

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	1,290,672			1,290,672
ASSESSOR STATUTORY MANDATES	7,359,969			7,359,969
TOTAL ASSESSOR	8,650,641			8,650,641
<u>BOARD OF SUPERVISORS</u>				
BOARD OF SUPERVISORS	1,913,415			1,913,415
TOTAL BOARD OF SUPERVISORS	1,913,415			1,913,415
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	705,659			705,659
DOCUMENT & MICROGRAPHIC MGMT	584,363			584,363
TOTAL CLERK OF THE BOARD	1,290,022			1,290,022
<u>COUNTY ADMINISTRATOR</u>				
COUNTY ADMINISTRATOR	1,706,819			1,706,819
FACILITIES RENEWAL FUND		1,279,298		1,279,298
TOTAL COUNTY ADMINISTRATOR	1,706,819	1,279,298		2,986,117
<u>ELECTIONS</u>				
ELECTIONS	5,331,891			5,331,891
TOTAL ELECTIONS	5,331,891			5,331,891
<u>FINANCE & RISK MANAGEMENT</u>				
ADMINISTRATION	1,983,542			1,983,542
BUDGET	1,485,824			1,485,824
FINANCIAL CONTROL & REPORTING	1,485,390			1,485,390
FINANCIAL MANAGEMENT & AUDIT	900,659	50,000		950,659
FINANCIAL OPERATIONS	1,889,980			1,889,980
TOTAL FINANCE & RISK MANAGEMENT	7,745,395	50,000		7,795,395
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	2,782,179	110,000		2,892,179
TOTAL FORENSIC SCIENCE CENTER	2,782,179	110,000		2,892,179
<u>HUMAN RESOURCES</u>				
COMPENSATION/BENEFITS/CLASSIFICATION	1,038,736			1,038,736
RECRUITMENT/EMPLOYMENT RIGHTS	1,146,410			1,146,410
STAFF SERVICES	520,459			520,459
TOTAL HUMAN RESOURCES	2,705,605			2,705,605
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS	227,649			227,649
INFORMATION TECHNOLOGY	6,200,620			6,200,620
IT ENHANCEMENT		374,743		374,743
TOTAL INFORMATION TECHNOLOGY	6,428,269	374,743		6,803,012

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	37,295,033			37,295,033
DEBT SERVICE			100,521,623	100,521,623
EMPLOYEE BENEFIT LIABILITY FUND		1,000,000		1,000,000
GENERAL FUND DEBT SERVICE	5,941,559			5,941,559
GENERAL GOVERNMENT REVENUES	705,000			705,000
IMPROVEMENT DISTRICTS		91,324		91,324
NON DEPARTMENTAL	8,545,552			8,545,552
TOTAL NON DEPARTMENTAL	52,487,144	1,091,324	100,521,623	154,100,091
<u>PROCUREMENT</u>				
ADMINISTRATION	596,888			596,888
DESIGN & CONSTRUCTION	600,006			600,006
MATERIALS & SERVICES	840,868			840,868
VENDOR RELATIONS & MWBE	240,257			240,257
TOTAL PROCUREMENT	2,278,019			2,278,019
<u>RECORDER</u>				
ADMINISTRATION	413,965			413,965
INFORMATION SERVICES		1,998,731		1,998,731
RECORDER DIVISION	995,593			995,593
VOTER REGISTRATION	2,781,470			2,781,470
TOTAL RECORDER	4,191,028	1,998,731		6,189,759
<u>TREASURER</u>				
TREASURER OPERATIONS	2,513,840	484,300		2,998,140
TOTAL TREASURER	2,513,840	484,300		2,998,140
TOTAL COUNTY ADMINISTRATION	100,024,267	5,388,396	100,521,623	205,934,286
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				19,198,461
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				4,674,074
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				23,872,535

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	2,300			2,300
TOTAL CLERK OF THE BOARD	2,300			2,300
<u>ELECTIONS</u>				
ELECTIONS	955,000			955,000
TOTAL ELECTIONS	955,000			955,000
<u>FINANCE & RISK MANAGEMENT</u>				
FINANCIAL OPERATIONS	139,200			139,200
TOTAL FINANCE & RISK MANAGEMENT	139,200			139,200
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	1,164,814	461		1,165,275
TOTAL FORENSIC SCIENCE CENTER	1,164,814	461		1,165,275
<u>HUMAN RESOURCES</u>				
STAFF SERVICES	1,500			1,500
TOTAL HUMAN RESOURCES	1,500			1,500
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	778,920			778,920
TOTAL INFORMATION TECHNOLOGY	778,920			778,920
<u>NON DEPARTMENTAL</u>				
DEBT SERVICE			58,171,572	58,171,572
GENERAL FUND DEBT SERVICE	25,000			25,000
GENERAL GOVERNMENT REVENUES	444,340,661			444,340,661
IMPROVEMENT DISTRICTS		448,619		448,619
NON DEPARTMENTAL	4,374,791			4,374,791
TOTAL NON DEPARTMENTAL	448,740,452	448,619	58,171,572	507,360,643
<u>PROCUREMENT</u>				
VENDOR RELATIONS & MWBE	6,000			6,000
TOTAL PROCUREMENT	6,000			6,000
<u>RECORDER</u>				
INFORMATION SERVICES		1,110,900		1,110,900
RECORDER DIVISION	2,505,500			2,505,500
VOTER REGISTRATION	42,500			42,500
TOTAL RECORDER	2,548,000	1,110,900		3,658,900
<u>TREASURER</u>				
TREASURER OPERATIONS	150	108,000		108,150
TOTAL TREASURER	150	108,000		108,150
TOTAL COUNTY ADMINISTRATION	454,342,336	1,667,980	58,171,572	514,181,888

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				19,433,348
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				4,787,253
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				24,220,601

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	138.5
TOTAL ASSESSOR	<u>160.5</u>
<u>BOARD OF SUPERVISORS</u>	
BOARD OF SUPERVISORS	23.7
TOTAL BOARD OF SUPERVISORS	<u>23.7</u>
<u>CLERK OF THE BOARD</u>	
ADMINISTRATION/MANAGEMENT	8.0
DOCUMENT & MICROGRAPHIC MGMT	10.0
TOTAL CLERK OF THE BOARD	<u>18.0</u>
<u>COUNTY ADMINISTRATOR</u>	
COUNTY ADMINISTRATOR	14.8
TOTAL COUNTY ADMINISTRATOR	<u>14.8</u>
<u>ELECTIONS</u>	
ELECTIONS	18.0
TOTAL ELECTIONS	<u>18.0</u>
<u>FINANCE & RISK MANAGEMENT</u>	
ADMINISTRATION	20.9
BUDGET	14.0
FINANCIAL CONTROL & REPORTING	22.0
FINANCIAL MANAGEMENT & AUDIT	12.0
FINANCIAL OPERATIONS	33.0
RISK MANAGEMENT	24.0
TOTAL FINANCE & RISK MANAGEMENT	<u>125.9</u>
<u>FORENSIC SCIENCE CENTER</u>	
FORENSIC SCIENCE CENTER	29.0
TOTAL FORENSIC SCIENCE CENTER	<u>29.0</u>
<u>HUMAN RESOURCES</u>	
COMPENSATION/BENEFITS/CLASSIFICATION	14.2
RECRUITMENT/EMPLOYMENT RIGHTS	16.4
STAFF SERVICES	7.4
TOTAL HUMAN RESOURCES	<u>38.0</u>
<u>INFORMATION TECHNOLOGY</u>	
COMMUNICATIONS	28.1
INFORMATION TECHNOLOGY	101.6
TOTAL INFORMATION TECHNOLOGY	<u>129.7</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	11.5
VENDOR RELATIONS & MWBE	4.0
TOTAL PROCUREMENT	<u>32.5</u>
<u>RECORDER</u>	
ADMINISTRATION	4.0
INFORMATION SERVICES	10.0
RECORDER DIVISION	21.0
VOTER REGISTRATION	32.0
TOTAL RECORDER	<u>67.0</u>
<u>TREASURER</u>	
TREASURER OPERATIONS	40.0
TOTAL TREASURER	<u>40.0</u>
TOTAL COUNTY ADMINISTRATION	<u><u>697.1</u></u>

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

Assessor

Expenditures: 8,650,641

Revenues: 6,000

FTEs 160.5

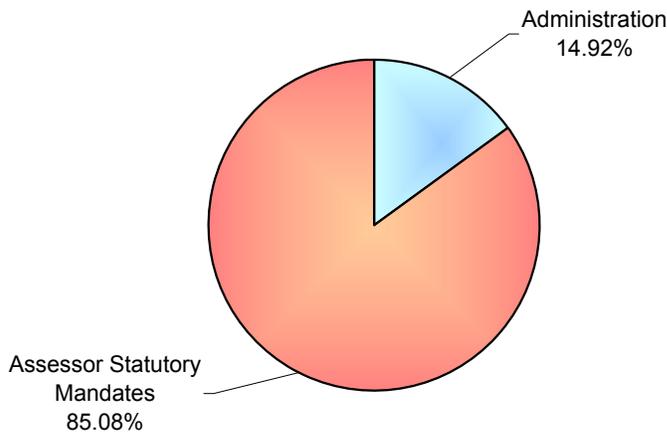
Function Statement:

Locate, identify, list, value, and defend 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.

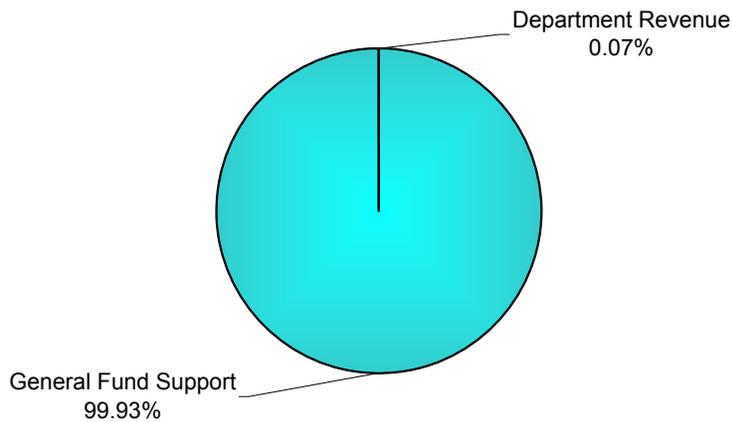
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ASSESSOR

<u>Expenditures by Program</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
ADMINISTRATION	1,631,543	1,536,753	1,290,672
ASSESSOR STATUTORY MANDATES	6,558,582	7,547,948	7,359,969
Total Expenditures	8,190,125	9,084,701	8,650,641
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION	1,957	6,000	6,000
ASSESSOR STATUTORY MANDATES	3,964	0	0
Total Revenues	5,921	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	8,184,204	9,078,701	8,644,641
Total Program Funding	8,190,125	9,084,701	8,650,641
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION	20.5	22.0	22.0
ASSESSOR STATUTORY MANDATES	140.5	139.0	138.5
Total Staffing (FTEs)	161.0	161.0	160.5

Program Summary

Department: ASSESSOR
Program: ADMINISTRATION

Function

Provide administrative, managerial, and network support for all functions in the Pima County Assessor's Office.

Description of Services

Ensure compliance of statutory mandates. Provide personnel and payroll services. Budget and monitor the use of public funds. Manage and direct information systems administration.

Program Goals and Objectives

- Ensure the proper and timely performance of all functions 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
- Maintain a local area network system with current technologies
- Develop electronic methods to enhance processing of tabular and graphic data

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
ARS Title 42 statutory mandates met	yes	yes	yes
Personnel and payroll services provided	yes	yes	yes
Computer system maintained and upgraded for most efficient operations possible	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,112,089	1,004,369	895,625
SUPPLIES AND SERVICES	377,103	365,484	395,047
CAPITAL OUTLAY	142,351	166,900	0
Total Program Expenditures	1,631,543	1,536,753	1,290,672
Program Funding by Source			
Revenues			
MISCELLANEOUS	1,957	6,000	6,000
Operating Revenue Sub-Total	1,957	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	1,629,586	1,530,753	1,284,672
Total Program Funding	1,631,543	1,536,753	1,290,672
Program Staffing (FTEs)	20.5	22.0	22.0

Program Summary

Department: ASSESSOR

Program: ASSESSOR STATUTORY MANDATES

Function

Administer and direct statutory mandates, legislative changes, and Arizona Department of Revenue guidelines. Maintain and manage mandates of the Arizona Department of Commerce and the U.S. Department of Commerce.

Description of Services

Identify, classify, value, and list taxable property in Pima County. Defend established values during the administrative appeal, notice of error, and notice of change processes.

Program Goals and Objectives

- List, locate, value, and classify new construction and additions to both real and personal property
- Defend values established for all real and personal property
- Accept, review, route, update, and respond to petitions filed during the Administrative Appeal process, Notices of Error, and Notices of Claims
- Accept, review, and grant exemption status and legislative freeze to qualifying applicants as mandated
- Maintain parcel maps, parcel file, and create and maintain all taxing authority boundaries

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Taxpayers provided with notice of values for all real and personal property	yes	yes	yes
Administrative appeals, Notice of Errors, and Notice of Claims processed	yes	yes	yes
Exemption and Legislative freeze requests processed	yes	yes	yes
Parcel file maintained	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	5,943,004	6,822,754	6,700,068
SUPPLIES AND SERVICES	608,904	725,194	659,901
CAPITAL OUTLAY	6,674	0	0
Total Program Expenditures	6,558,582	7,547,948	7,359,969

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
MISCELLANEOUS	3,964	0	0
Operating Revenue Sub-Total	3,964	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	6,554,618	7,547,948	7,359,969
Total Program Funding	6,558,582	7,547,948	7,359,969

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Program Staffing (FTEs)	140.5	139.0	138.5

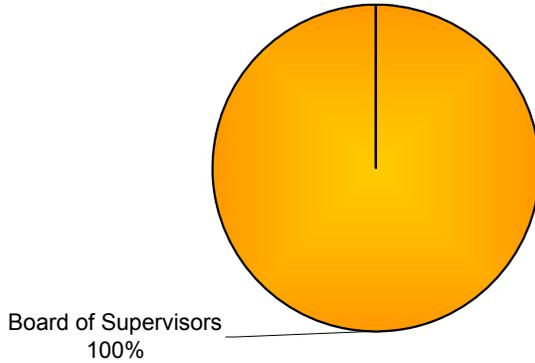
Board of Supervisors

Expenditures: 1,913,415 **Revenues:** 0
FTEs 23.7

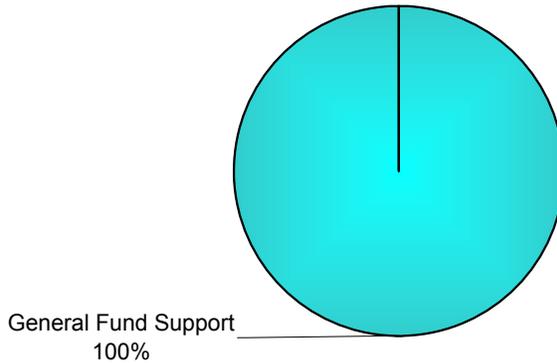
Function Statement: Fulfill the duties and responsibilities set forth in Arizona Revised Statutes. Fund and maintain public health and safety. Lay out, maintain, and manage roads and bridges within the County. Provide health care and legal services to the indigent population of the County. Supervise 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

Expenditures by Program	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
BOARD OF SUPERVISORS	1,639,265	1,921,797	1,913,415
Total Expenditures	1,639,265	1,921,797	1,913,415
Funding by Source			
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,639,265	1,921,797	1,913,415
Total Program Funding	1,639,265	1,921,797	1,913,415
Staffing (FTEs) by Program			
BOARD OF SUPERVISORS	21.1	24.4	23.7
Total Staffing (FTEs)	21.1	24.4	23.7

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
- Adopt a neutral levy and corresponding neutral tax rate as defined by the state Truth in Taxation statutes
- Preserve open space and public lands in order to maintain the sensitive desert environment
- Make economic development more effective, accountable, and regional
- Continue supporting Tucson Regional Economic Opportunities (TREO)
- Partner with citizens to abate graffiti to protect neighborhoods and maintain quality of life
- Obtain a Section 10 permit under the Endangered Species Act from the U.S. Fish & Wildlife Service

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Meetings required by statute held on time	yes	yes	yes
Neutral levy adopted	yes	yes	yes
Combined County property tax rate (per \$100 net assessed value)	\$5.3406	\$5.0674	\$4.6702
County funding support for TREO	\$1,180,880	\$1,199,600	\$853,813
County funding for graffiti abatement	n/a	\$250,000	\$250,000
Multi-Species Conservation Plan submitted	no	yes	n/a
Section 10 Permit obtained	no	no	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,478,755	1,659,622	1,690,429
SUPPLIES AND SERVICES	155,758	256,175	206,425
CAPITAL OUTLAY	4,752	6,000	16,561
Total Program Expenditures	1,639,265	1,921,797	1,913,415

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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	1,639,265	1,921,797	1,913,415
Total Program Funding	1,639,265	1,921,797	1,913,415

Program Staffing (FTEs)	21.1	24.4	23.7
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Clerk of the Board

Expenditures: 1,290,022

Revenues: 2,300

FTEs 18.0

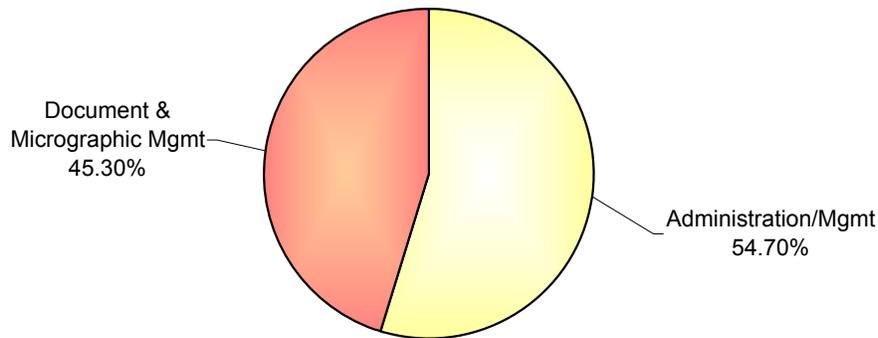
Function Statement:

Record, publish, preserve, and file all proceedings and accounts acted upon by the Board of Supervisors. Administer the Pima County Records Management Program. Process, preserve, and file all petitions, various licenses, and applications. Publicize amendments and codify ordinances for inclusion in the Pima County Code. Administer and direct compliance to requirements for boards, commissions and committees. Discharge statutory requirements for special taxing districts and State Board of Equalization Hearing Officers. Perform all other duties required by law, rule, or order of the Board.

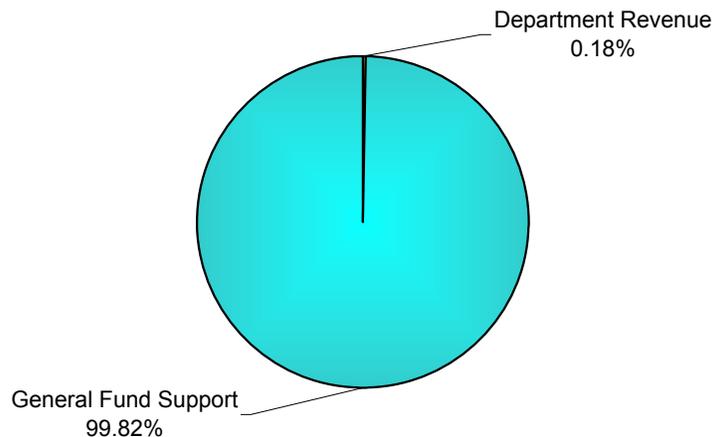
Mandates:

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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
ADMINISTRATION/MANAGEMENT	699,097	826,231	705,659
DOCUMENT & MICROGRAPHIC MGMT	467,188	547,170	584,363
Total Expenditures	1,166,285	1,373,401	1,290,022
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION/MANAGEMENT	11,351	10,000	2,300
DOCUMENT & MICROGRAPHIC MGMT	950	0	0
Total Revenues	12,301	10,000	2,300
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,153,984	1,363,401	1,287,722
Total Program Funding	1,166,285	1,373,401	1,290,022
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION/MANAGEMENT	9.0	9.0	8.0
DOCUMENT & MICROGRAPHIC MGMT	10.0	10.0	10.0
Total Staffing (FTEs)	19.0	19.0	18.0

Program Summary

Department: CLERK OF THE BOARD

Program: ADMINISTRATION/MANAGEMENT

Function

Record and publish all proceedings of the Board of Supervisors (Board). 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 meeting agendas/addendums including e-agenda. Record and e-post digital audio from Board meetings. Transcribe and publish Board meeting minutes. Transcribe and type verbatims. Process Board meeting paperwork for execution/recording/distribution. Maintain permanent records of minutes, resolutions, and ordinances. Maintain indexing system for document research and retrieval. Provide for the publication of the Pima County Code. Receive and process litigation and claims. Fulfill requests for public records. Process various types of liquor licenses, bingo and fireworks permit applications. Provide coordinator training, maintain membership records and officially post notices for all boards, commissions and/or committees. Maintain, e-post, and distribute Board Policies. Perform all duties relating to special taxing districts, i.e. creations/annexations and reporting requirements. Perform other duties as required by order of the Board.

Program Goals and Objectives

- Perform all duties within mandated deadlines
- Provide efficient and accurate responses to inquires by County departments and the general public
- Continue to improve/modify the features of the electronic agenda process
- Continue with ongoing database development project of converting microfilmed records into searchable text files
- Conduct a review of current Board Policies and Code provisions in concert with responsible departments
- Restructure/present coordinator training for Boards, Commissions and/or Committees (BCC)

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Statutory duties met	100%	100%	100%
Policies/codes reviewed	0%	10%	100%
BCC coordinators trained	80%	80%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	495,609	554,617	506,043
SUPPLIES AND SERVICES	203,488	271,614	199,616
Total Program Expenditures	699,097	826,231	705,659

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,380	1,600	2,000
CHARGES FOR SERVICES	1,174	300	300
MISCELLANEOUS	7,797	8,100	0
Operating Revenue Sub-Total	11,351	10,000	2,300
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	687,746	816,231	703,359
Total Program Funding	699,097	826,231	705,659

<u>Program Staffing (FTEs)</u>	<u>9.0</u>	<u>9.0</u>	<u>8.0</u>

Program Summary

Department: CLERK OF THE BOARD

Program: DOCUMENT & MICROGRAPHIC MGMT

Function

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

Description of Services

Administer the Pima County Records Management Program. Establish guidelines and training programs for County personnel. Provide storage of active and inactive public records. Provide for and certify the destruction of confidential and non-confidential records. Assist departments in developing comprehensive records retention schedules. Provide guidance on document imaging implementation. Provide document capturing and microfilm scanning services to County departments and other local jurisdictions. Provide microfilm services for permanent records. Access, retrieve and deliver records to departments upon request. Provide web-based records management services.

Program Goals and Objectives

- Establish new comprehensive County-wide policies and standards for imaging through coordination of the Document Management Strategic Implementation Team
- Create Records Training modules for presentation
- Provide cost-efficient microfilm and document scanning services
- Reduce the storage of long term paper records by preserving on microfilm or digital image

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Comprehensive County-wide imaging policies and standards established	n/a	20%	80%
Training program modules completed	n/a	20%	40%
Reduction of long term paper records stored	2%	2.5%	3.5%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	389,936	469,679	506,623
SUPPLIES AND SERVICES	75,182	77,491	76,540
CAPITAL OUTLAY	2,070	0	1,200
Total Program Expenditures	467,188	547,170	584,363

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
MISCELLANEOUS	950	0	0
Operating Revenue Sub-Total	950	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	466,238	547,170	584,363
Total Program Funding	467,188	547,170	584,363

Program Staffing (FTEs)	10.0	10.0	10.0
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County Administrator

Expenditures: 2,986,117

Revenues: 0

FTEs 14.8

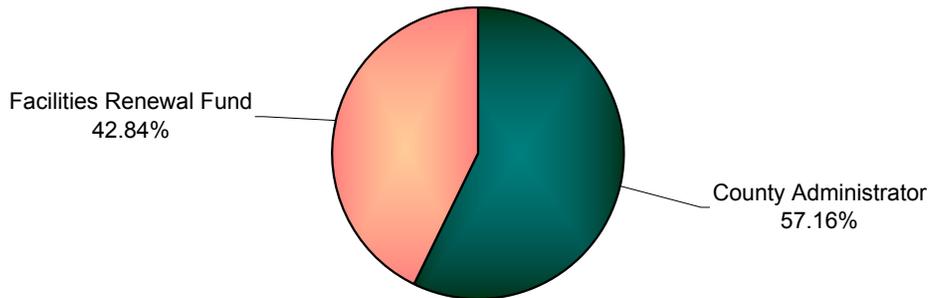
Function Statement:

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 and oversee the Facilities Renewal Fund.

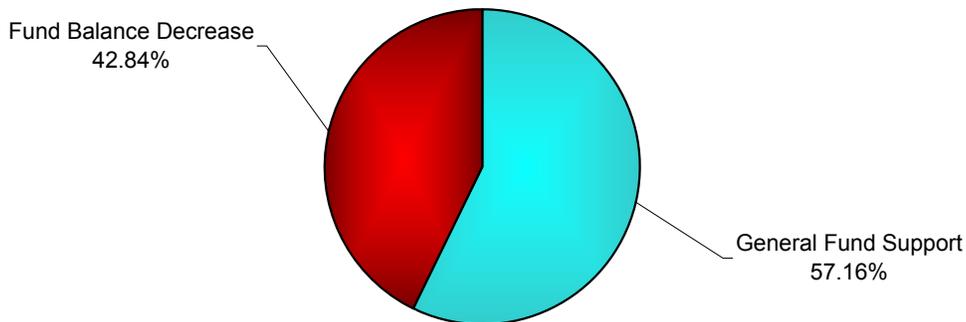
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: COUNTY ADMINISTRATOR

<u>Expenditures by Program</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
COUNTY ADMINISTRATOR	2,114,899	2,071,693	1,706,819
FACILITIES RENEWAL FUND	1,918,000	1,505,000	1,279,298
Total Expenditures	4,032,899	3,576,693	2,986,117
<u>Funding by Source</u>			
Revenues			
COUNTY ADMINISTRATOR	99,271	30,000	0
FACILITIES RENEWAL FUND	132,838	0	0
Total Revenues	232,109	30,000	0
Net Operating Transfers In/(Out)	7,338,582	(127,731)	(2,220,735)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(4,855,974)	1,842,740	3,500,033
General Fund Support	1,318,182	1,831,684	1,706,819
Total Program Funding	4,032,899	3,576,693	2,986,117
<u>Staffing (FTEs) by Program</u>			
COUNTY ADMINISTRATOR	16.3	15.8	14.8
Total Staffing (FTEs)	16.3	15.8	14.8

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
- Preserve open space and public lands in order to maintain the sensitive desert environment
- Make economic development more effective, accountable, and regional
- Continue to sustain and improve the quality of life in Pima County without jeopardizing the ability for future generations to do the same by focusing efforts on the built environment and lessening the impact on non-renewable resources
- Create organizational unit to begin implementation of sustainability policies and coordinate sustainability activities

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes
Departments using Zero Base Budget methodology	9	5	9
Department budget requests reviewed	yes	yes	yes
Sustainability Action Plan for region developed	n/a	n/a	yes
Sonoran Desert Conservation Plan implementation status report developed	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,205,102	1,354,001	1,339,458
SUPPLIES AND SERVICES	908,540	717,692	357,861
CAPITAL OUTLAY	1,257	0	9,500
Total Program Expenditures	2,114,899	2,071,693	1,706,819

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
MISCELLANEOUS	969	0	0
Operating Revenue Sub-Total	969	0	0
Special Programs Revenue Sub-Total	0	0	0
INTERGOVERNMENTAL	92,221	30,000	0
INTEREST	5,968	0	0
MISCELLANEOUS	113	0	0
Grant Revenue Sub-Total	98,302	30,000	0
Net Operating Transfers In/(Out)	2,551,919	0	(1,589,235)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(1,854,473)	210,009	1,589,235
General Fund Support	1,318,182	1,831,684	1,706,819
Total Program Funding	2,114,899	2,071,693	1,706,819

Program Staffing (FTEs)	16.3	15.8	14.8
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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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Facilities renewal approval plan complete	yes	yes	yes
Facilities repair/improvement projects completed	8	6	7

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	112,855	0	0
SUPPLIES AND SERVICES	1,776,890	1,505,000	1,279,298
CAPITAL OUTLAY	28,255	0	0
Total Program Expenditures	1,918,000	1,505,000	1,279,298

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTEREST	132,788	0	0
MISCELLANEOUS	50	0	0
Special Programs Revenue Sub-Total	132,838	0	0
Net Operating Transfers In/(Out)	4,786,663	(127,731)	(631,500)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(3,001,501)	1,632,731	1,910,798
General Fund Support	0	0	0
Total Program Funding	1,918,000	1,505,000	1,279,298

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Elections

Expenditures: 5,331,891

Revenues: 955,000

FTEs 18.0

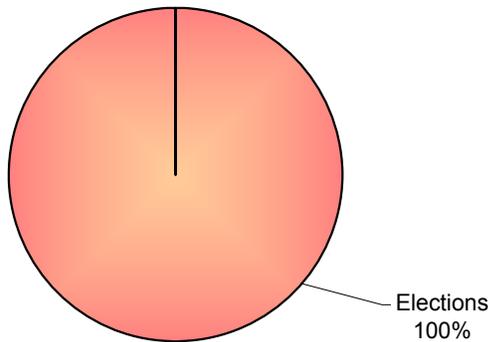
Function Statement:

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 district within Pima County) that contract with this department. Serve as the filing office for candidate nomination filings and campaign finance reports. Responsible for all reprecincting and redistricting as required by the Board of Supervisors. Conduct community outreach to the Native American community. Provide assistance to ensure compliance with the Americans with Disabilities Act and the Voting Rights Act.

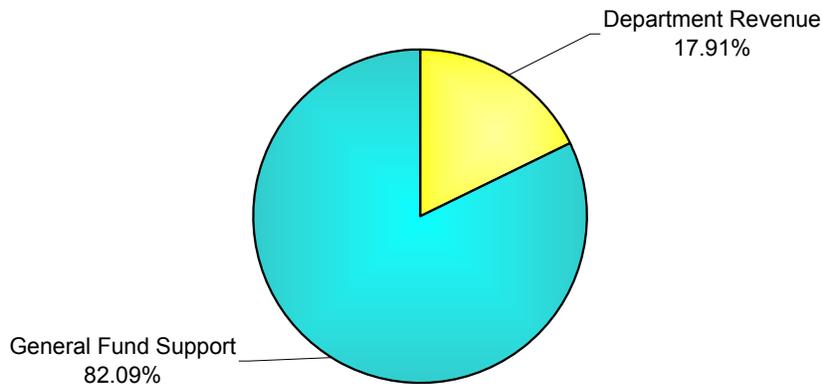
Mandates:

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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
ELECTIONS	4,013,340	2,623,929	5,331,891
Total Expenditures	4,013,340	2,623,929	5,331,891
<u>Funding by Source</u>			
Revenues			
ELECTIONS	1,640,940	435,000	955,000
Total Revenues	1,640,940	435,000	955,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,372,400	2,188,929	4,376,891
Total Program Funding	4,013,340	2,623,929	5,331,891
<u>Staffing (FTEs) by Program</u>			
ELECTIONS	14.0	15.0	18.0
Total Staffing (FTEs)	14.0	15.0	18.0

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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 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

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	2,205,157	1,432,939	2,829,683
SUPPLIES AND SERVICES	1,757,040	1,150,890	2,214,208
CAPITAL OUTLAY	51,143	40,100	288,000
Total Program Expenditures	4,013,340	2,623,929	5,331,891

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTERGOVERNMENTAL	401,950	430,000	950,000
CHARGES FOR SERVICES	1,237,320	5,000	5,000
MISCELLANEOUS	1,670	0	0
Operating Revenue Sub-Total	1,640,940	435,000	955,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,372,400	2,188,929	4,376,891
Total Program Funding	4,013,340	2,623,929	5,331,891

<u>Program Staffing (FTEs)</u>	<u>14.0</u>	<u>15.0</u>	<u>18.0</u>
Program Staffing (FTEs)	14.0	15.0	18.0

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Finance & Risk Management

Expenditures: 26,993,856

FTEs 125.9

Revenues: 19,572,548

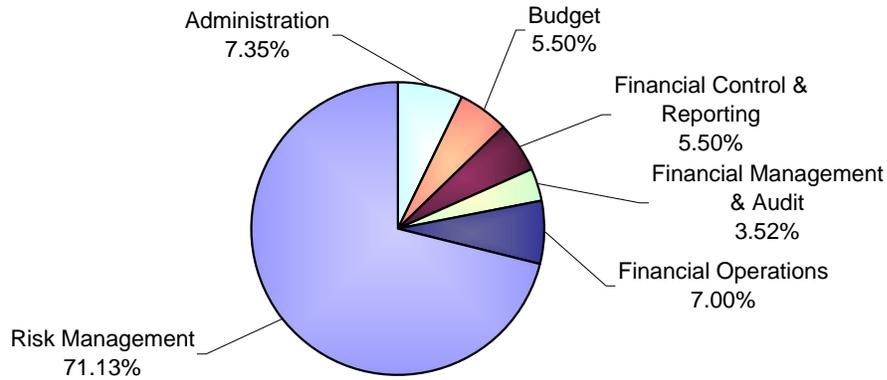
Function Statement:

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, and formation and collection function of improvement districts.

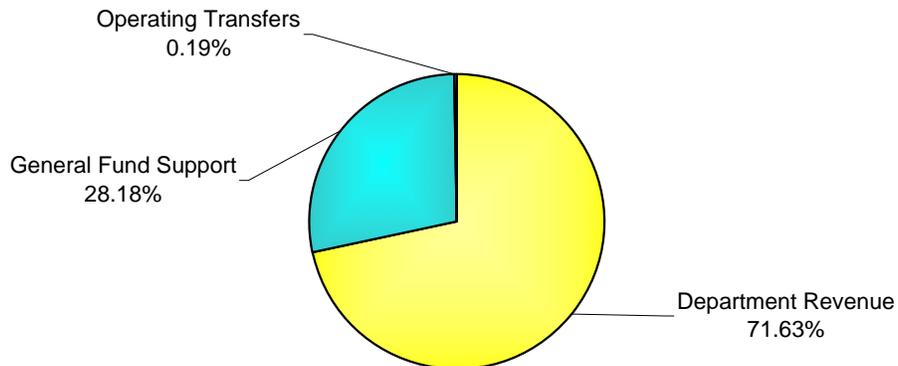
Mandates:

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	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
ADMINISTRATION	1,083,394	1,592,677	1,983,542
BUDGET	1,288,451	1,399,242	1,485,824
FINANCIAL CONTROL & REPORTING	1,448,923	1,548,214	1,485,390
FINANCIAL MANAGEMENT & AUDIT	932,577	1,164,784	950,659
FINANCIAL OPERATIONS	1,682,407	1,906,292	1,889,980
RISK MANAGEMENT	15,372,516	19,005,156	19,198,461
Total Expenditures	21,808,268	26,616,365	26,993,856

Funding by Source

Revenues

ADMINISTRATION	300	0	0
FINANCIAL MANAGEMENT & AUDIT	56,341	0	0
FINANCIAL OPERATIONS	297,827	120,000	139,200
RISK MANAGEMENT	20,449,019	18,577,342	19,433,348
Total Revenues	20,803,487	18,697,342	19,572,548
Net Operating Transfers In/(Out)	50,000	302,124	(950,000)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(5,084,486)	175,690	765,113
General Fund Support	6,039,267	7,441,209	7,606,195
Total Program Funding	21,808,268	26,616,365	26,993,856

Staffing (FTEs) by Program

ADMINISTRATION	12.6	13.0	20.9
BUDGET	14.0	14.0	14.0
FINANCIAL CONTROL & REPORTING	22.0	22.0	22.0
FINANCIAL MANAGEMENT & AUDIT	17.0	16.0	12.0
FINANCIAL OPERATIONS	29.0	33.0	33.0
RISK MANAGEMENT	18.0	25.5	24.0
Total Staffing (FTEs)	112.6	123.5	125.9

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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Special reports/analyses/investigations completed	4	4	4
Debt packages prepared	4	4	2

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	735,532	1,114,132	1,576,993
SUPPLIES AND SERVICES	332,348	431,345	396,549
CAPITAL OUTLAY	15,514	47,200	10,000
Total Program Expenditures	1,083,394	1,592,677	1,983,542

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
CHARGES FOR SERVICES	300	0	0
Operating Revenue Sub-Total	300	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	1,083,094	1,592,677	1,983,542
Total Program Funding	1,083,394	1,592,677	1,983,542

<u>Program Staffing (FTEs)</u>	<u>12.6</u>	<u>13.0</u>	<u>20.9</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 more than 400,000 tax statements at least 17 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Budget schedules/books produced by due dates	yes	yes	yes
GFOA review criteria rating of proficient/outstanding	91 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	17	17	17
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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,004,774	1,055,779	1,081,245
SUPPLIES AND SERVICES	276,257	337,299	404,579
CAPITAL OUTLAY	7,420	6,164	0
Total Program Expenditures	1,288,451	1,399,242	1,485,824

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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	1,288,451	1,399,242	1,485,824
Total Program Funding	1,288,451	1,399,242	1,485,824

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. Monitor compliance with County policies, procedures, and federal, state, county laws and regulations. Centralized point of coordination and contact for County audits.

Description of Services

Monitor financial activity of County funds and departments, prepare interim and year-end financial statements for Regional Wastewater Reclamation Department, Development Services, Stadium District, Self Insurance Trust fund, and all accruals necessary for issuing financial statements. Prepare various schedules and calculations in support of the production of all audited financial statements, including the Comprehensive Annual Financial Report (CAFR). Prepare and file external and internal annual financial reports (e.g., CFO letter, Landfill Closure/Postclosure, Expenditure Limitation Report, Special District Reports, Single Audit 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
- Revise and recommend changes to BOS Grant Policy 22.6, and begin implementation of a centralized database for capturing and monitoring County grants, for the purpose of monitoring compliance with policy and procedures
- Monitor the administration of federal grants to ensure the County maintains its current classification as a low risk entity

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 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
Wastewater Reclamation, Development Services, Stadium District, Local Transportation Assistance Fund II, and Risk Management audits completed by 10/31	yes	yes	yes
Quarterly financial statements issued for Wastewater Reclamation, Development Services, and Risk Management	yes	no	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,386,134	1,479,198	1,438,121
SUPPLIES AND SERVICES	62,789	69,016	47,269
Total Program Expenditures	1,448,923	1,548,214	1,485,390

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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	1,448,923	1,548,214	1,485,390
Total Program Funding	1,448,923	1,548,214	1,485,390

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

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, 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 Countywide, operational, system, and financial audits pertaining to all County departments.

Program Goals and Objectives

- Prepare and analyze monthly cash flow components for the major County departments
- Perform internal audits on high risk areas
- Plan, organize, and coordinate all phases of the improvement district process

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Departmental cash flow analyses prepared	12	18	20
High risk audits completed	5	5	5
Quarterly reports issued	4	4	4

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	883,422	1,084,271	913,701
SUPPLIES AND SERVICES	43,041	56,513	36,958
CAPITAL OUTLAY	6,114	24,000	0
Total Program Expenditures	932,577	1,164,784	950,659
Program Funding by Source			
Revenues			
MISCELLANEOUS	54,920	0	0
Operating Revenue Sub-Total	54,920	0	0
INTEREST	1,421	0	0
Special Programs Revenue Sub-Total	1,421	0	0
Net Operating Transfers In/(Out)	50,000	50,000	50,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(7,983)	0	0
General Fund Support	834,219	1,114,784	900,659
Total Program Funding	932,577	1,164,784	950,659
Program Staffing (FTEs)	17.0	16.0	12.0

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 operation 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 at least 95% of 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 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	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,500,492	1,719,813	1,739,556
SUPPLIES AND SERVICES	168,222	146,079	143,424
CAPITAL OUTLAY	13,693	40,400	7,000
Total Program Expenditures	1,682,407	1,906,292	1,889,980
<u>Program Funding by Source</u>			
Revenues			
MISCELLANEOUS	297,827	120,000	139,200
Operating Revenue Sub-Total	297,827	120,000	139,200
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,384,580	1,786,292	1,750,780
Total Program Funding	1,682,407	1,906,292	1,889,980
Program Staffing (FTEs)	29.0	33.0	33.0

Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: RISK MANAGEMENT

Function

Direct the risk management program for the County, Flood Control District, Stadium District, and Library District. This includes insurance procurement, trust fund management, risk analysis, safety/loss prevention consultations, inspections, and training. Manage Workers' Compensation, Return to Work, and Occupational Medicine programs. Comply with environmental, OSHA, and other related laws and regulations. Adjust tort and property claims, manage environmental and tort litigation, and provide funding for losses. Fund unemployment insurance and self-insured employee dental benefits.

Description of Services

Manage the County's trust fund and administer the self-insurance and insurance programs. Administer a comprehensive risk reduction program. Protect and conserve the County's human, financial, and physical assets. Provide funding to pay for losses without large disruptions of departmental budgets. Minimize the county's total net cost of Risk Management functions. Provide safety and loss prevention regulatory administration, training, inspection, and consulting. Conduct safety investigations and analysis. Identify safety improvements for regulatory compliance and employee/citizen safety. Provide technical support on environmental issues. Adjust, defend, and fund liability and workers' compensation claims. Represent County for reimbursement from insurance carriers. Return injured employees to work as early as safely possible. Administer the Job Retraining and Placement Program.

Program Goals and Objectives

- Comply with appropriate laws, rules, and policies
- Reduce/prevent losses to the County and its employees
- Investigate, adjust, and pay claims using industry best practices
- Manage lawsuits and administrative actions to protect the interests of the County
- Manage program and related funds with minimum disruption to the County's overall budget
- Reduce workers' compensation losses through early return to work, transitional duty, and the Job Retraining and Placement Program
- Provide occupational medical surveillance and services required by law, rule, or policy
- Provide ergonomic and other safety services to departments in support of departmental safety/loss prevention
- Provide coordination and compliance with the Americans with Disabilities Act
- Support County Attorney's Civil Division through funding and claims management

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Number of department's safety inspections increased	yes	yes	yes
Information provided in a timely manner	yes	yes	yes
Undisputed bills paid within 60 days	yes	yes	yes
Claims accepted/denied within statutory period	yes	yes	yes
Trust Fund maintained at 75% confidence level	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,881,944	2,556,249	2,439,483
SUPPLIES AND SERVICES	13,489,397	16,431,907	16,758,978
CAPITAL OUTLAY	1,175	17,000	0
Total Program Expenditures	15,372,516	19,005,156	19,198,461

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
CHARGES FOR SERVICES	17,587,656	17,877,342	17,877,342
INTEREST	2,206,696	700,000	1,556,006
MISCELLANEOUS	654,667	0	0
Special Programs Revenue Sub-Total	20,449,019	18,577,342	19,433,348
Net Operating Transfers In/(Out)	0	252,124	(1,000,000)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(5,076,503)	175,690	765,113
General Fund Support	0	0	0
Total Program Funding	15,372,516	19,005,156	19,198,461

Program Staffing (FTEs)	18.0	25.5	24.0
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Forensic Science Center

Expenditures: 2,892,179

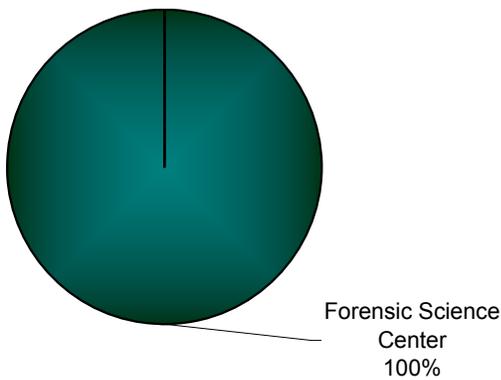
FTEs 29.0

Revenues: 1,165,275

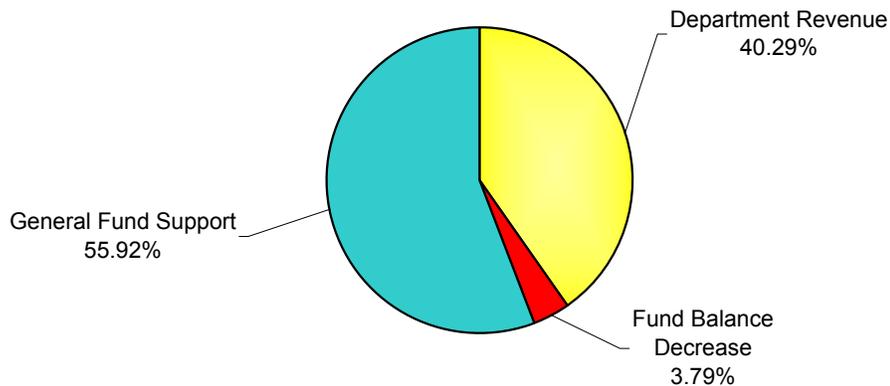
Function Statement: Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
FORENSIC SCIENCE CENTER	2,526,357	2,837,589	2,892,179
Total Expenditures	2,526,357	2,837,589	2,892,179
<u>Funding by Source</u>			
Revenues			
FORENSIC SCIENCE CENTER	1,371,104	1,041,200	1,165,275
Total Revenues	1,371,104	1,041,200	1,165,275
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(216)	0	109,539
General Fund Support	1,155,469	1,796,389	1,617,365
Total Program Funding	2,526,357	2,837,589	2,892,179
<u>Staffing (FTEs) by Program</u>			
FORENSIC SCIENCE CENTER	27.5	30.1	29.0
Total Staffing (FTEs)	27.5	30.1	29.0

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
 - . Respond to no less than 75% of requests to remove bodies within 30 minutes
 - . Complete at least 90% of cremation authorizations within 1 day
 - . Prepare a minimum of 70% of reports within 3-4 weeks
 - . Respond to at least 90% of outside personnel, families, etc. within 1 day
 - . Remain within National Association of Medical Examiners autopsy rate standard guidelines of no more than 250 autopsies per year per pathologist

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Requests to remove bodies responded to within 30 minutes	60%	65%	75%
Autopsies per pathologist	188	205	213
Reports prepared within 3-4 weeks	60%	65%	70%
Cremation authorization completed within 1 day	75%	80%	90%
Respond to outside personnel, families, etc. within 1 day	70%	80%	90%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,959,209	2,369,214	2,416,846
SUPPLIES AND SERVICES	535,462	435,375	470,333
CAPITAL OUTLAY	31,686	33,000	5,000
Total Program Expenditures	2,526,357	2,837,589	2,892,179

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	0	0	3,614
CHARGES FOR SERVICES	1,368,767	1,037,700	1,157,700
MISCELLANEOUS	2,121	3,500	3,500
Operating Revenue Sub-Total	1,370,888	1,041,200	1,164,814
INTEREST	216	0	461
Grant Revenue Sub-Total	216	0	461
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(216)	0	109,539
General Fund Support	1,155,469	1,796,389	1,617,365
Total Program Funding	2,526,357	2,837,589	2,892,179

Program Staffing (FTEs)	27.5	30.1	29.0
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Human Resources

Expenditures: 2,705,605

Revenues: 1,500

FTEs 38.0

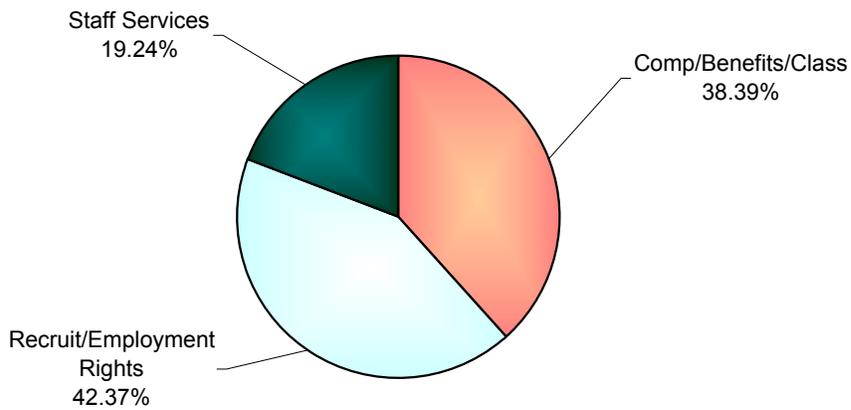
Function Statement:

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.

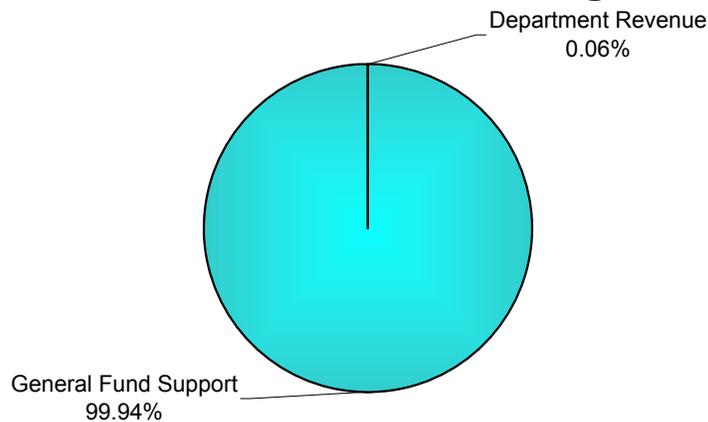
Mandates:

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**

Expenditures by Program	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
COMPENSATION/BENEFITS/CLASSIFICATION	1,028,479	1,057,754	1,038,736
RECRUITMENT/EMPLOYMENT RIGHTS	936,416	1,117,002	1,146,410
STAFF SERVICES	392,098	577,118	520,459
Total Expenditures	2,356,993	2,751,874	2,705,605

Funding by Source			
Revenues			
COMPENSATION/BENEFITS/CLASSIFICATION	1,866	7,350	0
STAFF SERVICES	4,515	1,500	1,500
Total Revenues	6,381	8,850	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	2,350,612	2,743,024	2,704,105
Total Program Funding	2,356,993	2,751,874	2,705,605

Staffing (FTEs) by Program			
COMPENSATION/BENEFITS/CLASSIFICATION	16.3	13.7	14.2
RECRUITMENT/EMPLOYMENT RIGHTS	17.3	15.4	16.4
STAFF SERVICES	7.3	8.4	7.4
Total Staffing (FTEs)	40.9	37.5	38.0

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
- Provide Wellness and Employee Assistance Programs for employee participation and well-being

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Average cost to process and maintain benefits per employee	\$70.73	\$70.00	\$70.55
Average cost for processing reallocation requests	\$737	\$744	\$904
Employees enrolled in health benefits coverage	6,038	6,158	6,186
Major classification/compensation reviews	157	175	100
Position/pay equity audits performed	272	250	250
Wellness and Employee Assistance Programs provided	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	735,449	802,936	847,870
SUPPLIES AND SERVICES	290,741	251,068	187,116
CAPITAL OUTLAY	2,289	3,750	3,750
Total Program Expenditures	1,028,479	1,057,754	1,038,736
Program Funding by Source			
Revenues			
CHARGES FOR SERVICES	0	5,000	0
MISCELLANEOUS	1,866	2,350	0
Operating Revenue Sub-Total	1,866	7,350	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	1,026,613	1,050,404	1,038,736
Total Program Funding	1,028,479	1,057,754	1,038,736

Program Staffing (FTEs)	16.3	13.7	14.2
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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 services. Investigate employee complaints and grievances, and recommend corrective action. Provide staff support to the Merit System Commission for appeals. Review and monitor ADA accommodation issues. Develop and interpret the Merit System Rules and Personnel Policies, and other policies and procedures pertaining to personnel administration.

Program Goals and Objectives

- Develop, edit, and publish a system of personnel administration for Board approval in compliance with federal/state law
- Maintain an effective mediation program in order to resolve complaints at the lowest level
- Maintain a safe and secure work place and a zero tolerance for discrimination and violence in the work place
- Identify and ensure the hiring of the most qualified and suitable candidates
- Assist departments in maintaining a proper level of staffing for service delivery
- Provide reasonable accommodations for applicants and employees in compliance with the ADA

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Average cost for processing applications	\$41.97	\$52.21	\$38.00
Average cost to resolve employment rights matters	\$467	\$470	\$470
Certified lists received to fill vacancies	1,292	1,250	1,250
Formal employee complaints/actions	152	160	160
Rules and policies interpreted	2,334	2,500	2,500

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	807,531	945,042	1,025,329
SUPPLIES AND SERVICES	127,842	168,210	117,331
CAPITAL OUTLAY	1,043	3,750	3,750
Total Program Expenditures	936,416	1,117,002	1,146,410

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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	936,416	1,117,002	1,146,410
Total Program Funding	936,416	1,117,002	1,146,410

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Program Staffing (FTEs)	17.3	15.4	16.4

Program Summary

Department: HUMAN RESOURCES

Program: STAFF SERVICES

Function

Provide mandatory training, affirmative action reporting, labor relations, and departmental payroll, contracts, and invoice services. Serve as the custodian of official personnel records and official Secretary to the Merit Commission. Maintain secured official personnel files for employees. Review and process personnel action forms. Administer the employee discount program.

Description of Services

Train managers/supervisors on federal, state, and County mandates. Report on the makeup of the County's workforce. Certify/notarize requests for public personnel records and information. Administer all financial obligations for the department. Maintain a records center for housing and accessing official personnel files for County employees. Sell bus passes and discount tickets.

Program Goals and Objectives

- Train managers and supervisors to enhance performance and communicate organizational expectations
- Ensure accurate and timely processing of all financial records
- Ensure personnel records and files are maintained as established by the State Retention and Disposition Schedules
- Report on the County's workforce makeup in accordance with federal requirements

Program Performance Measures	FY2006/2007 Actual	FY2007/2008 Estimated	FY2008/2009 Planned
Records scheduled for compliance reviews	1,500	1,000	1,000
Management training sessions held	93	160	180
Full-time women/minorities employees	2,659/2,125	2,660/2,130	2,660/2,130
Affirmative action reports	5	5	5

Program Expenditures by Object	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
PERSONAL SERVICES	343,295	528,408	441,056
SUPPLIES AND SERVICES	48,803	45,960	78,153
CAPITAL OUTLAY	0	2,750	1,250
Total Program Expenditures	392,098	577,118	520,459

Program Funding by Source	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
Revenues			
CHARGES FOR SERVICES	1,533	1,500	1,500
MISCELLANEOUS	2,982	0	0
Operating Revenue Sub-Total	4,515	1,500	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	387,583	575,618	518,959
Total Program Funding	392,098	577,118	520,459

Program Staffing (FTEs)	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
Program Staffing (FTEs)	7.3	8.4	7.4

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Information Technology

Expenditures: 11,477,086

Revenues: 5,566,173

FTEs 129.7

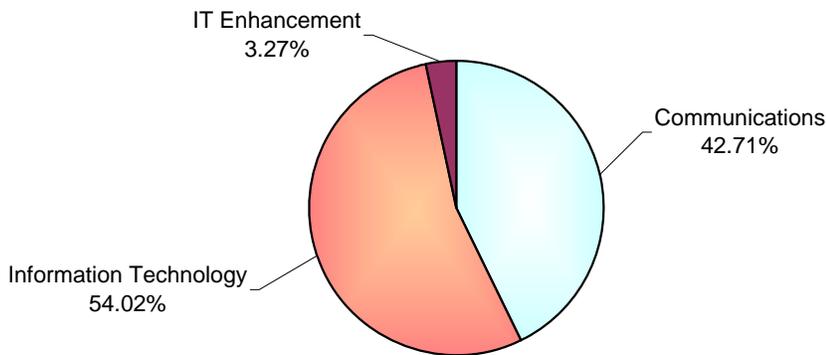
Function Statement:

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.

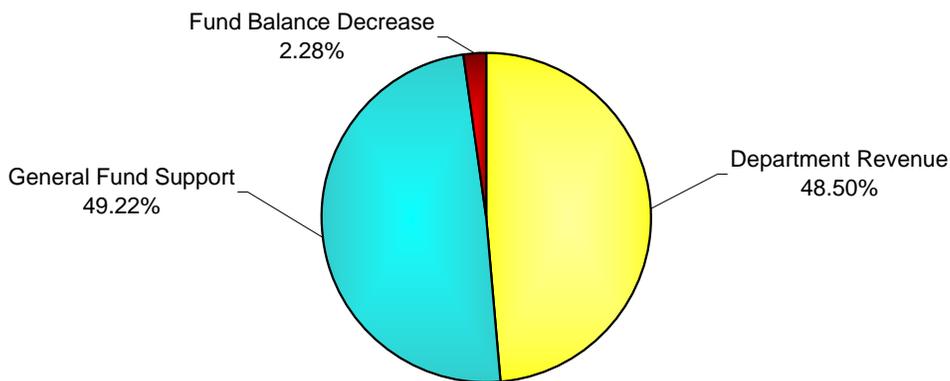
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: INFORMATION TECHNOLOGY

<u>Expenditures by Program</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
COMMUNICATIONS	4,117,116	4,132,086	4,901,723
INFORMATION TECHNOLOGY	5,889,245	6,618,318	6,200,620
IT ENHANCEMENT	1,665,259	1,547,200	374,743
Total Expenditures	11,671,620	12,297,604	11,477,086
<u>Funding by Source</u>			
Revenues			
COMMUNICATIONS	3,423,036	4,528,651	4,787,253
INFORMATION TECHNOLOGY	776,554	684,884	778,920
Total Revenues	4,199,590	5,213,535	5,566,173
Net Operating Transfers In/(Out)	2,040,000	1,547,200	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(82,174)	(845,877)	261,564
General Fund Support	5,514,204	6,382,746	5,649,349
Total Program Funding	11,671,620	12,297,604	11,477,086
<u>Staffing (FTEs) by Program</u>			
COMMUNICATIONS	25.1	27.0	28.1
INFORMATION TECHNOLOGY	95.5	110.0	101.6
Total Staffing (FTEs)	120.6	137.0	129.7

Program Summary

Department: INFORMATION TECHNOLOGY
Program: COMMUNICATIONS

Function

Provide communications services (voice, data, and wireless) 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, including radio, 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 install and manage 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 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Telephone repairs completed within 4 hours of request	100%	100%	100%
Service orders documented	100%	100%	100%
Satisfaction as determined by follow-up calls	95%	95%	95%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,475,091	1,625,176	1,541,200
SUPPLIES AND SERVICES	2,550,026	2,502,410	3,353,363
CAPITAL OUTLAY	91,999	4,500	7,160
Total Program Expenditures	4,117,116	4,132,086	4,901,723
Program Funding by Source			
Revenues			
MISCELLANEOUS	133	0	0
Operating Revenue Sub-Total	133	0	0
CHARGES FOR SERVICES	3,197,284	4,458,348	4,640,898
INTEREST	76,623	37,500	76,000
MISCELLANEOUS	33,543	32,803	70,355
MEMO REVENUE	115,453	0	0
Special Programs Revenue Sub-Total	3,422,903	4,528,651	4,787,253
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	292,567	(845,877)	(113,179)
General Fund Support	401,513	449,312	227,649
Total Program Funding	4,117,116	4,132,086	4,901,723
Program Staffing (FTEs)	25.1	27.0	28.1

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 and networked 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Scheduled outages per year	8	9	12
Scheduled outages at UPHH at Kino per year	16	16	16
Time online system is available	99%	99%	99%
PC repairs completed in 2 workdays	95%	95%	96%
Citizen complaints against cable companies resolved within two business days	96%	96%	98%
Time application servers are available	95%	95%	98%
Time County backbone is available	99%	99%	99%
Time Internet is available	99%	99%	99%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	3,851,838	4,700,479	4,233,961
SUPPLIES AND SERVICES	1,673,542	1,904,544	1,963,047
CAPITAL OUTLAY	363,865	13,295	3,612
Total Program Expenditures	5,889,245	6,618,318	6,200,620

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
MISCELLANEOUS	776,554	684,884	778,920
Operating Revenue Sub-Total	776,554	684,884	778,920
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	5,112,691	5,933,434	5,421,700
Total Program Funding	5,889,245	6,618,318	6,200,620

Program Staffing (FTEs)	95.5	110.0	101.6
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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.

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

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Funds appropriated	\$2,040,000	\$1,547,200	\$374,743
Funds expended	\$1,665,259	\$1,547,200	\$374,743
New projects funded	3	5	0
Projects completed	2	4	2

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	75,071	0	0
SUPPLIES AND SERVICES	198,621	1,547,200	374,743
CAPITAL OUTLAY	1,391,567	0	0
Total Program Expenditures	1,665,259	1,547,200	374,743

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Net Operating Transfers In/(Out)	2,040,000	1,547,200	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(374,741)	0	374,743
General Fund Support	0	0	0
Total Program Funding	1,665,259	1,547,200	374,743

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
	0.0	0.0	0.0

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Non Departmental

Expenditures: 154,100,091

Revenues: 63,019,982

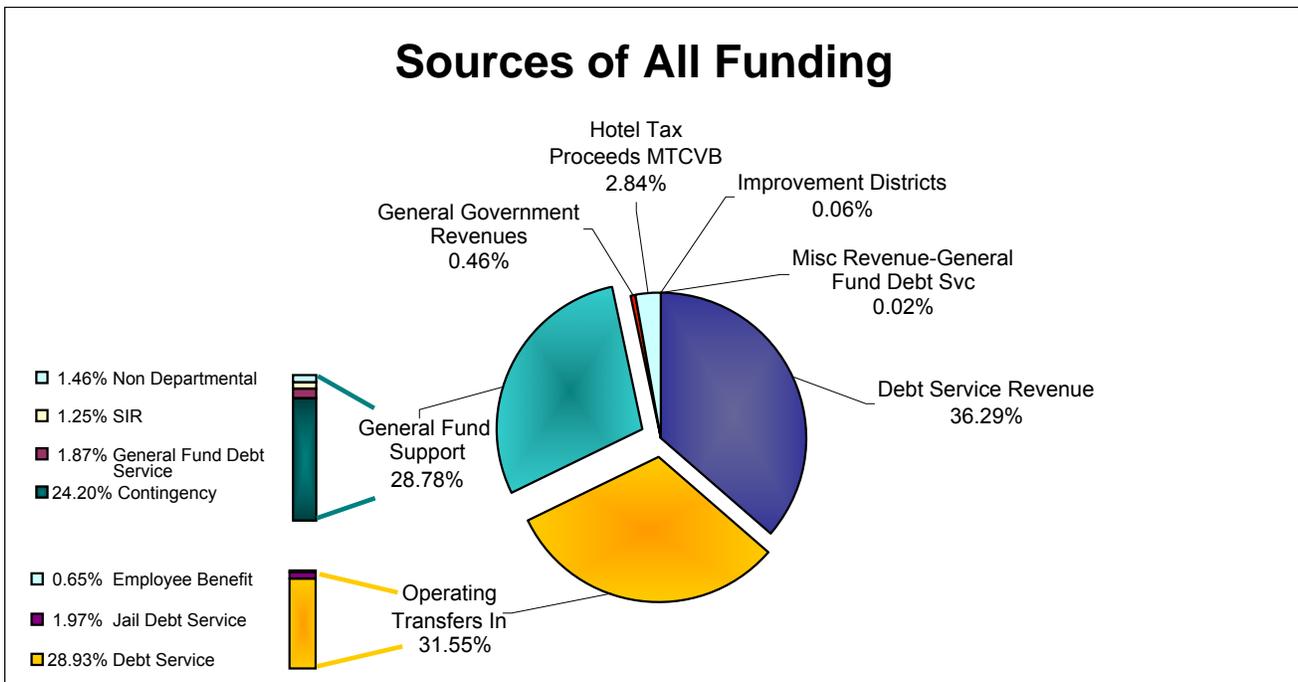
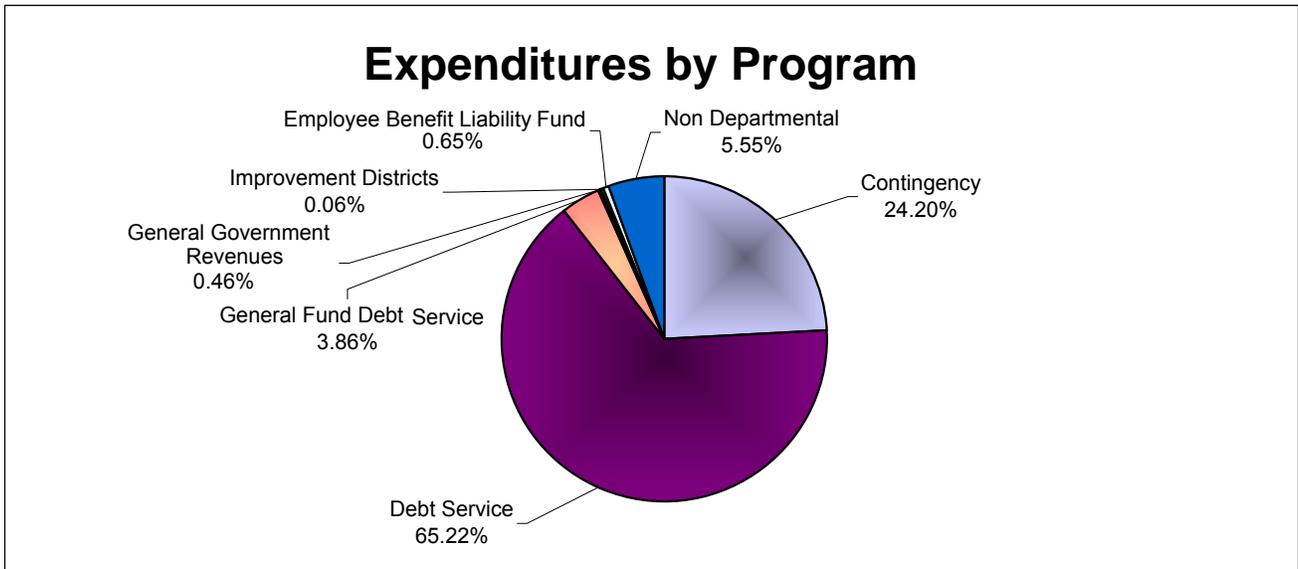
FTEs 0.0

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 \$507,360,643 with \$444,340,661 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$63,019,982, is the amount to be considered as departmental revenue.)

Mandates:

None



Department Summary by Program

Department: **NON DEPARTMENTAL**

<u>Expenditures by Program</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
CONTINGENCY	4,249,002	40,179,855	37,295,033
DEBT SERVICE	68,616,019	77,945,345	100,521,623
EMPLOYEE BENEFIT LIABILITY FUND	1,000,000	1,000,000	1,000,000
GENERAL FUND DEBT SERVICE	3,020,759	5,935,109	5,941,559
GENERAL GOVERNMENT REVENUES	488,824	705,000	705,000
IMPROVEMENT DISTRICTS	968,388	0	91,324
NON DEPARTMENTAL	8,206,358	7,487,225	8,545,552
Total Expenditures	86,549,350	133,252,534	154,100,091

Funding by Source

Revenues

CONTINGENCY	2,141,990	300,000	0
DEBT SERVICE	50,352,031	57,259,988	58,171,572
GENERAL FUND DEBT SERVICE	7,081	25,000	25,000
GENERAL GOVERNMENT REVENUES	416,538,517	432,097,282	444,340,661
IMPROVEMENT DISTRICTS	527,773	560,124	448,619
NON DEPARTMENTAL	4,577,178	4,713,836	4,374,791
Total Revenues	474,144,570	494,956,230	507,360,643
Net Operating Transfers In/(Out)	(1,963,712)	5,327,620	30,729,862
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(3,608,042)	(1,004,500)	6,011,663
General Fund Support	(382,023,466)	(366,026,816)	(390,002,077)
Total Program Funding	86,549,350	133,252,534	154,100,091

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 \$24,024,720.

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 2008/2009 County Administrator's Recommended Budget amount of \$1,000,000 for unreserved contingency was reduced by \$244,468 for additional Outside Agency funding by the Board of Supervisors, resulting in a budgeted amount of \$755,532. The additional Outside Agency funding includes the following:

Community Food Bank	\$	100,000
Metropolitan Education Commission		38,000
Mobile Meals of Tucson		20,000
University of Arizona - Social Justice Project		20,000
Our Family Services, Inc. - Skrappy's		10,000
Planned Parenthood of Southern Arizona, Inc.		10,000
Southern Arizona AIDS Foundation		10,000
Southwest Fair Housing Council		10,000
Voices - 110 degrees		10,000
Arivaca Coordinating Council		8,063
Pio Decimo Center		6,905
El Tour de Tucson		1,500
Total	\$	244,468

The Budget Stabilization Fund provides for the following expenditures:

Additional 2.7 Percent General		
Fund Reduction	\$	7,234,063
Qwest Settlement		1,742,000
Solid Waste Operating Loss		1,000,000
Critical Path		375,000
County Attorney Grant Reductions		302,639
Superior Court Grant Reductions		194,886
Justice Courts Tucson - Pro Tem Costs		58,880
Total	\$	10,907,468

Carryovers from Fiscal Year 2007/08:

County Attorney - Employer Sanctions, Moving, and FFE	\$	700,000
Various Departments - Facilities Improvements		699,480
Finance - ERP Consultants		73,000
Procurement - MWBE Disparity Study		56,700
Community Services - Youth Programs		50,133
Forensic Science Center - Van		28,000
Total	\$	1,607,313

The Property Tax Rate Stabilization Special Revenue Fund will transfer out \$8.6 million to the General Fund.

Program Summary

Department: NON DEPARTMENTAL

Program: CONTINGENCY

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	141,150	2,406,078	0
SUPPLIES AND SERVICES	4,107,852	37,773,777	37,295,033
Total Program Expenditures	4,249,002	40,179,855	37,295,033

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,122,990	300,000	0
MISCELLANEOUS	19,000	0	0
Operating Revenue Sub-Total	2,141,990	300,000	0
Special Programs Revenue Sub-Total	0	0	0
Net Operating Transfers In/(Out)	3,200,000	5,300,000	(8,600,000)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(3,200,000)	0	8,600,000
General Fund Support	2,107,012	34,579,855	37,295,033
Total Program Funding	4,249,002	40,179,855	37,295,033

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Program Summary

Department: NON DEPARTMENTAL

Program: DEBT SERVICE

Function

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

Description of Services

Manage the debt for Flood Control, Transportation bonds, Transportation HELP loans, General Obligation bonds, and lease purchase of the Public Works Building and Legal Services Building. (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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
SUPPLIES AND SERVICES	68,616,019	77,945,345	100,521,623
Total Program Expenditures	68,616,019	77,945,345	100,521,623

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
TAXES	48,722,260	56,252,488	57,164,072
INTERGOVERNMENTAL	17,587	7,500	7,500
INTEREST	1,612,184	1,000,000	1,000,000
Operating Revenue Sub-Total	50,352,031	57,259,988	58,171,572
Net Operating Transfers In/(Out)	19,375,162	21,689,857	44,581,093
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(1,111,174)	(1,004,500)	(2,231,042)
General Fund Support	0	0	0
Total Program Funding	68,616,019	77,945,345	100,521,623

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Program Staffing (FTEs)	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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Required employee payoffs funded	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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	\$3,027,435	\$5,600	\$3,033,035
Bank of America Plaza/ Justice Building/Jackson Learning Center	\$2,908,524	--	\$2,908,524

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
SUPPLIES AND SERVICES	3,020,759	5,935,109	5,941,559
Total Program Expenditures	3,020,759	5,935,109	5,941,559

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTEREST	7,081	25,000	25,000
Operating Revenue Sub-Total	7,081	25,000	25,000
Net Operating Transfers In/(Out)	3,020,635	3,014,260	3,033,035
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(6,957)	2,895,849	2,883,524
Total Program Funding	3,020,759	5,935,109	5,941,559

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Program Summary

Department: NON DEPARTMENTAL

Program: GENERAL GOVERNMENT REVENUES

Function

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

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
SUPPLIES AND SERVICES	488,824	705,000	705,000
Total Program Expenditures	488,824	705,000	705,000

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
TAXES	252,312,208	267,736,461	282,337,345
LICENSES & PERMITS	2,779,842	2,911,312	2,940,425
INTERGOVERNMENTAL	143,145,173	145,641,619	141,573,920
CHARGES FOR SERVICES	13,579,610	13,239,330	15,338,794
INTEREST	3,296,899	2,190,000	1,770,177
MISCELLANEOUS	1,424,785	378,560	380,000
Operating Revenue Sub-Total	416,538,517	432,097,282	444,340,661
Net Operating Transfers In/(Out)	(28,296,992)	(25,116,373)	(9,284,266)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(387,752,701)	(406,275,909)	(434,351,395)
Total Program Funding	488,824	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. Cost 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Transactions accurately recorded	n/a	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
SUPPLIES AND SERVICES	968,388	0	91,324
Total Program Expenditures	968,388	0	91,324

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
SPECIAL ASSESSMENT	520,999	560,124	448,619
INTEREST	6,774	0	0
Special Programs Revenue Sub-Total	527,773	560,124	448,619
Net Operating Transfers In/(Out)	(262,517)	(560,124)	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	703,132	0	(357,295)
General Fund Support	0	0	0
Total Program Funding	968,388	0	91,324

Program Staffing (FTEs)	0.0	0.0	0.0
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Program Summary

Department: NON DEPARTMENTAL
Program: NON DEPARTMENTAL

Function

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

Description of Services

Report the receipt of the Transient Lodging Excise Tax revenues and the payment of \$4,374,791 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 \$83,686 and the U.S. Mexico Border Counties Coalition of \$12,300, and Lobbyist costs of \$42,700. Provide expenditure authority of \$191,636 for Special Projects, \$28,620 for Bond Oversight, \$745,000 for network infrastructure, \$1,143,631 for employee insurance adjustments, and \$1,923,188 for the General Fund portion of self insurance costs.

Program Goals and Objectives

- Provide and account for all Non Departmental activities

Financial Highlights and Significant Issues

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

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	0	0	1,143,631
SUPPLIES AND SERVICES	8,206,358	7,487,225	7,401,921
Total Program Expenditures	8,206,358	7,487,225	8,545,552

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTERGOVERNMENTAL	4,577,178	4,713,836	4,374,791
Operating Revenue Sub-Total	4,577,178	4,713,836	4,374,791
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	3,629,180	2,773,389	4,170,761
Total Program Funding	8,206,358	7,487,225	8,545,552

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Procurement

Expenditures: 2,278,019

FTEs 32.5

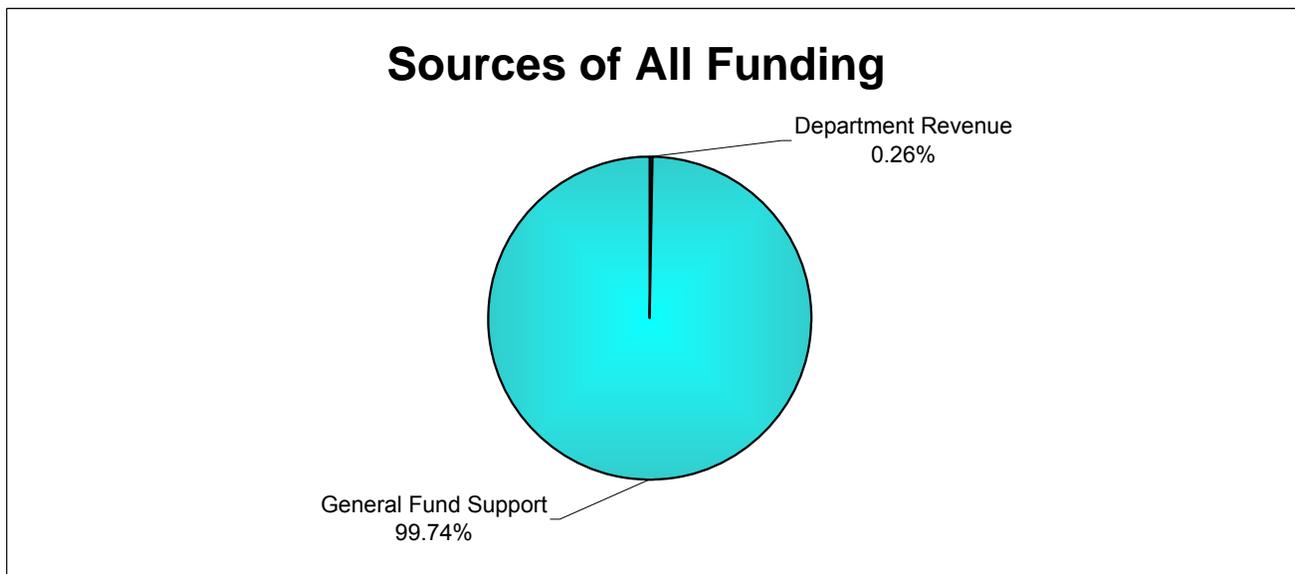
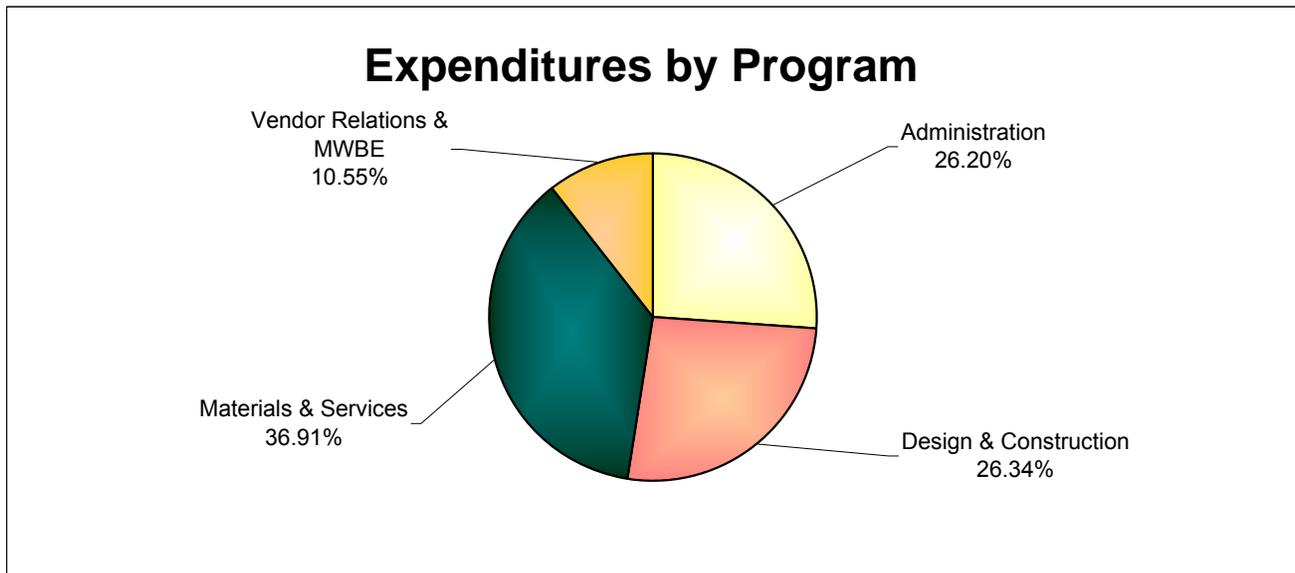
Revenues: 6,000

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



Department Summary by Program

Department: **PROCUREMENT**

Expenditures by Program	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
ADMINISTRATION	518,950	612,334	596,888
DESIGN & CONSTRUCTION	0	603,781	600,006
MATERIALS & SERVICES	889,823	946,928	840,868
VENDOR RELATIONS & MWBE	125,746	246,687	240,257
Total Expenditures	1,534,519	2,409,730	2,278,019

Funding by Source

Revenues

ADMINISTRATION	543	0	0
DESIGN & CONSTRUCTION	136	0	0
MATERIALS & SERVICES	191	0	0
VENDOR RELATIONS & MWBE	125	0	6,000
Total Revenues	995	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	1,533,524	2,409,730	2,272,019
Total Program Funding	1,534,519	2,409,730	2,278,019

Staffing (FTEs) by Program

ADMINISTRATION	8.5	9.0	9.0
DESIGN & CONSTRUCTION	8.4	8.0	8.0
MATERIALS & SERVICES	13.0	13.0	11.5
VENDOR RELATIONS & MWBE	3.9	4.0	4.0
Total Staffing (FTEs)	33.8	34.0	32.5

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 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 and other cooperative alliances 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 the Pima County Procurement 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 committee.

Program Goals and Objectives

- Provide procurement training sessions to County departments
- Implement the PCard Countywide to enhance cost control, facilitate department needs, and reduce payables transactions
- Review PCard transactions to identify contract opportunities and non-compliant purchases
- Identify PCard contract opportunities
- Update users to Office 2007

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Procurement training sessions provided	12	10	16
PCard department implementation	40%	60%	80%
PCard transactions reviewed	5,533	7,200	8,400
PCard contract opportunities identified	\$1,119,549	\$279,000	\$325,500
Users updated to Office 2007	0	0	15

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	500,733	591,678	577,934
SUPPLIES AND SERVICES	18,217	20,656	18,954
Total Program Expenditures	518,950	612,334	596,888

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
MISCELLANEOUS	543	0	0
Operating Revenue Sub-Total	543	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	518,407	612,334	596,888
Total Program Funding	518,950	612,334	596,888

Program Staffing (FTEs)	8.5	9.0	9.0
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Program Summary

Department: PROCUREMENT
Program: DESIGN & CONSTRUCTION

Function

Procure design, construction, and related 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 Reclamation, 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 remain in the department and their services are part of the Full Cost Allocation Plan.)

Program Goals and Objectives

- Improve cycle times for requisitions
- . Reduce number of requisitions greater than 90 days old
- Update/improve procedures

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Requisitions greater than 90 days old	7	5	4
Procedures updated/improved	60%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	0	574,927	574,599
SUPPLIES AND SERVICES	0	28,854	25,407
Total Program Expenditures	0	603,781	600,006

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
MISCELLANEOUS	136	0	0
Operating Revenue Sub-Total	136	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	(136)	603,781	600,006
Total Program Funding	0	603,781	600,006

<u>Program Staffing (FTEs)</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
	8.4	8.0	8.0

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

- Increase Minority-Owned vendors in database
- Maintain MWBE vendor training programs provided
- Review projects for MBE Goals
- Review projects for MBE compliance
- Review Living Wage contracts
- Continue on-site Living Wage compliance visits
- Continue Pima County sponsored MWBE outreach activity
- Increase certified MWBE vendors
- Increase County vendors in database

Program Performance Measures	FY2006/2007 Actual	FY2007/2008 Estimated	FY2008/2009 Planned
Minority-owned vendors in database	643	800	900
MWBE vendor training programs provided	6	8	8
Projects reviewed for MBE goals	59	50	45
Projects reviewed for MBE compliance	59	50	45
Living Wage contracts reviewed	29	30	30
On-site Living Wage compliance visits	17	18	18
Pima County sponsored MWBE outreach activities	6	6	6
Certified MWBE Vendors	349	350	355
County vendors in database	6,710	7,400	7,700

Program Expenditures by Object	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
PERSONAL SERVICES	107,222	220,445	223,951
SUPPLIES AND SERVICES	16,709	26,242	16,306
CAPITAL OUTLAY	1,815	0	0
Total Program Expenditures	125,746	246,687	240,257

Program Summary

Department: **PROCUREMENT**

Program: **VENDOR RELATIONS & MWBE**

Program Funding by Source

Revenues			
MISCELLANEOUS	125	0	6,000
Operating Revenue Sub-Total	125	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	125,621	246,687	234,257
Total Program Funding	125,746	246,687	240,257
<hr/>			
Program Staffing (FTEs)	3.9	4.0	4.0

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Recorder

Expenditures: 6,189,759

Revenues: 3,658,900

FTEs 67.0

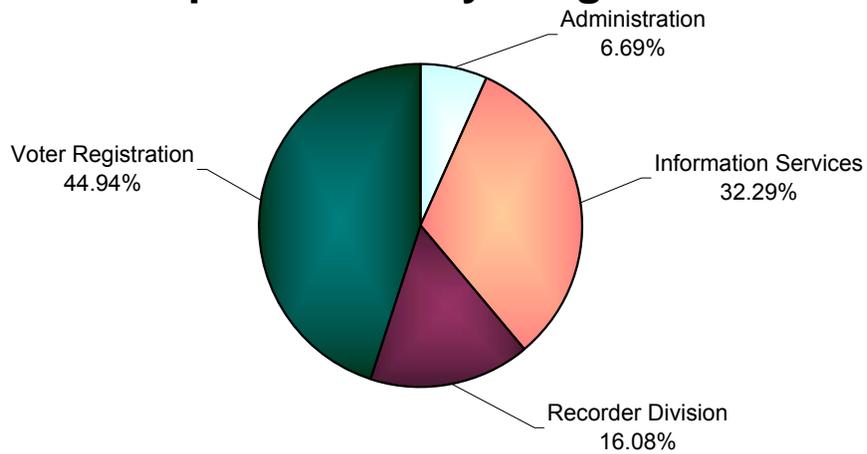
Function Statement:

Ensure prompt and efficient imaging and indexing of documents presented for public recording. Provide for the expeditious retrieval and reproduction of documents previously recorded. Maintain voter registration rolls. Conduct early voting activity and other election related activities.

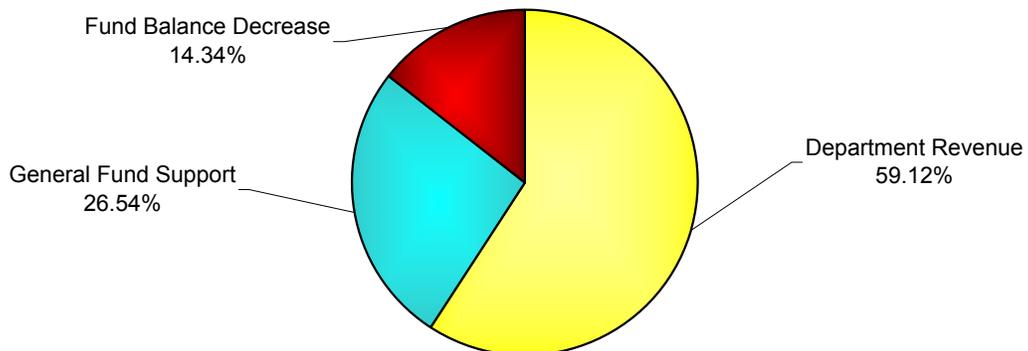
Mandates:

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	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
ADMINISTRATION	416,239	507,506	413,965
INFORMATION SERVICES	997,749	4,570,045	1,998,731
RECORDER DIVISION	824,269	969,107	995,593
VOTER REGISTRATION	1,278,413	1,279,118	2,781,470
Total Expenditures	3,516,670	7,325,776	6,189,759

Funding by Source

Revenues			
INFORMATION SERVICES	1,454,087	1,375,000	1,110,900
RECORDER DIVISION	2,858,322	3,225,000	2,505,500
VOTER REGISTRATION	564,054	373,750	42,500
Total Revenues	4,876,463	4,973,750	3,658,900
Net Operating Transfers In/(Out)	13,473	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(469,811)	3,195,045	887,831
General Fund Support	(903,455)	(843,019)	1,643,028
Total Program Funding	3,516,670	7,325,776	6,189,759

Staffing (FTEs) by Program

ADMINISTRATION	5.0	6.0	4.0
INFORMATION SERVICES	11.0	10.0	10.0
RECORDER DIVISION	21.0	20.0	21.0
VOTER REGISTRATION	29.0	21.0	32.0
Total Staffing (FTEs)	66.0	57.0	67.0

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.

Program Goals and Objectives

- Ensure public funds allocated to the Recorder's office are expended in compliance with County policy and state law
- Ensure 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
All supplies and materials purchased so that there is no downtime due to a shortage	100%	100%	100%
Recruiting process to fill vacant positions begun within 2 weeks of the vacancy being created	85%	90%	100%
Statutory mandates under Title 16 of the Arizona Revised Statutes met	100%	100%	100%
Statutory mandates under Title 11 of the Arizona Revised Statutes met	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	414,865	501,606	405,365
SUPPLIES AND SERVICES	1,374	5,900	8,600
Total Program Expenditures	416,239	507,506	413,965

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 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	416,239	507,506	413,965
Total Program Funding	416,239	507,506	413,965

Program Staffing (FTEs)	5.0	6.0	4.0
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Program Summary

Department: RECORDER
Program: INFORMATION SERVICES

Function

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

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Computer system uptime	99.5%	100%	100%
Computer programs upgraded within 1 year after release of new version	95%	100%	100%
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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	479,997	556,295	604,931
SUPPLIES AND SERVICES	286,351	2,921,750	1,351,300
CAPITAL OUTLAY	231,401	1,092,000	42,500
Total Program Expenditures	997,749	4,570,045	1,998,731

Program Funding by Source

<u>Revenues</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
CHARGES FOR SERVICES	1,234,992	1,250,000	960,900
INTEREST	205,443	125,000	150,000
MISCELLANEOUS	13,652	0	0
Special Programs Revenue Sub-Total	1,454,087	1,375,000	1,110,900
Net Operating Transfers In/(Out)	13,473	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(469,811)	3,195,045	887,831
General Fund Support	0	0	0
Total Program Funding	997,749	4,570,045	1,998,731

Program Staffing (FTEs)	11.0	10.0	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 mailroom, 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Documents recorded	311,053	243,504	215,000
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Telephone inquiries answered daily	50	52	55
Pages microfilmed and digitized	1,618,765	1,174,777	1,150,000
All documents returned by mail/private courier	100%	100%	100%
Documents received and recorded same day	98%	99%	100%
Time to process document to return to originator	12 days	7 days	5 days
Customers served within 5 minutes	100%	100%	100%
Accuracy rate for recorded documents	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	603,434	730,952	735,443
SUPPLIES AND SERVICES	220,835	238,155	260,150
Total Program Expenditures	824,269	969,107	995,593

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
CHARGES FOR SERVICES	2,592,724	2,950,000	2,300,000
MISCELLANEOUS	265,598	275,000	205,500
Operating Revenue Sub-Total	2,858,322	3,225,000	2,505,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(2,034,053)	(2,255,893)	(1,509,907)
Total Program Funding	824,269	969,107	995,593

Program Staffing (FTEs)	21.0	20.0	21.0
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Program Summary

Department: RECORDER
Program: VOTER REGISTRATION

Function

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

Description of Services

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

Program Goals and Objectives

- Enter information from voter registration affidavits into the voter registration computer system correctly and digitize affidavits
- File original affidavits correctly as mandated by state law
- Accurately issue early ballots at remote voting sites and by U.S. mail
- Mail voter registration cards, generated by information entered, within 30 days (ARS Title 16-163)
- 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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Voter registration affidavits processed	142,148	160,000	250,000
Political parties satisfied with service	100%	100%	100%
Ballots issued, mailed, and validated within statutory requirements	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	765,561	714,218	1,079,258
SUPPLIES AND SERVICES	468,719	564,900	1,702,212
CAPITAL OUTLAY	44,133	0	0
Total Program Expenditures	1,278,413	1,279,118	2,781,470

<u>Program Funding by Source</u>	<u>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
Revenues			
INTERGOVERNMENTAL	340,827	281,250	0
CHARGES FOR SERVICES	223,227	92,500	42,500
Operating Revenue Sub-Total	564,054	373,750	42,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	714,359	905,368	2,738,970
Total Program Funding	1,278,413	1,279,118	2,781,470

<u>Program Staffing (FTEs)</u>	<u>29.0</u>	<u>21.0</u>	<u>32.0</u>

Treasurer

Expenditures: 2,998,140

FTEs 40.0

Revenues: 108,150

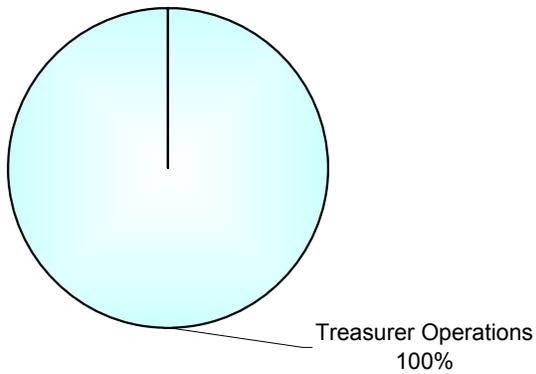
Function Statement:

Serve as Treasurer for Pima County and its political subdivisions, as custodian of public funds, and as ex-officio tax collector. Provide for the collection, custody, investment, and disbursement of public funds. Collect and distribute property taxes.

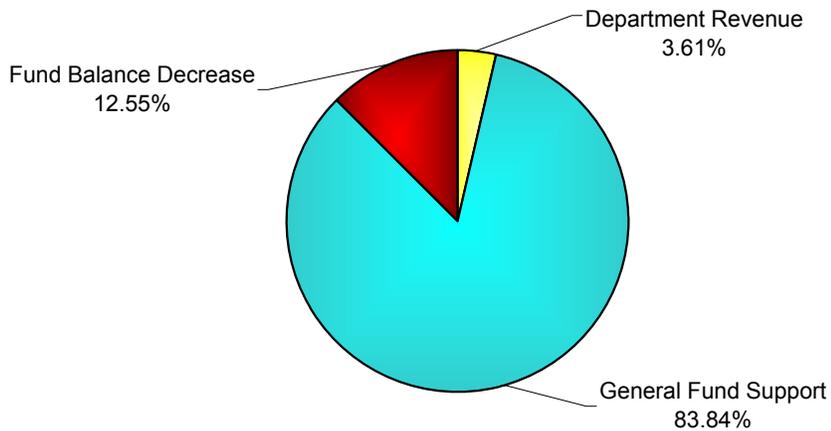
Mandates:

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	FY2006/2007 Actual	FY2007/2008 Adopted	FY2008/2009 Adopted
TREASURER OPERATIONS	2,060,523	2,846,041	2,998,140
Total Expenditures	2,060,523	2,846,041	2,998,140
Funding by Source			
Revenues			
TREASURER OPERATIONS	117,966	113,150	108,150
Total Revenues	117,966	113,150	108,150
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	70,771	125,670	376,300
General Fund Support	1,871,786	2,607,221	2,513,690
Total Program Funding	2,060,523	2,846,041	2,998,140
Staffing (FTEs) by Program			
TREASURER OPERATIONS	41.0	41.0	40.0
Total Staffing (FTEs)	41.0	41.0	40.0

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>FY2006/2007 Actual</u>	<u>FY2007/2008 Estimated</u>	<u>FY2008/2009 Planned</u>
Progress toward completion - tax collection system	30%	45%	100%
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>FY2006/2007 Actual</u>	<u>FY2007/2008 Adopted</u>	<u>FY2008/2009 Adopted</u>
PERSONAL SERVICES	1,624,450	2,015,897	2,063,607
SUPPLIES AND SERVICES	309,295	589,244	580,933
CAPITAL OUTLAY	126,778	240,900	353,600
Total Program Expenditures	2,060,523	2,846,041	2,998,140

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	15	150	150
MISCELLANEOUS	1,942	0	0
Operating Revenue Sub-Total	1,957	150	150
CHARGES FOR SERVICES	41,705	45,000	45,000
INTEREST	24,454	18,000	18,000
MISCELLANEOUS	49,850	50,000	45,000
Special Programs Revenue Sub-Total	116,009	113,000	108,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	70,771	125,670	376,300
General Fund Support	1,871,786	2,607,221	2,513,690
Total Program Funding	2,060,523	2,846,041	2,998,140

Program Staffing (FTEs)	41.0	41.0	40.0
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