

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	1,165,720			1,165,720
ASSESSOR STATUTORY MANDATES	7,243,784			7,243,784
TOTAL ASSESSOR	8,409,504			8,409,504
<u>BOARD OF SUPERVISORS</u>				
BOARD OF SUPERVISORS	1,881,096			1,881,096
TOTAL BOARD OF SUPERVISORS	1,881,096			1,881,096
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	678,601			678,601
DOCUMENT & MICROGRAPHIC MGMT	577,400			577,400
TOTAL CLERK OF THE BOARD	1,256,001			1,256,001
<u>COUNTY ADMINISTRATOR</u>				
COUNTY ADMINISTRATOR	1,819,672			1,819,672
FACILITIES RENEWAL FUND		1,159,735		1,159,735
TOTAL COUNTY ADMINISTRATOR	1,819,672	1,159,735		2,979,407
<u>ELECTIONS</u>				
ELECTIONS	1,491,980	1,154,291		2,646,271
TOTAL ELECTIONS	1,491,980	1,154,291		2,646,271
<u>FINANCE & RISK MANAGEMENT</u>				
ADMINISTRATION	926,385			926,385
BUDGET	1,475,895			1,475,895
FINANCIAL CONTROL & REPORTING	1,351,951			1,351,951
FINANCIAL MANAGEMENT & AUDIT	873,185	50,000		923,185
FINANCIAL OPERATIONS	1,804,208			1,804,208
SYSTEMS	1,173,988			1,173,988
TOTAL FINANCE & RISK MANAGEMENT	7,605,612	50,000		7,655,612
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	2,706,213	110,100		2,816,313
TOTAL FORENSIC SCIENCE CENTER	2,706,213	110,100		2,816,313
<u>HUMAN RESOURCES</u>				
COMPENSATION/BENEFITS/CLASSIFICATION	1,020,758			1,020,758
RECRUITMENT/EMPLOYMENT RIGHTS	1,148,729			1,148,729
STAFF SERVICES	472,167			472,167
TOTAL HUMAN RESOURCES	2,641,654			2,641,654
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS	444,109			444,109
INFORMATION TECHNOLOGY	8,473,454			8,473,454
IT ENHANCEMENT		199,743		199,743
TOTAL INFORMATION TECHNOLOGY	8,917,563	199,743		9,117,306

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	46,103,624			46,103,624
DEBT SERVICE			110,138,905	110,138,905
EMPLOYEE BENEFIT LIABILITY FUND		1,000,000		1,000,000
GENERAL FUND DEBT SERVICE	5,921,435			5,921,435
GENERAL GOVERNMENT REVENUES	705,000			705,000
IMPROVEMENT DISTRICTS		61,568		61,568
NON DEPARTMENTAL	7,043,414			7,043,414
TOTAL NON DEPARTMENTAL	59,773,473	1,061,568	110,138,905	170,973,946
<u>PROCUREMENT</u>				
ADMINISTRATION	599,578			599,578
DESIGN & CONSTRUCTION	527,903			527,903
MATERIALS & SERVICES	859,506			859,506
VENDOR RELATIONS & MWBE	235,540			235,540
TOTAL PROCUREMENT	2,222,527			2,222,527
<u>RECORDER</u>				
ADMINISTRATION	383,864			383,864
INFORMATION SERVICES		1,361,559		1,361,559
RECORDER DIVISION	845,494			845,494
VOTER REGISTRATION	1,423,794	184,360		1,608,154
TOTAL RECORDER	2,653,152	1,545,919		4,199,071
<u>TREASURER</u>				
TREASURER OPERATIONS	2,453,751	556,500		3,010,251
TOTAL TREASURER	2,453,751	556,500		3,010,251
TOTAL COUNTY ADMINISTRATION	103,832,198	5,837,856	110,138,905	219,808,959
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				19,820,862
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				4,808,031
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				24,628,893

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>COUNTY ADMINISTRATOR</u>				
FACILITIES RENEWAL FUND		2,785,421		2,785,421
TOTAL COUNTY ADMINISTRATOR		2,785,421		2,785,421
<u>ELECTIONS</u>				
ELECTIONS	211,800	1,154,291		1,366,091
TOTAL ELECTIONS	211,800	1,154,291		1,366,091
<u>FINANCE & RISK MANAGEMENT</u>				
FINANCIAL OPERATIONS	92,400			92,400
TOTAL FINANCE & RISK MANAGEMENT	92,400			92,400
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	1,201,800	2,200		1,204,000
TOTAL FORENSIC SCIENCE CENTER	1,201,800	2,200		1,204,000
<u>HUMAN RESOURCES</u>				
STAFF SERVICES	1,500			1,500
TOTAL HUMAN RESOURCES	1,500			1,500
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	417,890			417,890
TOTAL INFORMATION TECHNOLOGY	417,890			417,890
<u>NON DEPARTMENTAL</u>				
DEBT SERVICE			69,937,637	69,937,637
GENERAL FUND DEBT SERVICE	25,000			25,000
GENERAL GOVERNMENT REVENUES	441,635,604			441,635,604
IMPROVEMENT DISTRICTS		401,105		401,105
NON DEPARTMENTAL	3,365,643			3,365,643
TOTAL NON DEPARTMENTAL	445,026,247	401,105	69,937,637	515,364,989
<u>PROCUREMENT</u>				
VENDOR RELATIONS & MWBE	6,000			6,000
TOTAL PROCUREMENT	6,000			6,000
<u>RECORDER</u>				
INFORMATION SERVICES		796,375		796,375
RECORDER DIVISION	1,905,000			1,905,000
VOTER REGISTRATION	515,000	184,360		699,360
TOTAL RECORDER	2,420,000	980,735		3,400,735

SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area/Super Department/Program	General Fund	Special Revenue Funds	Debt Service Fund	Total Revenues
<u>TREASURER</u>				
TREASURER OPERATIONS	150	97,500		97,650
TOTAL TREASURER	150	97,500		97,650
TOTAL COUNTY ADMINISTRATION	449,386,087	5,421,252	69,937,637	524,744,976
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				19,582,328
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				5,176,932
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				24,759,260

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	24.0
TOTAL BOARD OF SUPERVISORS	<u>24.0</u>
<u>CLERK OF THE BOARD</u>	
ADMINISTRATION/MANAGEMENT	7.0
DOCUMENT & MICROGRAPHIC MGMT	10.0
TOTAL CLERK OF THE BOARD	<u>17.0</u>
<u>COUNTY ADMINISTRATOR</u>	
COUNTY ADMINISTRATOR	17.8
TOTAL COUNTY ADMINISTRATOR	<u>17.8</u>
<u>ELECTIONS</u>	
ELECTIONS	17.0
TOTAL ELECTIONS	<u>17.0</u>
<u>FINANCE & RISK MANAGEMENT</u>	
ADMINISTRATION	9.0
BUDGET	14.0
FINANCIAL CONTROL & REPORTING	20.9
FINANCIAL MANAGEMENT & AUDIT	12.0
FINANCIAL OPERATIONS	31.0
RISK MANAGEMENT	24.5
SYSTEMS	12.1
TOTAL FINANCE & RISK MANAGEMENT	<u>123.5</u>
<u>FORENSIC SCIENCE CENTER</u>	
FORENSIC SCIENCE CENTER	27.0
TOTAL FORENSIC SCIENCE CENTER	<u>27.0</u>
<u>HUMAN RESOURCES</u>	
COMPENSATION/BENEFITS/CLASSIFICATION	14.2
RECRUITMENT/EMPLOYMENT RIGHTS	16.4
STAFF SERVICES	6.4
TOTAL HUMAN RESOURCES	<u>37.0</u>
<u>INFORMATION TECHNOLOGY</u>	
COMMUNICATIONS	28.0
INFORMATION TECHNOLOGY	100.0
TOTAL INFORMATION TECHNOLOGY	<u>128.0</u>

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>PROCUREMENT</u>	
ADMINISTRATION	9.0
DESIGN & CONSTRUCTION	7.0
MATERIALS & SERVICES	11.8
VENDOR RELATIONS & MWBE	4.0
TOTAL PROCUREMENT	<u>31.8</u>
<u>RECORDER</u>	
ADMINISTRATION	4.0
INFORMATION SERVICES	10.5
RECORDER DIVISION	17.0
VOTER REGISTRATION	18.8
TOTAL RECORDER	<u>50.3</u>
<u>TREASURER</u>	
TREASURER OPERATIONS	40.0
TOTAL TREASURER	<u>40.0</u>
TOTAL COUNTY ADMINISTRATION	<u><u>673.9</u></u>

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

Assessor

Expenditures: 8,409,504

Revenues: 6,000

FTEs 160.5

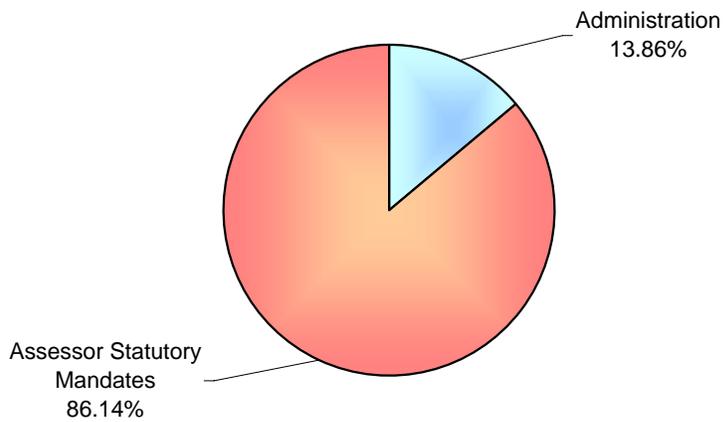
Function Statement:

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.

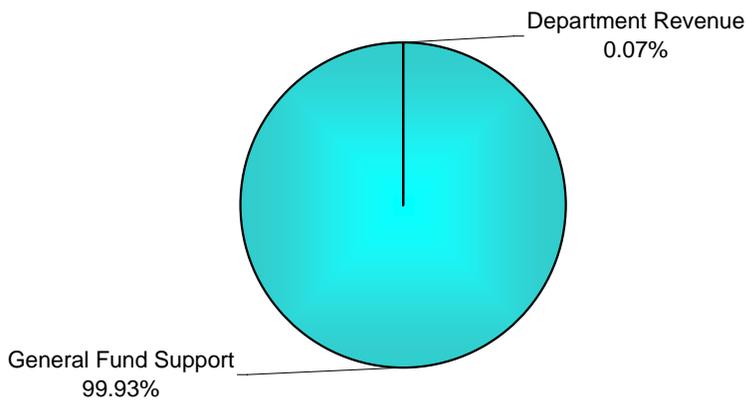
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ASSESSOR

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
ADMINISTRATION	1,818,848	1,290,672	1,165,720
ASSESSOR STATUTORY MANDATES	7,149,542	7,359,969	7,243,784
Total Expenditures	8,968,390	8,650,641	8,409,504
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION	1,942	6,000	6,000
ASSESSOR STATUTORY MANDATES	3,063	0	0
Total Revenues	5,005	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	8,963,385	8,644,641	8,403,504
Total Program Funding	8,968,390	8,650,641	8,409,504
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION	22.0	22.0	22.0
ASSESSOR STATUTORY MANDATES	139.0	138.5	138.5
Total Staffing (FTEs)	161.0	160.5	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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 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	no	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,331,839	895,625	815,732
SUPPLIES AND SERVICES	414,224	395,047	339,988
CAPITAL OUTLAY	72,785	0	10,000
Total Program Expenditures	1,818,848	1,290,672	1,165,720
Program Funding by Source			
Revenues			
MISCELLANEOUS	1,942	6,000	6,000
Operating Revenue Sub-Total	1,942	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	1,816,906	1,284,672	1,159,720
Total Program Funding	1,818,848	1,290,672	1,165,720
Program Staffing (FTEs)	22.0	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 Claim
- 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Taxpayers provided with notice of values for all real and personal property	yes	yes	yes
Percent of responses made to Administrative appeals, Notices of Error, and Notices of Claim	100%	100%	100%
Percent of responses made to Exemption and Legislative freeze requests	100%	100%	100%
Parcel file maintained	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	6,191,007	6,700,068	6,697,408
SUPPLIES AND SERVICES	952,343	659,901	546,376
CAPITAL OUTLAY	6,192	0	0
Total Program Expenditures	7,149,542	7,359,969	7,243,784

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	3,063	0	0
Operating Revenue Sub-Total	3,063	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	7,146,479	7,359,969	7,243,784
Total Program Funding	7,149,542	7,359,969	7,243,784

Program Staffing (FTEs)	139.0	138.5	138.5
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Board of Supervisors

Expenditures: 1,881,096

FTEs 24.0

Revenues: 0

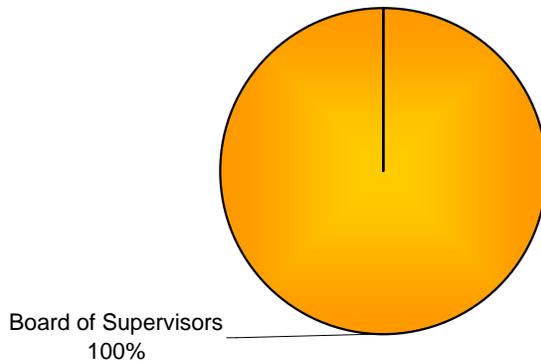
Function Statement:

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

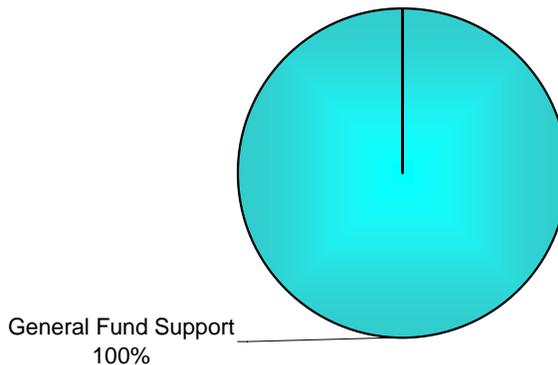
Mandates:

ARS Title 11, Chapter 2: Board of Supervisors

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: BOARD OF SUPERVISORS

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
BOARD OF SUPERVISORS	1,732,373	1,913,415	1,881,096
Total Expenditures	1,732,373	1,913,415	1,881,096
<u>Funding by Source</u>			
Revenues			
BOARD OF SUPERVISORS	41	0	0
Total Revenues	41	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	1,732,332	1,913,415	1,881,096
Total Program Funding	1,732,373	1,913,415	1,881,096
<u>Staffing (FTEs) by Program</u>			
BOARD OF SUPERVISORS	24.4	23.7	24.0
Total Staffing (FTEs)	24.4	23.7	24.0

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 balanced budget
- 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Meetings required by statute held on time	yes	yes	yes
Balanced budget adopted	yes	yes	yes
Combined County property tax rate (per \$100 net assessed value)	\$5.0674	\$4.6702	\$4.5917
County funding support for TREO	\$1,199,600	\$910,812	\$740,814
County funding for graffiti abatement	\$250,000	\$250,000	\$125,000
Section 10 Permit obtained	no	no	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,578,089	1,690,429	1,723,396
SUPPLIES AND SERVICES	145,782	206,425	157,700
CAPITAL OUTLAY	8,502	16,561	0
Total Program Expenditures	1,732,373	1,913,415	1,881,096

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	41	0	0
Operating Revenue Sub-Total	41	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	1,732,332	1,913,415	1,881,096
Total Program Funding	1,732,373	1,913,415	1,881,096

<u>Program Staffing (FTEs)</u>	<u>24.4</u>	<u>23.7</u>	<u>24.0</u>

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Clerk of the Board

Expenditures: 1,256,001

Revenues: 2,300

FTEs 17.0

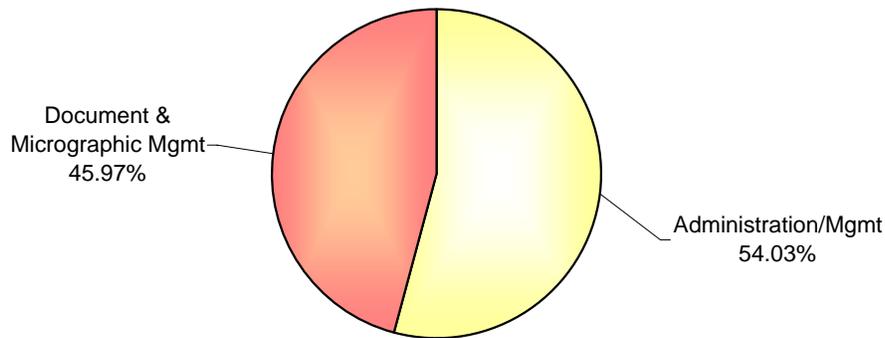
Function Statement:

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.

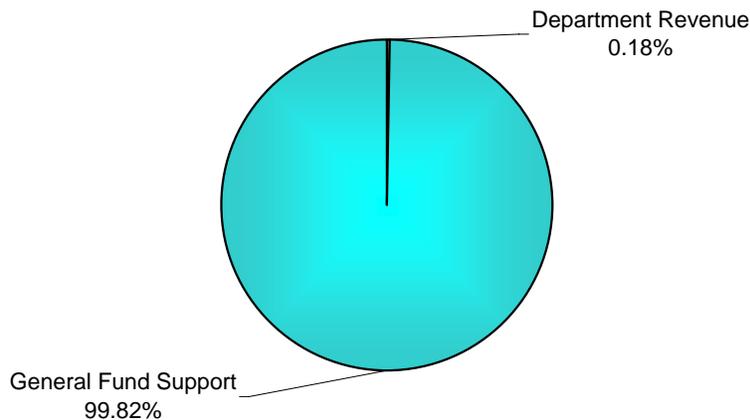
Mandates:

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>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
ADMINISTRATION/MANAGEMENT	722,589	705,659	678,601
DOCUMENT & MICROGRAPHIC MGMT	489,706	584,363	577,400
Total Expenditures	1,212,295	1,290,022	1,256,001
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION/MANAGEMENT	6,803	2,300	2,300
Total Revenues	6,803	2,300	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	1,205,492	1,287,722	1,253,701
Total Program Funding	1,212,295	1,290,022	1,256,001
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION/MANAGEMENT	9.0	8.0	7.0
DOCUMENT & MICROGRAPHIC MGMT	10.0	10.0	10.0
Total Staffing (FTEs)	19.0	18.0	17.0

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 to the Internet. 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/forward 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 inquiries by County departments and the general public
- Develop applications and migrate existing electronic documents to Countywide standard Document Management System (DMS)
- Continue with ongoing conversion of microfilmed records into searchable text files

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Statutory duties met	yes	yes	yes
DMS applications developed	n/a	40%	85%
Electronic documents migrated to DMS	n/a	10%	50%
Microfilmed records converted to searchable text files	35%	47%	75%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	508,387	506,043	462,239
SUPPLIES AND SERVICES	214,202	199,616	216,362
Total Program Expenditures	722,589	705,659	678,601

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,050	2,000	2,000
CHARGES FOR SERVICES	942	300	300
MISCELLANEOUS	3,811	0	0
Operating Revenue Sub-Total	6,803	2,300	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	715,786	703,359	676,301
Total Program Funding	722,589	705,659	678,601

<u>Program Staffing (FTEs)</u>	<u>9.0</u>	<u>8.0</u>	<u>7.0</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 efficient and cost effective storage of inactive 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

- Reduce storage of long term paper records by preserving records on microfilm or digital image
- Create and make available on the County Intranet Records Training modules
- Complete the approval process and film permanent paper records currently stored by departments

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Training modules completed	25%	75%	100%
Reduction in paper records stored	3%	3.5%	3.5%
Percent of imaging projects for permanent records completed	20%	29%	85%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	440,652	506,623	499,230
SUPPLIES AND SERVICES	46,027	76,540	78,170
CAPITAL OUTLAY	3,027	1,200	0
Total Program Expenditures	489,706	584,363	577,400

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 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	489,706	584,363	577,400
Total Program Funding	489,706	584,363	577,400

Program Staffing (FTEs)	10.0	10.0	10.0
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County Administrator

Expenditures: 2,979,407

FTEs 17.8

Revenues: 2,785,421

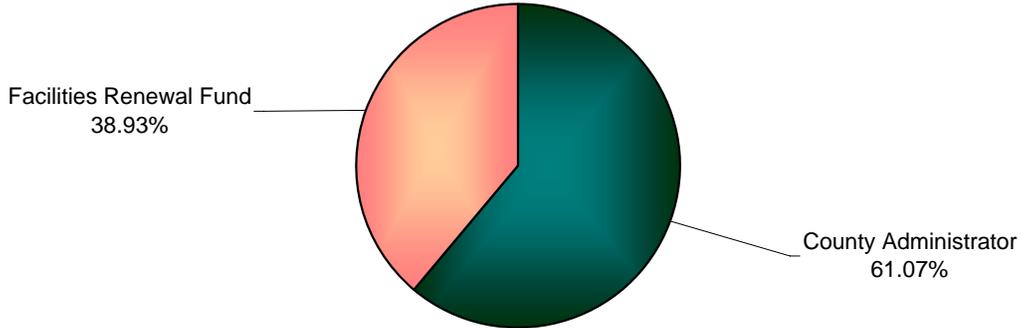
Function Statement:

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.

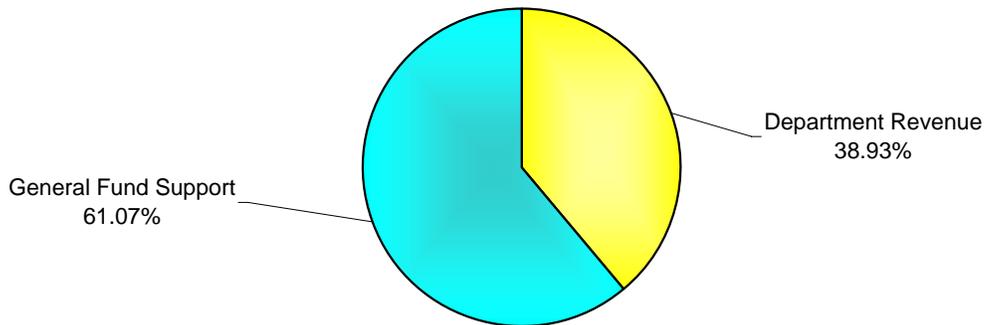
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: COUNTY ADMINISTRATOR

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
COUNTY ADMINISTRATOR	1,862,918	1,706,819	1,819,672
FACILITIES RENEWAL FUND	1,133,871	1,279,298	1,159,735
Total Expenditures	2,996,789	2,986,117	2,979,407
<u>Funding by Source</u>			
Revenues			
COUNTY ADMINISTRATOR	422,653	0	0
FACILITIES RENEWAL FUND	144,759	0	2,785,421
Total Revenues	567,412	0	2,785,421
Net Operating Transfers In/(Out)	(352,749)	(2,220,735)	(1,306,795)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,256,735	3,500,033	(318,891)
General Fund Support	1,525,391	1,706,819	1,819,672
Total Program Funding	2,996,789	2,986,117	2,979,407
<u>Staffing (FTEs) by Program</u>			
COUNTY ADMINISTRATOR	15.8	14.8	17.8
Total Staffing (FTEs)	15.8	14.8	17.8

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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes
Departments using Zero Base Budget methodology	5	9	15
Department budget requests reviewed	yes	yes	yes
Sustainability Action Plan for region developed	n/a	no	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,244,640	1,339,458	1,496,782
SUPPLIES AND SERVICES	588,023	357,861	322,890
CAPITAL OUTLAY	30,255	9,500	0
Total Program Expenditures	1,862,918	1,706,819	1,819,672

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
CHARGES FOR SERVICES	20	0	0
MISCELLANEOUS	60	0	0
Operating Revenue Sub-Total	80	0	0
INTEREST	79,746	0	0
Special Programs Revenue Sub-Total	79,746	0	0
INTERGOVERNMENTAL	321,169	0	0
INTEREST	21,658	0	0
Grant Revenue Sub-Total	342,827	0	0
Net Operating Transfers In/(Out)	0	(1,589,235)	(80,000)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(85,126)	1,589,235	80,000
General Fund Support	1,525,391	1,706,819	1,819,672
Total Program Funding	1,862,918	1,706,819	1,819,672

Program Staffing (FTEs)	15.8	14.8	17.8
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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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Facilities renewal approval plan completed	yes	yes	yes
Facilities repair/improvement projects completed	8	4	3

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	73,652	0	0
SUPPLIES AND SERVICES	613,964	1,279,298	1,159,735
CAPITAL OUTLAY	446,255	0	0
Total Program Expenditures	1,133,871	1,279,298	1,159,735

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
INTEREST	144,759	0	0
MISCELLANEOUS	0	0	2,785,421
Special Programs Revenue Sub-Total	144,759	0	2,785,421
Net Operating Transfers In/(Out)	(352,749)	(631,500)	(1,226,795)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,341,861	1,910,798	(398,891)
General Fund Support	0	0	0
Total Program Funding	1,133,871	1,279,298	1,159,735

<u>Program Staffing (FTEs)</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Elections

Expenditures: 2,646,271

Revenues: 1,366,091

FTEs 17.0

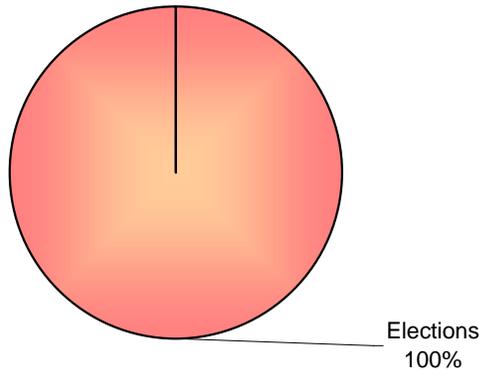
Function Statement:

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). Serve as the filing office for candidate nomination filings and campaign finance reports. Responsible for all precincting 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.

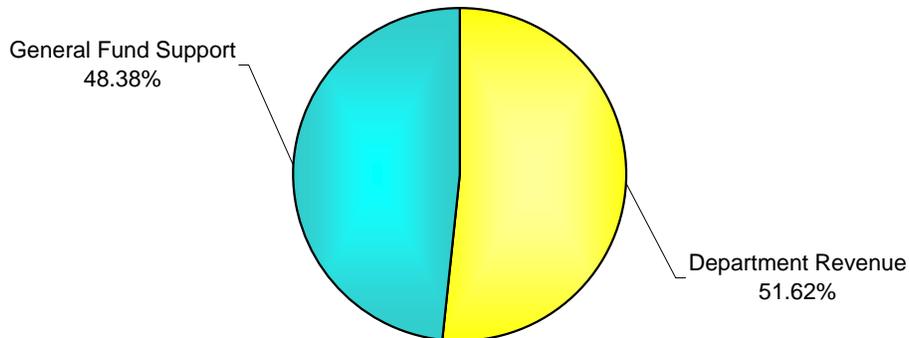
Mandates:

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>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
ELECTIONS	2,546,489	5,331,891	2,646,271
Total Expenditures	2,546,489	5,331,891	2,646,271
<u>Funding by Source</u>			
Revenues			
ELECTIONS	881,231	955,000	1,366,091
Total Revenues	881,231	955,000	1,366,091
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,665,258	4,376,891	1,280,180
Total Program Funding	2,546,489	5,331,891	2,646,271
<u>Staffing (FTEs) by Program</u>			
ELECTIONS	15.0	18.0	17.0
Total Staffing (FTEs)	15.0	18.0	17.0

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 (BOS). 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
- Continue election integrity reform efforts
- Improve elections security
- Improve communications with political party chairpersons

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Sample ballots mailed on time	yes	yes	yes
Polling places ADA compliant	yes	yes	yes
Voting devices for visually impaired voters available in all polling places	yes	yes	yes
Fingerprint and criminal history checks performed on prospective and current employees	n/a	n/a	yes
Poll worker training academies held	n/a	yes	yes
Elections software systems, programs, and databases independently tested and verified	n/a	n/a	yes
All voted, spoiled, and blank ballots tracked and logged	n/a	yes	yes
Twice the required number of precincts ballots hand-counted to verify computer tabulation	n/a	yes	yes
Election databases released immediately after the BOS canvasses an official election	n/a	yes	yes
Monthly meetings with political party chairpersons held	n/a	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,408,153	2,829,683	1,027,203
SUPPLIES AND SERVICES	1,041,006	2,214,208	1,592,068
CAPITAL OUTLAY	97,330	288,000	27,000
Total Program Expenditures	2,546,489	5,331,891	2,646,271

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	871,174	950,000	206,800
CHARGES FOR SERVICES	1,526	5,000	5,000
MISCELLANEOUS	8,531	0	0
Operating Revenue Sub-Total	881,231	955,000	211,800
INTERGOVERNMENTAL	0	0	1,154,291
Grant Revenue Sub-Total	0	0	1,154,291
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,665,258	4,376,891	1,280,180
Total Program Funding	2,546,489	5,331,891	2,646,271

Program Staffing (FTEs)	15.0	18.0	17.0
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Finance & Risk Management

Expenditures: 27,476,474

FTEs 123.5

Revenues: 19,674,728

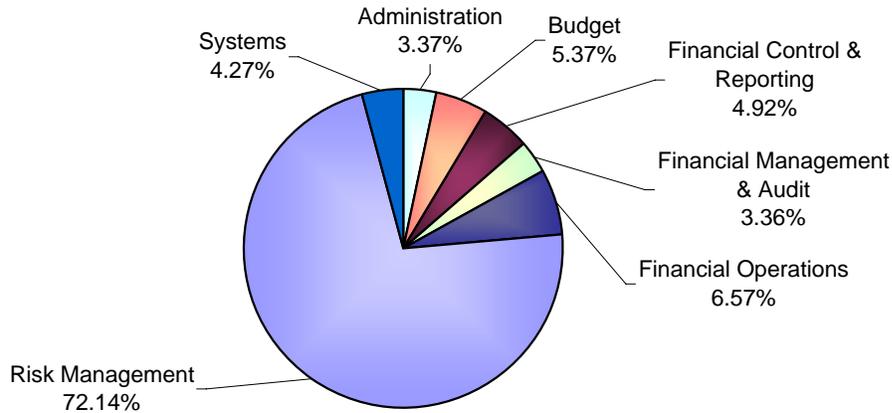
Function Statement:

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, records maintenance, mail services, workers' compensation, loss control and prevention, internal audit, cash management, collection of delinquent accounts, and formation and collection functions of improvement districts.

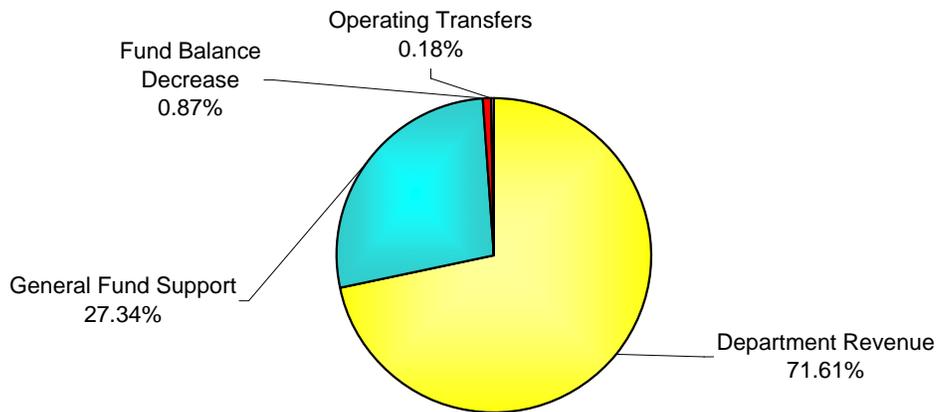
Mandates:

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	FY2007/2008 Actual	FY2008/2009 Adopted	FY2009/2010 Adopted
ADMINISTRATION	463,403	799,023	926,385
BUDGET	1,405,899	1,485,824	1,475,895
FINANCIAL CONTROL & REPORTING	1,563,957	1,485,390	1,351,951
FINANCIAL MANAGEMENT & AUDIT	1,066,283	950,659	923,185
FINANCIAL OPERATIONS	1,942,496	1,889,980	1,804,208
RISK MANAGEMENT	18,496,151	19,198,461	19,820,862
SYSTEMS	930,024	1,184,519	1,173,988
Total Expenditures	25,868,213	26,993,856	27,476,474

Funding by Source

Revenues

ADMINISTRATION	10	0	0
BUDGET	2,156	0	0
FINANCIAL CONTROL & REPORTING	47	0	0
FINANCIAL MANAGEMENT & AUDIT	10,663	0	0
FINANCIAL OPERATIONS	427,538	139,200	92,400
RISK MANAGEMENT	21,442,203	19,433,348	19,582,328
Total Revenues	21,882,617	19,572,548	19,674,728
Net Operating Transfers In/(Out)	50,000	(950,000)	50,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(2,944,563)	765,113	238,534
General Fund Support	6,880,159	7,606,195	7,513,212
Total Program Funding	25,868,213	26,993,856	27,476,474

Staffing (FTEs) by Program

ADMINISTRATION	5.0	7.8	9.0
BUDGET	14.0	14.0	14.0
FINANCIAL CONTROL & REPORTING	22.0	22.0	20.9
FINANCIAL MANAGEMENT & AUDIT	16.0	12.0	12.0
FINANCIAL OPERATIONS	33.0	33.0	31.0
RISK MANAGEMENT	25.5	24.0	24.5
SYSTEMS	8.0	13.1	12.1
Total Staffing (FTEs)	123.5	125.9	123.5

Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: ADMINISTRATION

Function

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

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Special reports/analyses/investigations completed	2	2	2
Debt packages prepared	3	4	3

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	403,843	770,628	815,030
SUPPLIES AND SERVICES	59,560	28,395	91,355
CAPITAL OUTLAY	0	0	20,000
Total Program Expenditures	463,403	799,023	926,385

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	10	0	0
Operating Revenue Sub-Total	10	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	463,393	799,023	926,385
Total Program Funding	463,403	799,023	926,385

<u>Program Staffing (FTEs)</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Program Staffing (FTEs)	5.0	7.8	9.0

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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Budget schedules/books produced by due dates	yes	yes	yes
GFOA review criteria rating of proficient/outstanding	91 of 93	83 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,109,664	1,081,245	1,082,605
SUPPLIES AND SERVICES	296,235	404,579	393,290
Total Program Expenditures	1,405,899	1,485,824	1,475,895

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	2,156	0	0
Operating Revenue Sub-Total	2,156	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	1,403,743	1,485,824	1,475,895
Total Program Funding	1,405,899	1,485,824	1,475,895

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 generally accepted accounting principles, policies, procedures, and federal, state, County laws and regulations. Serve as centralized point of coordination and contact for County audits.

Description of Services

Monitor financial activity of County funds and departments, prepare and/or review interim and year-end financial statements for Regional Wastewater Reclamation Department, Development Services, Stadium District, Self Insurance Trust fund, Pima Health System and Services, 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., Chief Financial Officer 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 Office of Management and Budget Circular A-133 Subpart C.320
- Begin revision of Administrative Procedure 22-4 Grants-In-Aid
- Recommend changes to revise Board of Supervisors (BOS) Policy 22.6 Policy for Accepting and Administering Grants
- Monitor the administration of federal grants so that the current classification as a high risk entity is returned to low risk

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 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	no	yes	yes
Aministrative Procedure 22-4 revised	n/a	n/a	yes
BOS Policy 22.6 revised	n/a	no	yes
Federal grant entity risk classification	high	low	low

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,504,858	1,438,121	1,322,709
SUPPLIES AND SERVICES	59,099	47,269	29,242
Total Program Expenditures	1,563,957	1,485,390	1,351,951
<u>Program Funding by Source</u>			
Revenues			
MISCELLANEOUS	47	0	0
Operating Revenue Sub-Total	47	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	1,563,910	1,485,390	1,351,951
Total Program Funding	1,563,957	1,485,390	1,351,951
Program Staffing (FTEs)	22.0	22.0	20.9

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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Departmental cash flow analyses prepared	17	20	22
High risk audits completed	10	10	5
Quarterly reports issued	4	4	4

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	980,546	913,701	873,116
SUPPLIES AND SERVICES	56,550	36,958	50,069
CAPITAL OUTLAY	29,187	0	0
Total Program Expenditures	1,066,283	950,659	923,185

Program Funding by Source

Revenues			
MISCELLANEOUS	9,007	0	0
Operating Revenue Sub-Total	9,007	0	0
INTEREST	1,656	0	0
Special Programs Revenue Sub-Total	1,656	0	0
Net Operating Transfers In/(Out)	50,000	50,000	50,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,489	0	0
General Fund Support	1,004,131	900,659	873,185
Total Program Funding	1,066,283	950,659	923,185

Program Staffing (FTEs)	16.0	12.0	12.0
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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. Print, fold, seal, and mail all County expense and payroll warrants, 1099s, and W2s.

Program Goals and Objectives

- Provide accurate and timely payment information to vendors and employees
- 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
- Track hour entitlements for union activity
- Meet statutory deadlines for payroll

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Invoices processed within 7-10 working days	95%	95%	95%
1099s mailed by statutory due date	yes	yes	yes
Employees paid in accordance with federal timelines	yes	yes	yes
County payroll and expense warrants processed timely and accurately	yes	yes	yes
Records maintained within assigned retention schedules	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,712,782	1,739,556	1,632,802
SUPPLIES AND SERVICES	229,714	143,424	171,406
CAPITAL OUTLAY	0	7,000	0
Total Program Expenditures	1,942,496	1,889,980	1,804,208
<u>Program Funding by Source</u>			
Revenues			
MISCELLANEOUS	427,538	139,200	92,400
Operating Revenue Sub-Total	427,538	139,200	92,400
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,514,958	1,750,780	1,711,808
Total Program Funding	1,942,496	1,889,980	1,804,208

Program Staffing (FTEs)	33.0	33.0	31.0
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: RISK MANAGEMENT

Function

Direct the risk management program for the County, Regional 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, Occupational Safety and Health Administration, 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. Allocate Risk Management costs to County departments using appropriate methodology. Represent the County for reimbursements from insurance carriers. Provide safety, loss prevention, and industrial hygiene regulatory administration, training, inspection, and consulting. Conduct safety investigations and analyses. Identify safety improvements for regulatory compliance and employee/citizen safety. Provide technical support on environmental issues. Manage liability and workers' compensation programs including adjust, defend, and fund liability and workers' compensation claims. Return injured employees to work as early as safely possible. Administer the Return to Work and Job Retraining and Placement Programs.

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
- Procure insurance in a timely manner striking a balance between cost and coverage
- Begin workers' compensation lost time investigations within 3 days of notice
- Reduce workers' compensation losses through County's Return to Work Program
- Provide occupational medical surveillance and services required by law, rule, or policy
- Provide safety services to departments in support of departmental safety/loss prevention
- Support County Attorney's Civil Division through funding and claims management

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Insurance procured before renewal date	n/a	n/a	yes
Safety audits conducted for County departments	n/a	n/a	35
Statement of Values updated annually	n/a	n/a	yes
Liability claim form sent within 3 business days of request	n/a	n/a	95%
Workers' Compensation claim files audited annually	n/a	n/a	70
Workers' Compensation lost time investigations begun within 3 days of notice	100%	100%	100%
Workers' Compensation claims accepted or denied within the statutory period	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	2,237,851	2,439,483	2,364,223
SUPPLIES AND SERVICES	16,264,173	16,758,978	17,456,639
CAPITAL OUTLAY	(5,873)	0	0
Total Program Expenditures	18,496,151	19,198,461	19,820,862
<u>Program Funding by Source</u>			
Revenues			
CHARGES FOR SERVICES	19,363,303	17,877,342	19,346,928
INTEREST	1,751,712	1,556,006	215,000
MISCELLANEOUS	327,188	0	20,400
Special Programs Revenue Sub-Total	21,442,203	19,433,348	19,582,328

Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: RISK MANAGEMENT

Net Operating Transfers In/(Out)	0	(1,000,000)	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(2,946,052)	765,113	238,534
General Fund Support	0	0	0
Total Program Funding	<u>18,496,151</u>	<u>19,198,461</u>	<u>19,820,862</u>

Program Staffing (FTEs)	25.5	24.0	24.5
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: SYSTEMS

Function

Provide technical support and development services related to County financial systems.

Description of Services

Provide technical support for each of the County financial systems in the form of end-user support, development, and planning. Document requirements. Plan and execute projects. Respond to end-user requests for support. Manage all hardware and software requests. Manage security. Monitor compliance with documented Change Management procedures. Coordinate information technology (IT) activities with the Information Technology department and other County departments.

Program Goals and Objectives

- Reduce number of production mainframe jobs related to Finance ending unexpectedly or with unexpected results to four or less
- Increase to 85 percent projects completed on time
- Respond to Help Desk requests within one hour
- Complete 95 percent of Help Desk requests within one business day
- Complete the annual IT Audit by the Auditor General with zero material findings

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Number of jobs ending unexpectedly or with unexpected results	n/a	10	4
Projects completed on time	n/a	30%	85%
Responses made to Help Desk requests within 1 hour	n/a	100%	100%
Help Desk requests completed within 1 business day	n/a	90%	95%
Material findings in IT Audit	yes	yes	no

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	580,138	806,365	843,849
SUPPLIES AND SERVICES	318,282	368,154	328,139
CAPITAL OUTLAY	31,604	10,000	2,000
Total Program Expenditures	930,024	1,184,519	1,173,988

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 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	930,024	1,184,519	1,173,988
Total Program Funding	930,024	1,184,519	1,173,988

Program Staffing (FTEs)	8.0	13.1	12.1
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Forensic Science Center

Expenditures: 2,816,313

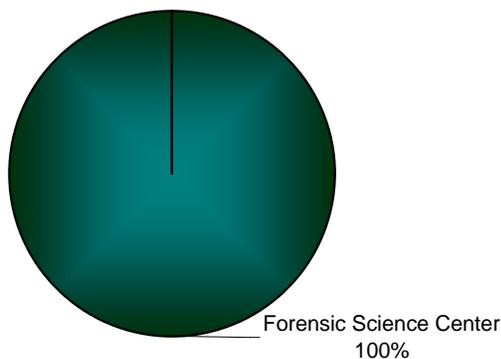
FTEs 27.0

Revenues: 1,204,000

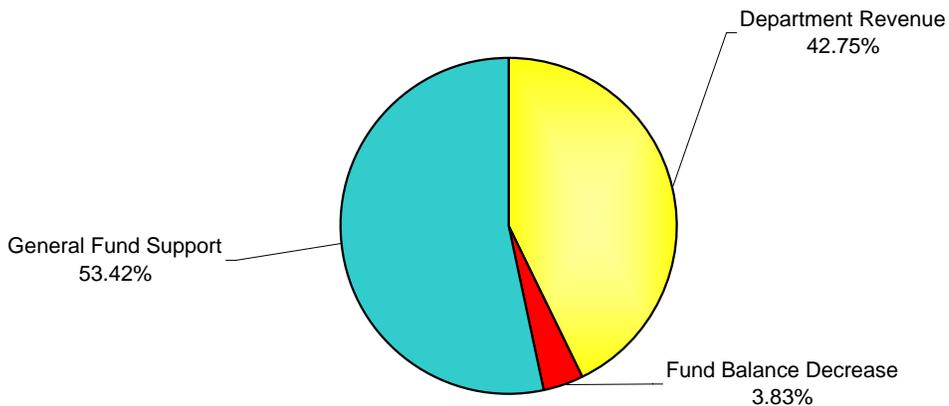
Function Statement: Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

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>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
FORENSIC SCIENCE CENTER	2,921,761	2,892,179	2,816,313
Total Expenditures	2,921,761	2,892,179	2,816,313
<u>Funding by Source</u>			
Revenues			
FORENSIC SCIENCE CENTER	1,443,672	1,165,275	1,204,000
Total Revenues	1,443,672	1,165,275	1,204,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(163,646)	109,539	107,900
General Fund Support	1,641,735	1,617,365	1,504,413
Total Program Funding	2,921,761	2,892,179	2,816,313
<u>Staffing (FTEs) by Program</u>			
FORENSIC SCIENCE CENTER	30.1	29.0	27.0
Total Staffing (FTEs)	30.1	29.0	27.0

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 60-90 minutes
 - . Complete at least 90% of cremation authorizations within 2 days
 - . Prepare a minimum of 70% of reports within 3-4 weeks
 - . Respond to at least 85% of outside personnel, families, etc. within 2 days
 - . 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Requests to remove bodies responded to within 60-90 minutes	93%	75%	75%
Autopsies per pathologist	266	215	200
Reports prepared within 3-4 weeks	86%	88%	70%
Cremation authorization completed within 2 days	71%	76%	90%
Respond to outside personnel, families, etc. within 2 days	74%	74%	85%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	2,306,531	2,416,846	2,319,156
SUPPLIES AND SERVICES	597,121	470,333	493,157
CAPITAL OUTLAY	18,109	5,000	4,000
Total Program Expenditures	2,921,761	2,892,179	2,816,313

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	112,196	3,614	0
CHARGES FOR SERVICES	1,150,122	1,157,700	1,198,300
MISCELLANEOUS	2,254	3,500	3,500
Operating Revenue Sub-Total	1,264,572	1,164,814	1,201,800
INTEREST	3,506	461	2,200
MISCELLANEOUS	175,594	0	0
Grant Revenue Sub-Total	179,100	461	2,200
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(163,646)	109,539	107,900
General Fund Support	1,641,735	1,617,365	1,504,413
Total Program Funding	2,921,761	2,892,179	2,816,313

Program Staffing (FTEs)	30.1	29.0	27.0
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Human Resources

Expenditures: 2,641,654

Revenues: 1,500

FTEs 37.0

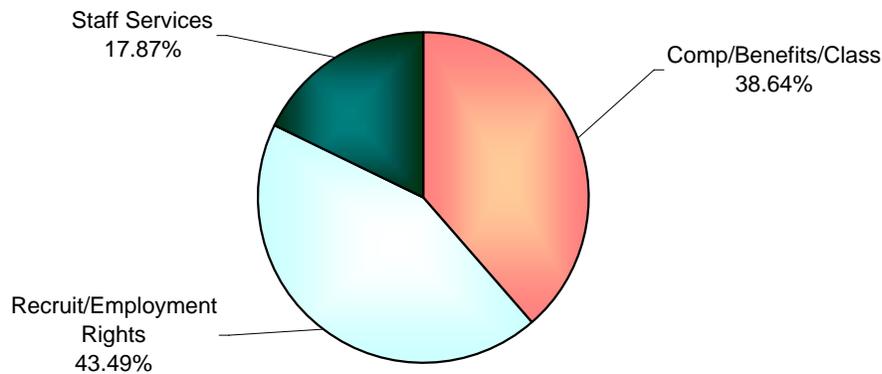
Function Statement:

Recruit and retain a highly committed, highly competent, and results-oriented workforce and provide various employment related services and activities. Services include, but are not limited to, recruitment and selection, employment rights, classification and compensation, benefits administration, management training, records management, and federal, state, and local labor reporting.

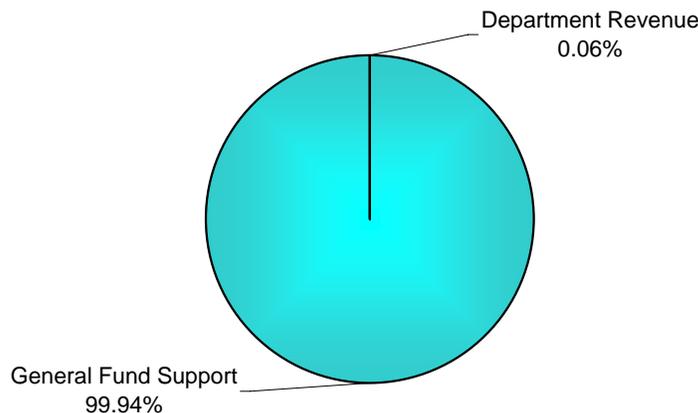
Mandates:

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

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: **HUMAN RESOURCES**

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
COMPENSATION/BENEFITS/CLASSIFICATION	1,027,742	1,038,736	1,020,758
RECRUITMENT/EMPLOYMENT RIGHTS	1,069,845	1,146,410	1,148,729
STAFF SERVICES	424,323	520,459	472,167
Total Expenditures	2,521,910	2,705,605	2,641,654

Funding by Source

Revenues			
STAFF SERVICES	1,335	1,500	1,500
Total Revenues	1,335	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	2,520,575	2,704,105	2,640,154
Total Program Funding	2,521,910	2,705,605	2,641,654

Staffing (FTEs) by Program

COMPENSATION/BENEFITS/CLASSIFICATION	13.7	14.2	14.2
RECRUITMENT/EMPLOYMENT RIGHTS	15.4	16.4	16.4
STAFF SERVICES	8.4	7.4	6.4
Total Staffing (FTEs)	37.5	38.0	37.0

Program Summary

Department: HUMAN RESOURCES

Program: COMPENSATION/BENEFITS/CLASSIFICATION

Function

Partner with clients by providing employment related services and activities to include classification, compensation, and benefits administration.

Description of Services

Perform position audits and major classification studies; market evaluations, salary surveys, and compensation review; benefits advocacy and administration; 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
- Complete reallocations in 40 calendar days
- 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Classification/compensation audit reviews	329	345	362
Average calendar days to complete reallocations	50	45	40
Average combined benefits cost per employee	\$6,295	\$6,736	\$7,208
Employees attending benefits sessions	25%	30%	35%
Percent of covered employees needing HR intervention in health services provider issues	<1.0%	<0.75%	<0.5%
Wellness Program participants	10,049	11,050	12,155
Employee Assistance Program participants	600	680	795

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	855,712	847,870	877,476
SUPPLIES AND SERVICES	158,491	187,116	142,032
CAPITAL OUTLAY	13,539	3,750	1,250
Total Program Expenditures	1,027,742	1,038,736	1,020,758
<u>Program Funding by Source</u>			
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,027,742	1,038,736	1,020,758
Total Program Funding	1,027,742	1,038,736	1,020,758
Program Staffing (FTEs)	13.7	14.2	14.2

Program Summary

Department: HUMAN RESOURCES

Program: RECRUITMENT/EMPLOYMENT RIGHTS

Function

Partner with clients to recruit and retain a highly committed, highly competent, and results oriented workforce. Provide various employment related services and activities to include staffing and testing services for Pima County. Establish, monitor, and officially 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

Develop recruitment and selection plans for vacant positions. Review and advertise requests to fill positions. Screen and test applicants. Develop and interpret rules and policies and provide the official interpretation on rules, policies and employment-related procedures. Provide mediation and layoff 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

- Market Pima County as an employer of choice by attracting qualified applicants to fill vacant positions in order to maintain proper levels of public service
- Timely and internally identify, investigate, and resolve possible violations of local, state, and federal laws in compliance with legal requirements
- Provide reasonable accommodations for applicants and employees in compliance with the Americans with Disabilities Act

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Average calendar days to complete certified list of job applicants	15	14	15
Average calendar days to fill vacancies	41	44	41
Applications received/reviewed	17,184	19,000	21,000
ADA requests resulting in accommodation	58%	84%	95%
Internal/external filings/complaints	90/8	69/12	90/10
Contacts for Merit System Rules/Personnel Policies interpretations	1,216	908	1,100

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	948,369	1,025,329	1,043,819
SUPPLIES AND SERVICES	108,970	117,331	102,410
CAPITAL OUTLAY	12,506	3,750	2,500
Total Program Expenditures	1,069,845	1,146,410	1,148,729

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 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	1,069,845	1,146,410	1,148,729
Total Program Funding	1,069,845	1,146,410	1,148,729

Program Staffing (FTEs)	15.4	16.4	16.4
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Program Summary

Department: HUMAN RESOURCES

Program: STAFF SERVICES

Function

Partner with clients by providing employment related services to include mandatory training, affirmative action reporting, labor relations, and other services. Develop a Countywide performance appraisal system. 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 and 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

- Enhance the organization's leadership ability and management responsibilities by educating managers and supervisors on applicable federal, state and local laws, rules, and policies
- Maintain a records center in compliance with state law
- Comply with federal and state law to provide employment to all segments of the population residing in Pima County by reporting results
- Benchmark and analyze the County's attrition rate
- 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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Managers and supervisors attending training sessions	766	2,031	1,307
Personnel records reviewed for compliance	789	900	1,000
County's turnover rate	12.8%	13.2%	14.0%
Equal Employment Opportunity minority composition	39%	40%	41%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	381,721	441,056	389,517
SUPPLIES AND SERVICES	34,278	78,153	81,400
CAPITAL OUTLAY	8,324	1,250	1,250
Total Program Expenditures	424,323	520,459	472,167

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	1,335	1,500	1,500
Operating Revenue Sub-Total	1,335	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	422,988	518,959	470,667
Total Program Funding	424,323	520,459	472,167

Program Staffing (FTEs)	8.4	7.4	6.4
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Information Technology

Expenditures: 13,925,337

FTEs 128.0

Revenues: 5,594,822

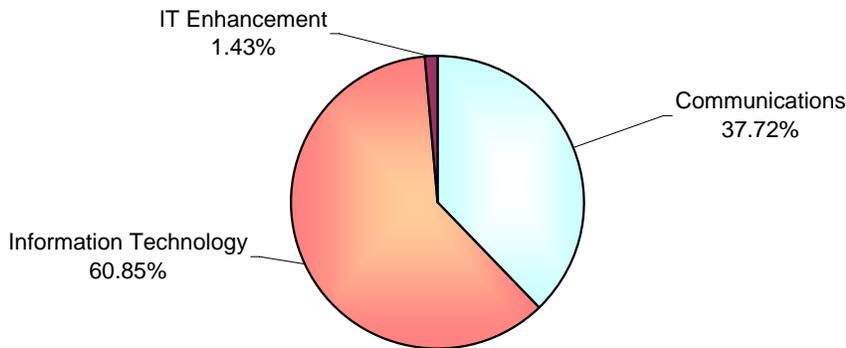
Function Statement:

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 Pima County Information Technology activities with various agencies and the general public.

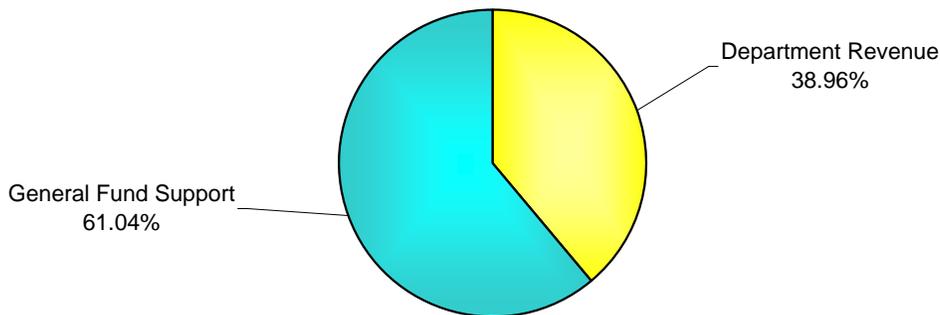
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: INFORMATION TECHNOLOGY

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
COMMUNICATIONS	4,246,534	4,901,723	5,252,140
INFORMATION TECHNOLOGY	6,585,864	6,200,620	8,473,454
IT ENHANCEMENT	1,530,444	374,743	199,743
Total Expenditures	12,362,842	11,477,086	13,925,337

<u>Funding by Source</u>			
Revenues			
COMMUNICATIONS	4,886,294	4,787,253	5,176,932
INFORMATION TECHNOLOGY	902,217	778,920	417,890
IT ENHANCEMENT	30,414	0	0
Total Revenues	5,818,925	5,566,173	5,594,822
Net Operating Transfers In/(Out)	1,547,200	0	(18,866)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(1,038,793)	261,564	(150,292)
General Fund Support	6,035,510	5,649,349	8,499,673
Total Program Funding	12,362,842	11,477,086	13,925,337

<u>Staffing (FTEs) by Program</u>			
COMMUNICATIONS	27.0	28.1	28.0
INFORMATION TECHNOLOGY	110.0	101.6	100.0
Total Staffing (FTEs)	137.0	129.7	128.0

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 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Repairs initiated within 4 hours of request	100%	100%	100%
Service orders documented	100%	100%	100%
Customer satisfaction as determined by follow-up calls	95%	95%	95%
Communications systems projects completed within project plan parameters	100%	100%	100%
Network availability (excluding scheduled maintenance)	99%	99%	100%
Wireless network availability (excluding scheduled maintenance)	100%	100%	100%
Radios used for essential County services repaired or replaced in one day	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,572,817	1,541,200	1,769,357
SUPPLIES AND SERVICES	2,616,490	3,353,363	3,478,283
CAPITAL OUTLAY	57,227	7,160	4,500
Total Program Expenditures	4,246,534	4,901,723	5,252,140

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	19	0	0
Operating Revenue Sub-Total	19	0	0
CHARGES FOR SERVICES	4,747,419	4,640,898	5,058,862
INTEREST	80,199	76,000	34,673
MISCELLANEOUS	58,657	70,355	83,397
Special Programs Revenue Sub-Total	4,886,275	4,787,253	5,176,932
Net Operating Transfers In/(Out)	0	0	(18,866)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(991,623)	(113,179)	(350,035)
General Fund Support	351,863	227,649	444,109
Total Program Funding	4,246,534	4,901,723	5,252,140

Program Staffing (FTEs)	27.0	28.1	28.0
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Program Summary

Department: INFORMATION TECHNOLOGY

Program: INFORMATION TECHNOLOGY

Function

Provide a secure and cost effective platform for the processing and storage of the electronic information resources of Pima County. Provide technical support for mainframe 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 antennas, cellular telephone towers, 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Scheduled outages per year	9	12	12
Online system availability (excluding scheduled maintenance)	99%	99%	100%
PC repairs completed in 2 workdays	95%	96%	100%
Citizen complaints against cable companies resolved within two business days	96%	98%	100%
Application servers availability (excluding scheduled maintenance)	95%	98%	100%
County backbone availability (excluding scheduled maintenance)	99%	99%	100%
Internet availability (excluding scheduled maintenance)	99%	99%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	4,211,334	4,233,961	6,512,944
SUPPLIES AND SERVICES	2,002,733	1,963,047	1,960,510
CAPITAL OUTLAY	371,797	3,612	0
Total Program Expenditures	6,585,864	6,200,620	8,473,454

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	902,217	778,920	417,890
Operating Revenue Sub-Total	902,217	778,920	417,890

Program Summary

Department: INFORMATION TECHNOLOGY
 Program: INFORMATION TECHNOLOGY

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	5,683,647	5,421,700	8,055,564
Total Program Funding	<u>6,585,864</u>	<u>6,200,620</u>	<u>8,473,454</u>
<hr/>			
Program Staffing (FTEs)	110.0	101.6	100.0

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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Funds appropriated	\$1,547,200	\$374,743	\$199,743
Funds expended	\$1,530,444	\$374,743	\$199,743
New projects funded	5	0	0
Projects completed	4	1	3

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
SUPPLIES AND SERVICES	649,697	374,743	199,743
CAPITAL OUTLAY	880,747	0	0
Total Program Expenditures	1,530,444	374,743	199,743

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
INTEREST	30,414	0	0
Special Programs Revenue Sub-Total	30,414	0	0
Net Operating Transfers In/(Out)	1,547,200	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(47,170)	374,743	199,743
General Fund Support	0	0	0
Total Program Funding	1,530,444	374,743	199,743

Program Staffing (FTEs)	0.0	0.0	0.0
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Non Departmental

Expenditures: 170,973,946

Revenues: 73,729,385

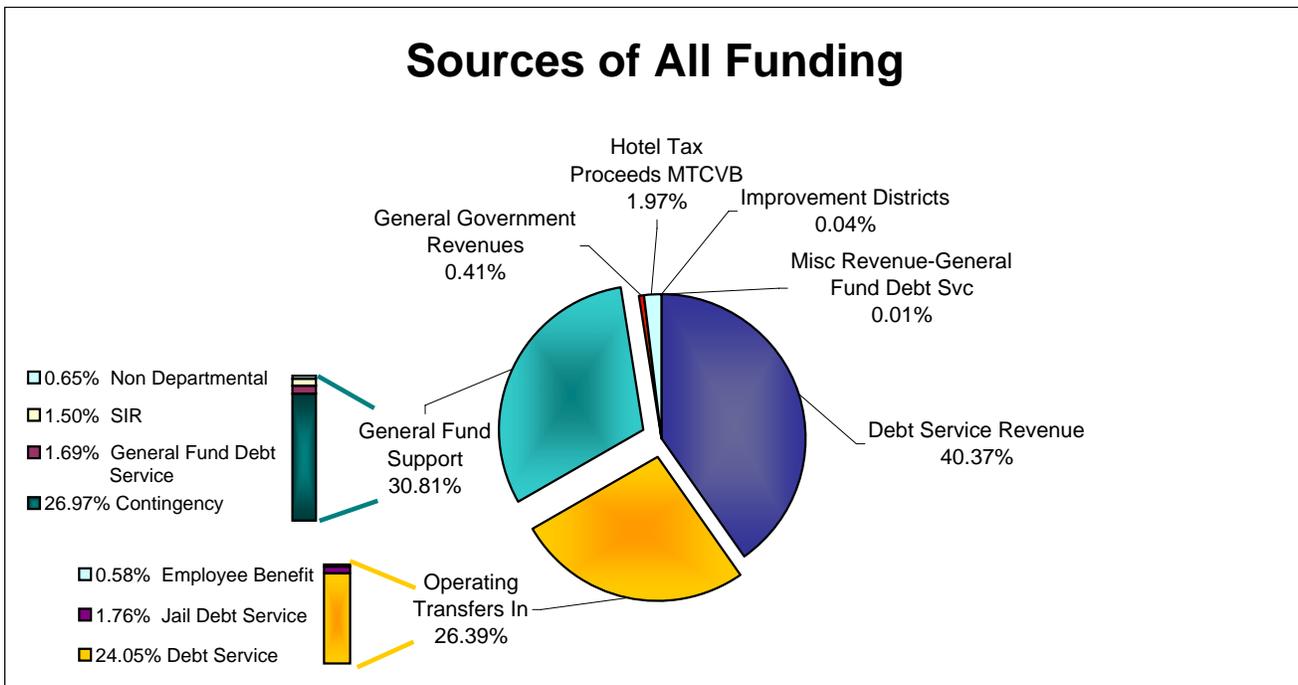
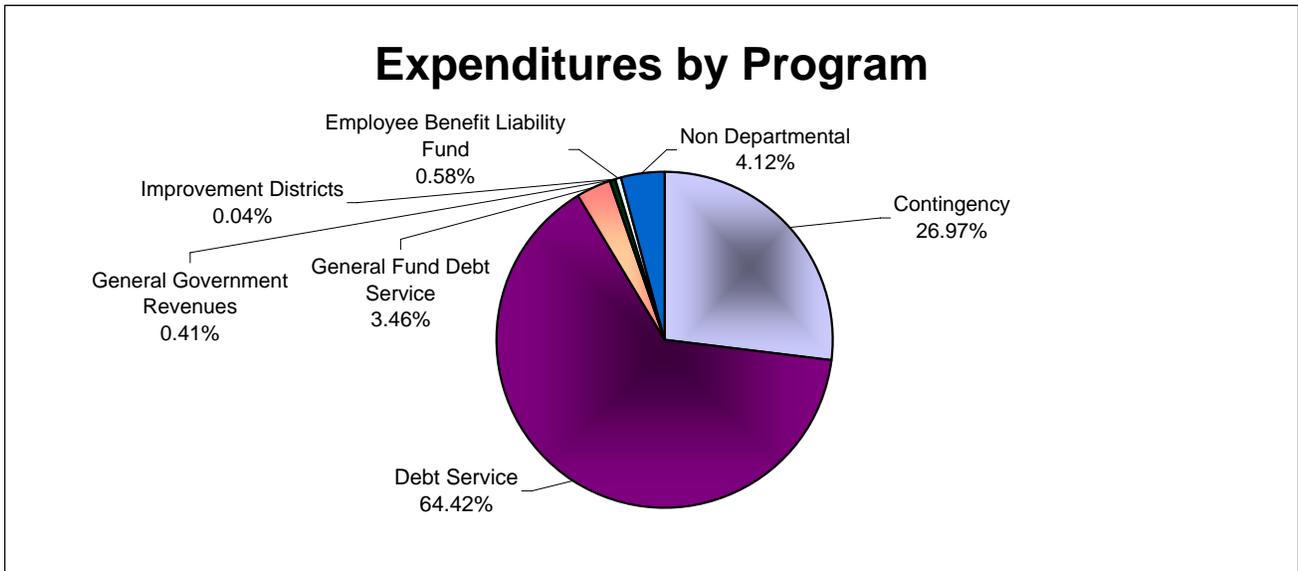
FTEs 0.0

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 \$515,364,989 with \$441,635,604 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$73,729,385, is the amount to be considered as departmental revenue.)

Mandates:

None



Department Summary by Program

Department: **NON DEPARTMENTAL**

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
CONTINGENCY	3,679,475	37,295,033	46,103,624
DEBT SERVICE	75,797,524	100,521,623	110,138,905
EMPLOYEE BENEFIT LIABILITY FUND	1,000,000	1,000,000	1,000,000
GENERAL FUND DEBT SERVICE	5,924,739	5,941,559	5,921,435
GENERAL GOVERNMENT REVENUES	2,667,062	705,000	705,000
IMPROVEMENT DISTRICTS	69,996	91,324	61,568
NON DEPARTMENTAL	6,776,183	8,545,552	7,043,414
Total Expenditures	95,914,979	154,100,091	170,973,946

Funding by Source

Revenues

CONTINGENCY	674,010	0	0
DEBT SERVICE	57,620,438	58,171,572	69,937,637
GENERAL FUND DEBT SERVICE	9,841	25,000	25,000
GENERAL GOVERNMENT REVENUES	428,060,315	444,340,661	441,635,604
IMPROVEMENT DISTRICTS	561,194	448,619	401,105
NON DEPARTMENTAL	4,107,552	4,374,791	3,365,643
Total Revenues	491,033,350	507,360,643	515,364,989
Net Operating Transfers In/(Out)	3,591,991	30,729,862	26,761,493
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(3,737,869)	6,011,663	(1,214,954)
General Fund Support	(394,972,493)	(390,002,077)	(369,937,582)
Total Program Funding	95,914,979	154,100,091	170,973,946

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 \$24,447,921.

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 2009/2010 County Administrator's Recommended Budget amount of \$795,524 for unreserved contingency was reduced by \$23,750 for additional Economic Development & Tourism Fund support for the Ajo Chamber of Commerce, resulting in a budgeted amount of \$771,774.

The Budget Stabilization Fund provides for the following expenditures:

Additional UPHH Support	\$	15,000,000
Solid Waste Operating Services		2,000,000
Development Services' Countywide Planning		2,000,000
Parks Reduction		739,796
Community Recession Contingency		396,397
Critical Path		375,000
Transportation Reduction		125,000
Total	\$	20,636,193

Carryovers from Fiscal Year 2008/09:

Justice Court Ajo - Painting & Repairs	\$	108,928
Finance - New Financial System		60,000
Kino Sports Complex - Swimming Pool Repairs		55,000
Community Services - Two Youth Programs		23,808
Total	\$	247,736

Program Performance Measures

	FY2007/2008 Actual	FY2008/2009 Estimated	FY2009/2010 Planned
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

Program Expenditures by Object

	FY2007/2008 Actual	FY2008/2009 Adopted	FY2009/2010 Adopted
PERSONAL SERVICES	880,796	0	0
SUPPLIES AND SERVICES	2,712,557	37,295,033	46,103,624
CAPITAL OUTLAY	86,122	0	0
Total Program Expenditures	3,679,475	37,295,033	46,103,624

Program Summary

Department: NON DEPARTMENTAL

Program: CONTINGENCY

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	387,736	0	0
MISCELLANEOUS	21,072	0	0
MEMO REVENUE	265	0	0
Operating Revenue Sub-Total	409,073	0	0
INTEREST	264,937	0	0
Special Programs Revenue Sub-Total	264,937	0	0
Net Operating Transfers In/(Out)	4,679,682	(8,600,000)	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	8,600,000	0
General Fund Support	(1,674,217)	37,295,033	46,103,624
Total Program Funding	3,679,475	37,295,033	46,103,624
<hr/>			
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 the Regional Flood Control District, 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
SUPPLIES AND SERVICES	75,797,524	100,521,623	110,138,905
Total Program Expenditures	75,797,524	100,521,623	110,138,905

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
TAXES	55,761,597	57,164,072	68,930,137
INTERGOVERNMENTAL	16,376	7,500	7,500
INTEREST	1,842,349	1,000,000	1,000,000
MISCELLANEOUS	116	0	0
Operating Revenue Sub-Total	57,620,438	58,171,572	69,937,637
Net Operating Transfers In/(Out)	22,623,757	44,581,093	41,114,825
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(4,446,671)	(2,231,042)	(913,557)
General Fund Support	0	0	0
Total Program Funding	75,797,524	100,521,623	110,138,905

<u>Program Staffing (FTEs)</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
	0.0	0.0	0.0

Program Summary

Department: NON DEPARTMENTAL

Program: EMPLOYEE BENEFIT LIABILITY FUND

Function

Provide a centralized account to fund employee benefit payoffs.

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Required employee payoffs funded	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 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	\$3,007,335	\$5,600	\$3,012,935
Bank of America Plaza/ Justice Building/Jackson Learning Center	\$2,908,500	--	\$2,908,500

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
SUPPLIES AND SERVICES	5,924,739	5,941,559	5,921,435
Total Program Expenditures	5,924,739	5,941,559	5,921,435

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
INTEREST	9,841	25,000	25,000
Operating Revenue Sub-Total	9,841	25,000	25,000
Net Operating Transfers In/(Out)	3,014,260	3,033,035	3,012,935
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,900,638	2,883,524	2,883,500
Total Program Funding	5,924,739	5,941,559	5,921,435

<u>Program Staffing (FTEs)</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
SUPPLIES AND SERVICES	2,667,062	705,000	705,000
Total Program Expenditures	2,667,062	705,000	705,000

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
TAXES	268,461,790	282,337,345	301,055,303
LICENSES & PERMITS	2,954,850	2,940,425	2,426,672
INTERGOVERNMENTAL	139,952,238	141,573,920	118,855,699
CHARGES FOR SERVICES	13,308,652	15,338,794	18,386,877
INTEREST	3,236,747	1,770,177	531,053
MISCELLANEOUS	146,038	380,000	380,000
Operating Revenue Sub-Total	428,060,315	444,340,661	441,635,604
Net Operating Transfers In/(Out)	(26,525,708)	(9,284,266)	(18,328,127)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(398,867,545)	(434,351,395)	(422,602,477)
Total Program Funding	2,667,062	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 to repay appropriate County departments for interfund loans.

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	78	0	0
SUPPLIES AND SERVICES	69,918	91,324	61,568
Total Program Expenditures	69,996	91,324	61,568

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
SPECIAL ASSESSMENT	555,844	448,619	401,105
INTEREST	5,350	0	0
Special Programs Revenue Sub-Total	561,194	448,619	401,105
Net Operating Transfers In/(Out)	(1,200,000)	0	(38,140)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	708,802	(357,295)	(301,397)
General Fund Support	0	0	0
Total Program Funding	69,996	91,324	61,568

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 \$3,365,643 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 \$91,935 and the U.S. Mexico Border Counties Coalition of \$12,608, and Lobbyist costs of \$42,700. Provide expenditure authority of \$181,250 for Special Projects, \$22,500 for Bond Oversight, \$759,351 for network infrastructure, and \$2,567,427 for the General Fund portion of self insurance costs.

Program Goals and Objectives

- Provide and account for all Non Departmental activities

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	0	1,143,631	0
SUPPLIES AND SERVICES	6,776,183	7,401,921	7,043,414
Total Program Expenditures	6,776,183	8,545,552	7,043,414

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
INTERGOVERNMENTAL	4,107,552	4,374,791	3,365,643
Operating Revenue Sub-Total	4,107,552	4,374,791	3,365,643
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,668,631	4,170,761	3,677,771
Total Program Funding	6,776,183	8,545,552	7,043,414

Program Staffing (FTEs)	0.0	0.0	0.0
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Procurement

Expenditures: 2,222,527

FTEs 31.8

Revenues: 6,000

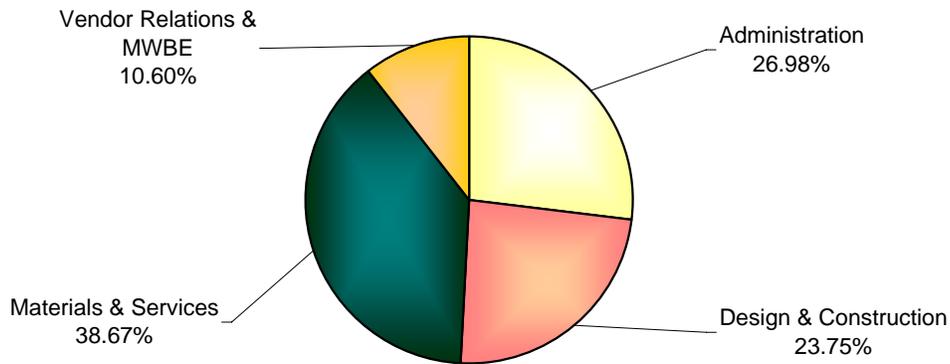
Function Statement:

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.

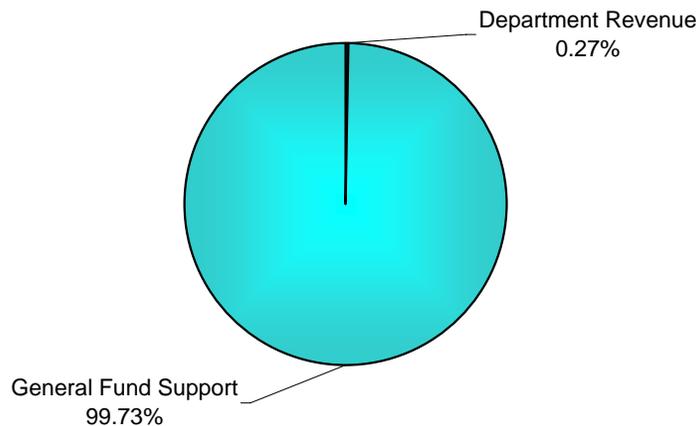
Mandates:

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

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: **PROCUREMENT**

Expenditures by Program	FY2007/2008 Actual	FY2008/2009 Adopted	FY2009/2010 Adopted
ADMINISTRATION	595,718	596,888	599,578
DESIGN & CONSTRUCTION	627,253	600,006	527,903
MATERIALS & SERVICES	927,105	840,868	859,506
VENDOR RELATIONS & MWBE	212,586	240,257	235,540
Total Expenditures	2,362,662	2,278,019	2,222,527

Funding by Source

Revenues

ADMINISTRATION	80	0	0
DESIGN & CONSTRUCTION	164	0	0
MATERIALS & SERVICES	14	0	0
VENDOR RELATIONS & MWBE	5,100	6,000	6,000

Total Revenues	5,358	6,000	6,000
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Net Operating Transfers In/(Out)	0	0	0
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Other Funding Sources	0	0	0
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Fund Balance Decrease/(Increase)	0	0	0
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General Fund Support	2,357,304	2,272,019	2,216,527
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Total Program Funding	2,362,662	2,278,019	2,222,527
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Staffing (FTEs) by Program

ADMINISTRATION	9.0	9.0	9.0
DESIGN & CONSTRUCTION	8.0	8.0	7.0
MATERIALS & SERVICES	13.0	11.5	11.8
VENDOR RELATIONS & MWBE	4.0	4.0	4.0

Total Staffing (FTEs)	34.0	32.5	31.8
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Program Summary

Department: PROCUREMENT

Program: ADMINISTRATION

Function

Administer all functions of the 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 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 program/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
- Generate rebates for PCards

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Program training sessions provided	28	10	10
PCard transactions reviewed	6,888	9,840	10,700
PCard rebate generated	\$17,298	\$54,102	\$75,197

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	581,555	577,934	576,210
SUPPLIES AND SERVICES	14,163	18,954	23,368
Total Program Expenditures	595,718	596,888	599,578

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	80	0	0
Operating Revenue Sub-Total	80	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	595,638	596,888	599,578
Total Program Funding	595,718	596,888	599,578

<u>Program Staffing (FTEs)</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
	9.0	9.0	9.0

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, Development Services, and Natural Resources, Parks and Recreation departments and the Regional Flood Control District. 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.

Program Goals and Objectives

- Improve cycle times for requisitions
- Provide project method selection training to departments
- Revise and update procedures

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Average requisition cycle time (days)	86	83	80
Project method selection training sessions provided	1	3	3
Procedures updated/improved	1	2	2

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	604,623	574,599	506,020
SUPPLIES AND SERVICES	22,630	25,407	21,883
Total Program Expenditures	627,253	600,006	527,903

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
MISCELLANEOUS	164	0	0
Operating Revenue Sub-Total	164	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	627,089	600,006	527,903
Total Program Funding	627,253	600,006	527,903

Program Staffing (FTEs)	8.0	8.0	7.0
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Program Summary

Department: PROCUREMENT
Program: MATERIALS & SERVICES

Function

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

Description of Services

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

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

Provide to all County departments formal training, guidance, and support regarding their procurement related responsibilities. Develop specifications which significantly impact costs and supplier performance and comply with procurement related law, policy, and procedures. Perform periodic audits of operating department procurement and purchasing activities and provide guidance regarding desirable corrective actions to department directors, heads, and elected officials. Develop procurement procedures and make recommendations to the County Administrator regarding procurement related processes and Administrative Procedures.

Program Goals and Objectives

- Improve service to client departments
- Reduce the number of requisitions greater than 90 days old
- Continue to receive national Procurement Agency awards

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Average requisitions more than 90 days old per week	2	1.8	1.7
National Procurement Agency awards received	2	3	2

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	881,882	788,528	825,652
SUPPLIES AND SERVICES	36,172	52,340	33,854
CAPITAL OUTLAY	9,051	0	0
Total Program Expenditures	927,105	840,868	859,506
Program Funding by Source			
Revenues			
MISCELLANEOUS	14	0	0
Operating Revenue Sub-Total	14	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	927,091	840,868	859,506
Total Program Funding	927,105	840,868	859,506

Program Staffing (FTEs)	13.0	11.5	11.8
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Program Summary

Department: PROCUREMENT

Program: VENDOR RELATIONS & MWBE

Function

Manage Pima County Vendor Relations, Minority/Women and Small Business Enterprise (MWBE/SBE), 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/SBE 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/SBE efforts.

Description of Services

MWBE/SBE Program: Provide MWBEs/SBEs 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/SBE participation. Set individual project goals. Attend pre-bid and pre-construction meetings to facilitate MWBE/SBE utilization and reporting on eligible projects. Evaluate MWBE/SBE 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/SBE businesses. Assist MWBE/SBE 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/SBE Compliance: Review all County projects with MWBE/SBE participation goals, and track prime contractor performance, payments, and program compliance as outlined in Ordinance 1997-44. Monitor payment and MWBE/SBE 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 MWBE/SBE local vendors in database
- Maintain MWBE/SBE vendor training programs provided
- Review projects for MWBE/SBE Goals
- Review projects for MWBE/SBE compliance
- Review Living Wage contracts
- Continue on-site Living Wage compliance visits
- Continue Pima County sponsored MWBE/SBE outreach activity
- Increase certified MWBE/SBE vendors
- Increase County vendors in database

Program Performance Measures	FY2007/2008 Actual	FY2008/2009 Estimated	FY2009/2010 Planned
Minority-owned vendors in database	234	300	400
Woman-owned vendors in database	463	540	600
MWBE/SBE vendor training programs	9	10	10
Projects reviewed for MWBE/SBE goals	44	35	40
Projects reviewed for MWBE/SBE compliance	34	24	30
Living Wage contracts reviewed	31	28	28
On-site Living Wage compliance visits	31	28	28
Pima County sponsored MWBE/SBE outreach activities	5	6	6
Certified MWBE/SBE vendors	150	200	250
County vendors in database	4,593	5,200	6,000

Program Expenditures by Object	FY2007/2008 Actual	FY2008/2009 Adopted	FY2009/2010 Adopted
PERSONAL SERVICES	197,334	223,951	219,679
SUPPLIES AND SERVICES	15,252	16,306	15,861
Total Program Expenditures	212,586	240,257	235,540

Program Summary

Department: **PROCUREMENT**

Program: **VENDOR RELATIONS & MWBE**

Program Funding by Source

Revenues			
MISCELLANEOUS	5,100	6,000	6,000
Operating Revenue Sub-Total	<u>5,100</u>	<u>6,000</u>	<u>6,000</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	207,486	234,257	229,540
Total Program Funding	<u><u>212,586</u></u>	<u><u>240,257</u></u>	<u><u>235,540</u></u>
<hr/>			
Program Staffing (FTEs)	4.0	4.0	4.0

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Recorder

Expenditures: 4,199,071

Revenues: 3,400,735

FTEs 50.3

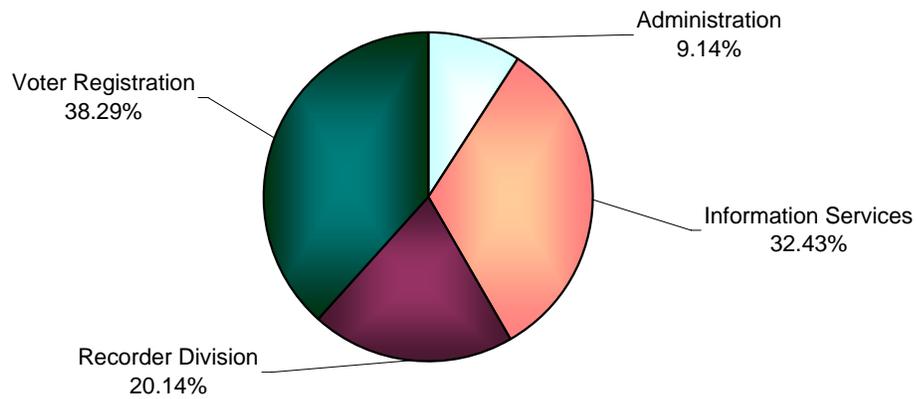
Function Statement:

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.

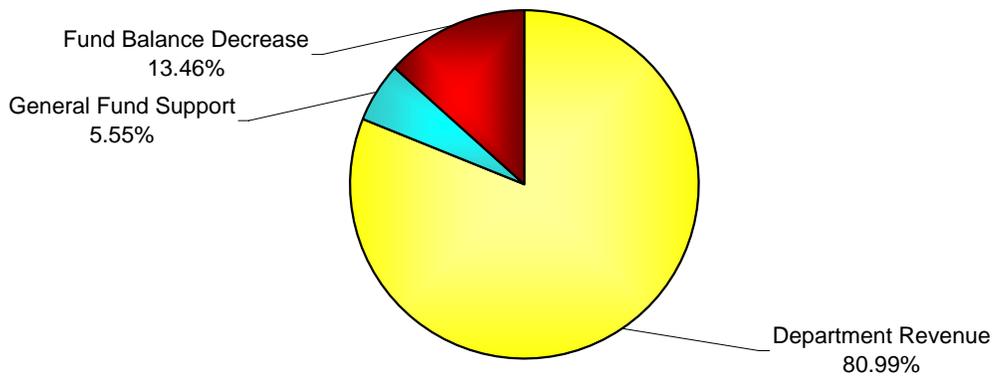
Mandates:

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	FY2007/2008 Actual	FY2008/2009 Adopted	FY2009/2010 Adopted
ADMINISTRATION	430,278	413,965	383,864
INFORMATION SERVICES	2,956,248	1,998,731	1,361,559
RECORDER DIVISION	838,111	995,593	845,494
VOTER REGISTRATION	1,359,880	2,781,470	1,608,154
Total Expenditures	5,584,517	6,189,759	4,199,071

Funding by Source

Revenues

INFORMATION SERVICES	1,206,751	1,110,900	796,375
RECORDER DIVISION	2,279,335	2,505,500	1,905,000
VOTER REGISTRATION	332,169	42,500	699,360
Total Revenues	3,818,255	3,658,900	3,400,735
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,749,497	887,831	565,184
General Fund Support	16,765	1,643,028	233,152
Total Program Funding	5,584,517	6,189,759	4,199,071

Staffing (FTEs) by Program

ADMINISTRATION	6.0	4.0	4.0
INFORMATION SERVICES	10.0	10.0	10.5
RECORDER DIVISION	20.0	21.0	17.0
VOTER REGISTRATION	21.0	32.0	18.8
Total Staffing (FTEs)	57.0	67.0	50.3

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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
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%
All supplies and materials purchased so that there is no downtime due to a shortage	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	426,212	405,365	375,864
SUPPLIES AND SERVICES	4,066	8,600	8,000
Total Program Expenditures	430,278	413,965	383,864

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 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	430,278	413,965	383,864
Total Program Funding	430,278	413,965	383,864

<u>Program Staffing (FTEs)</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Program Staffing (FTEs)	6.0	4.0	4.0

Program Summary

Department: RECORDER
Program: INFORMATION SERVICES

Function

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

Description of Services

Update and maintain the 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. Modify existing recording system to upgrade programming language and database system to allow for digitization of all documents recorded in Pima County. Provide for system security including off site backup of all data and prevention of unauthorized access to records and confidential information.

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
- Complete modification of database and computer programming language modernization project to allow for full electronic retrieval of all documents recorded in Pima County by 2012

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Computer system uptime	100%	99%	100%
Computer programs upgraded within 1 year after release of new version	75%	85%	95%
Voter registration program modified as required by statute or jurisdiction prior to next election	100%	100%	100%
Computer system maintained and upgraded for most efficient operations possible	75%	85%	95%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	466,273	604,931	596,309
SUPPLIES AND SERVICES	1,810,832	1,351,300	707,500
CAPITAL OUTLAY	679,143	42,500	57,750
Total Program Expenditures	2,956,248	1,998,731	1,361,559

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	7,314	0	0
CHARGES FOR SERVICES	957,248	960,900	750,875
INTEREST	222,816	150,000	45,500
MISCELLANEOUS	19,373	0	0
Special Programs Revenue Sub-Total	1,206,751	1,110,900	796,375
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,749,497	887,831	565,184
General Fund Support	0	0	0
Total Program Funding	2,956,248	1,998,731	1,361,559

Program Staffing (FTEs)	10.0	10.0	10.5
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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
- Complete cashiering close out daily with no overage/shortage
- Process all documents completely through the mailroom and return within 10 work days
- Assist members of public visiting public access area within an average of 5 minutes

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Documents recorded day of receipt	100%	100%	100%
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Pages microfilmed and digitized	1,421,323	925,000	1,000,000
All documents returned by mail/private courier	100%	100%	100%
Days to process document and return to originator	10	9	10
Customers served within 5 minutes	100%	100%	100%
Accuracy rate for recorded documents	94%	96%	100%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	671,141	735,443	649,074
SUPPLIES AND SERVICES	165,620	260,150	196,420
CAPITAL OUTLAY	1,350	0	0
Total Program Expenditures	838,111	995,593	845,494

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	2,077,703	2,300,000	1,745,000
MISCELLANEOUS	201,632	205,500	160,000
Operating Revenue Sub-Total	2,279,335	2,505,500	1,905,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(1,441,224)	(1,509,907)	(1,059,506)
Total Program Funding	838,111	995,593	845,494

Program Staffing (FTEs)	20.0	21.0	17.0
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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 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>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Voter registration affidavits processed	174,700	195,000	175,000
Political parties satisfied with service	100%	100%	100%
Ballots issued, mailed, and validated within statutory requirements	82,000	500,000	110,000

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	750,296	1,079,258	693,714
SUPPLIES AND SERVICES	609,584	1,702,212	914,440
Total Program Expenditures	1,359,880	2,781,470	1,608,154

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
INTERGOVERNMENTAL	141,812	0	0
CHARGES FOR SERVICES	190,272	42,500	515,000
MISCELLANEOUS	85	0	0
Operating Revenue Sub-Total	332,169	42,500	515,000
INTERGOVERNMENTAL	0	0	184,360
Special Programs Revenue Sub-Total	0	0	184,360
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,027,711	2,738,970	908,794
Total Program Funding	1,359,880	2,781,470	1,608,154

<u>Program Staffing (FTEs)</u>	<u>21.0</u>	<u>32.0</u>	<u>18.8</u>

Treasurer

Expenditures: 3,010,251

FTEs 40.0

Revenues: 97,650

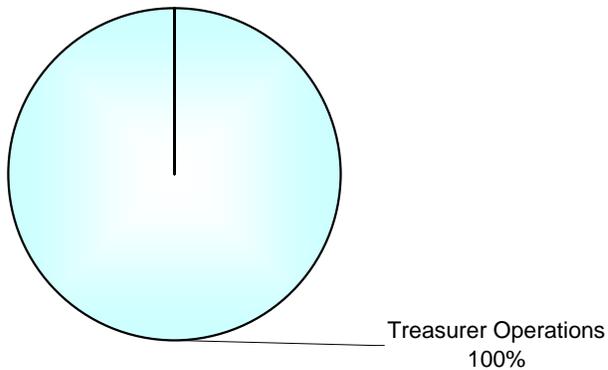
Function Statement:

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

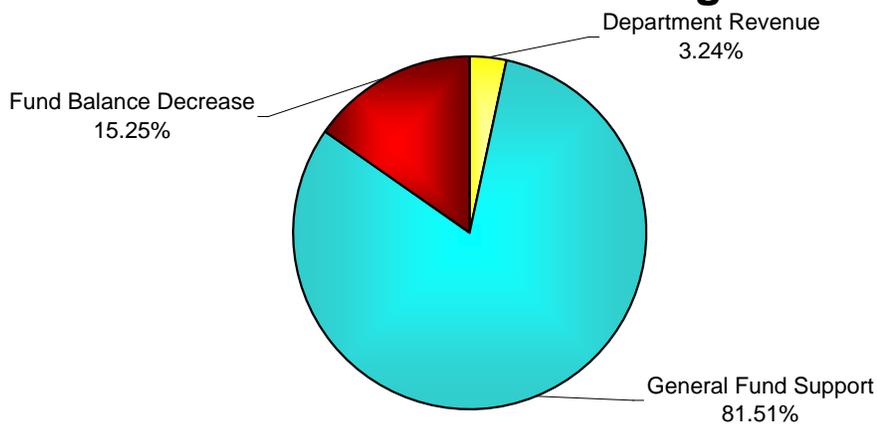
Mandates:

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**

<u>Expenditures by Program</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
TREASURER OPERATIONS	2,342,331	2,998,140	3,010,251
Total Expenditures	2,342,331	2,998,140	3,010,251
<u>Funding by Source</u>			
Revenues			
TREASURER OPERATIONS	125,110	108,150	97,650
Total Revenues	125,110	108,150	97,650
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(3,425)	376,300	459,000
General Fund Support	2,220,646	2,513,690	2,453,601
Total Program Funding	2,342,331	2,998,140	3,010,251
<u>Staffing (FTEs) by Program</u>			
TREASURER OPERATIONS	41.0	40.0	40.0
Total Staffing (FTEs)	41.0	40.0	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

<u>Program Performance Measures</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Estimated</u>	<u>FY2009/2010 Planned</u>
Days not compliant with 3 day tax payment processing	14	12	12
Months meeting or exceeding investment benchmarks	12	10	12
Percent completed of tax collection system	40%	50%	95%

<u>Program Expenditures by Object</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
PERSONAL SERVICES	1,845,795	2,063,607	2,054,974
SUPPLIES AND SERVICES	353,475	580,933	571,977
CAPITAL OUTLAY	143,061	353,600	383,300
Total Program Expenditures	2,342,331	2,998,140	3,010,251

<u>Program Funding by Source</u>	<u>FY2007/2008 Actual</u>	<u>FY2008/2009 Adopted</u>	<u>FY2009/2010 Adopted</u>
Revenues			
CHARGES FOR SERVICES	33	150	150
MISCELLANEOUS	92	0	0
Operating Revenue Sub-Total	125	150	150
CHARGES FOR SERVICES	52,190	45,000	45,000
INTEREST	23,116	18,000	2,500
MISCELLANEOUS	49,679	45,000	50,000
Special Programs Revenue Sub-Total	124,985	108,000	97,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(3,425)	376,300	459,000
General Fund Support	2,220,646	2,513,690	2,453,601
Total Program Funding	2,342,331	2,998,140	3,010,251

<u>Program Staffing (FTEs)</u>	<u>41.0</u>	<u>40.0</u>	<u>40.0</u>

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