

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	1,536,753			1,536,753
ASSESSOR STATUTORY MANDATES	7,547,948			7,547,948
TOTAL ASSESSOR	9,084,701			9,084,701
<u>BOARD OF SUPERVISORS</u>				
BOARD OF SUPERVISORS	1,921,797			1,921,797
TOTAL BOARD OF SUPERVISORS	1,921,797			1,921,797
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	826,231			826,231
DOCUMENT & MICROGRAPHIC MGMT	547,170			547,170
TOTAL CLERK OF THE BOARD	1,373,401			1,373,401
<u>COUNTY ADMINISTRATOR</u>				
COUNTY ADMINISTRATOR	1,831,684			1,831,684
FACILITIES RENEWAL FUND		1,505,000		1,505,000
METHAMPHETAMINE INTERDICTION		210,009		210,009
SONORAN DESERT CONSERVATION PLAN		30,000		30,000
TOTAL COUNTY ADMINISTRATOR	1,831,684	1,745,009		3,576,693
<u>ELECTIONS</u>				
ELECTIONS	2,623,929			2,623,929
TOTAL ELECTIONS	2,623,929			2,623,929
<u>FINANCE & RISK MANAGEMENT</u>				
ADMINISTRATION	1,592,677			1,592,677
BUDGET	1,399,242			1,399,242
FINANCIAL CONTROL & REPORTING	1,548,214			1,548,214
FINANCIAL MANAGEMENT & AUDIT	1,114,784	50,000		1,164,784
FINANCIAL OPERATIONS	1,906,292			1,906,292
TOTAL FINANCE & RISK MANAGEMENT	7,561,209	50,000		7,611,209
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	2,837,589			2,837,589
TOTAL FORENSIC SCIENCE CENTER	2,837,589			2,837,589
<u>HUMAN RESOURCES</u>				
COMPENSATION/BENEFITS/CLASSIFICATION	1,057,754			1,057,754
RECRUITMENT/EMPLOYMENT RIGHTS	1,117,002			1,117,002
STAFF SERVICES	577,118			577,118
TOTAL HUMAN RESOURCES	2,751,874			2,751,874
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS	449,312			449,312
INFORMATION TECHNOLOGY	6,618,318			6,618,318
IT ENHANCEMENT		1,547,200		1,547,200
TOTAL INFORMATION TECHNOLOGY	7,067,630	1,547,200		8,614,830

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Expenditures
<u>NON DEPARTMENTAL</u>				
CONTINGENCY	34,879,855	5,300,000		40,179,855
DEBT SERVICE			77,945,345	77,945,345
EMPLOYEE BENEFIT LIABILITY FUND		1,000,000		1,000,000
GENERAL FUND DEBT SERVICE	5,935,109			5,935,109
GENERAL GOVERNMENT REVENUES	705,000			705,000
NON DEPARTMENTAL	7,487,225			7,487,225
TOTAL NON DEPARTMENTAL	49,007,189	6,300,000	77,945,345	133,252,534
<u>PROCUREMENT</u>				
ADMINISTRATION	612,334			612,334
DESIGN & CONSTRUCTION	603,781			603,781
MATERIALS & SERVICES	946,928			946,928
VENDOR RELATIONS & MWBE	246,687			246,687
TOTAL PROCUREMENT	2,409,730			2,409,730
<u>RECORDER</u>				
ADMINISTRATION	507,506			507,506
INFORMATION SERVICES		4,570,045		4,570,045
RECORDER DIVISION	969,107			969,107
VOTER REGISTRATION	1,279,118			1,279,118
TOTAL RECORDER	2,755,731	4,570,045		7,325,776
<u>TREASURER</u>				
TREASURER OPERATIONS	2,607,371	238,670		2,846,041
TOTAL TREASURER	2,607,371	238,670		2,846,041
TOTAL COUNTY ADMINISTRATION	93,833,835	14,450,924	77,945,345	186,230,104
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				19,005,156
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				3,682,774
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				22,687,930

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>				
ADMINISTRATION	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>COUNTY ADMINISTRATOR</u>				
SONORAN DESERT CONSERVATION PLAN		30,000		30,000
TOTAL COUNTY ADMINISTRATOR		30,000		30,000
<u>ELECTIONS</u>				
ELECTIONS	435,000			435,000
TOTAL ELECTIONS	435,000			435,000
<u>FINANCE & RISK MANAGEMENT</u>				
FINANCIAL OPERATIONS	120,000			120,000
TOTAL FINANCE & RISK MANAGEMENT	120,000			120,000
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	1,041,200			1,041,200
TOTAL FORENSIC SCIENCE CENTER	1,041,200			1,041,200
<u>HUMAN RESOURCES</u>				
COMPENSATION/BENEFITS/CLASSIFICATION	7,350			7,350
STAFF SERVICES	1,500			1,500
TOTAL HUMAN RESOURCES	8,850			8,850
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	684,884			684,884
TOTAL INFORMATION TECHNOLOGY	684,884			684,884
<u>NON DEPARTMENTAL</u>				
CONTINGENCY	300,000			300,000
DEBT SERVICE			57,259,988	57,259,988
GENERAL FUND DEBT SERVICE	25,000			25,000
GENERAL GOVERNMENT REVENUES	432,097,282			432,097,282
IMPROVEMENT DISTRICTS		560,124		560,124
NON DEPARTMENTAL	4,713,836			4,713,836
TOTAL NON DEPARTMENTAL	437,136,118	560,124	57,259,988	494,956,230
<u>RECORDER</u>				
INFORMATION SERVICES		1,375,000		1,375,000
RECORDER DIVISION	3,225,000			3,225,000
VOTER REGISTRATION	373,750			373,750
TOTAL RECORDER	3,598,750	1,375,000		4,973,750
<u>TREASURER</u>				
TREASURER OPERATIONS	150	113,000		113,150
TOTAL TREASURER	150	113,000		113,150
TOTAL COUNTY ADMINISTRATION	443,040,952	2,078,124	57,259,988	502,379,064

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				18,577,342
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				4,528,651
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				23,105,993

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>COUNTY ADMINISTRATION</u>	
<u>ASSESSOR</u>	
ADMINISTRATION	22.0
ASSESSOR STATUTORY MANDATES	139.0
TOTAL ASSESSOR	<u>161.0</u>
<u>BOARD OF SUPERVISORS</u>	
BOARD OF SUPERVISORS	24.4
TOTAL BOARD OF SUPERVISORS	<u>24.4</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	15.8
TOTAL COUNTY ADMINISTRATOR	<u>15.8</u>
<u>ELECTIONS</u>	
ELECTIONS	15.0
TOTAL ELECTIONS	<u>15.0</u>
<u>FINANCE & RISK MANAGEMENT</u>	
ADMINISTRATION	13.0
BUDGET	14.0
FINANCIAL CONTROL & REPORTING	22.0
FINANCIAL MANAGEMENT & AUDIT	16.0
FINANCIAL OPERATIONS	33.0
RISK MANAGEMENT	25.5
TOTAL FINANCE & RISK MANAGEMENT	<u>123.5</u>
<u>FORENSIC SCIENCE CENTER</u>	
FORENSIC SCIENCE CENTER	30.1
TOTAL FORENSIC SCIENCE CENTER	<u>30.1</u>
<u>HUMAN RESOURCES</u>	
COMPENSATION/BENEFITS/CLASSIFICATION	13.7
RECRUITMENT/EMPLOYMENT RIGHTS	15.4
STAFF SERVICES	8.4
TOTAL HUMAN RESOURCES	<u>37.5</u>
<u>INFORMATION TECHNOLOGY</u>	
COMMUNICATIONS	27.0
INFORMATION TECHNOLOGY	110.0
TOTAL INFORMATION TECHNOLOGY	<u>137.0</u>

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>PROCUREMENT</u>	
ADMINISTRATION	9.0
DESIGN & CONSTRUCTION	8.0
MATERIALS & SERVICES	13.0
VENDOR RELATIONS & MWBE	4.0
TOTAL PROCUREMENT	<u>34.0</u>
<u>RECORDER</u>	
ADMINISTRATION	6.0
INFORMATION SERVICES	10.0
RECORDER DIVISION	20.0
VOTER REGISTRATION	21.0
TOTAL RECORDER	<u>57.0</u>
<u>TREASURER</u>	
TREASURER OPERATIONS	41.0
TOTAL TREASURER	<u>41.0</u>
TOTAL COUNTY ADMINISTRATION	<u><u>695.3</u></u>

Note: Slight variances between the sum of Program FTEs and the Department total are due to rounding.

Assessor

Expenditures: 9,084,701

FTEs 161.0

Revenues: 6,000

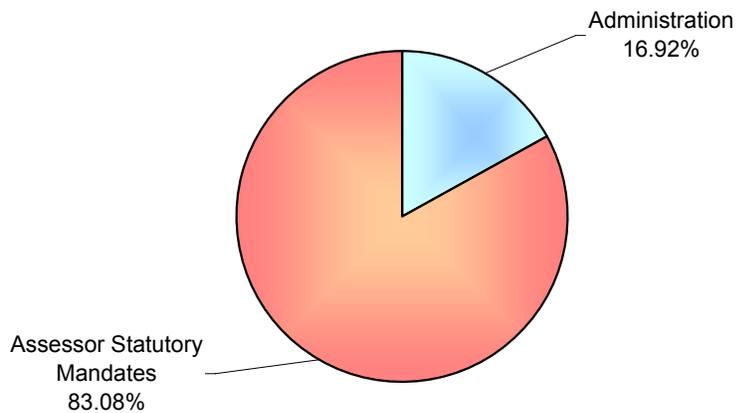
Function Statement:

Locate, identify, value, and list 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.

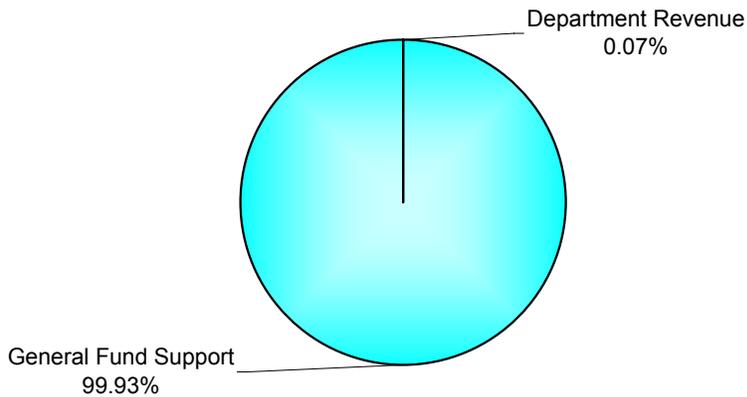
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ASSESSOR

<u>Expenditures by Program</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
ADMINISTRATION	1,624,577	1,633,170	1,536,753
ASSESSOR STATUTORY MANDATES	6,091,802	6,837,203	7,547,948
Total Expenditures	7,716,379	8,470,373	9,084,701
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION	2,220	0	6,000
ASSESSOR STATUTORY MANDATES	4,394	6,000	0
Total Revenues	6,614	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	7,709,765	8,464,373	9,078,701
Total Program Funding	7,716,379	8,470,373	9,084,701
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION	20.0	20.5	22.0
ASSESSOR STATUTORY MANDATES	141.0	140.5	139.0
Total Staffing (FTEs)	161.0	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

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Training, education, and assistance provided to staff	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,019,230	1,079,044	1,004,369
SUPPLIES AND SERVICES	387,602	519,476	365,484
CAPITAL OUTLAY	217,745	34,650	166,900
Total Program Expenditures	1,624,577	1,633,170	1,536,753

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	2,220	0	6,000
Operating Revenue Sub-Total	2,220	0	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	1,622,357	1,633,170	1,530,753
Total Program Funding	1,624,577	1,633,170	1,536,753

<u>Program Staffing (FTEs)</u>	<u>20.0</u>	<u>20.5</u>	<u>22.0</u>
Program Staffing (FTEs)	20.0	20.5	22.0

Supplemental Packages Approved

Supplemental Package B - Pictometry - is associated with this program. Funding of this package provides for enhanced aerial photography services. Data presented on this page does not include \$60,000 in expenditures that have been adopted, because the budget authority is being retained in the Board of Supervisor's Budget Stabilization Fund, pending commitment by the Pima Association of Governments and the city of Tucson for the remaining cost.

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, value, and list 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, locate, 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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
New commercial, residential, field, and personal property inspections completed	98%	98%	98%
Percentage of property transfers, splits, and subdivisions processed within the year of receipt	95%	96%	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>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	5,442,519	6,548,518	6,822,754
SUPPLIES AND SERVICES	649,283	288,685	725,194
Total Program Expenditures	6,091,802	6,837,203	7,547,948

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	4,394	6,000	0
Operating Revenue Sub-Total	4,394	6,000	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	6,087,408	6,831,203	7,547,948
Total Program Funding	6,091,802	6,837,203	7,547,948

Program Staffing (FTEs)	141.0	140.5	139.0
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Board of Supervisors

Expenditures: 1,921,797

FTEs 24.4

Revenues: 0

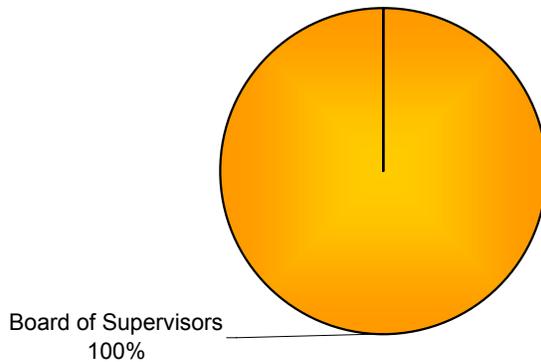
Function Statement:

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.

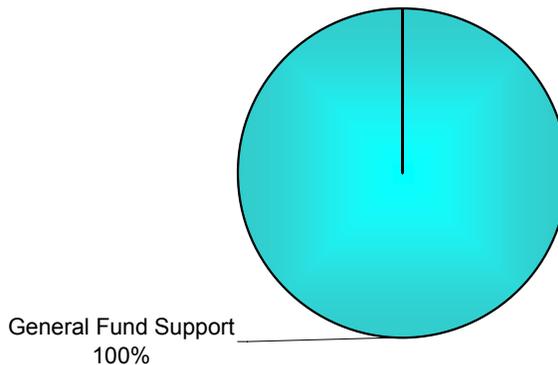
Mandates:

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
BOARD OF SUPERVISORS	1,509,281	1,674,540	1,921,797
Total Expenditures	1,509,281	1,674,540	1,921,797
<u>Funding by Source</u>			
Revenues			
BOARD OF SUPERVISORS	69	0	0
Total Revenues	69	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	1,509,212	1,674,540	1,921,797
Total Program Funding	1,509,281	1,674,540	1,921,797
<u>Staffing (FTEs) by Program</u>			
BOARD OF SUPERVISORS	23.2	21.1	24.4
Total Staffing (FTEs)	23.2	21.1	24.4

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Meetings required by statute held on time	yes	yes	yes
Combined County property tax rate (per \$100 net assessed value)	\$5.4611	\$5.3406	\$5.0674

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,380,178	1,403,244	1,659,622
SUPPLIES AND SERVICES	116,360	265,296	256,175
CAPITAL OUTLAY	12,743	6,000	6,000
Total Program Expenditures	1,509,281	1,674,540	1,921,797

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	69	0	0
Operating Revenue Sub-Total	69	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	1,509,212	1,674,540	1,921,797
Total Program Funding	1,509,281	1,674,540	1,921,797

<u>Program Staffing (FTEs)</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
	23.2	21.1	24.4

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Clerk of the Board

Expenditures: 1,373,401

Revenues: 10,000

FTEs 19.0

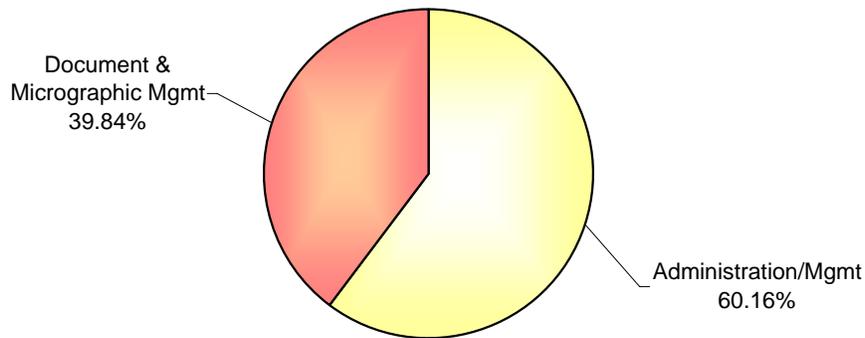
Function Statement:

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

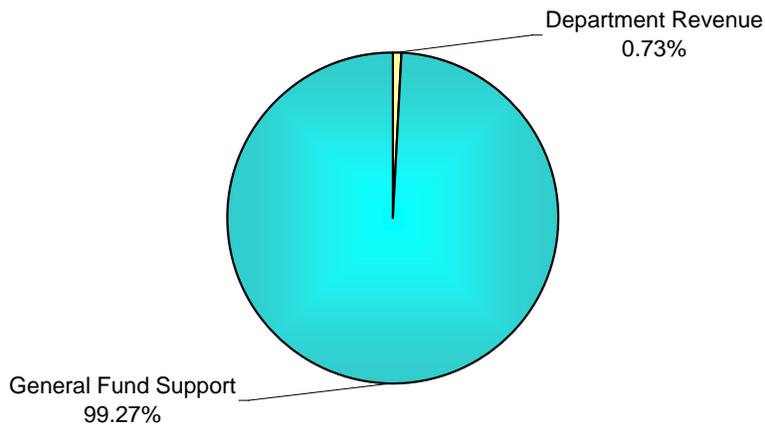
Mandates:

ARS Title 4: Alcoholic Beverages; Title 5: Amusements and Sports; Title 11: Counties; Title 12: Courts and Civil Proceedings; Title 35: Public Finances; Title 36: Public Health and Safety; Title 38: Public Officers and Employees; Title 39: Public Records, Printing and Notices; Title 41: State Government; Title 42: Taxation; and Title 48: Special Taxing Districts; Board of Supervisors' Policy C 4.2: Pima County Records Management Program

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: CLERK OF THE BOARD

<u>Expenditures by Program</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
ADMINISTRATION/MANAGEMENT	711,132	794,372	826,231
DOCUMENT & MICROGRAPHIC MGMT	416,245	528,466	547,170
Total Expenditures	1,127,377	1,322,838	1,373,401
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION/MANAGEMENT	13,342	10,000	10,000
DOCUMENT & MICROGRAPHIC MGMT	(1,777)	0	0
Total Revenues	11,565	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	1,115,812	1,312,838	1,363,401
Total Program Funding	1,127,377	1,322,838	1,373,401
<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 (BOS) meeting agendas/addenda including all substantiating documents in hard copy and electronically on the Internet. Transcribe and publish Board meeting minutes. Transcribe and type verbatims. 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
- Initiate and coordinate a review of BOS Policies and Code provisions in concert with responsible departments
- Continue to improve/modify the features of the electronic agenda
- Continue with ongoing database development project of converting microfilmed records into searchable text files

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Deadlines for statutory duties met	100%	100%	100%
Posted/uploaded agenda pursuant to policy	100%	100%	100%
Policies/codes reviewed with responsible departments	n/a	50%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	485,974	525,870	554,617
SUPPLIES AND SERVICES	201,746	268,502	271,614
CAPITAL OUTLAY	23,412	0	0
Total Program Expenditures	711,132	794,372	826,231

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
INTERGOVERNMENTAL	1,880	1,600	1,600
CHARGES FOR SERVICES	2,156	300	300
MISCELLANEOUS	9,306	8,100	8,100
Operating Revenue Sub-Total	13,342	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	697,790	784,372	816,231
Total Program Funding	711,132	794,372	826,231

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

Department: CLERK OF THE BOARD

Program: DOCUMENT & MICROGRAPHIC MGMT

Function

Provide an efficient and effective Pima County Records Management Program in accordance with Arizona Revised Statute 41-1346 and Board of Supervisor's Policy C 4.2.

Description of Services

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

Program Goals and Objectives

- Continue promoting the Pima County Records Management Program to ensure countywide compliance
- Provide additional departments access to the on-line records storage and retrieval system
- Continue marketing micrographic services to other local jurisdictions to generate revenue
- Expand our services to provide conversion of microfilm to digital images and document scanning
- Identify and provide storage in our vault for original microfilm, backup tapes, and CDs of vital documents for emergency recovery of data

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Custom Retention Schedules developed for departments/divisions	96%	97%	98%
Training provided for online storage/retrieval system	n/a	60%	100%
Reduction of stored permanent and long term records by filming	1.5%	2.5%	3.5%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	369,988	466,646	469,679
SUPPLIES AND SERVICES	35,912	61,820	77,491
CAPITAL OUTLAY	10,345	0	0
Total Program Expenditures	416,245	528,466	547,170

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	(1,777)	0	0
Operating Revenue Sub-Total	(1,777)	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	418,022	528,466	547,170
Total Program Funding	416,245	528,466	547,170

Program Staffing (FTEs)	10.0	10.0	10.0
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Supplemental Packages Approved

Supplemental Package B - Micrographics Equipment - is associated with this program. Funding of this package provides for expanded imaging capabilities. Data presented on this page does not include \$47,000 in capital expenditures that have been adopted, because the budget authority is being retained in the Information Technology Enhancement Fund.

County Administrator

Expenditures: 3,576,693

Revenues: 30,000

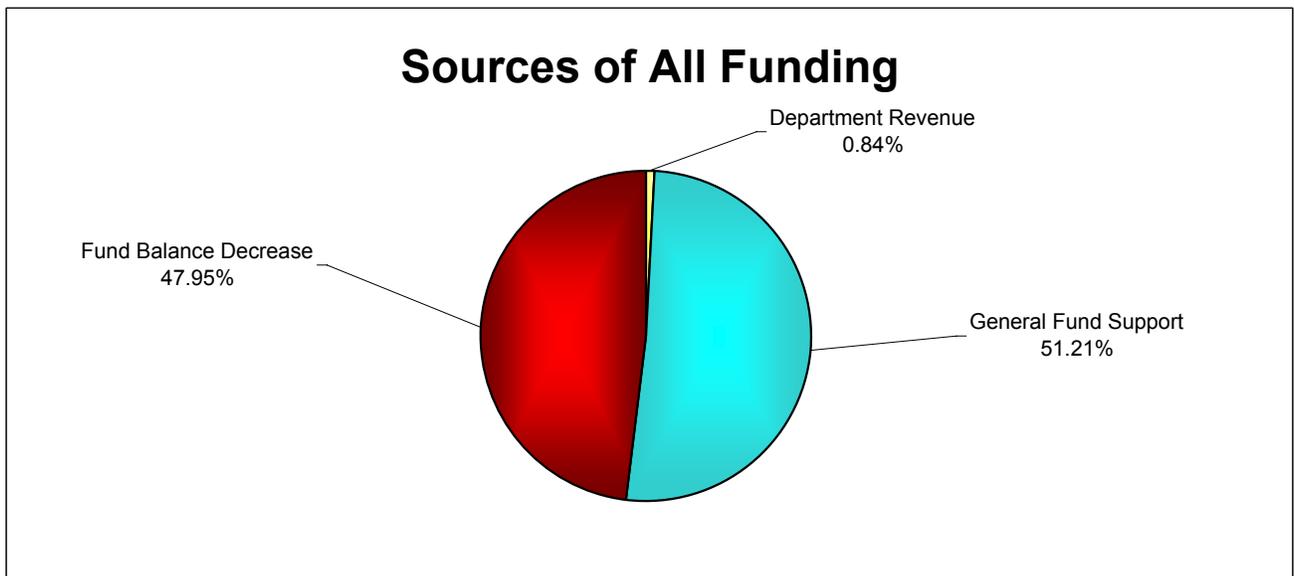
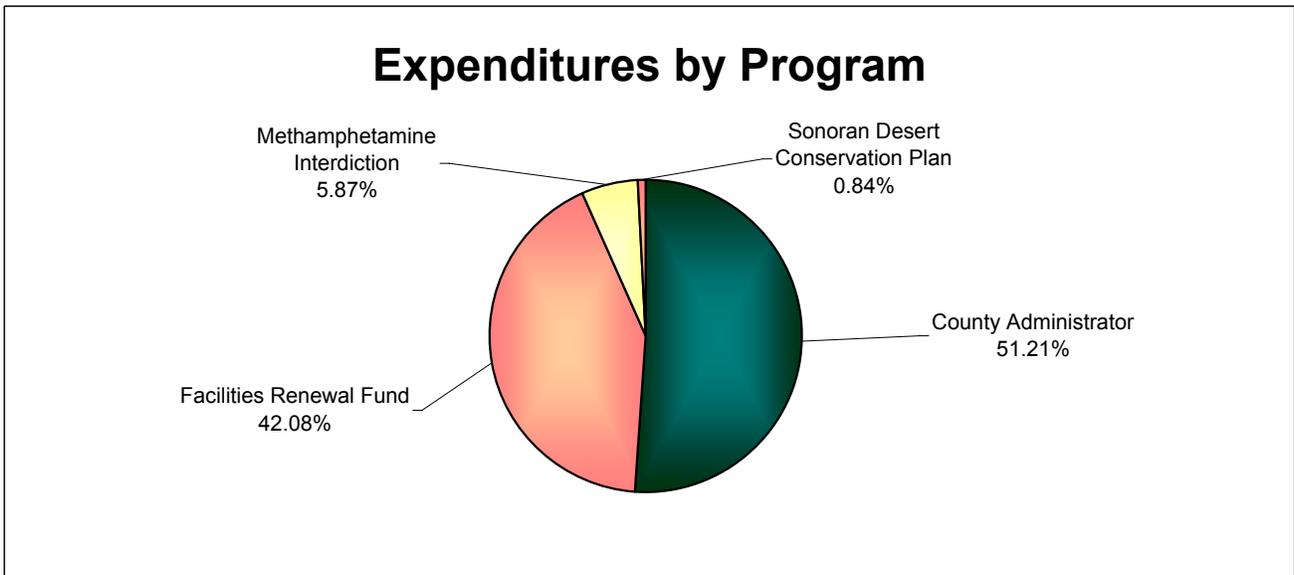
FTEs 15.8

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 non-elected official department operations. Provide management, coordination, and communication on all legislative issues and intergovernmental needs. Direct activities of the Office of Strategic Technology Planning. Oversee the Sonoran Desert Conservation Plan, Facilities Renewal Fund, Methamphetamine Interdiction Fund, and the Space Acquisition Fund.

Mandates:

None



Department Summary by Program

Department: COUNTY ADMINISTRATOR

<u>Expenditures by Program</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
COUNTY ADMINISTRATOR	1,321,936	1,500,821	1,831,684
FACILITIES RENEWAL FUND	400,720	4,786,663	1,505,000
METHAMPHETAMINE INTERDICTION	0	0	210,009
SONORAN DESERT CONSERVATION PLAN	194,141	6,921	30,000
SPACE ACQUISITION FUND	0	3,973,805	0
Total Expenditures	1,916,797	10,268,210	3,576,693
<u>Funding by Source</u>			
Revenues			
COUNTY ADMINISTRATOR	44	0	0
FACILITIES RENEWAL FUND	19,021	0	0
SONORAN DESERT CONSERVATION PLAN	191,319	0	30,000
Total Revenues	210,384	0	30,000
Net Operating Transfers In/(Out)	563,259	8,760,468	(127,731)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(178,738)	6,921	1,842,740
General Fund Support	1,321,892	1,500,821	1,831,684
Total Program Funding	1,916,797	10,268,210	3,576,693
<u>Staffing (FTEs) by Program</u>			
COUNTY ADMINISTRATOR	16.2	16.3	15.8
Total Staffing (FTEs)	16.2	16.3	15.8

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 non-elected 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
- Improve County operations by reviewing and evaluating department programs and operations

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Department budget requests reviewed	yes	yes	yes
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes
Departments using Zero Base Budget methodology	9	9	5

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,177,050	1,354,115	1,354,001
SUPPLIES AND SERVICES	129,057	146,706	477,683
CAPITAL OUTLAY	15,829	0	0
Total Program Expenditures	1,321,936	1,500,821	1,831,684

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	44	0	0
Operating Revenue Sub-Total	44	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	1,321,892	1,500,821	1,831,684
Total Program Funding	1,321,936	1,500,821	1,831,684

Program Staffing (FTEs)	16.2	16.3	15.8
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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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Facilities renewal approval plan complete	yes	yes	yes
Facilities repair/improvement projects completed	2	8	6

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	5,862	0	0
SUPPLIES AND SERVICES	394,858	4,001,663	1,505,000
CAPITAL OUTLAY	0	785,000	0
Total Program Expenditures	400,720	4,786,663	1,505,000

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
INTEREST	19,021	0	0
Special Programs Revenue Sub-Total	19,021	0	0
Net Operating Transfers In/(Out)	563,259	4,786,663	(127,731)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(181,560)	0	1,632,731
General Fund Support	0	0	0
Total Program Funding	400,720	4,786,663	1,505,000

<u>Program Staffing (FTEs)</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Program Summary

Department: COUNTY ADMINISTRATOR

Program: METHAMPHETAMINE INTERDICTION

Function

Use one-time funding provided by the State of Arizona for increased methamphetamine interdiction efforts.

Description of Services

Provide increased methamphetamine investigation, training, prosecution, abuse treatment & intervention, and/or education programs.

Program Goals and Objectives

- Increase public awareness of the dangers of methamphetamine use through increased education programs
- Reduce methamphetamine use and provide treatment to abusers
- Improve quality of life in our neighborhoods

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Radio and television public anti-meth message funding	n/a	n/a	\$25,000
Good Behavior games funding for primary grade school children at risk for meth and other drugs	n/a	n/a	\$27,500
Primary grade school children participating in Good Behavior games	n/a	n/a	1,250
Adolescent motivation interview and node mapping funding	n/a	n/a	\$25,000
Youth participating in motivation interviews and node mapping	n/a	n/a	125
Sheriff deputy overtime expense funding	n/a	n/a	\$25,000
Sheriff deputy overtime hours funded	n/a	n/a	625
Adult services funding for train the trainers programs and supporting supplies	n/a	n/a	\$65,000
Meth Free Alliance neighborhood projects funding	n/a	n/a	\$7,500
Neighborhoods with Meth Free Alliance neighborhood projects	n/a	n/a	3
Funds used in compliance with program guidelines	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
SUPPLIES AND SERVICES	0	0	210,009
Total Program Expenditures	0	0	210,009

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	210,009
General Fund Support	0	0	0
Total Program Funding	0	0	210,009

<u>Program Staffing (FTEs)</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
	0.0	0.0	0.0

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Issue all draft documents on schedule	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
SUPPLIES AND SERVICES	194,141	6,921	30,000
Total Program Expenditures	194,141	6,921	30,000

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
INTERGOVERNMENTAL	194,141	0	30,000
INTEREST	(2,822)	0	0
Grant Revenue Sub-Total	191,319	0	30,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	2,822	6,921	0
General Fund Support	0	0	0
Total Program Funding	194,141	6,921	30,000

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
- Provide funds for workspace acquisition

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Cash reserve established for space acquisition	n/a	yes	yes
Funds used for space acquisition	n/a	\$1,896,885	0

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
SUPPLIES AND SERVICES	0	3,973,805	0
Total Program Expenditures	0	3,973,805	0

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Net Operating Transfers In/(Out)	0	3,973,805	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
Total Program Funding	0	3,973,805	0

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

Expenditures: 2,623,929

Revenues: 435,000

FTEs 15.0

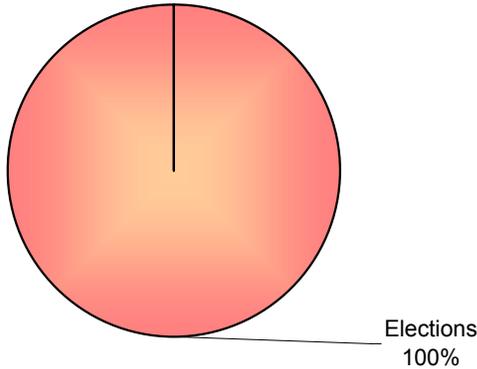
Function Statement:

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 and the Voting Rights Act.

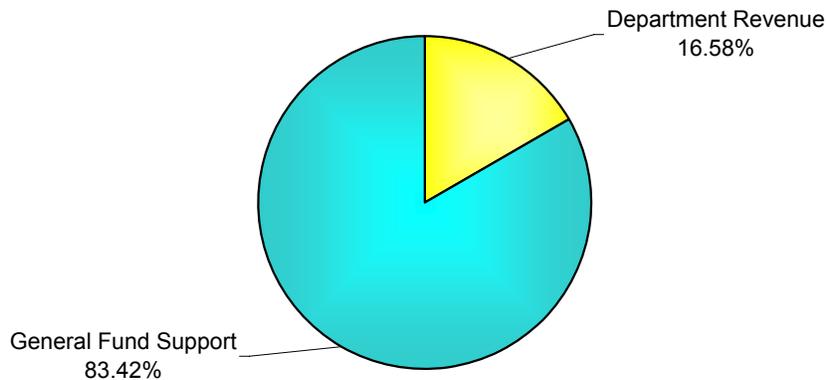
Mandates:

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
ELECTIONS	4,567,061	3,824,652	2,623,929
Total Expenditures	4,567,061	3,824,652	2,623,929
<u>Funding by Source</u>			
Revenues			
ELECTIONS	2,380,451	685,000	435,000
Total Revenues	2,380,451	685,000	435,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,186,610	3,139,652	2,188,929
Total Program Funding	4,567,061	3,824,652	2,623,929
<u>Staffing (FTEs) by Program</u>			
ELECTIONS	15.4	14.0	15.0
Total Staffing (FTEs)	15.4	14.0	15.0

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Sample ballots mailed on time	yes	yes	yes
Boardworkers recruited for jurisdictional elections	yes	yes	yes
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	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,151,822	2,070,902	1,432,939
SUPPLIES AND SERVICES	1,694,275	1,571,650	1,150,890
CAPITAL OUTLAY	1,720,964	182,100	40,100
Total Program Expenditures	4,567,061	3,824,652	2,623,929

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,351,915	680,000	430,000
CHARGES FOR SERVICES	24,012	5,000	5,000
MISCELLANEOUS	4,524	0	0
Operating Revenue Sub-Total	2,380,451	685,000	435,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,186,610	3,139,652	2,188,929
Total Program Funding	4,567,061	3,824,652	2,623,929

Program Staffing (FTEs)	15.4	14.0	15.0
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Finance & Risk Management

Expenditures: 26,616,365

FTEs 123.5

Revenues: 18,697,342

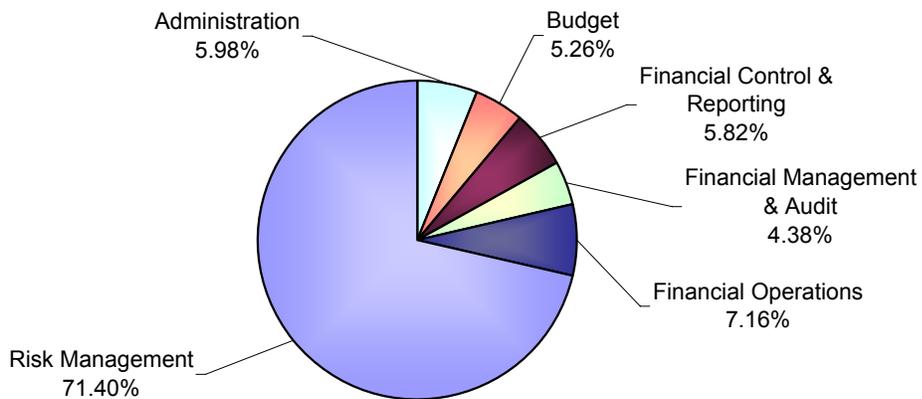
Function Statement:

Provide centralized financial and risk management services for the County. Financial and risk management operations include administration, bond financing, budget development and monitoring, tax levy and rate compilation, tax assembly coordination, financial statement preparation, financial systems control, accounts payable, payroll processing, Family and Medical Leave Act administration, records maintenance, mail services, workman's compensation, loss control and prevention, internal audit, cash management, collection of delinquent accounts, and formation and collection function of improvement districts.

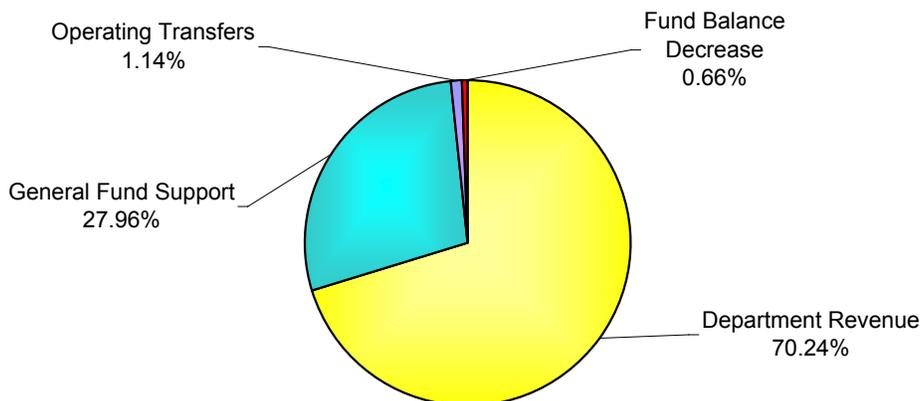
Mandates:

ARS Title 11: Counties, Title 23: Labor, Title 34: Public Buildings and 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	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
ADMINISTRATION	1,196,891	1,195,519	1,592,677
BUDGET	1,164,813	1,321,792	1,399,242
FINANCIAL CONTROL & REPORTING	1,233,487	1,521,571	1,548,214
FINANCIAL MANAGEMENT & AUDIT	579,542	1,160,774	1,164,784
FINANCIAL OPERATIONS	1,701,370	1,638,041	1,906,292
RISK MANAGEMENT	20,063,312	17,491,678	19,005,156
Total Expenditures	25,939,415	24,329,375	26,616,365

Funding by Source

Revenues

ADMINISTRATION	2,024	0	0
FINANCIAL CONTROL & REPORTING	2	0	0
FINANCIAL MANAGEMENT & AUDIT	171,686	0	0
FINANCIAL OPERATIONS	117,800	60,000	120,000
RISK MANAGEMENT	16,607,471	17,231,981	18,577,342
Total Revenues	16,898,983	17,291,981	18,697,342
Net Operating Transfers In/(Out)	0	50,000	302,124
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	3,510,871	254,697	175,690
General Fund Support	5,529,561	6,732,697	7,441,209
Total Program Funding	25,939,415	24,329,375	26,616,365

Staffing (FTEs) by Program

ADMINISTRATION	14.5	12.6	13.0
BUDGET	14.0	14.0	14.0
FINANCIAL CONTROL & REPORTING	23.3	22.0	22.0
FINANCIAL MANAGEMENT & AUDIT	14.0	17.0	16.0
FINANCIAL OPERATIONS	30.0	29.0	33.0
RISK MANAGEMENT	18.0	18.0	25.5
Total Staffing (FTEs)	113.8	112.6	123.5

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, and improvement district bonds
- Install integrated Countywide program for asset management, procurement, and work order management

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Special reports/analyses/investigations completed	4	4	4
Debt packages prepared	4	2	2

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	722,750	827,784	1,114,132
SUPPLIES AND SERVICES	337,949	342,585	431,345
CAPITAL OUTLAY	136,192	25,150	47,200
Total Program Expenditures	1,196,891	1,195,519	1,592,677

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
CHARGES FOR SERVICES	1,000	0	0
MISCELLANEOUS	1,024	0	0
Operating Revenue Sub-Total	2,024	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	1,194,867	1,195,519	1,592,677
Total Program Funding	1,196,891	1,195,519	1,592,677

<u>Program Staffing (FTEs)</u>	<u>14.5</u>	<u>12.6</u>	<u>13.0</u>

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 and mail property tax statements to property owners, 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 400,000 tax statements at least 21 days before the tax due date
 - . Provide informational service via the taxpayer telephone hotline, with no taxpayer complaints about such service
- 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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Budget schedules/books produced by due dates	yes	yes	yes
GFOA review criteria rating of proficient/outstanding	93 of 93	91 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	23	22	22
Taxpayer complaints received re: telephone hotline	0	0	0
FYE projection vs CAFR actual (General Fund)	<1% difference	<1% difference	<1% difference

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	890,869	1,031,229	1,055,779
SUPPLIES AND SERVICES	261,438	285,563	337,299
CAPITAL OUTLAY	12,506	5,000	6,164
Total Program Expenditures	1,164,813	1,321,792	1,399,242

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 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	1,164,813	1,321,792	1,399,242
Total Program Funding	1,164,813	1,321,792	1,399,242

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 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>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,192,361	1,455,196	1,479,198
SUPPLIES AND SERVICES	41,126	66,375	69,016
Total Program Expenditures	1,233,487	1,521,571	1,548,214

Program Funding by Source

<u>Revenues</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
MISCELLANEOUS	2	0	0
Operating Revenue Sub-Total	2	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	1,233,485	1,521,571	1,548,214
Total Program Funding	1,233,487	1,521,571	1,548,214

Program Staffing (FTEs)	23.3	22.0	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.

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Departmental cash flow analyses prepared	10	10	15
High risk audits completed	4	4	4
Updated improvement district procedures	n/a	yes	n/a

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	619,155	1,094,283	1,084,271
SUPPLIES AND SERVICES	(41,513)	58,641	56,513
CAPITAL OUTLAY	1,900	7,850	24,000
Total Program Expenditures	579,542	1,160,774	1,164,784

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	170,012	0	0
Operating Revenue Sub-Total	170,012	0	0
INTEREST	1,674	0	0
Special Programs Revenue Sub-Total	1,674	0	0
Net Operating Transfers In/(Out)	0	50,000	50,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	55,030	(5,000)	0
General Fund Support	352,826	1,115,774	1,114,784
Total Program Funding	579,542	1,160,774	1,164,784

<u>Program Staffing (FTEs)</u>	<u>14.0</u>	<u>17.0</u>	<u>16.0</u>
Program Staffing (FTEs)	14.0	17.0	16.0

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. Administer Pima County's Family and Medical Leave Act (FMLA) procedures and tracking.

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
- Adhere to federal regulations with regard to Family and Medical Leave Act

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 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
Adhere to all federal FMLA regulations	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,431,051	1,490,453	1,719,813
SUPPLIES AND SERVICES	265,103	147,588	146,079
CAPITAL OUTLAY	5,216	0	40,400
Total Program Expenditures	1,701,370	1,638,041	1,906,292
<u>Program Funding by Source</u>			
Revenues			
MISCELLANEOUS	117,183	60,000	120,000
Operating Revenue Sub-Total	117,183	60,000	120,000
MISCELLANEOUS	617	0	0
Special Programs Revenue Sub-Total	617	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	1,583,570	1,578,041	1,786,292
Total Program Funding	1,701,370	1,638,041	1,906,292
Program Staffing (FTEs)	30.0	29.0	33.0

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Higher risk department safety reviews performed	5	5	5
Biannual low risk safety reviews performed	10	10	10
Information provided in a timely manner	100%	100%	100%
Advice provided in a timely manner	100%	100%	100%
Claims investigated thoroughly	95%	95%	95%
Small claims processed without statutory denial	85%	85%	85%
Undisputed bills paid within 60 days	90%	80%	90%
Claims accepted/denied within statutory period	95%	99%	99%
Trust Fund maintained at 75% confidence level	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	2,041,468	2,277,721	2,556,249
SUPPLIES AND SERVICES	17,967,918	15,206,957	16,431,907
CAPITAL OUTLAY	53,926	7,000	17,000
Total Program Expenditures	20,063,312	17,491,678	19,005,156
<u>Program Funding by Source</u>			
Revenues			
CHARGES FOR SERVICES	14,527,449	16,531,981	17,877,342
INTEREST	1,380,046	700,000	700,000
MISCELLANEOUS	699,976	0	0
Special Programs Revenue Sub-Total	16,607,471	17,231,981	18,577,342
Net Operating Transfers In/(Out)	0	0	252,124
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	3,455,841	259,697	175,690
General Fund Support	0	0	0
Total Program Funding	20,063,312	17,491,678	19,005,156
Program Staffing (FTEs)	18.0	18.0	25.5

Forensic Science Center

Expenditures: 2,837,589

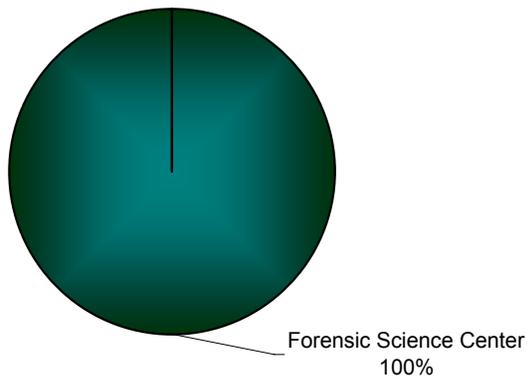
FTEs 30.1

Revenues: 1,041,200

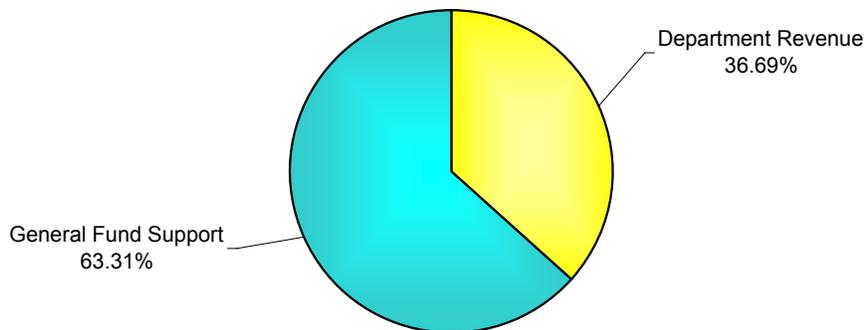
Function Statement: Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
FORENSIC SCIENCE CENTER	2,417,192	2,578,742	2,837,589
Total Expenditures	2,417,192	2,578,742	2,837,589
<u>Funding by Source</u>			
Revenues			
FORENSIC SCIENCE CENTER	1,130,909	1,026,500	1,041,200
Total Revenues	1,130,909	1,026,500	1,041,200
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,286,283	1,552,242	1,796,389
Total Program Funding	2,417,192	2,578,742	2,837,589
<u>Staffing (FTEs) by Program</u>			
FORENSIC SCIENCE CENTER	25.0	27.5	30.1
Total Staffing (FTEs)	25.0	27.5	30.1

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Requests to remove bodies responded to within 30 minutes	90%	85%	85%
Autopsy rate	61%	60%	65%
Reports prepared within 3-4 weeks	86%	82%	88%
Cremation authorization completed within 1 day	95%	92%	92%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,789,057	2,162,975	2,369,214
SUPPLIES AND SERVICES	550,082	385,767	435,375
CAPITAL OUTLAY	78,053	30,000	33,000
Total Program Expenditures	2,417,192	2,578,742	2,837,589

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
CHARGES FOR SERVICES	1,100,209	1,021,500	1,037,700
MISCELLANEOUS	5,950	5,000	3,500
Operating Revenue Sub-Total	1,106,159	1,026,500	1,041,200
INTERGOVERNMENTAL	24,689	0	0
INTEREST	61	0	0
Grant Revenue Sub-Total	24,750	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	1,286,283	1,552,242	1,796,389
Total Program Funding	2,417,192	2,578,742	2,837,589

<u>Program Staffing (FTEs)</u>	<u>25.0</u>	<u>27.5</u>	<u>30.1</u>
Program Staffing (FTEs)	25.0	27.5	30.1

Supplemental Packages Approved

Supplemental Package B - Body Transportation - is associated with this program. Partial funding of this package provides two additional Forensic Field Agent positions, outside vendor body transportation savings, and a 3/4 ton van for decedent removal. The package requested \$51,066 for personal services and \$28,000 for capital expenditures. Data presented on this page includes \$68,066 in expenditures.

Supplemental Package C - Forensic Medical Investigator - is associated with this program. Partial funding of this package provides one additional Forensic Medical Investigator position. The package requested \$33,741 for personal services. Data presented on this page includes \$25,306 in expenditures.

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Human Resources

Expenditures: 2,751,874

Revenues: 8,850

FTEs 37.5

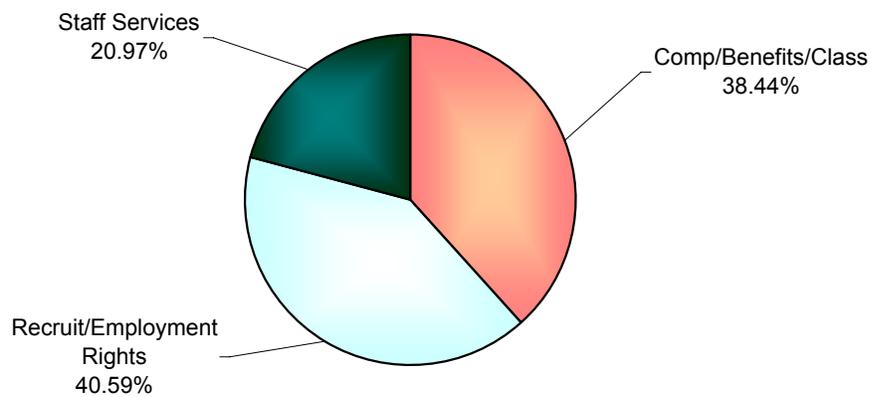
Function Statement:

Formulate and carry out policies relative to personnel administration and provide the full range of personnel services including recruitment and selection, classification, compensation and benefits, training, labor relations, affirmative action reporting, records maintenance, investigations and audits, and employment rights.

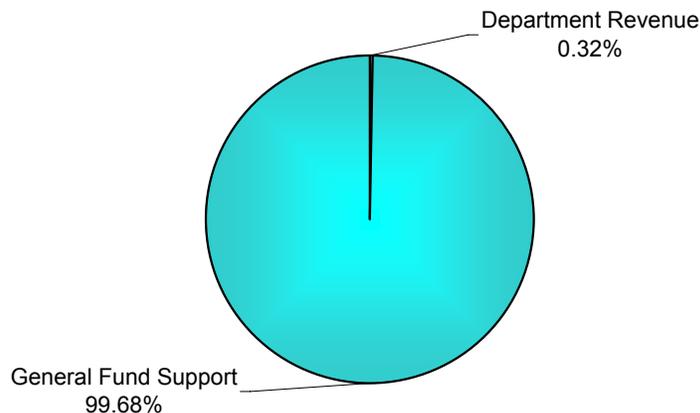
Mandates:

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
COMPENSATION/BENEFITS/CLASSIFICATION	831,968	1,062,114	1,057,754
RECRUITMENT/EMPLOYMENT RIGHTS	908,857	1,075,220	1,117,002
STAFF SERVICES	363,634	439,550	577,118
Total Expenditures	2,104,459	2,576,884	2,751,874

<u>Funding by Source</u>			
Revenues			
COMPENSATION/BENEFITS/CLASSIFICATION	107,075	0	7,350
STAFF SERVICES	2,801	3,850	1,500
Total Revenues	109,876	3,850	8,850
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,994,583	2,573,034	2,743,024
Total Program Funding	2,104,459	2,576,884	2,751,874

<u>Staffing (FTEs) by Program</u>			
COMPENSATION/BENEFITS/CLASSIFICATION	18.8	16.3	13.7
RECRUITMENT/EMPLOYMENT RIGHTS	17.3	17.3	15.4
STAFF SERVICES	6.3	7.3	8.4
Total Staffing (FTEs)	42.4	40.9	37.5

Program Summary

Department: HUMAN RESOURCES

Program: COMPENSATION/BENEFITS/CLASSIFICATION

Function

Develop and maintain classification, compensation, and benefits plans.

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
- Ensure equal pay for equal work via a fair and equitable compensation plan
- Provide the best available benefits and insurance coverage and associated costs
- Maintain an advocacy request ratio of 2% or less
- Provide Wellness and Employee Assistance Programs for employee participation and well-being

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Average cost per employee for open enrollment, queries, and records maintenance	\$72.94	\$68.85	\$70.00
Average cost per reallocation request and audit	\$1,204	\$1,005	\$1,000
Advocacy request ratio	0.8%	1.27%	1.32%
Employees enrolled in and in need of health benefits coverage	6,016	6,041	6,050
Annual reviews for major classifications resulting in market salary increases	5	9	5

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	664,337	844,761	802,936
SUPPLIES AND SERVICES	163,858	213,603	251,068
CAPITAL OUTLAY	3,773	3,750	3,750
Total Program Expenditures	831,968	1,062,114	1,057,754

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
CHARGES FOR SERVICES	0	0	5,000
MISCELLANEOUS	107,075	0	2,350
Operating Revenue Sub-Total	107,075	0	7,350
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	724,893	1,062,114	1,050,404
Total Program Funding	831,968	1,062,114	1,057,754

Program Staffing (FTEs)	18.8	16.3	13.7
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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 and concerns. Provide Americans with Disabilities Act (ADA) program services and 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 and grievances, and recommend corrective action. Provide staff support to the Merit System Commission for appeals. Review and monitor ADA accessibility and accommodation issues.

Program Goals and Objectives

- Develop, edit, and publish a system of personnel administration for Board approval and in compliance with federal and state law
- Establish an effective mediation program in order to resolve complaints at the lowest level
- Establish a safe and secure work place and a zero tolerance for discrimination and violence in the work place
- Provide equal access and opportunity in recruitment services to internal and external clients
- Identify and ensure the hiring of the most qualified and suitable candidates
- Assist departments in maintaining a proper level of staffing for service delivery
- Use a variety of advertising methodologies to reach the largest group of qualified applicants
- Process requests to fill positions in ten days to two weeks after the closing date for receiving applications
- Provide reasonable accommodations for applicants and employees in compliance with the ADA

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Average cost for reviewing and processing applications	\$40.98	\$48.07	\$46.09
Average cost of rules and policies interpretations	\$26.07	\$27.41	\$25.76
Applicants requesting an administrative review regarding the handling of applications or interview results	0.08%	0.12%	0.13%
Certified lists returned from departments with no available selection	n/a	2.7%	2.4%
Complaints resolved through mediation	26.4%	23.3%	25.0%
Average business days to provide certified lists after position advertising closed	7	7	7
ADA requests resulting in need to accommodate	66.7%	41.7%	45.0%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	730,259	874,860	945,042
SUPPLIES AND SERVICES	177,225	196,610	168,210
CAPITAL OUTLAY	1,373	3,750	3,750
Total Program Expenditures	908,857	1,075,220	1,117,002

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	908,857	1,075,220	1,117,002
Total Program Funding	908,857	1,075,220	1,117,002

Program Staffing (FTEs)	17.3	17.3	15.4
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Program Summary

Department: HUMAN RESOURCES

Program: STAFF SERVICES

Function

Provide mandatory training, affirmative action reporting, positive labor relations assistance, and departmental financial review, processing, and budgeting. Process departmental payroll and order major supplies and equipment. Provide central Synergen interaction, contracts processing, and contracts reporting. Be the custodian of personnel records for Pima County and official Secretary to the Merit Commission. Secure and maintain official personnel files and records for County employees. Review and process personnel action forms. Administer the employee discount and bus pass program.

Description of Services

Develop curricula and train managers and supervisors on federal, state, and County mandates. Coach management for improved conduct and services, when necessary. Report on the makeup of the County's workforce, as required by law. Certify and notarize requests for public personnel records and information. Serve as facilitator for positive labor relations and the consult and confer process. Administer all financial obligations for the department. Maintain a records center for housing and accessing official personnel files for County employees in accordance with state law. Sell bus passes and discount tickets. Calculate and report the annual turnover rate.

Program Goals and Objectives

- Train managers and supervisors to enhance performance and communicate organizational expectations
- Ensure all financial, payroll, and employee leave documents for the department are accurate and are processed within standard guidelines
- Ensure that all personnel records and files are maintained as established by the State Retention and Disposition Schedules
- Report on the County's workforce makeup (Equal Employment Opportunity, Affirmative Action, and Veterans Reporting) in accordance with federal requirements
- Ensure that the County has positive labor relations via consult and confer, union, and employee council activities
- Present rule and policy changes and interpretations to the Merit Commission

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Personnel records and files properly maintained	yes	yes	yes
Average training program session cost per manager/supervisor	n/a	\$247.76	\$223.62
Average records maintenance and processing cost per employee	\$35.62	\$33.66	\$31.19
Records filed within one week of receipt	50%	75%	95%
Training session evaluations of meets expectations or better	n/a	99.6%	99.6%
Average County wage	\$18.64	\$21.17	\$23.28
EEO minority composition of labor work force	37.1%	36.6%	38.0%
New managers receiving mandatory management training	n/a	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	330,321	399,870	528,408
SUPPLIES AND SERVICES	30,467	37,180	45,960
CAPITAL OUTLAY	2,846	2,500	2,750
Total Program Expenditures	363,634	439,550	577,118
Program Funding by Source			
Revenues			
CHARGES FOR SERVICES	1,532	2,200	1,500
MISCELLANEOUS	1,269	1,650	0
Operating Revenue Sub-Total	2,801	3,850	1,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	360,833	435,700	575,618
Total Program Funding	363,634	439,550	577,118

Program Staffing (FTEs)	6.3	7.3	8.4
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Information Technology

Expenditures: 12,297,604

FTEs 137.0

Revenues: 5,213,535

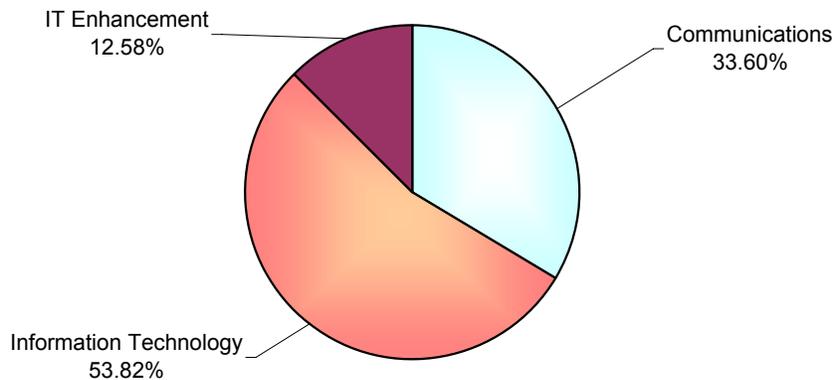
Function Statement:

Manage the County's mainframe computer, network servers, wide area network, wireless (radio) communications, and telecommunications. Direct the development of application systems and the acquisition of computer hardware/software. Support the application systems and direct the licensing of hardware/software. Implement information technology standards and security procedures. Manage franchise licensing and contract coordination for cable, fiber, cellular, and competitive local exchange carriers. Train County employees in the use of computer software and hardware. Provide a central help desk function for computer hardware and software problem resolution. Coordinate all Pima County Information Technology activities with various agencies and the general public.

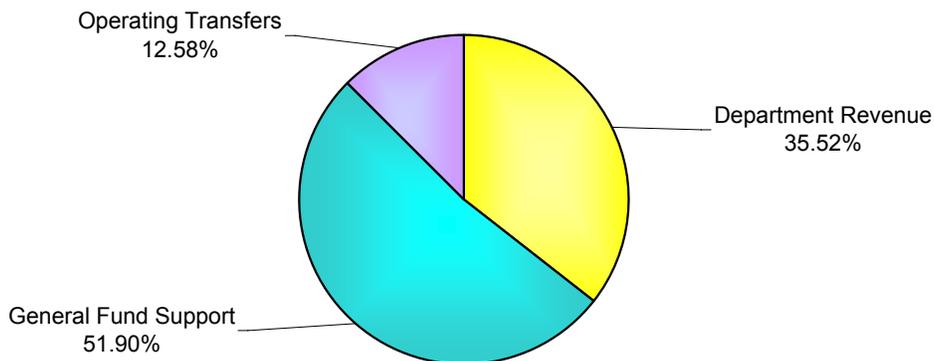
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: INFORMATION TECHNOLOGY

<u>Expenditures by Program</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
COMMUNICATIONS	2,841,869	3,812,596	4,132,086
INFORMATION TECHNOLOGY	5,395,430	5,924,545	6,618,318
IT ENHANCEMENT	0	2,040,000	1,547,200
Total Expenditures	8,237,299	11,777,141	12,297,604
<u>Funding by Source</u>			
Revenues			
COMMUNICATIONS	2,727,795	3,075,359	4,528,651
INFORMATION TECHNOLOGY	860,747	691,262	684,884
Total Revenues	3,588,542	3,766,621	5,213,535
Net Operating Transfers In/(Out)	0	2,040,000	1,547,200
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(273,157)	317,298	(845,877)
General Fund Support	4,921,914	5,653,222	6,382,746
Total Program Funding	8,237,299	11,777,141	12,297,604
<u>Staffing (FTEs) by Program</u>			
COMMUNICATIONS	18.0	25.1	27.0
INFORMATION TECHNOLOGY	93.5	95.5	110.0
Total Staffing (FTEs)	111.5	120.6	137.0

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 and storage infrastructure. Provide wireless communications services for Pima County Government.

Description of Services

Provide voice (telephone), data, data storage, and wireless radio communication networks, and associated services to Pima County departments. 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 Countywide fiber and wireless networks.

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 and storage network infrastructure to support the growing demands of County departments
- Provide wireless communications services for all County departments

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 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 as determined by follow-up calls	95%	95%	95%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,051,459	1,515,730	1,625,176
SUPPLIES AND SERVICES	1,703,345	2,296,866	2,502,410
CAPITAL OUTLAY	87,065	0	4,500
Total Program Expenditures	2,841,869	3,812,596	4,132,086
Program Funding by Source			
Revenues			
MISCELLANEOUS	10	0	0
Operating Revenue Sub-Total	10	0	0
CHARGES FOR SERVICES	2,335,335	2,307,374	4,458,348
INTEREST	52,343	7,500	37,500
MISCELLANEOUS	340,107	760,485	32,803
Special Programs Revenue Sub-Total	2,727,785	3,075,359	4,528,651
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(273,157)	317,298	(845,877)
General Fund Support	387,231	419,939	449,312
Total Program Funding	2,841,869	3,812,596	4,132,086

Program Staffing (FTEs)	18.0	25.1	27.0
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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 network servers including; 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 procurement as well as 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. 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 contracts for antenna, cellular telephone tower, CLECs, and cable companies using County facilities and rights of way.

Program Goals and Objectives

- Provide centralized development, support, and maintenance of computer application program platforms for both mainframe and open systems
- Provide a centralized repository for information and information processing services including online and offline processing of transactions and database services
- Provide a central point-of-contact for installation, configuration, and other problem solving for users of Pima County Information Technology systems
- Provide administrative direction for information technology Countywide
- Coordinate Countywide computer hardware and software acquisition and licensing
- Resolve citizen complaints against cable companies within two business days

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Scheduled outages on Z800 per year	12	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	97%	99%	99%
Citizen complaints against cable companies resolved within two business days	99.2%	99%	99%
Time application servers are available	99%	99%	99%
Time County backbone is available	99%	99%	99%
Time Internet is available	99%	99%	99%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	3,267,347	4,115,680	4,700,479
SUPPLIES AND SERVICES	1,530,438	1,779,870	1,904,544
CAPITAL OUTLAY	597,645	28,995	13,295
Total Program Expenditures	5,395,430	5,924,545	6,618,318

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
LICENSES & PERMITS	2,839	0	0
MISCELLANEOUS	857,908	691,262	684,884
Operating Revenue Sub-Total	860,747	691,262	684,884
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	4,534,683	5,233,283	5,933,434
Total Program Funding	5,395,430	5,924,545	6,618,318

Program Staffing (FTEs)	93.5	95.5	110.0
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Program Summary

Department: INFORMATION TECHNOLOGY

Program: IT ENHANCEMENT

Function

Address the ongoing need to maintain, enhance, and expand the County's information systems by funding approved information technology improvements from the IT Enhancement Fund.

Description of Services

Provide a source of funding for various specific information technology projects designated during the County's budget process.

Program Goals and Objectives

- Provide funds for approved information technology improvements

Financial Highlights and Significant Issues

Fiscal year 2007/08 budgeted uses include:

Sheriff's Mobile Data Computers Replacement	\$1,050,000
Sheriff's Support Operations Equipment Replacement	\$270,000
Public Fiduciary Accounting Software	\$100,000
Procurement Enhancements	\$80,200
Clerk of the Board Micrographics Equipment	\$47,000
Total	\$1,547,200

Program Performance Measures	FY2005/2006 Actual	FY2006/2007 Estimated	FY2007/2008 Planned
Funds appropriated	n/a	\$2,040,000	\$1,547,200
Funds expended	n/a	\$2,040,000	\$1,547,200
Projects funded	n/a	3	5
Projects completed	n/a	3	5

Program Expenditures by Object	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
SUPPLIES AND SERVICES	0	2,040,000	1,547,200
Total Program Expenditures	0	2,040,000	1,547,200
Program Funding by Source			
Net Operating Transfers In/(Out)	0	2,040,000	1,547,200
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
Total Program Funding	0	2,040,000	1,547,200
Program Staffing (FTEs)	0.0	0.0	0.0

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Non Departmental

Expenditures: 133,252,534

Revenues: 62,858,948

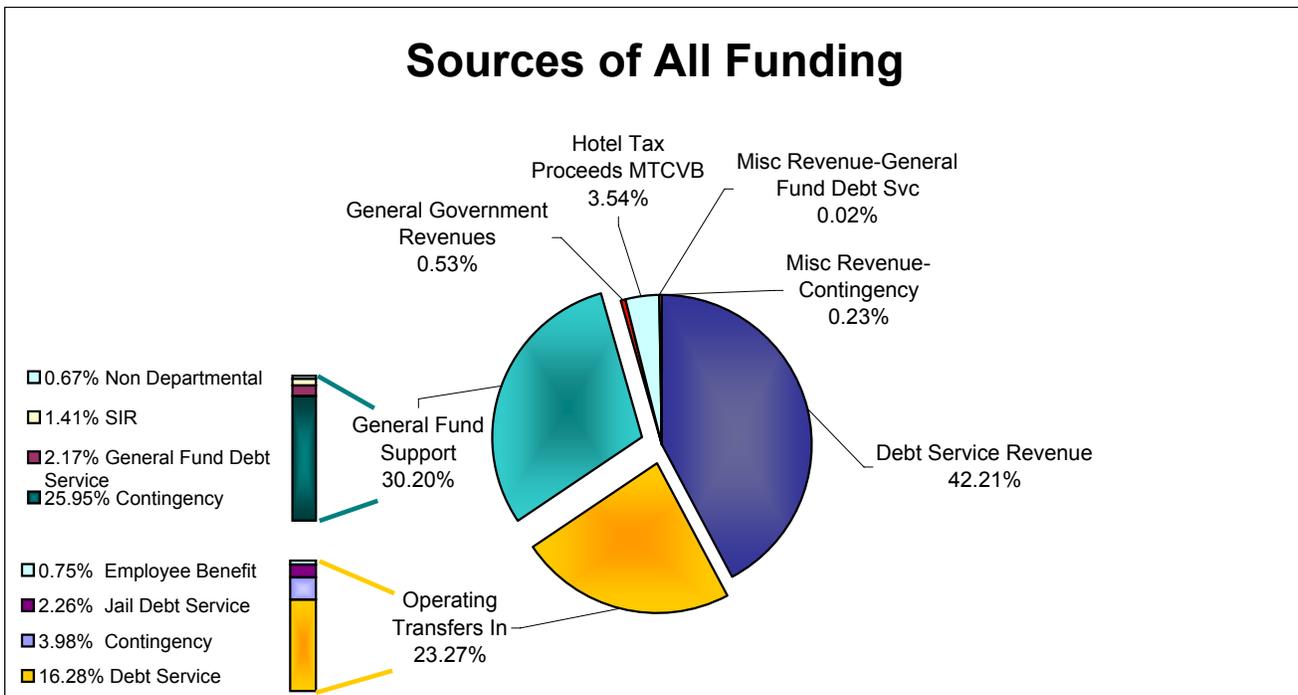
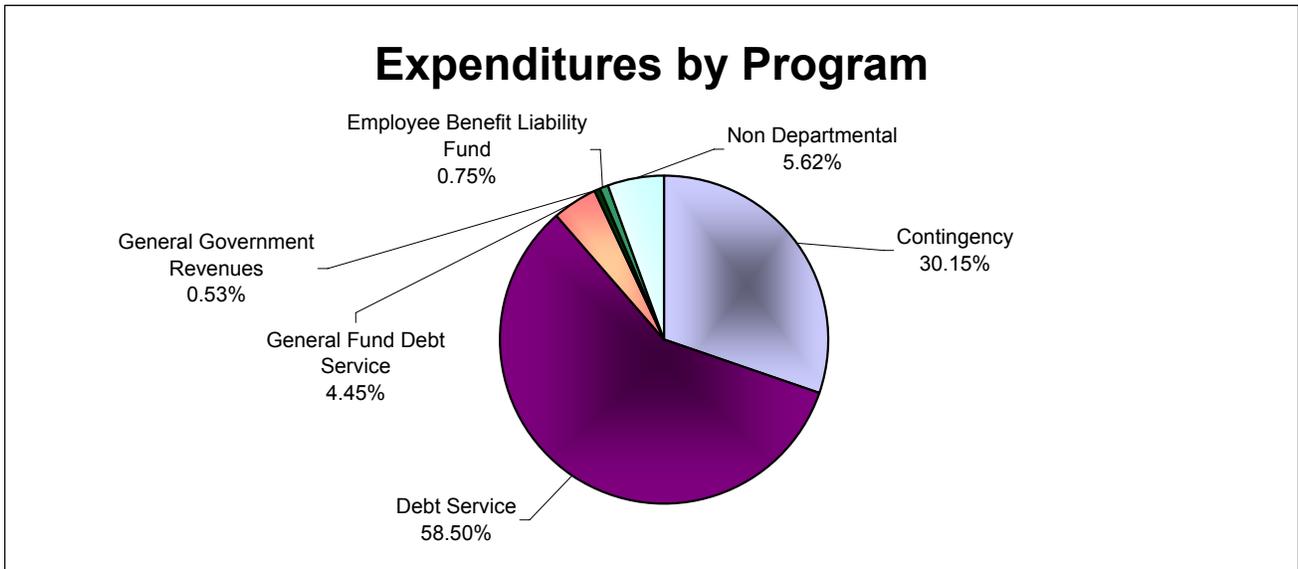
FTEs 0.0

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, Employee Benefit Liability Fund, and Improvement Districts activities. (Note: Total revenue for this department amounts to \$494,956,230 with \$432,097,282 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$62,858,948, is the amount to be considered as departmental revenue.)

Mandates:

None



Department Summary by Program

Department: **NON DEPARTMENTAL**

<u>Expenditures by Program</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
CONTINGENCY	3,981,640	22,716,164	40,179,855
DEBT SERVICE	66,829,440	73,418,403	77,945,345
EMPLOYEE BENEFIT LIABILITY FUND	1,000,000	1,000,000	1,000,000
GENERAL FUND DEBT SERVICE	3,047,347	3,020,635	5,935,109
GENERAL GOVERNMENT REVENUES	1,372,166	705,000	705,000
NON DEPARTMENTAL	3,679,474	8,290,302	7,487,225
Total Expenditures	79,910,067	109,150,504	133,252,534

Funding by Source

Revenues

CONTINGENCY	428,898	368,472	300,000
DEBT SERVICE	44,791,804	50,437,798	57,259,988
GENERAL FUND DEBT SERVICE	5,394	25,000	25,000
GENERAL GOVERNMENT REVENUES	395,442,081	410,284,164	432,097,282
IMPROVEMENT DISTRICTS	0	0	560,124
NON DEPARTMENTAL	3,004,367	4,339,326	4,713,836
Total Revenues	443,672,544	465,454,760	494,956,230
Net Operating Transfers In/(Out)	7,722,255	737,586	5,327,620
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	3,101,265	951,751	(1,004,500)
General Fund Support	(374,585,997)	(357,993,593)	(366,026,816)
Total Program Funding	79,910,067	109,150,504	133,252,534

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

General Fund Reserve is budgeted at \$24,500,000.

Unreserved contingency funds are included in the budget to provide flexibility for the Board to respond to changing needs and unforeseen circumstances. The Fiscal Year 2007/2008 County Administrator's Recommended Budget amount of \$1,000,000 for unreserved contingency was reduced by \$422,000 for additional Outside Agency funding by the Board of Supervisors, resulting in a budgeted amount of \$578,000. The additional Outside Agency funding includes the following:

Faith Based Programs	\$ 108,000
Pima Council on Aging	70,000
Social, Youth, and Health Programs	65,000
Youth Outreach	60,000
Job Path	60,000
Administration of Resources and Choices, Elder Shelter Project	35,000
Our Family Services, Inc - Skrappy's	24,000
Total	\$ 422,000

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

The Budget Stabilization Fund provides for the following expenditures:

Superior Court - Restoration to Competency	\$ 2,400,000
Commissioned Officers Compensation	1,798,078
Deficient Starting Salaries	1,000,000
Corrections Officers Compensation	608,000
Solid Waste Operating Loss	500,000
Proposition 100	500,000
Courts Market Study	400,000
Critical Path	375,000
MWBE Disparity Study	250,000
Superior Court Mandated Services	150,000
Assessor - Pictometry	60,000
Justice Courts Tucson - Pro Tem Costs	58,880
Pima Animal Care Center Staffing	35,296
Total	\$ 8,135,254

Carryovers from Fiscal Year 2006/07:

Various Departments - Facilities Improvements	\$ 1,219,047
Community Services - Summer Youth Programs	352,000
Clerk of Superior Court - Software Services	37,954
Community & Economic Development - Development Plan	30,000
Community & Economic Development - NACCED Conference	10,000
Justice Court Ajo - Overtime	15,000
Justice Court Ajo - Office Equipment	2,600
Total	\$ 1,666,601

The Property Tax Rate Stabilization Special Revenue Fund includes \$5.3 million to provide for future stabilization of the primary and the combined property tax rates.

Program Summary

Department: NON DEPARTMENTAL

Program: CONTINGENCY

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	341,358	0	2,406,078
SUPPLIES AND SERVICES	3,369,643	22,716,164	37,773,777
CAPITAL OUTLAY	270,639	0	0
Total Program Expenditures	3,981,640	22,716,164	40,179,855

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	407,301	300,000	300,000
CHARGES FOR SERVICES	0	68,472	0
MISCELLANEOUS	21,597	0	0
Operating Revenue Sub-Total	428,898	368,472	300,000
Net Operating Transfers In/(Out)	(814,248)	3,200,000	5,300,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	4,366,990	19,147,692	34,579,855
Total Program Funding	3,981,640	22,716,164	40,179,855

<u>Program Staffing (FTEs)</u>	0.0	0.0	0.0
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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 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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
SUPPLIES AND SERVICES	66,829,440	73,418,403	77,945,345
Total Program Expenditures	66,829,440	73,418,403	77,945,345

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
TAXES	43,255,157	49,445,842	56,252,488
SPECIAL ASSESSMENT	214,757	291,456	0
INTERGOVERNMENTAL	0	7,500	7,500
INTEREST	1,316,788	693,000	1,000,000
MISCELLANEOUS	5,102	0	0
Operating Revenue Sub-Total	44,791,804	50,437,798	57,259,988
Net Operating Transfers In/(Out)	18,936,371	22,028,854	21,689,857
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	3,101,265	951,751	(1,004,500)
General Fund Support	0	0	0
Total Program Funding	66,829,440	73,418,403	77,945,345

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

Program Summary

Department: NON DEPARTMENTAL

Program: 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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Required employee payoffs funded	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,000,000	1,000,000	1,000,000
Total Program Expenditures	1,000,000	1,000,000	1,000,000

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Net Operating Transfers In/(Out)	1,000,000	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	1,000,000	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, the Bank of America Plaza, the Justice Building Project, and the Jackson Learning Center Project.

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:

	Principal & Interest	Fiscal Charges	Total
Jail Facility	\$3,008,660	\$5,600	\$3,014,260
Bank of America Plaza/ Justice Building/Jackson Learning Center	\$2,920,849	--	\$2,920,849

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
SUPPLIES AND SERVICES	3,047,347	3,020,635	5,935,109
Total Program Expenditures	3,047,347	3,020,635	5,935,109

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
INTEREST	5,394	25,000	25,000
Operating Revenue Sub-Total	5,394	25,000	25,000
Net Operating Transfers In/(Out)	3,244,042	3,020,635	3,014,260
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(202,089)	(25,000)	2,895,849
Total Program Funding	3,047,347	3,020,635	5,935,109

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

Program Summary

Department: NON DEPARTMENTAL

Program: GENERAL GOVERNMENT REVENUES

Function

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

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
SUPPLIES AND SERVICES	1,372,166	705,000	705,000
Total Program Expenditures	1,372,166	705,000	705,000

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
TAXES	242,888,390	253,517,153	267,736,461
LICENSES & PERMITS	2,516,741	2,457,992	2,911,312
INTERGOVERNMENTAL	136,744,487	139,014,907	145,641,619
CHARGES FOR SERVICES	9,881,128	13,582,229	13,239,330
INTEREST	2,470,884	1,580,483	2,190,000
MISCELLANEOUS	940,451	131,400	378,560
Operating Revenue Sub-Total	395,442,081	410,284,164	432,097,282
Net Operating Transfers In/(Out)	(14,643,910)	(28,511,903)	(25,116,373)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(379,426,005)	(381,067,261)	(406,275,909)
Total Program Funding	1,372,166	705,000	705,000

Program Staffing (FTEs)	0.0	0.0	0.0
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Program Summary

Department: NON DEPARTMENTAL
Program: IMPROVEMENT DISTRICTS

Function

Account for the accumulation and the transfer of funds for repayment of interfund loans for Improvement Districts.

Description of Services

Accumulate funds for La Cholla Boulevard, Camino Ojo de Agua, and Hayhook Ranch Improvement Districts. Transfer funds to appropriate County departments for interfund loan repayment. (Note: Prior to fiscal year 2007/08, Improvement District loan payments were budgeted in the Debt Service Fund.)

Program Goals and Objectives

- Account for Improvement District interfund loan funds accumulation and transfer to proper County departments

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Transactions accurately recorded	n/a	n/a	100%

Program Funding by Source

Revenues			
SPECIAL ASSESSMENT	0	0	560,124
Special Programs Revenue Sub-Total	<u>0</u>	<u>0</u>	<u>560,124</u>
Net Operating Transfers In/(Out)	0	0	(560,124)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
Total Program Funding	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
Program Staffing (FTEs)	0.0	0.0	0.0

Program Summary

Department: NON DEPARTMENTAL

Program: NON DEPARTMENTAL

Function

Budget and provide for expenditure and/or revenue authority for specified General Fund programs, projects, and items for which 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 and the payment of \$4,713,836 to the Metropolitan Tucson Convention & Visitors Bureau (MTCVB). 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 \$69,904 and the U.S. Mexico Border Counties Coalition of \$12,000, and Lobbyist costs of \$42,700. Provide expenditure authority of \$26,300 for May 2008 bond election costs, \$745,000 for network infrastructure, and \$1,877,485 for the General Fund portion of self insurance costs.

Program Goals and Objectives

- Provide and account for all Non Departmental activity

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	137,588	0	0
SUPPLIES AND SERVICES	3,541,886	8,290,302	7,487,225
Total Program Expenditures	3,679,474	8,290,302	7,487,225

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
INTERGOVERNMENTAL	3,004,367	4,339,326	4,713,836
Operating Revenue Sub-Total	3,004,367	4,339,326	4,713,836
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	675,107	3,950,976	2,773,389
Total Program Funding	3,679,474	8,290,302	7,487,225

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

Procurement

Expenditures: 2,409,730

FTEs 34.0

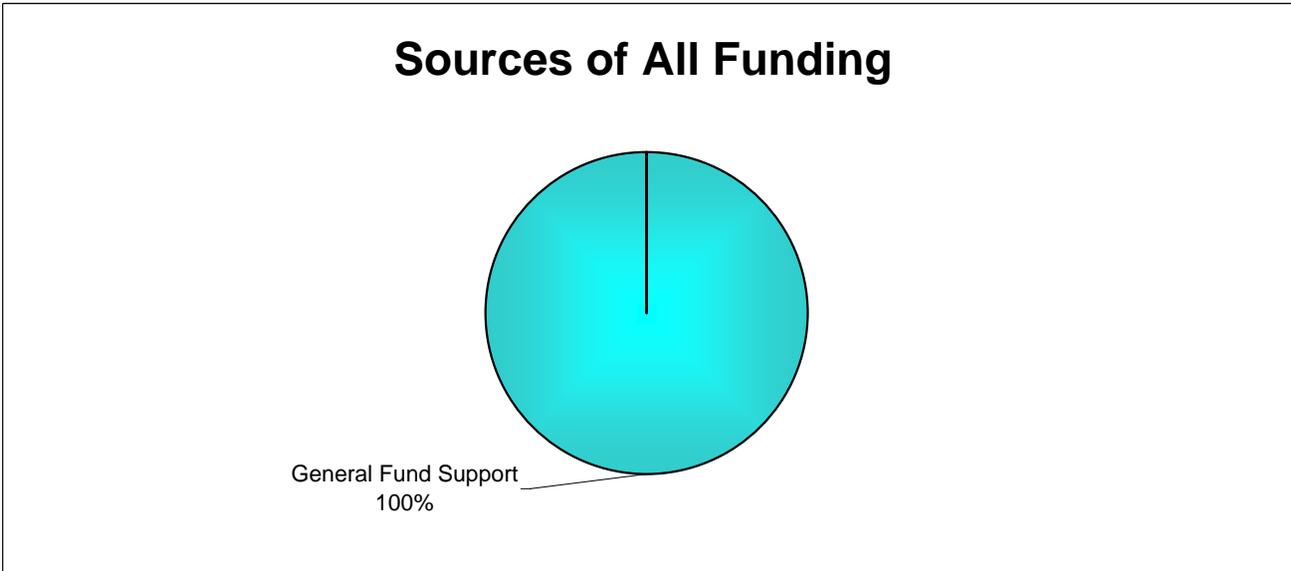
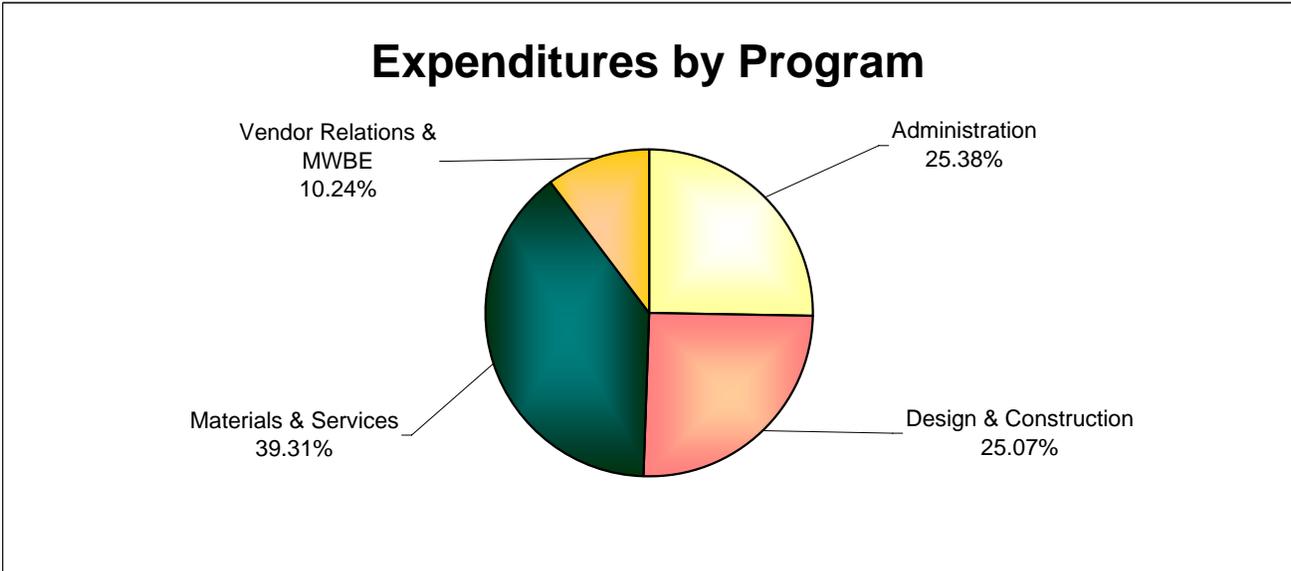
Revenues: 0

Function Statement:

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

Mandates:

ARS Title 34: Public Buildings and Improvements; Pima County Code Title 11: Procurement Code, and Title 20: Minority and Woman-Owned Business Enterprise Code; and Pima County Board of Supervisors Policy D29 Purchasing/Printing



Department Summary by Program

Department: **PROCUREMENT**

Expenditures by Program	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
ADMINISTRATION	358,814	512,559	612,334
DESIGN & CONSTRUCTION	0	0	603,781
MATERIALS & SERVICES	865,264	907,184	946,928
VENDOR RELATIONS & MWBE	68,736	183,423	246,687
Total Expenditures	1,292,814	1,603,166	2,409,730

Funding by Source			
Revenues			
ADMINISTRATION	1,502	0	0
DESIGN & CONSTRUCTION	242	0	0
MATERIALS & SERVICES	18	0	0
Total Revenues	1,762	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	1,291,052	1,603,166	2,409,730
Total Program Funding	1,292,814	1,603,166	2,409,730

Staffing (FTEs) by Program			
ADMINISTRATION	5.6	8.5	9.0
DESIGN & CONSTRUCTION	7.4	8.4	8.0
MATERIALS & SERVICES	14.0	13.0	13.0
VENDOR RELATIONS & MWBE	3.0	3.9	4.0
Total Staffing (FTEs)	30.0	33.8	34.0

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.

Description of Services

Provide general management for all aspects of the Procurement function in Pima County, as defined in the Pima County Code and Board of Supervisors (BOS) Policies. Implement practice, competency and systems changes, and associated training, to promote retention of employees and generate significant productivity improvements. Identify enhancement projects that are also expected to be of value to other departments. Provide services to other agencies and the community in general. Participate in the Southern Arizona Strategic Procurement Alliance to identify collaborative procurement opportunities, leverage procurement volume and agency productivity, establish purchase agreements that may be utilized by other regional public procurement agencies, and exchange and promote the use of advanced and strategic practices and initiatives.

Provide a centralized control point where all contracts are reviewed for compliance with County Code, policies, and procedures prior to execution. Oversee contracts processing and enter relevant data into the contracts maintenance and Synergen systems. Provide contracts training to departments.

Maintain and distribute the Procurement Policy and Procedures Manual.

Administer the County Procurement Card (PCard) Program. Implement Countywide as a strategy to reduce Finance Department payment transactions, improve visibility of purchased items, and provide opportunities to consolidate and bid like items for improved pricing and control.

Upgrade and maintain the department systems for vendors, users, Synergen, and electronic contracts. Maintain and update the department Internet and Intranet websites. Maintain Pima County's Intranet home page. Publish solicitations, notice of awards, and other related documents online. Maintain the PCard website for card administrators and users. Arrange and setup multi-media presentations for County departments. Coordinate online reverse and surplus property auctions. Conduct online Countywide and vendor satisfaction surveys. Provide long term Internet and Intranet strategy planning and IT project management. Serve on Countywide e-Government/Systems committees.

Program Goals and Objectives

- Provide 12 contract training sessions to County departments
- Implement the PCard Countywide to a minimum of 75% of all departments
- Review PCard transactions to identify contract opportunities and non-compliant purchases
- Process contracts
- Develop Crystal Reports for Synergen System for purchase orders, blanket contracts, vendor information, etc.
- Update/upgrade all users to Office 2007 to provide compatibility

Program Performance Measures	FY2005/2006 Actual	FY2006/2007 Estimated	FY2007/2008 Planned
Contract training sessions provided	12	10	12
PCard department implementation	27%	44%	75%
PCard transactions reviewed	2,000	6,500	8,400
PCard contract opportunities identified	0	\$217,000	\$279,000
Contracts processed	3,621	3,740	3,830
Crystal Reports developed	4	15	20
Users updated to Office 2007	0	33%	100%

Program Expenditures by Object	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
PERSONAL SERVICES	332,724	499,509	591,678
SUPPLIES AND SERVICES	21,887	13,050	20,656
CAPITAL OUTLAY	4,203	0	0
Total Program Expenditures	358,814	512,559	612,334

Program Funding by Source

Revenues

MISCELLANEOUS	1,502	0	0
Operating Revenue Sub-Total	1,502	0	0

Program Summary

Department: **PROCUREMENT**

Program: **ADMINISTRATION**

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	357,312	512,559	612,334
Total Program Funding	358,814	512,559	612,334
Program Staffing (FTEs)	5.6	8.5	9.0

Supplemental Packages Approved

Supplemental Package B - Synergen Enhancement - is associated with this program. Partial funding of this package provides for Synergen process automation enhancements. The package requested a total of \$75,000 in supplies and services. Data presented on the preceding page does not include \$65,200 in expenditures that have been adopted, because the budget authority is being retained in the IT Enhancement Fund.

Program Summary

Department: PROCUREMENT
Program: DESIGN & CONSTRUCTION

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

Procure construction, architectural, engineering, and related services for the Public Works, Facilities Management, Wastewater Management, Transportation, Environmental Quality, and Natural Resources, Parks and Recreation Departments and the Regional Flood Control District. Also provide services to Development Services. Identify salient issues and unique characteristics associated with each alternative project delivery methods (APDM) project. In conjunction with the County Attorney, research, develop, or tailor correspondingly appropriate solicitation and contract language for both consulting and construction contracts. Manage the procurement and evaluation process, draft award documents, and manage the contract signature process, while ensuring that everything is consistent with law and policy. Process all change orders and amendments for construction, architectural, engineering, and related contracts. Craft appropriate documents. Assign and manage the appropriate approval/signature process.

(Note: Prior to fiscal year 2007/08, all Design & Construction program expenditures were charged directly to other departments. Effective fiscal year 2007/08, Design & Construction program expenditures will remain in the department and their services will become part of the Full Cost Allocation Plan.)

Program Goals and Objectives

- Improve cycle times for acquisitions
- Update County Code, Board of Supervisors (BOS) Policies, and Procurement procedures to conform to changes in state and federal law and BOS directives
- Simplify the Qualified Consultant List process
- Reduce the amount of tailoring needed to address specific project requirements
- Establish a "frequently asked questions" (FAQ) document to guide client departments and reduce questions fielded by Commodity/Contracts Officers
- Develop and deliver contract training for client departments, with emphasis on APDM contracts
- Promote staff competence and improvement

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Average requisitions more than 90 days old	n/a	7.5	6
Procedures updated	100%	100%	100%
FAQ document established	n/a	n/a	yes
Contract training program for client departments developed and delivered	n/a	n/a	yes
Average competency and performance improvement expenditures per staff member	\$400	\$300	\$500

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	0	0	574,927
SUPPLIES AND SERVICES	0	0	28,854
Total Program Expenditures	0	0	603,781

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
MISCELLANEOUS	242	0	0
Operating Revenue Sub-Total	242	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	(242)	0	603,781
Total Program Funding	0	0	603,781

<u>Program Staffing (FTEs)</u>	7.4	8.4	8.0
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Program Summary

Department: PROCUREMENT
Program: MATERIALS & SERVICES

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

Establish and maintain purchase agreements for all County Departments utilizing specifications provided by the Departments and procurement processes prescribed by the Pima County Procurement Code and Board of Supervisors Procurement Policies. Procure all materials and services required by the County with the exception of construction related requirements that are procured by the Design and Construction Division.

Implement practice and competency improvements and continuous improvement processes to offset the increasing number of purchase requisitions and improve current performance.

Provide to all County Departments formal training, guidance, and support regarding their Procurement related responsibilities. Emphasis is placed on the development of specifications which significantly impact costs and supplier performance. Provide guidance and expertise regarding the utilization of the recently implemented Synergen system.

Perform periodic audits of operating department Procurement and Purchasing activities and provide guidance regarding desirable corrective actions to department directors. Develop Procurement Procedures and make recommendations to the County Administrator regarding procurement related processes and Administrative Procedures.

Program Goals and Objectives

- Establish lawful purchase agreements in a fair, equitable, efficient, and rapid manner
- Consolidate purchase requirements into blanket agreements to attract competent suppliers and reduce direct and indirect costs
- Perform Purchase Agreement maintenance (renewals) in a timely manner
- Promote continuous improvement by enhancing staff competency and system enhancements
- Reduce the number of requisitions greater than 90 days old
- Reduce delivery time by combining requirements presently using multiple discrete purchase orders into blanket contracts
- Maintain national Procurement Agency awards
- Support the continued education and training of professional staff

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Average requisitions greater than 90 days old	7	2	1
Purchase order percentage of total purchase orders and blanket contracts	25%	22%	20%
National Procurement Agency awards received	2	2	2
Education and training expenses per employee	\$250	\$300	\$500

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	817,881	872,249	905,612
SUPPLIES AND SERVICES	44,219	34,935	41,316
CAPITAL OUTLAY	3,164	0	0
Total Program Expenditures	865,264	907,184	946,928

Program Funding by Source

Revenues			
MISCELLANEOUS	18	0	0
Operating Revenue Sub-Total	18	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	865,246	907,184	946,928
Total Program Funding	865,264	907,184	946,928

Program Summary

Department: **PROCUREMENT**
Program: **MATERIALS & SERVICES**

Program Staffing (FTEs)	14.0	13.0	13.0
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Supplemental Packages Approved

Supplemental Package E - High Density File Storage - is associated with this program. Funding of this package provides for increased file storage capacity. Data presented on the preceding page does not include \$15,000 in expenditures that have been adopted, because the budget authority is being retained in the IT Enhancement Fund.

Program Summary

Department: PROCUREMENT

Program: VENDOR RELATIONS & MWBE

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. Track dollars spent on and procurement opportunities offered in County MWBE efforts.

Description of Services

MWBE Program: Provide MWBEs with assistance in conducting business with Pima County, including notification of procurement opportunities, bid preparation, training, bonding, and insurance information. Review all County construction projects for MWBE participation. Set individual project goals. Attend pre-bid and pre-construction meetings to facilitate MWBE utilization and reporting on eligible projects. Evaluate MWBE participation in professional service and architectural and engineering (A & E) contract proposals and assign points in the evaluation process. Maintain a list of certified MWBE businesses. Assist MWBE vendors in certification efforts with the City of Tucson, Arizona Department of Transportation, and the City of Phoenix. Conduct training seminars and community outreach events for current and prospective County vendors. Sponsor, attend, and participate in trade shows, committees, and training events open to the entire business community to increase Pima County business participation.

Living Wage Program: Provide for compliance with the adopted Living Wage Ordinance No. 2002-1 which mandates a living wage requirement for inclusion in County contracts for specific services utilized by Pima County Government. Provide for the review and monitoring of eligible contracts under covered services with Pima County.

Vendor Relations: Maintain and update the Pima County Vendor Registration Database, which provides current vendor information to assist in procurement opportunities to all departments in Pima County. Provide education and vendor assistance through collaborative outreach events with state and local agencies. Conduct training and/or seminars to educate vendors regarding the process of how to do business with Pima County.

Living Wage and MWBE Compliance: Review all County projects with MWBE participation goals, and track prime contractor performance, payments, and program compliance as outlined in Ordinance 1997-44. Monitor payment and MWBE utilization of A & E and professional services contracts for contractor performance evaluations. Ensure program compliance through on-site visit compliance investigations and through contract payment review and verification.

Program Goals and Objectives

- Set project goals to ensure equity of dollars spent with minority contractors and subcontractors
- Increase MWBE procurement opportunities through business and community outreach efforts
- Monitor eligible projects with Minority Business Enterprise (MBE) goals for compliance per Pima County Code Section 20.24.020
- Provide training for procurement staff, contractors, and subcontractors in the procedural guidelines for implementation of MWBE compliance policy
- Review existing contracts and assist procurement staff with compliance adherence language on new contracts with Living Wage requirements
- Monitor eligible contracts for adherence to Living Wage amounts mandated in Pima County Code, Section 11.38, Ordinance 2002-1
- Conduct investigative on-site visits to review contractor records and conduct compliance related employee interviews
- Review and verify contractor MWBE payment records for adherence to agreed upon minority participation in projects with MWBE goals
- Monitor eligible projects with MWBE goals for compliance as required in Pima County Code Section 20.24.020
- Conduct investigative on-site visits to review and/or conduct compliance related interviews with contractors and subcontractors
- Attend pre-bid and pre-construction meetings for Pima County projects with MWBE goals to provide instructions for compliance with Title 20, the MWBE Ordinance to Pima County staff and contractors

Program Performance Measures	FY2005/2006 Actual	FY2006/2007 Estimated	FY2007/2008 Planned
Minority-owned vendors in database	968	1,000	1,040
MWBE vendor training programs provided	4	8	8
Projects with MBE goals	44	46	48
Projects reviewed for MBE compliance	55	57	59
Living Wage contracts reviewed	32	33	33
On-site Living Wage compliance visits	25	27	30
Pima County sponsored MWBE Outreach programs	4	6	6
Certified MWBE vendors	358	400	420
County vendors in database	6,939	7,100	7,400

Program Summary

Department: **PROCUREMENT**

Program: **VENDOR RELATIONS & MWBE**

Program Expenditures by Object	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
PERSONAL SERVICES	51,966	158,023	220,445
SUPPLIES AND SERVICES	15,407	25,400	26,242
CAPITAL OUTLAY	1,363	0	0
Total Program Expenditures	68,736	183,423	246,687
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	68,736	183,423	246,687
Total Program Funding	68,736	183,423	246,687
Program Staffing (FTEs)	3.0	3.9	4.0

Supplemental Packages Approved

Supplemental Package C - 2007 MWBE Disparity Study - is associated with this program. Funding of this package provides for consulting services to evaluate possible marketplace discrimination. Data presented on this page does not include \$250,000 in expenditures that have been adopted, because the budget authority is being retained in the Board of Supervisor's Budget Stabilization Fund.

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Recorder

Expenditures: 7,325,776

Revenues: 4,973,750

FTEs 57.0

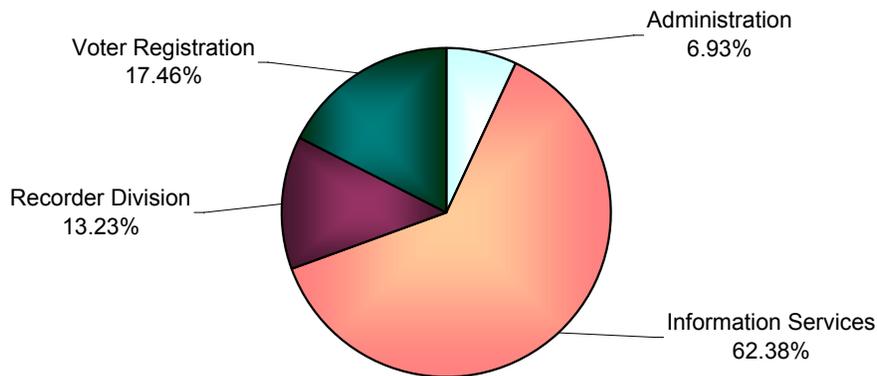
Function Statement:

Record and maintain all documents presented for public information. Maintain voter registration rolls. Conduct early voting activity and other election related activities as mandated by Title 16 and Title 19 of the Arizona Revised Statutes.

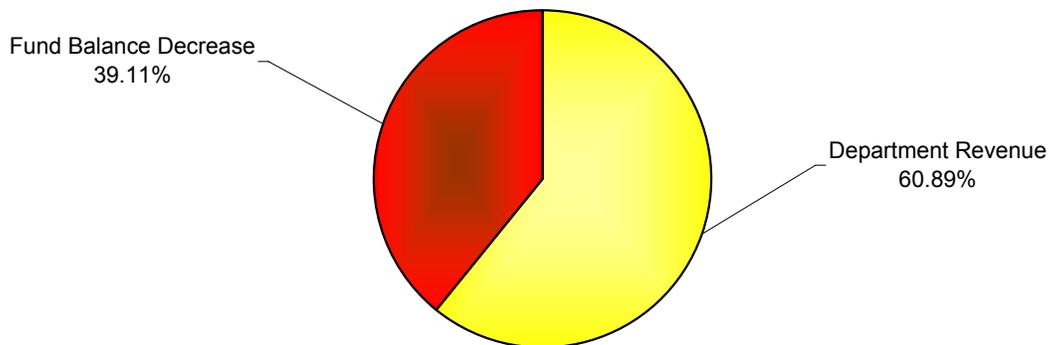
Mandates:

ARS Title 11: Counties; Title 16: Elections and Electors; Title 19: Initiative, Referendum and Recall; Title 39: Public Records, Printing and Notices; and Title 48: Special Taxing Districts

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: RECORDER

Expenditures by Program	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
ADMINISTRATION	0	418,797	507,506
INFORMATION SERVICES	1,157,130	1,943,880	4,570,045
RECORDER DIVISION	1,109,626	1,021,548	969,107
VOTER REGISTRATION	1,059,035	1,385,478	1,279,118
Total Expenditures	3,325,791	4,769,703	7,325,776

Funding by Source

Revenues			
INFORMATION SERVICES	1,617,551	1,496,500	1,375,000
RECORDER DIVISION	3,704,288	3,500,000	3,225,000
VOTER REGISTRATION	169,279	40,000	373,750
Total Revenues	5,491,118	5,036,500	4,973,750
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(460,421)	447,380	3,195,045
General Fund Support	(1,704,906)	(714,177)	(843,019)
Total Program Funding	3,325,791	4,769,703	7,325,776

Staffing (FTEs) by Program

ADMINISTRATION	0.0	5.0	6.0
INFORMATION SERVICES	11.0	11.0	10.0
RECORDER DIVISION	25.0	21.0	20.0
VOTER REGISTRATION	21.0	29.0	21.0
Total Staffing (FTEs)	57.0	66.0	57.0

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

Ensure compliance with statutory mandates. Set the policies for the department and implement those policies. Hire, supervise, monitor, and evaluate personnel. Plan the activities of the department. Budget and monitor the use of public funds. Purchase adequate resources, equipment and supplies for the department. (Note: These activities were previously included within different programs prior to fiscal year 2006/07.)

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

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
All supplies and materials purchased so that there is no downtime due to a shortage	n/a	100%	100%
Recruiting process to fill vacant positions begun within 2 weeks of the vacancy being created	n/a	80%	100%
Statutory mandates placed on the Recorder under Title 16 of the Arizona Statutes met	n/a	100%	100%
Statutory mandates placed on the Recorder under Title 11 of the Arizona Statutes met	n/a	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	0	413,597	501,606
SUPPLIES AND SERVICES	0	5,200	5,900
Total Program Expenditures	0	418,797	507,506
<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	0	418,797	507,506
Total Program Funding	0	418,797	507,506
Program Staffing (FTEs)	0.0	5.0	6.0

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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Computer system uptime	99%	99%	99%
Computer programs upgraded within 1 year after release of new version	90%	90%	90%
Voter registration program modified as required by statute or jurisdiction prior to next election	yes	yes	yes
Computer system maintained and upgraded for most efficient operations possible	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	471,393	579,105	556,295
SUPPLIES AND SERVICES	409,520	702,750	2,921,750
CAPITAL OUTLAY	276,217	662,025	1,092,000
Total Program Expenditures	1,157,130	1,943,880	4,570,045

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
CHARGES FOR SERVICES	1,443,884	1,400,000	1,250,000
INTEREST	145,201	96,500	125,000
MISCELLANEOUS	28,466	0	0
Special Programs Revenue Sub-Total	1,617,551	1,496,500	1,375,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(460,421)	447,380	3,195,045
General Fund Support	0	0	0
Total Program Funding	1,157,130	1,943,880	4,570,045

Program Staffing (FTEs)	11.0	11.0	10.0
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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>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Documents recorded	364,140	339,000	330,000
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Telephone inquiries answered daily	100%	100%	100%
Pages microfilmed and digitized	1,965,606	1,816,091	1,750,000
All documents returned by mail/private courier	100%	100%	100%
Documents received and recorded same day	99%	99%	99%
Time to process document to return to originator	14 days	12 days	10 days
Customers served within 5 minutes	100%	100%	100%
Accuracy rate for recorded documents	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	880,648	779,973	730,952
SUPPLIES AND SERVICES	212,405	241,575	238,155
CAPITAL OUTLAY	16,573	0	0
Total Program Expenditures	1,109,626	1,021,548	969,107

<u>Program Funding by Source</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
Revenues			
CHARGES FOR SERVICES	3,388,198	3,200,000	2,950,000
MISCELLANEOUS	316,090	300,000	275,000
Operating Revenue Sub-Total	3,704,288	3,500,000	3,225,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(2,594,662)	(2,478,452)	(2,255,893)
Total Program Funding	1,109,626	1,021,548	969,107

Program Staffing (FTEs)	25.0	21.0	20.0
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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)

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Voter registration affidavits processed	102,087	160,000	175,000
Political parties satisfied with service	100%	100%	100%
Ballots issued and mailed within statutory requirements	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	586,830	922,029	714,218
SUPPLIES AND SERVICES	472,205	463,449	564,900
Total Program Expenditures	1,059,035	1,385,478	1,279,118

Program Funding by Source

<u>Revenues</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
INTERGOVERNMENTAL	0	0	281,250
CHARGES FOR SERVICES	169,237	40,000	92,500
MISCELLANEOUS	42	0	0
Operating Revenue Sub-Total	169,279	40,000	373,750
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	889,756	1,345,478	905,368
Total Program Funding	1,059,035	1,385,478	1,279,118

Program Staffing (FTEs)	21.0	29.0	21.0
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Treasurer

Expenditures: 2,846,041

FTEs 41.0

Revenues: 113,150

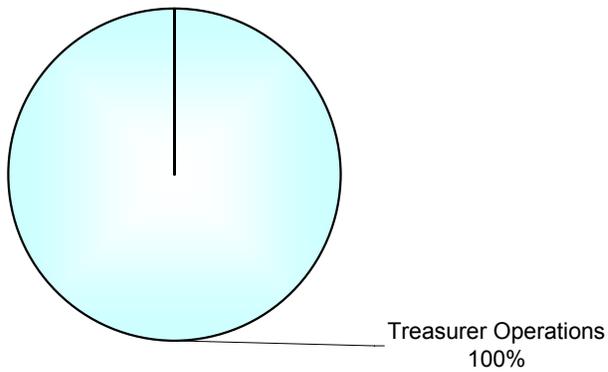
Function Statement:

Serve as the custodian of public funds 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.

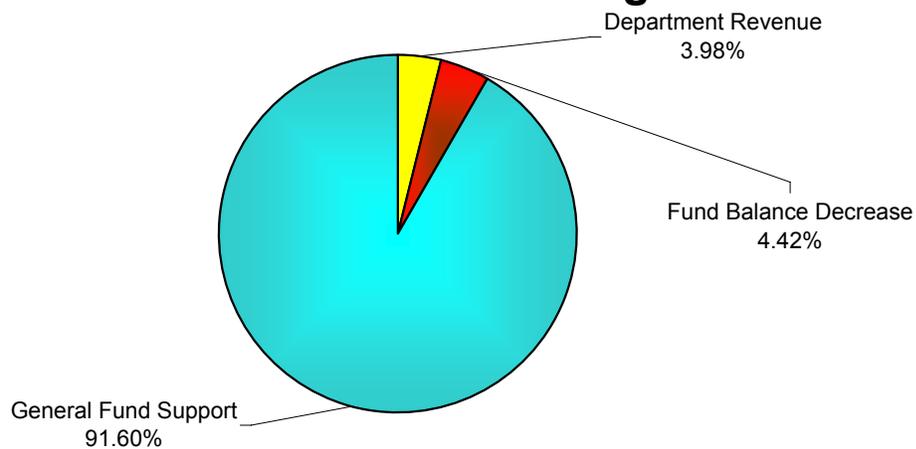
Mandates:

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	FY2005/2006 Actual	FY2006/2007 Adopted	FY2007/2008 Adopted
TREASURER OPERATIONS	1,978,877	2,881,940	2,846,041
Total Expenditures	1,978,877	2,881,940	2,846,041
Funding by Source			
Revenues			
TREASURER OPERATIONS	154,189	124,150	113,150
Total Revenues	154,189	124,150	113,150
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(107,763)	380,601	125,670
General Fund Support	1,932,451	2,377,189	2,607,221
Total Program Funding	1,978,877	2,881,940	2,846,041
Staffing (FTEs) by Program			
TREASURER OPERATIONS	41.0	41.0	41.0
Total Staffing (FTEs)	41.0	41.0	41.0

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
- Meet or exceed established investment benchmarks
- Develop and implement an integrated information system to provide on-line banking and tax collection services to Pima County departments, political subdivisions, other agencies, and individuals
- Complete and implement disaster recovery plan
- Maintain a customer-friendly atmosphere
- Achieve timely and accurate reporting
- Strengthen internal controls
- Document policies and procedures

<u>Program Performance Measures</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Estimated</u>	<u>FY2007/2008 Planned</u>
Tax collection system developed and implemented	20%	60%	90%
Days not compliant with 3 day tax payment processing	15	15	15
Months meeting or exceeding investment benchmarks	12	12	12

<u>Program Expenditures by Object</u>	<u>FY2005/2006 Actual</u>	<u>FY2006/2007 Adopted</u>	<u>FY2007/2008 Adopted</u>
PERSONAL SERVICES	1,422,501	1,995,775	2,015,897
SUPPLIES AND SERVICES	514,705	633,865	589,244
CAPITAL OUTLAY	41,671	252,300	240,900
Total Program Expenditures	1,978,877	2,881,940	2,846,041

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	0	150	150
MISCELLANEOUS	8	0	0
Operating Revenue Sub-Total	8	150	150
CHARGES FOR SERVICES	48,820	60,000	45,000
INTEREST	15,675	18,000	18,000
MISCELLANEOUS	89,686	46,000	50,000
Special Programs Revenue Sub-Total	154,181	124,000	113,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(107,763)	380,601	125,670
General Fund Support	1,932,451	2,377,189	2,607,221
Total Program Funding	1,978,877	2,881,940	2,846,041

Program Staffing (FTEs)	41.0	41.0	41.0
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