

Clerk of the Board

Expenditures: 1,206,741

Revenues: 10,000

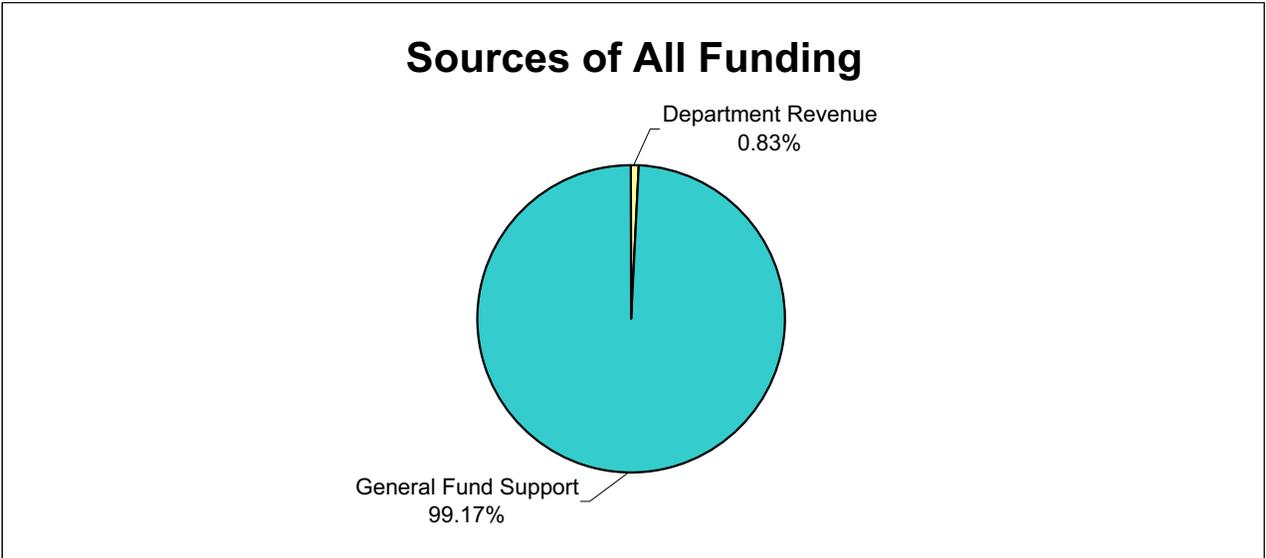
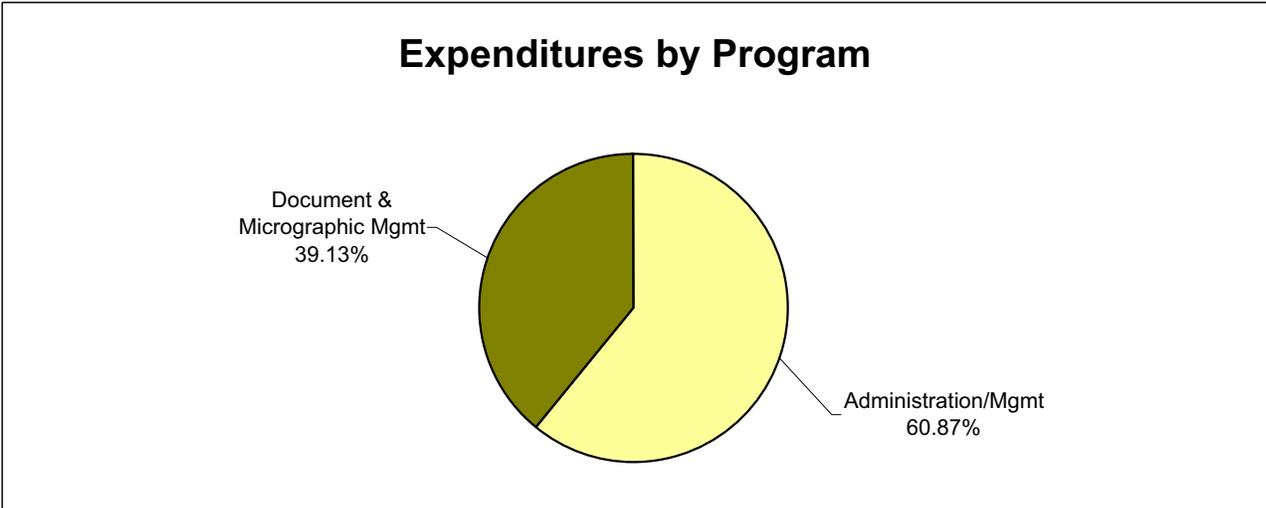
FTEs 19.0

Function Statement:

Record and publish all proceedings of the Board of Supervisors. Preserve and file all accounts acted upon by the Board. Provide efficient management, suitable storage, and utilization of Pima County records. Process, preserve and file all petitions, various licenses, and applications. Process subscriptions, publicize amendments, and codify ordinances for inclusion in the Pima County Code. Fulfill requirements of boards, commissions, and committees. Discharge statutory requirements for special taxing districts. Perform all other duties required by law, rule, or order of the Board.

Mandates:

ARS Title 4: Alcoholic Beverages; Title 5: Amusements and Sports; Title 11: Counties; Title 12: Courts and Civil Proceedings; Title 35: Public Finances; Title 36: Public Health and Safety; Title 38: Public Officers and Employees; Title 39: Public Records, Printing and Notices; Title 41: State Government; Title 42: Taxation; and Title 48: Special Taxing Districts; Board of Supervisors' Policy C 4-2: Pima County Records Management Program



Department Summary by Program

Department: CLERK OF THE BOARD

<u>Expenditures by Program</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
ADMINISTRATION/MANAGEMENT	656,525	701,894	734,485
DOCUMENT & MICROGRAPHIC MGMT	414,607	476,295	472,256
Total Expenditures	1,071,132	1,178,189	1,206,741
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION/MANAGEMENT	12,469	10,000	10,000
DOCUMENT & MICROGRAPHIC MGMT	515	0	0
Total Revenues	12,984	10,000	10,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,058,148	1,168,189	1,196,741
Total Program Funding	1,071,132	1,178,189	1,206,741
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION/MANAGEMENT	9.0	9.0	9.0
DOCUMENT & MICROGRAPHIC MGMT	10.0	10.0	10.0
Total Staffing (FTEs)	19.0	19.0	19.0

Program Summary

Department: CLERK OF THE BOARD

Program: ADMINISTRATION/MANAGEMENT

Function

Record and publish all proceedings of the Board of Supervisors. Preserve and file all accounts acted upon by the Board. Process, preserve, and file all petitions, various licenses, and applications. Process subscriptions and publicize amendments to the Pima County Code. Fulfill requirements of boards, commissions, and committees. Discharge statutory requirements for special taxing districts. Perform all other duties required by law, rule, or order of the Board.

Description of Services

Coordinate, prepare, and post the Board of Supervisors meeting agendas/addenda including electronic formats. Transcribe and publish Board meeting minutes. Transcribe and type "verbatim." Process Board meeting paperwork. Maintain permanent records of minutes, resolutions, and ordinances. Fulfill requests for public records. Maintain a database of Pima County Code materials and provide subscriptions. Process various licenses and applications, including those for liquor, bingo, and fireworks displays. Maintain records of membership for boards, commissions, and committees. Maintain and distribute Board of Supervisors policies.

Program Goals and Objectives

- Enhance the features for the electronic agenda and all supporting documentation online
- Redesign/update department homepage
- Continue to participate in the countywide development of Homepage improvements and internet security
- Perform all duties within mandated deadlines
- Continue with ongoing database development project of converting microfilmed records into searchable text files

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Electronic agenda prepared/uploaded	79	80	80
Licenses/permits processed	143	146	149
Litigation/claims processed	663	700	737

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	418,693	431,834	465,400
SUPPLIES AND SERVICES	237,832	270,060	269,085
Total Program Expenditures	656,525	701,894	734,485

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,095	1,600	1,600
CHARGES FOR SERVICES	2,043	300	300
MISCELLANEOUS	8,331	8,100	8,100
Operating Revenue Sub-Total	12,469	10,000	10,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	644,056	691,894	724,485
Total Program Funding	656,525	701,894	734,485

<u>Program Staffing (FTEs)</u>	9.0	9.0	9.0
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Program Summary

Department: CLERK OF THE BOARD

Program: DOCUMENT & MICROGRAPHIC MGMT

Function

Provide an efficient and effective Pima County Records Management Program in accordance with Arizona Revised Statute 41-1346 and Board of Supervisor's Policy C 4-2.

Description of Services

Store active and inactive public records. Establish records retention schedules. Implement records destruction based on retention schedules. Microfilm permanent records. Access, retrieve, and deliver stored information. Provide training in records management practices to County personnel.

Program Goals and Objectives

- Coordinate and accept new storage from Kino Community Hospital of medical records currently stored off-site
- Coordinate and accept for storage original microfilm from the Recorder's Office currently stored in their office
- Continue marketing micrographic services to other local jurisdictions to generate revenue
- Continue promoting the Pima County Records Management Program to ensure countywide compliance
- Continue utilizing recycling services for destruction of records to offset costs for the shredding of confidential documents
- Identify and provide storage in our vault for original microfilm, backup tapes, and CD's of vital documents currently stored in County offices

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Frames microfilmed	1,129,759	1,310,591	1,400,000
Records handled per cubic foot	53,965	58,747	61,684
Permanent records stored	12%	11%	9%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	372,195	409,245	410,441
SUPPLIES AND SERVICES	42,412	67,050	61,815
Total Program Expenditures	414,607	476,295	472,256

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
Revenues			
MISCELLANEOUS	515	0	0
Operating Revenue Sub-Total	515	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	414,092	476,295	472,256
Total Program Funding	414,607	476,295	472,256

<u>Program Staffing (FTEs)</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>