
MATRIX OF SERVICES

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

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD

Hearings of Discipline Appeals and Grievances

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

Emergency Dispatch Center

Fire/Medical Emergency Dispatch Services

Emergency Management

Emergency Management

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

DEPARTMENT, OFFICE, AGENCY, BOARD

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

HIPAA Compliance

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

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

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD

Fleet Management

Fuel Services

Equipment Repair & Maintenance 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

Neighborhood Relations

Technical Assistance & Neighborhood Liaison

Neighborhood Mini-Grant Program

Community-based Planning

Recognition Programs

Database Management

DEPARTMENT, OFFICE, AGENCY, BOARD

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

Purchase Card Program

Manage Consultant Automated Performance System (CAPES)

Bidder Registration and Management

MATRIX OF SERVICES

DEPARTMENT, OFFICE, AGENCY, BOARD

Property Appraiser

Real and Tangible Property Assessment
Exemptions Administration
TRIM Notice Administration

Public Defender

Legal Representation to Indigent Clients

Public Works

Transportation Maintenance
Right-of-Way Management
Traffic Signal, Sign and Markings Maintenance
Traffic Engineering and Safety Management
Street Lighting District Administration
Transportation Project Design and Construction
CIP Project Management
Stormwater Design and Management
Wetlands Maintenance/Mitigation
Mosquito Control
Aquatic Weed Control
Infrastructure Inventory and Assessment

Real Estate

Real Estate Acquisition/Disposal
 Environmental Land Acquisition (ELAPP)
 Eminent Domain
Property Management
 Lease Negotiations and Management
 Parking Management
Technical Support
 Records Storage and Retrieval
Survey and Mapping
Right-of-Way Inventory
Building Maintenance & Repair
GIS Services
Architectural Services & Project Management
Building Renovation Project Management (R3M)
Public Art

Security Services Agency

County Facilities Security Services

DEPARTMENT, OFFICE, AGENCY, BOARD

Sheriff

Law Enforcement
Criminal Investigations
 Major Crimes
 Youth and Family
Detention
 Booking & Releasing
 Classification & Records
 Falkenburg Road Jail
 Morgan Street Jail
 Work Release Center
Transportation
 Support Services
Training
Communications
Human Resources
Judicial Services
 Court Process
 Court Services
Support Services
 Fleet Maintenance
 Property Control
 Communications Maintenance
 Technical Support
Inspectional Services
 Fiscal
 Professional Standards
 Community Relations
 Information Services
 Planning and Research
Special Operations
 Canine
 Aviation
 Warrants
 Tactical
 Environmental Enforcement
Special Investigations
 Vice
 Major Violators
 Narcotics
 Criminal Intelligence
Legal Services
Data Operations

MATRIX OF SERVICES

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 Resource Services

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