

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Expenditures
<u>COUNTY ADMINISTRATION</u>				
<u>ASSESSOR</u>				
ADMINISTRATION	1,633,170			1,633,170
ASSESSOR STATUTORY MANDATES	6,837,203			6,837,203
TOTAL ASSESSOR	8,470,373			8,470,373
<u>BOARD OF SUPERVISORS</u>				
BOARD OF SUPERVISORS	1,674,540			1,674,540
TOTAL BOARD OF SUPERVISORS	1,674,540			1,674,540
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	794,372			794,372
DOCUMENT & MICROGRAPHIC MGMT	528,466			528,466
TOTAL CLERK OF THE BOARD	1,322,838			1,322,838
<u>COUNTY ADMINISTRATOR</u>				
COUNTY ADMINISTRATOR	1,500,821			1,500,821
FACILITIES RENEWAL FUND		8,760,468		8,760,468
SONORAN DESERT CONSERVATION PLAN		6,921		6,921
TOTAL COUNTY ADMINISTRATOR	1,500,821	8,767,389		10,268,210
<u>ELECTIONS</u>				
ELECTIONS	3,824,652			3,824,652
TOTAL ELECTIONS	3,824,652			3,824,652
<u>FINANCE & RISK MANAGEMENT</u>				
ADMINISTRATION	1,195,519			1,195,519
BUDGET	1,321,792			1,321,792
FINANCIAL CONTROL & REPORTING	1,521,571			1,521,571
FINANCIAL MANAGEMENT & AUDIT	1,115,774	45,000		1,160,774
FINANCIAL OPERATIONS	1,638,041			1,638,041
TOTAL FINANCE & RISK MANAGEMENT	6,792,697	45,000		6,837,697
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	2,578,742			2,578,742
TOTAL FORENSIC SCIENCE CENTER	2,578,742			2,578,742
<u>HUMAN RESOURCES</u>				
COMPENSATION/BENEFITS/CLASSIFICATION	1,062,114			1,062,114
RECRUITMENT/EMPLOYMENT RIGHTS	1,075,220			1,075,220
STAFF SERVICES	439,550			439,550
TOTAL HUMAN RESOURCES	2,576,884			2,576,884
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	6,344,484	2,040,000		8,384,484
TOTAL INFORMATION TECHNOLOGY	6,344,484	2,040,000		8,384,484
<u>NON DEPARTMENTAL</u>				
CONTINGENCY	19,516,164	3,200,000		22,716,164
DEBT SERVICE			73,418,403	73,418,403
EMPLOYEE BENEFIT LIABILITY FUND		1,000,000		1,000,000
GENERAL FUND DEBT SERVICE	3,020,635			3,020,635
GENERAL GOVERNMENT REVENUES	705,000			705,000
NON DEPARTMENTAL	8,290,302			8,290,302
TOTAL NON DEPARTMENTAL	31,532,101	4,200,000	73,418,403	109,150,504

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Expenditures
<u>PROCUREMENT</u>				
ADMINISTRATION	512,559			512,559
CONTRACTS-MATERIALS & SVCS DIV	907,184			907,184
VENDOR RELATIONS & COMPLIANCE	183,423			183,423
TOTAL PROCUREMENT	1,603,166			1,603,166
<u>RECORDER</u>				
ADMINISTRATION	418,797			418,797
INFORMATION SERVICES		1,943,880		1,943,880
RECORDER DIVISION	1,021,548			1,021,548
VOTER REGISTRATION	1,385,478			1,385,478
TOTAL RECORDER	2,825,823	1,943,880		4,769,703
<u>TREASURER</u>				
INFORMATION TECHNOLOGIES	485,930	504,601		990,531
TREASURER OPERATIONS	1,891,409			1,891,409
TOTAL TREASURER	2,377,339	504,601		2,881,940
TOTAL COUNTY ADMINISTRATION	73,424,460	17,500,870	73,418,403	164,343,733
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				17,491,678
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				3,392,657
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				20,884,335

SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Revenues
<u>COUNTY ADMINISTRATION</u>				
<u>ASSESSOR</u>				
ASSESSOR STATUTORY MANDATES	6,000			6,000
TOTAL ASSESSOR	6,000			6,000
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	10,000			10,000
TOTAL CLERK OF THE BOARD	10,000			10,000
<u>ELECTIONS</u>				
ELECTIONS	685,000			685,000
TOTAL ELECTIONS	685,000			685,000
<u>FINANCE & RISK MANAGEMENT</u>				
FINANCIAL OPERATIONS	60,000			60,000
TOTAL FINANCE & RISK MANAGEMENT	60,000			60,000
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	1,026,500			1,026,500
TOTAL FORENSIC SCIENCE CENTER	1,026,500			1,026,500
<u>HUMAN RESOURCES</u>				
STAFF SERVICES	3,850			3,850
TOTAL HUMAN RESOURCES	3,850			3,850
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	691,262			691,262
TOTAL INFORMATION TECHNOLOGY	691,262			691,262
<u>NON DEPARTMENTAL</u>				
CONTINGENCY	368,472			368,472
DEBT SERVICE			50,437,798	50,437,798
GENERAL FUND DEBT SERVICE	25,000			25,000
GENERAL GOVERNMENT REVENUES	410,284,164			410,284,164
NON DEPARTMENTAL	4,339,326			4,339,326
TOTAL NON DEPARTMENTAL	415,016,962		50,437,798	465,454,760
<u>RECORDER</u>				
INFORMATION SERVICES		1,496,500		1,496,500
RECORDER DIVISION	3,500,000			3,500,000
VOTER REGISTRATION	40,000			40,000
TOTAL RECORDER	3,540,000	1,496,500		5,036,500
<u>TREASURER</u>				
INFORMATION TECHNOLOGIES		124,000		124,000
TREASURER OPERATIONS	150			150
TOTAL TREASURER	150	124,000		124,150
TOTAL COUNTY ADMINISTRATION	421,039,724	1,620,500	50,437,798	473,098,022

SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Revenues
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				17,231,981
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				3,075,359
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				20,307,340

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>COUNTY ADMINISTRATION</u>	
<u>ASSESSOR</u>	
ADMINISTRATION	20.5
ASSESSOR STATUTORY MANDATES	140.5
TOTAL ASSESSOR	<u>161.0</u>
<u>BOARD OF SUPERVISORS</u>	
BOARD OF SUPERVISORS	21.1
TOTAL BOARD OF SUPERVISORS	<u>21.1</u>
<u>CLERK OF THE BOARD</u>	
ADMINISTRATION/MANAGEMENT	9.0
DOCUMENT & MICROGRAPHIC MGMT	10.0
TOTAL CLERK OF THE BOARD	<u>19.0</u>
<u>COUNTY ADMINISTRATOR</u>	
COUNTY ADMINISTRATOR	16.3
TOTAL COUNTY ADMINISTRATOR	<u>16.3</u>
<u>ELECTIONS</u>	
ELECTIONS	14.0
TOTAL ELECTIONS	<u>14.0</u>
<u>FINANCE & RISK MANAGEMENT</u>	
ADMINISTRATION	12.6
BUDGET	14.0
FINANCIAL CONTROL & REPORTING	22.0
FINANCIAL MANAGEMENT & AUDIT	17.0
FINANCIAL OPERATIONS	29.0
TOTAL FINANCE & RISK MANAGEMENT	<u>94.6</u>
<u>FORENSIC SCIENCE CENTER</u>	
FORENSIC SCIENCE CENTER	27.5
TOTAL FORENSIC SCIENCE CENTER	<u>27.5</u>
<u>HUMAN RESOURCES</u>	
COMPENSATION/BENEFITS/CLASSIFICATION	16.3
RECRUITMENT/EMPLOYMENT RIGHTS	17.3
STAFF SERVICES	7.3
TOTAL HUMAN RESOURCES	<u>40.9</u>
<u>INFORMATION TECHNOLOGY</u>	
INFORMATION TECHNOLOGY	102.6
TOTAL INFORMATION TECHNOLOGY	<u>102.6</u>
<u>PROCUREMENT</u>	
ADMINISTRATION	8.5
CONTRACTS-MATERIALS & SVCS DIV	13.0
DESIGN & CONSTRUCTION SERVICES	8.4
VENDOR RELATIONS & COMPLIANCE	3.9
TOTAL PROCUREMENT	<u>33.8</u>

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>RECORDER</u>	
ADMINISTRATION	5.0
INFORMATION SERVICES	11.0
RECORDER DIVISION	21.0
VOTER REGISTRATION	29.0
TOTAL RECORDER	<u>66.0</u>
<u>TREASURER</u>	
INFORMATION TECHNOLOGIES	7.0
TREASURER OPERATIONS	34.0
TOTAL TREASURER	<u>41.0</u>
TOTAL COUNTY ADMINISTRATION	<u><u>637.8</u></u>
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INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY	
<u>FINANCE & RISK MANAGEMENT</u>	
RISK MANAGEMENT	18.0
TOTAL FINANCE & RISK MANAGEMENT	<u>18.0</u>
<u>INFORMATION TECHNOLOGY</u>	
COMMUNICATIONS	18.0
TOTAL INFORMATION TECHNOLOGY	<u>18.0</u>
TOTAL INTERNAL SERVICE COUNTY ADMINISTRATION	<u>36.0</u>

Assessor

Expenditures: 8,470,373

FTEs 161.0

Revenues: 6,000

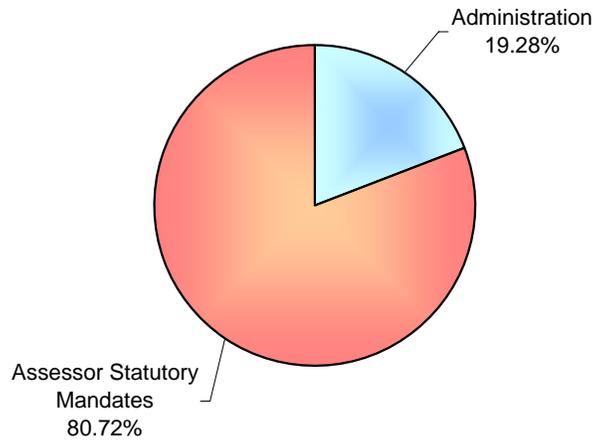
Function Statement:

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.

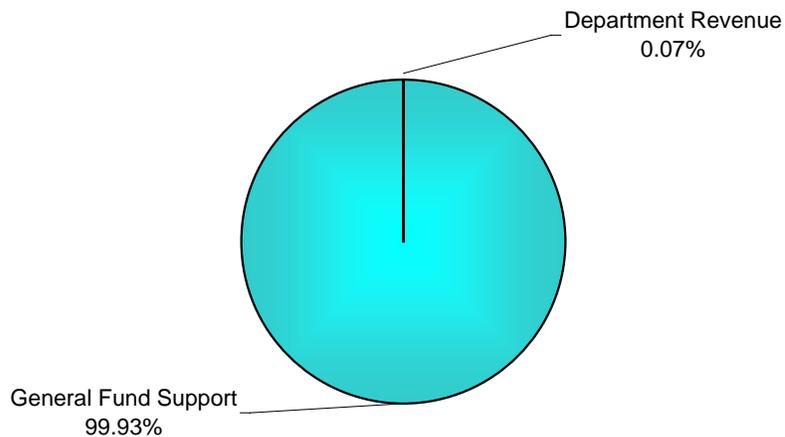
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ASSESSOR

<u>Expenditures by Program</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
ADMINISTRATION	1,576,996	1,464,504	1,633,170
ASSESSOR STATUTORY MANDATES	5,591,421	6,403,408	6,837,203
Total Expenditures	7,168,417	7,867,912	8,470,373
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION	12	0	0
ASSESSOR STATUTORY MANDATES	7,594	6,000	6,000
Total Revenues	7,606	6,000	6,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	7,160,811	7,861,912	8,464,373
Total Program Funding	7,168,417	7,867,912	8,470,373
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION	20.0	20.0	20.5
ASSESSOR STATUTORY MANDATES	132.0	141.0	140.5
Total Staffing (FTEs)	152.0	161.0	161.0

Program Summary

Department: ASSESSOR
Program: ADMINISTRATION

Function

Provide administrative and managerial support to all departmental programs.

Description of Services

Provide personnel, payroll, procurement services, and operational planning. Develop departmental procedures. Administer the department's information systems.

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
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<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Training, education and assistance provided to staff	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	914,765	1,105,189	1,079,044
SUPPLIES AND SERVICES	363,813	359,315	519,476
CAPITAL OUTLAY	298,418	0	34,650
Total Program Expenditures	1,576,996	1,464,504	1,633,170

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
CHARGES FOR SERVICES	12	0	0
Operating Revenue Sub-Total	12	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,576,984	1,464,504	1,633,170
Total Program Funding	1,576,996	1,464,504	1,633,170

<u>Program Staffing (FTEs)</u>	<u>20.0</u>	<u>20.0</u>	<u>20.5</u>

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
- 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 state and federal agencies

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
New commercial, residential, field and personal property inspections completed	97%	98%	98%
Percentage of property transfers, splits, and subdivisions processed within the year of receipt	89%	95%	96%
Percentage of telephone inquiries regarding personal and real property answered	100%	100%	100%
Petitions filed during the Administrative Appeal process accepted, reviewed and answered	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	5,033,249	6,199,078	6,548,518
SUPPLIES AND SERVICES	551,030	204,330	288,685
CAPITAL OUTLAY	7,142	0	0
Total Program Expenditures	5,591,421	6,403,408	6,837,203

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
CHARGES FOR SERVICES	47	0	0
MISCELLANEOUS	7,547	6,000	6,000
Operating Revenue Sub-Total	7,594	6,000	6,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	5,583,827	6,397,408	6,831,203
Total Program Funding	5,591,421	6,403,408	6,837,203

Program Staffing (FTEs)	132.0	141.0	140.5
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Board of Supervisors

Expenditures: 1,674,540

FTEs 21.1

Revenues: 0

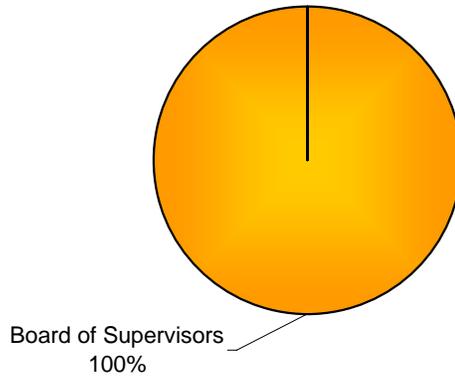
Function Statement:

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.

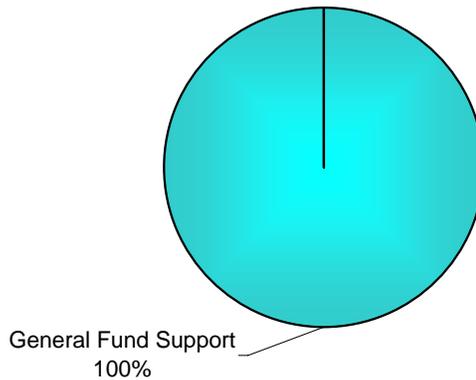
Mandates:

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>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
BOARD OF SUPERVISORS	1,419,291	1,608,925	1,674,540
Total Expenditures	1,419,291	1,608,925	1,674,540
<u>Funding by Source</u>			
Revenues			
BOARD OF SUPERVISORS	135	0	0
Total Revenues	135	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,419,156	1,608,925	1,674,540
Total Program Funding	1,419,291	1,608,925	1,674,540
<u>Staffing (FTEs) by Program</u>			
BOARD OF SUPERVISORS	22.9	23.2	21.1
Total Staffing (FTEs)	22.9	23.2	21.1

Program Summary

Department: BOARD OF SUPERVISORS

Program: BOARD OF SUPERVISORS

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

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Meetings required by statute held on time	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,293,237	1,403,524	1,403,244
SUPPLIES AND SERVICES	124,613	199,401	265,296
CAPITAL OUTLAY	1,441	6,000	6,000
Total Program Expenditures	1,419,291	1,608,925	1,674,540

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
MISCELLANEOUS	135	0	0
Operating Revenue Sub-Total	135	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,419,156	1,608,925	1,674,540
Total Program Funding	1,419,291	1,608,925	1,674,540

<u>Program Staffing (FTEs)</u>	<u>22.9</u>	<u>23.2</u>	<u>21.1</u>

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Clerk of the Board

Expenditures: 1,322,838

FTEs 19.0

Revenues: 10,000

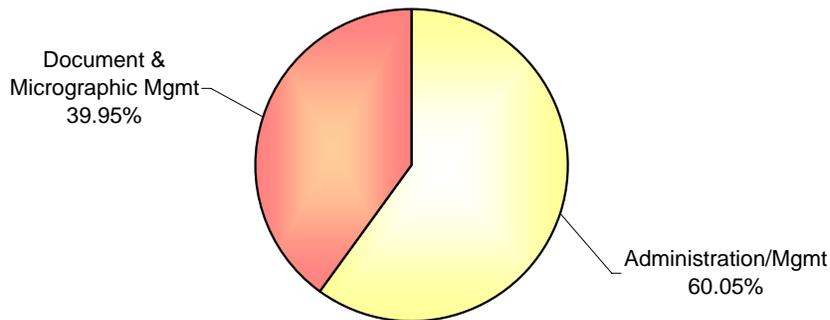
Function Statement:

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.

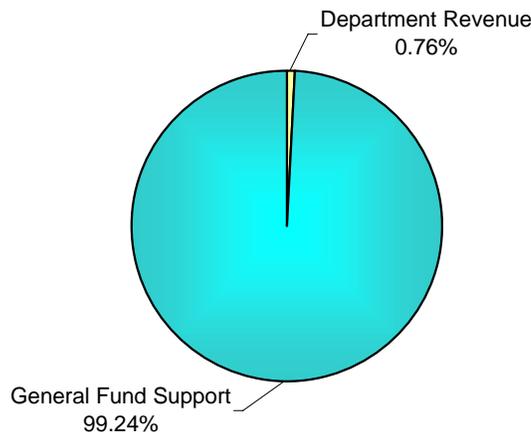
Mandates:

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

<u>Expenditures by Program</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
ADMINISTRATION/MANAGEMENT	700,338	775,816	794,372
DOCUMENT & MICROGRAPHIC MGMT	425,128	491,022	528,466
Total Expenditures	1,125,466	1,266,838	1,322,838
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION/MANAGEMENT	14,419	10,000	10,000
DOCUMENT & MICROGRAPHIC MGMT	61	0	0
Total Revenues	14,480	10,000	10,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,110,986	1,256,838	1,312,838
Total Program Funding	1,125,466	1,266,838	1,322,838
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION/MANAGEMENT	9.0	9.0	9.0
DOCUMENT & MICROGRAPHIC MGMT	10.0	10.0	10.0
Total Staffing (FTEs)	19.0	19.0	19.0

Program Summary

Department: CLERK OF THE BOARD

Program: ADMINISTRATION/MANAGEMENT

Function

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

Description of Services

Coordinate, prepare, and post the Board of Supervisors meeting agendas/addenda including all substantiating documents in hard copy and electronically on the Internet. 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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Electronic agenda prepared/uploaded	82	82	82
Licenses/permits processed	170	175	175
Litigation/claims processed	445	450	450

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	459,122	495,679	525,870
SUPPLIES AND SERVICES	241,216	267,258	268,502
CAPITAL OUTLAY	0	12,879	0
Total Program Expenditures	700,338	775,816	794,372

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,225	1,600	1,600
CHARGES FOR SERVICES	659	300	300
MISCELLANEOUS	11,535	8,100	8,100
Operating Revenue Sub-Total	14,419	10,000	10,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	685,919	765,816	784,372
Total Program Funding	700,338	775,816	794,372

<u>Program Staffing (FTEs)</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Program Staffing (FTEs)	9.0	9.0	9.0

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
- Expand our services to include making file requests and retrieving box information via the County Intranet
- Continue marketing micrographic services to other local jurisdictions to generate revenue
- 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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Frames microfilmed	1,485,000	1,493,000	1,498,000
Records handled per cubic foot	67,170	67,170	68,750
Permanent records stored	9.0%	8.0%	7.5%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	377,956	429,207	466,646
SUPPLIES AND SERVICES	47,172	61,815	61,820
Total Program Expenditures	425,128	491,022	528,466

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
MISCELLANEOUS	61	0	0
Operating Revenue Sub-Total	61	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	425,067	491,022	528,466
Total Program Funding	425,128	491,022	528,466

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

County Administrator

Expenditures: 10,268,210

Revenues: 0

FTEs 16.3

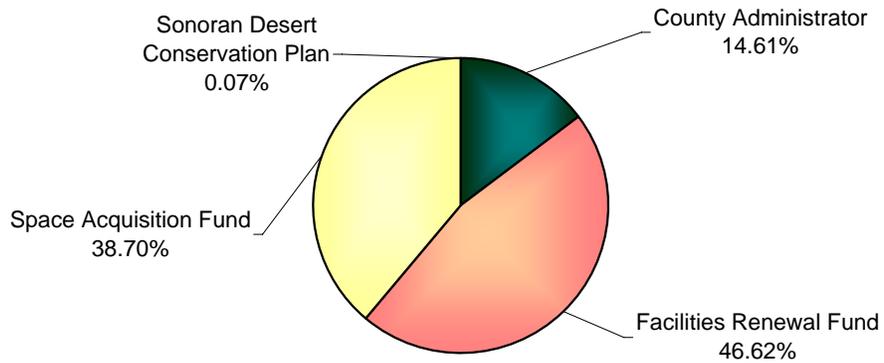
Function Statement:

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, Facilities Renewal Fund, and Space Acquisition Fund.

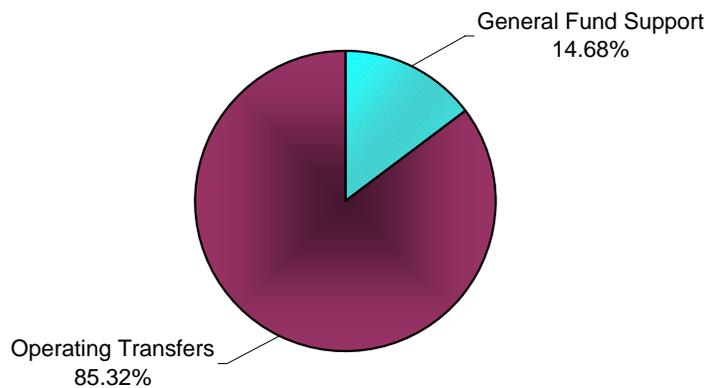
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: COUNTY ADMINISTRATOR

Expenditures by Program	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
COUNTY ADMINISTRATOR	1,251,817	1,326,571	1,500,821
FACILITIES RENEWAL FUND	166,874	2,057,858	4,786,663
OFFICE OF REVENUE & COLLECTIONS	989,835	0	0
SONORAN DESERT CONSERVATION PLAN	236,636	430,000	6,921
SPACE ACQUISITION FUND	0	0	3,973,805
Total Expenditures	2,645,162	3,814,429	10,268,210

Funding by Source

Revenues

FACILITIES RENEWAL FUND	26,759	0	0
OFFICE OF REVENUE & COLLECTIONS	10	0	0
SONORAN DESERT CONSERVATION PLAN	239,458	0	0
Total Revenues	266,227	0	0
Net Operating Transfers In/(Out)	(1,263,000)	1,612,258	8,760,468
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	445,600	0
General Fund Support	3,641,935	1,756,571	1,507,742
Total Program Funding	2,645,162	3,814,429	10,268,210

Staffing (FTEs) by Program

COUNTY ADMINISTRATOR	17.2	16.2	16.3
OFFICE OF REVENUE & COLLECTIONS	20.0	0.0	0.0
Total Staffing (FTEs)	37.2	16.2	16.3

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.

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

Program Performance Measures

	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Department budget requests reviewed	yes	yes	yes
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes

Program Expenditures by Object

	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	1,115,384	1,179,870	1,354,115
SUPPLIES AND SERVICES	131,728	146,701	146,706
CAPITAL OUTLAY	4,705	0	0
Total Program Expenditures	1,251,817	1,326,571	1,500,821

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	1,251,817	1,326,571	1,500,821
Total Program Funding	1,251,817	1,326,571	1,500,821

Program Staffing (FTEs)

	17.2	16.2	16.3
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Program Summary

Department: COUNTY ADMINISTRATOR
Program: FACILITIES RENEWAL FUND

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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Facilities renewal approval plan complete	yes	yes	yes
Facilities repair projects completed	2	2	3

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	134	0	0
SUPPLIES AND SERVICES	162,871	2,057,858	4,001,663
CAPITAL OUTLAY	3,869	0	785,000
Total Program Expenditures	166,874	2,057,858	4,786,663

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
INTEREST	25,400	0	0
MISCELLANEOUS	1,359	0	0
Special Programs Revenue Sub-Total	26,759	0	0
Net Operating Transfers In/(Out)	(1,263,000)	1,612,258	4,786,663
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	445,600	0
General Fund Support	1,403,115	0	0
Total Program Funding	166,874	2,057,858	4,786,663

<u>Program Staffing (FTEs)</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Program Summary

Department: COUNTY ADMINISTRATOR
Program: OFFICE OF REVENUE & COLLECTIONS

Function

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

Description of Services

The Office of Revenue, Collections & Audit has been transferred to the Finance and Risk Management 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

n/a

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Research, analyze, and report on projects as requested by the County Administrator	yes	n/a	n/a
Prepare the County Administrator's quarterly collections report for the BOS	yes	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	925,985	0	0
SUPPLIES AND SERVICES	57,240	0	0
CAPITAL OUTLAY	6,610	0	0
Total Program Expenditures	989,835	0	0

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
MISCELLANEOUS	10	0	0
Operating Revenue Sub-Total	10	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	989,825	0	0
Total Program Funding	989,835	0	0

Program Staffing (FTEs)	20.0	0.0	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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Issue all draft documents on schedule	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
SUPPLIES AND SERVICES	236,636	430,000	6,921
Total Program Expenditures	236,636	430,000	6,921

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
INTERGOVERNMENTAL	236,636	0	0
INTEREST	2,822	0	0
Grant Revenue Sub-Total	239,458	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(2,822)	430,000	6,921
Total Program Funding	236,636	430,000	6,921

Program Staffing (FTEs)	0.0	0.0	0.0
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Program Summary

Department: COUNTY ADMINISTRATOR
Program: SPACE ACQUISITION FUND

Function

Provide funds to acquire sufficient workspace for County departments.

Description of Services

Accumulate a cash reserve to facilitate workspace expansion to provide the County with additional flexibility to pursue a wider range of options and allow acquisitions to occur, in whole or part, on a pay-as-you-go basis.

Program Goals and Objectives

-Reserve resources in preparation to implement actions determined by the Board of Supervisors to be appropriate to address space needs

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Establish a cash reserve to be utilized for space acquisition	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
SUPPLIES AND SERVICES	0	0	3,973,805
Total Program Expenditures	0	0	3,973,805

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Net Operating Transfers In/(Out)	0	0	3,973,805
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
Total Program Funding	0	0	3,973,805

<u>Program Staffing (FTEs)</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Program Staffing (FTEs)	0.0	0.0	0.0

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Elections

Expenditures: 3,824,652

FTEs 14.0

Revenues: 685,000

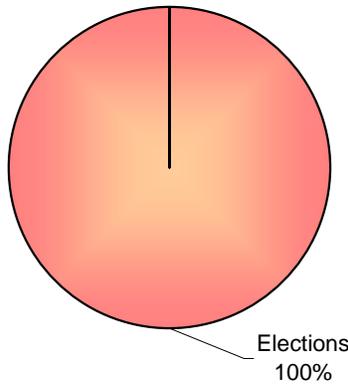
Function Statement:

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.

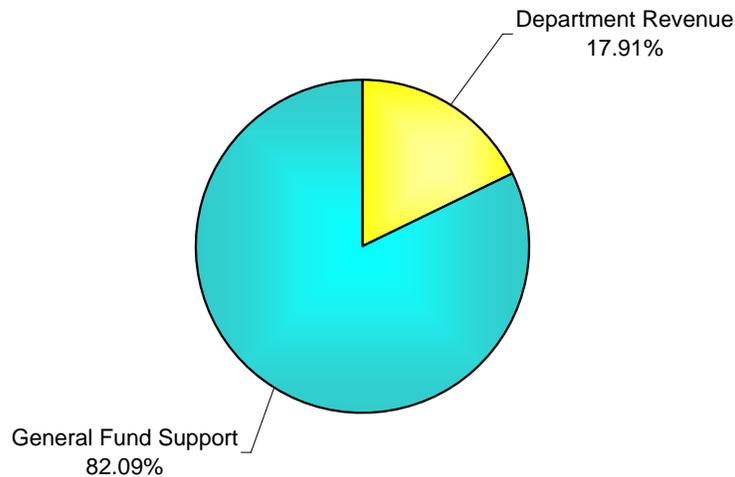
Mandates:

ARS Title 16: Elections and Electors

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ELECTIONS

<u>Expenditures by Program</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
ELECTIONS	2,831,127	5,375,964	3,824,652
Total Expenditures	2,831,127	5,375,964	3,824,652
<u>Funding by Source</u>			
Revenues			
ELECTIONS	679,801	4,262,000	685,000
Total Revenues	679,801	4,262,000	685,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,151,326	1,113,964	3,139,652
Total Program Funding	2,831,127	5,375,964	3,824,652
<u>Staffing (FTEs) by Program</u>			
ELECTIONS	12.0	15.4	14.0
Total Staffing (FTEs)	12.0	15.4	14.0

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
- Comply with all federal and state mandates and statutes.

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Sample ballots mailed on time	yes	yes	yes
Boardworkers recruited for jurisdictional elections	3,500	1,500	3,800
Sufficient ballots on hand	yes	yes	yes
Results available for 10:00 P.M. news	yes	yes	yes
Visually impaired voting devices at every polling place	no	no	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,569,916	1,665,964	2,070,902
SUPPLIES AND SERVICES	1,256,064	873,500	1,571,650
CAPITAL OUTLAY	5,147	2,836,500	182,100
Total Program Expenditures	2,831,127	5,375,964	3,824,652

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
INTERGOVERNMENTAL	674,678	4,257,000	680,000
CHARGES FOR SERVICES	4,683	5,000	5,000
MISCELLANEOUS	440	0	0
Operating Revenue Sub-Total	679,801	4,262,000	685,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,151,326	1,113,964	3,139,652
Total Program Funding	2,831,127	5,375,964	3,824,652

Program Staffing (FTEs)	12.0	15.4	14.0
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Supplemental Packages Approved

Supplemental Package B - Election New Facility/Help America Vote Act - is associated with this program. Funding of this package provides \$45,000 for supplies and services and \$152,000 for capital to provide accommodations at the department's new facility at 1301 S. Mission Road. Data presented on this page includes \$197,000 in expenditures.

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Finance & Risk Management

Expenditures: 24,329,375

Revenues: 17,291,981

FTEs 112.6

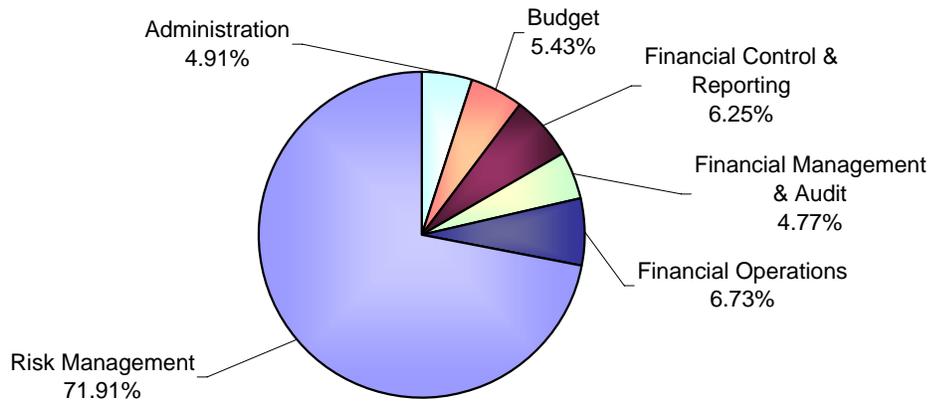
Function Statement:

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. 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.

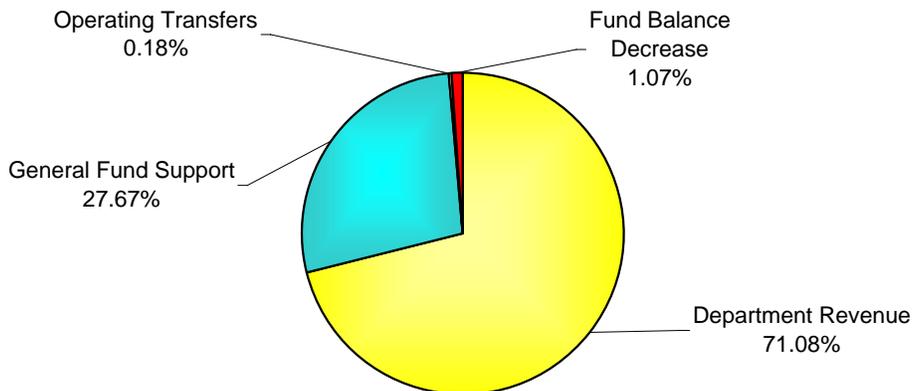
Mandates:

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; and Pima County Code 3.04: Risk Management

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: **FINANCE & RISK MANAGEMENT**

Expenditures by Program	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
ADMINISTRATION	362,030	1,086,506	1,195,519
BUDGET	1,049,715	1,197,319	1,321,792
FINANCIAL CONTROL & REPORTING	888,414	1,301,731	1,521,571
FINANCIAL MANAGEMENT & AUDIT	13,512	771,752	1,160,774
FINANCIAL OPERATIONS	2,073,621	1,473,921	1,638,041
RISK MANAGEMENT	20,722,182	17,033,332	17,491,678
Total Expenditures	25,109,474	22,864,561	24,329,375

Funding by Source

Revenues

ADMINISTRATION	(13,032)	0	0
FINANCIAL CONTROL & REPORTING	52	0	0
FINANCIAL MANAGEMENT & AUDIT	1,591	500	0
FINANCIAL OPERATIONS	43,792	48,000	60,000
RISK MANAGEMENT	15,100,631	14,299,503	17,231,981
Total Revenues	15,133,034	14,348,003	17,291,981
Net Operating Transfers In/(Out)	0	0	50,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	5,633,472	2,758,329	254,697
General Fund Support	4,342,968	5,758,229	6,732,697
Total Program Funding	25,109,474	22,864,561	24,329,375

Staffing (FTEs) by Program

ADMINISTRATION	11.6	14.5	12.6
BUDGET	14.0	14.0	14.0
FINANCIAL CONTROL & REPORTING	17.6	23.3	22.0
FINANCIAL MANAGEMENT & AUDIT	0.0	14.0	17.0
FINANCIAL OPERATIONS	39.5	30.0	29.0
RISK MANAGEMENT	19.0	18.0	18.0
Total Staffing (FTEs)	101.7	113.8	112.6

Note: During fiscal year 2005/06, the Finance Department was renamed the Finance & Risk Management Department to clarify the structure of the department. Beginning with the fiscal year 2006/07 budget presentation, the Risk Management Division is shown as a program within the Finance & Risk Management Department.

During fiscal year 2005/06, the operational management of the Improvement Districts Formation Fund was transferred from the Public Works Administration Department to the Finance & Risk Management Department. The historical amounts include the activity when the fund was under the Public Works Administration Department.

Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: ADMINISTRATION

Function

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

Description of Services

Perform the above stated function, in order to accomplish the following: process payroll and accounts payable; monitor risk factors affecting finances and work force; prepare external and internal financial reports; coordinate and monitor County budgets; administer the County's long term debt; coordinate 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, improvement district bonds
- Install integrated Countywide program for asset management, procurement, and work order management

Program Performance Measures

	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Special reports/analyses/investigations completed	4	4	4
Debt packages	3	4	2
Departments working online in new Synergen system	n/a	85%	100%

Program Expenditures by Object

	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	322,453	872,807	827,784
SUPPLIES AND SERVICES	35,800	213,699	342,585
CAPITAL OUTLAY	3,777	0	25,150
Total Program Expenditures	362,030	1,086,506	1,195,519

Program Funding by Source

Revenues			
MISCELLANEOUS	(13,032)	0	0
Operating Revenue Sub-Total	(13,032)	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	375,062	1,086,506	1,195,519
Total Program Funding	362,030	1,086,506	1,195,519

Program Staffing (FTEs)	11.6	14.5	12.6
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Program Summary

Department: FINANCE & RISK MANAGEMENT

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

- Prepare/publish budget schedules/books in a timely manner:
 - Budget schedules/books prepared by due dates established by the County Administrator
- Publish a budget document that satisfies the Government Finance Officers Association (GFOA) guidelines for effective budget presentation:
 - Achieve rating of proficient/outstanding for each of the GFOA review criteria
 - Receive the GFOA Distinguished Budget Presentation Award
- Provide County residents timely and accurate information regarding real and secured personal property taxes:
 - Compile tax rates/levies by the legislated due date
 - Print and mail approximately 390,000 tax statements at least 21 days before the tax due date
 - Provide informational service via the taxpayer telephone hotline with no taxpayer complaints
- Prepare reliable budget projections:
 - Prepare General Fund budget projections within 1% of year-end audited actual revenues and expenditures

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Budget schedules/books produced by due dates	yes	yes	yes
GFOA review criteria rating of proficient/outstanding	93 of 93	93 of 93	93 of 93
GFOA Budget Presentation Award received	yes	yes	yes
Tax rates/levies compiled by due date	yes	yes	yes
Days tax statements mailed prior to taxes due	22	23	22
Taxpayer complaints received re: telephone hotline	0	0	0
FYE projection vs CAFR actual (General Fund)	2% difference	<1% difference	<1% difference

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	802,948	921,342	1,031,229
SUPPLIES AND SERVICES	244,704	268,477	285,563
CAPITAL OUTLAY	2,063	7,500	5,000
Total Program Expenditures	1,049,715	1,197,319	1,321,792

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 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	1,049,715	1,197,319	1,321,792
Total Program Funding	1,049,715	1,197,319	1,321,792

Program Staffing (FTEs)	14.0	14.0	14.0
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Program Summary

Department: FINANCE & RISK MANAGEMENT
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 and 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. Monitor grant financial activity and grant compliance with applicable policies, procedures, laws, and regulations.

Program Goals and Objectives

- Meet 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
- Establish and begin implementation of a centralized database for capturing and monitoring County grants
- Minimize non-compliance with federal laws to begin reclassification of County from a high risk entity to low risk entity (3 year process)

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 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 statements issued for Wastewater Management, Development Services, and Risk Management	yes	yes	yes
Wastewater Management, Development Services, and Risk Management audits completed by 10/31	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	819,372	1,251,370	1,455,196
SUPPLIES AND SERVICES	42,506	45,861	66,375
CAPITAL OUTLAY	26,536	4,500	0
Total Program Expenditures	888,414	1,301,731	1,521,571

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
MISCELLANEOUS	52	0	0
Operating Revenue Sub-Total	52	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	888,362	1,301,731	1,521,571
Total Program Funding	888,414	1,301,731	1,521,571

Program Staffing (FTEs)	17.6	23.3	22.0
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Program Summary

Department: FINANCE & RISK MANAGEMENT
Program: FINANCIAL MANAGEMENT & AUDIT

Function

Perform centralized cash analysis function for County departments, ensure that internal control processes are in place and functioning, collect delinquent accounts receivable for various County departments, and perform all phases of the improvement district process.

Description of Services

Review and analyze County cash position; plan, organize, and coordinate all phases of the improvement district process; 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 2005/06 this program was in the County Administrator's department. In addition, the Improvement Districts Formation Fund special revenue fund was transferred from the Public Works Administration Department for fiscal year 2006/07.)

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
- Plan, organize, and coordinate all phases of the improvement district process

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Departmental cash flow analyses prepared	n/a	10	10
Updated administration policy on collection	n/a	yes	n/a
High risk audits completed	n/a	4	4
Updated improvement district procedures	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	0	716,361	1,094,283
SUPPLIES AND SERVICES	13,512	34,391	58,641
CAPITAL OUTLAY	0	21,000	7,850
Total Program Expenditures	13,512	771,752	1,160,774

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
Operating Revenue Sub-Total	0	0	0
INTEREST	1,591	500	0
Special Programs Revenue Sub-Total	1,591	500	0
Net Operating Transfers In/(Out)	0	0	50,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	11,921	24,500	(5,000)
General Fund Support	0	746,752	1,115,774
Total Program Funding	13,512	771,752	1,160,774

<u>Program Staffing (FTEs)</u>	<u>0.0</u>	<u>14.0</u>	<u>17.0</u>

Program Summary

Department: FINANCE & RISK MANAGEMENT

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 systems, 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 systems as sound tools for management and decision making
- Process invoices within 7-10 days of receipt
- Meet statutory deadlines for payroll

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Invoices processed 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 timelines	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,741,287	1,371,195	1,490,453
SUPPLIES AND SERVICES	290,604	102,726	147,588
CAPITAL OUTLAY	41,730	0	0
Total Program Expenditures	2,073,621	1,473,921	1,638,041

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
MISCELLANEOUS	43,792	48,000	60,000
Operating Revenue Sub-Total	43,792	48,000	60,000
Special Programs Revenue Sub-Total	0	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,029,829	1,425,921	1,578,041
Total Program Funding	2,073,621	1,473,921	1,638,041

<u>Program Staffing (FTEs)</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
	39.5	30.0	29.0

Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: RISK MANAGEMENT

Function

Direct the risk management, safety, and loss prevention programs for the County, Flood Control District, Stadium District and Library District. Comply with environmental laws and rules, manage environmental tort litigation and provide funding for losses. Manage Workers' Compensation, Return to Work, Occupational Medicine, and Ergonomics programs. Fund unemployment insurance and self-insured employee dental benefits. Insure County properties.

Description of Services

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 Risk Management program. Provide safety and loss prevention regulatory administration, training, inspection, and consulting. Conduct safety investigations and analyses. Fund safety improvements. Provide technical support on environmental issues. Adjust, defend and fund liability and workers' compensation claims. Return injured employees to work as early as possible. Administer the Job Retraining and Placement Program.

Program Goals and Objectives

- Comply with laws, rules, and policies
- Reduce/prevent losses
- Provide funding for investigation of claims, suits, administrative actions and to pay losses without disrupting entity budgets
- 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 Americans with Disabilities Act
- Provide funding for portion of County Attorney's Civil Division

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Annual high risk safety reviews performed	7	7	7
Biannual low risk safety reviews performed	12	12	12
Information provided in a timely manner	95%	100%	100%
Advice provided in a timely manner	95%	100%	100%
Claims investigated thoroughly	95%	95%	95%
Small claims processed without statutory denial	85%	85%	85%
Undisputed bills paid within 60 days	50%	90%	95%
Claims accepted/denied within statutory period	90%	95%	99%
Trust Fund maintained at 75% confidence level	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,852,188	2,051,359	2,277,721
SUPPLIES AND SERVICES	18,857,128	14,976,974	15,206,957
CAPITAL OUTLAY	12,866	4,999	7,000
Total Program Expenditures	20,722,182	17,033,332	17,491,678
<u>Program Funding by Source</u>			
Revenues			
CHARGES FOR SERVICES	13,565,475	13,799,503	16,531,981
INTEREST	799,600	500,000	700,000
MISCELLANEOUS	735,556	0	0
Special Programs Revenue Sub-Total	15,100,631	14,299,503	17,231,981
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	5,621,551	2,733,829	259,697
General Fund Support	0	0	0
Total Program Funding	20,722,182	17,033,332	17,491,678
Program Staffing (FTEs)	19.0	18.0	18.0

Forensic Science Center

Expenditures: 2,578,742

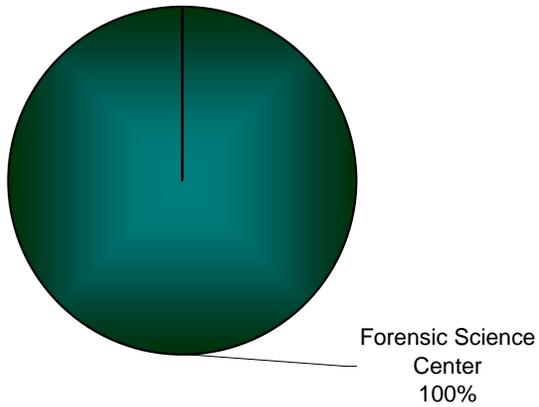
FTEs 27.5

Revenues: 1,026,500

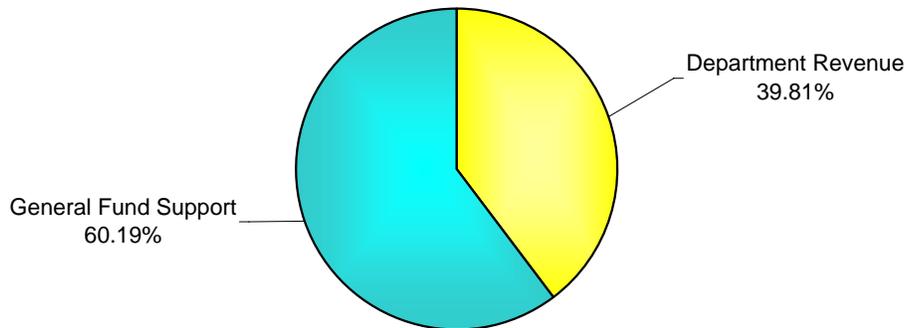
Function Statement: Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

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>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
FORENSIC SCIENCE CENTER	2,193,055	2,202,287	2,578,742
Total Expenditures	2,193,055	2,202,287	2,578,742
<u>Funding by Source</u>			
Revenues			
FORENSIC SCIENCE CENTER	1,165,973	891,500	1,026,500
Total Revenues	1,165,973	891,500	1,026,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,027,082	1,310,787	1,552,242
Total Program Funding	2,193,055	2,202,287	2,578,742
<u>Staffing (FTEs) by Program</u>			
FORENSIC SCIENCE CENTER	24.0	25.0	27.5
Total Staffing (FTEs)	24.0	25.0	27.5

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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Requests to remove bodies responded to within 30 minutes	98%	60%	98%
Autopsy rate	70%	70%	85%
Reports prepared within 3-4 weeks	85%	93%	93%
Cremation authorization completed within 1 day	85%	80%	90%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,723,310	1,794,191	2,162,975
SUPPLIES AND SERVICES	465,255	403,296	385,767
CAPITAL OUTLAY	4,490	4,800	30,000
Total Program Expenditures	2,193,055	2,202,287	2,578,742
<u>Program Funding by Source</u>			
Revenues			
CHARGES FOR SERVICES	1,155,253	886,500	1,021,500
MISCELLANEOUS	10,720	5,000	5,000
Operating Revenue Sub-Total	1,165,973	891,500	1,026,500
Grant Revenue Sub-Total	0	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,027,082	1,310,787	1,552,242
Total Program Funding	2,193,055	2,202,287	2,578,742

<u>Program Staffing (FTEs)</u>	<u>24.0</u>	<u>25.0</u>	<u>27.5</u>

Supplemental Packages Approved

Supplemental Package B - Forensic Anthropologist - is associated with this program. Funding of this package provides \$70,044 for personal services, savings of \$26,000 for supplies and services, and \$10,000 in revenue. Data presented on this page includes \$44,044 in expenditures and \$10,000 in revenue.

Supplemental Package C - Morgue Operations Supervisor - is associated with this program. Partial funding of this package provides for three-fourths of this new position. The package requested \$46,233 in personal services. Data presented on this page includes \$34,674 in expenditures.

Supplemental Package E - 4-Wheel Drive Van - is associated with this program. Funding of this package provides savings of \$5,000 for supplies and services and \$25,000 for capital expenditures. Data presented on this page includes \$20,000 in expenditures.

Supplemental Package F - Forensic Pathologist - is associated with this program. Partial funding of this package provides for three-fourths of this new position. The package requested \$142,217 in personal services. Data presented on this page includes \$125,412 in expenditures.

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Human Resources

Expenditures: 2,576,884

FTEs 40.9

Revenues: 3,850

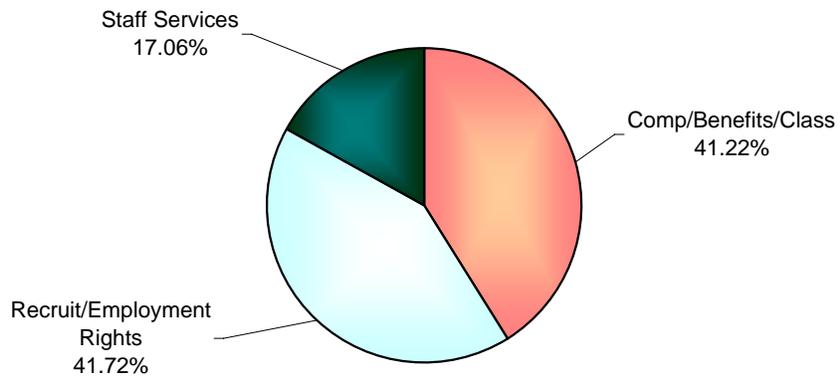
Function Statement:

Provide 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.

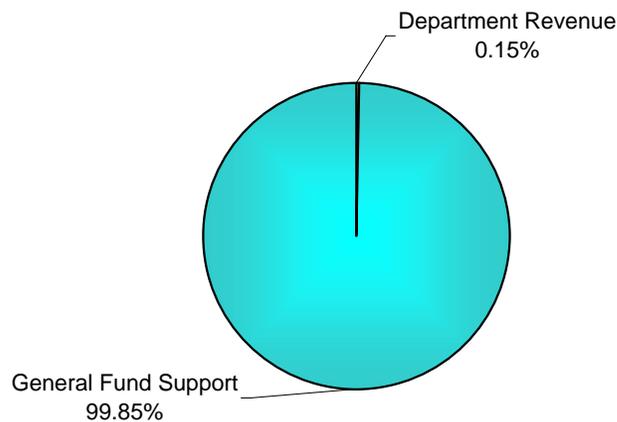
Mandates:

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>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
COMPENSATION/BENEFITS/CLASSIFICATION	850,498	1,069,651	1,062,114
RECRUITMENT/EMPLOYMENT RIGHTS	892,222	953,564	1,075,220
STAFF SERVICES	340,653	420,610	439,550
Total Expenditures	2,083,373	2,443,825	2,576,884

<u>Funding by Source</u>			
Revenues			
COMPENSATION/BENEFITS/CLASSIFICATION	(3,504)	2,500	0
STAFF SERVICES	2,146	1,350	3,850
Total Revenues	(1,358)	3,850	3,850
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,084,731	2,439,975	2,573,034
Total Program Funding	2,083,373	2,443,825	2,576,884

<u>Staffing (FTEs) by Program</u>			
COMPENSATION/BENEFITS/CLASSIFICATION	18.4	18.8	16.3
RECRUITMENT/EMPLOYMENT RIGHTS	18.4	17.3	17.3
STAFF SERVICES	7.2	6.3	7.3
Total Staffing (FTEs)	44.0	42.4	40.9

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
- Process classification and audit requests to ensure less than 5% of requests initiated during the year are open at year end 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

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Total audits open at year end	4.7%	5%	5%
Average days for grade recommendations	5.4	10	10
Major complaints reported within one business day	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	724,788	851,768	844,761
SUPPLIES AND SERVICES	125,710	214,133	213,603
CAPITAL OUTLAY	0	3,750	3,750
Total Program Expenditures	850,498	1,069,651	1,062,114

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	(3,663)	0	0
MISCELLANEOUS	159	2,500	0
Operating Revenue Sub-Total	(3,504)	2,500	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	854,002	1,067,151	1,062,114
Total Program Funding	850,498	1,069,651	1,062,114

Program Staffing (FTEs)	18.4	18.8	16.3
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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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Certification/applications received and reviewed	1,326/17,582	1,250/18,000	1,400/18,000
Complaints mediated	142	150	150
Requests for interpretation of rules and policies answered	3,781	5,000	4,000

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	682,039	758,564	874,860
SUPPLIES AND SERVICES	210,183	192,500	196,610
CAPITAL OUTLAY	0	2,500	3,750
Total Program Expenditures	892,222	953,564	1,075,220

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 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	892,222	953,564	1,075,220
Total Program Funding	892,222	953,564	1,075,220

Program Staffing (FTEs)	18.4	17.3	17.3
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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

	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Records scheduled for compliance review	1,120	2,000	2,000
Management training sessions held	84	96	75
Affirmative Action reporting compliance	yes	yes	yes

Program Expenditures by Object

	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	290,445	331,180	399,870
SUPPLIES AND SERVICES	50,208	70,680	37,180
CAPITAL OUTLAY	0	18,750	2,500
Total Program Expenditures	340,653	420,610	439,550

Program Funding by Source

Revenues

CHARGES FOR SERVICES	1,364	1,350	2,200
MISCELLANEOUS	782	0	1,650
Operating Revenue Sub-Total	2,146	1,350	3,850
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	338,507	419,260	435,700
Total Program Funding	340,653	420,610	439,550

Program Staffing (FTEs)

7.2

6.3

7.3

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Information Technology

Expenditures: 11,777,141

Revenues: 3,766,621

FTEs 120.6

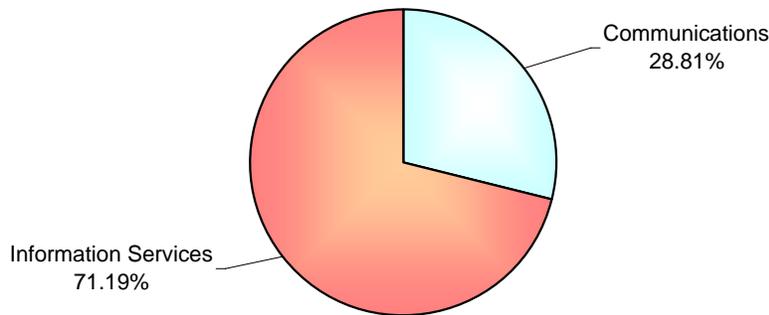
Function Statement:

Information Technology (IT) includes management and administration of the County's: mainframe computer; network servers; wide area network (data backbone); telecommunications; wireless radio communications; financial application systems development and support; computer hardware and software acquisition and licensing; franchise license and contract coordination for cable, fiber, cellular, 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.

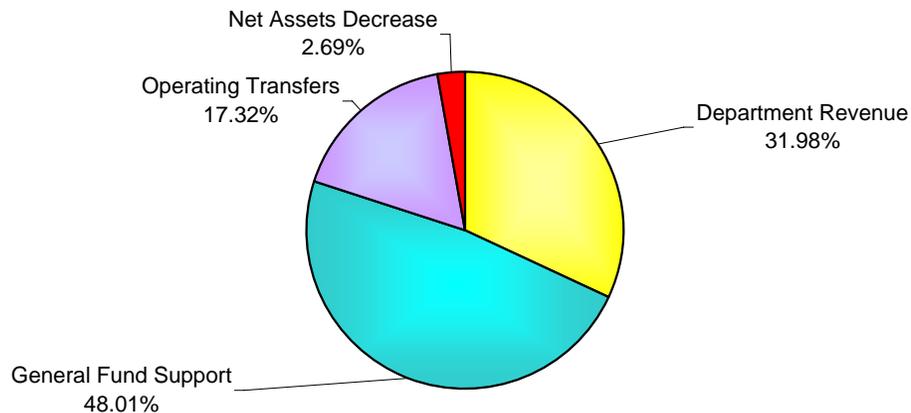
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: INFORMATION TECHNOLOGY

<u>Expenditures by Program</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
COMMUNICATIONS	1,892,697	2,249,021	3,392,657
INFORMATION TECHNOLOGY	5,424,567	5,876,520	8,384,484
Total Expenditures	7,317,264	8,125,541	11,777,141
<u>Funding by Source</u>			
Revenues			
COMMUNICATIONS	2,159,141	2,226,809	3,075,359
INFORMATION TECHNOLOGY	936,461	589,900	691,262
Total Revenues	3,095,602	2,816,709	3,766,621
Net Operating Transfers In/(Out)	0	0	2,040,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(266,444)	22,212	317,298
General Fund Support	4,488,106	5,286,620	5,653,222
Total Program Funding	7,317,264	8,125,541	11,777,141
<u>Staffing (FTEs) by Program</u>			
COMMUNICATIONS	10.0	11.0	18.0
INFORMATION TECHNOLOGY	69.5	100.5	102.6
Total Staffing (FTEs)	79.5	111.5	120.6

Note: For fiscal year 2006/07, Wireless Radio Communications have been transferred from Fleet Services to the Communications Internal Service Fund, including five positions. In addition, the department has requested a sixth position for the support of Wireless Radio Communications services.

Also, for fiscal year 2006/07, the IT Enhancement Fund, a special revenue fund, has been created.

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. Provide wireless communications services for Pima County Government.

Description of Services

Provide voice (telephone), data, wireless communications, network, 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
- Provide wireless communications services for all County departments

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 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	93%	95%	95%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	559,445	629,077	1,134,244
SUPPLIES AND SERVICES	1,303,981	1,619,944	2,258,413
CAPITAL OUTLAY	29,271	0	0
Total Program Expenditures	1,892,697	2,249,021	3,392,657

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	2,140,729	2,219,309	2,307,374
INTEREST	15,998	7,500	7,500
MISCELLANEOUS	2,414	0	760,485
Special Programs Revenue Sub-Total	2,159,141	2,226,809	3,075,359
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(266,444)	22,212	317,298
General Fund Support	0	0	0
Total Program Funding	1,892,697	2,249,021	3,392,657

Program Staffing (FTEs)	10.0	11.0	18.0
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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 a 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 developing 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 and wireless 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 consolidating the directory, authentication, and system security structure of the County so that systems can work together more effectively
- Complete implementation of the Synergen System
- 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

	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Scheduled outages on Z800 per year	14	12	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%	99%
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

	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	3,688,015	4,046,626	4,497,166
SUPPLIES AND SERVICES	1,245,703	1,461,949	3,858,323
CAPITAL OUTLAY	490,849	367,945	28,995
Total Program Expenditures	5,424,567	5,876,520	8,384,484

Program Funding by Source

Revenues

MISCELLANEOUS	936,461	589,900	691,262
Operating Revenue Sub-Total	936,461	589,900	691,262

Program Summary

Department: INFORMATION TECHNOLOGY

Program: INFORMATION TECHNOLOGY

Net Operating Transfers In/(Out)	0	0	2,040,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	<u>4,488,106</u>	<u>5,286,620</u>	<u>5,653,222</u>
Total Program Funding	<u>5,424,567</u>	<u>5,876,520</u>	<u>8,384,484</u>
<hr/>			
Program Staffing (FTEs)	69.5	100.5	102.6

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Non Departmental

Expenditures: 109,150,504

Revenues: 55,170,596

FTEs 0.0

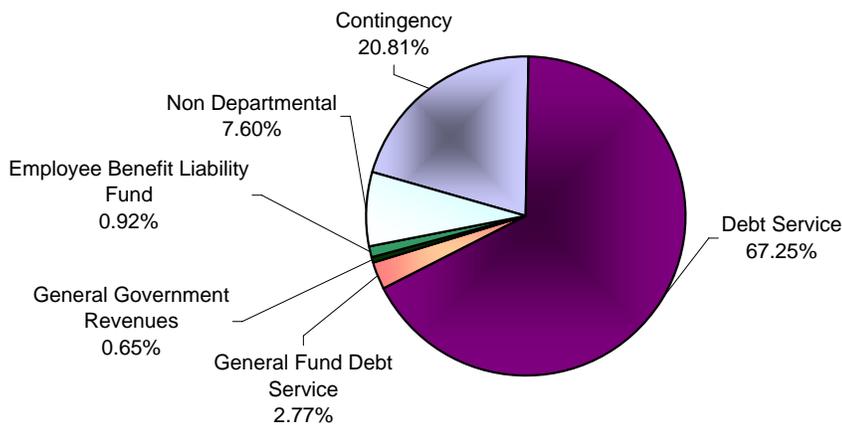
Function Statement:

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 \$465,454,760 with \$410,284,164 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$55,170,596, is the amount to be considered as departmental revenue.)

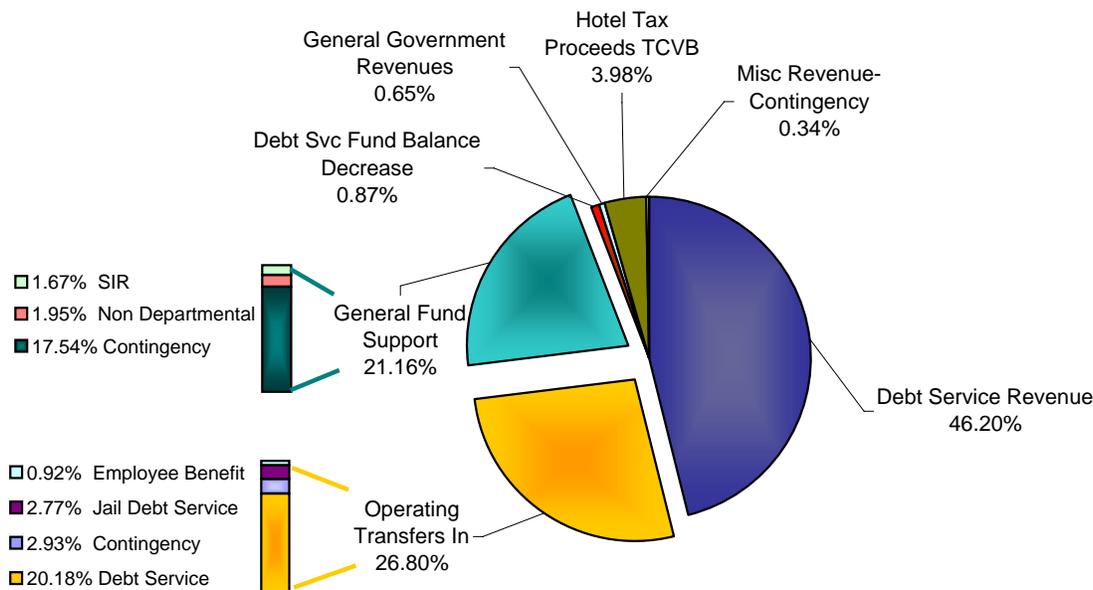
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: **NON DEPARTMENTAL**

Expenditures by Program	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
CONTINGENCY	5,787,194	5,376,860	22,716,164
DEBT SERVICE	55,816,851	67,738,662	73,418,403
EMPLOYEE BENEFIT LIABILITY FUND	500,000	1,000,000	1,000,000
GENERAL FUND DEBT SERVICE	2,769,466	3,047,760	3,020,635
GENERAL GOVERNMENT REVENUES	1,350,002	500,000	705,000
NON DEPARTMENTAL	8,662,027	3,447,394	8,290,302
Total Expenditures	74,885,540	81,110,676	109,150,504

Funding by Source

Revenues

CONTINGENCY	1,325,188	663,000	368,472
DEBT SERVICE	46,373,581	43,576,073	50,437,798
GENERAL FUND DEBT SERVICE	17,203	25,000	25,000
GENERAL GOVERNMENT REVENUES	359,484,305	379,486,660	410,284,164
NON DEPARTMENTAL	1,442,579	1,433,800	4,339,326
Total Revenues	408,642,856	425,184,533	465,454,760
Net Operating Transfers In/(Out)	4,204,147	6,059,822	737,586
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(5,953,645)	6,841,912	951,751
General Fund Support	(332,007,818)	(356,975,591)	(357,993,593)
Total Program Funding	74,885,540	81,110,676	109,150,504

Staffing (FTEs) by Program

Total Staffing (FTEs)	0.0	0.0	0.0
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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 Property Tax Rate Stabilization Special Revenue Fund was established in fiscal year 2006/07 to provide for future stabilization of the primary and combined property tax rates. 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 unreserved 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

Unreserved 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:

Arizona Long Term Care System (ALTCS)	
Contribution Relief	\$ 5,205,100
Reserve for Possible Unallowable FY 2004/05	
Transportation Expenses	5,026,195
Superior Court - Restoration to Competency	2,000,000
Net Retirement Rate Change Savings	1,645,019 *
Superior Court State Probation Relief	985,800
Sheriff - Grants	568,194
County Attorney - Grants	500,910
Juvenile Court State Probation Relief	396,100
Critical Path	375,000
Regional Water Authority Study	150,000
Recorder - Ballot Inserter Machine	115,000
Recorder - City of Tucson Mass Mailing	68,472 **
Justice Courts Tucson - Pro Tem Costs	58,880
Total	\$ 17,094,670

Carryovers from Fiscal Year 2005/06:

Various Departments - Facilities Improvements	\$ 537,094
Community Services - Summer Intern Program	580,000
Assessor - Tenant Improvements	165,704
Information Technology - Synergen Implementation	80,000
Clerk of Superior Court - Software Services	37,954
Procurement - SPIRIT	20,742
Total	\$ 1,421,494

The Property Tax Rate Stabilization Special Revenue Fund includes \$3.2 million to provide for future stabilization of the primary and the combined property tax rates.

* Included in this amount is an additional allocation of \$237,060 for outside agencies approved by the Board of Supervisors on July 11, 2006.

** Revenue of \$68,472 is associated with this item.

Program Performance Measures

	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

Program Summary

Department: NON DEPARTMENTAL

Program: CONTINGENCY

Program Expenditures by Object	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	2,332,223	0	0
SUPPLIES AND SERVICES	3,334,229	5,376,860	22,716,164
CAPITAL OUTLAY	120,742	0	0
Total Program Expenditures	5,787,194	5,376,860	22,716,164
Program Funding by Source			
Revenues			
INTERGOVERNMENTAL	72,918	300,000	300,000
CHARGES FOR SERVICES	0	363,000	68,472
INTEREST	96,154	0	0
MISCELLANEOUS	1,148,416	0	0
MEMO REVENUE	7,700	0	0
Operating Revenue Sub-Total	1,325,188	663,000	368,472
Net Operating Transfers In/(Out)	0	(1,283,123)	3,200,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	4,462,006	5,996,983	19,147,692
Total Program Funding	5,787,194	5,376,860	22,716,164
Program Staffing (FTEs)	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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
SUPPLIES AND SERVICES	55,816,851	67,738,662	73,418,403
Total Program Expenditures	55,816,851	67,738,662	73,418,403

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
TAXES	45,721,339	42,973,572	49,445,842
SPECIAL ASSESSMENT	21,954	290,801	291,456
INTERGOVERNMENTAL	8,790	7,500	7,500
INTEREST	610,626	304,200	693,000
MISCELLANEOUS	10,872	0	0
Operating Revenue Sub-Total	46,373,581	43,576,073	50,437,798
Net Operating Transfers In/(Out)	15,396,915	17,320,677	22,028,854
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(5,953,645)	6,841,912	951,751
General Fund Support	0	0	0
Total Program Funding	55,816,851	67,738,662	73,418,403

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

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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Required employee payoffs funded	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	500,000	1,000,000	1,000,000
Total Program Expenditures	500,000	1,000,000	1,000,000

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Net Operating Transfers In/(Out)	500,000	1,000,000	1,000,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
Total Program Funding	500,000	1,000,000	1,000,000

<u>Program Staffing (FTEs)</u>	0.0	0.0	0.0
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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	\$3,015,035	\$5,600	\$3,020,635

Program Performance Measures	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Transactions accurately recorded	100%	100%	100%

Program Expenditures by Object	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
SUPPLIES AND SERVICES	2,769,466	3,047,760	3,020,635
Total Program Expenditures	2,769,466	3,047,760	3,020,635
Program Funding by Source			
Revenues			
INTEREST	17,203	25,000	25,000
Operating Revenue Sub-Total	17,203	25,000	25,000
Net Operating Transfers In/(Out)	2,562,178	2,562,178	3,020,635
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	190,085	460,582	(25,000)
Total Program Funding	2,769,466	3,047,760	3,020,635
Program Staffing (FTEs)	0.0	0.0	0.0

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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
SUPPLIES AND SERVICES	1,350,002	500,000	705,000
Total Program Expenditures	1,350,002	500,000	705,000

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
TAXES	225,919,898	242,132,889	253,517,153
LICENSES & PERMITS	2,334,838	2,297,537	2,457,992
INTERGOVERNMENTAL	121,483,586	124,538,443	139,014,907
CHARGES FOR SERVICES	8,383,821	9,872,381	13,582,229
INTEREST	898,890	588,510	1,580,483
MISCELLANEOUS	463,272	56,900	131,400
Operating Revenue Sub-Total	359,484,305	379,486,660	410,284,164
Net Operating Transfers In/(Out)	(14,254,946)	(13,539,910)	(28,511,903)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(343,879,357)	(365,446,750)	(381,067,261)
Total Program Funding	1,350,002	500,000	705,000

Program Staffing (FTEs)	0.0	0.0	0.0
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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 no direct responsibility has been assigned to any single department. Report the General Fund portion of self insurance reserve (SIR) payments.

Description of Services

Report the receipt of the Transient Lodging Excise Tax revenues of \$4,339,326 and payments of \$5,997,490 to the Metropolitan Tucson Convention & Visitors Bureau (MTCVB). The \$1,658,164 difference in revenues and payments to MCTVB represents the fiscal year 2005/06 increase in the County's hotel/motel tax rate effective January 1, 2006 that was not to be distributed until fiscal year 2006/07 (see Financial Highlights and Significant Issues below). 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 the U.S. Mexico Border Counties Coalition of \$9,600, and Lobbyist costs of \$40,000. Provide expenditure authority of \$360,000 for network infrastructure and \$1,819,962 for the General Fund portion of self insurance costs.

Program Goals and Objectives

- Provide and account for all Non Departmental activity

Financial Highlights and Significant Issues

Legislation from the state of Arizona (A.R.S. 42-6108) allowing the County to increase its transient lodging excise (hotel/motel) tax from 2% to 6% became effective on August 12, 2005. In response to this legislation, the Board of Supervisors approved the increase of the County's hotel/motel tax rate to 6% starting on January 1, 2006. Hotel/motel tax revenues are to be distributed to tourism (50%), the Stadium District (34%) and economic development (16%).

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	0	136,517	0
SUPPLIES AND SERVICES	8,024,057	3,310,877	8,290,302
CAPITAL OUTLAY	637,970	0	0
Total Program Expenditures	8,662,027	3,447,394	8,290,302

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
INTERGOVERNMENTAL	1,442,579	1,433,800	4,339,326
Operating Revenue Sub-Total	1,442,579	1,433,800	4,339,326
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	7,219,448	2,013,594	3,950,976
Total Program Funding	8,662,027	3,447,394	8,290,302

<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: 1,603,166

FTEs 33.8

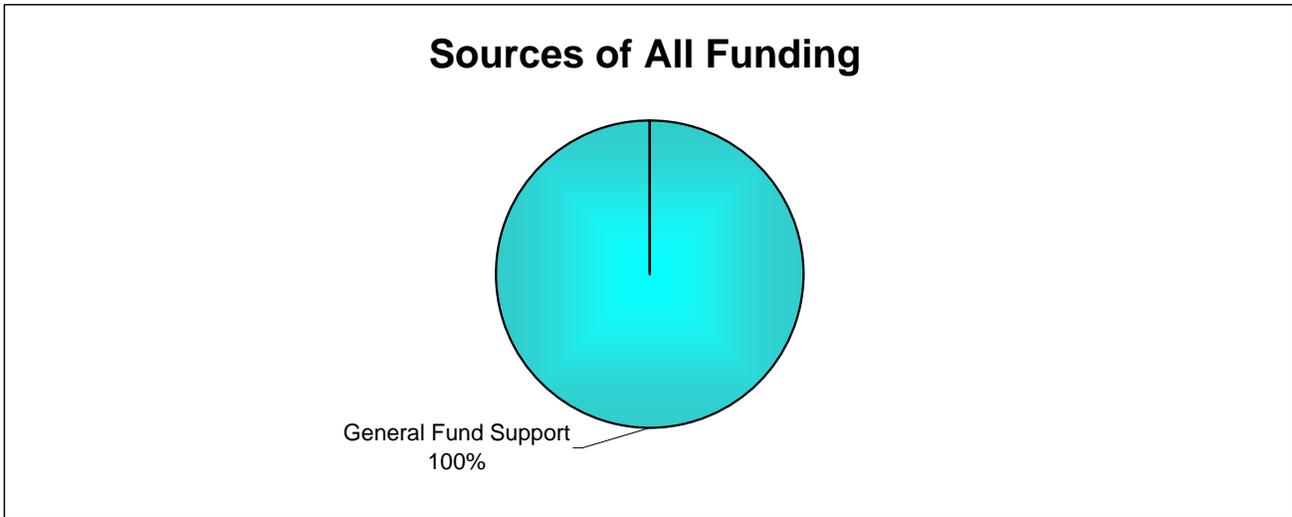
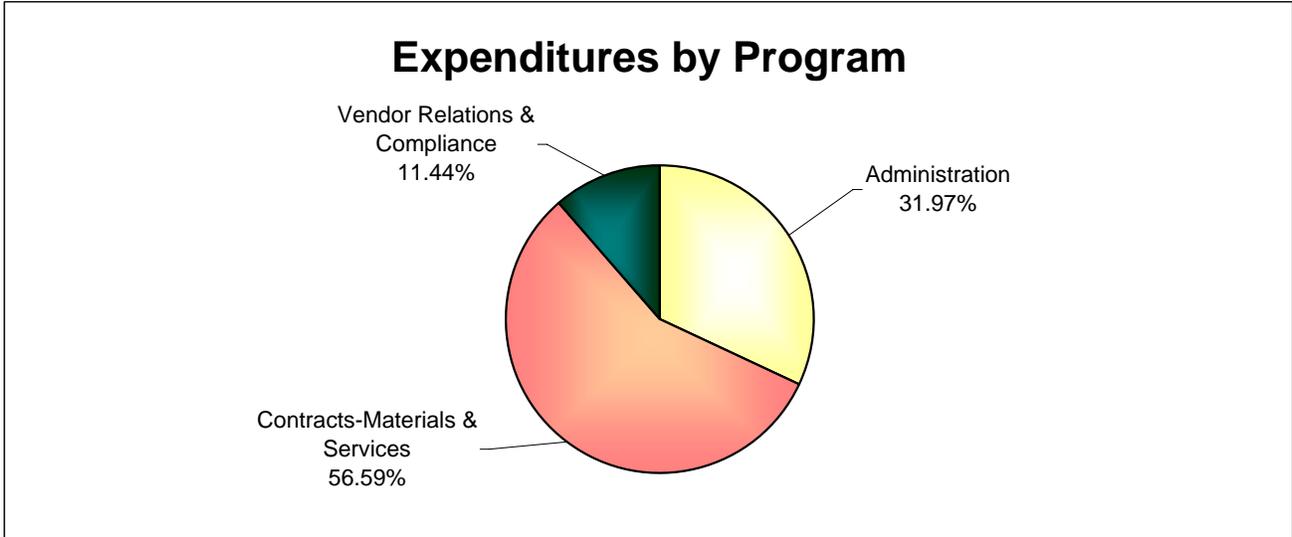
Revenues: 0

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



Department Summary by Program

Department: **PROCUREMENT**

Expenditures by Program	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
ADMINISTRATION	251,931	317,369	512,559
CONTRACTS-MATERIALS & SVCS DIV	898,423	915,694	907,184
DESIGN & CONSTRUCTION SERVICES	0	(3,139)	0
VENDOR RELATIONS & COMPLIANCE	139,589	160,180	183,423
Total Expenditures	1,289,943	1,390,104	1,603,166

Funding by Source

Revenues

CONTRACTS-MATERIALS & SVCS DIV	78,691	0	0
DESIGN & CONSTRUCTION SERVICES	364	0	0
VENDOR RELATIONS & COMPLIANCE	200	0	0
Total Revenues	79,255	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,210,688	1,390,104	1,603,166
Total Program Funding	1,289,943	1,390,104	1,603,166

Staffing (FTEs) by Program

ADMINISTRATION	5.6	5.6	8.5
CONTRACTS-MATERIALS & SVCS DIV	14.0	14.0	13.0
DESIGN & CONSTRUCTION SERVICES	7.4	7.4	8.4
VENDOR RELATIONS & COMPLIANCE	3.0	3.0	3.9
Total Staffing (FTEs)	30.0	30.0	33.8

Program Summary

Department: PROCUREMENT
Program: ADMINISTRATION

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 support 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, Synergen, 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, 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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Requisitions entered	2,943	3,500	3,830
Requisition lines entered	8,723	9,700	9,400
Contracts entered	3,591	3,500	3,700

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	241,237	303,869	499,509
SUPPLIES AND SERVICES	10,694	13,500	13,050
Total Program Expenditures	251,931	317,369	512,559
<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	251,931	317,369	512,559
Total Program Funding	251,931	317,369	512,559
Program Staffing (FTEs)	5.6	5.6	8.5

Supplemental Packages Approved

Supplemental Package C - P-Card Supplemental - is associated with this program. Funding of this package provides \$31,176 in personal services and \$1,900 in supplies and services to fund a new position to ensure appropriate use of Purchasing Cards and compliance with County policies and procedures. The data presented on this page includes \$33,076 in expenditures.

Program Summary

Department: PROCUREMENT

Program: CONTRACTS-MATERIALS & SVCS DIV

Function

Provide tactical and strategic guidance to all County Departments regarding centralized Procurement and de-centralized Purchasing on a wide variety of materials and complex services, with the exception of Design and Construction Services. Act as the central interpretive authority regarding Procurement policy, code, procedure, and practice.

Description of Services

Receive purchase requisitions and respond by developing solicitation documents and conducting solicitation(s) for competitive price quotations or proposals utilizing verbal or written quotations, formal Invitation for Bids, or Requests for Proposals as authorized and prescribed by Board Policy, Administrative Procedures, and Procurement Code and Procedures in a manner that optimizes value received by the County. Issue purchase orders and procurement-related contract documents, change orders, and revision and amendment documents. Provide training to division and all County departments' staff; develop and design appropriate standards, specifications, and solicitation documents; analyze and select authorized, appropriate, and optimal Procurement processes; and conduct the procurement process in a manner that delivers best value to the County and regional community. Support the actions of Finance and requesting departments involving the resolution of order, payment, and performance issues.

Program Goals and Objectives

- Reduce old requisitions by providing timely responses to purchase requests and accelerating the delivery of required materials and services to requesting departments
- Promote staff competency and knowledge regarding the application of advanced Public Procurement practices
- Promote the Procurement Department's image as a progressive and competent procurement agency
- Promote the development of collaborative procurements with regional agencies to acquire advantageous control of supply and/or pricing

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Formal procurement requisitions of age greater than 90 days (avg/wk)	9	6	3
Informal procurement requisitions of age greater than 30 days (avg/wk)	2	2	1
Professional procurement staff w/ professional procurement certification	20%	33%	50%
National procurement awards/recognition	0	2	2
Meetings conducted with other agencies re: collaborative procurements	n/a	4	8

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	804,280	881,644	872,249
SUPPLIES AND SERVICES	92,783	34,050	34,935
CAPITAL OUTLAY	1,360	0	0
Total Program Expenditures	898,423	915,694	907,184

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
MISCELLANEOUS	78,691	0	0
Operating Revenue Sub-Total	78,691	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	819,732	915,694	907,184
Total Program Funding	898,423	915,694	907,184

Program Staffing (FTEs)	14.0	14.0	13.0
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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

Develop and conduct construction acquisitions in accordance with state law and county code. Develop solicitations and conduct procurement of architectural, engineering, and related services. Research and draft complex contractual documents. Maintain and administer the qualified consultants list in accordance with County policies. Advise departments on acquisition strategies, contractual language, contract administration, and disputes. Provide training in alternative project delivery methods. Draft policies and procedures to conform to changes in state law, County Code, and Board policies. Participate in state-wide organizations to improve use and application of alternative delivery methods. Process contracts, amendments, and change orders. Identify and implement process improvements.

Program Goals and Objectives

- Reduce contract processing overhead by at least ten percent
- Implement use of purchase orders in lieu of contracts for at least seventy-five percent of Qualified Consultants List (QCL) contracts

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Professional services contracts entered	290	280	422
Amendments & change orders entered	321	362	470
Construction bids entered	63	63	122
Professional services solicitations processed	35	64	73
QCL contracts as purchase orders	n/a	n/a	75%
All contracts as purchase orders	n/a	n/a	10%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	0	(3,139)	0
Total Program Expenditures	0	(3,139)	0

Program Funding by Source

Revenues			
MISCELLANEOUS	364	0	0
Operating Revenue Sub-Total	364	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(364)	(3,139)	0
Total Program Funding	0	(3,139)	0

Program Staffing (FTEs)	7.4	7.4	8.4
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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

Program Performance Measures	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Vendor training programs provided	9	7	10
Internal procurement training programs provided	11	10	12
MWBE outreach programs:			
- Pima County sponsored programs administered	6	7	10
- Other agency sponsored programs administered	19	21	20
MWBEs certified	327	364	380
County vendors in database	5,250	6,949	7,500
Minority (MBE) vendors in database	615	1,015	1,100
Women (WBE) vendors in database	900	1,068	1,100
Living Wage contracts reviewed	37	25	30
On-site compliance Living Wage visits	50	38	50

Program Expenditures by Object	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	124,998	131,738	158,023
SUPPLIES AND SERVICES	14,591	28,442	25,400
Total Program Expenditures	139,589	160,180	183,423

Program Summary

Department: **PROCUREMENT**

Program: **VENDOR RELATIONS & COMPLIANCE**

Program Funding by Source

Revenues			
MISCELLANEOUS	200	0	0
Operating Revenue Sub-Total	200	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	139,389	160,180	183,423
Total Program Funding	139,589	160,180	183,423
<hr/>			
Program Staffing (FTEs)	3.0	3.0	3.9

Supplemental Packages Approved

Supplemental Package B - MWBE Supplemental - is associated with this program. Funding of this package provides \$33,598 in personal services to fund a new position to ensure compliance with MWBE and Living Wage requirements throughout the County. The data presented on the preceding page includes \$33,598 in expenditures.

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Recorder

Expenditures: 4,769,703

Revenues: 5,036,500

FTEs 66.0

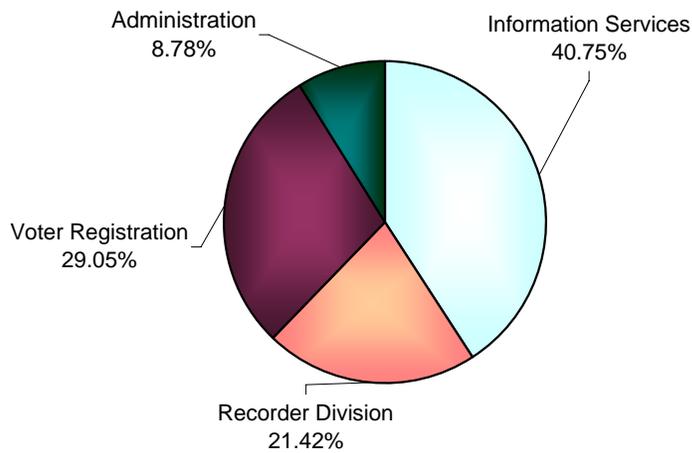
Function Statement:

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.

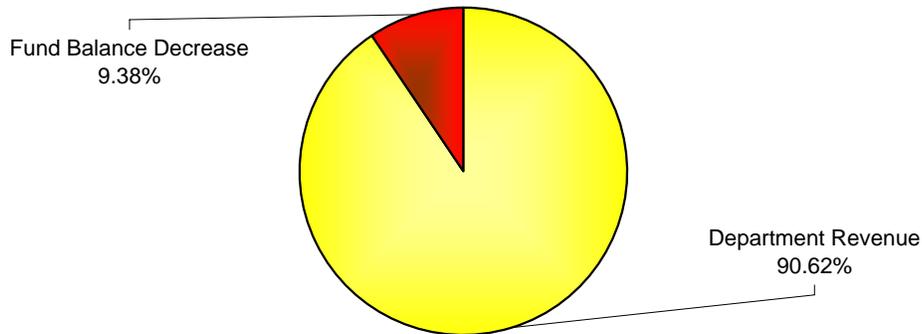
Mandates:

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

Expenditures by Program	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
ADMINISTRATION	31,212	0	418,797
INFORMATION SERVICES	1,176,995	1,776,976	1,943,880
RECORDER DIVISION	1,078,331	1,235,772	1,021,548
VOTER REGISTRATION	1,062,299	1,312,168	1,385,478
Total Expenditures	3,348,837	4,324,916	4,769,703

Funding by Source

Revenues

INFORMATION SERVICES	1,468,871	1,145,000	1,496,500
RECORDER DIVISION	3,606,186	3,454,000	3,500,000
VOTER REGISTRATION	139,222	405,400	40,000
Total Revenues	5,214,279	5,004,400	5,036,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(291,876)	631,976	447,380
General Fund Support	(1,573,566)	(1,311,460)	(714,177)
Total Program Funding	3,348,837	4,324,916	4,769,703

Staffing (FTEs) by Program

ADMINISTRATION	0.0	0.0	5.0
INFORMATION SERVICES	8.0	11.0	11.0
RECORDER DIVISION	27.0	25.0	21.0
VOTER REGISTRATION	29.0	21.0	29.0
Total Staffing (FTEs)	64.0	57.0	66.0

Program Summary

Department: RECORDER

Program: ADMINISTRATION

Function

Provide management oversight, budget and personnel services to all programs in the Pima County Recorder's office.

Description of Services

Responsible for ensuring compliance with statutory mandates, setting the policies for the department, implementing those policies; hiring, supervising, monitoring and evaluating personnel, planning the activities of the department, budgeting and monitoring the use of public funds, and purchasing adequate resources, equipment and supplies for the department. (Note: These activities were previously included within different programs in prior budget years.)

Program Goals and Objectives

- Ensure that public funds allocated to the Recorder's office are expended in compliance with County policy and state law
- Ensure that the statutory mandates on the Recorder's office in both the Voter Registration and Document Recording divisions of the department are met at all times
- Hire, train, and monitor adequate personnel to perform the statutory mandates of the department
- Procure adequate equipment, supplies, and resources to enable the employees of the department to perform their functions

Program Performance Measures	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
All supplies and materials purchases so that there is no downtime due to a shortage	yes	n/a	yes
Begin the recruiting process to fill all vacant positions within 2 weeks of the vacancy being created	yes	n/a	yes
Meet all statutory mandates placed on the Recorder under Title 16 of the Arizona Statutes	yes	n/a	yes
Meet all statutory mandates placed on the Recorder under Title 11 of the Arizona Statutes	yes	n/a	yes

Program Expenditures by Object	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	62,424	0	827,194
SUPPLIES AND SERVICES	0	0	10,400
Total Program Expenditures	62,424	0	837,594

Program Funding by Source	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	31,212	0	418,797
Total Program Funding	31,212	0	418,797

Program Staffing (FTEs)	0.0	0.0	5.0
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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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Computer system uptime	100%	100%	100%
Upgrade continuing programs within 1 year after upgrade become available for 90% of programs in use	yes	yes	yes
Modify voter registration program as required by statutory modifications prior to the first effective election for all changes	yes	yes	yes
Maintain and upgrade the computer system to the most efficient operations possible	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	863,668	1,150,792	1,158,210
SUPPLIES AND SERVICES	762,580	1,343,000	1,405,500
CAPITAL OUTLAY	727,742	1,060,160	1,324,050
Total Program Expenditures	2,353,990	3,553,952	3,887,760

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
CHARGES FOR SERVICES	1,380,720	1,100,000	1,400,000
INTEREST	76,364	45,000	96,500
MISCELLANEOUS	11,787	0	0
Special Programs Revenue Sub-Total	1,468,871	1,145,000	1,496,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(291,876)	631,976	447,380
General Fund Support	0	0	0
Total Program Funding	1,176,995	1,776,976	1,943,880

Program Staffing (FTEs)	8.0	11.0	11.0
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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) with the second checking completed no later than the next business day after receipt, 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 10 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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Documents recorded	285,000	295,000	350,000
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Documents reviewed for accuracy (3rd check)	100%	100%	100%
Telephone inquiries answered daily	50	55	60
Pages microfilmed and digitized	1,425,000	1,567,500	1,900,000
All documents returned by mail/private courier	yes	yes	yes
Customers assisted daily in public area	85	85	80
Average cost per document recorded	\$3.15	\$3.15	\$3.50
Documents received and recorded same day	100%	100%	100%
Number of documents recorded per day	1,188	1,230	1,400
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	10 days
Customers served within 5 minutes	85%	85%	90%
Accuracy rate for recorded documents	99.5%	99.5%	99.5%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,692,400	2,030,110	1,559,946
SUPPLIES AND SERVICES	464,262	441,434	483,150
Total Program Expenditures	2,156,662	2,471,544	2,043,096

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
CHARGES FOR SERVICES	3,326,060	3,190,000	3,200,000
MISCELLANEOUS	280,126	264,000	300,000
Operating Revenue Sub-Total	3,606,186	3,454,000	3,500,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(2,527,855)	(2,218,228)	(2,478,452)
Total Program Funding	1,078,331	1,235,772	1,021,548

Program Staffing (FTEs)	27.0	25.0	21.0
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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 as mandated by state law
- 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)

Program Performance Measures	FY2004/05 Actual	FY2005/06 Estimated	FY2006/07 Planned
Voter registration affidavits processed	183,000	80,000	150,000
Voter cancellations processed	55,000	20,000	50,000
Telephone inquiries received	20,800	20,800	31,000
Average cost per affidavit	\$4.27	\$4.27	\$5.00
Political parties satisfied with service	100%	100%	100%
Early ballots issued	275,000	90,000	300,000
Ballots issued and mailed within statutory requirements	100%	100%	100%
Early ballots received and validated (signatures verified)	210,000	81,000	285,000
Ballots turned over to Pima County Elections within statutory requirements	100%	100%	100%

Program Expenditures by Object	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
PERSONAL SERVICES	1,468,180	1,501,344	1,844,058
SUPPLIES AND SERVICES	656,418	1,122,992	926,898
Total Program Expenditures	2,124,598	2,624,336	2,770,956

Program Funding by Source	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
Revenues			
INTERGOVERNMENTAL	0	305,400	0
CHARGES FOR SERVICES	139,222	100,000	40,000
Operating Revenue Sub-Total	139,222	405,400	40,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	923,077	906,768	1,345,478
Total Program Funding	1,062,299	1,312,168	1,385,478

Program Staffing (FTEs)	29.0	21.0	29.0

Treasurer

Expenditures: 2,881,940

Revenues: 124,150

FTEs 41.0

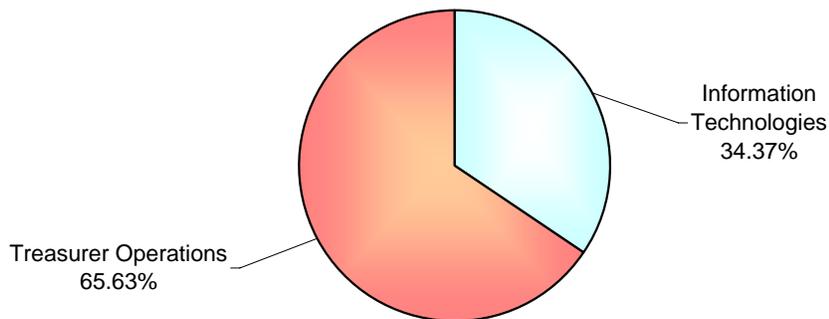
Function Statement:

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.

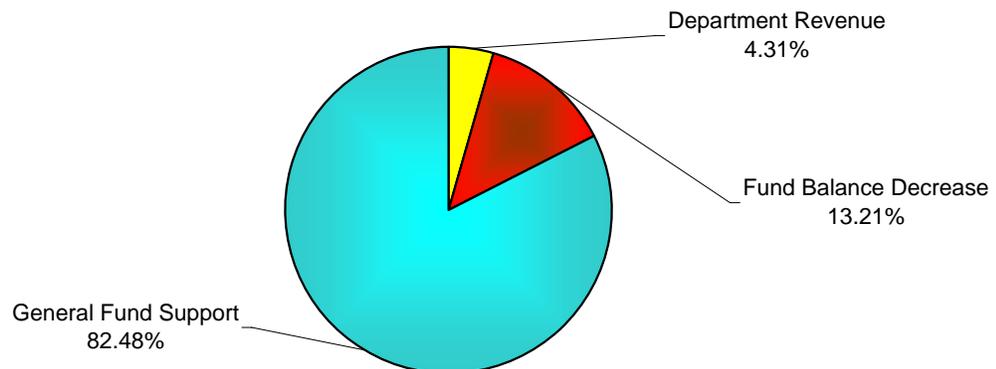
Mandates:

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**

Expenditures by Program	FY2004/05 Actual	FY2005/06 Adopted	FY2006/07 Adopted
INFORMATION TECHNOLOGIES	351,314	962,698	990,531
TREASURER OPERATIONS	1,420,174	1,798,836	1,891,409
Total Expenditures	1,771,488	2,761,534	2,881,940
Funding by Source			
Revenues			
INFORMATION TECHNOLOGIES	109,336	111,000	124,000
TREASURER OPERATIONS	88	150	150
Total Revenues	109,424	111,150	124,150
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(39,758)	380,601	380,601
General Fund Support	1,701,822	2,269,783	2,377,189
Total Program Funding	1,771,488	2,761,534	2,881,940
Staffing (FTEs) by Program			
INFORMATION TECHNOLOGIES	7.0	7.0	7.0
TREASURER OPERATIONS	37.0	34.0	34.0
Total Staffing (FTEs)	44.0	41.0	41.0

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
- Replace at least 30% of hardware systems annually

<u>Program Performance Measures</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Hardware purchased/upgraded	30%	30%	30%
Information system completed	50%	60%	85%

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	252,361	427,487	431,116
SUPPLIES AND SERVICES	30,992	415,911	330,215
CAPITAL OUTLAY	67,961	119,300	229,200
Total Program Expenditures	351,314	962,698	990,531

<u>Program Funding by Source</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
Revenues			
Operating Revenue Sub-Total	0	0	0
CHARGES FOR SERVICES	56,600	60,000	60,000
INTEREST	7,519	6,000	18,000
MISCELLANEOUS	45,217	45,000	46,000
Special Programs Revenue Sub-Total	109,336	111,000	124,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(39,758)	380,601	380,601
General Fund Support	281,736	471,097	485,930
Total Program Funding	351,314	962,698	990,531

Program Staffing (FTEs)	7.0	7.0	7.0
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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>FY2004/05 Actual</u>	<u>FY2005/06 Estimated</u>	<u>FY2006/07 Planned</u>
Tax collections distributed as mandated by statutes	100%	100%	100%
Tax assessments and corrections processed	100%	100%	100%
Tax payments processed within three days	yes	yes	yes
Reduced number of parcels available at each tax sale	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2004/05 Actual</u>	<u>FY2005/06 Adopted</u>	<u>FY2006/07 Adopted</u>
PERSONAL SERVICES	1,114,003	1,447,560	1,564,659
SUPPLIES AND SERVICES	301,371	349,276	303,650
CAPITAL OUTLAY	4,800	2,000	23,100
Total Program Expenditures	1,420,174	1,798,836	1,891,409

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	0	150	150
MISCELLANEOUS	88	0	0
Operating Revenue Sub-Total	88	150	150
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,420,086	1,798,686	1,891,259
Total Program Funding	1,420,174	1,798,836	1,891,409

Program Staffing (FTEs)	37.0	34.0	34.0
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