

BOCC JUDICIAL SERVICES COSTS

MISSION:

Provide funding for the cost of Jury Parking.

KEY OBJECTIVES:

1. Provide for the cost of Jury Parking.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Judicial Services	1				
<i>Workload/Demand</i>					
payment of expert and ordinary witness fees from the County Fine & Forfeiture Fund for County Court		n/a	n/a	n/a	n/a
payment of expert and ordinary witness fees from the County Fine & Forfeiture Fund for Circuit Court		n/a	n/a	n/a	n/a
payment of jury parking		\$170,000	n/a	n/a	n/a
payment of court costs and filing fees:					
General Fund		n/a	n/a	n/a	n/a
Fine & Forfeiture Fund		n/a	n/a	n/a	n/a
<i>Efficiency</i>					
average parking cost per juror		\$6.00	n/a	n/a	n/a
<i>Effectiveness</i>					
% of payments processed error free		100%	n/a	n/a	n/a

BOCC JUDICIAL SERVICES COSTS

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	\$167,812	\$0	\$0	\$0
Total	\$167,812	\$0	\$0	\$0

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$167,812	\$0	\$0	\$0
Total	\$167,812	\$0	\$0	\$0

Funded Positions	N/A	N/A	N/A	N/A
Funded FTE Positions	N/A	N/A	N/A	N/A

Prior to the implementation of Article V on July 1, 2004, the functions under the Clerk of the Circuit Court's Judicial Services budget included: payment for jury parking; payment for expert and ordinary witnesses for both Circuit and County Courts; and payment of court costs and filing fees. With the implementation of Article V, the County's only responsibility under this department is the payment for jury parking.

The FY 06 adopted budget continued to reflect funding for jury parking only.

The FY 07 adopted budget transferred the budget for jury parking into Non-Departmental Allotments.

CLERK OF THE CIRCUIT COURT

MISSION:

BOCC Records: Keep and protect the public records, provide required services, and serve the people of Hillsborough County in a professional, accurate, and efficient manner. **BOCC Accounting:** Independently monitor operational departments and agencies with regard to the receipt and disbursement of County funds under the jurisdiction of the Board of County Commissioners (BOCC) and specified independent agencies. Record transactions to the County's financial system and monitor that transactions are in accordance with Generally Accepted Accounting Principles (GAAP), Federal, State, and County laws and regulations, County policies and contractual obligations. **Payroll:** Provide payroll services for the Clerk of the Circuit Court as well as BOCC employees. **System Support:** Administer and oversee the BOCC integrated payroll and financial systems, to include technical and functional support, training, application security, and reporting. **Finance Department:** Perform financial functions for the BOCC and Hillsborough County entity, as Clerk of the Circuit Court's role as Accountant to the BOCC and Chief Financial Officer of Hillsborough County. Financial functions include preparation of countywide financial reports, coordination of the annual County audit by the County's independent Certified Public Accountants, maintenance of capital asset records, monitoring compliance with debt covenants, investment of County funds, monitoring the financial aspects of County budget and grants, maintenance of the general ledger and charts of accounts for the BOCC accounting system, and performing the audit of the BOCC budget and budget amendments in an effective and efficient manner. **Clerk to the Board Administration:** Provide professional administrative support to the Board of County Commissioners in a cost effective manner. **County Audit:** Provide audit services, add value, improve operations, and serve the people of Hillsborough County in a professional, accurate, and efficient manner. **Mail Services:** Provide proficient, expedient, and reliable mail services to the BOCC and other Hillsborough County agencies.

KEY OBJECTIVES:

1. Maintain minutes and records of the BOCC and other committees and councils appointed by the BOCC, process and distribute agenda items within ten days of receipt and produce meeting minutes within 21 days of meeting date.
2. Attend and record zoning meetings; have zoning files available for view by the public; accept oral argument requests; notify parties of record of the BOCC Land Use Meeting dates.
3. Report to the BOCC and public, through the Clerk's internet, yearly lobbyist registrations and expenditures.
4. Timely process all accounting transactions (revenue within 1 business day and expenditures within 11 business days).
5. Manage relationship for BOCC funds with the qualified public depository (reconciled within a calendar month).
6. Produce accurate and timely payroll payments each two weeks for employees of agencies covered under the payroll system.
7. Audit the appropriateness of payments to these employees.
8. Distribute moneys deducted from employees to all appropriate vendors within two days of the pay day.
9. Provide technical and functional support for BOCC financial and payroll systems.
10. Provide training, establish and maintain security for the users of BOCC financial and payroll systems.
11. Coordinate, develop, and maintain system programs, processes, and enhancements for the FAMIS Financial and Genesys software systems.
12. Provide financial and payroll reports to BOCC departments, Clerk to the Board Finance, BOCC Accounting, Payroll, other constitutional officers and independent agencies of Hillsborough County.
13. Obtain a good or better rating for customer service on at least 95% of the survey responses.
14. Issue County's Comprehensive Annual Financial Report (CAFR), Single Audit, Water and Wastewater, and Solid Waste financial reports, Annual Local Government Financial Report to State of Florida, Annual Report Summary (PAFR), and other reports by statutory or program due dates.
15. Obtain Certificate of Achievement for Excellence in Financial Reporting (for PAFR and CAFR) from the Government Finance Officers Association.
16. Ensure that Hillsborough County financial statements are prepared using generally accepted auditing principles and are audited annually in accordance with Florida Statutes.
17. Record capital asset additions, disposals, contributions and transfers in a timely and accurate manner. Inventory all fixed assets on a 12-month cycle.
18. Monitor debt service requirements and compliance with bond covenants and initiate all principal and interest payments in a timely manner.
19. Audit BOCC budget and budget amendments for compliance with Florida Statutes, ordinances, bond covenants, grant contracts, interlocal agreements, and other requirements on a timely basis.
20. Invest County funds while fulfilling fiduciary responsibilities for safety of principal, liquidity to meet cash needs, and optimization of earnings.
21. Monitor financial aspects of grants.
22. Provide quality professional administrative and clerical support to the Board of County Commissioners and their Aides.
23. Administer the appointment process for all Boards, Councils, and Commissions.
24. Audit the adequacy and effectiveness of internal controls & procedures for departments, agencies, programs and functions accountable to the BOCC.
25. Perform follow-up audits within 6-12 months.
26. Conduct special investigations when requested.
27. Efficiently sort and distribute all inbound mail received from the USPS and express mail services twice/day.
28. Efficiently process outbound mail and apply postage cost daily.
29. Efficiently pick up, deliver, sort and distribute inter-office mail at least twice/day.

Continued in "Supplemental Information"

CLERK OF THE CIRCUIT COURT

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Other Uses	\$21,710,616	\$25,466,359	\$18,681,472	\$19,621,647
Total	\$21,710,616	\$25,466,359	\$18,681,472	\$19,621,647

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$21,710,616	\$25,466,359	\$18,681,472	\$19,621,647
Total	\$21,710,616	\$25,466,359	\$18,681,472	\$19,621,647

Funded Positions	119	118	116	116
Funded FTE Positions	119.00	118.00	116.00	116.00

Functions under the Clerk of the Circuit Court's budget include:

1. **Recordkeeping for the Board of County Commissioners**--Maintains minutes and records of the Board.
2. **Financial Services**--Collects, reports, disburses, and invests County funds.
3. **Internal Auditing**--Audits the adequacy and effectiveness of internal controls and procedures in BOCC departments, agencies, and programs.
4. **Recordkeeping for Circuit and County Courts**--Maintains records and files for all Courts in the 13th Judicial Circuit.
5. **County Recorder**--Records all authorized documents into the official record.

The FY 06 adopted budget was funded at a level consistent with the Clerk of the Circuit Court's funding request received on April 29, 2005. In addition, \$4.4 million in estimated excess FY 05 Clerk fees were returned to fund technology needs. The FY 06 position count reflected an additional Clerk II required to staff the courier route for the new South County Office.

The FY 07 adopted budget reflects the Clerk of the Circuit Court's funding request received on May 1, 2006 as well as the transfer of a trainer position to the Clerk's non-Board budget (move to overhead allocation). The F 07 budget also includes \$7.1 million in additional funding requested by the Clerk in a letter dated August 22, 2006. This additional budget is funded from FY 06 residual equity in excess of the amount originally anticipated. It is funding technology in the court system, improved data and voice communications between the Clerk's Office and departments and agencies under the Board, and it will digitize all court, official and Board records to better protect them from natural disasters.

The FY 08 and FY 09 budgets of the Clerk of the Circuit Court include the elimination of three positions. They also exclude the continuation of one-time technology funding provided in the FY 07 budget. In response to actions taken by the Legislature, the FY 08 budget includes no increase in compensation for employees. The FY 09 budget provides for a 3.5% salary increase.

The position counts shown above do not include three positions associated with the Value Adjustment Board.

PROPERTY APPRAISER

MISSION:

Secure a just valuation for ad valorem tax purposes of all real and tangible personal property; provide for uniform assessment of these properties; and administer exemptions pursuant to Florida law.

KEY OBJECTIVES:

1. Assess all real and tangible property in Hillsborough County including agricultural, commercial, residential, and vacant parcels.
 2. Assess all tangible property (business assets) located in the county including furniture, fixtures, tools, machinery, equipment, signs, leasehold improvements, supplies, leased equipment, and whatever is used to conduct business.
 3. Administer Homestead Exemptions applications, verifying qualifications and approving or disapproving exemptions up to \$25,000 based on State statute requirements.
 4. Administer disability, widow/widower, religious, seniors, and non-profit exemptions, verifying qualifications and approving or disapproving exemptions based on State statute requirements.
 5. Send TRIM (Truth in Millage) notices to all property owners and implement review/appeal process.
 6. Conduct individual assessment reviews for Value Adjustment Board appeals and defend assessment values.
 7. Implement Amendment 10, Constitutional Amendment, limiting annual assessment of homestead property, not to exceed 3% assessment increases, or the percentage change in the Consumer Price Index (CPI) or just market value, whichever is the lowest.
-

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
<i>Workload/Demand</i>					
TRIM notices mailed	5	475,689	495,000	575,000	TBD
Homestead Exemptions processed	3	263,468	270,000	275,000	TBD
other exemptions processed	4	34,564	34,800	35,000	TBD
<i>Effectiveness</i>					
receive State Certification of tax rolls	1,2	yes	TBD	TBD	TBD

PROPERTY APPRAISER

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	\$245,915	\$0	\$0	\$0
Other Uses	11,542,437	11,776,019	12,179,751	12,787,997
Total	\$11,788,352	\$11,776,019	\$12,179,751	\$12,787,997

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$9,790,462	\$9,610,774	\$9,907,023	\$10,402,374
Unincorporated Area General Fund	1,610,365	1,740,069	1,816,589	1,907,418
Library Tax District Fund	323,734	366,513	392,348	411,965
P&R G.O. Bnds 93/96/02 Dbt Svc Fd	12,708	12,093	12,708	13,326
ELAPP Limited Adval Tax Bonds Dbt Svc Fd	51,083	46,570	51,083	52,914
Total	\$11,788,352	\$11,776,019	\$12,179,751	\$12,787,997

Funded Positions	155	155	153	153
Funded FTE Positions	155.00	155.00	153.00	153.00

The FY 06 adopted budget was funded at a level consistent with the Property Appraiser's funding request received on May 19, 2005. The Board of County Commissioners' portion of the Property Appraiser's budget represented approximately 91.7% of the total budget request for FY 06. The Board's portion of their budget is based upon the taxes levied for the County, the School Board, as well as all three municipalities in Hillsborough County. The balance of the Property Appraiser's budget is supported by other taxing authorities (i.e., Children's Board, HARTline, Southwest Florida Water Management District, Tampa Port Authority, and Tampa Palms).

The FY 07 adopted budget reflects no change to the number of funded positions, which is due to the combination of new and improved technology. In FY 06 and prior years, the cost of printing and mailing Truth in Millage notices was budgeted in the Property Appraiser's budget in the operating expenditure budget. The FY 07 budget includes this \$230,000 budget in Non-Departmental Allotments.

The FY 08 budget reflects the elimination of two positions.

PUBLIC DEFENDER

MISSION:

We are committed to efficiently providing our clients with effective legal representation, and treating our clients, our employees, and our community with dignity and respect.

KEY OBJECTIVES:

1. Represent appointed clients arrested for or charged with a felony, a violation of probation or community control, a criminal misdemeanor or criminal traffic offense, criminal contempt, violation of municipal or County ordinance, and juveniles alleged to be delinquent clients detained under the "Baker Act" and individuals charged under the civil Commitment for Habitual Sexual Predators Act. Provide representation in other proceedings as appointed by the court (Chapter 27, F.S. mandate); reduce attorney turnover rate by 2%; achieve Strategic Goal 3 (C) by maintaining a record of no substantiated bar grievances.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Legal Representation to Indigent Clients	1				
<i>Workload/Demand</i>					
# of total appointed cases		77,986	81,886	80,767	83,190
# of felony appointed cases		35,978	37,777	37,426	38,549
# of juvenile appointed cases		7,398	7,768	8,639	8,898
# of misdemeanor appointed cases		32,320	33,936	32,141	33,105
# of civil appointed cases		2,291	2,406	2,561	2,638
<i>Efficiency</i>					
# of cases per felony attorney		720	756	936	964
# of cases per juvenile attorney		616	647	665	684
# of cases per misdemeanor attorney		1,616	1,697	1,891	1,947
# of cases per civil attorney		764	802	512	528
<i>Effectiveness</i>					
% of clients in custody contacted within 72 hours of appointment		100%	100%	100%	100%
% of cases without substantiated Bar grievances		100%	100%	100%	100%
% of cases closed within constitutional speedy trial timeliness		100%	100%	100%	100%
% of attorney turnover rate		23.97%	23.31%	24.12%	23.20%
cost per case		\$197	\$191	\$185	\$179
customer satisfaction survey rating of "excellent" or "above satisfactory"		86.0%	86.0%	86.0%	86.0%

PUBLIC DEFENDER

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	\$506,176	\$473,760	\$582,319	\$630,154
Capital Equipment	91,333	91,816	61,410	61,410
Grants & Aids	159,449	242,585	316,900	328,694
Total	\$756,958	\$808,161	\$960,629	\$1,020,258

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$116,055	\$131,193	\$116,358	\$126,552
Countywide Special Purpose Revenue Fund	640,903	676,968	844,271	893,706
Total	\$756,958	\$808,161	\$960,629	\$1,020,258

Funded Positions	N/A	N/A	N/A	N/A
Funded FTE Positions	N/A	N/A	N/A	N/A

Prior to the implementation of Article V on July 1, 2004, Section 24.54(3), Florida Statutes, required the County to provide the Public Defender with such office space, utilities, telephone services, custodial services, library services, transportation services, and communication services as may be necessary for the proper and efficient functioning of their office. The Public Defender's office was also provided funding for pretrial consultation fees for expert or other potential witnesses consulted before trial by the public defender; travel expenses incurred in criminal cases by a public defender in connection with out-of-jurisdiction depositions; out-of-state and out-of-jurisdiction travel expenses incurred by public defenders or by investigators of public defenders while attempting to locate and interrogate witnesses for the public defender in the defense of a criminal case; court reporter costs incurred by the public defender during the course of an investigation and criminal prosecution; post-indictment and post-information deposition costs incurred by the public defender during the course of a criminal prosecution of an indigent defendant and the cost of copying depositions of defense witnesses taken by the state attorney.

The FY 06 adopted budget represented continuation level funding along with additional funding of \$9,000 per year for Article V subpoena services. The technology portion of the Public Defender's budget was increased by \$100,000 in FY 06 and \$60,446 in FY 07 for Phase II of their imaging project. This project provided integration of information with other criminal justice agencies including the courts. During FY 06, the Board added 4 technology positions to provide computer support and desktop managed services to approximately 360 computers in offices, courtrooms and jails within the circuit.

The FY 07 adopted budget eliminated the 4 technology positions and added \$15,000 for a Panic Alert System which provides for additional security at the Public Defender's location. The 4 eliminated technology positions became State employees but continue to be funded by the County as required by Article V legislation.

For programmatic changes on this agency's FY 08 recommended and FY 09 planned budgets, please see the Executive Summary section of this document.

Performance measures reflected on the adjacent Mission and Key Objectives page reflect a continuation level of funding prior to legislative cuts.

SHERIFF

MISSION:

The mission of the Hillsborough County Sheriff's Office is to serve, protect, and defend the community while preserving the rights and dignity of all.

KEY OBJECTIVES:

1. Provide emergency law enforcement response times within ten (10) minutes and provide proactive enforcement of traffic laws to unincorporated Hillsborough County.
2. Perform timely and objective criminal investigations of all assigned criminal incidents resulting in clearance of more than 19% of reported indexed crimes.
3. Perform the inmate booking process for 25 local, state, and federal agencies and safely house and supervise pretrial and sentenced inmates within constitutional and regulatory standards maintaining an average daily inmate census within the detention system operating capacity.
4. Provide timely court process services by attempting service for enforceable processes within ten (10) days and for non-enforceable processes within 30 days from entry date.
5. Provide security for judges, court attendees, and persons detained for trial by providing secure movement of inmates and maintaining order in the courts through assignment of at least one bailiff per criminal court session.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Law Enforcement/Investigations					
<i>Workload/Demand</i>					
# of calls for service	1	522,404	559,337	---	---
# of vehicle stops conducted	1	163,925	183,596	---	---
# of reported Part I Crimes	2	35,191	36,247	---	---
<i>Efficiency</i>					
ratio of law enforcement deputies per thousand residents (unincorporated)		1.56	1.54	---	---
<i>Effectiveness</i>					
average emergency response time in minutes		8.7	8.8	---	---
Part I Crime Index Clearance Rate		24.5	26.5	---	---
Detention Services					
<i>Workload/Demand</i>					
# of inmates booked	3	73,937	71,950	---	---
average daily inmate census	3	4,201	5,030	---	---
detention operating capacity	3	4,190	4,702	---	---
<i>Efficiency</i>					
avg. daily cost per inmate		\$68.48	\$71.90	---	---
<i>Effectiveness</i>					
daily census as a % of operating capacity		100%	107%	---	---
Court Services					
<i>Workload/Demand</i>					
# of court process services	4	231,794	292,036	---	---
# of inmates transported for local courts	4	50,598	53,011	---	---
# of circuit/county courts secured by bailiffs	5	58	58	---	---
<i>Efficiency</i>					
average number of attempts for service per deputy per day		30.3	33.5	---	---
<i>Effectiveness</i>					
% of enforceable processes actually served within 10-day period		96.0%	93.0%	---	---

SHERIFF

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Personal Services	\$228,036,257	\$261,545,856	\$275,976,915	\$295,819,840
Operating Expenditure/Expense	64,268,701	68,811,597	71,340,719	74,067,093
Capital Equipment	32,452,952	19,324,660	13,954,017	14,548,020
Total	\$324,757,910	\$349,682,113	\$361,271,651	\$384,434,953

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$223,413,382	\$242,428,544	\$252,307,481	\$267,739,933
Unincorporated Area General Fund	99,341,101	105,886,034	107,648,916	115,331,406
Countywide Special Purpose Revenue Fund	2,003,427	1,367,535	1,315,254	1,363,614
Total	\$324,757,910	\$349,682,113	\$361,271,651	\$384,434,953

Funded Positions	3,555	3,708	3772	3,838
Funded FTE Positions	3,341.75	3,488.40	3,552.40	3,618.40

In FY 00 the Board established a target ratio of 1.7 deputies per 1,000 citizens. During FY 04 the Sheriff added 12 out-of-cycle positions: 11 Law Enforcement Deputies and 1 civilian support staff. Also during FY 04, an administrative oversight resulted in not reporting 26 phased-in detention positions. The personnel costs for these positions were included in the budget, but the personnel count was understated. The FY 05 adopted budget, included 43 new positions: 22 Patrol Deputies, 5 support personnel, 1 additional School Resource Deputy (Shields Middle School) and 15 Detention Deputies. The new Detention Deputies are required to manage the inmate population increase. Rising gas prices and the personnel cost for the new Detention Deputies constitute the funding increase for the adjusted FY 05 adopted budget. Even with the additional positions, the Sheriff's Office continued to fall short of the target ratio of 1.7 deputies per 1,000 citizens, but the budget requested was consistent with the Sheriff's commitment to the Board to add approximately 22 Patrol Deputies per year. The new deputies allowed the Sheriff to staff 1.6 certified deputies per 1,000 citizens in both FY 04 and FY 05. During FY 05, the Sheriff approved 5 out of cycle positions: 3 law enforcement and 2 support staff. The FY 06 budget for the Sheriff included 98 new positions: 20 Patrol Deputies, 5 School Resource Deputies, and 17 Crossing Guards for the new schools; 2 Community Service Officers for two new Community Stations and 7 support personnel. To complete the staffing for Jail Expansion Phase Vb, this budget included 5 Detention Sergeants, 16 Detention Deputies, and 7 support personnel. Detention transportation required 4 new Deputies. The increase in Judicial Courts required an additional 15 Bailiffs. Funding for indigent inmate health care costs, up to the amount of Medicaid match requirement, was shifted from the Countywide General Fund to the Indigent Health Care Fund.

The FY 07 adopted budget includes 151 new positions: 63 Patrol Deputies, 1 School Resource Deputy, 1 DUI Deputy, 17 Crossing Guards, 37 Detention Deputies, 16 Bailiffs, and 16 support personnel. During FY 06, the Sheriff's Office also had two Crime Scene Investigators added during our recent civilianization initiative. In April 2006 the Sheriff presented a request for 63 additional law enforcement personnel per year for the next five years. With these manpower increases, the Hillsborough County Sheriff's Office will have the ability to reach the following goals by the end of Fiscal Year 2011: 1. Ensure all first responder zones are manned by law enforcement 98% of the time; 2. Reduce non-emergency response times by approximately 20%; 3. Maintain average emergency response time for first responders below 9 minutes; 4. Increase the ratio of law enforcement officers per thousand residents from 1.5 to 1.70, and 4.)

The Sheriff's FY 08 budget request includes the addition of 63 new patrol deputies and one additional School Resource Deputy to staff a new school. The addition of the new patrol deputies is consistent with the five-year plan proposed by the Sheriff during the FY 07 budget process, and the cost of these new positions is \$4.77 million. Other significant cost increases included in the budget include \$3.9 million in active and retired employee health insurance costs (including the new GASB 45 implementation costs), \$1.5 million in inmate health care costs, \$2.27 million for technology software and maintenance, and \$571,000 in fuel costs. The FY 08 and FY 09 budget requests also defer expansion of the Falkenburg Jail which was scheduled for FY 08.

The Sheriff's FY 09 budget request adds 63 new patrol deputies and an additional three School Resource Deputies. The cost of these new positions is \$4.98 million. Other significant cost increases included in the budget include \$5.5 million in active and retired employee health insurance costs, \$1.6 million in inmate health care costs, and \$2.78 million for a mandatory upgrade to the Sheriff's radio communication system.

Note: FY 08 and FY 09 Funded Positions and Funded FTE Positions are estimates.

STATE ATTORNEY PART I

MISSION:

Appear in the Circuit and County Courts within the Judicial Circuit and prosecute and defend, on behalf of the State, all suits, applications or motions, civil or criminal, in which the State is a party, except as provided in Chapters 39 and 959 of the Florida Statutes (F.S. 27.22).

KEY OBJECTIVES:

1. Initiate a caseload of approximately 112,290 criminal legal actions on behalf of the State in FY 07.
2. Maintain a 90% or greater conviction rate.
3. Continue implementation and expansion of automated informational processing throughout the Criminal Justice System.
4. Represent the citizens of Hillsborough County with quality legal services.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Initiate Criminal Legal Caseload on Behalf of the State	1-4				
<i>Workload/Demand</i>					
# of cases managed as mandated by F.S. 27.02		111,178	112,290	113,413	114,547
<i>Efficiency</i>					
automation of the criminal justice system will continue to enhance services provided to Hillsborough County citizens		continuing	continuing	---	---
# of cases per FTE (number of FTE=121)		919	928	937	947
cost per case		\$6.53	\$6.65	\$22.30	\$11.62
<i>Effectiveness</i>					
dollars reimbursed to County through the cost of prosecutions		\$0	\$0	\$0	\$0
% of convictions		92.8%	92.8%	92.8%	92.8%

STATE ATTORNEY PART I

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	\$517,871	\$552,811	\$1,455,476	\$945,928
Capital Equipment	159,550	195,000	486,910	360,000
Total	\$677,421	\$747,811	\$1,942,386	\$1,305,928

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$377,725	\$358,811	\$525,498	\$476,074
Countywide Special Purpose Revenue Fund	299,696	389,000	1,416,888	829,854
Total	\$677,421	\$747,811	\$1,942,386	\$1,305,928

Funded Positions	N/A	N/A	N/A	N/A
Funded FTE Positions	N/A	N/A	N/A	N/A

The FY 07 adopted budget includes 151 new positions: 151 Patrol Deputies, 1The State Attorney is mandated to provide Hillsborough County citizens such services as: criminal prosecution of all felony and misdemeanor cases, hearings related to Florida's Baker Act statutes, prosecution of all delinquency cases within the juvenile criminal justice system, civil commitment hearings, certain criminal appeals of felony and misdemeanor cases, oversee diversion programs.

Prior to the implementation of Article V on July 1, 2004, Section 27.34(2) Florida Statutes required the County to provide the State Attorney with such office space, utilities, telephone service, custodial services, library services, transportation services, and communication services as may be necessary for the proper and efficient functioning of their office. The State Attorney's office was also provided with pretrial consultation fees for expert or other potential witnesses consulted before trial by the state attorney; travel expenses incurred in criminal cases by a state attorney in connection with out-of-jurisdiction depositions; out-of-state travel expenses incurred by assistant state attorneys or by investigators of state attorneys while attempting to locate and interrogate witnesses for the state attorney in the prosecution of a criminal case; court reporter costs incurred by the state attorney during the course of an investigation and criminal prosecution; and postinformation deposition costs incurred by the state attorney during the course of a criminal prosecution of an insolvent defendant; and the cost of copying depositions of state witnesses taken by the public defender, court-appointed counsel, or private retained counsel. The office space to be provided by the counties could not be less than the standards for space allotment adopted by the Department of Management Services, nor could these services and office space be less than what were provided in the prior fiscal year.

The FY 06 and FY 07 adopted budgets represent continuation level funding consistent with the request of the State Attorney. This funding includes inflationary increases for telecommunications of 2% in FY 06 and 3% in FY 07. These budgets also include \$180,000 in each of FY 06 and FY 07 to maintain the Office's three-year replacement cycle for desktop computers. Approximately 100 of the 300 desktop computers are being replaced each year. These budgets include \$15,000 in FY 06 and \$50,000 in FY 07 for software that will allow the office to implement state of the art technology. The FY 06 adopted budget includes \$25,000 for the replacement of the Case Management System server which will be five years old and houses the central database for all 130,000+ cases which flow through the State Attorney's Office. Finally, the FY 07 budget includes \$15,000 for the purchase of a new exchange server for the Voice-Over-IP phone system planned for the State Attorney's Office in conjunction with their move to the main courthouse when the renovation project is complete.

For programmatic changes on this agency's FY 08 recommended and FY 09 planned budgets, please see the Executive Summary section of this document.

Performance measures reflected on the adjacent Mission and Key Objectives page reflect a continuation level of funding prior to legislative cuts.

STATE ATTORNEY PART II (VICTIM ASSISTANCE)

MISSION:

Enhance law enforcement by providing comprehensive services to victims of crime through all phases of the criminal justice/judicial process and to act as liaison between victims and each agency involved in law enforcement to ensure cooperation and understanding and close any service gaps among the victim population.

KEY OBJECTIVES:

1. Provide quality victim services to all victims of violent crime within Hillsborough County by: attempting initial contact with victims within 5 days of criminal offense; assisting law enforcement agencies within the County to provide 24-hour, on-site emergency services to all victims of crimes; increasing the number of crime scene call-outs by increasing awareness of service; notifying domestic violence victims in writing within 5-7 days of the crime, apprising them of available services; increasing the number of initial intake interviews by 5% for sexual battery victims; and, when possible, notifying all crime victims of the crucial stages of their case within 72 hours after court date is scheduled.
2. Divert designated worthless check cases from the criminal justice system, obtain restitution for victims in a timely manner and generate revenue from check writers' required fees.
3. In accordance with the Hillsborough County Administrator's Strategic Plan, we will strive to provide outstanding customer service to the victims of Hillsborough County and will measure our success by randomly surveying 500 victims coming into the office.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Victim Assistance Services	1				
<i>Workload/Demand</i>					
# of violent crime victims seen in the office		2,249	2,305	2,363	2,422
# of crime scene call-outs		33	34	35	36
# of domestic violence victims seen in office		3,657	3,748	3,842	3,938
# of awareness meetings/roll calls attended		165	169	173	178
# of initial interviews conducted for sexual and child abuse offenses		756	775	794	814
# of escorts provided to court hearings, depositions		1,463	1,499	1,536	1,575
# of petitioners of domestic violence injunctions contacted		3,913	4,011	4,111	4,214
<i>Efficiency</i>					
# of crime victims seen in the office per counselor FTE		401	411	422	432
<i>Effectiveness</i>					
# of violent crime victims' initial notifications within 5 days of crime (felony, misdemeanor, & Preliminary Presentation Court)		8,555	8,769	8,988	9,213
# of victims notified of crucial court dates within 72 hours after scheduled (by automated notification system--VINE)		84,810	89,630	89,104	91,331
# of assisting petitioners of domestic violence injunctions		371	380	390	400
% of satisfied victims from those surveyed	3	92.0%	90.0%	90.0%	90.0%
Worthless Check Diversion Program	2				
<i>Workload/Demand</i>					
# of worthless checks processed		3,842	3,900	3,950	4,000
<i>Efficiency</i>					
% success rate of Diversion Program		85.0%	85.0%	85.0%	85.0%
<i>Effectiveness</i>					
\$ amount of restitution returned to victims of worthless checks		\$698,795.38	\$500,000	\$515,000	\$525,000
\$ amount of revenue generated to BOCC by check writer fees		\$82,297	\$50,000	\$52,000	\$54,000

STATE ATTORNEY PART II (VICTIM ASSISTANCE)

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Personal Services	\$2,193,771	\$2,335,978	\$2,231,001	\$2,355,289
Operating Expenditure/Expense	160,743	183,290	178,353	179,844
Total	\$2,354,514	\$2,519,268	\$2,409,354	\$2,535,133

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$2,354,514	\$2,519,268	\$2,409,354	\$2,535,133
Total	\$2,354,514	\$2,519,268	\$2,409,354	\$2,535,133

Funded Positions	35	35	30	30
Funded FTE Positions	34.50	34.50	29.50	29.50

The FY 06 and FY 07 adopted budgets reflect funding at the continuation level.

For programmatic changes on this department's FY 08 recommended and FY 09 planned budgets, please see the Executive Summary section of this document.

Performance measures reflected on the adjacent Mission and Key Objectives page reflect a continuation level of funding prior to legislative cuts.

SUPERVISOR OF ELECTIONS

MISSION:

Ensure the integrity of the electoral process by administering efficient elections and maintaining accurate voter registration rolls. Promote voter education and encourage voter participation in the electoral process. Continuously improve service to the public, candidates, the media, and other governmental agencies.

KEY OBJECTIVES:

1. Plan, organize, and efficiently execute four elections to serve 680,000 registered voters for the General Elections and 16,000 registered voters for the Plant City election, and 180,000 for the City of Tampa election.
2. Locate, retain and provide the support necessary to sustain 375 suitable and accessible polling places for the countywide elections, and as needed, such polling places for the City of Tampa election and for Early Voting.
3. Recruit 1,750 new poll workers and train a total of 9,380 top quality poll workers for elections.
4. Pursue an aggressive list maintenance program that accomplishes two complete database comparisons in compliance with United States Postal Service regulations, produces routine final address confirmations within one month of the Postal Service Address Change notification, and deletes voters from the registration rolls within one month from the date of notification.
5. Conduct a proactive public information and education program that increases the total number of registered voters by 5%.
6. Continue to encourage public confidence in the election process through education and improvement of voter services.
7. Successfully interface with the statewide Florida Voter Registration System.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Administer Elections/Voter Registration	1-5	1 election	3 elections		
<i>Workload/Demand</i>					
# of precincts required/supported		375^	375		
# of poll workers needed/recruited (varies w/number of elections)		1,000^	750		
# of poll workers required/trained (varies w/number of elections)		3,380^	6,000		
# of registrations requested/approved		658,000^	680,000		
<i>Efficiency</i>					
\$ election cost/# ballot cast		not provided	not provided		
<i>Effectiveness</i>					
# of voters deleted from registration rolls		25,000^	26,000		
% of voters deleted from registration rolls within two weeks of notification to Supervisor of Elections		100%^	100%		
# of absentee ballots mailed		22,500^	93,000		
% of absentee ballots mailed within one day after receipt of request		100%^	100%		
# of final confirmations mailed		60,000^	70,000		
% of final confirmations mailed within one month of notification		100%^	100%		

^ Note: FY data are projections.

SUPERVISOR OF ELECTIONS

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	\$332,382	\$0	\$0	\$0
Capital Outlay	0	0	2,190,750	0
Other Uses	7,608,471	7,832,681	12,782,923	7,115,086
Total	\$7,940,853	\$7,832,681	\$14,973,673	\$7,115,086

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$7,608,471	\$7,832,681	\$12,782,923	\$7,115,086
Intergovernmental Grants	332,382	0	2,190,750	0
Total	\$7,940,853	\$7,832,681	\$14,973,673	\$7,115,086

Funded Positions	33	33	35	35
Funded FTE Positions	33.00	33.00	33.00	33.00

The FY 06 and FY 07 adopted budgets are funded at a level consistent with the Supervisor of Election's funding request received on May 2, 2005. The FY 07 adopted budget includes positions: 151 Patrol Deputies, 1

The FY 06 adopted budget included funding for four additional positions. The FY 07 adopted budget maintains the use of such newly established positions. This increase is based upon a continuing rise in population, which in turn has produced an increase in absentee ballot processing, an increase in maintenance needs for touch screen machines, an increase in the number of voter registrations processed and an increased need for community outreach endeavors conducted. Also included in the new positions is a Director of Voter services who oversees, coordinates, and is responsible for the expeditious execution of the above enumerated activities.

The Supervisor of Elections' FY 08 budget request includes \$7,563,379 to fund the acquisition, maintenance, and storage of new voting machines mandated by the State of Florida. It is anticipated that \$2,190,750 of this amount will be funded by a grant from the State. The FY 08 budget also adds two new part-time positions.

The FY 09 budget request is at a continuation level. However, it does include \$300,000 in one-time funding for the construction of a new computer room.

TAX COLLECTOR

MISSION:

We are committed to serving our public, business, and government customers by collecting and distributing taxes, license fees, and information promptly and accurately in the most courteous, professional, innovative, and cost effective manner. We are committed to meeting all legal requirements and supporting a positive work environment for our employees.

KEY OBJECTIVES:

1. Property Tax and Other Taxes and Licenses -- Bill and collect property taxes and assessments; mail out taxpayer property tax notices within 20 days of roll certification with information on unpaid taxes and discounts allowed; distribute taxes collected to each taxing authority at least four times during the first two months after the tax roll comes into our possession and at least one time in all other months with at least 95% customer satisfaction. Issue occupational licenses, hunting, and fishing licenses with at least 95% customer satisfaction. Collect appropriate funds, disbursing such per local and State ordinances. Collect Tourist Development Tax disbursing in accordance with local ordinances.
2. Motor Vehicle -- Issue motor vehicle titles, registrations, and driver licenses in accordance with the rules of the Department of Highway Safety and Motor Vehicles (DHSMV) with 75% of counter wait =<15 minutes and an overall customer satisfaction rating of 96%. Distribute collections to the DHSMV weekly as required by Florida Statutes; distribute sales tax to Department of Revenue.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Property Tax/Other Taxes and Licenses	1				
<i>Workload/Demand</i>					
# of property parcels for tax roll		492,033	514,778		
# of ad valorem transactions		452,667	466,247		
property taxes collected (in millions)		\$1,551.692	\$1,821.050		
other collections (in millions)		\$175.514	\$180.780		
# of other transactions		84,708	87,249		
<i>Efficiency</i>					
<i>Effectiveness</i>					
Motor Vehicle	2				
<i>Workload/Demand</i>					
# of motor vehicle title/registration/driver license transactions		2,168,900	2,233,967		
motor vehicle collections (in millions)		\$100.463	\$103.480		
<i>Efficiency</i>					
<i>Effectiveness</i>					
% of accurate tax bills mailed to property owners		100%	100%	100%	100%
% of taxpayer property notices mailed within 20 days		100%	100%	100%	100%
% customer satisfaction (per survey cards)		96.0%	96.0%	96.0%	96.0%
% voids to motor vehicle registrations and titles issued		2.0%	2.0%	2.0%	2.0%
% of time customer waits for service =<15 minutes		62.0%	70.0%	70.0%	70.0%
Department Totals (Overall)					
total collections for agency (in millions)		\$1,827.669	\$1,738.635	\$2,168.466	\$2,233.520
# of audit exceptions on annual independent audit		0	0	0	0
excess fees returned to agencies (in millions)		\$15.600	\$15.130	\$19.312	\$19.891
total transactions processed		2,706,275	2,838,884	2,871,087	2,957,220
FTE positions		313	320	320	320
<i>Efficiency</i>					
transactions per FTE		8,646	8,710	8,972	9,241

TAX COLLECTOR

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	\$23,228,758	\$32,424,220	\$30,283,958	\$32,861,523
Total	\$23,228,758	\$32,424,220	\$30,283,958	\$32,861,523

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$18,050,999	\$25,105,897	\$23,975,586	\$26,178,233
Unincorporated Area General Fund	3,818,497	5,535,201	4,915,387	5,233,359
Unincorporated Area Special Purpose Fund	101,039	111,700	0	0
Sales Tax Revenue Fund	155,181	152,750	153,500	154,250
County Transportation Trust Fund	141,475	186,393	0	0
Library Tax District Fund	811,292	1,122,840	1,064,309	1,125,199
P&R G.O. Bnds 93/96/02 Dbt Svc Fd	37,476	54,070	42,244	42,244
ELAPP Limited Adval Tax Bonds Dbt Svc Fd	112,799	155,369	132,932	128,238
Total	\$23,228,758	\$32,424,220	\$30,283,958	\$32,861,523

*Funded Positions	305	305	305	305
*Funded FTE Positions	305.00	305.00	305.00	305.00

The budget reflected above is not the budget of the Tax Collector but represents the dollar amounts that the County Commission has paid or is estimated to pay to the Tax Collector as the statutory fee for collection of taxes on behalf of the County Commission and School Board as a taxing authority. Other taxing authorities paying commissions to the Tax Collector for the collection of ad valorem taxes include the Tampa Port Authority, the Children's Board, HARTline, the Southwest Florida Water Management District and Tampa Palms. Florida Statutes require that the Tax Collector's operating budget be submitted on or before August 1st of each year and be approved by the Department of Revenue and that commissions be paid to the Tax Collector by the County and other taxing authorities for the collection of ad valorem taxes. The Tax Collector returns excess fees (surplus funds) remaining at the end of the fiscal year. The number of funded positions and funded FTE's represent the total for the entire Tax Collector's organization.

The FY 06 and the FY 07 adopted budgets reflect no change in funded positions.

Budget amounts reflect statutory fees for the collection of taxes on behalf of the BOCC and the School Board. Fees for the collection of School Board property taxes were approximately \$7.8 million in FY 04, \$8.4 million in FY 05, \$9.9 million in FY 06, and are estimated to be \$10.6 million in FY 07.

For programmatic changes on this department's FY 08 recommended and FY 09 planned budgets, please see the Executive Summary section of this document.

Performance measures reflected on the adjacent Mission and Key Objectives page reflect a continuation level of funding prior to legislative cuts.

Note: FY 08 and FY 09 Funded Positions and Funded FTE Positions are estimates.

*Fee Funded.

VALUE ADJUSTMENT BOARD

MISSION:

Receive and hold hearings for petitions filed by taxpayers concerning property value assessments, classification, homestead exemptions, and other disputes of exemptions from ad valorem taxes.

KEY OBJECTIVES:

1. Accept petitions and filing fees from taxpayers who wish to appeal property assessments and exception denials by the 25th day from the mailing of TRIM notices.
2. Begin hearings no later than 60 days following the mailing of TRIM notices; mail notice of hearings at least 30 days prior to hearings; reschedule on demand if requested at least 5 days prior to hearing.
3. Assist special magistrates in the hearings and in the completion of findings of fact and conclusions of law for each petition considered in hearings.
4. Balance each VAB tax year and compile values and statistics.
5. Report to the Value Adjustment Board at least three times each year to hire special magistrates, approve VAB rules, extend tax roles, approve magistrate hearing recommendations, and certify tax roles.
6. Advertise and report loss in taxes due to VAB action to the Florida Department of Revenue as mandated by statute.
7. Within 20 days of the final VAB meeting, mail findings of fact and records of decision to all petitioners who had a hearing before a special magistrate.

SERVICES/MEASURES:	Key Obj Num	Baseline/ Historical Actual FY 06	Projected FY 07	Projected FY 08	Planned FY 09
Value Adjustment					
<i>Workload/Demand</i>					
# of petitions filed	1	6,629	7,292	8,021	8,823
# of petitions scheduled	2	4,145	4,560	5,016	5,518
# of hearings rescheduled	2	735	2,006	2,207	2,427
# of hearings held	3	886	1,937	2,131	2,344
<i>Efficiency</i>					
# of petitions filed per FTE	1	1,657	1,823	2,005	2,206
# of petitions scheduled per FTE	2	16,580	18,240	20,064	22,072
# of hearings rescheduled per FTE	2	2,940	8,024	8,828	9,708
# of hearings held per FTE	3	222	484	533	586
<i>Effectiveness</i>					
% of notices mailed 30 days prior to hearing	2	100%	100%	100%	100%
hearings begun no later than sixty (60) days from TRIM	2	yes	yes	yes	yes
# of petitions granted relief by VAB and Property Appraiser	5-7	3,066	4,444	4,755	5,088

VALUE ADJUSTMENT BOARD

Appropriations	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Operating Expenditure/Expense	(\$1,574)	\$0	\$0	\$0
Other Uses	373,468	402,733	402,483	415,361
Total	\$371,894	\$402,733	\$402,483	\$415,361

Budget by Fund	FY 06 Actual	FY 07 Adopted	FY 08 Recommended	FY 09 Planned
Countywide General Fund	\$371,894	\$402,733	\$402,483	\$415,361
Total	\$371,894	\$402,733	\$402,483	\$415,361

Funded Positions	3	3	3	3
Funded FTE Positions	3.00	3.00	3.00	3.00

Functions under the Value Adjustment Board budget include: assisting the public in filing petitions to contest property value assessments, property classification and homestead exemption, and providing petitioners an independent appeal hearing.

The Value Adjustment Board is considered part of the Clerk of the Circuit Court organization. The three positions funded in this budget are included in the total of Clerk-funded positions in the position detail listing.

The FY 06 adopted budget is funded at a level consistent with the Clerk of the Circuit Court's request received on April 29, 2005 while the FY 07 adopted budget reflects the Clerk's funding request received on May 1, 2006. The FY 07 budget includes an \$8,000 increase in contractual labor to assist in the timely processing of about 3,000 petitions filed with the VAB during the first 15 days of September.