381; GS 1821; RGS 3066; CGL 4847; s. 1, ch. 17754, 1937; s. 1, ch. 20719, 1941; ss. 10, 12, 35, ch. 69-106; s. 152, ch. 95-147; s. 12, ch. 95-312; s. 7, ch. 98-34.

28.02 Bond of circuit court clerks; large counties.—In each county of the state having a population in excess of 150,000 according to the last state census, the clerk of the circuit court shall give bond as required by the board of county commissioners of the county, to be filed with the clerk of the circuit court and be conditioned upon the faithful discharge of the duties of office.

History.—ss. 1, 3, ch. 3724, 1887; RS 1381; GS 1821; RGS 3066; CGL 4847; s. 1, ch. 17754, 1937; s. 1, ch. 20719, 1941; ss. 10, 12, 35, ch. 69-106; s. 153, ch. 95-147; s. 13, ch. 95-312; s. 8, ch. 98-34.

28.03 Obligation of sureties.—Each surety upon such bond may bind himself or herself for a specified sum, but the aggregate amount for which the sureties shall bind themselves shall not be less than the penalty of the bond.

History.—s. 9, ch. 3724, 1887; RS 934; GS 1822; RGS 3067; CGL 4848; s. 2, ch. 17754, 1937; s. 1, ch. 20719, 1941; s. 154, ch. 95-147.

28.04 Justification of sureties.—Each surety upon such bond shall make affidavit that the surety is a resident of the county for which the clerk is to be commissioned, and that he or she has sufficient visible property therein unencumbered and not exempt from sale under legal process to make good his or her bond.

History.—s. 10, ch. 3724, 1887; RS 935; GS 1823; RGS 3068; CGL 4849; s. 3, ch. 17754, 1937; s. 1, ch. 20719, 1941; s. 155, ch. 95-147.

28.05 Surety companies.—The provisions of ss. 28.01-28.04 as to number of sureties, affidavits of residence and justification of same, shall not apply to solvent surety companies authorized to do business and execute bonds in this state.

History.—GS 1824; RGS 3069; CGL 4850; s. 4, ch. 17754, 1937; s. 1, ch. 20719, 1941.

28.06 Power of clerk to appoint deputies.—The clerk of the circuit court may appoint a deputy or deputies, for whose acts the clerk shall be liable, and the said deputies shall have and exercise each and every power of whatsoever nature and kind as the clerk may exercise, excepting the power to appoint a deputy or deputies.

History.—s. 1, Feb. 12, 1834; s. 1, ch. 254, 1849; RS 1384; GS 1825; RGS 3070; CGL 4851; s. 1, ch. 21956, 1943; s. 156, ch. 95-147.

28.07 Place of office.—The clerk of the circuit court shall keep his or her office at the county seat. If the clerk finds a need for branch offices, they may be located in the county at places other than the county seat. Instruments presented for recording in the Official Records may be accepted and filed for that purpose at any branch office designated by the governing body of the county for the recording of instruments pursuant to s. 1, Art. VIII of the State Constitution. One or more deputy
clerks authorized to issue process may be employed for such branch offices. The Official Records of the county must be kept at the county seat. Other records and books must be kept within the county but need not be kept at the county seat.

History.—s. 3, Feb. 12, 1834; RS 1385; GS 1826; RGS 3071; CGL 4852; s. 1, ch. 57-281; s. 1, ch. 87-190; ss. 2, 10, ch. 94-348; s. 2, ch. 99-259.

28.071 Clerk’s seal.—Each clerk shall provide a seal which shall have inscribed thereon substantially the words:

“Circuit Court”
“Clerk,” “(Name of county)”

which shall be the official seal of the clerk of the circuit court in that county for authentication of all documents or instruments. It may be an imprint or impression type seal and shall be registered with the Department of State.

History.—s. 1, ch. 70-134; s. 1, ch. 70-439.

28.08 Place of residence.—The clerk of the circuit court, or a deputy, shall reside at the county seat or within 2 miles thereof.

History.—s. 1, ch. 1851, 1871; RS 1386; GS 1827; RGS 3072; CGL 4853.

28.09 Clerk ad interim.—In the case of vacancy occurring in the office of a clerk of the circuit court by death, resignation, or other cause, the judge of that court shall appoint a clerk ad interim, who shall assume all the responsibilities, perform all the duties, and receive the same compensation for the time being as if he or she had been duly appointed to fill the office; and the clerk shall give such bond and security for the faithful performance of duties as required by the board of county commissioners.

History.—s. 1, ch. 722, 1855; RS 1393; GS 1838; RGS 3083; CGL 4866; s. 157, ch. 95-147; s. 9, ch. 98-34.

28.101 Petitions and records of dissolution of marriage; additional charges.—

(1) When a party petitions for a dissolution of marriage, in addition to the filing charges in s. 28.241, the clerk shall collect and receive:

(a) A charge of $5. On a monthly basis, the clerk shall transfer the moneys collected pursuant to this paragraph to the Department of Revenue for deposit in the Child Welfare Training Trust Fund created in s. 402.40.

(b) A charge of $5. On a monthly basis, the clerk shall transfer the moneys collected pursuant to this paragraph to the Department of Revenue for deposit in the Displaced Homemaker Trust Fund created in s. 446.50. If a petitioner does not have sufficient funds with which to pay this fee and signs an affidavit so stating, all or a portion of the fee shall be waived subject to a subsequent order of the court relative to the payment of the fee.

(c) A charge of $55. On a monthly basis, the clerk shall transfer the moneys collected pursuant to this paragraph to the Department of Revenue for deposit in the Domestic Violence Trust Fund. Such funds which are generated shall be directed to the Department of Children and Family Services for the specific purpose of funding domestic violence centers.

(d) A charge of $32.50. On a monthly basis, the clerk shall transfer the moneys collected pursuant to this paragraph as follows:

1. An amount of $7.50 to the Department of Revenue for deposit in the Displaced Homemaker Trust Fund.

2. An amount of $25 to the Department of Revenue for deposit in the General Revenue Fund. 

(2) Upon receipt of a final judgment of dissolution of marriage for filing, and in addition to the filing charges in s. 28.241, the clerk may collect and receive a service charge of up to $10.50 pursuant to s. 382.023 for the recording and reporting of such final judgment of dissolution of marriage to the Department of Health.
28.12 Clerk of the board of county commissioners.—The clerk of the circuit court shall be clerk and accountant of the board of county commissioners. He or she shall keep the minutes and accounts and perform such other duties as provided by law. The clerk shall have custody of the seal and affix the same to any paper or instrument as required by law.

History.—s. 2, ch. 67-520; s. 2, ch. 70-134; s. 1, ch. 70-439; s. 1, ch. 73-300; s. 9, ch. 83-217; s. 103, ch. 86-220; s. 1, ch. 87-145; s. 25, ch. 87-387; s. 7, ch. 88-98; s. 2, ch. 88-181; s. 12, ch. 94-134; s. 12, ch. 94-135; s. 54, ch. 96-418; s. 82, ch. 97-237; s. 14, ch. 98-403; s. 13, ch. 99-2; s. 5, ch. 99-243; s. 4, ch. 2001-122; s. 25, ch. 2003-402; s. 3, ch. 2004-251; s. 14, ch. 2004-265.

28.13 To keep papers.—The clerk of the circuit court shall keep all papers filed in the clerk’s office with the utmost care and security, arranged in appropriate files (endorsing upon each the time when the same was filed), and shall not permit any attorney or other person to take papers once filed out of the office of the clerk without leave of the court, except as is hereinafter provided by law.

History.—s. 59, Nov. 18, 1828; RS 1389; GS 1830; RGS 3075; CGL 4856; s. 1, ch. 89-297; s. 159, ch. 95-147.

28.14 Records, judgments, orders, and decrees prior to circuit courts.—All the records, judgments, orders, and decrees of the several circuit courts, in the respective counties, made and entered before July 28th, 1868, shall be taken and held to be the records, judgments, orders, and decrees of the circuit courts as established in said counties July 28th, 1868, and may be amended and enforced according to law and the practice of said courts.

History.—s. 9, ch. 1629, 1869; RS 1402; GS 1853; RGS 3098; CGL 4882.

28.15 Records from superior courts.—The files, rolls and books of record of the superior courts of the several districts of the Territory of Florida remaining in the clerk’s offices of the respective counties, so far as the same, by the concurrence of the Congress and the Legislature of this state, may relate to matters of appropriate state authority and jurisdiction, are placed in the custody and under the control of the circuit courts of this state in the respective counties thereof, where the said superior courts were held and the records kept, and shall be deemed, held and taken to be files, rolls and records of the said circuit courts; and the said circuit courts may lawfully have and exercise such judicial cognizance and power over them as the said courts may lawfully have and exercise over their own files, rolls and records.

History.—s. 2, ch. 520, 1853; RS 1403; GS 1854; RGS 3099; CGL 4883.

28.16 Certain records from prior county courts.—All the records, judgments and orders in the several county courts, in the respective counties, made and entered prior to May 4th, 1875, where the amount sued upon exceeded the sum of $100, shall be held, deemed and taken to be files, rolls and records of the circuit court and the said circuit court may lawfully have and exercise such cognizance and power over them as said courts may lawfully have and exercise over their own files, rolls and records.

History.—s. 1, ch. 3004, 1877; RS 1404-1406; s. 1, ch. 4725, 1899; GS 1855-1858; RGS 3100-3103; CGL 4884-4887.

28.211 Clerk to keep docket.—The clerk of the circuit court shall keep a progress docket in which he or she shall note the filing of each pleading, motion, or other paper and any step taken by him or her in connection with each action, appeal, or other proceeding before the court. The clerk may keep separate progress dockets for civil and criminal matters. The clerk shall keep an alphabetical index, direct and inverse, for the docket.

History.—s. 1, ch. 71-4; s. 160, ch. 95-147.

28.212 Minutes of court proceedings.—The clerk may keep minutes of court proceedings. The action of the court shall be noted in the minutes, but orders and judgments shall not be recorded in the minutes.

History.—s. 1, ch. 72-320.
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28.213 Disposal of physical evidence filed as exhibits.—The clerk of any circuit court or county court may dispose of items of physical evidence which have been held as exhibits in excess of 3 years in cases on which no appeal, or collateral attack, is pending or can be made. Items of evidence having no monetary value which are designated by the clerk for removal shall be disposed of as unusable refuse. Items of evidence having a monetary value which are designated for removal by the clerk shall be sold and the revenue placed in the clerk’s general revenue fund.

*History.*—s. 1, ch. 72-7; s. 21, ch. 73-333; s. 2, ch. 89-176; s. 26, ch. 2003-402.

*Note.*—Former s. 43.195.

28.215 Pro se assistance.—The clerk of the circuit court shall provide ministerial assistance to pro se litigants. Assistance shall not include the provision of legal advice.

*History.*—s. 27, ch. 2003-402.

28.222 Clerk to be county recorder.—

(1) The clerk of the circuit court shall be the recorder of all instruments that he or she may be required or authorized by law to record in the county where he or she is clerk.

(2) The clerk of the circuit court shall record all instruments in one general series called “Official Records.” He or she shall keep a register in which he or she shall enter at the time of filing the filing number of each instrument filed for record, the date and hour of filing, the kind of instrument, and the names of the parties to the instrument. The clerk shall maintain a general alphabetical index, direct and inverse, of all instruments filed for record. The register of Official Records must be available at each office where official records may be filed.

(3) The clerk of the circuit court shall record the following kinds of instruments presented to him or her for recording, upon payment of the service charges prescribed by law:

   (a) Deeds, leases, bills of sale, agreements, mortgages, notices or claims of lien, notices of levy, tax warrants, tax executions, and other instruments relating to the ownership, transfer, or encumbrance of or claims against real or personal property or any interest in it; extensions, assignments, releases, cancellations, or satisfactions of mortgages and liens; and powers of attorney relating to any of the instruments.

   (b) Notices of lis pendens, including notices of an action pending in a United States court having jurisdiction in this state.

   (c) Judgments, including certified copies of judgments, entered by any court of this state or by a United States court having jurisdiction in this state and assignments, releases, and satisfactions of the judgments.

   (d) That portion of a certificate of discharge, separation, or service which indicates the character of discharge, separation, or service of any citizen of this state with respect to the military, air, or naval forces of the United States. Each certificate shall be recorded without cost to the veteran, but the clerk shall receive from the board of county commissioners or other governing body of the county the service charge prescribed by law for the recording.

   (e) Notices of liens for taxes payable to the United States and other liens in favor of the United States, and certificates discharging, partially discharging, or releasing the liens, in accordance with the laws of the United States.

   (f) Certified copies of petitions, with schedules omitted, commencing proceedings under the 1Bankruptcy Act of the United States, decrees of adjudication in the proceedings, and orders approving the bonds of trustees appointed in the proceedings.

   (g) Certified copies of death certificates authorized for issuance by the Department of Health which exclude the information that is confidential under s. 382.008, and certified copies of death certificates issued by another state whether or not they exclude the information described as confidential in s. 382.008.

   (h) Any other instruments required or authorized by law to be recorded.

(4) Any reference in these statutes to the filing of instruments affecting title to real or personal property with the clerk of the circuit court shall mean recording of the instruments.

(5) The clerk of the circuit court may maintain a separate book for maps, plats, and drawings recorded pursuant to chapters 177, 253, and 337.

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(6) All instruments recorded in the Official Records shall always be open to the public, under the supervision of the clerk, for the purpose of inspection thereof and of making extracts therefrom; but the clerk shall not be required to perform any service in connection with such inspection or making of extracts without payment of service charges as provided in s. 28.24.

History.—ss. 2, 4, ch. 71-4; s. 2, ch. 84-114; s. 2, ch. 92-25; s. 1, ch. 93-42; s. 100, ch. 94-119; s. 11, ch. 94-348; s. 1324, ch. 95-147; s. 2, ch. 95-214; s. 83, ch. 97-237; s. 3, ch. 99-259.

Note.—Replaced by the 1978 Bankruptcy Code.

28.2205 Electronic filing process.—Each clerk of court shall implement an electronic filing process. The purpose of the electronic filing process is to reduce judicial costs in the office of the clerk and the judiciary, increase timeliness in the processing of cases, and provide the judiciary with case-related information to allow for improved judicial case management. The Legislature requests that, no later than July 1, 2009, the Supreme Court set statewide standards for electronic filing to be used by the clerks of court to implement electronic filing. The standards should specify the required information for the duties of the clerks of court and the judiciary for case management. The clerks of court shall begin implementation no later than October 1, 2009. The Florida Clerks of Court Operations Corporation shall report to the President of the Senate and the Speaker of the House of Representatives by March 1, 2010, on the status of implementing electronic filing. The report shall include the detailed status of each clerk office’s implementation of an electronic filing process, and for those clerks who have not fully implemented electronic filing by March 1, 2010, a description of the additional steps needed and a projected timeline for full implementation. Revenues provided to counties and the clerk of court under s. 28.24(12)(e) for information technology may also be used to implement electronic filing processes.

History.—s. 16, ch. 2009-61.

28.2221 Electronic access to official records.—
   (1) The Legislature finds that a proper and legitimate state purpose is served by providing the public with access to public records and information on the Internet. The Legislature further finds that a proper and legitimate state purpose is also served by preventing disclosure of records and information made exempt by law from public disclosure.
   (2) No later than January 1, 2002, the county recorder in each county shall provide a current index of documents recorded in the official records of the county for the period beginning no later than January 1, 1990, on a publicly available Internet website which shall also contain a document requisition point for obtaining images or copies of the documents reflected in the index and which has the capability of electronically providing the index data to a central statewide search site. The index shall be limited to grantor and grantee names, party names, date, book and page number, comments, and type of record.
   (3) Each county recorder shall use appropriate Internet security measures to ensure that no person has the ability to alter or to modify records placed on the Internet by the county recorder.
   (4) Unless otherwise provided by law, no information retrieved electronically pursuant to this section shall be admissible in court as an authenticated document.
   (5)(a) No county recorder or clerk of the court may place an image or copy of a public record, including an official record, on a publicly available Internet website for general public display if that image or copy is of a military discharge; death certificate; or a court file, record, or paper relating to matters or cases governed by the Florida Rules of Family Law, the Florida Rules of Juvenile Procedure, or the Florida Probate Rules.
   (b) Any records specified in this subsection made available by the county recorder or clerk of the court on a publicly available Internet website for general public display prior to June 5, 2002, must be removed if the affected party identifies the record and requests that it be removed. Such request must be in writing and delivered by mail, facsimile, or electronic transmission, or in person to the county recorder or clerk of the court. The request must specify the identification page number of the document to be removed. No fee may be charged for the removal of a document pursuant to such request.
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(c) No later than 30 days after June 5, 2002, notice of the right of any affected party to request
removal of records pursuant to this subsection shall be conspicuously and clearly displayed by the
county recorder or clerk of the court on the publicly available Internet website on which images or
copies of the county’s public records are placed and in the office of each county recorder or clerk of
the court. In addition, no later than 30 days after June 5, 2002, the county recorder or the clerk of the
court must have published, on two separate dates, a notice of such right in a newspaper of general
circulation in the county where the county recorder’s office is located as provided for in chapter 50.
Such notice must contain appropriate instructions for making the removal request in person, by mail,
by facsimile, or by electronic transmission. The notice shall state, in substantially similar form, that
any person has a right to request that a county recorder or clerk of the court remove an image or
copy of a public record, including an official record, from a publicly available Internet website if that
image or copy is of a military discharge; death certificate; or a court file, record, or paper relating to
matters or cases governed by the Florida Rules of Family Law, the Florida Rules of Juvenile
Procedure, or the Florida Probate Rules. Such request must be made in writing and delivered by mail,
facsimile, or electronic transmission, or in person to the county recorder or clerk of the court. The
request must identify the document identification page number of the document to be removed. No
fee will be charged for the removal of a document pursuant to such request.

(d) Any affected person may petition the circuit court for an order directing compliance with this
subsection.

(e) By January 1, 2006, each county recorder or clerk of the court shall provide for electronic
retrieval, at a minimum, of images of documents referenced as the index required to be maintained
on the county’s official records website by this section.

28.2222 Public records capital improvement plan.—On or before December 1 of each year
immediately preceding each year in which the Public Records Modernization Trust Fund is scheduled
for review under s. 19(f)(2), Art. III of the State Constitution, each clerk of the circuit court shall file a
4-year capital improvement plan with the President of the Senate and the Speaker of the House of
Representatives. The plan must specify the clerk’s goals for modernizing and improving the storage
of, and public access to, public records and must state the manner in which moneys from the trust
fund will be expended to obtain the stated objectives. The plan must specify the methodology used to
determine the projected cost to implement the plan and to determine the projected revenue to meet
the cost. Each capital improvement plan must state the progress made in fulfilling the objectives listed
in the previously filed capital improvement plan and must state the manner in which moneys from the
trust fund were expended to reach those objectives.

28.223 Probate records; recordation.—

(1) The clerk of the circuit shall record all wills and codicils admitted to probate, orders revoking
the probate of any wills and codicils, letters of administration, orders affecting or describing real
property, final orders, orders of final discharge, and orders of guardianship filed in the clerk’s office.
No other petitions, pleadings, papers, or other orders relating to probate matters shall be recorded
except on the written direction of the court. The direction may be by incorporation in the order of the
words “To be recorded,” or words to that effect. Failure to record an order or a judgment shall not
affect its validity.

(2) The clerk shall record all instruments under this section in Official Records and index them in
the same manner as prescribed in s. 28.222.

(3) All records of a court of this state heretofore exercising probate jurisdiction shall be placed,
and remain, in the custody of the clerk and shall be the records of the circuit court. The circuit court
may exercise judicial cognizance and power over them as it may over its own records.

(4) Certified transcripts of the whole or any part of probate or administration proceedings in any
court of this state or of any foreign state or country may be recorded. If the certified copy is not a part
of a pending probate proceeding in the court, the person causing it to be recorded shall pay the costs of recordation.

(5) The recording of any instrument required or permitted to be recorded under this section in a pending probate or administration proceeding in the county shall be included in the fees prescribed in s. 28.2401.

History.—s. 2, ch. 74-106; s. 1, ch. 77-174; s. 161, ch. 95-147; s. 20, ch. 95-401.

28.231 Service charges by clerks of courts.—The clerk of any state appellate or county or state trial court shall receive as compensation for similar services the same charges as provided in this chapter for the clerk of the circuit court.

History.—s. 39, ch. 70-134.

28.235 Advance payments by clerk of circuit court.—The clerk of the circuit court is authorized to make advance payments on behalf of the county for goods and services, including, but not limited to, maintenance agreements and subscriptions, pursuant to rules or procedures adopted by the Chief Financial Officer for advance payments of invoices submitted to agencies of the state.

History.—s. 12, ch. 94-348; s. 89, ch. 2003-261.

28.24 Service charges by clerk of the circuit court.—The clerk of the circuit court shall charge for services rendered by the clerk’s office in recording documents and instruments and in performing the duties enumerated in amounts not to exceed those specified in this section. Notwithstanding any other provision of this section, the clerk of the circuit court shall provide without charge to the state attorney, public defender, guardian ad litem, public guardian, attorney ad litem, criminal conflict and civil regional counsel, and private court-appointed counsel paid by the state, and to the authorized staff acting on behalf of each, access to and a copy of any public record, if the requesting party is entitled by law to view the exempt or confidential record, as maintained by and in the custody of the clerk of the circuit court as provided in general law and the Florida Rules of Judicial Administration. The clerk of the circuit court may provide the requested public record in an electronic format in lieu of a paper format when capable of being accessed by the requesting entity.

Charges:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For examining, comparing, correcting, verifying, and certifying transcripts of record in appellate proceedings, prepared by attorney for appellant or someone else other than clerk, per page.</td>
<td>5.00</td>
</tr>
<tr>
<td>2</td>
<td>For preparing, numbering, and indexing an original record of appellate proceedings, per instrument.</td>
<td>3.50</td>
</tr>
<tr>
<td>3</td>
<td>For certifying copies of any instrument in the public records.</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>For verifying any instrument presented for certification prepared by someone other than clerk, per page.</td>
<td>3.50</td>
</tr>
<tr>
<td>5(a)</td>
<td>For making copies by photographic process of any instrument in the public records consisting of pages of not more than 14 inches by 81/2 inches, per page.</td>
<td>1.00</td>
</tr>
<tr>
<td>5(b)</td>
<td>For making copies by photographic process of any instrument in the public records of more than 14 inches by 81/2 inches, per page.</td>
<td>5.00</td>
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<tr>
<td>6</td>
<td>For making microfilm copies of any public records:</td>
<td></td>
</tr>
<tr>
<td>6(a)</td>
<td>16 mm 100’ microfilm roll.</td>
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</tr>
<tr>
<td>6(b)</td>
<td>35 mm 100’ microfilm roll.</td>
<td>60.00</td>
</tr>
<tr>
<td>6(c)</td>
<td>Microfiche, per fiche.</td>
<td>3.50</td>
</tr>
<tr>
<td>7</td>
<td>For copying any instrument in the public records by other than photographic process, per page.</td>
<td>6.00</td>
</tr>
<tr>
<td>8</td>
<td>For writing any paper other than herein specifically mentioned, same as for copying, including signing and sealing.</td>
<td>7.00</td>
</tr>
<tr>
<td>9</td>
<td>For indexing each entry not recorded.</td>
<td>1.00</td>
</tr>
<tr>
<td>10</td>
<td>For receiving money into the registry of court:</td>
<td></td>
</tr>
</tbody>
</table>
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(a) 1. First $500, percent. . . . . . . . . . . . . 3
2. Each subsequent $100, percent. . . . . . . . . 1.5
(b) Eminent domain actions, per deposit. . . . . . . 170.00
(c) For examining, certifying, and recording plats and for recording condominium exhibits larger
than 14 inches by 81/2 inches:
  (a) First page. . . . . . . . . . . . . . . . . . . . . 30.00
  (b) Each additional page. . . . . . . . . . . . . . 15.00
(d) An additional service charge shall be paid to the clerk of the circuit court to be deposited in
the Public Records Modernization Trust Fund for each instrument listed in s. 28.222, except
judgments received from the courts and notices of lis pendens, recorded in the official records:
  1. First page. . . . . . . . . . . . . . . . . . . . . 1.00
  2. Each additional page. . . . . . . . . . . . . . 0.50

Said fund shall be held in trust by the clerk and used exclusively for equipment and maintenance of
equipment, personnel training, and technical assistance in modernizing the public records system of
the office. In a county where the duty of maintaining official records exists in an office other than the
office of the clerk of the circuit court, the clerk of the circuit court is entitled to 25 percent of the
moneys deposited into the trust fund for equipment, maintenance of equipment, training, and
technical assistance in modernizing the system for storing records in the office of the clerk of the
circuit court. The fund may not be used for the payment of travel expenses, membership dues, bank
charges, staff-recruitment costs, salaries or benefits of employees, construction costs, general
operating expenses, or other costs not directly related to obtaining and maintaining equipment for
public records systems or for the purchase of furniture or office supplies and equipment not related to
the storage of records. On or before December 1, 1995, and on or before December 1 of each year
immediately preceding each year during which the trust fund is scheduled for legislative review under
s. 19(f)(2), Art. III of the State Constitution, each clerk of the circuit court shall file a report on the
Public Records Modernization Trust Fund with the President of the Senate and the Speaker of the
House of Representatives. The report must itemize each expenditure made from the trust fund since
the last report was filed; each obligation payable from the trust fund on that date; and the percentage
of funds expended for each of the following: equipment, maintenance of equipment, personnel
training, and technical assistance. The report must indicate the nature of the system each clerk uses
to store, maintain, and retrieve public records and the degree to which the system has been upgraded
since the creation of the trust fund.

(e) An additional service charge of $4 per page shall be paid to the clerk of the circuit court for
each instrument listed in s. 28.222, except judgments received from the courts and notices of lis
pendens, recorded in the official records. From the additional $4 service charge collected:
  1. If the counties maintain legal responsibility for the costs of the court-related technology needs
as defined in s. 29.008(1)(f)(2), and (h), 10 cents shall be distributed to the Florida Association of Court
Clerks and Comptroller, Inc., for the cost of development, implementation, operation, and
maintenance of the clerks’ Comprehensive Case Information System, in which system all clerks shall
participate on or before January 1, 2006; $1.90 shall be retained by the clerk to be deposited in the
Public Records Modernization Trust Fund and used exclusively for funding court-related technology
needs of the clerk as defined in s. 29.008(1)(f)(2); and (h); and $2 shall be distributed to the board of
county commissioners to be used exclusively to fund court-related technology, and court technology
needs as defined in s. 29.008(1)(f)(2) and (h) for the state trial courts, state attorney, public defender,
and criminal conflict and civil regional counsel in that county. If the counties maintain legal

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

**Budget Proposal – Fiscal Year 2011-2012**

Responsibility for the costs of the court-related technology needs as defined in s. 29.008(1)(f)2. and (h), notwithstanding any other provision of law, the county is not required to provide additional funding beyond that provided herein for the court-related technology needs of the clerk as defined in s. 29.008(1)(f)2. and (h). All court records and official records are the property of the state of Florida, including any records generated as part of the Comprehensive Case Information System funded pursuant to this paragraph and the clerk of court is designated as the custodian of such records, except in a county where the duty of maintaining official records exists in a county office other than the clerk of court or comptroller, such county office is designated the custodian of all official records, and the clerk of court is designated the custodian of all court records. The clerk of court or any entity acting on behalf of the clerk of court, including an association, shall not charge a fee to any agency as defined in s. 119.011, the Legislature, or the State Court System for copies of records generated by the Comprehensive Case Information System or held by the clerk of court or any entity acting on behalf of the clerk of court, including an association.

2. If the state becomes legally responsible for the costs of court-related technology needs as defined in s. 29.008(1)(f)2. and (h), whether by operation of general law or by court order, $4 shall be remitted to the Department of Revenue for deposit into the General Revenue Fund.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Oath, administering, attesting, and sealing, not otherwise provided for</td>
<td>3.50</td>
</tr>
<tr>
<td>14. For validating certificates, any authorized bonds, each.</td>
<td>3.50</td>
</tr>
<tr>
<td>15. For preparing affidavit of domicile.</td>
<td>5.00</td>
</tr>
<tr>
<td>16. For exemplified certificates, including signing and sealing.</td>
<td>7.00</td>
</tr>
<tr>
<td>17. For authenticated certificates, including signing and sealing.</td>
<td>7.00</td>
</tr>
<tr>
<td>18(a) For issuing and filing a subpoena for a witness, not otherwise provided for</td>
<td>7.00</td>
</tr>
<tr>
<td>(includes writing, preparing, signing, and sealing).</td>
<td></td>
</tr>
<tr>
<td>19. For approving bond.</td>
<td>8.50</td>
</tr>
<tr>
<td>20. For searching of records, for each year’s search.</td>
<td>2.00</td>
</tr>
<tr>
<td>21. For processing an application for a tax deed sale (includes application, sale, issuance, and preparation of tax deed, and disbursement of proceeds of sale), other than excess proceeds</td>
<td>60.00</td>
</tr>
<tr>
<td>22. For disbursement of excess proceeds of tax deed sale, first $100 or fraction thereof</td>
<td>10.00</td>
</tr>
<tr>
<td>23. Upon receipt of an application for a marriage license, for preparing and administering of oath; issuing, sealing, and recording of the marriage license; and providing a certified copy</td>
<td>30.00</td>
</tr>
<tr>
<td>24. For solemnizing matrimony.</td>
<td>30.00</td>
</tr>
<tr>
<td>25. For sealing any court file or expungement of any record.</td>
<td>42.00</td>
</tr>
<tr>
<td>26(a) For receiving and disbursing all restitution payments, per payment.</td>
<td>3.50</td>
</tr>
<tr>
<td>(b) For receiving and disbursing all partial payments, other than restitution payments, for which an administrative processing service charge is not imposed pursuant to s. 28.246, per month.</td>
<td>5.00</td>
</tr>
<tr>
<td>(c) For setting up a payment plan, a one-time administrative processing charge in lieu of a per month charge under paragraph (b).</td>
<td>25.00</td>
</tr>
<tr>
<td>27. Postal charges incurred by the clerk of the circuit court in any mailing by certified or registered mail shall be paid by the party at whose instance the mailing is made.</td>
<td></td>
</tr>
<tr>
<td>28. For furnishing an electronic copy of information contained in a computer database: a fee as provided for in chapter 119.</td>
<td></td>
</tr>
</tbody>
</table>

**History:**—s. 1, ch. 3106, 1879; RS 1394; GS 1839; RGS 3084; s. 1, ch. 11893, 1927; CGL 4867; s. 2, ch. 29749, 1955; s. 1, ch. 83-45; s. 5, ch. 70-134; s. 1, ch. 77-284; s. 1, ch. 78-367; s. 1, ch. 79-266; s. 12, ch. 79-400; s. 1, ch. 82-205; s. 35, ch. 85-180; s. 2, ch. 85-249; s. 22, ch. 87-95; s. 2, ch. 87-145; s. 1, ch. 88-176; s. 1, ch. 92-200; ss. 5, 13, ch. 94-348; s. 5, ch. 95-214; s. 2, ch. 2000-144; s. 90, ch. 2003-261; s. 28, ch. 2003-402; s. 16, ch. 2004-265; s. 6, ch. 2005-236; s. 14, ch. 2007-62; s. 6, ch. 2008-111.
28.2401 Service charges and filing fees in probate matters.—
(1) Except when otherwise provided, the clerk may impose service charges or filing fees for the following services or filings, not to exceed the following amounts:
(a) Fee for the opening of any estate of one document or more, including, but not limited to, petitions and orders to approve settlement of minor’s claims; to open a safe-deposit box; to enter rooms and places; for the determination of heirs, if not formal administration; and for a foreign guardian to manage property of a nonresident; but not to include issuance of letters or order of summary administration. . . . . . . . . . $230
(b) Charge for caveat. . . . . . . . . . $40
(c) Fee for petition and order to admit foreign wills, authenticated copies, exemplified copies, or transcript to record. . . . . . . . . . $230
(d) Fee for disposition of personal property without administration. . . . . . . . . . $230
(e) Fee for summary administration—estates valued at $1,000 or more. . . . . . . . . . $340
(f) Fee for summary administration—estates valued at less than $1,000. . . . . . . . . . $230
(g) Fee for formal administration, guardianship, ancillary, curatorship, or conservatorship proceedings. . . . . . . . . . $395
(h) Fee for guardianship proceedings of person only. . . . . . . . . . $230
(i) Fee for veterans’ guardianship pursuant to chapter 744. . . . . . . . . . $230
(j) Charge for exemplified certificates. . . . . . . . . . $7
(k) Fee for petition for determination of incompetency. . . . . . . . . . $230
The clerk shall remit $115 of each filing fee collected under paragraphs (a), (c)-(i), and (k) to the Department of Revenue for deposit into the State Courts Revenue Trust Fund.
(2) Upon application by the clerk and a showing of extraordinary circumstances, the service charges or filing fees set forth in this section may be increased in an individual matter by order of the circuit court before which the matter is pending, to more adequately compensate for the services performed or filings made.
(3) An additional service charge of $4 on petitions seeking summary administration, formal administration, ancillary administration, guardianship, curatorship, and conservatorship shall be paid to the clerk. The clerk shall transfer $3.50 to the Department of Revenue for deposit into the Court Education Trust Fund and shall transfer 50 cents to the Department of Revenue for deposit into the Department of Financial Services’ Administrative Trust Fund to fund clerk education. No additional fees, charges, or costs shall be added to the service charges or filing fees imposed under this section, except as authorized by general law.
(4) Recording shall be required for all petitions opening and closing an estate; petitions regarding real estate; and orders, letters, bonds, oaths, wills, proofs of wills, returns, and such other papers as the judge shall deem advisable to record or that shall be required to be recorded under the Florida Probate Code.

History.—s. 5, ch. 1981, 1874; s. 2, ch. 3888, 1889; RS 1592, 1596; GS 2056, 2060; RGS 3347, 3351; CGL 5200, 5204; s. 1, ch. 19174, 1939; CGL 1940 Supp. 2877(115); s. 1, ch. 21960, 1943; s. 1, ch. 28152, 1953; s. 1, ch. 65-430; s. 1, ch. 72-397; s. 16, ch. 73-333; s. 2, ch. 77-284; s. 2, ch. 78-367; s. 13, ch. 79-400; s. 25, ch. 81-259; s. 3, ch. 87-145; s. 5, ch. 91-152; s. 1, ch. 93-268; s. 2, ch. 96-209; s. 5, ch. 2001-122; s. 29, ch. 2003-402; s. 2, ch. 2004-5; s. 17, ch. 2004-265; s. 7, ch. 2008-111; s. 4, ch. 2009-61.

Note.—Former s. 36.17.

28.2402 Cost recovery; use of the circuit court for ordinance or special law violations.—
(1)(a) In lieu of payment of a filing fee under s. 28.241, a filing fee of $10 shall be paid by a county or municipality when filing a county or municipal ordinance violation or violation of a special law in circuit court. This fee shall be paid to the clerk of the court for performing court-related functions. A county or municipality is not required to pay more than one filing fee for a single filing against a single defendant that contains multiple alleged violations. A filing fee, other than that
imposed under this section, may not be assessed for initiating an enforcement proceeding in circuit court for a violation of a county or municipal code or ordinance or a violation of a special law. The filing fee shall not apply to instances in which a county or municipality has contracted with the state, or has been delegated by the state, responsibility for enforcing state operations, policies, or requirements under s. 125.69, s. 166.0415, or chapter 162.

(b) No other filing fee may be assessed for filing the violation in circuit court. If a person contests the violation in court, the court shall assess $40 in costs against the nonprevailing party. The county or municipality shall be considered the prevailing party when there is a finding of violation to any count or lesser included offense of the charge. Costs recovered pursuant to this paragraph shall be deposited into the clerk’s fine and forfeiture fund established pursuant to s. 142.01.

(2) To offset costs incurred by the clerks of the court in performing court-related functions associated with the processing of violations of special laws and municipal ordinances, 10 percent of the total amount of fines paid to each municipality for special law or ordinance violations filed in circuit court shall be retained by the clerk of the court for deposit into the clerk’s fine and forfeiture fund established pursuant to s. 142.01, except for fines a portion of which the clerk of the court retains pursuant to any other provision of state law. A municipality does not include the unincorporated areas, if any, of a government created pursuant to s. 6(e), Art. VIII of the State Constitution.

History.—s. 30, ch. 2003-402; s. 18, ch. 2004-265; s. 7, ch. 2005-236.
by the party seeking each severance that is granted. The clerk may impose an additional filing fee of up to $85 for all proceedings of garnishment, attachment, replevin, and distress. Postal charges incurred by the clerk of the circuit court in making service by certified or registered mail on defendants or other parties shall be paid by the party at whose instance service is made. No additional fees, charges, or costs shall be added to the filing fees imposed under this section, except as authorized in this section or by general law.

2.a. Notwithstanding the fees prescribed in subparagraph 1., a party instituting a civil action in circuit court relating to real property or mortgage foreclosure shall pay a graduated filing fee based on the value of the claim.

b. A party shall estimate in writing the amount in controversy of the claim upon filing the action. For purposes of this subparagraph, the value of a mortgage foreclosure action is based upon the principal due on the note secured by the mortgage, plus interest owed on the note and any moneys advanced by the lender for property taxes, insurance, and other advances secured by the mortgage, at the time of filing the foreclosure. The value shall also include the value of any tax certificates related to the property. In stating the value of a mortgage foreclosure claim, a party shall declare in writing the total value of the claim, as well as the individual elements of the value as prescribed in this sub-subparagraph.

c. In its order providing for the final disposition of the matter, the court shall identify the actual value of the claim. The clerk shall adjust the filing fee if there is a difference between the estimated amount in controversy and the actual value of the claim and collect any additional filing fee owed or provide a refund of excess filing fee paid.

d. The party shall pay a filing fee of:

(I) Three hundred and ninety-five dollars in all cases in which the value of the claim is $50,000 or less and in which there are not more than five defendants. The party shall pay an additional filing fee of up to $2.50 for each defendant in excess of five. Of the first $265 in filing fees, $80 must be remitted by the clerk to the Department of Revenue for deposit into the General Revenue Fund, $180 must be remitted to the Department of Revenue for deposit into the State Courts Revenue Trust Fund, $3.50 must be remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund within the Justice Administrative Commission and used to fund the Florida Clerks of Court Operations Corporation created in s. 28.35, and $1.50 shall be remitted to the Department of Revenue for deposit into the Administrative Trust Fund within the Department of Financial Services to fund clerk budget reviews conducted by the Department of Financial Services. The next $15 of the filing fee collected shall be deposited in the state courts’ Mediation and Arbitration Trust Fund;

(II) Nine hundred dollars in all cases in which the value of the claim is more than $50,000 but less than $250,000 and in which there are not more than five defendants. The party shall pay an additional filing fee of up to $2.50 for each defendant in excess of five. Of the first $770 in filing fees, $80 must be remitted by the clerk to the Department of Revenue for deposit into the General Revenue Fund, $685 must be remitted to the Department of Revenue for deposit into the State Courts Revenue Trust Fund, $3.50 must be remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund within the Justice Administrative Commission and used to fund the Florida Clerks of Court Operations Corporation described in s. 28.35, and $1.50 shall be remitted to the Department of Revenue for deposit into the Administrative Trust Fund within the Department of Financial Services to fund clerk budget reviews conducted by the Department of Financial Services. The next $15 of the filing fee collected shall be deposited in the state courts’ Mediation and Arbitration Trust Fund; or

(III) One thousand nine hundred dollars in all cases in which the value of the claim is $250,000 or more and in which there are not more than five defendants. The party shall pay an additional filing fee of up to $2.50 for each defendant in excess of five. Of the first $1,770 in filing fees, $80 must be remitted by the clerk to the Department of Revenue for deposit into the General Revenue Fund, $1,685 must be remitted to the Department of Revenue for deposit into the State Courts Revenue Trust Fund, $3.50 must be remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund within the Justice Administrative Commission to fund the Florida Clerks of Court Operations Corporation created in s. 28.35, and $1.50 shall be remitted to the Department of Revenue for deposit into the Administrative Trust Fund within the Department of Financial Services to fund clerk budget reviews conducted by the Department of Financial Services.

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Operations Corporation created in s. 28.35, and $1.50 shall be remitted to the Department of Revenue for deposit into the Administrative Trust Fund within the Department of Financial Services to fund clerk budget reviews conducted by the Department of Financial Services. The next $15 of the filing fee collected shall be deposited in the state courts’ Mediation and Arbitration Trust Fund.

e. An additional filing fee of $4 shall be paid to the clerk. The clerk shall remit $3.50 to the Department of Revenue for deposit into the Court Education Trust Fund and shall remit 50 cents to the Department of Revenue for deposit into the Clerks of the Court Trust Fund within the Justice Administrative Commission to fund clerk education. An additional filing fee of up to $18 shall be paid by the party seeking each severance that is granted. The clerk may impose an additional filing fee of up to $85 for all proceedings of garnishment, attachment, replevin, and distress. Postal charges incurred by the clerk of the circuit court in making service by certified or registered mail on defendants or other parties shall be paid by the party at whose instance service is made. No additional fees, charges, or costs shall be added to the filing fees imposed under this section, except as authorized in this section or by general law.

(b) A party reopening any civil action, suit, or proceeding in the circuit court shall pay to the clerk of court a filing fee set by the clerk in an amount not to exceed $50. For purposes of this section, a case is reopened when a case previously reported as disposed of is resubmitted to a court and includes petitions for modification of a final judgment of dissolution. A party is exempt from paying the fee for any of the following:

1. A writ of garnishment;
2. A writ of replevin;
3. A distress writ;
4. A writ of attachment;
5. A motion for rehearing filed within 10 days;
6. A motion for attorney’s fees filed within 30 days after entry of a judgment or final order;
7. A motion for dismissal filed after a mediation agreement has been filed;
8. A disposition of personal property without administration;
9. Any probate case prior to the discharge of a personal representative;
10. Any guardianship pleading prior to discharge;
11. Any mental health pleading;
12. Motions to withdraw by attorneys;
13. Motions exclusively for the enforcement of child support orders;
14. A petition for credit of child support;
15. A Notice of Intent to Relocate and any order issuing as a result of an uncontested relocation;
16. Stipulations;
17. Responsive pleadings; or
18. Cases in which there is no initial filing fee.

(c)1. A party in addition to a party described in subparagraph (a)1.a. who files a pleading in an original civil action in circuit court for affirmative relief by cross-claim, counterclaim, counterpetition, or third-party complaint shall pay the clerk of court a fee of $395. A party in addition to a party described in sub-subparagraph (a)1.b. who files a pleading in an original civil action in circuit court for affirmative relief by cross-claim, counterclaim, counterpetition, or third-party complaint shall pay the clerk of court a fee of $295. The clerk shall remit the fee to the Department of Revenue for deposit into the General Revenue Fund.

2. A party in addition to a party described in subparagraph (a)2. who files a pleading in an original civil action in circuit court for affirmative relief by cross-claim, counterclaim, counterpetition, or third-party complaint shall pay the clerk of court a graduated fee of:

a. Three hundred and ninety-five dollars in all cases in which the value of the pleading is $50,000 or less;
b. Nine hundred dollars in all cases in which the value of the pleading is more than $50,000 but less than $250,000; or
The service charge paid by law to the clerk or judge of the court wherein a case is laid in the wrong venue shall be retained by him or her on the transfer thereof. The charge received by the clerk or judge upon the filing of the case is earned as of the time of filing, and another service charge shall be required of the person filing the action in another venue in accordance with the statutes applicable in the county or district to which transferred. If the service charge is not paid within 30 days from transfer, the action may be dismissed without prejudice.

**28.243 Personal liability for accepting checks.**

(1) A check received by the office of a clerk of a court or comptroller which is tendered to him or her in payment for any services, collection of fines and forfeitures, sale of documentary stamps, recording of documents and instruments, collection of legal fees, or any other duties relating to his or her office and which is returned by the bank upon which the check is drawn shall be the personal liability of the clerk or comptroller unless the clerk or comptroller, after due diligence to collect the
28.244 Refunds.—A clerk of the circuit court or a filing officer of another office where records are filed who receives payment for services provided and thereafter determines that an overpayment has occurred shall refund to the person who made the payment the amount of any overpayment that exceeds $5. If the amount of the overpayment is $5 or less, the clerk of the circuit court or a filing officer of another office where records are filed is not required to refund the amount of the overpayment unless the person who made the overpayment makes a written request.

History.—s. 1, ch. 96-209.

28.245 Transmittal of funds to Department of Revenue; uniform remittance form required.—Notwithstanding any other provision of law, all moneys collected by the clerks of the court as part of the clerk’s court-related functions for subsequent distribution to any state entity must be transmitted electronically, by the 10th day of the month immediately after the month in which the moneys are collected, to the Department of Revenue for appropriate distribution. A uniform remittance form provided by the Department of Revenue detailing the specific amounts due each fund must accompany such submittal. All moneys collected by the clerks of court for remittance to any entity must be distributed pursuant to the law in effect at the time of collection.

History.—s. 2, ch. 2001-122; s. 33, ch. 2003-402; s. 20, ch. 2004-265; s. 8, ch. 2005-236; s. 12, ch. 2010-162.

28.2455 Transfer of trust funds in excess of amount needed for clerk budgets.—By June 20th of each year, the Florida Clerks of Court Operations Corporation shall identify the amount of funds in the Clerks of Court Trust Fund in excess of the amount needed to fund the approved clerk of court budgets for the current state fiscal year. The Justice Administrative Commission shall transfer the amount identified by the corporation from the Clerks of Court Trust Fund to the General Revenue Fund by June 25th of each year.

History.—s. 15, ch. 2009-61.

28.246 Payment of court-related fees, charges, and costs; partial payments; distribution of funds.—

(1) The clerk of the circuit court shall report the following information to the Legislature and the Florida Clerks of Court Operations Corporation on a form developed by the Department of Financial Services:

(a) The total amount of mandatory fees, service charges, and costs; the total amount actually assessed; the total amount discharged, waived, or otherwise not assessed; and the total amount collected.

(b) The amount of discretionary fees, service charges, and costs assessed; the total amount discharged; and the total amount collected.

(c) The total amount of mandatory fines and other monetary penalties; the total amount assessed; the total amount discharged, waived, or otherwise not assessed; and the total amount collected.

(d) The amount of discretionary fines and other monetary penalties assessed; the amount discharged; and the total amount collected.
If provided to the clerk of court by the judge, the clerk, in reporting the amount assessed, shall separately identify the amount assessed pursuant to s. 938.30 as community service; assessed by reducing the amount to a judgment or lien; satisfied by time served; or other. The form developed by the Chief Financial Officer shall include separate entries for recording these amounts. The clerk shall submit the report on an annual basis 60 days after the end of the county fiscal year.

(2) The clerk of the circuit court shall establish and maintain a system of accounts receivable for court-related fees, charges, and costs.

(3) Court costs, fines, and other dispositional assessments shall be enforced by order of the courts, collected by the clerks of the circuit and county courts, and disbursed in accordance with authorizations and procedures as established by general law.

(4) The clerk of the circuit court shall accept partial payments for court-related fees, service charges, costs, and fines in accordance with the terms of an established payment plan. An individual seeking to defer payment of fees, service charges, costs, or fines imposed by operation of law or order of the court under any provision of general law shall apply to the clerk for enrollment in a payment plan. The clerk shall enter into a payment plan with an individual who the court determines is indigent for costs. A monthly payment amount, calculated based upon all fees and all anticipated costs, is presumed to correspond to the person’s ability to pay if the amount does not exceed 2 percent of the person’s annual net income, as defined in s. 27.52(1), divided by 12. The court may review the reasonableness of the payment plan.

(5) When receiving partial payment of fees, service charges, court costs, and fines, clerks shall distribute funds according to the following order of priority:

(a) That portion of fees, service charges, court costs, and fines to be remitted to the state for deposit into the General Revenue Fund.

(b) That portion of fees, service charges, court costs, and fines which are required to be retained by the clerk of the court or deposited into the Clerks of the Court Trust Fund within the Justice Administrative Commission.

(c) That portion of fees, service charges, court costs, and fines payable to state trust funds, allocated on a pro rata basis among the various authorized funds if the total collection amount is insufficient to fully fund all such funds as provided by law.

(d) That portion of fees, service charges, court costs, and fines payable to counties, municipalities, or other local entities, allocated on a pro rata basis among the various authorized recipients if the total collection amount is insufficient to fully fund all such recipients as provided by law.

To offset processing costs, clerks may impose either a per-month service charge pursuant to s. 28.24(26)(b) or a one-time administrative processing service charge at the inception of the payment plan pursuant to s. 28.24(26)(c).

(6) A clerk of court shall pursue the collection of any fees, service charges, fines, court costs, and liens for the payment of attorney’s fees and costs pursuant to s. 938.29 which remain unpaid after 90 days by referring the account to a private attorney who is a member in good standing of The Florida Bar or collection agent who is registered and in good standing pursuant to chapter 559. In pursuing the collection of such unpaid financial obligations through a private attorney or collection agent, the clerk of the court must have attempted to collect the unpaid amount through a collection court, collections docket, or other collections processes, if any, established by the court, and then find this to be cost-effective and follow any applicable procurement practices. The collection fee, including any reasonable attorney’s fee, paid to any attorney or collection agent retained by the clerk may be added to the balance owed in an amount not to exceed 40 percent of the amount owed at the time the account is referred to the attorney or agent for collection. The clerk shall give the private attorney or collection agent the application for the appointment of court-appointed counsel regardless of whether the court file is otherwise confidential from disclosure.

History.—s. 34, ch. 2003-402; s. 21, ch. 2004-265; s. 1, ch. 2005-2; s. 9, ch. 2005-236; s. 2, ch. 2009-204; s. 13, ch. 2010-162.
28.29  Recording of orders and judgments.—Orders of dismissal and final judgments of the courts in civil actions shall be recorded in official records. Other orders shall be recorded only on written direction of the court. The direction may be by incorporation in the order of the words “To be recorded” or words to that effect. Failure to record an order or judgment shall not affect its validity. The certified copy of a judgment, required under s. 55.10 to become a lien on real property, shall be recorded only when presented for recording with the statutory service charge.

History.—ss. 1-3, ch. 23825, 1947; s. 3, ch. 71-4; s. 2, ch. 72-320.

28.30  Records; destruction; reproduction; electronic recordkeeping.—
(1)  The purpose of this section and s. 28.31 is to make available for the use of the clerks of the circuit court of the several counties of the state sufficient space to enable them to efficiently administer the affairs of office.

(2)  The clerk of the circuit court of each county of the state is authorized to destroy and dispose of public records pursuant to the rules adopted by the Division of Library and Information Services of the Department of State pursuant to s. 257.36.

(3)  Each clerk of the circuit court is authorized to photograph, microphotograph, or reproduce on film, or to maintain in an electronic recordkeeping system, any public record that the clerk may select. Such photographs, microphotographs, or other reproductions on film or reproductions from an electronic recordkeeping system shall be admissible in evidence with the same force and effect as the originals. Duly certified or authenticated reproductions of such photographs, microphotographs, reproductions on film, or reproductions from an electronic recordkeeping system shall be admitted in evidence equally with the original photographs, microphotographs, reproductions on film, or reproductions from an electronic recordkeeping system.

(4)  The clerk of the circuit court shall follow procedures for electronic recordkeeping in accordance with rules adopted by the Division of Library and Information Services of the Department of State.

(5)  Except when otherwise provided by law or applicable rule, a document that is submitted to the clerk of the circuit court by electronic transmission is deemed filed when the document is received and the date and time are acknowledged by the clerk, as opposed to the date and time of transmission. The clerk is not liable for malfunctions or errors occurring in the transmission of documents for filing by electronic means.

History.—ss. 1, 2, 3, 4, ch. 25433, 1949; s. 8, ch. 69-82; s. 6, ch. 94-348.

28.31 Notice to county commissioners of intent to destroy; approval of board.—The clerk of the circuit court shall notify the board of county commissioners of the clerk’s county in writing a reasonable time in advance of his or her intention to destroy such records and if for any reason the board of county commissioners of such county shall request the clerk to withhold destruction of such records the clerk shall refrain until such time as he or she obtains approval of such board.

History.—s. 5, ch. 25433, 1949; s. 165, ch. 95-147.

28.32 Destruction of certain instruments.—After the expiration of 20 years from the date of the execution of any bond or other instrument held by the clerk of the circuit court or a sheriff of any of the several counties of the state, which said instrument was executed to secure the performance or nonperformance of any act or matter and no proceeding of any type is pending involving said instrument any of the several clerks of the circuit courts or sheriffs of the state are hereby authorized, empowered and directed to cancel said instruments and to destroy the same upon making appropriate notation of the destruction and disposition thereof upon any remaining records pertaining thereto.

History.—s. 1, ch. 25502, 1949.
28.33 **Investment of county funds by the clerk of the circuit court.**—The clerk of the circuit court in each county shall invest county funds in excess of those required to meet expenses as provided in s. 218.415. No clerk investing such funds shall be liable for the loss of any interest when circumstances require the withdrawal of funds placed in a time deposit and needed for immediate payment of county obligations. Except for interest earned on moneys deposited in the registry of the court, all interest accruing from moneys deposited shall be deemed income of the county and may be expended as receipts of the county as approved by the board of county commissioners pursuant to chapter 129. The clerk may invest moneys deposited in the registry of the court and shall retain as income of the office of the clerk and as a reasonable investment management fee 10 percent of the interest accruing on those funds with the balance of such interest being allocated in accordance with the interest of the depositors.

*History.*—s. 1, ch. 73-282; s. 1, ch. 82-117; s. 166, ch. 95-147; s. 7, ch. 2000-264; s. 6, ch. 2009-61.

28.34 **Salary discrimination based on gender or race; review within the county and circuit courts.**—Each clerk of the court shall undertake an annual review of compensation, race, and gender employment policies for all persons employed or appointed by the clerk. Within the context of comparable positions, skills, experience, and responsibility, any inequities found to exist on the basis of gender or race shall be eliminated.

*History.*—s. 6, ch. 91-74; s. 14, ch. 94-348.

28.345 **Exemption from court-related fees and charges.**—Notwithstanding any other provision of this chapter or law to the contrary, judges and those court staff acting on behalf of judges, state attorneys, guardians ad litem, public guardians, attorneys ad litem, court-appointed private counsel, criminal conflict and civil regional counsel, and public defenders, acting in their official capacity, and state agencies, are exempt from all court-related fees and charges assessed by the clerks of the circuit courts.


28.35 **Florida Clerks of Court Operations Corporation.**—

(1)(a) The Florida Clerks of Court Operations Corporation is created as a public corporation organized to perform the functions specified in this section and ss. 28.36 and shall be administratively housed within the Justice Administrative Commission. The corporation shall be a budget entity within the Justice Administrative Commission, and its employees shall be considered state employees. The corporation is not subject to control, supervision, or direction by the Justice Administrative Commission in the performance of its duties, but the employees of the corporation shall be governed by the classification plan and salary and benefits plan of the Justice Administrative Commission. The classification plan must have a separate chapter for the corporation. All clerks of the circuit court shall be members of the corporation and hold their position and authority in an ex officio capacity. The functions assigned to the corporation shall be performed by an executive council pursuant to the plan of operation approved by the members.

(b) The executive council shall be composed of eight clerks of the court elected by the clerks of the courts for a term of 2 years, with two clerks from counties with a population of fewer than 100,000, two clerks from counties with a population of at least 100,000 but fewer than 500,000, two clerks from counties with a population of at least 500,000 but fewer than 1 million, and two clerks from counties with a population of more than 1 million. The executive council shall also include, as ex officio members, a designee of the President of the Senate and a designee of the Speaker of the House of Representatives. The Chief Justice of the Supreme Court shall designate one additional member to represent the state courts system.

(c) The corporation shall be considered a political subdivision of the state and shall be exempt from the corporate income tax. The corporation is not subject to the provisions of chapter 120.

(d) The functions assigned to the corporation under this section and ss. 28.36 and 28.37 are considered to be for a valid public purpose.
The duties of the corporation shall include the following:

(a) Adapting a plan of operation.
(b) Conducting the election of directors as required in paragraph (1)(a).
(c) Recommending to the Legislature changes in the various court-related fines, fees, service charges, and court costs established by law.
(d) Developing and certifying a uniform system of performance measures and applicable performance standards for the functions specified in paragraph (3)(a) and the service unit costs required in s. 28.36 and measures for clerk performance in meeting the performance standards. These measures and standards shall be designed to facilitate an objective determination of the performance of each clerk in accordance with minimum standards for fiscal management, operational efficiency, and effective collection of fines, fees, service charges, and court costs. The corporation shall develop the performance measures and performance standards in consultation with the Legislature and the Supreme Court. The Legislature may modify the clerk performance measures and performance standards in legislation implementing the General Appropriations Act or other law. When the corporation finds a clerk has not met the performance standards, the corporation shall identify the nature of each deficiency and any corrective action recommended and taken by the affected clerk of the court. The corporation shall notify the Legislature and the Supreme Court of any clerk not meeting performance standards and provide a copy of any corrective action plans.
(e) Reviewing proposed budgets submitted by clerks of the court pursuant to s. 28.36.
(f) Developing and conducting clerk education programs.
(g) Publishing a uniform schedule of actual fees, service charges, and costs charged by a clerk of the court pursuant to general law.

(3)(a) The court-related functions that clerks may perform are limited to those functions expressly authorized by law or court rule. Those functions include the following: case maintenance; records management; court preparation and attendance; processing the assignment, reopening, and reassignment of cases; processing of appeals; collection and distribution of fines, fees, service charges, and court costs; processing of bond forfeiture payments; payment of jurors and witnesses; payment of expenses for meals or lodging provided to jurors; data collection and reporting; processing of jurors; determinations of indigent status; and reasonable administrative support to enable the clerk of the court to carry out these court-related functions.
(b) The functions that clerks may not fund from state appropriations include:
1. Those functions not specified within paragraph (a).
2. Functions assigned by administrative orders which are not required for the clerk to perform the functions in paragraph (a).
3. Enhanced levels of service which are not required for the clerk to perform the functions in paragraph (a).
4. Functions identified as local requirements in law or local optional programs.

(4) The corporation shall prepare a legislative budget request for the resources necessary to perform its duties, submit the request pursuant to chapter 216, and be funded as a budget entity in the General Appropriations Act. The corporation may hire staff and pay other expenses from state appropriations as necessary to perform the official duties and responsibilities of the corporation as described by law.

(5)(a) The corporation shall submit an annual audited financial statement to the Auditor General in a form and manner prescribed by the Auditor General. The Auditor General shall conduct an annual audit of the operations of the corporation, including the use of funds and compliance with the provisions of this section and ss. 28.36 and 28.37.
(b) Certified public accountants conducting audits of counties pursuant to s. 218.39 shall report, as part of the audit, whether or not the clerks of the courts have complied with the requirements of this section and s. 28.36. In addition, each clerk of court shall forward a copy of the portion of the financial audit relating to the court-related duties of the clerk of court to the Supreme Court. The Auditor General shall develop a compliance supplement for the audit of compliance with the budgets and applicable performance standards certified by the corporation.
28.36 Budget procedure.—There is established a budget procedure for preparing budget requests for funding for the court-related functions of the clerks of the court.

(1) Each clerk of court shall prepare a budget request for the last quarter of the county fiscal year and the first three quarters of the next county fiscal year. The proposed budget shall be prepared, summarized, and submitted by the clerk in each county to the Florida Clerks of Court Operations Corporation in the manner and form prescribed by the corporation to meet the requirements of law. Each clerk shall forward a copy of his or her budget request to the Supreme Court. The budget requests must be provided to the corporation by October 1 of each year.

(2) Each clerk shall include in his or her budget request a projection of the amount of court-related fees, service charges, and any other court-related clerk fees which will be collected during the proposed budget period. If the corporation determines that the proposed budget is limited to the standard list of court-related functions in s. 28.35(3)(a) and the projected court-related revenues are less than the proposed budget, the clerk shall increase all fees, service charges, and any other court-related clerk fees and charges to the maximum amounts specified by law or the amount necessary to resolve the deficit, whichever is less.

(3) Each clerk shall include in his or her budget request the number of personnel and the proposed budget for each of the following core services:
   (a) Circuit criminal.
   (b) County criminal.
   (c) Juvenile delinquency.
   (d) Criminal traffic.
   (e) Circuit civil.
   (f) County civil.
   (g) Civil traffic.
   (h) Probate.
   (i) Family.
   (j) Juvenile dependency.

Central administrative costs shall be allocated among the core-services categories.

(4) The budget request must identify the service units to be provided within each core service. The service units shall be developed by the corporation, in consultation with the Supreme Court, the Chief Financial Officer, and the appropriations committees of the Senate and the House of Representatives.

(5) The budget request must propose a unit cost for each service unit. The corporation shall provide a copy of each clerk’s budget request to the Supreme Court.

(6) The corporation shall review each individual clerk’s prior-year expenditures, projected revenue, proposed unit costs, and the proposed budget for each of the core-services categories. The corporation shall compare each clerk’s prior-year expenditures and unit costs for core services with a peer group of clerks’ offices having a population of a similar size and a similar number of case filings. If the corporation finds that the expenditures, unit costs, or proposed budget of a clerk is significantly higher than those of clerks in that clerk’s peer group, the corporation shall require the clerk to submit documentation justifying the difference in each core-services category. Justification for higher expenditures may include, but is not limited to, collective bargaining agreements, county civil service agreements, and the number and distribution of courthouses served by the clerk. If the expenditures and unit costs are not justified, the corporation shall recommend a reduction in the funding for that core-services category in the budget request to an amount similar to the peer group of clerks or to an amount that the corporation determines is justified.

(7) The corporation shall complete its review and adjustments to the clerks’ budget requests and make its recommendations to the Legislature and the Supreme Court by December 1 each year.
The Chief Financial Officer shall review the proposed unit costs associated with each clerk of court's budget request and make recommendations to the Legislature. The Chief Financial Officer may conduct any audit of the corporation or a clerk of court as authorized by law. The Chief Justice of the Supreme Court may request an audit of the corporation or any clerk of court by the Chief Financial Officer.

The Legislature shall appropriate the total amount for the budgets of the clerks in the General Appropriations Act. The Legislature may reject or modify any or all of the unit costs recommended by the corporation. If the Legislature does not specify the unit costs in the General Appropriations Act or other law, the unit costs recommended by the corporation shall be the official unit costs for that budget period.

Beginning in the 2010-2011 fiscal year, the corporation shall release appropriations to each clerk quarterly. If funds in the Clerks of Court Trust Fund are insufficient to provide a release in a quarter in a single release, the corporation may release partial amounts for that quarter so long as the total of those partial amounts does not exceed that quarter’s release. If funds in the Clerks of Court Trust Fund are insufficient for the first quarter release, the corporation may make a request to the Governor for a trust fund loan pursuant to chapter 215. The amount of the first three releases shall be based on one quarter of the estimated budget for each clerk as identified in the General Appropriations Act.

The corporation shall estimate the fourth quarter’s number of units to be performed by each clerk. The amount of the fourth-quarter release shall be based on the approved unit cost times the estimated number of units of the fourth quarter with the following adjustment: the fourth-quarter release shall be adjusted based on the first three quarter’s actual number of service units provided as reported to the corporation by each clerk. If the clerk has performed fewer service units in the first three quarters of the year compared to three quarters of the estimated number of service units in the General Appropriations Act, the corporation shall decrease the fourth-quarter release. The amount of the decrease shall equal the amount of the difference between the estimated number of service units for the first three quarters and the actual number of service units provided in the first three quarters times the approved unit cost.

No adjustment for the fourth-quarter release shall be made if the clerk has performed more units than the estimate for the first three quarters.

If the clerk performs fewer units in the fourth quarter than estimated by the corporation, the corporation shall decrease the first-quarter release for the clerk in the next fiscal year by the amount of the difference between the estimated number of service units for the fourth quarter and the actual number of service units performed in that quarter times the approved unit cost.

The total of all releases to the clerks of court may not exceed the amount appropriated in the General Appropriations Act. If, during the year, the corporation determines that the projected releases of appropriations for service units will exceed the estimate used in the General Appropriations Act and result in statewide expenditures greater than the amount appropriated by law, the corporation shall reduce all service unit costs of all clerks by the amount necessary to ensure that service units are funded within the total amount appropriated to the clerks of court. If such action is necessary, the corporation shall notify the Legislative Budget Commission. If the Legislative Budget Commission objects to the adjustments, the Legislative Budget Commission shall adjust all service unit costs by the amount necessary to ensure that projected units of service are funded within the total amount appropriated to the clerks of court at its next scheduled meeting.

The corporation may submit proposed legislation to the Governor, the President of the Senate, and the Speaker of the House of Representatives relating to the preparation of budget requests of the clerks of court.

Fines, fees, service charges, and costs remitted to the state.—
(1) Pursuant to s. 14(b), Art. V of the State Constitution, selected salaries, costs, and expenses of the state courts system and court-related functions shall be funded from a portion of the revenues derived from statutory fines, fees, service charges, and costs collected by the clerks of the court.

(2) Except as otherwise provided in ss. 28.241 and 34.041, all court-related fines, fees, service charges, and costs are considered state funds and shall be remitted by the clerk to the Department of Revenue for deposit into the Clerks of the Court Trust Fund within the Justice Administrative Commission. However, 10 percent of all court-related fines collected by the clerk shall be deposited into the clerk’s Public Records Modernization Trust Fund to be used exclusively for additional clerk court-related operational needs and program enhancements.

History.—s. 38, ch. 2003-402; s. 25, ch. 2004-265; s. 12, ch. 2005-236; s. 5, ch. 2009-204.

28.42 Manual of court-related filing fees, charges, costs, and fines.—No later than July 1, 2004, the Office of the State Courts Administrator shall prepare and disseminate a manual of court-related filing fees, service charges, costs, and fines imposed pursuant to state law, organized by county for each type of action and offense and classified as either mandatory or discretionary. The Office of the State Courts Administrator shall disseminate this manual to the chief judge, state attorney, public defender, and court administrator in each circuit and to the clerk of the court in each county. The Office of the State Courts Administrator shall update and disseminate this manual on July 1 of each year thereafter.

History.—s. 98, ch. 2004-265.

28.43 Adoption of rules relating to ss. 28.35, 28.36, and 28.37.—
(1) The Department of Revenue may adopt rules necessary to carry out its responsibilities in ss. 28.35, 28.36, and 28.37. The rules shall include forms and procedures for transferring funds from the clerks of the court to the Clerks of the Court Trust Fund within the Justice Administrative Commission.

(2) The Department of Financial Services may adopt rules as necessary to carry out its responsibilities under ss. 28.35, 28.36, and 28.37.

History.—s. 100, ch. 2004-265; s. 6, ch. 2009-204.

28.44 Clerk discontinuance of court-related functions.—
(1) No function of the clerk of court being performed in support of the trial courts by the individual clerks of court on July 1, 2004, may be discontinued or substantially modified on a unilateral basis except pursuant to this section. A clerk of court may discontinue performing a function performed in support of the trial court only if:
   (a) The chief judge of the circuit has consented in writing to the discontinuance or substantial modification of the function performed in support of the trial court; or
   (b) The clerk of court has given written notice of the intention to substantially modify or discontinue a function performed in support of the trial court at least 1 year before the effective date of the discontinuance or substantial modification of the function.

(2) “Substantial modification” of a function performed in support of the trial court means a modification which has the effect of reducing the level of services provided to the trial court.

History.—s. 13, ch. 2005-236.

28.45 Provision of financial data to Executive Office of the Governor.—Each clerk of court shall provide financial data concerning his or her expenditures for court-related duties, including expenditures for court-related information technology, to the Executive Office of the Governor for the purposes contained in ch. 2009-74, Laws of Florida, or similar legislation.

History.—s. 17, ch. 2009-204.
Appendix D: Fiscal Year 2011-2012 Budget Calendar

1/24/11  **Deadline for Directors** to contact IT regarding County-supported, non-position specific computer needs and costs (e.g., PCs, printers, personal software, etc.). Please email hardware and software requests to Director of IT and Asst. Director of IT. Be sure to copy Director of Budgets and Budget Analyst. (Subject to revision upon determination of County deadlines.)

1/24/11  **Deadline for Directors** to email all requests for renovations to walls, work spaces, additional phones, or data lines, etc. to HR Project Specialist. Please copy Director of Budgets, Budget Analyst and Chief Administrative Officer. (Subject to revision upon determination of County deadlines.)

1/24/11  **Deadline for Directors** to email software or program change requests for networked PCs or County IBM systems to Director of IT and Asst. Director of IT. Please copy Director of Budgets and Budget Analyst. (Subject to revision upon determination of County deadlines.)

2/4/11  **Deadline for Budget team** to submit County-related requests to OMB.

2/11/11  **Deadline for Directors** to contact IT regarding internal, non-position specific computer needs and costs (e.g., PCs, printers, personal software, etc.). Please email hardware and software requests in memo form (incl. justification, new or replacement) to Director of IT and Asst. Director of IT, and copy Director of Budgets and Budget Analyst.

2/11/11  **Deadline for Directors** to email inquiries regarding staffing concerns to Chief Administrative Officer and Director of Budgets. Please copy Asst. Director of Human Resources and Budget Analyst. If appropriate, please itemize all associated computer and/or specialized equipment needs.

2/13/11  **Deadline for Budget team** to enter basic operational budgets into the Clerk’s Budget Database on the P: drive (4-digit fiscal year = 2012). Subtotals will be entered for Other Services, Materials and Supplies, and Capital according to prior year expenditures. Personal Services costs will be calculated by the Budget team later...
Budget Proposal – Fiscal Year 2011-2012

in the budget cycle.

2/14/11 **Budget team** sends prior year document to Directors for review and revision of narratives, graphs, goals and objectives, analyses, conclusions, policies, and guidelines.

2/14 - 3/4/11 **Directors and Supervisors** have open access to the Clerk’sBudgetEntry2003 folder in P:/Budget (4-digit year = 2012). Review and/or change amounts for Other Services, Materials and Supplies, and Capital. Please email a list of all budgetary changes to Director of Budgets and Budget Analyst. Include account numbers, quantities, unit costs, and descriptions. If budget entries should not have been calculated according to past or current year expenditure trends, please offer a reason or revised methodology.

3/4/11 **Clerk’s budget system on the P:/ drive closed at 5:00 p.m.**

3/18/11 **Directors** email updated departmental narrative and quantitative information to Director of Budgets and Budget Analyst.

3/28/11 **Director of Budgets** submits revenue estimates and preliminary budget to Clerk & Comptroller for review.

4/11 - 4/21/11 If necessary, individual budget meetings may be held with Clerk & Comptroller, Directors, Chief Officers and Budget team.

5/9 - 5/20/11 **Director of Budgets** reviews final budget proposal and budget document with Clerk & Comptroller.

5/31/11 **Clerk & Comptroller** submits request for Board-related budget to the Pasco County Board of County Commissioners.

8/15/11 **Director of Budgets** emails pertinent pages from the SFY ’12-’13 CCOC (Courts) budget template to Directors and key teammates for projected filings, defendants, docket entries, etc.

8/19/11 **Director of Budgets** submits fee-funded budget to Clerk & Comptroller for review.

8/31/11 **Director of Budgets** hand carries fee-funded budget to Board Records.
Office of Paula S. O’Neil
Clerk & Comptroller

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9/1 – 9/15/11  **Budget team and/or Chief Officers** attend CCOC budget training (Webinars).

9/2/11  **Directors** coordinate and submit SFY ’12-’13 courts projections to Director of Budgets and Budget Analyst for entry into CCOC budget template.

9/6 – 9/16/11  **Director of Budgets** reviews SFY ’12-’13 Courts budget with Clerk & Comptroller and/or Chief Officers. Budget is certified by Clerk & Comptroller.

9/30/11  **Director of Budgets** emails SFY ’12-’13 Courts budget to the CCOC.

10/31 – 1/10/11  **(Tentative): Clerk & Comptroller, Chief Officer(s), and Director of Budgets** attend CCOC budget hearings (presentation).

12/1/11  **Deadline for CCOC** to submit aggregate SFY ’12-’13 Courts budget to Legislative Budget Commission (LBC).