
DEPARTMENT SUMMARIES

The Departmental Summaries that follow in this section include mission statements, summary budgets, and funded position comparisons for each individual department and various other organizations funded by the Board of County Commissioners.

Please note that where the caret (^) symbol appears to the right of a number or percentage it indicates that this data is an estimate.

MATRIX OF COUNTY SERVICES

Hillsborough County is a general-purpose government which performs many tasks and a wide range of services for the health, safety, and welfare of its citizens.

At a March 10, 1999 workshop to review recommendations made by the Blue Ribbon Committee on County Finances, the Board of County Commissioners requested that a matrix be developed to disclose over three hundred services provided by Hillsborough County. The original list was taken from a report prepared by Florida

TaxWatch. The current list reflects organizational changes as well as refinements by the departments that are the direct result of the 'mapping' of specific performance measures to each service or program. Some services contracted by Hillsborough County as well as services provided by other taxing authorities are not included (e.g., Hillsborough County's three cities, the School Board, the Children's Board, the Hillsborough Area Regional Transit Authority, the Port Authority, independent special districts, and the Southwest Florida Water Management District). There may be some embedded programs within the list that could be identified separately.

The matrix is intended to be used as additional reference material for reviewing the budget.

For questions regarding the statutory authority of specific County services, please contact the County Attorney's Office at 272-5670 or the Management and Budget Department at 272-5890.

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
<p>Affordable Housing Office Affordable Housing Services</p> <p>Aging Services In-Home Care Senior Centers Transportation Nutrition Retired Senior Volunteer Services Case Management</p> <p>Animal Services Enforcement/Protection Sheltering Animals Rabies Tags and Licensing Responsible Pet Ownership Education Animal Adoption Pet Overpopulation</p> <p>Board of County Commissioners Set Policy & Directives/Implementation of Comp Plan Performance Auditor</p> <p>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 Community Reintegration Medicaid Mental Health Services Food and Nutrition Independent Living Program</p> <p>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</p>	<p>Civil Service Board Applicant Recruiting and Screening Job Classification and Compensation Employee Record Maintenance Job Performance Management</p> <p>Clerk of Circuit Court County Recorder Internal Auditing Recordkeeping for Circuit and County Courts Financial Services Recordkeeping for BOCC</p> <p>Community Liaisons African-American Affairs Liaison Asian-American Affairs Liaison Hispanic Affairs Liaison Americans with Disabilities Act Liaison Criminal Justice Liaison</p> <p>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</p> <p>Cooperative Extension 4-H and Youth Programs Agricultural Programs Horticulture Family and Consumer Sciences</p> <p>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 Citizen Action Center</p>

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Communications Public Information Community Relations Hillsborough Television Citizen Boards Support Printing Services	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
County Attorney General Legal Services & Counsel Litigation Eminent Domain Hearings of Discipline Appeals and Grievances	Fleet Management Fuel Services Equipment Repair & Maintenance Services Parts Management Motor Pool Services Equipment Acquisition
Debt Management Manage County Debt Obligations Financial Advisory Services Municipal Securities Market Compliance & Disclosure Financial & Credit Evaluations of Conduit Bond Issues	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
Economic Development Corporate Business Development Small Business Information Center MBE/SBE Program Agriculture Industry Development Tourist Development Employment & Training/Workforce Board Business/Industry Development	HIPAA Compliance Office HIPAA Compliance
Emergency Dispatch Center Fire/Medical Emergency Dispatch Services	Housing and Community Improvement Code Enforcement/Compliance Inspections Single Family Housing Rehabilitation Down Payment and Other Assistance - First Time Homebuyers
Emergency Management Emergency Management	Human Resources Employee Benefits Program Administration Employee Development/Training Program Exempt Employee Recruitment Employee Relations Labor Negotiations Employee Safety and Loss Control Programs
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	

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Human Resources (continued) Citizen Volunteer Program Workers Compensation Investigation/Administration Liability and Insured Property Program Development/Administration Information and Technology Services Communications Services Desktop Services Geographic Information Systems (GIS) Business Solutions/Services Information Distribution and Data Management Services Countywide 9-1-1 Database and Street/Address Management Countywide 9-1-1 Network Administration 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 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	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) Marine Public Safety 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 Procurement Services Centralized Procurement - Informal (between \$2,500 and \$25,000) Centralized Procurement - Formal (exceeding \$25,000) Management of Automated Purchasing Activities Purchasing Card Program

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Procurement Services (continued)	Sheriff
Satisfaction Survey	Law Enforcement
Property Appraiser	Criminal Investigations
Real and Tangible Property Assessment	Major Crimes
Exemptions Administration	Youth and Family
TRIM Notice Administration	Detention
Public Defender	Booking & Releasing
Legal Representation to Indigent Clients	Classification & Records
Public Works	Falkenburg Road Jail
Emergency Management and NIMS/Incident Command Systems	Morgan Street Jail
Safety	Work Release Center
Planning and Development	Transportation
Engineering Design	Support Services
Project Management	Training
Right of Way Management	Communications
Utilities Coordination	Human Resources
Street Maintenance	Judicial Services
Street Cleaning	Court Process
Stormwater Management	Court Services
Vector Control	Support Services
Traffic Services	Fleet Maintenance
Aquatic Weed Control	Property Control
Wetlands Maintenance and Mitigation	Communications Maintenance
Infrastructure Inventory, Condition and Assessment	Technical Support
Real Estate	Inspectional Services
Real Estate Acquisition/Disposal	Fiscal
Environmental Land Acquisition (ELAPP)	Professional Standards
Eminent Domain	Community Relations
Property Management	Information Services
Lease Negotiations and Management	Planning and Research
Parking Management	Special Operations
Technical Support	Canine
Records Storage and Retrieval	Aviation
Survey and Mapping	Warrants
Right-of-Way Inventory	Tactical
Building Maintenance & Repair	Environmental Enforcement
GIS Services	Special Investigations
Architectural Services & Project Management	Vice
Building Renovation Project Management (R3M)	Major Violators
Public Art	Narcotics
Security Services Agency	Criminal Intelligence
County Facilities Security Services	Legal Services
	Data Operations
	Soil Conservation Board
	Soil & Water Technical and Permitting Assistance
	Conservation and Environmental Education

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Solid Waste Management	Supervisor of Elections
Solid Waste Collection	Voter Registration
Customer Services	Administer Elections
Franchise Collection	
Recycling	Tax Collector
Field Services	Bill and Collect Property Taxes and Assessments
Transfer Facilities Operation	License Issuance (occupational, hunting and fishing licenses)
Community Collection Centers	Motor Vehicle Registration/Title
Household Chemical Collection	Collect Tourist Development Tax
Keep America Beautiful Program	
Solid Waste Disposal	Water Resource Services
Resource Recovery Operation	Potable Water Treatment & Delivery
Landfill Operation	Wastewater Treatment & Disposal
Closed Landfill Maintenance	Reclaimed Water Disposal
Yard/Wood Waste Processing	Support Services
Tire Processing	Management Services and Accounting
	Engineering
State Attorney	Business Services
Initiate Criminal Legal Actions on Behalf of the State	Employee Services
Victim Assistance	Planning and Operations
Notification of Hearings Service to Victims	Field Maintenance Services
Domestic Crime Assistance	Water Conservation
On-site Emergency Service (counseling, etc.) to Violent Crime Victims	Evaluation of New and Existing Water Supply Projects
Sexual Battery Medical Screening	Communications and Public Involvement
Worthless Check Diversion Program	Exercising of County's Arbitration Rights
	Monitoring Wellfield Reductions