

## Constitutional Officers Agencies Organization Department Summary

The five Constitutional Officers are the Clerk of the Circuit Court and Comptroller, 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.

<b>Department Name</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Request</b>
<a href="#">Clerk of the Circuit Court and Comptroller</a>	9,543,020	9,588,630	9,929,240
<a href="#">Property Appraiser</a>	8,708,959	9,206,190	9,698,820
<a href="#">Sheriff</a>	221,516,555	229,843,660	246,984,950
<a href="#">Supervisor of Elections</a>	4,453,940	7,818,760	5,695,890
<a href="#">Tax Collector</a>	15,367,118	16,192,540	17,159,330
<b>Total</b>	<b>259,589,592</b>	<b>272,649,780</b>	<b>289,468,230</b>



## Clerk of the Circuit Court and Comptroller

### Description:

Pursuant to Revision 7 of Article V, the Clerk has three distinct functions - recording legal documents such as real estate transfers, performing statutorily mandated support for the court system and the legal community, and providing services to the Board of County Commissioners. The Clerk serves as Accountant and Clerk to the Board of County Commissioners, Custodian of county funds, Ex-Officio County Auditor and Clerk of the Water and Navigation Control Authority. Additionally, the Clerk provides printing services and mail services to County departments. The Clerk's varied court responsibilities are not reflected in the County budget, as they are a separate state budget responsibility, supported by fees. The recording function is also supported by fees, and if the revenues exceed expenditures the county receives excess fees from the Clerk.

### Analysis:

The Clerk of the Circuit Court and Comptroller's FY15 budget request of \$9,929,240 reflects an increase of \$340,610 or 3.6% as compared with the FY14 Revised Budget. The increase is associated with the addition of two full-time positions (one in Board Records and one in the Finance Division) and wage and benefits increases. The level of service for the programs supported by Board funding is anticipated to be consistent with FY14, and there are no significant program changes planned.

### Budget by Program

<b>Board Records</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	661,950	691,050	792,000
<b>Program Total</b>	<b>661,950</b>	<b>691,050</b>	<b>792,000</b>
<b>FTE (Full Time Equivalent Position)</b>		10.0	11.0

<b>Clerk's Administration - Court and Operational Services</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	286,100	321,350	318,050
<b>Program Total</b>	<b>286,100</b>	<b>321,350</b>	<b>318,050</b>
<b>FTE (Full Time Equivalent Position)</b>		2.1	2.1

<b>Clerk's Technology - Court and Operational Services</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	913,680	645,830	652,560
<b>Program Total</b>	<b>913,680</b>	<b>645,830</b>	<b>652,560</b>
<b>FTE (Full Time Equivalent Position)</b>		3.6	3.7

<b>Clerk's Technology - Financial Services</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	899,080	875,420	819,420
<b>Program Total</b>	<b>899,080</b>	<b>875,420</b>	<b>819,420</b>
<b>FTE (Full Time Equivalent Position)</b>		6.0	6.0

<b>Finance Division</b>			
<b>Budget Summary</b>			

## Clerk of the Circuit Court and Comptroller

Finance Division			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	3,502,180	3,643,000	3,839,960
<b>Program Total</b>	<b>3,502,180</b>	<b>3,643,000</b>	<b>3,839,960</b>
<b>FTE (Full Time Equivalent Position)</b>		46.0	47.0

Inspector General Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	1,219,180	1,270,920	1,335,280
<b>Program Total</b>	<b>1,219,180</b>	<b>1,270,920</b>	<b>1,335,280</b>
<b>FTE (Full Time Equivalent Position)</b>		12.0	12.0

Printing Services - Mailroom Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	732,260	762,720	786,050
<b>Program Total</b>	<b>732,260</b>	<b>762,720</b>	<b>786,050</b>
<b>FTE (Full Time Equivalent Position)</b>		11.9	11.9

Printing Services – Print Shop Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	630,580	652,020	659,750
<b>Program Total</b>	<b>630,580</b>	<b>652,020</b>	<b>659,750</b>
<b>FTE (Full Time Equivalent Position)</b>		8.6	8.6

Records & Information Management - Board Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	586,340	608,100	601,590
<b>Program Total</b>	<b>586,340</b>	<b>608,100</b>	<b>601,590</b>
<b>FTE (Full Time Equivalent Position)</b>		9.0	9.0

Records & Information Management - Clerk Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	111,670	118,220	124,580
<b>Program Total</b>	<b>111,670</b>	<b>118,220</b>	<b>124,580</b>
<b>FTE (Full Time Equivalent Position)</b>		1.3	1.3

Department Budget Summary
Expenditures by Program

## Clerk of the Circuit Court and Comptroller

<b>Program</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
Board Records	661,950	691,050	792,000
Clerk's Administration - Court and Operational Services	286,100	321,350	318,050
Clerk's Technology - Court and Operational Services	913,680	645,830	652,560
Clerk's Technology - Financial Services	899,080	875,420	819,420
Finance Division	3,502,180	3,643,000	3,839,960
Inspector General	1,219,180	1,270,920	1,335,280
Printing Services - Mailroom	732,260	762,720	786,050
Printing Services – Print Shop	630,580	652,020	659,750
Records & Information Management - Board	586,340	608,100	601,590
Records & Information Management - Clerk	111,670	118,220	124,580
<b>Total Expenditures</b>	<b>9,543,020</b>	<b>9,588,630</b>	<b>9,929,240</b>
<b>Expenditures by Fund</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	9,543,020	9,588,630	9,929,240
<b>Total Expenditures</b>	<b>9,543,020</b>	<b>9,588,630</b>	<b>9,929,240</b>

<b>Personnel Summary by Program and Fund</b>			
<b>Program</b>	<b>Fund</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
Board Records	General Fund	10.0	11.0
Clerk's Administration - Court and Operational Services	General Fund	2.1	2.1
Clerk's Technology - Court and Operational Services	General Fund	3.6	3.7
Clerk's Technology - Financial Services	General Fund	6.0	6.0
Finance Division	General Fund	46.0	47.0
Inspector General	General Fund	12.0	12.0
Printing Services - Mailroom	General Fund	11.9	11.9
Printing Services – Print Shop	General Fund	8.6	8.6
Records & Information Management - Board	General Fund	9.0	9.0
Records & Information Management - Clerk	General Fund	1.3	1.3
<b>Total FTE's (Full-Time Equivalent Positions)</b>		<b>110.5</b>	<b>112.6</b>

<b>Program Name</b>	<b>Program Description</b>
Board Records	The Clerk serves as the record keeper of the Board of County Commissioners pursuant to the Florida Constitution. Board Records attends, records and prepares minutes of all meetings of the Board of County Commissioners and other designated County Boards and Committees. In the Clerk to Board capacity, the Clerk maintains legal custody of the Board seal and performs the attest functions for Board approved documents. Board Records maintains an automated repository of all of the official actions of the Board including ordinances, resolutions, contracts, etc.
Clerk's Administration - Court and Operational Services	Clerk's Administration is responsible for maintaining office wide policies and procedures, employment information and internal records for the entire Clerk's Office. Additionally, this department is responsible for the administrative oversight of all court, recording, branch office and records management, printing services and purchasing functions within the Clerk's Office. The budget here only reflects the pro rata share related to the Board funded operations.

## Clerk of the Circuit Court and Comptroller

Clerk's Technology - Court and Operational Services	This department is responsible for providing technology support for the criminal justice information system under the Clerk's responsibility as required under Article V, Revision 7, to be funded by the Board. Costs here also include the pro rata share of technology support to the Board funded administrative and records management functions described within this document.
Clerk's Technology - Financial Services	Clerk's Technology is responsible for supporting the information systems utilized by the Finance Division, including the official financial information system for the Board and the Clerk. This responsibility is supported by two groups: applications development and support; and desktop, local area network and connectivity support.
Finance Division	The Clerk serves as the accountant of the Board of County Commissioners pursuant to the Florida Constitution. The Finance Division is responsible for maintaining the official financial records and preparing reports for all monies received and disbursed by the Board. As custodian of county funds, the Clerk through the Finance Division ensures that County assets are safeguarded and that all transactions are properly recorded to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and applicable laws and regulations. This department has primary responsibility for all financial applications.
Inspector General	The Division of Inspector General (IG) is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The IG is responsible for auditing operations of the Board of County Commissioners, the Clerk of the Circuit Court and Comptroller, contractors doing business with the County, and County revenue sources.
Printing Services - Mailroom	The Mailroom function is responsible for mail distribution and courier services to county government agencies and internal departments.
Printing Services – Print Shop	The Print Shop function provides cost efficient printing services to county government agencies, internal departments, and some local government agencies.
Records & Information Management - Board	The Board functions of the Records & Information Management Department include assisting departments and independent agencies under the Board of County Commissioners in handling their information in the most efficient and economical way possible, whether in paper or electronic format. Services provided include: training user agencies on the principles of sound records management; understanding and following the State of Florida's Public Records Retention Schedules; and evaluation of emerging office technologies. The department provides offsite storage and retrieval of documents upon request, conversion to electronic media, and coordination with the State Bureau of Archives and Records Management requirements for destruction of records when retention has been met.

## Clerk of the Circuit Court and Comptroller

Records & Information Management - Clerk	The Court-side functions of the Records & Information Management Department include offering a variety of cost-effective services to Clerk's Departments and other associated areas such as: storage of semi /inactive records; microfilming; retrieval and delivery of records upon request; inventory and tracking of records; and coordination with the State Bureau of Archives and Records Management for destruction of records when retention requirements have been met. The budget reflected represents costs related to the record keeping for the Clerk's Board funded operations.
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# 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 65,000 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 such as the Southwest Florida Water Management District and Pinellas Suncoast Transit Authority, etc. The Property Appraiser also administers any tax exemptions granted by statute such as widows and disabled exemptions and the \$50,000 Homestead Exemption. The amount noted reflects an estimate of the Property Appraiser Statutory commissions to be paid by the County. The Property Appraiser's total budget is approved by the State Department of Revenue (not the Board of County Commissioners). The commissions the Board must budget for the Property Appraiser is set by Florida Statute 192.091, which states the Property Appraiser's budget, as approved by the Department of Revenue, is basis for the Property Appraiser's billing for services rendered. The commissions associated with the School Board and Municipalities are paid for by the County and included in the appropriations shown below. Each taxing authority is billed a proportional amount based on its proportional share of total ad valorem taxes for the preceding year. The commissions shown below reflect those associated with General Fund ad valorem levies only. Those of other property tax levying funds (EMS, Fire Districts, etc.) are shown separately within their fund budgets. Statutory commissions not expended by the Property Appraiser at the end of each fiscal year are returned proportionately to the taxing authorities.

## Analysis:

The Property Appraiser's budget is submitted and approved by the Department of Revenue and derives income from commissions paid by Taxing Authorities. The commissions are set in accordance with Section 192.091, Florida Statutes. The Property Appraiser's budget serves as the basis for billing the taxing authorities for services rendered by the Property Appraiser. Each taxing authority is billed its proportional share of the Property Appraiser's budget based on the authority's share of ad valorem taxes levied in the preceding year. All municipal and school district taxes are considered as taxes levied by the county for purposes of this calculation. The FY15 Budget of \$9,698,820 identified as a transfer to the Property Appraiser from the Board's General Fund reflects the estimated statutory commissions for the County's General Fund and Municipal Services Taxing Unit (MSTU) tax districts. The commissions for other taxing authorities within the county (EMS, Fire Districts, MSTU's) are separately identified as a Transfer to Property Appraiser within their respective budgets.

## Budget by Program

Property Appraiser Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	8,708,959	9,206,190	9,698,820
<b>Program Total</b>	<b>8,708,959</b>	<b>9,206,190</b>	<b>9,698,820</b>
<b>FTE (Full Time Equivalent Position)</b>		123.0	123.0

## Department Budget Summary

### Expenditures by Program

Program	FY13 Actual	FY14 Revised Budget	FY15 Request
Property Appraiser	8,708,959	9,206,190	9,698,820
<b>Total Expenditures</b>	<b>8,708,959</b>	<b>9,206,190</b>	<b>9,698,820</b>

### Expenditures by Fund

Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	8,708,959	9,206,190	9,698,820
<b>Total Expenditures</b>	<b>8,708,959</b>	<b>9,206,190</b>	<b>9,698,820</b>

## Personnel Summary by Program and Fund

Program	Fund	FY14 Revised Budget	FY15 Request

## Property Appraiser

Property Appraiser	General Fund	123.0	123.0
<b>Total FTE's (Full-Time Equivalent Positions)</b>		123.0	123.0

Program Name	Program Description
Property Appraiser	The Property Appraiser is responsible for placing a fair and equitable just/market value on all property in Pinellas County, for the purpose of providing taxable values to the Taxing Authorities for their property tax levies. 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.

# Sheriff

## Description:

Pursuant to Florida Statutes, the Sheriff is the chief law enforcement officer within the County. The Sheriff is required to provide basic services to all citizens residing within Pinellas County. These include law enforcement, jail operations, and court security. The Sheriff also tracks sexual predators/offenders, conducts flight operations, investigates child protection cases, serves civil process, manages pre-trial services and court security, and conducts joint operations with state and federal law enforcement agencies. The Sheriff serves as the primary law enforcement officer to unincorporated areas of Pinellas County and to 13 of the county's 24 municipalities pursuant to contract. Additionally, the Sheriff provides a variety of law enforcement services to the other 14 municipalities and contracts with many of these cities for specialized services.

## Analysis:

The Pinellas County Sheriff provides law enforcement services in the unincorporated areas of the County and 13 municipalities by contract; court security; and detention services. The Sheriff's total appropriation for FY15 increased by \$17,141,290, or 7.5% vs. FY14. This includes \$10,775,000 in funding above the baseline continuation budget. This decision package will allow the Sheriff to address employee compensation issues, particularly for sworn personnel, and make operating and capital purchases that are essential to the continuity of operations. It is anticipated that during FY15, the number of full-time permanent positions within the Sheriff's office will decrease, reflecting the consolidation of some communications positions into the Department of Safety and Emergency Services.

The Sheriff derives funding from a variety of sources, including grants and contracts. As a result, General Fund tax support represents approximately 86% of the total Sheriff budget. The detention operations represent 40.7% of the total budget. Law Enforcement comprises 51.2% of the budget, split between countywide law enforcement, unincorporated area law enforcement, and municipal law enforcement by contract. The remaining 8.1% of the budget is for Judicial Operations, primarily court security. The total appropriation for the Sheriff also includes administering the School Crossing Guard Trust Fund (\$10,000 operating budget funded from parking fines).

## Budget by Program

<b>Reserves</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
School Crossing Guard Trust	0	91,260	90,250
<b>Program Total</b>	<b>0</b>	<b>91,260</b>	<b>90,250</b>

<b>Sheriff: Detention &amp; Corrections</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	96,629,500	97,533,370	100,165,640
<b>Program Total</b>	<b>96,629,500</b>	<b>97,533,370</b>	<b>100,165,640</b>
<b>FTE (Full Time Equivalent Position)</b>		1,068.0	1,067.0

<b>Sheriff: Judicial Operations</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	15,249,920	16,326,680	20,049,150
<b>Program Total</b>	<b>15,249,920</b>	<b>16,326,680</b>	<b>20,049,150</b>
<b>FTE (Full Time Equivalent Position)</b>		192.0	191.0

<b>Sheriff: Law Enforcement</b>			
<b>Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>

## Sheriff

Sheriff: Law Enforcement			
General Fund	109,627,135	115,882,350	126,669,910
<b>Program Total</b>	<b>109,627,135</b>	<b>115,882,350</b>	<b>126,669,910</b>
<b>FTE (Full Time Equivalent Position)</b>		1,065.0	1,067.0

School Crossing Guard Fund			
Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
School Crossing Guard Trust	10,000	10,000	10,000
<b>Program Total</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

Department Budget Summary				
Expenditures by Program				
Program	FY13 Actual	FY14 Revised Budget	FY15 Request	
Reserves	0	91,260	90,250	
School Crossing Guard Fund	10,000	10,000	10,000	
Sheriff: Detention & Corrections	96,629,500	97,533,370	100,165,640	
Sheriff: Judicial Operations	15,249,920	16,326,680	20,049,150	
Sheriff: Law Enforcement	109,627,135	115,882,350	126,669,910	
<b>Total Expenditures</b>	<b>221,516,555</b>	<b>229,843,660</b>	<b>246,984,950</b>	
Expenditures by Fund				
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request	
General Fund	221,506,555	229,742,400	246,884,700	
School Crossing Guard Trust	10,000	101,260	100,250	
<b>Total Expenditures</b>	<b>221,516,555</b>	<b>229,843,660</b>	<b>246,984,950</b>	

Personnel Summary by Program and Fund			
Program	Fund	FY14 Revised Budget	FY15 Request
Sheriff: Detention & Corrections	General Fund	1,068.0	1,067.0
Sheriff: Judicial Operations	General Fund	192.0	191.0
Sheriff: Law Enforcement	General Fund	1,065.0	1,067.0
<b>Total FTE's (Full-Time Equivalent Positions)</b>		<b>2,325.0</b>	<b>2,325.0</b>

Program Name	Program Description
Reserves	Oversees the management and allocation of the County's financial reserves.
School Crossing Guard Fund	The School Crossing Guard Trust fund is used to account for collection and distribution of a surcharge on parking fines assessed under Pinellas County Code Section 122-32(6) for funding training programs for school crossing guards. This program is administered by the Sheriff.
Sheriff: Detention & Corrections	The Detention and Corrections Bureau is charged with the care and custody of over 3,000 inmates on a daily basis as they await trial or as they serve their county sentences in the Pinellas County Jail and the Inmate Healthcare facility. The Bureau is committed to providing a safe and secure environment for inmates and staff; providing jail programs that help inmates with their reorientation to society; and enhancing professionalism of the staff through training and educational programs.

## Sheriff

Sheriff: Judicial Operations	Judicial Operations provides security and support to the Circuit and County court system. Sheriff's deputies are at the front doors and at the judges' sides at five courthouses in Pinellas County. They ensure the security of hundreds of courthouse employees and the thousands of citizens who come to the court houses every day to conduct business, appear for proceedings or serve on a jury. Florida State Statutes also require the Sheriff's Office to serve all enforceable civil process (writs, warrants, subpoenas, and other legal documents). Judicial Operations is also responsible for the operations of the misdemeanor/probation program which handles over 2,000 cases at any given time.
Sheriff: Law Enforcement	The Law Enforcement program provides full primary law enforcement services in the unincorporated area of the County as well as 13 cities. The cities currently under contract with the Sheriff's office to provide full services are Belleair Beach, Belleair Bluffs, Belleair Shore, Dunedin, Indian Rocks Beach, Madeira Beach, North Redington Beach, Redington Beach, South Pasadena, Oldsmar, Safety Harbor, Seminole, and St. Pete Beach. The Sheriff's office also has contractual agreements with other cities in the county for specific services. In addition, Law Enforcement provides a wide range of county-wide services, including SWAT, canine, the Sexual Predator and Offender Tracking (SPOT) unit and the airborne Flight Unit. This program also encompasses supporting services such as fleet maintenance, training, records, and evidence.



## Supervisor of Elections

### Description:

The Supervisor of Elections conducts all Federal, State, County and Municipal elections. The Supervisor registers and maintains the records for all County voters and qualifies all candidates for County and Special District. The Supervisor recruits, trains and assigns all poll workers, locates and contracts with polling locations, surveys polling places and makes improvements to comply with American with Disabilities Act (ADA) accessibility requirements, and purchases and maintains voting equipment and supplies. The Supervisor conducts voter registration and education for all senior high schools, colleges and citizens countywide. The Supervisor mails sample ballots to all registered voter households. Sample ballots, canvassing board meeting schedules and polling place changes are published in newspapers. The Supervisor maintains an internet website that provides information regarding voter registration, polling places, election dates, election results and candidates.

### Analysis:

The Supervisor of Elections (SOE) budget fluctuates from year to year depending on the number of elections conducted. The FY14 Revised Budget of \$7,818,760, included non-recurring expenditures of \$1,642,410 for the purchase of Electronic Poll Books. In addition, two Special Elections totaling \$1,062,690 were held in FY14. Excluding these items, the FY14 base budget totaled \$5,113,660. The FY15 proposed budget request of \$5,695,890 reflects an increase of \$582,230 or 11.4% over the FY14 base budget. This increase is due to additional personal services and operating costs associated with conducting a general election and costs associated with conducting early voting. The SOE added two additional early voting sites, totaling five, and increased the number of early voting hours by 75% (14 days x 12 hours per day).

### Budget by Program

Supervisor of Elections			
Budget Summary			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	4,453,940	7,818,760	5,695,890
<b>Program Total</b>	<b>4,453,940</b>	<b>7,818,760</b>	<b>5,695,890</b>
<b>FTE (Full Time Equivalent Position)</b>		33.0	35.0

Department Budget Summary			
Expenditures by Program			
Program	FY13 Actual	FY14 Revised Budget	FY15 Request
Supervisor of Elections	4,453,940	7,818,760	5,695,890
<b>Total Expenditures</b>	<b>4,453,940</b>	<b>7,818,760</b>	<b>5,695,890</b>
Expenditures by Fund			
Fund	FY13 Actual	FY14 Revised Budget	FY15 Request
General Fund	4,453,940	7,818,760	5,695,890
<b>Total Expenditures</b>	<b>4,453,940</b>	<b>7,818,760</b>	<b>5,695,890</b>

Personnel Summary by Program and Fund			
Program	Fund	FY14 Revised Budget	FY15 Request
Supervisor of Elections	General Fund	33.0	35.0
<b>Total FTE's (Full-Time Equivalent Positions)</b>		<b>33.0</b>	<b>35.0</b>

Program Name	Program Description
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## Supervisor of Elections

Supervisor of Elections	<p>The Supervisor of Elections program includes the following responsibilities: Elections - Conduct all Federal, State, County, and Municipal elections. Qualify all candidates for County, Special District and Political Party Executive Committees. Recruit, train and assign all poll workers. Locate and contract with polling places. Surveys polling places and makes improvements to comply with ADA accessibility requirements. Maintain all voting equipment and supplies. Voter Registration - Register voters and maintain accurate voter registration records in accordance with the National Voter Registration Act and Florida Voter Registration System. Voter Education - Voter education in all senior high schools, colleges, and citizens. Voter education for elementary and middle schools. Sample ballots are published in newspapers and mailed to voters. Canvassing board meetings, polling places and changes published in newspapers. Maintains website to provide election and voter registration information.</p>
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# Tax Collector

## Description:

The Tax Collector bills, collects and distributes all taxes for the County, Municipalities, Tourist Development Council, School Board, and taxing districts. The Tax Collector issues licenses and titles for cars, trucks, boats and mobile homes, issues fishing and hunting licenses, and issues Drivers Licenses. This budget reflects the funds associated with the Tax Collector fees related to the collection of the Countywide and Unincorporated area (MSTU) millage. In addition, in accordance with Florida Statute 192.091, the fees associated with the School Board and Municipalities are paid for by the County and are included in the appropriations shown below. The amount the Board must budget as fees and commissions for the Tax Collector is set by statutory formula. In general the formula calls for fees of 3% on taxes collected up to an assessed valuation of \$50 million, and 2% on the balance above \$50 million. The Tax Collector's total budget request is approved by the Florida Department of Revenue (not the Board of County Commissioners). Statutory fees and commissions shown below reflect those in the General Fund only. Those of other property tax levying funds (EMS, Fire Districts, etc.) are shown separately within their fund budgets. Statutory fees and commissions not expended by the Tax Collector are returned proportionately to the taxing authorities.

## Analysis:

The Tax Collector's budget is submitted and approved by the Department of Revenue and derives fees and commissions paid by Taxing Authorities pursuant to the formula prescribed in Section 192.091, Florida Statutes. The FY15 budget of \$17,159,330 identified as a transfer from the Board's General Fund reflects statutory fees and commissions. This amount is used for budgetary purposes, but does not represent the actual expenditures of the Tax Collector's Office. On an annual basis, a year-end reconciliation of the budgeted transfer amount and actual expenditures is performed and the difference is remitted to the Board and other taxing authorities as Excess Fee Revenue. The FY15 Transfer from the Board's General Fund reflects an increase of \$966,790 or 6.0% as compared with the FY14 Revised Budget. This increase, received by the Tax Collector, is primarily due to the overall increase in taxable values.

## Budget by Program

<b>Tax Collector Budget Summary</b>			
<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	15,367,118	16,192,540	17,159,330
<b>Program Total</b>	<b>15,367,118</b>	<b>16,192,540</b>	<b>17,159,330</b>
<b>FTE (Full Time Equivalent Position)</b>		268.0	268.0

## Department Budget Summary

### Expenditures by Program

<b>Program</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
Tax Collector	15,367,118	16,192,540	17,159,330
<b>Total Expenditures</b>	<b>15,367,118</b>	<b>16,192,540</b>	<b>17,159,330</b>

### Expenditures by Fund

<b>Fund</b>	<b>FY13 Actual</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
General Fund	15,367,118	16,192,540	17,159,330
<b>Total Expenditures</b>	<b>15,367,118</b>	<b>16,192,540</b>	<b>17,159,330</b>

## Personnel Summary by Program and Fund

<b>Program</b>	<b>Fund</b>	<b>FY14 Revised Budget</b>	<b>FY15 Request</b>
Tax Collector	General Fund	268.0	268.0
<b>Total FTE's (Full-Time Equivalent Positions)</b>		268.0	268.0

<b>Program Name</b>	<b>Program Description</b>
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## Tax Collector

Tax Collector	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.
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