
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

- * Increase use of electronic means to provide customer service
- * Participate in implementation of Oracle financials and H/R Payroll
- * Implement paperless pay advices
- * 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	FY09 Actual	FY10 Budget	FY11 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	95%	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	85%	85%	85%
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 set of books. The total 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 goals and objectives above relate to the Board funded functions only. The Clerk's Court responsibilities are funded by the State through fees and are accounted for separately. The Recording function is funded by fees and also not included in this budget, however the Board receives the excess fees at fiscal year end.

CLERK OF THE CIRCUIT COURT

Operating Budget Comparison

	FY09 Actual	Revised FY10	Projected FY10	Adopted FY11
TRANSFERS	\$12,629,460	\$10,338,360	\$10,338,360	\$10,338,710
Total Operating Budget	\$12,629,460	\$10,338,360	\$10,338,360	\$10,338,710

Permanent Full Time Positions	109	109
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Analysis

The FY11 Budget reflects an increase of \$360 or 0.1% from the FY10 Revised Budget. Personal Services increased \$6,080 or 0.1%. Operating Expenses decreased \$104,730 or 4.7%. Capital Outlay totals \$2,000, a reduction of \$1,000 from the FY10 level.

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 64,600 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	FY09 Actual	FY10 Budget	FY11 Budget
<i>Work Load Measures</i>					
-		Tax Exemptions: VAB Petitions Filed	190	127	150
-		Tax Exemptions Processed: New Filings	39,000	43,000	45,000
-		Tax Exemptions Processed: Total	631,000	633,000	636,000
-		Customer Service: Telephone	120,000	120,000	120,000
-		Customer Service: Walk-In	15,000	17,600	15,000
-		Appraisal: New Permits	26,666	20,900	20,000
-		Appraisal: Reviews	160,000	167,000	150,000
-		Appraisal: VAB Petitions Filed	2,226	2,538	2,500
-		Administration: Parcels per appraiser	8,610	8,596	8,500
-		Administration: Budget per Parcel	\$25.08	\$22.03	\$22.00

Explanatory Notes

Florida's statutory assessment date is January 1st, therefore the Property Appraiser's performance measures listed above reflect calendar year activity rather than fiscal year activity.

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 FY11 total budget as approved by the State Department of Revenue is \$10,983,367.)

Operating Budget Comparison

	FY09 Actual	Revised FY10	Projected FY10	Adopted FY11
TRANSFERS	\$10,027,240	\$9,584,000	\$9,584,000	\$9,379,180
Total Operating Budget	\$10,027,240	\$9,584,000	\$9,584,000	\$9,379,180

Permanent Full Time Positions

135

130

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 \$9,379,180 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 89% of the Property Appraiser's bottom line budget. The FY11 Budget reflects a decrease of \$204,820 or 2.1%. This decrease reflects the net deletion of five positions. The Property Appraiser estimates excess fees of \$93,940 (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 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 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, 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.

In addition to law enforcement, the Sheriff's Office supports the judicial system by providing security for the five court facilities within the county. The Sheriff also operates the County Jail with over 50,000 bookings annually and an average daily population of 3,200 inmates. Cooperative efforts between the Sheriff, the Chief Judge, the BCC, the State Attorney, and the Public Defender have successfully implemented innovative jail diversion programs. The Pinellas County Sheriff's Office strives to obtain grant and contract funding when available to reduce the need for general revenue support of operations.

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
- * 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	FY09 Actual	FY10 Budget	FY11 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%	82%	82%
Effective Government	Improve Productivity	Detention & Corrections: Special Operations - Total Number of Inmates transported annually to Court, doctors, etc.	14,799	16,331	16,658
Effective Government	Maximize Best Practices & Technology	Administration: Percent of Agency members rating communication at PCSO as good or better on Annual Survey.	60%	55%	60%
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%	76%	76%
Effective Government	Leverage Existing Resources	Detention & Corrections: Dollar Value of Federal Housing Contracts	\$2,928,215	\$7,810,200	\$8,851,086
Effective Government	Leverage Existing Resources	Detention & Corrections: Dollars Saved by Inmate Work Hours	\$16.48 million	\$15.49 million	\$12.59 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

	FY09 Actual	Revised FY10	Projected FY10	Adopted FY11
TRANSFERS	\$272,243,070	\$246,596,730	\$247,523,900	\$220,462,200
RESERVES	\$0	\$83,700	\$0	\$78,650
Total Operating Budget	\$272,243,070	\$246,680,430	\$247,523,900	\$220,540,850

Permanent Full Time Positions

2509

2348

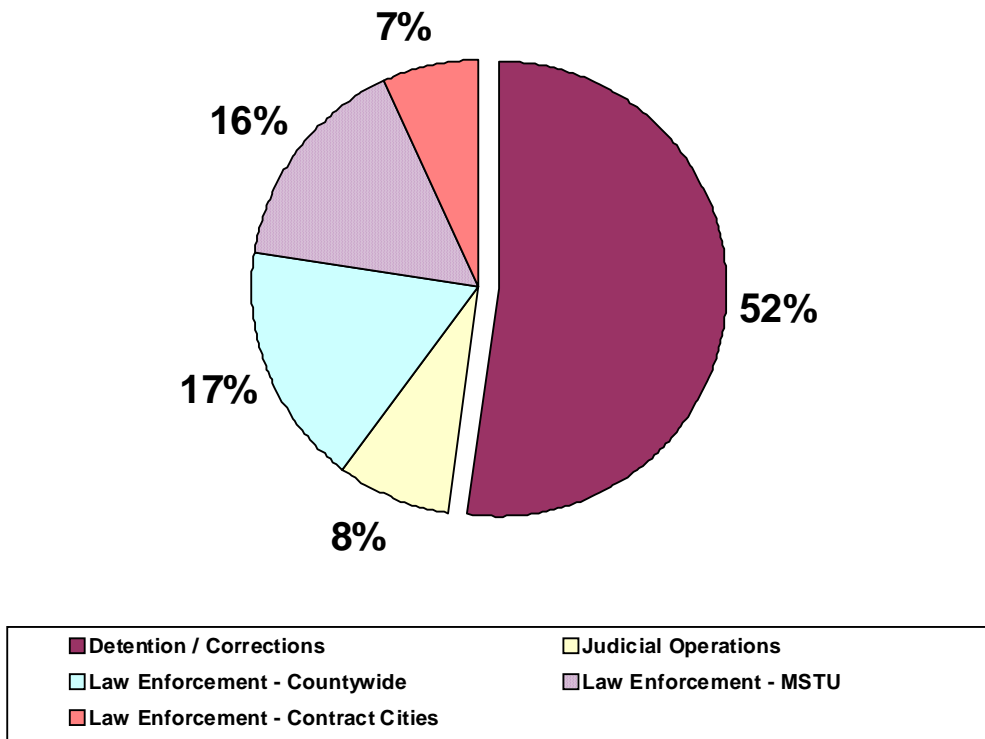
Analysis

The FY11 Budget reflects a decrease of \$26,139,580 or -10.6% from the FY10 Revised Budget. Transfers to the Sheriff for Personal Services reflect a decrease of \$14,323,460 or 6.8% from the FY10 Revised Budget which is associated with a reduction of 161 full-time and 17 temporary/part-time positions. Operating Expenses reflect a decrease of \$8,467,540 or 25.3% from the FY10 Revised Budget. Capital Outlay totals \$224,540, a reduction of \$2,497,980 or 91.8% from the FY10 Revised Budget. Debt Service for vehicle lease purchases was eliminated, a reduction of \$845,550 from the FY10 Revised Budget,

The Sheriff is also responsible for the School Crossing Guard Fund which is used to train crossing guards. Excluding Reserves, the FY11 Budget for the School Crossing Guard Fund is \$10,000, the same as FY10.

Sheriff's Budget by Program

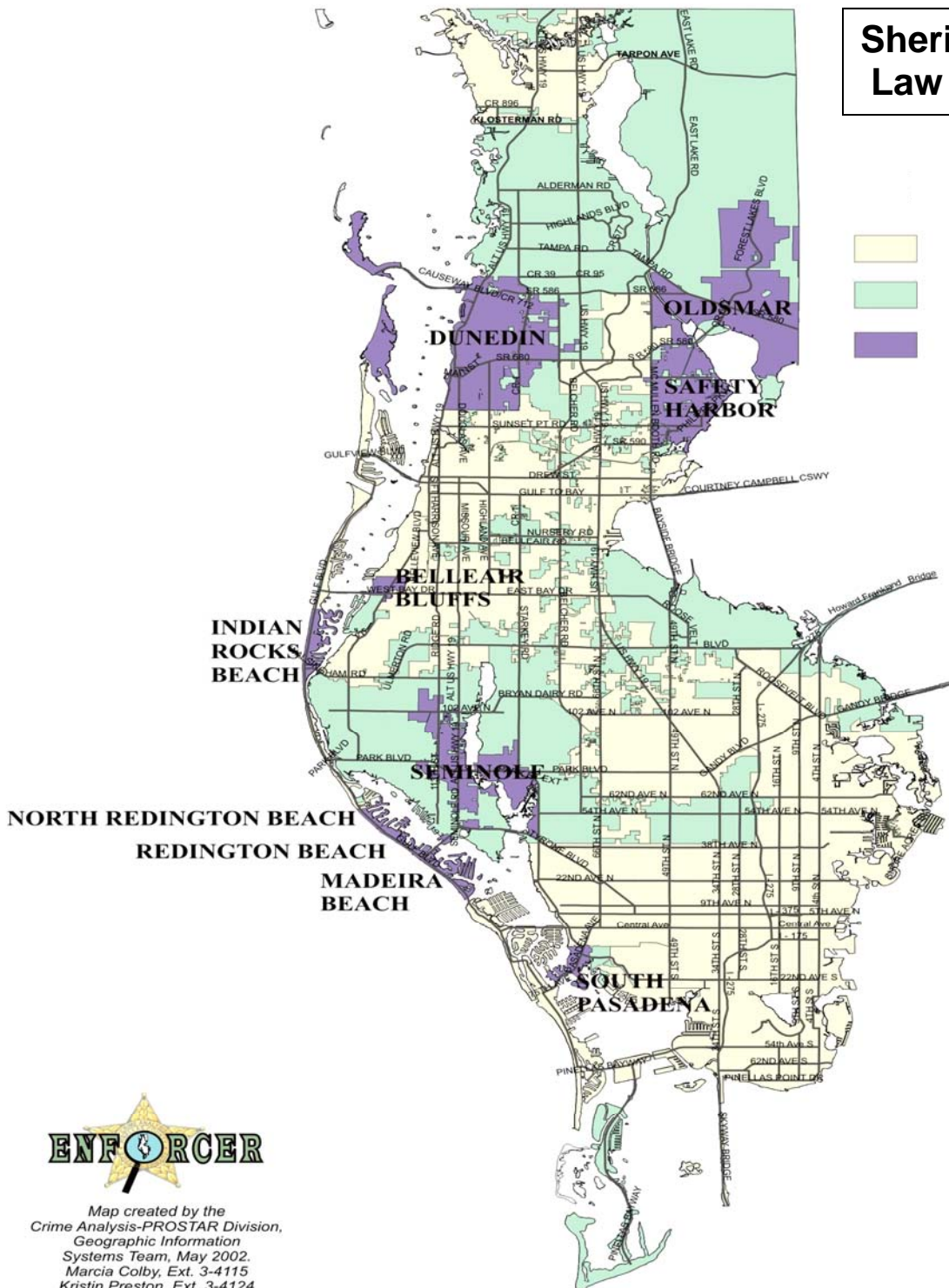
Source: Pinellas County Sheriff's Office



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



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 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 general election sample ballots to registered voters.

Balanced Scorecard Performance Measures:

Strategic Focus Area	Strategic Direction	Performance Measure	FY09 Actual	FY10 Budget	FY11 Budget
<i>Work Load Measures</i>					
Effective Government	-	Active Registered Voters	610,434	624,878	615,000
Effective Government	-	Absentee/Mail Ballot Requests	233,765	300,000	300,000
Effective Government	-	New Voter Registration	35,000	35,000	35,000
Effective Government	-	Elections Supported: County-wide	1	1	1
Effective Government	-	Elections Supported: Community Organizational	10	5	5
Effective Government	-	Poll Workers Assigned and Trained	3,547	2,693	2,589
Effective Government	-	Number of Precincts	376	376	376
Effective Government	-	Elections Supported: Municipal / Fire District	20/4	21/4	20/4
Effective Government	-	Elections Supported: School	60	40	40

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, ie., Federal Election Activities & Ballot on Demand. These grant funds are maintained separately from the Operating Budget.

SUPERVISOR OF ELECTIONS

Operating Budget Comparison

	FY09 Actual	Revised FY10	Projected FY10	Adopted FY11
TRANSFERS	\$5,889,440	\$5,424,790	\$5,260,970	\$4,766,450
Total Operating Budget	\$5,889,440	\$5,424,790	\$5,260,970	\$4,766,450

Permanent Full Time Positions

37

35

Analysis

The FY11 Budget reflects a reduction of \$658,340 or 12% from the FY10 Revised Budget. Personal Services reflects a decrease of \$137,750 or 4.3% due to the elimination of two full-time positions. Operating Expense reflects a decrease of \$485,780 or 22.6%, as more volunteers and casual workers will be utilized instead of contracted temporary staffing and voting by absentee ballots is expected to increase. No Capital Outlay expenditures are budgeted in FY11.

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	FY09 Actual	FY10 Budget	FY11 Budget
<i>Work Load Measures</i>					
	-	Registrations: Escrow	29	35	35
	-	Current Year Taxes: Tax bills processed	415,100	416,000	414,500
	-	Current Year Taxes: Installment accounts	10,759	13,030	11,520
	-	Registrations: Vehicles, mobile homes, vessels	1,540,000	1,600,000	1,570,000
	-	Registrations: Handicapped Parking Permits Issued	34,000	28,000	39,000
	-	Registrations: Tourist Tax Accounts	2,200	2,500	2,800
	-	Registrations: Sport licenses issued	4,000	5,500	2,900
	-	Registrations: Bankruptcies	3,000	2,500	3,500
	-	Registrations: Driver's Licenses issued	287,000	356,000	172,000
	-	Delinquent Taxes: Real estate tax certificates sold	23,265	25,000	24,000
	-	Delinquent Taxes: Personal property tax warrants issued	982	1,000	900
	-	Delinquent Taxes: Partial payments	23	20	35
	-	Registrations: Vehicle titles processed	490,000	500,000	600,000
	-	Current Year Taxes: Deferred accounts	34	30	35
	-	Walk In Customers	861,526	859,000	857,000
	-	Telephone Calls Received	342,226	345,000	348,000

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 FY11 budget as approved by the State Department of Revenue is \$19,942,955.)

TAX COLLECTOR

Operating Budget Comparison

	FY09 Actual	Revised FY10	Projected FY10	Adopted FY11
TRANSFERS	\$19,863,930	\$17,497,240	\$16,951,900	\$16,444,420
Total Operating Budget	\$19,863,930	\$17,497,240	\$16,951,900	\$16,444,420

Permanent Full Time Positions	266	261
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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 \$16,444,420 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 FY11 transfer decreased \$1,052,820 or 6% as calculated by a statutory formula, which reflects reduced property tax collections. The Tax Collector's FY11 budget reflects a reduction of 5 full time positions and the closure of the 501 - 1st Ave. N. St. Petersburg office. The Tax Collector estimates excess fees of \$8,875,330 (at the statutory 95%), which will be returned to the Board's General Fund in FY11.