
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

Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY08 Actual	FY09 Budget	FY10 Budget
<i>Strategic Plan Linkage</i>					
Effective Government	High Quality Customer Service	Federal, state and local financial reporting requirements timely met	100%	100%	100%
Effective Government	High Quality Customer Service	BCC meetings minutes completed within 15 days	99%	90%	95%
Effective Government	High Quality Customer Service	Revenue collected and distributed to appropriate agencies by due date	100%	100%	100%
Effective Government	High Quality Customer Service	Percentage of reported audit recommendations implemented and/or partially implemented by management	97%	85%	95%
Effective Government	High Quality Customer Service	Boxes imaged and microfilmed within 30 days	95%	95%	95%
Effective Government	High Quality Customer Service	Deploy new hardware within 60 days of receipt	90%*	97%	97%
Effective Government	High Quality Customer Service	Print orders completed timely and accurately by print shop	99%*	99%	99%
Effective Government	High Quality Customer Service	Metered mails service completed timely and accurately	99%*	99%	99%

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.

* Represents estimates since actual statistics were not tracked for FY 07/08.

CLERK OF THE CIRCUIT COURT

Operating Budget Comparison

	FY08 Actual	Revised FY09	Projected FY09	Adopted FY10
TRANSFERS	\$13,754,570	\$12,629,460	\$12,250,580	\$10,338,360
Total Operating Budget	\$13,754,570	\$12,629,460	\$12,250,580	\$10,338,360

Permanent Full Time Positions	132	109
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Analysis

The FY10 Budget reflects a decrease of \$2,291,100 or 18.1% from the FY09 Revised Budget. Personal Services reflects the deletion of twenty-three positions. Operating Expenses reflects a decrease of \$929,960 or 29.6%, primarily due to reductions in contractual labor, rentals and leases, operating supplies, repair and maintenance, cost allocation charges, and office supplies. Capital Outlay totals \$3,000, a reduction of \$179,420, 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 434,000 parcels and 66,550 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 2009 Legislative session.

Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY08 Actual	FY09 Budget	FY10 Budget
<i>Work Load Measures</i>					
-		Tax Exemptions Processed: New Filings	30,000	30,000	25,000
-		Tax Exemptions Processed: Renewals	258,000	255,000	230,000
-		Special Requests Processed: Mapping	30	30	20
-		Special Requests Processed: Data Processing/Deeds	320	320	358
-		Special Requests Processed: New Construction Counts	4,000	4,000	1,461
-		Information Counter Inquiries: Telephone	92,000	100,000	120,000
-		Information Counter Inquiries: Walk-in	5,300	5,300	17,600
-		Special Requests Processed: Field Reviews	160,000	160,000	167,000

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 FY10 total budget as approved by the State Department of Revenue is \$11,270,724.)

Operating Budget Comparison

	FY08 Actual	Revised FY09	Projected FY09	Adopted FY10
TRANSFERS	\$10,684,633	\$10,027,240	\$9,726,430	\$9,584,000
Total Operating Budget	\$10,684,633	\$10,027,240	\$9,726,430	\$9,584,000

Permanent Full Time Positions

139

135

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 \$9,584,000 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 87.4% of the Property Appraiser's bottom line budget. The FY10 Budget reflects a decrease of \$443,240 or 4.4%. This decrease reflects the net deletion of four positions. The Property Appraiser estimates excess fees of \$150,000 (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 obligation to provide an adequate level of law enforcement, court security, 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 pre-trial services, flight operations, environmental land patrols, civil process and the monitoring of sexual predators. Some specific examples of services the Sheriff provides include crime scene investigations, narcotics investigations, fugitive extradition, marine patrol, traffic enforcement, canine teams and special weapons and tactics (SWAT) teams. Through mutual aid agreements, the Sheriff's Office also frequently provides such services to municipalities within the County.

The Pinellas County Sheriff's Office (PCSO) strives to obtain grant and contract funding when available. A cooperative effort that began in 2007 between the Sheriff's Office, the Chief Judge, the State Attorney's Office and the Public Defender has reduced the jail inmate population in an unprecedented fashion. Average daily population that peaked at 3,800 inmates in 2007 has now declined to an average daily population of approximately 3,000 in 2009. Several housing units have been closed and positions have been eliminated as restructuring has occurred based on the decrease in jail inmate population.

The Pinellas County Sheriff's Office is making every effort to minimize the impact of mandated budget cuts on the citizens of Pinellas 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
- * Utilize the results of the agency's second Citizen Satisfaction Survey to continue to provide appropriate level of law enforcement services
- * Continue to aggressively seek alternative funding sources through grants and contracts 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.)
- * Continuously review programs for efficiency and effectiveness
- * 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	FY08 Actual	FY09 Budget	FY10 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.	85%	88%	88%
Effective Government	Maximize Best Practices & Technology	Administration: Percent of Agency members rating communication at PCSO as good or better on Annual Survey.	60%	61%	63%
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.	79%	85%	85%
Effective Government	Leverage Existing Resources	Detention & Corrections: Dollar Value of Federal Housing Contracts	\$2,928,215	\$6,424,593	\$7,810,200
Effective Government	Leverage Existing Resources	Detention & Corrections: Dollars Saved by Inmate Work Hours	\$16.42 million	\$16.21 million	\$15.49 million

Explanatory Notes

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

SHERIFF

Operating Budget Comparison

	FY08 Actual	Revised FY09	Projected FY09	Adopted FY10
TRANSFERS	\$285,662,040	\$267,348,400	\$271,786,380	\$238,405,400
RESERVES	\$0	\$101,120	\$0	\$83,700
Total Operating Budget	\$285,662,040	\$267,449,520	\$271,786,380	\$238,489,100

Permanent Full Time Positions

2764

2509

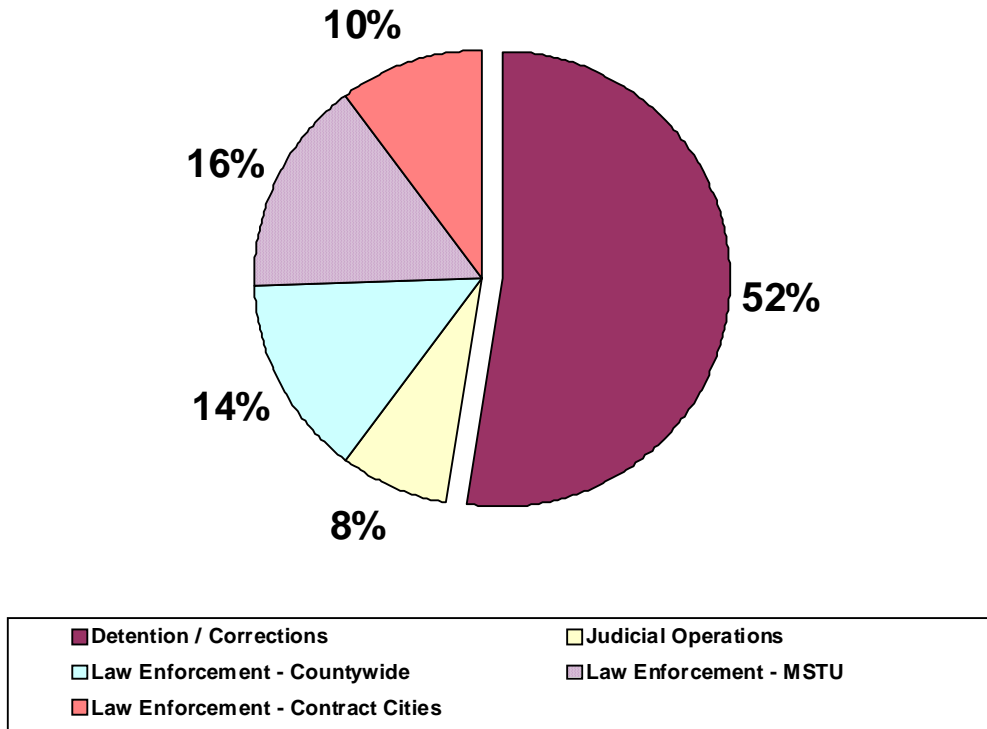
Analysis

The FY10 Budget reflects a decrease of \$28,960,420 or -10.8% from the FY09 Revised Budget. Transfers to the Sheriff for Personal Services reflect a decrease of \$19,609,800 or -8.6% from the FY09 Revised Budget which is associated with a reduction of 257 full-time and 6 part-time positions, the elimination of overtime, and the reduction of three paid holidays . Operating Expenses reflect a decrease of \$5,982,930 or -17.0% from the FY09 Revised Budget, due to costs associated with the reduced positions and programs. Capital Outlay totals \$1,271,970, a reduction of \$1,195,820 or 54.8% from the FY09 Revised Budget. Debt Service declined by \$2,154,450 or -71.8% from the FY09 Revised Budget, due to the early termination of vehicle lease purchases.

The Sheriff is also responsible for the School Crossing Guard Fund which is used to train crossing guards. Excluding Reserves, the FY10 Budget for the School Crossing Guard Fund is \$10,000, the same as FY09.

Sheriff's Budget by Program

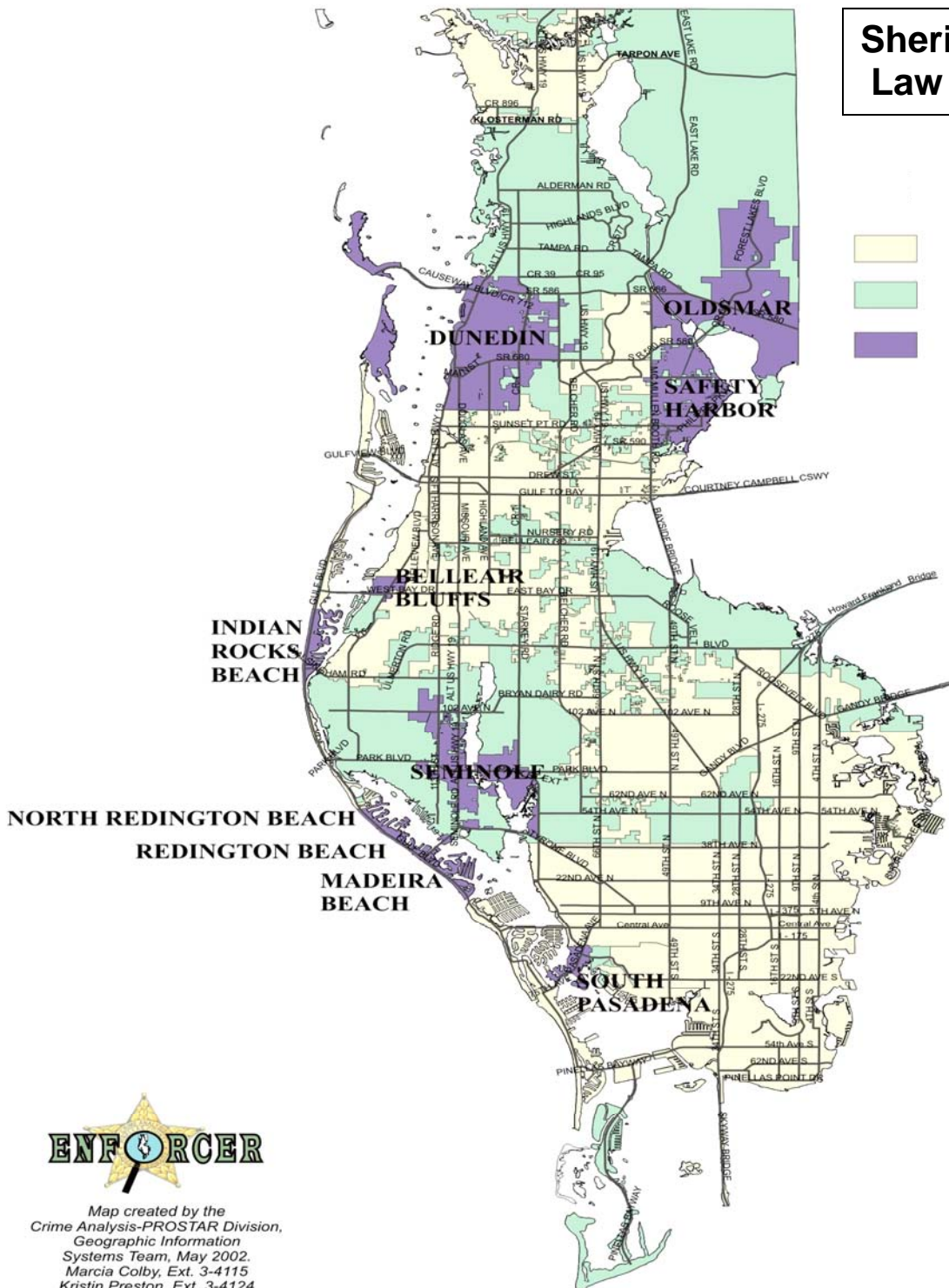
Source: Pinellas County Sheriff's Office



Over half of the Sheriff's budget is dedicated to Detention and Corrections. About 8% is for court-related Judicial Operations activities. The remaining 40% 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



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 and registration program for all Pinellas County citizens.
- * Continue to develop and maintain the Voter Education program for Pinellas County Schools.
- * Conduct one countywide election.
- * Conduct municipal elections.
- * Conduct elections for public and private schools and community organizations.
- * Recruit, assign and train poll worker trainers, election advisors and pollworkers.
- * Continue to locate and survey polling places to comply with ADA accessibility requirements.
- * Mail primary election sample ballots to registered voters.
- * Continue building a pool of casual employees as a more cost-effective option than using Randstad temporary staff.
- * Continue document scanning project to expand online records availability and reduce space needed for record storage.
- * Continue to promote mail/absentee ballots as a convenience in order to increase voter participation.

Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY08 Actual	FY09 Budget	FY10 Budget
<i>Work Load Measures</i>					
Effective Government	-	Active Registered Voters	620,602	610,434	624,878
Effective Government	-	Absentee Ballot Requests	121,527	233,765	300,000
Effective Government	-	New Voter Registration	51,392	35,000	35,000
Effective Government	-	Elections Supported: County-wide	2	1	1
Effective Government	-	Elections Supported: Community Organizational	4	10	5
Effective Government	-	Elections Supported: School	45	60	40
Effective Government	-	Elections Supported: Municipal / Fire District	19/2	20/4	21/4
Effective Government	-	Poll Workers Assigned and Trained	2,537	3,547	2,693
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

	FY08 Actual	Revised FY09	Projected FY09	Adopted FY10
TRANSFERS	\$6,544,490	\$5,889,440	\$5,544,730	\$5,424,790
Total Operating Budget	\$6,544,490	\$5,889,440	\$5,544,730	\$5,424,790

Permanent Full Time Positions	40	37
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Analysis

The FY10 Budget reflects a reduction of \$464,650 or 8% from the FY09 Revised Budget. Personal Services reflects a decrease of \$356,970 or 10% due to the elimination of three full-time positions, three temporary positions and a reduction in the number of pollworker positions as there will only be one primary election in FY10. Operating Expense reflects a decrease of \$138,360 or 6%, as more volunteers and casual workers will be utilized instead of contracted temporary staffing and voting by absentee ballots is expected to increase. Capital Outlay totals \$34,810 for the reclassification of computer leases previously reflected in Operating Expenses.

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 Tourist Development 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	FY08 Actual	FY09 Budget	FY10 Budget
<i>Work Load Measures</i>					
	-	Current Year Taxes: Tax bills processed	416,646	453,000	416,000
	-	Current Year Taxes: Installment accounts	11,594	13,035	13,030
	-	Current Year Taxes: Deferred accounts	26	35	30
	-	Delinquent Taxes: Real estate tax certificates sold	21,599	19,500	25,000
	-	Delinquent Taxes: Personal property tax warrants issued	0	5,000	1,000
	-	Delinquent Taxes: Partial payments	0	50	20
	-	Registrations: Vehicles, mobile homes, vessels	1,668,857	1,600,000	1,600,000
	-	Registrations: Vehicle titles processed	476,119	600,000	500,000
	-	Registrations: Handicapped Parking Permits Issued	27,773	30,000	28,000
	-	Registrations: Driver's Licenses issued	230,959	287,000	356,000
	-	Registrations: Sport licenses issued	5,287	5,800	5,500
	-	Registrations: Tourist Tax Accounts	2,351	2,200	2,500
	-	Registrations: Bankruptcies	1,282	1,000	2,500
	-	Registrations: Escrow	42	100	85

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 FY10 budget as approved by the State Department of Revenue is \$20,716,755.)

TAX COLLECTOR

Operating Budget Comparison

	FY08 Actual	Revised FY09	Projected FY09	Adopted FY10
TRANSFERS	\$20,379,786	\$20,127,730	\$19,522,140	\$17,497,240
Total Operating Budget	\$20,379,786	\$20,127,730	\$19,522,140	\$17,497,240

Permanent Full Time Positions

285

266

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 \$17,497,240 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 FY10 transfer decreased \$2,630,490 or 13.1% as calculated by a statutory formula, which reflects reduced property tax collections. The Tax Collector's FY10 budget reflects a reduction of 19 full time positions as a result of implementing upgraded and improved technology for tax collection and registration processing functions. The Tax Collector estimates excess fees of \$9,073,910 (at the statutory 95%), which will be returned to the Board's General Fund in FY10.