

**SUMMARY OF EXPENDITURES BY FUND: PROGRAM**

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Expenditures
<b><u>COUNTY ADMINISTRATION</u></b>				
<b><u>ASSESSOR</u></b>				
ADMINISTRATION	1,464,504			1,464,504
ASSESSOR STATUTORY MANDATES	6,403,408			6,403,408
TOTAL ASSESSOR	7,867,912			7,867,912
<b><u>BOARD OF SUPERVISORS</u></b>				
BOARD OF SUPERVISORS	1,608,925			1,608,925
TOTAL BOARD OF SUPERVISORS	1,608,925			1,608,925
<b><u>CLERK OF THE BOARD</u></b>				
ADMINISTRATION/MANAGEMENT	775,816			775,816
DOCUMENT & MICROGRAPHIC MGMT	491,022			491,022
TOTAL CLERK OF THE BOARD	1,266,838			1,266,838
<b><u>COUNTY ADMINISTRATOR</u></b>				
COUNTY ADMINISTRATOR	1,326,571			1,326,571
SONORAN DESERT CONSERVATION PLAN		430,000		430,000
SPECIAL PROGRAMS		2,057,858		2,057,858
TOTAL COUNTY ADMINISTRATOR	1,326,571	2,487,858		3,814,429
<b><u>ELECTIONS</u></b>				
ELECTIONS	5,375,964			5,375,964
TOTAL ELECTIONS	5,375,964			5,375,964
<b><u>FINANCE</u></b>				
ADMINISTRATION	1,086,506			1,086,506
BUDGET	1,197,319			1,197,319
FINANCIAL CONTROL & REPORTING	1,301,731			1,301,731
FINANCIAL MANAGEMENT & AUDIT	746,752			746,752
FINANCIAL OPERATIONS	1,473,921			1,473,921
TOTAL FINANCE	5,806,229			5,806,229
<b><u>FORENSIC SCIENCE CENTER</u></b>				
FORENSIC SCIENCE CENTER	2,202,287			2,202,287
TOTAL FORENSIC SCIENCE CENTER	2,202,287			2,202,287
<b><u>HUMAN RESOURCES</u></b>				
COMPENSATION/BENEFITS/CLASSIFICATION	1,069,651			1,069,651
RECRUITMENT/EMPLOYMENT RIGHTS	953,564			953,564
STAFF SERVICES	420,610			420,610
TOTAL HUMAN RESOURCES	2,443,825			2,443,825
<b><u>INFORMATION TECHNOLOGY</u></b>				
INFORMATION TECHNOLOGY	5,876,520			5,876,520
TOTAL INFORMATION TECHNOLOGY	5,876,520			5,876,520
<b><u>NON DEPARTMENTAL</u></b>				
CONTINGENCY	5,376,860			5,376,860
DEBT SERVICE			67,738,662	67,738,662
EMPLOYEE BENEFIT LIABILITY FUND		1,000,000		1,000,000
GENERAL FUND DEBT SERVICE	3,047,760			3,047,760
GENERAL GOVERNMENT REVENUES	500,000			500,000
NON DEPARTMENTAL	3,447,394			3,447,394
TOTAL NON DEPARTMENTAL	12,372,014	1,000,000	67,738,662	81,110,676

**SUMMARY OF EXPENDITURES BY FUND: PROGRAM**

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Expenditures
<b><u>PROCUREMENT</u></b>				
ADMINISTRATION	314,230			314,230
CONTRACTS-MATERIALS & SVCS DIV	915,694			915,694
VENDOR RELATIONS & COMPLIANCE	160,180			160,180
TOTAL PROCUREMENT	1,390,104			1,390,104
<b><u>RECORDER</u></b>				
INFORMATION SERVICES		1,776,976		1,776,976
RECORDER DIVISION	1,235,772			1,235,772
VOTER REGISTRATION	1,312,168			1,312,168
TOTAL RECORDER	2,547,940	1,776,976		4,324,916
<b><u>TREASURER</u></b>				
INFORMATION TECHNOLOGIES	471,097	491,601		962,698
TREASURER OPERATIONS	1,798,836			1,798,836
TOTAL TREASURER	2,269,933	491,601		2,761,534
<b>TOTAL COUNTY ADMINISTRATION</b>	<b>52,355,062</b>	<b>5,756,435</b>	<b>67,738,662</b>	<b>125,850,159</b>
<b>INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY</b>				
<b><u>INFORMATION TECHNOLOGY</u></b>				
COMMUNICATIONS				2,249,021
<b><u>RISK MANAGEMENT</u></b>				
ADMINISTRATION				1,697,356
ENVIRONMENTAL DAMAGE				139,626
LIABILITY CLAIMS				7,032,061
OCCUPATIONAL MEDICAL MANAGEMENT				5,232,113
OTHER LIABILITIES				1,797,175
PROPERTY DAMAGE				1,135,001
TOTAL RISK MANAGEMENT				17,033,332
<b>TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION</b>				<b>19,282,353</b>

**SUMMARY OF REVENUES BY FUND: PROGRAM**

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Revenues
<b><u>COUNTY ADMINISTRATION</u></b>				
<b><u>ASSESSOR</u></b>				
ASSESSOR STATUTORY MANDATES	6,000			6,000
TOTAL ASSESSOR	6,000			6,000
<b><u>CLERK OF THE BOARD</u></b>				
ADMINISTRATION/MANAGEMENT	10,000			10,000
TOTAL CLERK OF THE BOARD	10,000			10,000
<b><u>ELECTIONS</u></b>				
ELECTIONS	4,262,000			4,262,000
TOTAL ELECTIONS	4,262,000			4,262,000
<b><u>FINANCE</u></b>				
FINANCIAL OPERATIONS	48,000			48,000
TOTAL FINANCE	48,000			48,000
<b><u>FORENSIC SCIENCE CENTER</u></b>				
FORENSIC SCIENCE CENTER	891,500			891,500
TOTAL FORENSIC SCIENCE CENTER	891,500			891,500
<b><u>HUMAN RESOURCES</u></b>				
COMPENSATION/BENEFITS/CLASSIFICATION	2,500			2,500
STAFF SERVICES	1,350			1,350
TOTAL HUMAN RESOURCES	3,850			3,850
<b><u>INFORMATION TECHNOLOGY</u></b>				
INFORMATION TECHNOLOGY	589,900			589,900
TOTAL INFORMATION TECHNOLOGY	589,900			589,900
<b><u>NON DEPARTMENTAL</u></b>				
CONTINGENCY	663,000			663,000
DEBT SERVICE			43,576,073	43,576,073
GENERAL FUND DEBT SERVICE	25,000			25,000
GENERAL GOVERNMENT REVENUES	379,486,660			379,486,660
NON DEPARTMENTAL	1,433,800			1,433,800
TOTAL NON DEPARTMENTAL	381,608,460		43,576,073	425,184,533
<b><u>RECORDER</u></b>				
INFORMATION SERVICES		1,145,000		1,145,000
RECORDER DIVISION	3,454,000			3,454,000
VOTER REGISTRATION	405,400			405,400
TOTAL RECORDER	3,859,400	1,145,000		5,004,400
<b><u>TREASURER</u></b>				
INFORMATION TECHNOLOGIES		111,000		111,000
TREASURER OPERATIONS	150			150
TOTAL TREASURER	150	111,000		111,150
<b>TOTAL COUNTY ADMINISTRATION</b>	<b>391,279,260</b>	<b>1,256,000</b>	<b>43,576,073</b>	<b>436,111,333</b>

**SUMMARY OF REVENUES BY FUND: PROGRAM**

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Revenues
<b>INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY</b>				
<b><u>INFORMATION TECHNOLOGY</u></b>				
COMMUNICATIONS				2,226,809
<b><u>RISK MANAGEMENT</u></b>				
ENVIRONMENTAL DAMAGE				127,938
LIABILITY CLAIMS				5,656,535
OCCUPATIONAL MEDICAL MANAGEMENT				5,112,987
OTHER LIABILITIES				1,767,042
PROPERTY DAMAGE				1,135,001
TRUST FUND RESERVE				500,000
TOTAL RISK MANAGEMENT				14,299,503
<b>TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION</b>				<b>16,526,312</b>

**SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM**

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<b><u>COUNTY ADMINISTRATION</u></b>	
<b><u>ASSESSOR</u></b>	
ADMINISTRATION	20.0
ASSESSOR STATUTORY MANDATES	141.0
TOTAL ASSESSOR	<u>161.0</u>
<b><u>BOARD OF SUPERVISORS</u></b>	
BOARD OF SUPERVISORS	23.2
TOTAL BOARD OF SUPERVISORS	<u>23.2</u>
<b><u>CLERK OF THE BOARD</u></b>	
ADMINISTRATION/MANAGEMENT	9.0
DOCUMENT & MICROGRAPHIC MGMT	10.0
TOTAL CLERK OF THE BOARD	<u>19.0</u>
<b><u>COUNTY ADMINISTRATOR</u></b>	
COUNTY ADMINISTRATOR	16.2
TOTAL COUNTY ADMINISTRATOR	<u>16.2</u>
<b><u>ELECTIONS</u></b>	
ELECTIONS	15.5
TOTAL ELECTIONS	<u>15.5</u>
<b><u>FINANCE</u></b>	
ADMINISTRATION	14.5
BUDGET	14.0
FINANCIAL CONTROL & REPORTING	23.3
FINANCIAL MANAGEMENT & AUDIT	14.0
FINANCIAL OPERATIONS	30.0
TOTAL FINANCE	<u>95.8</u>
<b><u>FORENSIC SCIENCE CENTER</u></b>	
FORENSIC SCIENCE CENTER	25.0
TOTAL FORENSIC SCIENCE CENTER	<u>25.0</u>
<b><u>HUMAN RESOURCES</u></b>	
COMPENSATION/BENEFITS/CLASSIFICATION	18.8
RECRUITMENT/EMPLOYMENT RIGHTS	17.3
STAFF SERVICES	6.3
TOTAL HUMAN RESOURCES	<u>42.5</u>
<b><u>INFORMATION TECHNOLOGY</u></b>	
INFORMATION TECHNOLOGY	100.5
TOTAL INFORMATION TECHNOLOGY	<u>100.5</u>
<b><u>PROCUREMENT</u></b>	
ADMINISTRATION	5.6
CONTRACTS-MATERIALS & SVCS DIV	14.0
DESIGN & CONSTRUCTION SERVICES	7.4
VENDOR RELATIONS & COMPLIANCE	3.0
TOTAL PROCUREMENT	<u>30.0</u>

**SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM**

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<b><u>RECORDER</u></b>	
INFORMATION SERVICES	11.0
RECORDER DIVISION	25.0
VOTER REGISTRATION	21.0
TOTAL RECORDER	<u>57.0</u>
<b><u>TREASURER</u></b>	
INFORMATION TECHNOLOGIES	7.0
TREASURER OPERATIONS	34.0
TOTAL TREASURER	<u>41.0</u>
<b>TOTAL COUNTY ADMINISTRATION</b>	<b><u><u>626.8</u></u></b>

**INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY**

**INFORMATION TECHNOLOGY**

COMMUNICATIONS	11.0
TOTAL INFORMATION TECHNOLOGY	<u>11.0</u>

**RISK MANAGEMENT**

ADMINISTRATION	8.0
LIABILITY CLAIMS	1.0
OCCUPATIONAL MEDICAL MANAGEMENT	9.0
TOTAL RISK MANAGEMENT	<u>18.0</u>

<b>TOTAL INTERNAL SERVICE COUNTY ADMINISTRATION</b>	<b><u>29.0</u></b>
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Note: Slight variances between the sum of Program FTEs and the Department total are due to rounding.

# Assessor

Expenditures: 7,867,912

FTEs 161.0

Revenues: 6,000

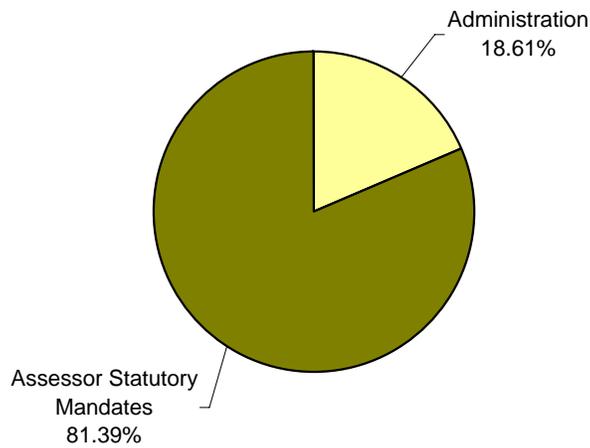
**Function Statement:**

Locate, identify, and value all real and personal property in Pima County. Annually value and add to the tax roll all new construction, additions, changes in ownership, subdivisions, and parcel splits. Educate and assist the public in the valuation and appeals process.

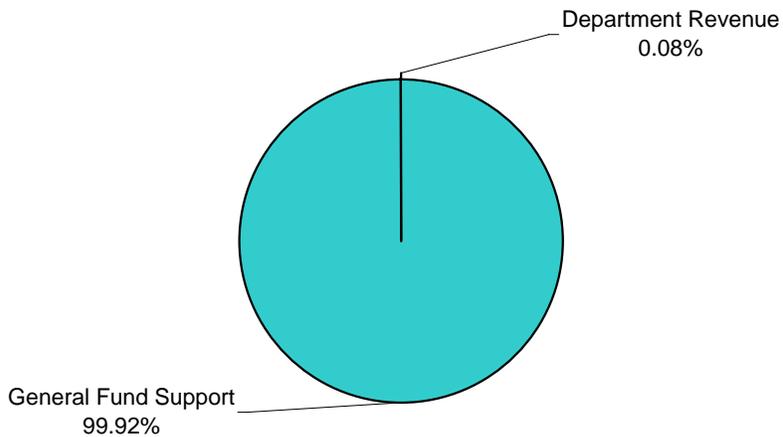
**Mandates:**

ARS Title 42: Taxation

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **ASSESSOR**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
ADMINISTRATION	1,417,901	1,384,399	1,464,504
ASSESSOR STATUTORY MANDATES	5,262,576	5,749,006	6,403,408
<b>Total Expenditures</b>	<b>6,680,477</b>	<b>7,133,405</b>	<b>7,867,912</b>

**Funding by Source**

**Revenues**

ASSESSOR STATUTORY MANDATES	(774)	6,000	6,000
<b>Total Revenues</b>	<b>(774)</b>	<b>6,000</b>	<b>6,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>6,681,251</b>	<b>7,127,405</b>	<b>7,861,912</b>
<b>Total Program Funding</b>	<b>6,680,477</b>	<b>7,133,405</b>	<b>7,867,912</b>

**Staffing (FTEs) by Program**

ADMINISTRATION	19.0	20.0	20.0
ASSESSOR STATUTORY MANDATES	133.3	132.0	141.0
<b>Total Staffing (FTEs)</b>	<b>152.3</b>	<b>152.0</b>	<b>161.0</b>

## Program Summary

**Department:** ASSESSOR  
**Program:** ADMINISTRATION

**Function**

Provide administrative and managerial support to all departmental programs. Develop the budget and internal procedures.

**Description of Services**

Provide personnel, payroll, and procurement services, and operational planning. Develop department procedures. Manage and direct information systems administration.

**Program Goals and Objectives**

- Ensure the proper and timely performance of all programs mandated to the Assessor by law
- Administer, direct, and manage County personnel policies and procedures
- Prepare fiscally realistic and responsible budgets
- Monitor procurement and operational services
- Direct and monitor non-mandated services currently provided
- Develop new methods for maintaining historical data
- Maintain a local area network (LAN) with current technologies
- Develop management strategies through education
- Develop electronic methods to enhance processing of tabular and graphic data

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Training and education provided to staff	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	818,803	1,137,837	1,105,189
SUPPLIES AND SERVICES	471,233	246,562	359,315
CAPITAL OUTLAY	127,865	0	0
<b>Total Program Expenditures</b>	<b>1,417,901</b>	<b>1,384,399</b>	<b>1,464,504</b>
<u>Program Funding by Source</u>			
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,417,901	1,384,399	1,464,504
<b>Total Program Funding</b>	<b>1,417,901</b>	<b>1,384,399</b>	<b>1,464,504</b>
<b>Program Staffing (FTEs)</b>	<b>19.0</b>	<b>20.0</b>	<b>20.0</b>

## Program Summary

**Department: ASSESSOR**

**Program: ASSESSOR STATUTORY MANDATES**

**Function**

Provide services in conformance with statutory mandates, legislative changes, and policies of the U.S. Department of Commerce, the Arizona Department of Revenue, and the Arizona Department of Commerce.

**Description of Services**

Identify, classify, and value all taxable property. Defend established values during the administrative appeal, notice of error, and notice of change processes. Assist taxpayers.

**Program Goals and Objectives**

- Defend values established for all real and personal property
- List, value, and classify all new construction and additions to both real and personal property including mobile homes and business accounts
- Defend values through the administrative appeal process
- Implement new applications to the LAN system to include tabular and graphic data
- Ensure Assessor database interacts with Transportation and Development Services databases to coordinate graphic database with Assessor's base maps
- Establish electronic Board Resolution file in conjunction with the Treasurer and Board of Supervisors to ensure timely processing of corrections
- Grant exemption status to qualifying applicants as mandated
- Migrate from the County's mainframe to a local area network (LAN)
- Migrate existing exemption manual functions performed to computer applications
- Accept, review, route, update, and respond to petitions filed during the Administrative Appeal process
- Accept, review, route, update, and respond to Notices of Error and Notices of Claims filed
- Accept, review, and grant legislative freeze applications
- Implement and maintain enterprise zones as directed by the state and federal agencies

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
New commercial, residential, field, and property inspections completed	97%	98%	98%
Property transfers, splits, and subdivisions processed within the year of receipt	96%	98%	99%
Telephone inquiries answered regarding personal and real property	100%	100%	100%
Petitions filed during the Administrative Appeal process accepted, reviewed, and answered	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	4,779,531	5,559,407	6,199,078
SUPPLIES AND SERVICES	458,564	189,599	204,330
CAPITAL OUTLAY	24,481	0	0
<b>Total Program Expenditures</b>	<b>5,262,576</b>	<b>5,749,006</b>	<b>6,403,408</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	(774)	6,000	6,000
<b>Operating Revenue Sub-Total</b>	<b>(774)</b>	<b>6,000</b>	<b>6,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>5,263,350</b>	<b>5,743,006</b>	<b>6,397,408</b>
<b>Total Program Funding</b>	<b>5,262,576</b>	<b>5,749,006</b>	<b>6,403,408</b>

## Program Summary

Department: ASSESSOR

Program: ASSESSOR STATUTORY MANDATES

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# Board of Supervisors

**Expenditures:** 1,608,925

FTEs 23.2

**Revenues:** 0

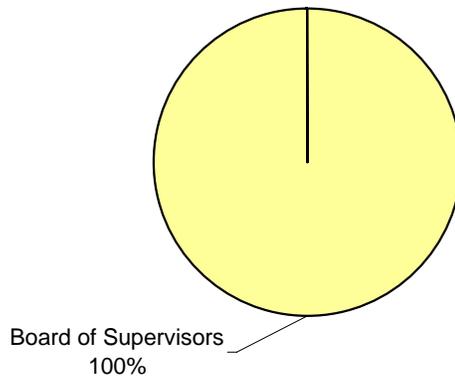
**Function Statement:**

Fulfill the duties and responsibilities set forth in Arizona Revised Statutes. Fund and maintain public health and safety. Lay out, maintain, and manage roads and bridges within the County. Provide health care and legal services to the indigent population of the County. Supervise the official conduct of all County officers charged with assessing, collecting, safekeeping, managing, or disbursing public revenues. Initiate and support state legislation beneficial to Pima County. Pursue federal and state funding to support services to County residents. Respond to constituents' problems, suggestions, inquiries, or complaints. Establish policies and goals to be carried out and achieved by County departments. Set spending limits and approve budgets of all County departments.

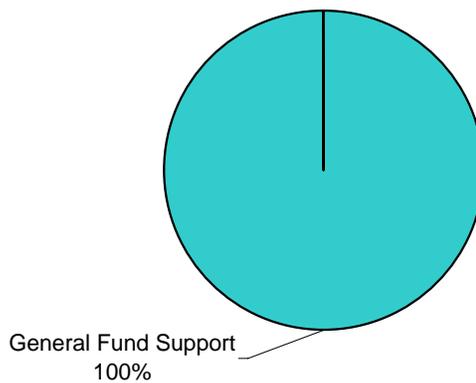
**Mandates:**

ARS Title 11, Chapter 2: Board of Supervisors

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **BOARD OF SUPERVISORS**

<u>Expenditures by Program</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
BOARD OF SUPERVISORS	1,348,965	1,460,789	1,608,925
<b>Total Expenditures</b>	<b>1,348,965</b>	<b>1,460,789</b>	<b>1,608,925</b>
<u>Funding by Source</u>			
<b>Revenues</b>			
BOARD OF SUPERVISORS	(572)	0	0
<b>Total Revenues</b>	<b>(572)</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,349,537</b>	<b>1,460,789</b>	<b>1,608,925</b>
<b>Total Program Funding</b>	<b>1,348,965</b>	<b>1,460,789</b>	<b>1,608,925</b>
<u>Staffing (FTEs) by Program</u>			
BOARD OF SUPERVISORS	24.1	22.9	23.2
<b>Total Staffing (FTEs)</b>	<b>24.1</b>	<b>22.9</b>	<b>23.2</b>

## Program Summary

**Department:** BOARD OF SUPERVISORS  
**Program:** BOARD OF SUPERVISORS

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**Function**

Fulfill the duties and responsibilities set forth in Arizona Revised Statute Title 11, Chapter 2.

**Description of Services**

Fund and maintain public health and safety. Lay out, maintain, and manage roads and bridges within the County. Provide health care and legal services to the indigent population of the County. Supervise the official conduct of all County officers charged with assessing, collecting, safekeeping, managing, or disbursing public funds. Initiate and support state legislation beneficial to Pima County. Pursue federal and state funding to support services to County residents. Respond to constituents' problems, suggestions, inquiries, or complaints. Establish policies and goals to be carried out and achieved by County departments. Set spending limits and approve budgets of all County departments. Levy taxes.

**Program Goals and Objectives**

- Manage growth in a way that provides maximum benefits to residents, minimizes future taxes, and achieves community and environmental goals

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<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Meetings required by statute held on time	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	1,245,219	1,325,946	1,403,524
SUPPLIES AND SERVICES	97,597	131,843	199,401
CAPITAL OUTLAY	6,149	3,000	6,000
<b>Total Program Expenditures</b>	<b>1,348,965</b>	<b>1,460,789</b>	<b>1,608,925</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	(572)	0	0
<b>Operating Revenue Sub-Total</b>	<b>(572)</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,349,537</b>	<b>1,460,789</b>	<b>1,608,925</b>
<b>Total Program Funding</b>	<b>1,348,965</b>	<b>1,460,789</b>	<b>1,608,925</b>

<u>Program Staffing (FTEs)</u>	<u>24.1</u>	<u>22.9</u>	<u>23.2</u>

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# Clerk of the Board

**Expenditures:** 1,266,838

**Revenues:** 10,000

**FTEs** 19.0

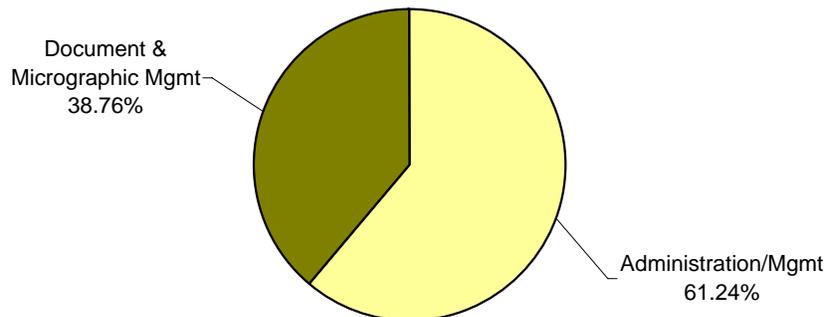
**Function Statement:**

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.

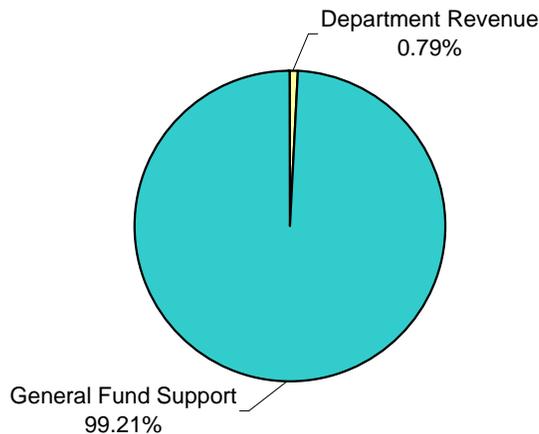
**Mandates:**

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.

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **CLERK OF THE BOARD**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
ADMINISTRATION/MANAGEMENT	709,430	734,485	775,816
DOCUMENT & MICROGRAPHIC MGMT	402,870	472,256	491,022
<b>Total Expenditures</b>	<b>1,112,300</b>	<b>1,206,741</b>	<b>1,266,838</b>
<b>Funding by Source</b>			
<b>Revenues</b>			
ADMINISTRATION/MANAGEMENT	8,810	10,000	10,000
DOCUMENT & MICROGRAPHIC MGMT	1,508	0	0
<b>Total Revenues</b>	<b>10,318</b>	<b>10,000</b>	<b>10,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,101,982</b>	<b>1,196,741</b>	<b>1,256,838</b>
<b>Total Program Funding</b>	<b>1,112,300</b>	<b>1,206,741</b>	<b>1,266,838</b>
<b>Staffing (FTEs) by Program</b>			
ADMINISTRATION/MANAGEMENT	9.0	9.0	9.0
DOCUMENT & MICROGRAPHIC MGMT	10.0	10.0	10.0
<b>Total Staffing (FTEs)</b>	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>

## 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. Fulfill statutory duties relating to special taxing districts.

**Program Goals and Objectives**

- Perform all duties within mandated deadlines
- Continue to improve/modify the features of the electronic agenda
- Continue to participate in the countywide development of Homepage improvements and internet security
- Continue with ongoing database development project of converting microfilmed records into searchable text files

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Electronic agenda prepared/uploaded	86	86	86
Licenses/permits processed	139	140	140
Litigation/claims processed	425	430	430

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	441,966	465,400	495,679
SUPPLIES AND SERVICES	267,464	269,085	267,258
CAPITAL OUTLAY	0	0	12,879
<b>Total Program Expenditures</b>	<b>709,430</b>	<b>734,485</b>	<b>775,816</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
INTERGOVERNMENTAL	1,527	1,600	1,600
CHARGES FOR SERVICES	455	300	300
MISCELLANEOUS	6,828	8,100	8,100
<b>Operating Revenue Sub-Total</b>	<b>8,810</b>	<b>10,000</b>	<b>10,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>700,620</b>	<b>724,485</b>	<b>765,816</b>
<b>Total Program Funding</b>	<b>709,430</b>	<b>734,485</b>	<b>775,816</b>

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

## 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**

- Continue promoting the Pima County Records Management Program to ensure countywide compliance
- Finalize the Kino Community Hospital Medical Records Project
- Continue marketing micrographic services to other local jurisdictions to generate revenue
- Expand micrographic services to include document scanning
- 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 CDs of vital documents currently stored in County offices

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Frames microfilmed	1,310,591	1,387,500	1,485,000
Records handled per cubic foot	58,747	63,970	67,170
Permanent records stored	11%	9%	8%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	352,146	410,441	429,207
SUPPLIES AND SERVICES	50,724	61,815	61,815
<b>Total Program Expenditures</b>	<b>402,870</b>	<b>472,256</b>	<b>491,022</b>

**Program Funding by Source**

<b>Revenues</b>			
MISCELLANEOUS	1,508	0	0
<b>Operating Revenue Sub-Total</b>	<b>1,508</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>401,362</b>	<b>472,256</b>	<b>491,022</b>
<b>Total Program Funding</b>	<b>402,870</b>	<b>472,256</b>	<b>491,022</b>

<b>Program Staffing (FTEs)</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
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# County Administrator

**Expenditures:** 3,814,429

FTEs 16.2

**Revenues:** 0

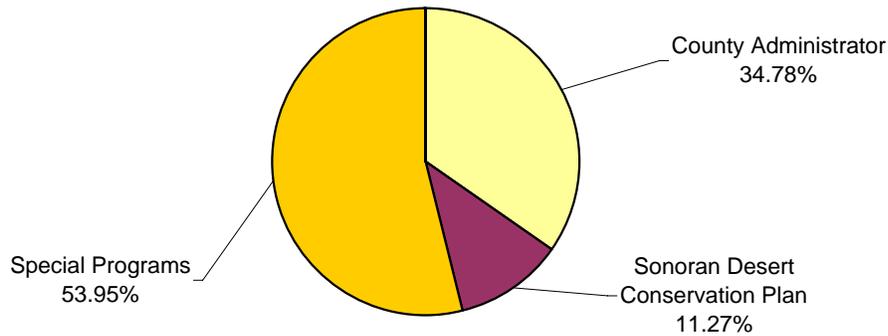
**Function Statement:**

Carry out the policies and attain goals established by the Board of Supervisors. Provide information and technical assistance to the Board. Administer and oversee all nonelected official department operations. Provide management, coordination, and communication on all legislative issues and intergovernmental needs. Oversee such programs as the Sonoran Desert Conservation Plan and County Administration Special Programs.

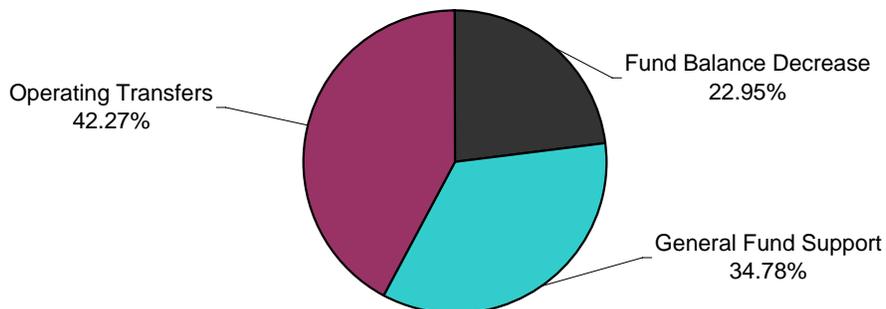
**Mandates:**

None

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: COUNTY ADMINISTRATOR

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
COUNTY ADMINISTRATOR	972,315	1,165,343	1,326,571
LEASED PROPERTY	134,360	0	0
OFFICE OF REVENUE & COLLECTIONS	502,247	1,004,870	0
SONORAN DESERT CONSERVATION PLAN	243,187	1,000,000	430,000
SPECIAL PROGRAMS	495,421	687,000	2,057,858
YOUTH, FAMILIES, & NEIGHBOR REINVESTMENT	708,299	0	0
<b>Total Expenditures</b>	<b>3,055,829</b>	<b>3,857,213</b>	<b>3,814,429</b>

### Funding by Source

**Revenues**

COUNTY ADMINISTRATOR	13	0	0
OFFICE OF REVENUE & COLLECTIONS	0	70,000	0
SONORAN DESERT CONSERVATION PLAN	243,188	1,000,000	0
SPECIAL PROGRAMS	44,058	0	0
YOUTH, FAMILIES, & NEIGHBOR REINVESTMENT	(2,402)	0	0
<b>Total Revenues</b>	<b>284,857</b>	<b>1,070,000</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>187,000</b>	<b>1,612,258</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>451,362</b>	<b>500,000</b>	<b>875,600</b>
<b>General Fund Support</b>	<b>2,319,610</b>	<b>2,100,213</b>	<b>1,326,571</b>
<b>Total Program Funding</b>	<b>3,055,829</b>	<b>3,857,213</b>	<b>3,814,429</b>

### Staffing (FTEs) by Program

COUNTY ADMINISTRATOR	19.0	17.2	16.2
LEASED PROPERTY	1.8	0.0	0.0
OFFICE OF REVENUE & COLLECTIONS	11.0	20.0	0.0
YOUTH, FAMILIES, & NEIGHBOR REINVESTMENT	9.0	0.0	0.0
<b>Total Staffing (FTEs)</b>	<b>40.8</b>	<b>37.2</b>	<b>16.2</b>

Note: Total FTEs decreased by 21.0 in fiscal year 2005/06 primarily due to the transfer of the Office of Revenue, Collections & Audit to the Finance department and the transfer of the Office of Court Appointed Council to its own department. The decreased expenditures due to these transfers are largely offset by an increase of \$1,370,858 in expenditures for the County Administrator Special Programs.

## Program Summary

**Department:** COUNTY ADMINISTRATOR

**Program:** COUNTY ADMINISTRATOR

**Function**

Carry out the policies and attain goals established by the Board of Supervisors.

**Description of Services**

Administer and oversee all nonelected official department operations. Provide management, coordination, and communications on all legislative issues and intergovernmental needs. Ensure timely mailing of tax bills.

**Program Goals and Objectives**

- Implement the Board of Supervisors policies and work with the State Legislature on issues affecting Pima County
- Identify ways to generate increased revenue for services

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Department budget requests reviewed	yes	yes	yes
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	830,276	1,028,919	1,179,870
SUPPLIES AND SERVICES	137,955	136,424	146,701
CAPITAL OUTLAY	4,084	0	0
<b>Total Program Expenditures</b>	<b>972,315</b>	<b>1,165,343</b>	<b>1,326,571</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	13	0	0
<b>Operating Revenue Sub-Total</b>	<b>13</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>972,302</b>	<b>1,165,343</b>	<b>1,326,571</b>
<b>Total Program Funding</b>	<b>972,315</b>	<b>1,165,343</b>	<b>1,326,571</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Program Staffing (FTEs)</b>	<b>19.0</b>	<b>17.2</b>	<b>16.2</b>

## Program Summary

**Department:** COUNTY ADMINISTRATOR

**Program:** LEASED PROPERTY

**Function**

Provide professional marketing and development services to County owned, operated, and leased properties and facilities.

**Description of Services**

Prepare marketing plans, new product development, and special event and production plans.

(Note: Responsibility for this function has been transferred to departments within the Community Resources functional area. Data presented here is for historic information only.)

**Program Goals and Objectives**

- Raise the awareness levels to local, regional, and visitors (national and international) of the attractions located on Pima County Government land
- Increase cultural and heritage awareness of Pima County residents
- Increase partnership revenue to the County
- Increase the number of special events and activities at Tucson Electric Park
- Increase spring training attendance and revenue
- Develop a partnership approach to the involvement of Pima County Leased Properties and Natural Resources, Parks, & Recreation
- Represent Pima County in tourism development opportunities by becoming a committee member or board member of Metropolitan Tucson Convention and Visitors Bureau, Tucson Mexico Trade Mission, Tucson Chamber of Commerce, and Southern Arizona Attractions Alliance
- Develop optional use concepts for County land for Pima County Fairgrounds and Leased Property Attractions

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
5% increase in partnership revenue achieved	yes	n/a	n/a
Increase in special events and activities planned	3	n/a	n/a
5% increase in attendance and revenue for spring training achieved (TEP)	yes	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	109,370	0	0
SUPPLIES AND SERVICES	24,990	0	0
<b>Total Program Expenditures</b>	<b>134,360</b>	<b>0</b>	<b>0</b>
<u>Program Funding by Source</u>			
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>134,360</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>134,360</b>	<b>0</b>	<b>0</b>
<b>Program Staffing (FTEs)</b>	<b>1.8</b>	<b>0.0</b>	<b>0.0</b>

## Program Summary

**Department:** COUNTY ADMINISTRATOR  
**Program:** OFFICE OF REVENUE & COLLECTIONS

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**Function**

Serve in an independent capacity to provide revenue collection services, audits, and recommendations based upon audit findings.

**Description of Services**

Perform collections activities including research, accounting, payment plans, monitoring accounts, writeoffs, and reporting. Provide clerical services: word processing, data entry, mail distribution, and telephone/operator services. Provide a centralized control point where all County departments report accounts receivable, collections activities, and delinquent accounts. Receive and deposit payments. Prepare a quarterly collections report for the Board of Supervisors.  
 (Note: The Office of Revenue, Collections & Audit has been transferred to the Finance department. Funding for the Office of Court Appointed Council, also included in this program, has been transferred to its own department. Data presented here is for historic information only.)

**Program Goals and Objectives**

- Increase County revenue through an efficient collections process
  - Ensure countywide compliance with County collections policies and procedures
- 

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Research, analyze, and report on projects as requested by the County Administrator	yes	yes	n/a
Prepare the County Administrator's quarterly collections report for the BOS	yes	yes	n/a

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<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	459,263	938,409	0
SUPPLIES AND SERVICES	34,942	49,211	0
CAPITAL OUTLAY	8,042	17,250	0
<b>Total Program Expenditures</b>	<b>502,247</b>	<b>1,004,870</b>	<b>0</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	0	70,000	0
<b>Operating Revenue Sub-Total</b>	<b>0</b>	<b>70,000</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>502,247</b>	<b>934,870</b>	<b>0</b>
<b>Total Program Funding</b>	<b>502,247</b>	<b>1,004,870</b>	<b>0</b>

<u>Program Staffing (FTEs)</u>	11.0	20.0	0.0
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## Program Summary

**Department:** COUNTY ADMINISTRATOR

**Program:** SONORAN DESERT CONSERVATION PLAN

**Function**

Coordinate research and other activities related to the development of the Sonoran Desert Conservation Plan.

**Description of Services**

Services will be established by the terms of the implementing agreement upon final adoption.

**Program Goals and Objectives**

- Apply for a Section 10 Permit under the Endangered Species Act from the United States Fish and Wildlife Service as early as possible

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Issue all draft documents on schedule	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	243,187	1,000,000	430,000
<b>Total Program Expenditures</b>	<b>243,187</b>	<b>1,000,000</b>	<b>430,000</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
INTERGOVERNMENTAL	243,188	1,000,000	0
<b>Grant Revenue Sub-Total</b>	<b>243,188</b>	<b>1,000,000</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(1)</b>	<b>0</b>	<b>430,000</b>
<b>General Fund Support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>243,187</b>	<b>1,000,000</b>	<b>430,000</b>

<b>Program Staffing (FTEs)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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## Program Summary

**Department:** COUNTY ADMINISTRATOR  
**Program:** SPECIAL PROGRAMS

**Function**

Provide for the maintenance of the County's service delivery infrastructure and address neglected service needs.

**Description of Services**

Provide funds and a comprehensive review, analysis, justification, and approval process to provide continuing reinvestment in maintenance and repair of County facilities.

**Program Goals and Objectives**

- Identify and fund critical facilities maintenance and repair projects

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Facilities renewal approval plan complete	yes	yes	yes
Facilities repair projects completed	2	2	2

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	467,371	687,000	2,057,858
CAPITAL OUTLAY	28,050	0	0
<b>Total Program Expenditures</b>	<b>495,421</b>	<b>687,000</b>	<b>2,057,858</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
INTEREST	44,058	0	0
<b>Special Programs Revenue Sub-Total</b>	<b>44,058</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>187,000</b>	<b>1,612,258</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>451,363</b>	<b>500,000</b>	<b>445,600</b>
<b>General Fund Support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>495,421</b>	<b>687,000</b>	<b>2,057,858</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
	0.0	0.0	0.0

## Program Summary

Department: COUNTY ADMINISTRATOR

Program: YOUTH, FAMILIES, & NEIGHBOR REINVESTMENT

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### Function

Provide coordination and funding for various components and programs to address critical human issues and community stability. Synchronize a coordinated response, mediation, and/or intervention to individuals, neighborhood, or entities which are experiencing an extraordinary event disruptive to health and/or safety. Identify, improve, coordinate, and conserve economic, social, cultural, environmental, and community resources to improve the quality of life of Pima County residents by mitigating stress factors. Coordinate response, mediation, intervention, and environmental/social mitigation for the youth of Pima County to reduce violent acting out or other behaviors that spawn violence in the community. Mitigate the affordable housing shortage in Pima County.

### Description of Services

Establish comprehensive coordination that enhances family and community stability, prevents youth violence, and conserves neighborhoods. Provide assistance from the Pima County Housing Trust Fund in financing the construction of affordable housing designed for low income households throughout Pima County. Streamline and augment communication between government entities and community resources, especially "nonprofits," to more efficiently mitigate stress factors impacting Pima County residents.

Synchronize, deploy, and coordinate appropriate governmental and community resources through response collaborators to mitigate the impact of an extraordinary event disruptive to health and/or safety. Activities will include but not be limited to: Facilitating communications, identifying events, deploying resources, invoking application of previously established Intergovernmental Agreements (IGA), clarifying procedures, and measuring adequacy of response. Services will be geared to address needs of elderly, families, stress neighborhoods, and classes protected by Civil Rights legislation. Special focus will be given to environmental impacts that negatively affect the human environment.

Provide research, analysis, solutions, and action plans addressing human and public infrastructure needs of the County's stressed urban and rural populations. Implement a consensus building process facilitating public participation in identifying relevant stress factors and designing mitigation processes.

Guide and contract for community analysis, solutions, action plans, and resource utilization. Guidelines for the products will be developed through a consensus building process of public participation with a special emphasis on soliciting input for the involved youth, relevant government agencies, and the impacted communities.

Implement developed mechanism for obligating available bond funds. Identify and develop resources for the implementation of affordable housing projects as resources are developed and available.

(Note: Responsibility for these functions has been transferred from the County Administrator's office to the Community Resources functional area. Data presented here is for historic information only.)

### Program Goals and Objectives

- Identify and develop resources for implementation of affordable housing projects
- Identify and develop resources for implementation of neighborhood reinvestment projects
- Identify appropriate government and community resources available to the stressed areas of Pima County by District
- Institute short and long term strategic planning methods and action plans for establishing collaborations and for coordinating a network of government and community resources to better respond to issues within stressed neighborhoods through four designated programs: Emergency Critical Response, Sonoran People Preservation Plan, Youth Reclamation Services, and Affordable Housing Augmentation
- Outline parameters of situations constituting extraordinary events disruptive to health and/or safety
- Establish network of collaborators geared to respond
- Define areas of responsibility for each response collaborator
- Establish communication system and process for synchronizing, deploying, and coordinating appropriate response collaborators
- Develop process, procedures, and network for activating response collaborators
- Utilize County's authority to contract for services through IGAs
- Implement process, procedures, and network of response collaborators
- Contract for relevant, culturally competent research studies, reports, and surveys to guide the development of solutions
- Identify and develop appropriate programs for mitigating environmental, social, and cultural stress on the County's urban and rural populations
- Identify and implement a consensus building process that facilitates public participation
- Collaborate with appropriate government and community resources
- Coordinate all collaboration with existing resources
- Identify gaps in service
- Identify stress factors particularly impacting youth because of age
- Explore alternate modes of life enrichment through skill and spiritual development
- Encourage immersion and social/community relationships
- Ameliorate dysfunctional family environment and relationships
- Obligate to housing projects in Pima County stress areas
- Identify alternate funding mechanisms for affordable housing

## Program Summary

Department: COUNTY ADMINISTRATOR

Program: YOUTH, FAMILIES, & NEIGHBOR REINVESTMENT

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Amount leveraged per \$1 of housing bond funds	\$5	n/a	n/a
Families housed	81	n/a	n/a
Stress area neighborhoods assisted	14	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	560,319	0	0
SUPPLIES AND SERVICES	134,802	0	0
CAPITAL OUTLAY	13,178	0	0
<b>Total Program Expenditures</b>	<b>708,299</b>	<b>0</b>	<b>0</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	(2,402)	0	0
<b>Operating Revenue Sub-Total</b>	<b>(2,402)</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>710,701</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>708,299</b>	<b>0</b>	<b>0</b>

<b>Program Staffing (FTEs)</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>
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# Elections

**Expenditures:** 5,375,964

**Revenues:** 4,262,000

FTEs 15.5

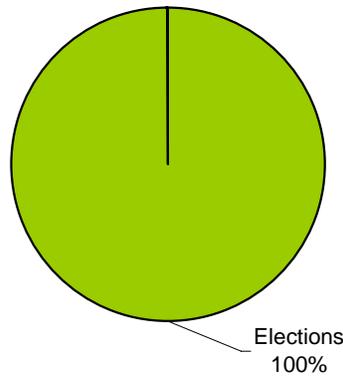
**Function Statement:**

Conduct fair, honest, and efficient elections pursuant to all federal and state laws and regulations. Provide election support to all jurisdictions (cities, towns, school districts, fire districts, and any other special districts within Pima County) that contract with the County. Serve as the filing office for candidate nomination filings. Serve as the filing office for campaign finance reports. Administer reprecincting and redistricting as required by the Board of Supervisors. Conduct community outreach and assistance to ensure compliance with the Americans With Disabilities Act, the Voting Rights Act, and the Help America Vote Act.

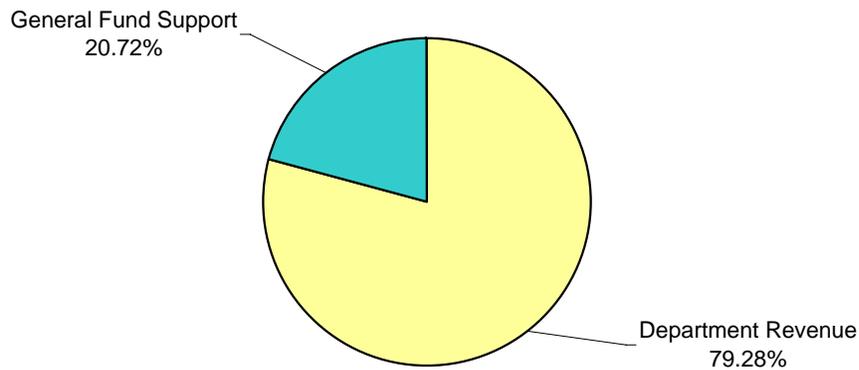
**Mandates:**

ARS Title 16: Elections and Electors

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **ELECTIONS**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
ELECTIONS	1,102,035	2,485,927	5,375,964
<b>Total Expenditures</b>	<b>1,102,035</b>	<b>2,485,927</b>	<b>5,375,964</b>
<b>Funding by Source</b>			
<b>Revenues</b>			
ELECTIONS	564,770	600,000	4,262,000
<b>Total Revenues</b>	<b>564,770</b>	<b>600,000</b>	<b>4,262,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>537,265</b>	<b>1,885,927</b>	<b>1,113,964</b>
<b>Total Program Funding</b>	<b>1,102,035</b>	<b>2,485,927</b>	<b>5,375,964</b>
<b>Staffing (FTEs) by Program</b>			
ELECTIONS	12.0	12.0	15.5
<b>Total Staffing (FTEs)</b>	<b>12.0</b>	<b>12.0</b>	<b>15.5</b>

Note: The increased budget for fiscal year 2005/06 is attributable to non-recurring costs for capital acquisition of vision-impaired voting machines mandated by the Help America Vote Act of 2002 as well as a provision for a possible transportation bond election. Reimbursement is available from the state for both of these items, and has been budgeted accordingly as intergovernmental revenue.

## Program Summary

**Department: ELECTIONS**

**Program: ELECTIONS**

**Function**

Conduct fair, honest, and efficient elections pursuant to all federal and state laws and regulations. Provide election support to all jurisdictions that contract with the County.

**Description of Services**

Conduct fair, honest, and efficient elections pursuant to all federal and state laws and regulations. Provide election support to all jurisdictions (cities, towns, schools, fire districts, and any other special districts within Pima County) that contract with the County. Serve as the filing office for candidates' nomination filings. Serve as the filing office for campaign finance reports. Responsible for redefining precincts and redistricts as required by the Board of Supervisors. Conduct community outreach and assistance to ensure compliance with the Americans with Disabilities Act and the Voting Rights Act.

**Program Goals and Objectives**

- Conduct fair and open elections

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Sample ballots mailed on time	yes	yes	yes
Boardworkers recruited for jurisdictional elections	2,987	3,500	1,500
Sufficient ballots on hand	yes	yes	yes
Results available for 10:00 P.M. news	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	755,259	1,487,827	1,665,964
SUPPLIES AND SERVICES	313,171	982,200	873,500
CAPITAL OUTLAY	33,605	15,900	2,836,500
<b>Total Program Expenditures</b>	<b>1,102,035</b>	<b>2,485,927</b>	<b>5,375,964</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
INTERGOVERNMENTAL	556,208	595,000	4,257,000
CHARGES FOR SERVICES	8,562	5,000	5,000
<b>Operating Revenue Sub-Total</b>	<b>564,770</b>	<b>600,000</b>	<b>4,262,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>537,265</b>	<b>1,885,927</b>	<b>1,113,964</b>
<b>Total Program Funding</b>	<b>1,102,035</b>	<b>2,485,927</b>	<b>5,375,964</b>

<u>Program Staffing (FTEs)</u>	<u>12.0</u>	<u>12.0</u>	<u>15.5</u>

**Supplemental Packages Approved**

Supplemental Package C - Help America Vote Act - is associated with this program. Funding of this package provides \$121,800 for personal services, \$85,050 for supplies and services, and \$2,807,000 for capital to acquire vision impaired voting machines plus associated support to comply with requirements of the Help America Vote Act of 2002. Revenue of \$2,807,000 for capital acquisition is available from the state by way of federal pass-through. Data on this page includes \$3,013,850 in expenditures and \$2,807,000 in revenues.

Supplemental Package C - Proposition 200 - is associated with this program. Funding of this package provides \$89,750 for printed materials to comply with the requirements of Proposition 200. Data presented on this page includes \$89,750 in expenditures.

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# Finance

**Expenditures:** 5,806,229

**Revenues:** 48,000

**FTEs** 95.8

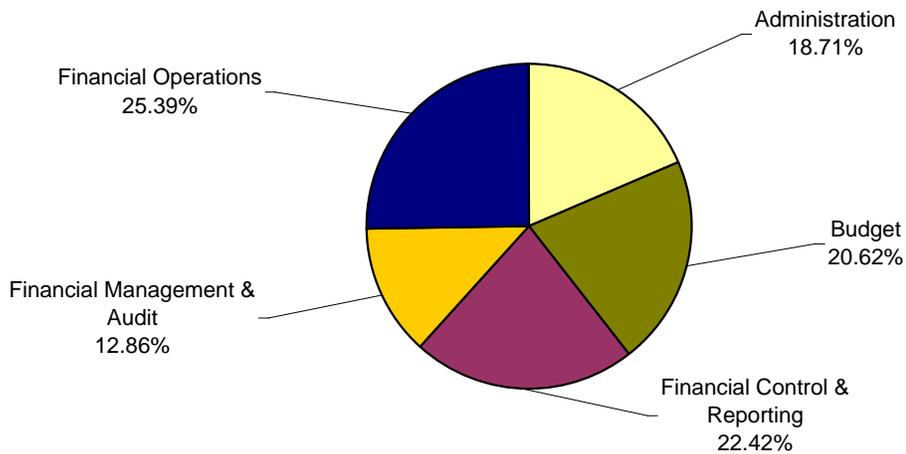
**Function Statement:**

Provide centralized financial services to both internal and external customers of the County. Includes administration, bond financing, budget development and monitoring, tax levy and rate compilation, financial statement preparation, financial systems control, accounts payable, payroll processing, records maintenance, and mail services.

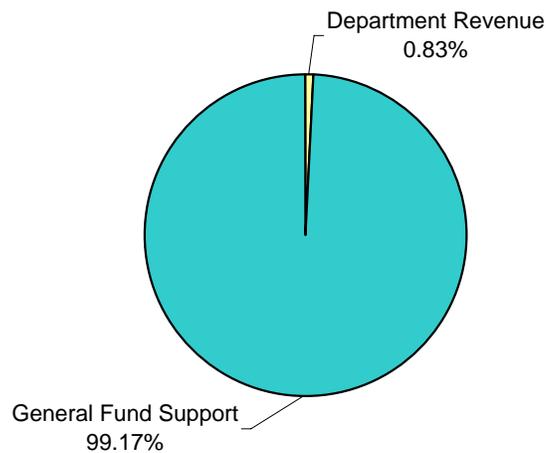
**Mandates:**

ARS Title 11: Counties; Title 23: Labor; Title 34: Public and Building Improvements; Title 38: Public Officers and Employees; Title 41: State Government; and Title 42: Taxation

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **FINANCE**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
ADMINISTRATION	438,129	335,764	1,086,506
BUDGET	1,072,427	1,135,390	1,197,319
FINANCIAL CONTROL & REPORTING	829,209	906,334	1,301,731
FINANCIAL MANAGEMENT & AUDIT	0	0	746,752
FINANCIAL OPERATIONS	1,948,760	2,085,354	1,473,921
<b>Total Expenditures</b>	<b>4,288,525</b>	<b>4,462,842</b>	<b>5,806,229</b>

### Funding by Source

**Revenues**

BUDGET	298	0	0
FINANCIAL OPERATIONS	72,231	48,000	48,000
<b>Total Revenues</b>	<b>72,529</b>	<b>48,000</b>	<b>48,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>4,215,996</b>	<b>4,414,842</b>	<b>5,758,229</b>
<b>Total Program Funding</b>	<b>4,288,525</b>	<b>4,462,842</b>	<b>5,806,229</b>

### Staffing (FTEs) by Program

ADMINISTRATION	4.5	11.6	14.5
BUDGET	15.0	14.0	14.0
FINANCIAL CONTROL & REPORTING	17.6	17.6	23.3
FINANCIAL MANAGEMENT & AUDIT	0.0	0.0	14.0
FINANCIAL OPERATIONS	40.0	39.5	30.0
<b>Total Staffing (FTEs)</b>	<b>77.1</b>	<b>82.7</b>	<b>95.8</b>

Note: The Financial Management & Audit program (previously the Office of Revenue & Collections) was transferred from the County Administrator department to the Finance department in fiscal year 2005/06.

## Program Summary

**Department: FINANCE**

**Program: ADMINISTRATION**

**Function**

Plan, organize, direct, and manage the operation of the Finance Department and Risk Management Department.

**Description of Services**

Perform the above stated function, in order to accomplish the following: process payroll and accounts payable; prepare external and internal financial reports; coordinate and monitor County budgets; administer the County's long term debt and mail services; perform internal audits; monitor cash position for all County departments; and collect delinquent receivables.

**Program Goals and Objectives**

- Complete special reports, investigations, and analyses as directed by the County Administrator
- Prepare debt packages for the underwriters to obtain the most advantageous interest rate possible for bonds, Water Infrastructure Finance Authority (WIFA) loans, Highway Extension/Expansion Loan Program (HELP) Loans
- Install integrated Countywide program for asset management, procurement, and work order management

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Special reports/analyses/investigations completed	4	4	4
Debt packages	3	3	3
Departments working on line in new Synergen system	n/a	n/a	85%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	188,438	330,042	872,807
SUPPLIES AND SERVICES	9,980	5,722	213,699
CAPITAL OUTLAY	239,711	0	0
<b>Total Program Expenditures</b>	<b>438,129</b>	<b>335,764</b>	<b>1,086,506</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
<b>General Fund Support</b>	<b>438,129</b>	<b>335,764</b>	<b>1,086,506</b>
<b>Total Program Funding</b>	<b>438,129</b>	<b>335,764</b>	<b>1,086,506</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Program Staffing (FTEs)</b>	<b>4.5</b>	<b>11.6</b>	<b>14.5</b>

## Program Summary

**Department: FINANCE**  
**Program: BUDGET**

**Function**

Develop and monitor Pima County's annual budget. Manage Pima County's annual property tax assembly process.

**Description of Services**

Produce the Recommended, Tentative, and Adopted Budget schedules and books. Monitor the budget and compile monthly revenue and expenditure forecasts. Respond to management's requests for financial analyses and reports. Compile the property tax levies and rates. Work with the Assessor's and Treasurer's offices to produce the property tax roll extension, print tax bills, and answer taxpayer queries via the taxpayer telephone hotline.

**Program Goals and Objectives**

- Publish budget schedules/books by due dates established by the County Administrator
- Maximize the number of Government Finance Officers Association (GFOA) review criteria met, as promulgated for their annual Distinguished Budget Presentation Award
- Print and mail the Pima County real and secured personal property tax statements in a timely manner at a reasonable cost
- Prepare accurate and timely reports analyzing monthly budget projections

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Schedules/books produced by due dates	all	all	all
FYE projection vs CAFR actual (General Fund)	<1% difference	<1% difference	<1% difference
GFOA review criteria rating of proficient/outstanding	88 of 93	93 of 93	93 of 93
Tax rates/levies compiled by due date	yes	yes	yes
Days tax statements mailed prior to taxes due	22	22	23
Taxpayer complaints received re: telephone hotline	0	0	0

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	823,718	877,434	921,342
SUPPLIES AND SERVICES	248,709	257,956	268,477
CAPITAL OUTLAY	0	0	7,500
<b>Total Program Expenditures</b>	<b>1,072,427</b>	<b>1,135,390</b>	<b>1,197,319</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	298	0	0
<b>Operating Revenue Sub-Total</b>	<b>298</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,072,129</b>	<b>1,135,390</b>	<b>1,197,319</b>
<b>Total Program Funding</b>	<b>1,072,427</b>	<b>1,135,390</b>	<b>1,197,319</b>

<b>Program Staffing (FTEs)</b>	<b>15.0</b>	<b>14.0</b>	<b>14.0</b>
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## Program Summary

**Department: FINANCE**

**Program: FINANCIAL CONTROL & REPORTING**

**Function**

Perform centralized financial reporting and accounting/finance functions for Pima County departments and funds.

**Description of Services**

Monitor financial activity, process journal entries, prepare interim and year end financial statements, and prepare various schedules in support of the production of the Comprehensive Annual Financial Report (CAFR). Prepare and file external and internal annual financial reports, e.g., the Expenditure Limitation Report, the Indirect Cost Allocation Report. Reconcile cash, property tax revenues, and investments with the records of the Pima County Treasurer. Respond to management's requests for financial analyses and reports.

**Program Goals and Objectives**

- Meet the December 31st deadline for submitting the County's audited Comprehensive Annual Financial Report for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Meet the March 31st deadline for filing the Schedule of Expenditures and Federal Awards (SEFA) as determined by OMB Circular A-133 Subpart C.320
- Remain on course for complying with the GASB 34 June 30, 2006 deadline for retroactively reporting all major infrastructure

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
GFOA financial reporting award received	yes	yes	yes
SEFA deadline met	yes	yes	yes
Infrastructure recorded in CAFR	yes	yes	yes
Indirect cost allocation deadline met	yes	yes	yes
Quarterly financial statement issued for WWM, Dev.Svcs., and Risk Mgmt	yes	yes	yes
WWM, Dev. Svcs., and Risk Mgmt. audits completed by 10/31	n/a	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	789,683	868,636	1,251,370
SUPPLIES AND SERVICES	23,308	37,698	45,861
CAPITAL OUTLAY	16,218	0	4,500
<b>Total Program Expenditures</b>	<b>829,209</b>	<b>906,334</b>	<b>1,301,731</b>
<u>Program Funding by Source</u>			
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	829,209	906,334	1,301,731
<b>Total Program Funding</b>	<b>829,209</b>	<b>906,334</b>	<b>1,301,731</b>
<b>Program Staffing (FTEs)</b>	<b>17.6</b>	<b>17.6</b>	<b>23.3</b>

**Supplemental Packages Approved**

Supplemental Package C - Grants/Compliance Positions - is associated with this program. Funding of this package provides \$156,661 in personal services, \$4,460 in supplies & services, and \$4,500 in capital to comply with Board of Supervisors Policy D22.6. Data presented on this page includes \$165,621 in expenditures.

## Program Summary

**Department:** FINANCE

**Program:** FINANCIAL MANAGEMENT & AUDIT

**Function**

Perform centralized cash analysis function for County departments, ensure that internal control processes are in place and functioning, and collect delinquent accounts receivable for various departments.

**Description of Services**

Review and analyze County cash position, coordinate and monitor County collection activities, and conduct routine cash handling, performance, management and contract audits pertaining to all County departments. (Note: Prior to fiscal year 2005/2006 this program was in the County Administrator's department.)

**Program Goals and Objectives**

- Prepare and analyze monthly cash flow components for the major County departments
- Provide collection services on all delinquent accounts
- Perform internal audits on high risk areas

**Program Performance Measures**

	FY2003/04 Actual	FY2004/05 Estimated	FY2005/06 Planned
Departmental cash flow analyses prepared	n/a	n/a	10
Updated administration policy on collection	n/a	n/a	yes
High risk audits completed	n/a	n/a	4

**Program Expenditures by Object**

	FY2003/04 Actual	FY2004/05 Adopted	FY2005/06 Adopted
PERSONAL SERVICES	0	0	691,361
SUPPLIES AND SERVICES	0	0	34,391
CAPITAL OUTLAY	0	0	21,000
<b>Total Program Expenditures</b>	<b>0</b>	<b>0</b>	<b>746,752</b>

**Program Funding by Source**

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	746,752
<b>Total Program Funding</b>	<b>0</b>	<b>0</b>	<b>746,752</b>

**Program Staffing (FTEs)**

0.0	0.0	14.0
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## Program Summary

**Department: FINANCE**

**Program: FINANCIAL OPERATIONS**

**Function**

Perform centralized payment functions of payroll and accounts payable. Provide relevant, accurate financial data to customers on a timely basis, so there is reasonable and judicious use of County resources.

**Description of Services**

Create a systematic and consistent method of performing financial operations tasks through the establishment and maintenance of department financial procedures. Enter financial documents into the County's Financial Management System, accurately and in a timely manner. Perform accounts payable functions, including paying, researching, and auditing claims. Perform payroll functions, including paying County employees and researching problems. Distribute incoming and outgoing mail accurately, in a timely manner, and in accordance with federal regulations.

**Program Goals and Objectives**

- Provide accurate and timely payment information
- Enhance confidence in the Financial Management System as a sound tool for management and decision making
- Process invoices within 7-10 days of receipt
- Meet statutory deadlines for payroll

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Process invoices within 7-10 working days at least 95% of the time	yes	yes	yes
1099s mailed by statutory due date	yes	yes	yes
Incoming and outgoing mail processed within one day of receipt	yes	yes	yes
Employees paid in accordance with federal time lines	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	1,630,059	1,773,897	1,371,195
SUPPLIES AND SERVICES	318,701	311,457	102,726
<b>Total Program Expenditures</b>	<b>1,948,760</b>	<b>2,085,354</b>	<b>1,473,921</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	72,231	48,000	48,000
<b>Operating Revenue Sub-Total</b>	<b>72,231</b>	<b>48,000</b>	<b>48,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,876,529</b>	<b>2,037,354</b>	<b>1,425,921</b>
<b>Total Program Funding</b>	<b>1,948,760</b>	<b>2,085,354</b>	<b>1,473,921</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
	40.0	39.5	30.0

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# Forensic Science Center

**Expenditures:** 2,202,287

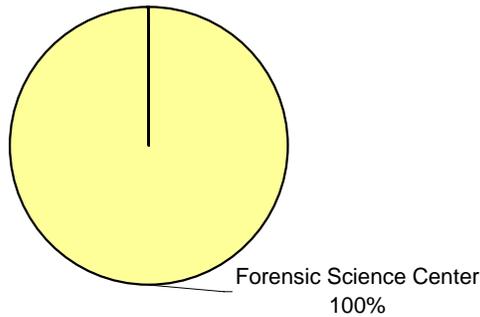
**Revenues:** 891,500

FTEs 25.0

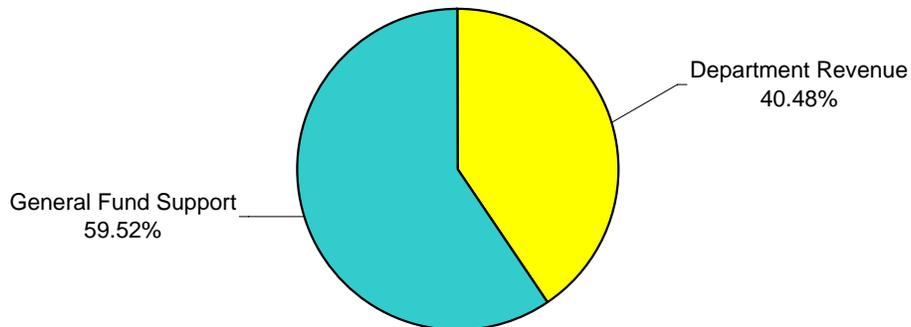
**Function Statement:** Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

**Mandates:** ARS Title 11, Chapter 3, Article 12: County Medical Examiner

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: FORENSIC SCIENCE CENTER

<u>Expenditures by Program</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
FORENSIC SCIENCE CENTER	2,062,116	2,023,034	2,202,287
<b>Total Expenditures</b>	<b>2,062,116</b>	<b>2,023,034</b>	<b>2,202,287</b>
<u>Funding by Source</u>			
<b>Revenues</b>			
FORENSIC SCIENCE CENTER	779,309	760,955	891,500
<b>Total Revenues</b>	<b>779,309</b>	<b>760,955</b>	<b>891,500</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,282,807</b>	<b>1,262,079</b>	<b>1,310,787</b>
<b>Total Program Funding</b>	<b>2,062,116</b>	<b>2,023,034</b>	<b>2,202,287</b>
<u>Staffing (FTEs) by Program</u>			
FORENSIC SCIENCE CENTER	24.0	24.0	25.0
<b>Total Staffing (FTEs)</b>	<b>24.0</b>	<b>24.0</b>	<b>25.0</b>

Note: Following the transfer of Kino Community Hospital to University Physicians, Incorporated (UPI), former Kino employees who wanted to continue as County employees were assigned to various County departments. A total of \$32,003 and 1 FTE was added to the Forensic Science Center department's fiscal year 2005/06 budget for the former Kino employee assigned to a County position within the department.

## Program Summary

**Department: FORENSIC SCIENCE CENTER**

**Program: FORENSIC SCIENCE CENTER**

**Function**

Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner as mandated by ARS Title 11, Chapter 3, Article 12: County Medical Examiner.

**Description of Services**

Perform death investigation functions to include autopsies, certifying cause and manner of death, information gathering, report preparation, and court testimony. Provide these services, upon request and for a fee, to other counties in Arizona.

**Program Goals and Objectives**

- Maintain the highest possible quality death investigation standards

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Requests to remove bodies responded to within 30 minutes	97%	98%	98%
Autopsy rate	68%	70%	75%
Reports prepared within 3-4 weeks	80%	85%	86%
Cremation authorization completed within 1 day	90%	90%	95%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	1,620,726	1,668,257	1,794,191
SUPPLIES AND SERVICES	434,456	349,977	403,296
CAPITAL OUTLAY	6,934	4,800	4,800
<b>Total Program Expenditures</b>	<b>2,062,116</b>	<b>2,023,034</b>	<b>2,202,287</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	777,124	757,455	886,500
MISCELLANEOUS	2,185	3,500	5,000
<b>Operating Revenue Sub-Total</b>	<b>779,309</b>	<b>760,955</b>	<b>891,500</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,282,807</b>	<b>1,262,079</b>	<b>1,310,787</b>
<b>Total Program Funding</b>	<b>2,062,116</b>	<b>2,023,034</b>	<b>2,202,287</b>

<u>Program Staffing (FTEs)</u>	<u>24.0</u>	<u>24.0</u>	<u>25.0</u>

**Supplemental Packages Approved**

Supplemental Package C - Utilities - is associated with this program. Funding of the package provides \$21,000 for supplies and services for utilities associated with the building expansion of the Forensic Science Center. The data presented on this page includes \$21,000 in expenditures.

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# Human Resources

**Expenditures:** 2,443,825

**Revenues:** 3,850

**FTEs** 42.5

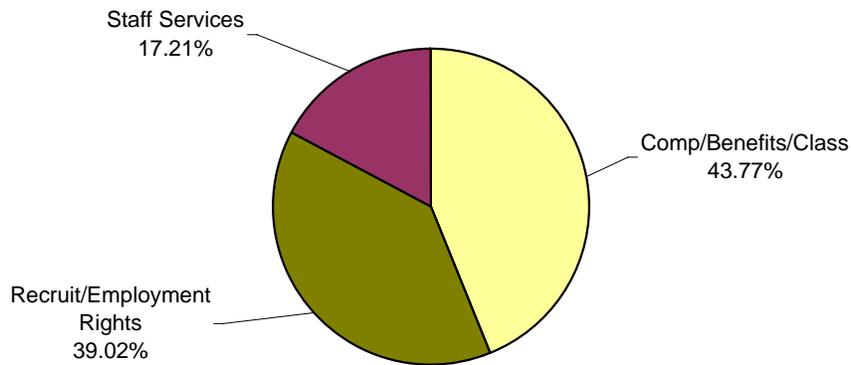
**Function Statement:**

Provide the full range of personnel services including recruitment and selection, classification, compensation and benefits, training, labor relations, affirmative action reporting, and employment rights. Conduct scheduled audits of all County departments to ensure compliance with ordinances, policies, rules, County directives, and practices.

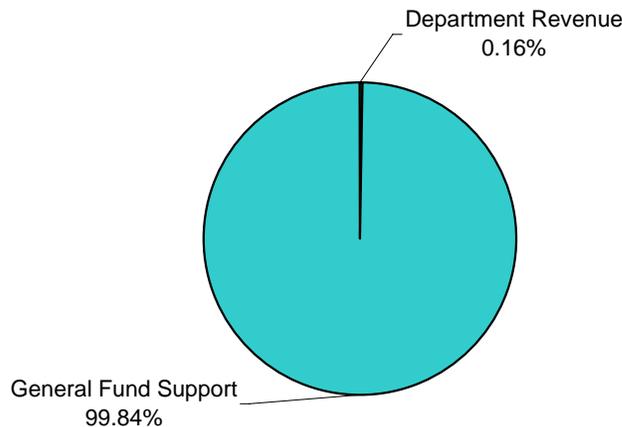
**Mandates:**

ARS Title 11-351: Definitions; Title 11-352: Adoption of limited County Employee Merit System by Resolution; Removal of Certain Administrative Positions by Resolution; Title 11-353: County Employee Merit System Commission; Members; Terms; Vacancies; Title 11-354: Powers and Duties of the Commission; Title 11-355: Minimum Qualifications for Employment; and Title 11-356: Dismissal, Suspension or Reduction in Rank of Employees; Appeals; Hearings

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **HUMAN RESOURCES**

<u>Expenditures by Program</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
COMPENSATION/BENEFITS/CLASSIFICATION	856,151	969,999	1,069,651
RECRUITMENT/EMPLOYMENT RIGHTS	862,632	896,040	953,564
STAFF SERVICES	409,633	454,194	420,610
<b>Total Expenditures</b>	<b>2,128,416</b>	<b>2,320,233</b>	<b>2,443,825</b>

<u>Funding by Source</u>			
<b>Revenues</b>			
COMPENSATION/BENEFITS/CLASSIFICATION	17,853	7,850	2,500
STAFF SERVICES	1,332	1,500	1,350
<b>Total Revenues</b>	<b>19,185</b>	<b>9,350</b>	<b>3,850</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>2,109,231</b>	<b>2,310,883</b>	<b>2,439,975</b>
<b>Total Program Funding</b>	<b>2,128,416</b>	<b>2,320,233</b>	<b>2,443,825</b>

<u>Staffing (FTEs) by Program</u>			
COMPENSATION/BENEFITS/CLASSIFICATION	16.4	18.4	18.8
RECRUITMENT/EMPLOYMENT RIGHTS	18.4	18.4	17.3
STAFF SERVICES	8.2	7.2	6.3
<b>Total Staffing (FTEs)</b>	<b>43.0</b>	<b>44.0</b>	<b>42.5</b>

## Program Summary

**Department: HUMAN RESOURCES**

**Program: COMPENSATION/BENEFITS/CLASSIFICATION**

**Function**

Develop and maintain a classification, compensation, and benefits plan for County employees.

**Description of Services**

Perform position audits and major classification studies; market evaluations, salary surveys, and compensation review; benefits advocacy; contract development, negotiations, and renewals; benefits enrollment; and special program coverage plans.

**Program Goals and Objectives**

- Ensure all County employees are working within properly defined classifications
- Maintain classification and audit requests to less than 100 open requests at any one time for enhanced service to user departments and employees
- Perform compensation reviews for market competitiveness and enhanced retention efforts
- Ensure grade recommendations are completed within 10 business days of final evaluation/market review in order to encourage retention and provide competitive pay
- Ensure adequate performance and cost application by benefits providers
- Inform benefits providers of major complaints within one business day of receipt of a complaint

**Program Performance Measures**

	<b>FY2003/04 Actual</b>	<b>FY2004/05 Estimated</b>	<b>FY2005/06 Planned</b>
Total audits open at year end	3%	5%	5%
Average days for grade recommendations	12	10	10
Major complaints reported within one business day	100%	100%	100%

**Program Expenditures by Object**

	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
PERSONAL SERVICES	722,792	812,096	851,768
SUPPLIES AND SERVICES	115,262	157,903	214,133
CAPITAL OUTLAY	18,097	0	3,750
<b>Total Program Expenditures</b>	<b>856,151</b>	<b>969,999</b>	<b>1,069,651</b>

**Program Funding by Source**

<b>Revenues</b>			
CHARGES FOR SERVICES	4,900	5,000	0
MISCELLANEOUS	12,953	2,850	2,500
<b>Operating Revenue Sub-Total</b>	<b>17,853</b>	<b>7,850</b>	<b>2,500</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>838,298</b>	<b>962,149</b>	<b>1,067,151</b>
<b>Total Program Funding</b>	<b>856,151</b>	<b>969,999</b>	<b>1,069,651</b>

**Program Staffing (FTEs)**

	16.4	18.4	18.8
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## Program Summary

**Department: HUMAN RESOURCES**

**Program: RECRUITMENT/EMPLOYMENT RIGHTS**

**Function**

Provide staffing and testing services for Pima County. Establish, monitor, and interpret Board of Supervisors rules and policies. Respond to employee complaints. Serve as administrative staff for the Merit System Commission.

**Description of Services**

Review and advertise requests to fill positions. Screen and test applicants. Develop and interpret rules and policies. Provide mediation and train mediators and grievance committee members. Investigate employee complaints, appeals and grievances, and recommend corrective action. Provide staff support to the Merit System Commission for appeals. Review and monitor Americans with Disabilities Act (ADA) accessibility and accommodation issues.

**Program Goals and Objectives**

- Determine the state of the recruitment market for future planning, stability, and outreach services
- Track and comparatively chart, on a monthly basis, the number of employment applications
- Utilize, promote, and expand the mediation program
- Continue to provide a more feasible tool for resolving complaints via mediation
- Assist management in making proper employment related decisions and provide employees with reliable information
- Track and record the number of requests for assistance in interpreting the rules, policies, and administrative procedures so that frequently asked questions (FAQs) can be added to our website and interpretations consistently applied

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Certification/applications received and reviewed	1,249/17,309	1,250/18,000	1,250/18,000
Complaints mediated	104	150	150
Requests for interpretation of rules and policies answered	4,489	5,000	5,000

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	701,389	747,690	758,564
SUPPLIES AND SERVICES	146,283	148,350	192,500
CAPITAL OUTLAY	14,960	0	2,500
<b>Total Program Expenditures</b>	<b>862,632</b>	<b>896,040</b>	<b>953,564</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	862,632	896,040	953,564
<b>Total Program Funding</b>	<b>862,632</b>	<b>896,040</b>	<b>953,564</b>

<b>Program Staffing (FTEs)</b>	<b>18.4</b>	<b>18.4</b>	<b>17.3</b>
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## Program Summary

**Department: HUMAN RESOURCES**  
**Program: STAFF SERVICES**

**Function**

Provide mandatory training, affirmative action reporting, rules and policies auditing, departmental financing review and budgeting, and official records maintenance for County employees.

**Description of Services**

Develop curricula and train managers and supervisors on federal, state, and County mandates. Coach employees for improved conduct and services, when necessary. Report on the makeup of the County's workforce, as required by law, and maintain the official personnel files. Conduct Countywide audits to ensure mandate compliance, and prepare and review financial requirements for the department. Administer the employee discount program.

**Program Goals and Objectives**

- Train managers/supervisors to enhance performance and communicate organizational expectations
- Ensure official records are maintained in accordance with federal requirements
- Ensure departments are operating in accordance with various federal, state, and local mandates
- Report the County's workforce makeup in accordance with federal law
- Generate annual reports to record the County's ethnic makeup, including women and minorities

**Program Performance Measures**

	<b>FY2003/04 Actual</b>	<b>FY2004/05 Estimated</b>	<b>FY2005/06 Planned</b>
Records scheduled for compliance review	1,121	1,000	1,000
Management training sessions held	151	160	160
Fulltime women/minorities employed	2,720/1,968	2,500/2,560	2,500/2,560
Audits scheduled/completed	18/18	20/20	20/20
Affirmative Action Reporting compliance	yes	yes	yes

**Program Expenditures by Object**

	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
PERSONAL SERVICES	376,167	381,994	331,180
SUPPLIES AND SERVICES	29,832	62,200	70,680
CAPITAL OUTLAY	3,634	10,000	18,750
<b>Total Program Expenditures</b>	<b>409,633</b>	<b>454,194</b>	<b>420,610</b>

**Program Funding by Source**

<b>Revenues</b>			
CHARGES FOR SERVICES	1,332	1,500	1,350
<b>Operating Revenue Sub-Total</b>	<b>1,332</b>	<b>1,500</b>	<b>1,350</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>408,301</b>	<b>452,694</b>	<b>419,260</b>
<b>Total Program Funding</b>	<b>409,633</b>	<b>454,194</b>	<b>420,610</b>

**Program Staffing (FTEs)**

	8.2	7.2	6.3
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# Information Technology

Expenditures: 8,125,541

Revenues: 2,816,709

FTEs 111.5

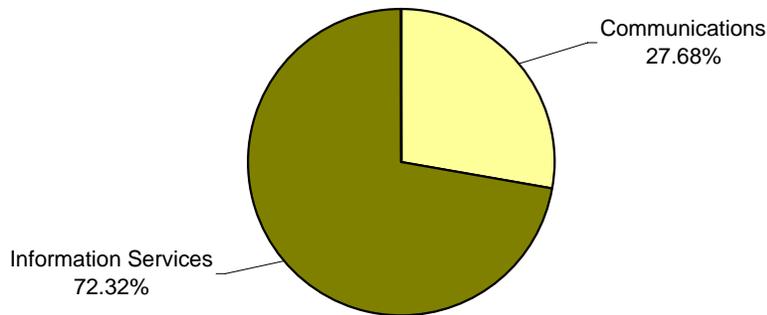
**Function Statement:**

Information Technology (IT) includes management and administration of the County's: mainframe computer; networked servers; wide area network (data backbone); telecommunications; financial application systems development and support; computer hardware and software acquisition and licensing; franchise license and contract coordination for cable, fiber, and competitive local exchange carriers (CLECs); training County employees in the use of computer software and hardware; and providing a central help desk function for computer hardware and software problem resolution. The Information Technology Department coordinates all Pima County IT activities with various agencies and the general public.

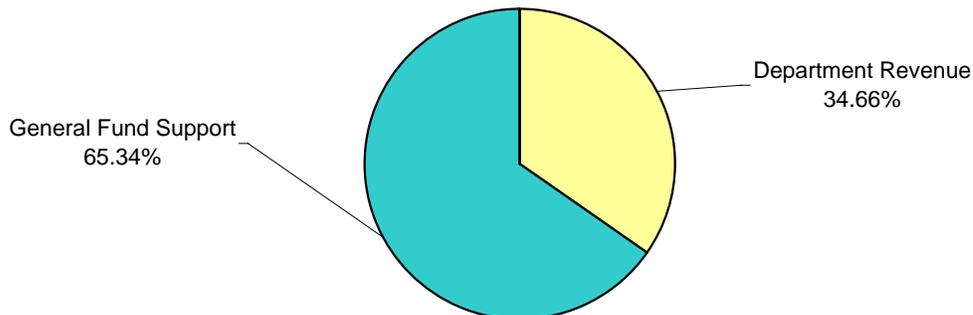
**Mandates:**

None

## Expenditures by Program



## Sources of All Funding



### Department Summary by Program

Department: INFORMATION TECHNOLOGY

<u>Expenditures by Program</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
COMMUNICATIONS	1,724,662	2,136,633	2,249,021
INFORMATION TECHNOLOGY	5,110,436	5,463,789	5,876,520
<b>Total Expenditures</b>	<b>6,835,098</b>	<b>7,600,422</b>	<b>8,125,541</b>
<u>Funding by Source</u>			
<b>Revenues</b>			
COMMUNICATIONS	1,469,407	2,169,224	2,226,809
INFORMATION TECHNOLOGY	239,989	620,583	589,900
<b>Total Revenues</b>	<b>1,709,396</b>	<b>2,789,807</b>	<b>2,816,709</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>255,255</b>	<b>(32,591)</b>	<b>0</b>
<b>General Fund Support</b>	<b>4,870,447</b>	<b>4,843,206</b>	<b>5,308,832</b>
<b>Total Program Funding</b>	<b>6,835,098</b>	<b>7,600,422</b>	<b>8,125,541</b>
<u>Staffing (FTEs) by Program</u>			
COMMUNICATIONS	9.0	10.0	11.0
INFORMATION TECHNOLOGY	69.5	69.5	100.5
<b>Total Staffing (FTEs)</b>	<b>78.5</b>	<b>79.5</b>	<b>111.5</b>

Note: The increase in staffing, 32.0 FTEs, represents a transfer of system support employees from other County departments in order to centralize and better coordinate computer technology management.

## Program Summary

**Department:** INFORMATION TECHNOLOGY  
**Program:** COMMUNICATIONS

**Function**

Provide communications for Pima County Government. Provide for the planning, installation, and maintenance of the County's high speed network infrastructure.

**Description of Services**

Provide voice (telephone) and data communications, networks, and associated services to Pima County departments.

**Program Goals and Objectives**

- Provide the highest quality phone services at the lowest possible cost
- Initiate, maintain, and follow communication procedures pertaining to customer service, standardization for contractors, and long-range planning as technology warrants
- Coordinate all County cell telephone contracts and usage
- Absorb and improve upon processes for communications usage billing
- Provide an electronic data network infrastructure to support the growing demands of County departments

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Repairs completed within 4 hours of request	100%	100%	100%
Service orders documented	100%	100%	100%
Operate at or below budget	yes	yes	yes
Satisfaction determined by follow-up calls	90%	93%	95%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	514,491	538,494	629,077
SUPPLIES AND SERVICES	1,204,837	1,598,139	1,619,944
CAPITAL OUTLAY	5,334	0	0
<b>Total Program Expenditures</b>	<b>1,724,662</b>	<b>2,136,633</b>	<b>2,249,021</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	1,424,807	2,161,724	2,219,309
INTEREST	9,541	7,500	7,500
MISCELLANEOUS	35,059	0	0
<b>Special Programs Revenue Sub-Total</b>	<b>1,469,407</b>	<b>2,169,224</b>	<b>2,226,809</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>255,255</b>	<b>(32,591)</b>	<b>22,212</b>
<b>General Fund Support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>1,724,662</b>	<b>2,136,633</b>	<b>2,249,021</b>

<b>Program Staffing (FTEs)</b>	<b>9.0</b>	<b>10.0</b>	<b>11.0</b>
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## Program Summary

**Department:** INFORMATION TECHNOLOGY  
**Program:** INFORMATION TECHNOLOGY

**Function**

Provide a secure and cost effective platform for the processing and storage of the electronic information resources of Pima County. Provide technical support for mainframe, AS/400, and network servers including terminals, networked PCs, network printers, other peripheral equipment, and software. Support the automation needs of County departments. Provide high speed, secure, and cost effective electronic data communications network and a global e-mail facility for Pima County. Maintain the Pima County Internet web page, fax server, and e-commerce services. Provide technical assistance to client departments in the areas of project management, applications development, and training services. Coordinate and monitor the acquisition of computer hardware and software for County departments. Coordinate and administer contracts for antenna, cellular telephone tower, competitive local exchange carriers (CLECs), and cable companies using County facilities and rights of way.

**Description of Services**

Provide online transaction processing, offline processing, database services, central data communications, high speed laser printing services, forms design, and security for accessing stored data. Provide classroom and individual instruction on PCs and PC software applications. Provide a Help Desk function to assist supported clients with software and hardware. Install new computer hardware and software for clients. Develop charts, diagrams, and inventories of equipment for the purpose of determining capacity and develop long range plans for network growth. Participate in the planning for wiring of new and remodeled facilities to ensure they meet current and future communications requirements. Provide Internet connectivity and firewall and virus protection software. Assist in the development and management of a Countywide fiber network. Provide support to County departments that lack the resources to implement needed technology. Maintain the Pima County Internet web page and assist departments in providing links to various areas. Coordinate the acquisition of computer hardware and software for County departments using standardized configurations and specifications. Coordinate and administer contacts for antenna, cellular telephone tower, CLECs, and cable companies using County facilities and rights of way.

**Program Goals and Objectives**

- Complete consolidation of the network, Help Desk, and operations staff of all departments under direction of the County Administrator to make optimal use of the talented people in those organizations and make more resources available for new county wide initiatives
- Complete consolidating the computer server facilities to 2 or at most 3 locations
- Complete consolidating the directory, authentication, and system security structure of the County so that systems can work together more effectively
- Complete consolidating the main servers for e-mail, database and file sharing on to a few high end, highly available, and expandable systems
- Voluntary participation by Elected Officials may occur as services provide tangible benefits in their areas of interest

**Program Performance Measures**

	FY2003/04 Actual	FY2004/05 Estimated	FY2005/06 Planned
Scheduled outages on Z800 per year	14	14	12
Scheduled outages at UPHH at Kino per year	12	12	12
Time online system is available	99%	99%	99%
PC repairs completed in 2 workdays	98%	98%	98%
Citizen complaints against cable companies resolved within two business days	98%	98%	98%
Time application servers are available	99%	99%	99%
Time County backbone is available	99%	99%	99%
Time Internet is available	99%	99%	99%

**Program Expenditures by Object**

	FY2003/04 Actual	FY2004/05 Adopted	FY2005/06 Adopted
PERSONAL SERVICES	3,153,217	3,972,661	4,046,626
SUPPLIES AND SERVICES	1,173,012	1,315,332	1,461,949
CAPITAL OUTLAY	784,207	175,796	367,945
<b>Total Program Expenditures</b>	<b>5,110,436</b>	<b>5,463,789</b>	<b>5,876,520</b>

**Program Funding by Source**

**Revenues**

INTEREST	12	0	0
MISCELLANEOUS	239,977	620,583	589,900
<b>Operating Revenue Sub-Total</b>	<b>239,989</b>	<b>620,583</b>	<b>589,900</b>

## Program Summary

Department: INFORMATION TECHNOLOGY  
 Program: INFORMATION TECHNOLOGY

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	4,870,447	4,843,206	5,286,620
<b>Total Program Funding</b>	<b>5,110,436</b>	<b>5,463,789</b>	<b>5,876,520</b>
<hr/>			
<b>Program Staffing (FTEs)</b>	<b>69.5</b>	<b>69.5</b>	<b>100.5</b>

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# Non Departmental

**Expenditures:** 81,110,676

**Revenues:** 45,697,873

FTEs 0.0

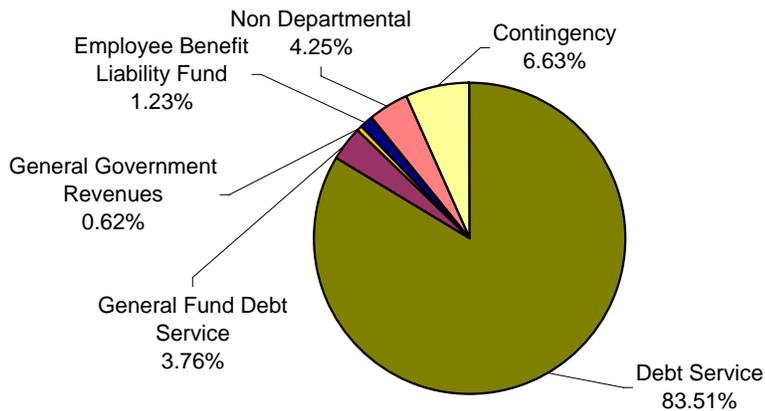
**Function Statement:**

Record and report the receipt, transfer, and/or payment transactions for Non Departmental, General Government Revenues, Contingency, General Fund Debt Service, Debt Service, and Employee Benefit Liability Fund activities. (Note: Total revenue for this department amounts to \$425,184,533 with \$379,486,660 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$45,697,873, is the amount to be considered as departmental revenue.)

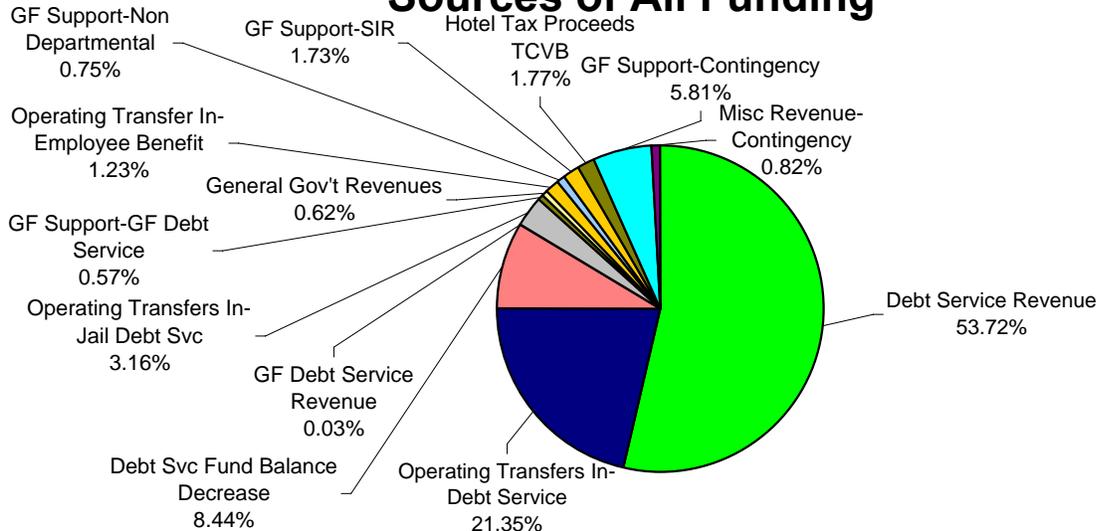
**Mandates:**

None

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **NON DEPARTMENTAL**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
CONTINGENCY	4,664,598	6,492,831	5,376,860
DEBT SERVICE	60,645,611	62,048,033	67,738,662
EMPLOYEE BENEFIT LIABILITY FUND	500,000	500,000	1,000,000
GENERAL FUND DEBT SERVICE	2,642,405	2,769,660	3,047,760
GENERAL GOVERNMENT REVENUES	846,627	700,000	500,000
NON DEPARTMENTAL	7,808,319	8,990,588	3,447,394
<b>Total Expenditures</b>	<b>77,107,560</b>	<b>81,501,112</b>	<b>81,110,676</b>
<b>Funding by Source</b>			
<b>Revenues</b>			
CONTINGENCY	2,097,227	300,000	663,000
DEBT SERVICE	43,348,065	46,064,593	43,576,073
GENERAL FUND DEBT SERVICE	353	25,000	25,000
GENERAL GOVERNMENT REVENUES	334,739,798	347,781,534	379,486,660
NON DEPARTMENTAL	1,358,344	1,340,000	1,433,800
<b>Total Revenues</b>	<b>381,543,787</b>	<b>395,511,127</b>	<b>425,184,533</b>
<b>Net Operating Transfers In/(Out)</b>	<b>(21,053,919)</b>	<b>11,820,828</b>	<b>6,059,822</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(1,124,449)</b>	<b>(44,978)</b>	<b>6,841,912</b>
<b>General Fund Support</b>	<b>(282,257,859)</b>	<b>(325,785,865)</b>	<b>(356,975,591)</b>
<b>Total Program Funding</b>	<b>77,107,560</b>	<b>81,501,112</b>	<b>81,110,676</b>

## Program Summary

**Department:** NON DEPARTMENTAL

**Program:** CONTINGENCY

**Function**

Provide funding for emergencies or unforeseen needs that may arise during the year. Provide reserve funds for programs/projects which may be implemented during the fiscal year.

**Description of Services**

Account for all transactions which occur throughout the year within various detail funds. The Budget Stabilization Fund was established to address potential deficits and tentative funding needs in County departments. The Tax Reduction and Debt Retirement Fund was established to reduce cash flow borrowing and to reduce or offset future property tax rate increases. Carryover items and general contingency funding are also reflected in this program.

**Program Goals and Objectives**

- Keep the Board of Supervisors informed of the status of funds throughout the year

**Financial Highlights and Significant Issues**

General contingency funds of \$1.0 million were included in the budget to provide flexibility for the Board to respond to changing needs and unforeseen circumstances.

State Criminal Alien Assistance Program (SCAAP) revenue of \$300,000 is budgeted in the Tax Reduction and Deficit Retirement Fund.

The Budget Stabilization Fund provides for the following expenditures:

Superior Court - Restoration to Competency	\$ 1,715,266
Sheriff - New Jail Costs	500,000
Information Technology	400,000
Institute for Global Pharmaceutical Development	375,000
Recorder - Special Elections*	160,435
Justice Courts Tucson - Judicial Hearing Officer	133,633
Justice Courts Tucson - Pro Tem Costs	58,880
<b>Total</b>	<b>\$ 3,343,214</b>

In addition, transfers out of the Budget Stabilization Fund for deficit reduction include \$600,000 to Juvenile Court Grants and \$683,123 to Graphic Services.

Carryovers from Fiscal Year 2004/05:

Community Services, Employment & Training	\$ 320,000
Treasurer - Remodeling	225,000
Superior Court - Facilities Projects	133,000
Public Fiduciary - Cemetery Land	125,000
Community Development & Neighborhood	
Conservation - Faith Based Program Activities	115,000
Clerk of Superior Court - Software Services	49,904
Economic Development & Tourism - Advertising	25,000
Procurement - Synergen	20,742
Clerk of Superior Court - Licensing	20,000
<b>Total</b>	<b>\$ 1,033,646</b>

\* Revenue of \$363,000 is associated with this item

**Program Performance Measures**

	FY2003/04 Actual	FY2004/05 Estimated	FY2005/06 Planned
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

**Program Expenditures by Object**

	FY2003/04 Actual	FY2004/05 Adopted	FY2005/06 Adopted
PERSONAL SERVICES	660,705	0	0
SUPPLIES AND SERVICES	3,953,954	6,492,831	5,376,860
CAPITAL OUTLAY	49,939	0	0
	6,664,600	6,492,831	5,376,860

## Program Summary

Department: NON DEPARTMENTAL  
 Program: CONTINGENCY

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**Program Funding by Source**

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<b>Revenues</b>			
INTERGOVERNMENTAL	2,097,227	300,000	300,000
CHARGES FOR SERVICES	0	0	363,000
<b>Operating Revenue Sub-Total</b>	<u>2,097,227</u>	<u>300,000</u>	<u>663,000</u>
<b>Net Operating Transfers In/(Out)</b>	(5,213,585)	0	(1,283,123)
<b>Other Funding Sources</b>	0	0	0
<b>Fund Balance Decrease/(Increase)</b>	0	0	0
<b>General Fund Support</b>	7,780,956	6,192,831	5,996,983
<b>Total Program Funding</b>	<u>4,664,598</u>	<u>6,492,831</u>	<u>5,376,860</u>
<hr/> <b>Program Staffing (FTEs)</b> <hr/>	0.0	0.0	0.0

## Program Summary

**Department: NON DEPARTMENTAL**

**Program: DEBT SERVICE**

**Function**

Account for the accumulation of resources for the payment of general long term debt principal and interest.

**Description of Services**

Manage the debt for Improvement Districts, Flood Control, Transportation bonds, Transportation HELP loans, and General Obligation bonds. (Note: See the Long Term Debt Service Schedule portion, in the Supplemental Information section, for the Reconciliation of Long Term Debt to Budgeted Debt Service Expenditures.)

**Program Goals and Objectives**

- Account for long term debt and provide payment in an accurate and timely manner

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	60,645,611	62,048,033	67,738,662
<b>Total Program Expenditures</b>	<b>60,645,611</b>	<b>62,048,033</b>	<b>67,738,662</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
TAXES	42,797,675	45,149,416	42,973,572
SPECIAL ASSESSMENT	222,452	606,177	290,801
INTERGOVERNMENTAL	22,360	4,800	7,500
INTEREST	299,563	304,200	304,200
MISCELLANEOUS	6,015	0	0
<b>Operating Revenue Sub-Total</b>	<b>43,348,065</b>	<b>46,064,593</b>	<b>43,576,073</b>
<b>Net Operating Transfers In/(Out)</b>	<b>18,421,995</b>	<b>16,028,418</b>	<b>17,320,677</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(1,124,449)</b>	<b>(44,978)</b>	<b>6,841,912</b>
<b>General Fund Support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>60,645,611</b>	<b>62,048,033</b>	<b>67,738,662</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
	0.0	0.0	0.0

## Program Summary

**Department:** NON DEPARTMENTAL

**Program:** EMPLOYEE BENEFIT LIABILITY FUND

**Function**

Provide a centralized account to fund employee benefit payoffs.

**Description of Services**

Consolidate into one centralized account the payoff to terminating and retiring employees of up to 240 hours of unused vacation leave and the allowable percentage of accumulated sick leave, as provided by Pima County Personnel Policies.

**Program Goals and Objectives**

- Ensure that appropriate funds are budgeted to cover payoffs to employees required by County policies

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Required employee payoffs funded	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	500,000	500,000	1,000,000
<b>Total Program Expenditures</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
Net Operating Transfers In/(Out)	500,000	500,000	1,000,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
<b>Total Program Funding</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
	0.0	0.0	0.0

## Program Summary

**Department:** NON DEPARTMENTAL

**Program:** GENERAL FUND DEBT SERVICE

**Function**

Record and report the annual debt service on major General Fund lease purchases.

**Description of Services**

Manage the debt service pertaining to the lease purchase of the County jail facility.

**Program Goals and Objectives**

- Manage the General Fund debt service and provide payment in an accurate and timely manner

**Financial Highlights and Significant Issues**

General Fund Debt Service requirements are summarized as follows:

	P&I	Fiscal Charges	Total
Jail Facility	\$3,042,160	\$5,600	\$3,047,760

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	2,642,405	2,769,660	3,047,760
<b>Total Program Expenditures</b>	<b>2,642,405</b>	<b>2,769,660</b>	<b>3,047,760</b>
<u>Program Funding by Source</u>			
<b>Revenues</b>			
INTEREST	353	25,000	25,000
<b>Operating Revenue Sub-Total</b>	<b>353</b>	<b>25,000</b>	<b>25,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>2,562,178</b>	<b>2,562,178</b>	<b>2,562,178</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>79,874</b>	<b>182,482</b>	<b>460,582</b>
<b>Total Program Funding</b>	<b>2,642,405</b>	<b>2,769,660</b>	<b>3,047,760</b>
<u>Program Staffing (FTEs)</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

## Program Summary

**Department:** NON DEPARTMENTAL

**Program:** GENERAL GOVERNMENT REVENUES

**Function**

Record all revenues associated with the General Fund that are not generated by specific departments.

**Description of Services**

Forecast and monitor General Fund revenues and advise County management of any anticipated changes in revenue or the County's revenue base. (Note: See the Summary of Other Financing Sources and Interfund Transfers, in the State Reports section, for details regarding Net Operating Transfers Out.)

**Program Goals and Objectives**

- Provide timely and accurate revenue information to County management
- Ensure that earned revenues are actually received

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	846,627	700,000	500,000
<b>Total Program Expenditures</b>	<b>846,627</b>	<b>700,000</b>	<b>500,000</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
TAXES	209,645,573	223,066,316	242,132,889
LICENSES & PERMITS	2,148,842	2,250,000	2,297,537
INTERGOVERNMENTAL	114,322,382	113,018,273	124,538,443
CHARGES FOR SERVICES	7,867,569	8,346,445	9,872,381
INTEREST	517,137	1,000,000	588,510
MISCELLANEOUS	238,295	100,500	56,900
<b>Operating Revenue Sub-Total</b>	<b>334,739,798</b>	<b>347,781,534</b>	<b>379,486,660</b>
<b>Net Operating Transfers In/(Out)</b>	<b>(37,324,507)</b>	<b>(7,269,768)</b>	<b>(13,539,910)</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>(296,568,664)</b>	<b>(339,811,766)</b>	<b>(365,446,750)</b>
<b>Total Program Funding</b>	<b>846,627</b>	<b>700,000</b>	<b>500,000</b>

<u>Program Staffing (FTEs)</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	0.0	0.0	0.0

## Program Summary

**Department:** NON DEPARTMENTAL

**Program:** NON DEPARTMENTAL

**Function**

Budget and provide for expenditure and/or revenue authority for specified General Fund programs, projects, and items for which there is no direct responsibility assigned to any single department. Report the General Fund portion of self insurance payments.

**Description of Services**

Report the receipt of the Transient Lodging Excise Tax revenues and the payment of \$1,433,800 to the Tucson Convention & Visitors Bureau. This tax is only charged to hotels/motels located in unincorporated areas of Pima County. Provide expenditure authority for dues to the County Supervisors Association of \$63,250 and Border Coalition of \$9,600, and Lobbyist costs of \$40,000. Provide expenditure authority of \$360,000 for network infrastructure, \$1,404,227 for the General Fund portion of self insurance costs, and \$136,517 for the General Fund share of employee medical flexible spending accounts.

**Program Goals and Objectives**

- Provide and account for all Non Departmental activity

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	(333)	536,283	136,517
SUPPLIES AND SERVICES	7,050,023	7,454,305	3,310,877
CAPITAL OUTLAY	758,629	1,000,000	0
<b>Total Program Expenditures</b>	<b>7,808,319</b>	<b>8,990,588</b>	<b>3,447,394</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
INTERGOVERNMENTAL	1,358,344	1,340,000	1,433,800
<b>Operating Revenue Sub-Total</b>	<b>1,358,344</b>	<b>1,340,000</b>	<b>1,433,800</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>6,449,975</b>	<b>7,650,588</b>	<b>2,013,594</b>
<b>Total Program Funding</b>	<b>7,808,319</b>	<b>8,990,588</b>	<b>3,447,394</b>

<u>Program Staffing (FTEs)</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	0.0	0.0	0.0

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# Procurement

**Expenditures:** 1,390,104

FTEs 30.0

**Revenues:** 0

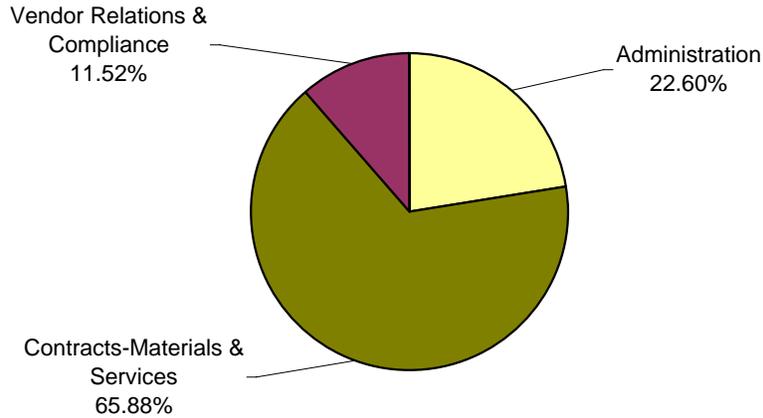
**Function Statement:**

Procure materials and services for County departments, except as specified by delegation pursuant to the procurement code or the small purchase procedure. Administer the County Minority/Women-Owned Business Enterprise Program in accordance with the County Code requirements for outreach, price preference, subcontractor goals, and compliance review. Ensure compliance with the Living Wage Ordinance 2002-1 by assisting, reviewing, and monitoring County contracts. Manage the contracts review approval process, assist and educate vendors concerning bid preparation, bonds and insurance, and the conduct of business with the County. Track and monitor all County contracts.

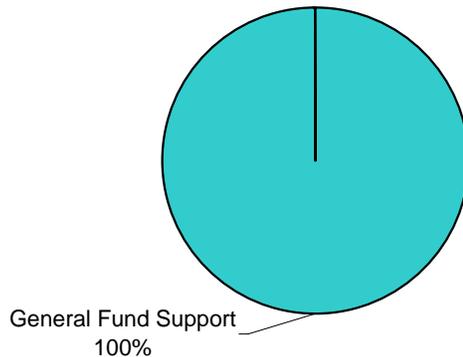
**Mandates:**

Pima County Code Title 11: Procurement Code, and Title 20: Minority and Women-Owned Business Enterprise Code; Board Policies D29.1: Selection and Contracting of Architectural and Engineering Related Professional Services and Alternative project Delivery Methods under ARS Title 34; and Policy D29.7: Selection and Contracting of Architectural and Engineering Related Professional Services and Alternative project Delivery Methods under ARS Title 34

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **PROCUREMENT**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
ADMINISTRATION	101,674	341,626	314,230
CONTRACTS-MATERIALS & SVCS DIV	700,996	813,285	915,694
DESIGN & CONSTRUCTION SERVICES	0	0	0
VENDOR RELATIONS & COMPLIANCE	206,325	152,660	160,180
<b>Total Expenditures</b>	<b>1,008,995</b>	<b>1,307,571</b>	<b>1,390,104</b>

**Funding by Source**

**Revenues**

CONTRACTS-MATERIALS & SVCS DIV	19	0	0
DESIGN & CONSTRUCTION SERVICES	57	0	0
<b>Total Revenues</b>	<b>76</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,008,919</b>	<b>1,307,571</b>	<b>1,390,104</b>
<b>Total Program Funding</b>	<b>1,008,995</b>	<b>1,307,571</b>	<b>1,390,104</b>

**Staffing (FTEs) by Program**

ADMINISTRATION	2.6	5.6	5.6
CONTRACTS-MATERIALS & SVCS DIV	13.8	14.0	14.0
DESIGN & CONSTRUCTION SERVICES	7.7	7.4	7.4
VENDOR RELATIONS & COMPLIANCE	4.0	3.0	3.0
<b>Total Staffing (FTEs)</b>	<b>28.0</b>	<b>30.0</b>	<b>30.0</b>

## Program Summary

**Department: PROCUREMENT**  
**Program: ADMINISTRATION**

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**Function**

Administer all functions of the Procurement Department. Provide support to each function to meet the needs of the department. Conduct contracts review and process all County contracts for approval and inclusion in the contracts maintenance system. Manage e-Procurement.

**Description of Services**

Provide clerical services such as agenda preparation, word processing, and contracts processing to support the departmental programs. Perform data entry for the requisition tracking system, purchase orders, contracts maintenance system, and vendor database. Provide a centralized control point where all County contracts are reviewed for compliance with County Code, policies, and procedures prior to execution. Route contracts for signature, and scan fully executed contracts and enter relevant data into the County contracts maintenance system. Maintain and distribute the official County Procurement Manual. Perform administrative functions related to budget, human resources/payroll, and office management. Upgrade and maintain department databases. Administer the County Procurement card program and develop electronic procurement systems.

**Program Goals and Objectives**

- Support an efficient central procurement process
  - Ensure contract compliance with County Code, policies, and procedures
- 

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Purchase orders entered	2,989	3,200	3,500
Purchase order lines entered	8,652	9,300	9,700
New contracts entered	741	725	750
Amendments to contracts entered	2,079	2,150	2,300

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	74,628	311,876	300,730
SUPPLIES AND SERVICES	22,110	29,750	13,500
CAPITAL OUTLAY	4,936	0	0
<b>Total Program Expenditures</b>	<b>101,674</b>	<b>341,626</b>	<b>314,230</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	101,674	341,626	314,230
<b>Total Program Funding</b>	<b>101,674</b>	<b>341,626</b>	<b>314,230</b>

<u>Program Staffing (FTEs)</u>	2.6	5.6	5.6
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## Program Summary

**Department:** PROCUREMENT

**Program:** CONTRACTS-MATERIALS & SVCS DIV

**Function**

Procures a wide variety of goods on behalf of all Pima County departments, through an appropriate solicitation process, to obtain the best value.

**Description of Services**

Receive purchase requisitions and respond by soliciting competitive price quotations or proposals based on verbal quotations, written quotations, formal Invitation for Bids, or Requests for Proposals as provided in the Pima County Procurement Code and Board of Supervisors Policies. Activity of this division results in the issuance of purchase orders, contracts, change orders, and amendments.

**Program Goals and Objectives**

- Provide timely responses to all new purchase requests
- Identify and implement additional Countywide solicitations
- Provide timely responses to the renewal or modification of existing purchase orders and contracts

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Purchase orders processed	2,968	3,200	3500
Contracts entered	741	725	750
Change orders/admendments completed	2,079	2,150	2300

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	638,795	788,390	881,644
SUPPLIES AND SERVICES	47,157	24,895	34,050
CAPITAL OUTLAY	15,044	0	0
<b>Total Program Expenditures</b>	<b>700,996</b>	<b>813,285</b>	<b>915,694</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	19	0	0
<b>Operating Revenue Sub-Total</b>	<b>19</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>700,977</b>	<b>813,285</b>	<b>915,694</b>
<b>Total Program Funding</b>	<b>700,996</b>	<b>813,285</b>	<b>915,694</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
	13.8	14.0	14.0

## Program Summary

**Department: PROCUREMENT**

**Program: DESIGN & CONSTRUCTION SERVICES**

**Function**

Procure design, construction, and real property appraisal and acquisition services for all County departments. Consult with Public Works departments and Facilities Management regarding solicitations, project management, and contracts administration.

**Description of Services**

Establish and administer a Qualified Consultant List in accordance with County policies. Develop and conduct construction acquisitions in accordance with state law and the County Code. Develop solicitations, and conduct procurement of design and engineering services and real property appraisal and acquisition services. Consult with departments on acquisition strategies, contractual language, and project management. Write and process contracts, amendments, and change orders. Draft policies and procedures to conform to changes in state law, the County Code, and Board policy. Prepare and present the Capital Improvement Program report.

Note: Although costs are incurred in this program, they are subsequently charged out to other County departments.

**Program Goals and Objectives**

- Administer an efficient centralized procurement process for design, construction, and real property appraisal and acquisition services
- Ensure compliance with state law, the County Code, policies, and procedures

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Professional services contracts entered	310	300	350
Amendments & change orders entered	306	370	400
Construction bids entered	77	90	100
Professional services solicitations processed	49	55	60
<b>Program Funding by Source</b>			
<b>Revenues</b>			
CHARGES FOR SERVICES	33	0	0
MISCELLANEOUS	24	0	0
<b>Operating Revenue Sub-Total</b>	<u>57</u>	<u>0</u>	<u>0</u>
<b>Net Operating Transfers In/(Out)</b>	0	0	0
<b>Other Funding Sources</b>	0	0	0
<b>Fund Balance Decrease/(Increase)</b>	0	0	0
<b>General Fund Support</b>	(57)	0	0
<b>Total Program Funding</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Program Staffing (FTEs)</b>	7.7	7.4	7.4

## Program Summary

**Department: PROCUREMENT**

**Program: VENDOR RELATIONS & COMPLIANCE**

**Function**

Manage Pima County Vendor Relations, Minority/Women-Owned Business Enterprise (MWBE), and Living Wage Compliance Programs as mandated by Pima County Ordinances 1997-44 and 2002-1. Ensure compliance with the Living Wage Ordinance through assistance, review, and monitoring of eligible Pima County contracts. Assist Pima County departments with MWBE compliance in design and construction projects and in the procurement of goods and services. Maintain a database of vendors with specific capabilities of identifying Minority and Women-owned Enterprises. Track dollars spent on and procurement opportunities offered in County MWBE efforts.

**Description of Services**

Manage and coordinate Pima County's Living Wage, MWBE and Vendor Relations Programs.

**Living Wage:** Review and monitor eligible contracts under covered services with Pima County for adherence to the specified living wage amount mandated by Ordinance 2002-1. Ensure compliance through contract monitoring, on site visits, employee interviews, and review of payroll and basic records.

**Minority/Women-Owned Business Enterprise (MWBE):** Assist MWBE vendors in certification efforts with the City of Tucson's Equal Opportunity Office. Provide MWBE vendors with assistance concerning bid preparation, bond and insurance information, and in conducting business with Pima County. Maintain certified list of eligible minority and women vendors. Oversee the review and setting of MWBE goals for design and construction projects in Pima County. Generate quarterly MWBE reports identifying MWBE design and construction goals met and dollars spent by Pima County with Minority and Women-Owned Business Enterprises.

**Vendor Relations:** Maintain and update Pima County Vendor Registration Database, which provides current vendor information to assist in procurement opportunities to all departments in Pima County. Provide quarterly anticipated bid notifications to public via web page. Provide education and vendor assistance through collaborative outreach events with state and local agencies. Conduct trainings and/or seminars to educate vendors regarding the process of how to do business with Pima County. Promote procurement equity among large and small businesses. Pursue cooperative procurement opportunities. Determine if certain contracts can be reduced in size to encourage increased participation by small businesses.

**Program Goals and Objectives**

- Administer the Living Wage, MWBE and Vendor Relations programs to meet the standards set by the Board of Supervisors
- Provide implementation and compliance requirements of the Living Wage Ordinance, 2002-1
- Increase MWBE procurement opportunities by evaluating County projects and setting goals for equitable distribution of projects and dollars to minority and women-owned business enterprises, as required by MWBE Ordinance 1997-44
- Increase awareness of Pima County's MWBE and Vendor Relations programs through continued and focused business and community outreach efforts
- Maintain a County vendor database with current information
- Ensure that all vendors are aware of the process of how to do business with Pima County

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Vendor training programs provided	10	9	9
Internal procurement training programs prov	12	11	12
MWBE outreach programs:			8
Pima County sponsored programs administered	8	9	10
Other agency sponsored programs administered	17	20	20
MWBEs certified	568	600	700
County vendors in database	5,118	5,250	6100
Minority (MBE) vendors in database	572	615	650
Women (WBE) vendors in database	815	900	920
Living Wage contracts reviewed	24	25	30
On-site compliance Living Wage visits	36	38	50
On-site compliance MWBE visits	26	25	25

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	195,021	125,990	131,738
SUPPLIES AND SERVICES	11,304	26,670	28,442
<b>Total Program Expenditures</b>	<b>206,325</b>	<b>152,660</b>	<b>160,180</b>

## Program Summary

Department: **PROCUREMENT**

Program: **VENDOR RELATIONS & COMPLIANCE**

**Program Funding by Source**

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	206,325	152,660	160,180
<b>Total Program Funding</b>	<b>206,325</b>	<b>152,660</b>	<b>160,180</b>

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<b>Program Staffing (FTEs)</b>	4.0	3.0	3.0
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# Recorder

**Expenditures:** 4,324,916

**Revenues:** 5,004,400

FTEs 57.0

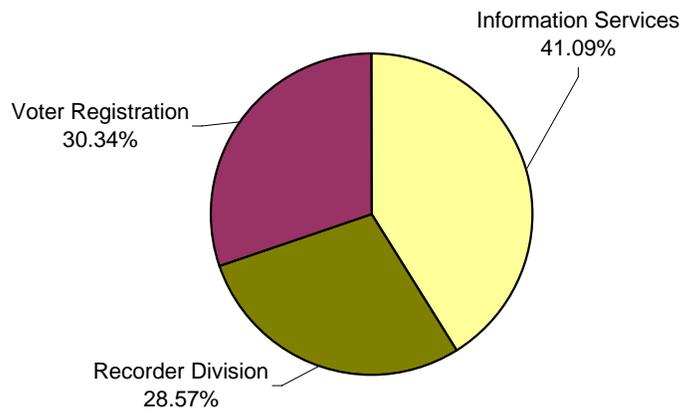
**Function Statement:**

Record and maintain all documents presented for public information. Maintain voter registration rolls in an efficient and cost effective manner. Conduct early voting activity as prescribed by Title 16 of the Arizona Revised Statutes.

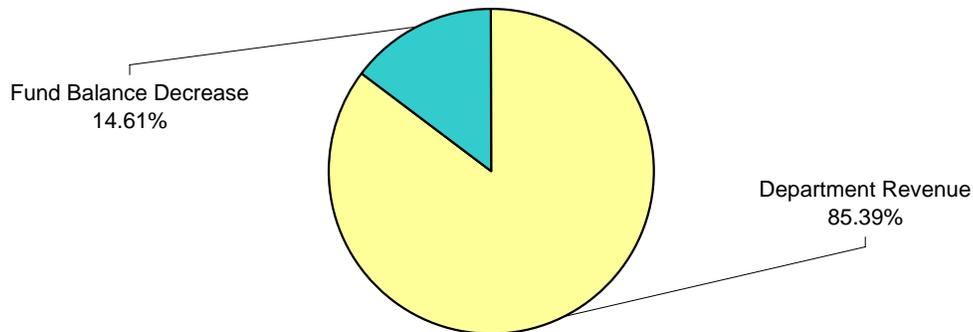
**Mandates:**

ARS Title 11: Counties; Title 16: Elections and Electors; Title 19: Initiative, Referendum and Recall; and Title 48: Special Taxing Districts

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **RECORDER**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
INFORMATION SERVICES	1,336,033	1,497,127	1,776,976
RECORDER DIVISION	934,013	1,179,060	1,235,772
VOTER REGISTRATION	958,140	1,030,705	1,312,168
<b>Total Expenditures</b>	<b>3,228,186</b>	<b>3,706,892</b>	<b>4,324,916</b>

### **Funding by Source**

**Revenues**

INFORMATION SERVICES	1,432,987	1,140,000	1,145,000
RECORDER DIVISION	3,464,844	3,364,000	3,454,000
VOTER REGISTRATION	114,110	40,000	405,400
<b>Total Revenues</b>	<b>5,011,941</b>	<b>4,544,000</b>	<b>5,004,400</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(96,954)</b>	<b>357,127</b>	<b>631,976</b>
<b>General Fund Support</b>	<b>(1,686,801)</b>	<b>(1,194,235)</b>	<b>(1,311,460)</b>
<b>Total Program Funding</b>	<b>3,228,186</b>	<b>3,706,892</b>	<b>4,324,916</b>

### **Staffing (FTEs) by Program**

INFORMATION SERVICES	8.0	8.0	11.0
RECORDER DIVISION	22.0	27.0	25.0
VOTER REGISTRATION	11.0	29.0	21.0
<b>Total Staffing (FTEs)</b>	<b>41.0</b>	<b>64.0</b>	<b>57.0</b>

## Program Summary

**Department:** RECORDER  
**Program:** INFORMATION SERVICES

**Function**

Modernize and keep the Recorder's document storage and retrieval systems current with technology. Maintain optimum uptime on systems for the Recorder's online system and the voter registration system.

**Description of Services**

Update and maintain the Recorder's document storage and retrieval systems pursuant to ARS 11-475.01. Keep the local area network operating with no unscheduled downtime. Make annual changes to programming for voter registration to comply with changes in statutes and variations in election requirements for jurisdictions affected. Perform annual changes to recording and voter registration software required by manufacturer's modifications and updates.

**Program Goals and Objectives**

- Keep local area network operating with no unscheduled downtime
- Make annual changes to programming for voter registration to comply with changes in statutes and variations in election requirements for jurisdictions affected
- Perform annual changes to recording and voter registration software required by manufacturer's modifications and updates

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Computer system uptime	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	399,153	407,927	575,396
SUPPLIES AND SERVICES	375,089	674,000	671,500
CAPITAL OUTLAY	561,791	415,200	530,080
<b>Total Program Expenditures</b>	<b>1,336,033</b>	<b>1,497,127</b>	<b>1,776,976</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	1,386,592	1,100,000	1,100,000
INTEREST	46,395	40,000	45,000
<b>Special Programs Revenue Sub-Total</b>	<b>1,432,987</b>	<b>1,140,000</b>	<b>1,145,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(96,954)</b>	<b>357,127</b>	<b>631,976</b>
<b>General Fund Support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>1,336,033</b>	<b>1,497,127</b>	<b>1,776,976</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Program Staffing (FTEs)	8.0	8.0	11.0

## Program Summary

**Department:** RECORDER  
**Program:** RECORDER DIVISION

**Function**

Provide quality service to the public by ensuring prompt and efficient recording and filing of documents presented for public record, and expeditious retrieval and reproduction of documents in accordance with statutory requirements.

**Description of Services**

Receive, record, index, maintain, and permanently preserve all instruments presented for recording as a public document as mandated by ARS Title 11. Maintain a public access area for all recorded documents to allow convenient public inspection of all documents.

**Program Goals and Objectives**

- Enter all information for recording each document with attention to accuracy, then check each entry by another operator, perform a third check, electronically image, and return through the mail room
- Record all documents presented, on the day of receipt (statutory requirement), answer all telephone inquires promptly and courteously, complete cashiering close out daily with no overage/shortage
- Process all documents completely through the mail room, return within 7 work days
- Assist members of public visiting public access area within an average of 5 minutes
- Survey all title companies for customer satisfaction

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Documents recorded	266,510	285,000	295000
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Documents reviewed for accuracy (3rd check)	100%	100%	100%
Telephone inquiries answered daily	45	50	55
Pages microfilmed and digitized	1,373,590	1,425,000	1,567,500
All documents returned by mail/private courier	yes	yes	yes
Customers assisted daily in public area	88	85	85
Average cost per document recorded	\$3.26	\$3.15	\$3.15
Documents received and recorded same day	100%	100%	100%
Number of documents recorded per day	1,108	1,188	1,230
Average time spent with customers in public area	5 min	5 min	5 min
Time to process document to return to originator	7 days	7 days	7 days
Customers served within 5 minutes	83%	85%	85%
Accuracy rate for recorded documents	99.6%	99.5%	99.5%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	753,331	994,610	1,015,055
SUPPLIES AND SERVICES	173,688	184,450	220,717
CAPITAL OUTLAY	6,994	0	0
<b>Total Program Expenditures</b>	<b>934,013</b>	<b>1,179,060</b>	<b>1,235,772</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	3,167,718	3,100,000	3,190,000
MISCELLANEOUS	297,126	264,000	264,000
<b>Operating Revenue Sub-Total</b>	<b>3,464,844</b>	<b>3,364,000</b>	<b>3,454,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>(2,530,831)</b>	<b>(2,184,940)</b>	<b>(2,218,228)</b>
<b>Total Program Funding</b>	<b>934,013</b>	<b>1,179,060</b>	<b>1,235,772</b>

## Program Summary

**Department: RECORDER**

**Program: VOTER REGISTRATION**

**Function**

Provide quality service to the public by promptly registering or making changes to voter files and maintaining voter files in an orderly and efficient manner. Conduct early voting in an orderly and efficient manner while providing quality service. Verify petition signatures on petitions for recall, initiative, referendum, annexations, or challenged candidates for office.

**Description of Services**

Protect the rights of all eligible voters by conducting early voting in compliance with state and federal law and preserving all voted ballots for tabulation by the Division of Elections. Maintain voter registration rolls as mandated in accordance with ARS Title 16 in an efficient and cost effective manner for Pima County and all taxing districts within Pima County (schools, fire districts, water districts, cities, and towns).

**Program Goals and Objectives**

- Enter information from voter registration affidavits into the voter registration computer system correctly and digitize affidavits
- File original affidavits correctly
- Issue early ballots at remote voting sites and by U.S. mail accurately
- Mail voter registration cards, generated by information entered, within 30 days (ARS Title 16-164)
- Issue and mail early ballots within 48 hours after request (ARS Title 16-542)
- Issue early ballots and receive voted ballots, validate each and turn over to Pima County Elections Division for tabulation within mandated time allowed (ARS Title 16)

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Voter registration affidavits processed	62,554	60,000	75,000
Voter cancellations processed	41,523	39,000	39,000
Telephone inquiries received	25,697	20,800	20,800
Average cost per affidavit	\$4.20	\$4.27	4.27
Political parties satisfied with service	100%	100%	100%
Early ballots issued	74,282	150,000	90,000
Ballots issued and mailed within statutory requirements	100%	100%	100%
Early ballots received and validated (signatures verified)	77,715	140,000	81,000
Ballots turned over to Pima County Elections within statutory requirements	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	466,110	969,752	750,672
SUPPLIES AND SERVICES	408,943	60,953	561,496
CAPITAL OUTLAY	83,087	0	0
<b>Total Program Expenditures</b>	<b>958,140</b>	<b>1,030,705</b>	<b>1,312,168</b>

**Program Funding by Source**

<b>Revenues</b>			
INTERGOVERNMENTAL	0	0	305,400
CHARGES FOR SERVICES	114,110	40,000	100,000
<b>Operating Revenue Sub-Total</b>	<b>114,110</b>	<b>40,000</b>	<b>405,400</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>844,030</b>	<b>990,705</b>	<b>906,768</b>
<b>Total Program Funding</b>	<b>958,140</b>	<b>1,030,705</b>	<b>1,312,168</b>

## Program Summary

Department: RECORDER

Program: VOTER REGISTRATION

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# Risk Management

**Expenditures:** 17,033,332

**Revenues:** 14,299,503

**FTEs** 18.0

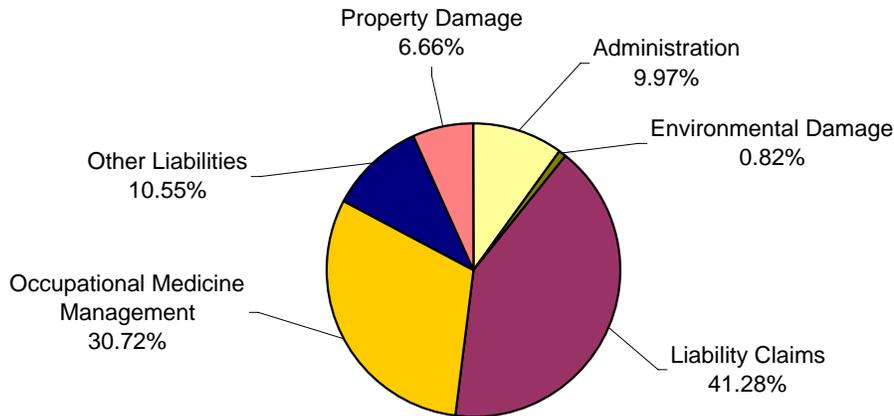
**Function Statement:**

Manage the Pima County Risk Management program to protect and conserve Pima County's human, financial, and physical assets while providing continuity of mandated services and fiscal integrity. Invest in long term risk reduction, through a comprehensive program designed to lessen the County's exposure to loss. Provide funding to pay for losses incurred without disrupting the County's budget. Minimize the total net impact of the program on the County's budget.

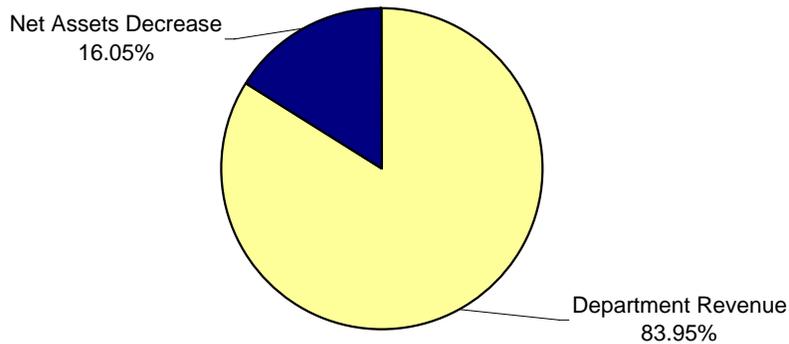
**Mandates:**

ARS Title 11-261: Authority to Procure Liability and Errors and Omissions Insurance Covering Officers, Agents and Employees; Title 11-952.01: Public Agency Pooling of Property, Liability, Workers' Compensation, Life, Health, Accident and Disability Coverage; Exemptions; Board of Trustees; Contract; Termination; Audit; Insolvency; Definition; Title 11-981: Payment of Benefits, Losses and Claims; Establishment of Trust Funds; and Pima County Code 3.04: Risk Management

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: RISK MANAGEMENT

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
ADMINISTRATION	1,626,517	1,731,999	1,697,356
ENVIRONMENTAL DAMAGE	81,933	119,070	139,626
LIABILITY CLAIMS	4,407,506	8,518,322	7,032,061
MOUNT LEMMON FIRE	246,355	0	0
OCCUPATIONAL MEDICAL MANAGEMENT	5,379,366	5,341,906	5,232,113
OTHER LIABILITIES	1,869,728	1,712,965	1,797,175
PROPERTY DAMAGE	1,607,426	1,148,930	1,135,001
TRUST FUND RESERVE	(15)	0	0
<b>Total Expenditures</b>	<b>15,218,816</b>	<b>18,573,192</b>	<b>17,033,332</b>

### **Funding by Source**

#### **Revenues**

ADMINISTRATION	3,952	0	0
ENVIRONMENTAL DAMAGE	120,929	116,133	127,938
LIABILITY CLAIMS	7,060,233	7,395,417	5,656,535
MOUNT LEMMON FIRE	150,000	0	0
OCCUPATIONAL MEDICAL MANAGEMENT	5,864,578	5,186,017	5,112,987
OTHER LIABILITIES	1,476,843	1,712,966	1,767,042
PROPERTY DAMAGE	1,247,573	1,142,960	1,135,001
TRUST FUND RESERVE	503,508	500,000	500,000
<b>Total Revenues</b>	<b>16,427,616</b>	<b>16,053,493</b>	<b>14,299,503</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(1,208,800)</b>	<b>2,519,699</b>	<b>2,733,829</b>
<b>Total Program Funding</b>	<b>15,218,816</b>	<b>18,573,192</b>	<b>17,033,332</b>

### **Staffing (FTEs) by Program**

ADMINISTRATION	10.0	8.0	8.0
ENVIRONMENTAL DAMAGE	0.0	1.0	0.0
LIABILITY CLAIMS	1.4	1.0	1.0
OCCUPATIONAL MEDICAL MANAGEMENT	7.6	9.0	9.0
<b>Total Staffing (FTEs)</b>	<b>19.0</b>	<b>19.0</b>	<b>18.0</b>

## Program Summary

**Department: RISK MANAGEMENT**

**Program: ADMINISTRATION**

**Function**

Administer, direct, and fund the risk management, safety, and loss prevention programs for the County, Flood Control District, Stadium District, and Library District.

**Description of Services**

Provide planning, administration, and monitoring of the risk management program as directed by Pima County Code § 3.04 for Pima County, the Flood Control District, Stadium District, and Library District. Administer the self-insurance and insurance programs. Protect and conserve human, financial, and physical assets. Administer a comprehensive risk reduction program. Provide funding to pay for losses without disrupting entity budgets. Minimize the total net cost of the program. Provide safety and loss prevention regulatory administration, training, inspection, and consulting. Coordinate provisioning of personal protective equipment. Conduct safety investigations and analysis. Fund life safety and fire safety improvements.

**Program Goals and Objectives**

- Comply with laws, rules, and policies
- Reduce/prevent losses
- Provide funding to pay losses without disrupting entity budgets

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Annual high risk safety reviews performed	7	7	7
Biannual low risk safety reviews performed	12	12	12

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	594,470	727,988	731,172
SUPPLIES AND SERVICES	961,072	1,004,011	961,185
CAPITAL OUTLAY	70,975	0	4,999
<b>Total Program Expenditures</b>	<b>1,626,517</b>	<b>1,731,999</b>	<b>1,697,356</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
MISCELLANEOUS	3,952	0	0
<b>Operating Revenue Sub-Total</b>	<b>3,952</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>1,622,565</b>	<b>1,731,999</b>	<b>1,697,356</b>
<b>Total Program Funding</b>	<b>1,626,517</b>	<b>1,731,999</b>	<b>1,697,356</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Program Staffing (FTEs)</b>	<b>10.0</b>	<b>8.0</b>	<b>8.0</b>

## Program Summary

**Department:** RISK MANAGEMENT  
**Program:** ENVIRONMENTAL DAMAGE

**Function**

Provide funding for losses. Comply with environmental laws and rules.

**Description of Services**

Provide technical support on environmental issues. Coordinate remedial action projects. Coordinate Underground Storage Tank (UST) regulatory issues. Provide advice and defend claims, suits, and administrative actions.

**Program Goals and Objectives**

- Comply with laws, rules, and policies
- Provide funding for the investigation and defense of environmental claims, suits, and administrative actions without disrupting entity budgets
- Fund a portion of the County Attorney's Civil Division handling environmental investigation and defense

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Information provided in a timely manner	95%	95%	95%
Advice provided in a timely manner	95%	95%	95%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	56,392	107,070	120,026
SUPPLIES AND SERVICES	25,541	12,000	19,600
<b>Total Program Expenditures</b>	<b>81,933</b>	<b>119,070</b>	<b>139,626</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	120,929	116,133	127,938
<b>Operating Revenue Sub-Total</b>	<b>120,929</b>	<b>116,133</b>	<b>127,938</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(38,996)</b>	<b>2,937</b>	<b>11,688</b>
<b>Total Program Funding</b>	<b>81,933</b>	<b>119,070</b>	<b>139,626</b>

<u>Program Staffing (FTEs)</u>	0.0	1.0	0.0
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## Program Summary

**Department: RISK MANAGEMENT**

**Program: LIABILITY CLAIMS**

**Function**

Defend and fund liability losses.

**Description of Services**

Adjust claims, defend suits, and provide funding for losses.

**Program Goals and Objectives**

- Defend and fund losses from general liability, auto liability, professional and medical malpractice claims, and lawsuits
- Provide funding for a portion of the County Attorney's Civil Division

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Claims investigated thoroughly	95%	95%	95%
Small claims processed without statutory denial	85%	85%	85%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	450,097	455,788	538,578
SUPPLIES AND SERVICES	3,955,601	8,062,534	6,493,483
CAPITAL OUTLAY	1,808	0	0
<b>Total Program Expenditures</b>	<b>4,407,506</b>	<b>8,518,322</b>	<b>7,032,061</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	7,058,045	7,395,417	5,656,535
MISCELLANEOUS	2,188	0	0
<b>Operating Revenue Sub-Total</b>	<b>7,060,233</b>	<b>7,395,417</b>	<b>5,656,535</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(2,652,727)</b>	<b>1,122,905</b>	<b>1,375,526</b>
<b>Total Program Funding</b>	<b>4,407,506</b>	<b>8,518,322</b>	<b>7,032,061</b>

<u>Program Staffing (FTEs)</u>	<u>1.4</u>	<u>1.0</u>	<u>1.0</u>

## Program Summary

**Department:** RISK MANAGEMENT  
**Program:** MOUNT LEMMON FIRE

**Function**

Account for all costs associated with the Mount Lemmon fire, process reimbursements, and transfer residual costs to the originating department or BOS Contingency. (Note: This program was set up for the temporary management of recovery from the Aspen fire in the Catalina Mountains in 2003. Its objectives having been met, it has been discontinued. Historic data presented here is for information purposes.)

**Description of Services**

Track all costs associated with the Mount Lemmon fire and the federal and state reimbursements associated with them.

**Program Goals and Objectives**

- Identify all costs and reimbursements associated with the Mount Lemmon fire
- Process reimbursements

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Percent of Mt Lemmon costs segregated	100%	n/a	n/a
Percent of Mt Lemmon reimbursements processed	100%	n/a	n/a
Percent of unreimbursed costs transferred	100%	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	17,195	0	0
SUPPLIES AND SERVICES	229,160	0	0
<b>Total Program Expenditures</b>	<b>246,355</b>	<b>0</b>	<b>0</b>

**Program Funding by Source**

<b>Revenues</b>			
INTERGOVERNMENTAL	150,000	0	0
<b>Special Programs Revenue Sub-Total</b>	<b>150,000</b>	<b>0</b>	<b>0</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>96,355</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>246,355</b>	<b>0</b>	<b>0</b>

<b>Program Staffing (FTEs)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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## Program Summary

**Department: RISK MANAGEMENT**

**Program: OCCUPATIONAL MEDICAL MANAGEMENT**

**Function**

Manage Workers' Compensation, Return to Work, Occupational Medicine, and Ergonomics programs. Provide an Americans with Disabilities Act (ADA) coordinator.

**Description of Services**

Adjust, defend, and fund workers' compensation claims, suits, and administrative actions. Return injured employees to work as early as possible. Administer the Job Retraining and Placement Program. Schedule and review pre-placement, return to work, special medical evaluation, household hazardous waste, asbestos, and special medical evaluations. Schedule and review Peace Officers Standards Training (POST) and Commercial Drivers License (CDL) pre-placement and biannual physicals. Schedule and review respirator fitness and audiograms for specific positions. Schedule and monitor drug testing for defined health related classifications, CDL, the Sheriff Department and Juvenile Court, and reasonable suspicion testing. Schedule alcohol testing for CDL and reasonable suspicion. Schedule and monitor TB skin testing and chest x-rays, hepatitis, measles, mumps, rubella, and rabies immunizations. Provide ergonomic services in support of safety and loss prevention. Provide training and coordination of the Americans with Disabilities Act (ADA) issues.

**Program Goals and Objectives**

- Ensure compliance with Arizona Workers' Compensation laws and rules
- Reduce workers' compensation losses through early return to work, transitional duty, and the Job Retraining and Placement programs
- Provide occupational medical surveillance and services required by law, rule, or policy
- Provide ergonomic services in support of safety and loss prevention
- Provide coordination and compliance with the ADA

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Undisputed bills paid in 60 days	70%	50%	70%
Claims accepted/denied within statutory period	90%	90%	95%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	457,624	600,937	616,187
SUPPLIES AND SERVICES	4,907,184	4,740,969	4,615,926
CAPITAL OUTLAY	14,558	0	0
<b>Total Program Expenditures</b>	<b>5,379,366</b>	<b>5,341,906</b>	<b>5,232,113</b>
<u>Program Funding by Source</u>			
<b>Revenues</b>			
CHARGES FOR SERVICES	5,582,470	5,186,017	5,112,987
MISCELLANEOUS	282,108	0	0
<b>Operating Revenue Sub-Total</b>	<b>5,864,578</b>	<b>5,186,017</b>	<b>5,112,987</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(485,212)</b>	<b>155,889</b>	<b>119,126</b>
<b>Total Program Funding</b>	<b>5,379,366</b>	<b>5,341,906</b>	<b>5,232,113</b>
<b>Program Staffing (FTEs)</b>	<b>7.6</b>	<b>9.0</b>	<b>9.0</b>

## Program Summary

**Department: RISK MANAGEMENT**

**Program: OTHER LIABILITIES**

**Function**

Fund unemployment insurance and self-insured employee dental benefits.

**Description of Services**

Adjust claims, defend administrative actions, provide funding for losses, and provide funding for benefits. (Note: There are no FTEs associated with this program; charges for personal services are due to interdepartmental salaries.)

**Program Goals and Objectives**

- Comply with laws
- Provide funding for losses without disrupting entity budgets
- Provide funding for benefits

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Information provided in a timely manner	95%	95%	95%
Dental claims authorized	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	43,192	42,617	45,396
SUPPLIES AND SERVICES	1,826,536	1,670,348	1,751,779
<b>Total Program Expenditures</b>	<b>1,869,728</b>	<b>1,712,965</b>	<b>1,797,175</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	1,476,843	1,712,966	1,767,042
<b>Operating Revenue Sub-Total</b>	<b>1,476,843</b>	<b>1,712,966</b>	<b>1,767,042</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>392,885</b>	<b>(1)</b>	<b>30,133</b>
<b>Total Program Funding</b>	<b>1,869,728</b>	<b>1,712,965</b>	<b>1,797,175</b>

<u>Program Staffing (FTEs)</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
	0.0	0.0	0.0

## Program Summary

**Department:** RISK MANAGEMENT  
**Program:** PROPERTY DAMAGE

**Function**

Provide property, boiler, and machinery coverage.

**Description of Services**

Adjust claims and provide funding for losses.

**Program Goals and Objectives**

- Provide funding to pay for losses without disrupting entity budgets

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Claims adjusted	100%	100%	100%
Losses paid	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	1,607,426	1,148,930	1,135,001
<b>Total Program Expenditures</b>	<b>1,607,426</b>	<b>1,148,930</b>	<b>1,135,001</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	1,084,461	1,142,960	1,135,001
MISCELLANEOUS	163,112	0	0
<b>Operating Revenue Sub-Total</b>	<b>1,247,573</b>	<b>1,142,960</b>	<b>1,135,001</b>
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	359,853	5,970	0
<b>Total Program Funding</b>	<b>1,607,426</b>	<b>1,148,930</b>	<b>1,135,001</b>

<u>Program Staffing (FTEs)</u>	0.0	0.0	0.0
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## Program Summary

**Department:** RISK MANAGEMENT  
**Program:** TRUST FUND RESERVE

**Function**

Provide funding for losses in accordance with Government Accounting Standards Board (GASB-10) and ARS § 11-981.

**Description of Services**

Provide funding without disrupting entity budgets. Provide interest on funds to allow funding at net present value instead of projected losses.

**Program Goals and Objectives**

- Provide funding for losses in accordance with GASB-10 and ARS § 11-981

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
GASB - 10 compliance	100%	100%	100%
Fund maintained at 75% confidence level	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
SUPPLIES AND SERVICES	(15)	0	0
<b>Total Program Expenditures</b>	<b>(15)</b>	<b>0</b>	<b>0</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
INTEREST	503,540	500,000	500,000
MISCELLANEOUS	(32)	0	0
<b>Operating Revenue Sub-Total</b>	<b>503,508</b>	<b>500,000</b>	<b>500,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(503,523)</b>	<b>(500,000)</b>	<b>(500,000)</b>
<b>Total Program Funding</b>	<b>(15)</b>	<b>0</b>	<b>0</b>

<b>Program Staffing (FTEs)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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# Treasurer

**Expenditures:** 2,761,534

FTEs 41.0

**Revenues:** 111,150

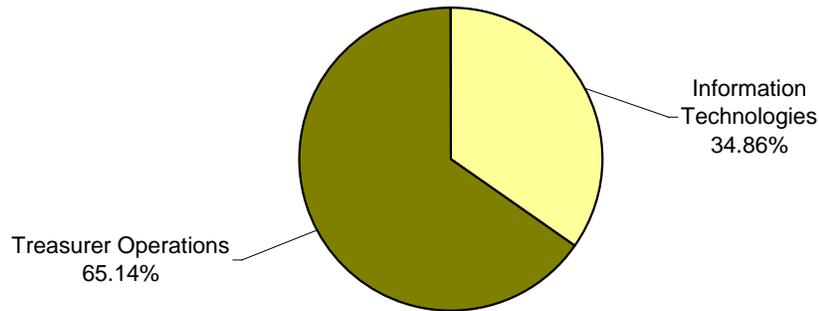
**Function Statement:**

Serve as the custodian of public monies and as ex officio tax collector. Account for the collection, custody, and disbursement of public revenue, and report the same to the Board of Supervisors. Collect and distribute taxes. Accept deposits, clear warrants, and provide investment services to Pima County and its political subdivisions.

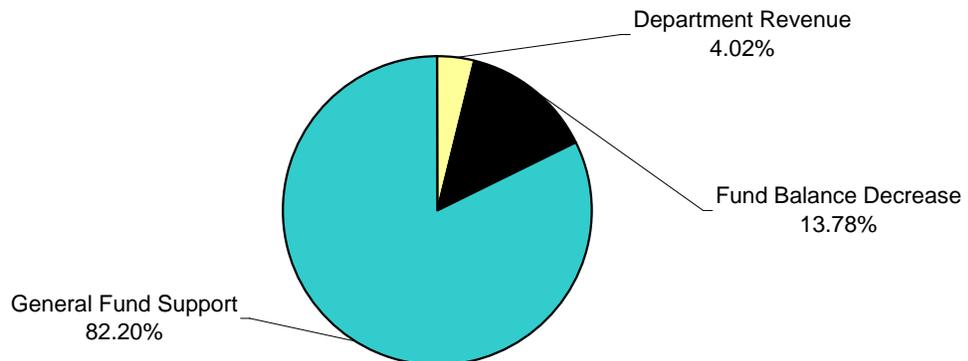
**Mandates:**

ARS Title 11: Counties; Title 35: Public Finances; and Title 42: Taxation

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **TREASURER**

<b>Expenditures by Program</b>	<b>FY2003/04 Actual</b>	<b>FY2004/05 Adopted</b>	<b>FY2005/06 Adopted</b>
INFORMATION TECHNOLOGIES	543,835	930,220	962,698
TREASURER OPERATIONS	1,433,386	1,691,540	1,798,836
<b>Total Expenditures</b>	<b>1,977,221</b>	<b>2,621,760</b>	<b>2,761,534</b>
<b>Funding by Source</b>			
<b>Revenues</b>			
INFORMATION TECHNOLOGIES	103,509	107,750	111,000
TREASURER OPERATIONS	(3,324)	100	150
<b>Total Revenues</b>	<b>100,185</b>	<b>107,850</b>	<b>111,150</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(75,400)</b>	<b>372,000</b>	<b>380,601</b>
<b>General Fund Support</b>	<b>1,952,436</b>	<b>2,141,910</b>	<b>2,269,783</b>
<b>Total Program Funding</b>	<b>1,977,221</b>	<b>2,621,760</b>	<b>2,761,534</b>
<b>Staffing (FTEs) by Program</b>			
INFORMATION TECHNOLOGIES	7.0	7.0	7.0
TREASURER OPERATIONS	37.0	37.0	34.0
<b>Total Staffing (FTEs)</b>	<b>44.0</b>	<b>44.0</b>	<b>41.0</b>

## Program Summary

**Department:** TREASURER

**Program:** INFORMATION TECHNOLOGIES

**Function**

Provide a revenue source for information technologies per Arizona Revised Statute 11-495.

**Description of Services**

Provide a revenue source for development of information technologies for the Treasurer's office. This includes the purchase of computer hardware and software, training of employees to operate the system, and updating the system hardware and software.

**Program Goals and Objectives**

- Develop an integrated Treasurer's information system
- Use new technology developments as they become available

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Hardware purchased/upgraded	30%	30%	30%
Information system completed	25%	50%	85%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	434,217	383,222	427,487
SUPPLIES AND SERVICES	37,177	463,998	415,911
CAPITAL OUTLAY	72,441	83,000	119,300
<b>Total Program Expenditures</b>	<b>543,835</b>	<b>930,220</b>	<b>962,698</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
TAXES	(6)	0	0
MISCELLANEOUS	5	0	0
<b>Operating Revenue Sub-Total</b>	<b>(1)</b>	<b>0</b>	<b>0</b>
CHARGES FOR SERVICES	55,980	60,000	60,000
INTEREST	3,906	2,750	6,000
MISCELLANEOUS	43,624	45,000	45,000
<b>Special Programs Revenue Sub-Total</b>	<b>103,510</b>	<b>107,750</b>	<b>111,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(75,400)</b>	<b>372,000</b>	<b>380,601</b>
<b>General Fund Support</b>	<b>515,726</b>	<b>450,470</b>	<b>471,097</b>
<b>Total Program Funding</b>	<b>543,835</b>	<b>930,220</b>	<b>962,698</b>

<u>Program Staffing (FTEs)</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>

## Program Summary

**Department:** TREASURER

**Program:** TREASURER OPERATIONS

**Function**

Serve as the custodian of public monies and as ex officio tax collector as mandated by Arizona Revised Statutes.

**Description of Services**

Account for the collection, custody, and disbursement of public revenue and report the same to the Board of Supervisors. Collect and distribute taxes. Accept deposits, clear warrants, and provide investment services to Pima County and its political subdivisions.

**Program Goals and Objectives**

- Process tax payments within three days of receipt
- Reduce outstanding delinquent taxes
- Increase investment revenues
- Maintain a customer-friendly atmosphere
- Achieve timely and accurate reporting
- Strengthen internal controls
- Document policies and procedures

<u>Program Performance Measures</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>
Tax collections distributed as mandated by statutes	100%	100%	100%
Tax assessments and corrections processed	100%	100%	100%
Process automated	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
PERSONAL SERVICES	1,169,698	1,364,408	1,447,560
SUPPLIES AND SERVICES	263,688	310,132	349,276
CAPITAL OUTLAY	0	17,000	2,000
<b>Total Program Expenditures</b>	<b>1,433,386</b>	<b>1,691,540</b>	<b>1,798,836</b>

<u>Program Funding by Source</u>	<u>FY2003/04 Actual</u>	<u>FY2004/05 Adopted</u>	<u>FY2005/06 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	(10)	100	150
MISCELLANEOUS	(3,314)	0	0
<b>Operating Revenue Sub-Total</b>	<b>(3,324)</b>	<b>100</b>	<b>150</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>1,436,710</b>	<b>1,691,440</b>	<b>1,798,686</b>
<b>Total Program Funding</b>	<b>1,433,386</b>	<b>1,691,540</b>	<b>1,798,836</b>

<u>Program Staffing (FTEs)</u>	37.0	37.0	34.0
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