

---

## **CONSTITUTIONAL OFFICERS**

---

The five Constitutional Officers are the Clerk of the Circuit Court, the Property Appraiser, the Sheriff, the Supervisor of Elections and the Tax Collector. Constitutional Officers are elected to administer a specific function of County Government and are directly accountable to the public for its proper operation. The duties, responsibilities and powers of these officials are defined by the state constitution and laws.

Other elected officials include the Board of County Commissioners, the Judiciary, the State Attorney, and the Public Defender.

## CLERK OF THE CIRCUIT COURT

---

### Description

The Clerk of the Circuit Court is the ministerial officer that summons prospective jurors for both circuit and county courts, maintains custody of all court records and evidence presented at trials, and is responsible for collecting fines and court costs imposed. The Clerk's Office handles collection of various traffic and parking fines for the municipalities and county government and serves as Accountant and Clerk to the Board of County Commissioners, Custodian of county funds and Ex-Officio County Auditor. The Clerk serves as Recorder of Deeds and maintains the official records for the county, issues marriage licenses and acts as an agent for the federal government in processing applications for passports.

---

### Goals & Objectives

- \* Implement new Board Investment Policy
  - \* Increase use of electronic means to provide customer service
  - \* Participate in implementation of Oracle financials and H/R Payroll
  - \* Grow effectiveness of Internal Audit Division
  - \* Continue to review and modify courier routes to improve efficiency
  - \* Enhance Print Shop services to our customers
  - \* Continue to assist County departments with imaging processes
  - \* Installation of an electronic retention manager on the imaging system to facilitate compliance and removal of electronic documents that have met their retention requirements
- 

### Explanatory Notes

As a Constitutional Officer, the Clerk of the Circuit Court maintains a separate financial system. The total Operating Budget requested by the Clerk of the Circuit Court was reflected in the Board's budget as a transfer to the Clerk until July 1, 2004. Since then, only the Clerk's responsibilities to the Board of County Commissioners are reflected in this budget. The Clerk's Court responsibilities are accounted for separately as a Fee Officer. Prior to July 1, 2004, the Operating Expenses, Capital Outlay and Reserves also included the Clerk's Public Records Modernization Fund. The Clerk maintains the details of the requested operating budget.

---

### Operating Budget Comparison

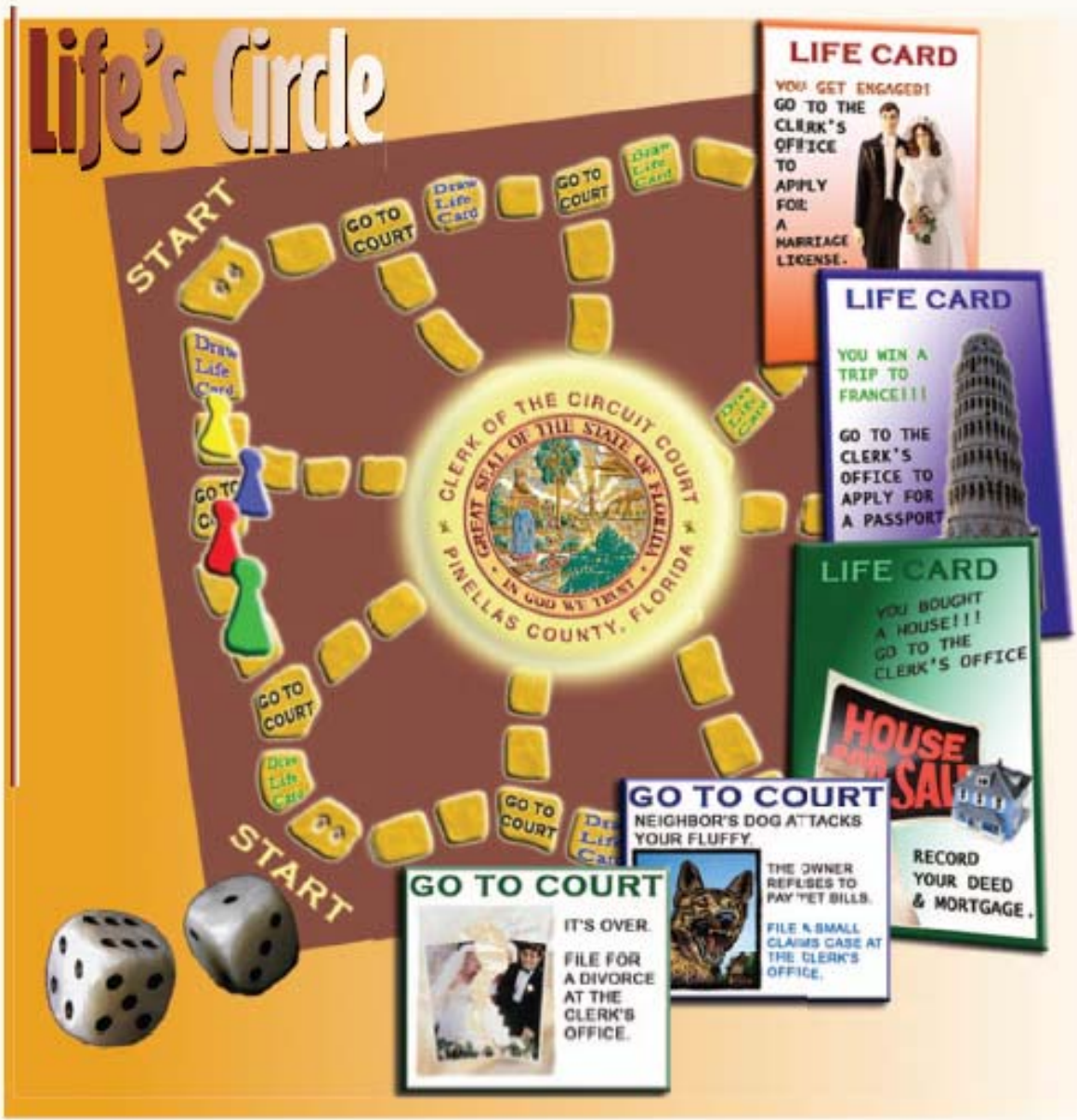
	FY07 Actual	Revised FY08	Projected FY08	Adopted FY09
TRANSFERS	\$15,008,720	\$13,754,570	\$13,340,960	\$12,629,460
<b>Total Operating Budget</b>	<b>\$15,008,720</b>	<b>\$13,754,570</b>	<b>\$13,340,960</b>	<b>\$12,629,460</b>

<b>Permanent Full Time Positions</b>	<b>144</b>	<b>132</b>
--------------------------------------	------------	------------

---

### Analysis

The FY09 Budget reflects a decrease of \$1,125,110 or 8.2% from the FY08 Revised Budget. Personal Services reflects the deletion of twelve positions. Operating Expenses reflects a decrease of \$570,720 or 15.4%, primarily due to reductions in contractual labor, communications, and office supplies. Capital Outlay totals \$182,420, a reduction of \$109,570, due primarily to reductions in technology purchases.



## PROPERTY APPRAISER

### Description

The Property Appraiser is responsible for placing a fair, equitable, and just value on all property in Pinellas County. While the Property Appraiser determines the value on over 432,000 parcels and 72,500 tangible personal property accounts, for the purpose of levying taxes, the Property Appraiser does not set tax rates. These tax rates are set by the Board of County Commissioners, by municipalities, by the School Board and other tax levying boards. The Property Appraiser also administers any tax exemptions granted by statute such as permanent resident's Homestead Exemption, Portability, Seniors, Widows, and Disabled exemptions, etc. The amount noted reflects an estimate of the Property Appraiser Statutory fees to be paid by the County. The Property Appraiser's total budget is approved by the State Department of Revenue.

### Goals & Objectives

\* Adjustments to programs and services to address new workload added by the passage of Amendment 1 and related bills from the 2008 Legislative session.

### Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY07 Actual	FY08 Budget	FY09 Budget
<i>Work Load Measures</i>					
	-	Tax Exemptions Processed: New Filings	26,255	30,000	30,000
	-	Tax Exemptions Processed: Renewals	257,000	258,000	255,000
	-	Special Requests Processed: Mapping	40	30	30
	-	Special Requests Processed: Data Processing/Deeds	430	320	320
	-	Special Requests Processed: New Construction Counts	4,300	4,000	4,000
	-	Information Counter Inquiries: Telephone	107,000	92,000	100,000
	-	Information Counter Inquiries: Walk-in	5,900	5,300	5,300
	-	Special Requests Processed: Field Reviews	158,000	160,000	160,000

### Explanatory Notes

The Property Appraiser's Operating Budget transfers listed below represent the Property Appraiser's commissions associated with the Countywide millage and the Unincorporated area millage (MSTU). In addition, in accordance with Florida Statute 192.102, the commissions associated with the Municipalities and School Board, are paid for by the County and are included in the appropriations shown below. (Note: The Property Appraiser's total FY09 total budget as approved by the State Department of Revenue is \$11,937,094)

### Operating Budget Comparison

	FY07 Actual	Revised FY08	Projected FY08	Adopted FY09
TRANSFERS	\$11,401,164	\$10,691,950	\$10,691,950	\$10,027,240
<b>Total Operating Budget</b>	<b>\$11,401,164</b>	<b>\$10,691,950</b>	<b>\$10,691,950</b>	<b>\$10,027,240</b>

### Permanent Full Time Positions

148

139

### Analysis

The Property Appraiser's budget is submitted to and approved by the Department of Revenue (DOR) and derives income from fees and commissions paid by Taxing Authorities. The \$10,027,240 identified as a transfer to the Property Appraiser from the Board's General Fund reflects statutory projected fees and commissions and will be used for budgetary purposes only. The Board, through its General Fund and dependent MSTUs, funds approximately 88.1% of the Property Appraiser's bottom line budget. The FY09 Budget reflects a decrease of \$664,710 or 6.2%. This decrease reflects the net deletion of nine positions. The Property Appraiser estimates excess fees of \$210,000 (at the statutory 95%), which will be returned to the Board's General Fund.

# SHERIFF

## Description

The Sheriff's authority as chief law enforcement officer in Pinellas County is vested in Title V, Chapter 30 of Florida Statutes. It is the Sheriff's responsibility to provide a basic level of law enforcement, court security and screening, and detention services for the benefit of all Pinellas County residents. The Sheriff's duties include providing primary law enforcement services to residents in the unincorporated areas of the County and the 12 municipalities which contract with the Sheriff for these services. Additionally, the Sheriff is the sole provider of specific services such as jail and detention, pre-trial services, court security, flight operations, environmental land patrols, child protection investigations, civil process and the monitoring of sexual offenders and predators. The Sheriff's Office provides numerous services to the public. Some examples of these services include, but are not limited to forensics, latent print examination, narcotics, fugitive extradition, marine patrol, specialized traffic enforcement, canine teams and special weapons and tactics (SWAT) teams. Through a mutual aid agreement, the Sheriff's Office frequently provides such services to municipalities within the county.

## Goals & Objectives

- \* Remain fiscally responsible and be accountable to the citizens of Pinellas County
- \* Continue to use our performance measurement data to focus our resources and maximize our efficiency
- \* Administer the agency's second "Citizen Satisfaction Survey" and utilize the data to determine the public's level of satisfaction with the Sheriff's Office's ability to provide the public safety services rated as the top funding priority on the "2007 Citizen Survey for Pinellas County"
- \* Continue to aggressively seek alternative funding sources through grants at local, state and federal levels
- \* Maintain a collaborative partnership between the county and municipal law enforcement agencies to consolidate specified ancillary services (e. g., Forensics, Property & Evidence, K-9, Flight, Marine, etc.)
- \* Continue to liaison with Pinellas County in regard to Public Safety Strategic Focus Areas and Capital Improvement Program Action Team

## Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY07 Actual	FY08 Budget	FY09 Budget
<i>Strategic Plan Linkage</i>					
Effective Government	Develop Workforce of the Future	Administration: Percent of agency members who agree they have received the training necessary to do their jobs effectively and efficiently.	84%	86%	88%
Effective Government	High Quality Customer Service	Administrative: Percentage of Citizens satisfied with overall delivery of services based on annual survey.	83%	83%	85%
Effective Government	Improve Productivity	Detention & Corrections: Special Operations -- Total Number of Inmates transported Annually to Court, Doctors, etc.	11,380	11,721	11,721
Effective Government	Maximize Best Practices & Technology	Administration: Percent of Agency members rating communication at PCSO as good or better on Annual Survey.	57%	59%	61%
Effective Government	Maximize Best Practices & Technology	Administration: Percent of agency members who agree they have the tools and resources to do their jobs effectively and efficiently.	81%	83%	85%
Effective Government	Reduce Crime & Jail Population	Detention & Corrections: Total Annual Number of Subjects on Electronic Monitoring	2,658	2,711	2,765
Effective Government	Leverage Existing Resources	Detention & Corrections: Dollar Value of Federal Housing Contracts	\$413,480	\$4,000,000	\$4,230,790
Effective Government	Leverage Existing Resources	Detention & Corrections: Dollars Saved by Inmate Work Hours	16,000,000	16,480,983	16,213,548
Public Safety	High Quality Customer Service	Judicial Operations: Judge's average rating of overall performance by bailiff deputies on annual survey.	9.27	9.5	9.5

## Explanatory Notes

As the Sheriff is an elected constitutional officer, he maintains a separate financial management system. While this system operates

## SHERIFF

independent of Pinellas County's system, it is reflected in the Board of County Commissioner's budget as a transfer to the Sheriff. The Sheriff is responsible for maintaining and managing all details of the Sheriff's Office Operations Budget.

---

### Operating Budget Comparison

	FY07 Actual	Revised FY08	Projected FY08	Adopted FY09
TRANSFERS	\$277,858,470	\$284,718,500	\$284,660,640	\$265,009,060
RESERVES	\$0	\$87,870	\$0	\$101,120
<b>Total Operating Budget</b>	<b>\$277,858,470</b>	<b>\$284,806,370</b>	<b>\$284,660,640</b>	<b>\$265,110,180</b>

### Permanent Full Time Positions

**2897**

**2777**

---

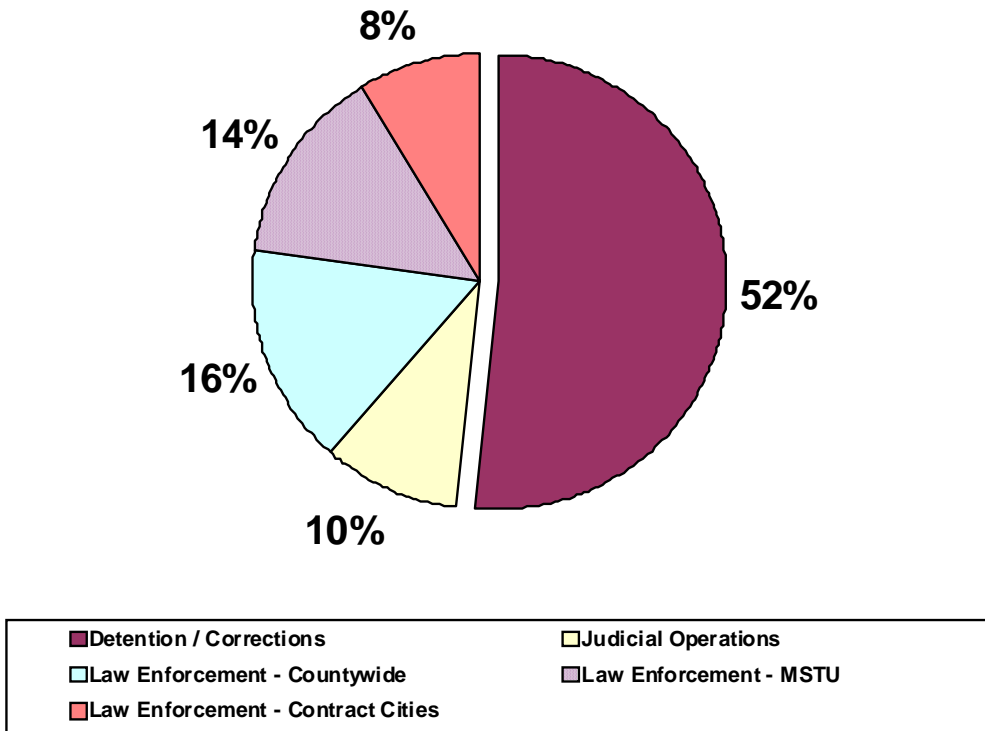
### Analysis

The FY09 Budget reflects a decrease of \$19,696,190 or 6.9% from the FY08 Revised Budget. Transfers to the Sheriff for Personal Services reflect a decrease of \$10,655,170 or 4.5%, associated with a reduction of 120 full time positions. Operating Expenses reflect a decrease of \$6,324,230 or 15.5% from the FY08 Revised Budget, primarily due to restructuring of health care delivery in the jail and the closing of two housing units within the jail, reduced presence in the Environmental Lands, a reduction in school resource officers, reduction in the number of victims advocates, narcotics intelligence officers, and youth services, and reductions to the DNA lab and to software contracts. The TAC anti-street crime unit, STEP traffic enforcement unit, and Homeless Outreach programs were eliminated due to the reductions. Capital Outlay totals \$1,271,970, a reduction of \$2,465,390 or 66.0%. Debt Service declined by \$264,650 or 8.1% from the FY08 Revised Budget, due primarily to a reduction in the size and scope of the Sheriff's fleet of vehicles.

The Sheriff is also responsible for the School Crossing Guard Fund which is used to train crossing guards. The FY09 Budget for the School Crossing Guard Fund reflects a decrease of \$50,400 or -31.2% due primarily to a reduction in the number of crossing guards.

## Sheriff's Budget by Program

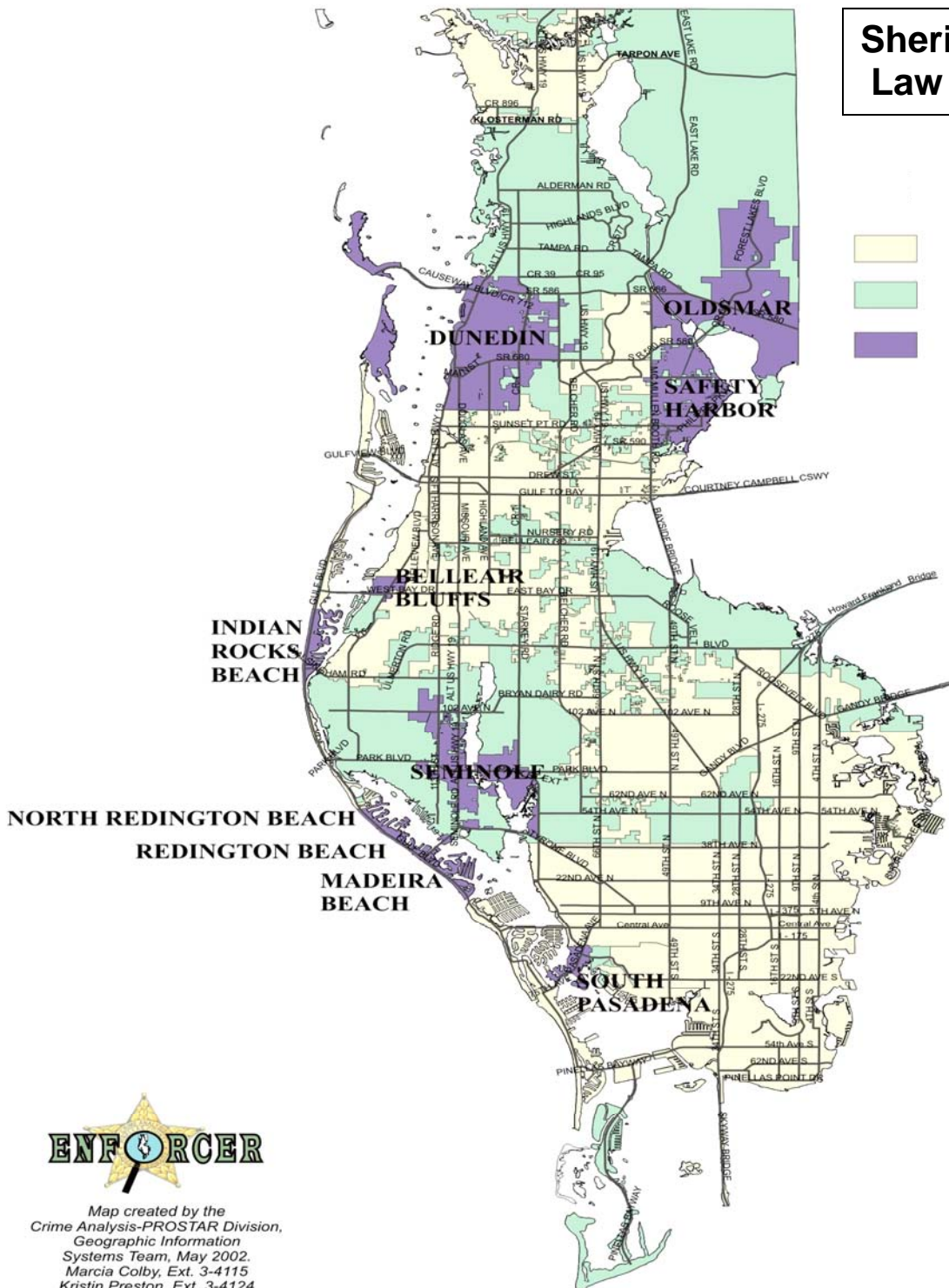
Source: Pinellas County Sheriff's Office



Over half of the Sheriff's budget is dedicated to Detention and Corrections. About 10% is for court-related Judicial Operations activities. The remaining 38% dedicated to Law Enforcement is divided among Countywide, Unincorporated Area (MSTU), and Contract Cities activities. The areas patrolled by the Sheriff are depicted on the map on the following page.

## Sheriff's Office Law Enforcement

- Non-Contract Municipalities
- Unincorporated County
- Contract Cities



Map created by the  
Crime Analysis-PROSTAR Division,  
Geographic Information  
Systems Team, May 2002.  
Marcia Colby, Ext. 3-4115  
Kristin Preston, Ext. 3-4124



## SUPERVISOR OF ELECTIONS

### Description

The Supervisor of Elections is responsible for preparing and conducting all Federal, State, County, and Municipal elections in the County. The office registers, maintains changes and deletes the records for all County voters and qualifies all candidates for County offices. The Supervisor of Elections recruits, trains and assigns all poll workers, locates and contracts with polling locations, surveys polling places and makes improvements to comply with ADA accessibility requirements, and purchases and maintains all voting equipment and supplies. The office conducts voter registration and education for all senior high school classes and citizens countywide. The office conducts voter education for elementary and middle school programs. Sample ballots are published in newspapers. The office maintains the website that provides information regarding voter registration, polling places, election dates, and candidates.

### Goals & Objectives

- \* Update and maintain accurate voter registration files in accordance with the National Voter Registration Act (NVRA) and the Florida Voter Registration System (FVRS).
- \* Continue Voter Education program for all Pinellas County citizens.
- \* Continue to develop and expand Voter Education program for Pinellas County Schools.
- \* Conduct county-wide elections.
- \* Conduct municipal elections.
- \* Conduct elections for public and private schools and community organizations.
- \* Recruit, train, and assign poll worker trainers, election advisors and pollworkers.
- \* Continue Oracle applications to provide full financial integration.
- \* Continue to locate and survey polling places and early voting sites for ADA accessibility requirements.
- \* Mail sample ballots to registered voters for Primary and General Elections.
- \* Create candidate video messages on website.
- \* Implement Ballot on Demand System to print optical scan ballots: absentee, provisional, test and duplicate.

### Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY07 Actual	FY08 Budget	FY09 Budget
<i>Work Load Measures</i>					
Effective Government	-	Active Registered Voters	592,000	612,199	634,000
Effective Government	-	Absentee Ballot Requests	32,000	115,000	162,000
Effective Government	-	New Voter Registration	31,000	35,000	37,000
Effective Government	-	Elections Supported: County-wide	2	2	1
Effective Government	-	Elections Supported: Community Organizational	5	10	10
Effective Government	-	Elections Supported: School	50	60	60
Effective Government	-	Elections Supported: Municipal / Fire District	24/4	24/4	20/4
Effective Government	-	Poll Workers Trained and Utilized	3,780	3,469	3,469
Effective Government	-	Number of Precincts	376	376	376

### Explanatory Notes

\* As a Constitutional Officer, the Supervisor of Elections maintains a separate financial system. The total Operating Budget requested by the Supervisor of Elections is reflected in the Board's budget as a transfer to the Supervisor. The Supervisor maintains details of the Operating Budget requested. The Supervisor of Elections may receive grants from the State of Florida to be used for specific purposes, i.e. Voter Education, Help America Vote Act (HAVA), Pollworker Training/Recruitment. These grant funds are maintained separately from the Operating Budget.

## SUPERVISOR OF ELECTIONS

---

### Operating Budget Comparison

	FY07 Actual	Revised FY08	Projected FY08	Adopted FY09
TRANSFERS	\$7,098,960	\$6,544,490	\$6,249,870	\$5,889,440
<b>Total Operating Budget</b>	<b>\$7,098,960</b>	<b>\$6,544,490</b>	<b>\$6,249,870</b>	<b>\$5,889,440</b>

---

### Permanent Full Time Positions

40

40

---

### Analysis

The FY09 Budget reflects a reduction of \$655,050 or 10% from the FY08 Revised Budget. Personal Services reflects a decrease of \$272,760 or 7.1% due to reductions in pollworker/casual salaries as FY09 includes one countywide election instead of two countywide elections. Operating Expense reflects a decrease of \$76,730 or 3.2% due to the reduced number of elections in FY09. Reductions were offset by increased operating expenses resulting from the mandated conversion to a paper ballot voting system in FY09. Capital Outlay totals \$4,130 for server hardware. This reflects a decrease of \$305,560 from the FY08 budget, as the FY08 budget included the purchase of a Pitney Bowes mail system.

## TAX COLLECTOR

### Description

The Tax Collector bills, collects and distributes all taxes for the County, Municipalities, Tourist Development Council, School Board, and taxing districts - including the sales tax on vehicles, vessels, and mobile homes. This office also collects delinquent taxes and sells certificates for unpaid taxes. As the agent for state government, the Tax Collector issues licenses and titles for cars, trucks, boats and mobile homes, collects fees for fishing and hunting licenses, issues Drivers Licenses, and makes application for voter ID cards.

The amount noted reflects an estimate of the Tax Collector statutory fees to be paid by the County. The Tax Collector's total budget is submitted to and approved by the State Department of Revenue.

### Goals & Objectives

\* Absorb increased workload caused by the State of Florida closing local Driver's Licensing offices.

\* Fully implement the new Tourist Development Tax Application to improve the efficiency and effectiveness of collecting, distributing and auditing TD taxes.

\* Continue improvements to customer queuing systems to manage customer flow, reduce wait time, provide information to measure performance of agencies and employees, and design training programs which directly impact customer service by accurately targeting customer demands.

### Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY07 Actual	FY08 Budget	FY09 Budget
<i>Work Load Measures</i>					
	-	Current Year Taxes: Tax bills processed	455491	444,000	453000
	-	Current Year Taxes: Installment accounts	10296	12,540	13035
	-	Current Year Taxes: Deferred accounts	25	55	35
	-	Delinquent Taxes: Real estate tax certificates sold	17804	15,000	19500
	-	Delinquent Taxes: Personal property tax warrants issued	8949	7,500	5000
	-	Delinquent Taxes: Partial payments	40	75	50
	-	Registrations: Vehicles, mobile homes, vessels	1641657	1,600,000	1600000
	-	Registrations: Vehicle titles processed	515251	660,000	600000
	-	Registrations: Handicapped Parking Permits Issued	28,685	34,000	30,000
	-	Registrations: Driver's Licenses issued	237,999	400,000	287,000
	-	Registrations: Sport licenses issued	5,786	6,000	5,800
	-	Registrations: Tourist Tax Accounts	2,220	2,100	2,200
	-	Registrations: Bankruptcies	488	1,000	1,000
	-	Registrations: Escrow	26	100	100

### Explanatory Notes

As a Constitutional Officer, the Tax Collector maintains a separate financial system. The total fees requested by the Tax Collector are reflected in the Board's budget as a transfer to the Tax Collector.

(Note: The Tax Collector's total FY09 budget as approved by the State Department of Revenue is \$23,067,413.)

## TAX COLLECTOR

---

### Operating Budget Comparison

	FY07 Actual	Revised FY08	Projected FY08	Adopted FY09
TRANSFERS	\$20,069,326	\$21,247,270	\$20,300,020	\$20,127,730
<b>Total Operating Budget</b>	<b>\$20,069,326</b>	<b>\$21,247,270</b>	<b>\$20,300,020</b>	<b>\$20,127,730</b>

---

### Permanent Full Time Positions

295

285

---

### Analysis

The Tax Collector's budget is submitted to and approved by the Department of Revenue (DOR) and derives income from fees and commissions paid by Taxing Authorities. The \$20,127,730 identified as a transfer to the Tax Collector from the Board's General Fund reflects statutory projected fees and commissions and will be used for budgetary purposes only. The FY09 transfer decreased \$1,119,540 or 5.3% as calculated by a statutory formula, which reflects reduced property tax collections. The Tax Collector's FY09 budget reflects a reduction of 10 full time positions as a result of improved efficiencies through the use of technology and normal staff attrition. The Tax Collector estimates excess fees of \$9,280,000 (at the statutory 95%), which will be returned to the Board's General Fund in FY09.