
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.

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>

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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	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
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)	Employee Safety and Loss Control Programs
Citizen Volunteer Program	Neighborhood Relations
Workers Compensation Investigation/Administration	Technical Assistance & Neighborhood Liaison
Liability and Insured Property Program Development/Administration	Neighborhood Mini-Grant Program
	Community-based Planning
Information and Technology Services	Recognition Programs
Communications Services	Database Management
Desktop Services	
Geographic Information Systems (GIS)	Parks, Recreation and Conservation
Business Solutions/Services	Management of Environmental Lands (ELAPP)
Information Distribution and Data Management Services	Marine Public Safety
Countywide 9-1-1 Database and Street/Address Management	Park Construction (In-house and Contractual)
Countywide 9-1-1 Network Administration	Neighborhood, district, and regional park maintenance
	Neighborhood, district, and regional park programs
Law Library Board	Organized Youth Athletic Programs
Provide Access to Legal Research Materials	Organized Adult Athletic Programs
	After-school Recreation Programs
Legislative Delegation	Summer Enrichment Program
Constituent Services	Therapeutic Programs
District Offices Support Services	Parks Planning and Design
Legislative Services	
	Planning and Growth Management
Library Services	Building Inspection
Member Services	Building Permit Issuance
Circulation Services	Building Plans Review
Information & Reference Services	Zoning Administration
Programming	Development Project Inspection
	Land Use Counseling
Management and Budget	Phosphate/Land Excavation
Multi-Year Financial Planning/Economic Analysis	Comprehensive Plan Implementation/Concurrency Management
Capital Budget Services	Transportation Planning
Operating Budget Services	Community-based Planning
Budget Systems and Revenue Analysis	Impact Fee Program Administration
Outside Agency Contract Management	Emergency Management Planning
Management Analysis/Performance Measurement	Land Development Review and Inspection
Oversight of Cable Educational Consortium	
	Planning Commission
Medical Examiner	Countywide Comprehensive Planning
Cause of Death Determination	Community/Neighborhood Planning
Disposition of Unclaimed Bodies	Countywide Long-range Transportation Planning
	Hillsborough River Planning
Metropolitan Planning Organization	Local Planning Agency (LPA) Administration
Long-Range Transportation Planning	
Develop, Monitor and Evaluate Transportation Systems	Procurement Services
Technical Assistance to Local Governments	Centralized Procurement - Informal (between \$2,500 and \$25,000)
Conduct Required Transportation Plans, Programs and Studies	Centralized Procurement - Formal (exceeding \$25,000)
	Management of Automated Purchasing Activities

MATRIX OF SERVICES

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

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DEPARTMENT, OFFICE, AGENCY, BOARD	DEPARTMENT, OFFICE, AGENCY, BOARD
Security Services Agency County Facilities Security Services 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 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	Soil Conservation Board Soil & Water Technical and Permitting Assistance Conservation and Environmental Education 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 Resource Services Potable Water Treatment & Delivery Wastewater Treatment & Disposal Reclaimed Water Disposal Support Services Management Services and Accounting Engineering Business Services Employee Services Planning and Operations Field Maintenance Services Water Conservation Evaluation of New and Existing Water Supply Projects Communications and Public Involvement Exercising of County's Arbitration Rights Monitoring Wellfield Reductions