
MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Aging Services In-Home Care Senior Centers Transportation Nutrition Retired Senior Volunteer Services Working Seniors Services Case Management	Clerk of Circuit Court County Recorder Internal Auditing Recordkeeping for Circuit and County Courts Financial Services Recordkeeping for BOCC
Animal Services Enforcement/Protection Sheltering Animals Rabies Tags and Licensing Responsible Pet Ownership Education Animal Adoption Pet Overpopulation	Community Liaisons African-American Affairs Liaison Asian-American Affairs Liaison Hispanic Affairs Liaison Americans with Disabilities Act Liaison Criminal Justice Liaison
Board of County Commissioners Set Policy & Directives/Implementation of Comp Plan Performance Auditor	Consumer Protection & Professional Responsibility Agency Investigation of Employee Misconduct Training & Policy Development-Employee Professional Responsibility Investigation of Consumer Complaints Mediation/Prosecution of Consumer Complaints Public Education
Children's Services Head Start Early Head Start Residential Services for Children in Need Services Clinical Services - Parenting Training Emergency Shelter Residential Care Severely Emotionally Disturbed Children (Residential) Severely Emotionally Disturbed Children (Day Treatment) Child and Family Counseling Program Child Care Licensing Respite Services-Families of Develop Delayed/Disabled Children	Cooperative Extension 4-H and Youth Programs Agricultural Programs Horticulture Family and Consumer Sciences
Circuit and County Courts Conduct arraignments, hearings, and trials Divert cases from the judiciary Coordinate court appearances, conferences, and depositions Assign guardian ad litem to represent minors	County Administrator Strategic Operations Affecting Quality of Life Administrative Support Develop State Legislative Program Develop Federal Legislative Program County Legislative Representation County Intergovernmental Representation Performance Improvement Program Targeted Process Improvements Public Information Community Relations Hillsborough Television Citizen Boards Support Printing Services Citizen Action Center
Civil Service Board Applicant Recruiting and Screening Job Classification and Compensation Employee Record Maintenance Job Performance Management Hearings of Discipline Appeals and Grievances	County Attorney General Legal Services & Counsel Litigation Eminent Domain

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD

Debt Management

Manage County Debt Obligations
Financial Advisory Services
Municipal Securities Market Compliance & Disclosure
Financial & Credit Evaluations of Conduit Bond Issues

Economic Development

Corporate Business Development
Small Business Information Center
MBE/SBE Program
Agriculture Industry Development
Tourist Development
Employment & Training/Workforce Board
Business/Industry Development

Environmental Protection Commission

Air Management
Water/Wastewater Management
Waste Management
Wetlands Management
Environmental Resources Management

Equal Opportunity Administration

Investigation of Complaints/Citizen Requests for Assistance

Fire Rescue

Fire Suppression
Fire Inspection
Arson Investigation
Paramedic services (advanced life support)
Fire Prevention
Plans Review
Billing and Collection
Fire Training (County employees and volunteers)
Fleet Maintenance
Fire/Medical Emergency Dispatch Services
Countywide 9-1-1 Database and Street/Address Management
Countywide 9-1-1 Network Administration
Emergency Management
Marine Public Safety
County Facilities Security Services

DEPARTMENT, OFFICE, AGENCY, BOARD

Fleet Management

Fuel Services
Equipment Repair & Maintenance Services
Parts Management
Motor Pool Services
Equipment Acquisition

Health and Social Services

Indigent Health Care
HIV Services - Ryan White
Homeless Case Management
Summer Food Program for Children
Veterans Services
Transportation for the Transportation Disadvantaged
Client Assistance - Financial Aid for Indigents
Baker Act Mental Health Program
Trauma Care
Section 8 Rental and Utility Assistance

HIPAA Compliance Office

Housing and Community Improvement

Code Enforcement/Compliance Inspections
Single Family Housing Rehabilitation
Down Payment and Other Assistance - First Time Homebuyers
Operation "Clean-up"

Human Resources

Employee Benefits Program Administration
Employee Development/Training Program
Exempt Employee Recruitment
Employee Relations
Labor Negotiations
Employee Safety and Loss Control Programs
Citizen Volunteer Program
Workers Compensation Investigation/Administration
Liability and Insured Property Program Development/Administration

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD

Information and Technology Services

Communications Services
Desktop Services
Geographic Information Systems (GIS)
Business Solutions/Services
Information Distribution and Data Management Services

Law Library Board

Provide Access to Legal Research Materials

Legislative Delegation

Constituent Services
District Offices Support Services
Legislative Services

Library Services

Member Services
Circulation Services
Information & Reference Services
Programming

Management and Budget

Multi-Year Financial Planning/Economic Analysis
Capital Budget Services
Operating Budget Services
Budget Systems and Revenue Analysis
Outside Agency Contract Management
Management Analysis/Performance Measurement
Oversight of Cable Educational Consortium/Public Access Contract
Cable Franchise Administration
Capital Program Administration

Medical Examiner

Cause of Death Determination
Indigent Burial

Metropolitan Planning Organization

Long-Range Transportation Planning
Develop, Monitor and Evaluate Transportation Systems
Technical Assistance to Local Governments
Conduct Required Transportation Plans, Programs and Studies

DEPARTMENT, OFFICE, AGENCY, BOARD

Neighborhood Relations

Technical Assistance & Neighborhood Liaison
Neighborhood Mini-Grant Program
Community-based Planning
Recognition Programs
Database Management

Parks, Recreation and Conservation

Management of Environmental Lands (ELAPP)
Park Construction (In-house and Contractual)
Neighborhood, district, and regional park maintenance
Neighborhood, district, and regional park programs
Organized Youth Athletic Programs
Organized Adult Athletic Programs
After-school Recreation Programs
Summer Enrichment Program
Therapeutic Programs
Parks Planning and Design

Planning and Growth Management

Building Inspection
Building Permit Issuance
Building Plans Review
Zoning Administration
Development Project Inspection
Land Use Counseling
Phosphate/Land Excavation
Comprehensive Plan Implementation/Concurrency Management
Transportation Planning
Community-based Planning
Impact Fee Program Administration
Emergency Management Planning
Land Development Review and Inspection

Planning Commission

Countywide Comprehensive Planning
Community/Neighborhood Planning
Countywide Long-range Transportation Planning
Hillsborough River Planning
Local Planning Agency (LPA) Administration

Property Appraiser

Real and Tangible Property Assessment
Exemptions Administration
TRIM Notice Administration

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DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Public Defender	Sheriff
Legal Representation to Indigent Clients	Law Enforcement
	Criminal Investigations
Public Works	Major Crimes
Transportation Maintenance	Youth and Family
Right-of-Way Management	Detention
Traffic Signal, Sign and Markings Maintenance	Booking & Releasing
Traffic Engineering and Safety Management	Classification & Records
Street Lighting District Administration	Falkenburg Road Jail
Transportation Project Design and Construction	Morgan Street Jail
CIP Project Management	Work Release Center
Stormwater Design and Management	Transportation
Wetlands Maintenance/Mitigation	Support Services
Mosquito Control	Training
Aquatic Weed Control	Communications
Infrastructure Inventory and Assessment	Human Resources
	Judicial Services
Purchasing	Court Process
Centralized Procurement - Informal (between \$2,500 and \$25,000)	Court Services
Centralized Procurement - Formal (exceeding \$25,000)	Support Services
Management of Automated Purchasing Activities	Fleet Maintenance
Purchase Card Program	Property Control
Manage Consultant Automated Performance System (CAPES)	Communications Maintenance
Bidder Registration and Management	Technical Support
	Inspectional Services
Real Estate	Fiscal
Real Estate Acquisition/Disposal	Professional Standards
Environmental Land Acquisition (ELAPP)	Community Relations
Eminent Domain	Information Services
Property Management	Planning and Research
Lease Negotiations and Management	Special Operations
Parking Management	Canine
Technical Support	Aviation
Records Storage and Retrieval	Warrants
Survey and Mapping	Tactical
Right-of-Way Inventory	Environmental Enforcement
Building Maintenance & Repair	Special Investigations
GIS Services	Vice
Architectural Services & Project Management	Major Violators
Building Renovation Project Management (R3M)	Narcotics
Public Art	Criminal Intelligence
	Legal Services
	Data Operations

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DEPARTMENT, OFFICE, AGENCY, BOARD

Soil Conservation Board

Soil & Water Technical and Permitting Assistance
Conservation and Environmental Education

Solid Waste Management

Solid Waste Collection
Customer Services
Franchise Collection
Recycling
Field Services
Transfer Facilities Operation
Community Collection Centers
Household Chemical Collection
Keep America Beautiful Program
Operation "Clean-up"
Solid Waste Disposal
Resource Recovery Operation
Landfill Operation
Closed Landfill Maintenance
Yard/Wood Waste Processing
Tire Processing

State Attorney

Initiate Criminal Legal Actions on Behalf of the State
Victim Assistance
Notification of Hearings Service to Victims
Domestic Crime Assistance
On-site Emergency Service (counseling, etc.) to Violent Crime Victims
Sexual Battery Medical Screening
Worthless Check Diversion Program

DEPARTMENT, OFFICE, AGENCY, BOARD

Supervisor of Elections

Voter Registration
Administer Elections

Tax Collector

Bill and Collect Property Taxes and Assessments
License Issuance (occupational, hunting and fishing licenses)
Motor Vehicle Registration/Title
Collect Tourist Development Tax

Water Department

Potable Water Treatment & Delivery
Wastewater Treatment & Disposal
Reclaimed Water Disposal
Support Services
Customer Service
Engineering
Fiscal Services
Water Conservation
Evaluation of New and Existing Water Supply Projects
Communications and Public Involvement
Exercising of County's Arbitration Rights
Monitoring Wellfield Reductions