

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	1,441,026			1,441,026
ASSESSOR STATUTORY MANDATES	6,920,809			6,920,809
TOTAL ASSESSOR	8,361,835			8,361,835
<u>BOARD OF SUPERVISORS</u>				
BOARD OF SUPERVISORS	1,887,300			1,887,300
TOTAL BOARD OF SUPERVISORS	1,887,300			1,887,300
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	706,202			706,202
DOCUMENT & MICROGRAPHIC MGMT	538,146			538,146
TOTAL CLERK OF THE BOARD	1,244,348			1,244,348
<u>COUNTY ADMINISTRATOR</u>				
COUNTY ADMINISTRATOR	1,797,318			1,797,318
FACILITIES RENEWAL FUND		2,615,000		2,615,000
TOTAL COUNTY ADMINISTRATOR	1,797,318	2,615,000		4,412,318
<u>ELECTIONS</u>				
ELECTIONS	5,924,092	1,173,291		7,097,383
TOTAL ELECTIONS	5,924,092	1,173,291		7,097,383
<u>FINANCE & RISK MANAGEMENT</u>				
ADMINISTRATION	497,419			497,419
BUDGET	1,402,747			1,402,747
DEPARTMENTAL ANALYSIS	233,538			233,538
FINANCIAL CONTROL & REPORTING	1,059,786			1,059,786
FINANCIAL MANAGEMENT & AUDIT	453,037			453,037
FINANCIAL OPERATIONS	1,820,966			1,820,966
GRANTS MANAGEMENT	556,065			556,065
REVENUE MANAGEMENT	529,909	59,818		589,727
TOTAL FINANCE & RISK MANAGEMENT	6,553,467	59,818		6,613,285
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	2,699,355	39,320		2,738,675
TOTAL FORENSIC SCIENCE CENTER	2,699,355	39,320		2,738,675
<u>HUMAN RESOURCES</u>				
BENEFITS/WELLNESS/REPORTS AND RECORDS	902,368			902,368
COMP/CLASSIFICATION/DEPT HR OPERATIONS	401,760			401,760
RECRUITMENT/EMPLOYMENT RIGHTS	991,587			991,587
STAFF SERVICES	370,122			370,122
TOTAL HUMAN RESOURCES	2,665,837			2,665,837
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	9,131,314			9,131,314
IT ENHANCEMENT		1,930,000		1,930,000
TOTAL INFORMATION TECHNOLOGY	9,131,314	1,930,000		11,061,314

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	43,038,552	22,354,490		65,393,042
DEBT SERVICE			106,277,555	106,277,555
EMPLOYEE BENEFIT LIABILITY FUND		1,000,000		1,000,000
GENERAL FUND DEBT SERVICE	5,918,285			5,918,285
GENERAL GOVERNMENT REVENUES	705,000			705,000
IMPROVEMENT DISTRICTS		28,705		28,705
NON DEPARTMENTAL	13,187,962			13,187,962
TOTAL NON DEPARTMENTAL	62,849,799	23,383,195	106,277,555	192,510,549
<u>PROCUREMENT</u>				
ADMINISTRATION	508,250			508,250
DESIGN & CONSTRUCTION	525,203			525,203
MATERIALS & SERVICES	856,447			856,447
VENDOR RELATIONS & M/W/SBE PROGRAM	234,251			234,251
TOTAL PROCUREMENT	2,124,151			2,124,151
<u>RECORDER</u>				
ADMINISTRATION	409,655			409,655
INFORMATION SERVICES		1,315,285		1,315,285
RECORDER DIVISION	724,603			724,603
VOTER REGISTRATION	2,073,428	190,000		2,263,428
TOTAL RECORDER	3,207,686	1,505,285		4,712,971
<u>TREASURER</u>				
TREASURER OPERATIONS	2,443,691	611,547		3,055,238
TOTAL TREASURER	2,443,691	611,547		3,055,238
TOTAL COUNTY ADMINISTRATION	110,890,193	31,317,456	106,277,555	248,485,204
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				20,436,398
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				4,850,064
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				25,286,462

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	3,000			3,000
TOTAL ASSESSOR	3,000			3,000
<u>CLERK OF THE BOARD</u>				
ADMINISTRATION/MANAGEMENT	2,100			2,100
TOTAL CLERK OF THE BOARD	2,100			2,100
<u>COUNTY ADMINISTRATOR</u>				
FACILITIES RENEWAL FUND		3,020,254		3,020,254
TOTAL COUNTY ADMINISTRATOR		3,020,254		3,020,254
<u>ELECTIONS</u>				
ELECTIONS	1,235,000	1,154,291		2,389,291
TOTAL ELECTIONS	1,235,000	1,154,291		2,389,291
<u>FINANCE & RISK MANAGEMENT</u>				
FINANCIAL OPERATIONS	21,600			21,600
TOTAL FINANCE & RISK MANAGEMENT	21,600			21,600
<u>FORENSIC SCIENCE CENTER</u>				
FORENSIC SCIENCE CENTER	997,500	100		997,600
TOTAL FORENSIC SCIENCE CENTER	997,500	100		997,600
<u>HUMAN RESOURCES</u>				
BENEFITS/WELLNESS/REPORTS AND RECORDS	1,500			1,500
TOTAL HUMAN RESOURCES	1,500			1,500
<u>INFORMATION TECHNOLOGY</u>				
INFORMATION TECHNOLOGY	417,812			417,812
TOTAL INFORMATION TECHNOLOGY	417,812			417,812
<u>NON DEPARTMENTAL</u>				
DEBT SERVICE			69,778,801	69,778,801
GENERAL FUND DEBT SERVICE	25,000			25,000
GENERAL GOVERNMENT REVENUES	433,847,518			433,847,518
IMPROVEMENT DISTRICTS		303,619		303,619
NON DEPARTMENTAL	2,565,463			2,565,463
TOTAL NON DEPARTMENTAL	436,437,981	303,619	69,778,801	506,520,401
<u>PROCUREMENT</u>				
DESIGN & CONSTRUCTION	3,000			3,000
TOTAL PROCUREMENT	3,000			3,000
<u>RECORDER</u>				
INFORMATION SERVICES		896,600		896,600
RECORDER DIVISION	1,952,575			1,952,575
VOTER REGISTRATION	103,790	187,360		291,150
TOTAL RECORDER	2,056,365	1,083,960		3,140,325

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	107,500		107,650
TOTAL TREASURER	150	107,500		107,650
TOTAL COUNTY ADMINISTRATION	441,176,008	5,669,724	69,778,801	516,624,533
INTERNAL SERVICE FUNDS -- INFORMATIONAL PURPOSES ONLY				
<u>FINANCE & RISK MANAGEMENT</u>				
RISK MANAGEMENT				21,989,725
<u>INFORMATION TECHNOLOGY</u>				
COMMUNICATIONS				4,528,529
TOTAL INTERNAL SERVICE - COUNTY ADMINISTRATION				26,518,254

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>COUNTY ADMINISTRATION</u>	
<u>ASSESSOR</u>	
ADMINISTRATION	26.0
ASSESSOR STATUTORY MANDATES	134.5
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	9.0
TOTAL CLERK OF THE BOARD	<u>16.0</u>
<u>COUNTY ADMINISTRATOR</u>	
COUNTY ADMINISTRATOR	17.8
TOTAL COUNTY ADMINISTRATOR	<u>17.8</u>
<u>ELECTIONS</u>	
ELECTIONS	16.0
TOTAL ELECTIONS	<u>16.0</u>
<u>FINANCE & RISK MANAGEMENT</u>	
ADMINISTRATION	8.5
BUDGET	14.5
DEPARTMENTAL ANALYSIS	31.5
FINANCIAL CONTROL & REPORTING	20.0
FINANCIAL MANAGEMENT & AUDIT	17.0
FINANCIAL OPERATIONS	34.6
FINANCIAL SERVICES - PHS	38.0
GRANTS MANAGEMENT	24.0
REVENUE MANAGEMENT	24.0
RISK MANAGEMENT	24.5
TOTAL FINANCE & RISK MANAGEMENT	<u>236.6</u>
<u>FORENSIC SCIENCE CENTER</u>	
FORENSIC SCIENCE CENTER	27.0
TOTAL FORENSIC SCIENCE CENTER	<u>27.0</u>
<u>HUMAN RESOURCES</u>	
BENEFITS/WELLNESS/REPORTS AND RECORDS	15.3
COMP/CLASSIFICATION/DEPT HR OPERATIONS	17.2
RECRUITMENT/EMPLOYMENT RIGHTS	12.2
STAFF SERVICES	6.4
TOTAL HUMAN RESOURCES	<u>51.1</u>

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area/Super Department/Programs</u>	<u>FTEs</u>
<u>INFORMATION TECHNOLOGY</u>	
COMMUNICATIONS	23.0
INFORMATION TECHNOLOGY	177.0
TOTAL INFORMATION TECHNOLOGY	<u>200.0</u>
<u>PROCUREMENT</u>	
ADMINISTRATION	8.0
DESIGN & CONSTRUCTION	7.0
MATERIALS & SERVICES	11.8
VENDOR RELATIONS & M/W/SBE PROGRAM	4.0
TOTAL PROCUREMENT	<u>30.8</u>
<u>RECORDER</u>	
ADMINISTRATION	4.0
INFORMATION SERVICES	10.5
RECORDER DIVISION	16.8
VOTER REGISTRATION	30.5
TOTAL RECORDER	<u>61.8</u>
<u>TREASURER</u>	
TREASURER OPERATIONS	38.6
TOTAL TREASURER	<u>38.6</u>
TOTAL COUNTY ADMINISTRATION	<u><u>880.2</u></u>

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

Assessor

Expenditures: 8,361,835

Revenues: 3,000

FTEs 160.5

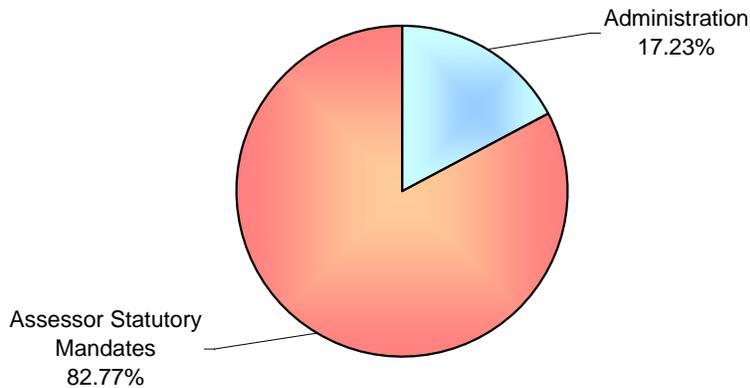
Function Statement:

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.

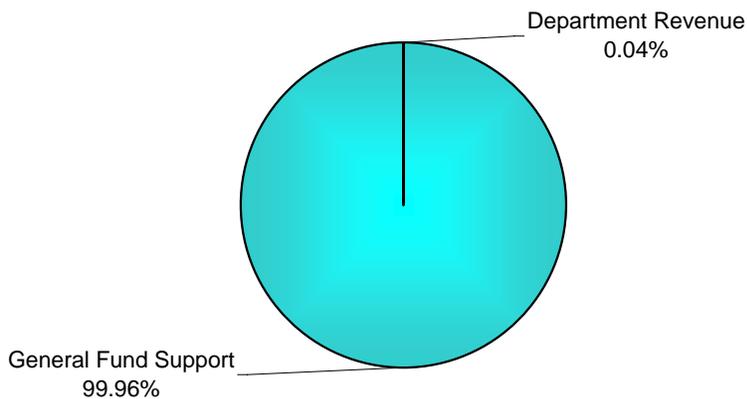
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ASSESSOR

<u>Expenditures by Program</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
ADMINISTRATION	1,663,125	1,165,720	1,441,026
ASSESSOR STATUTORY MANDATES	6,688,427	7,243,784	6,920,809
Total Expenditures	8,351,552	8,409,504	8,361,835
<u>Funding by Source</u>			
Revenues			
ADMINISTRATION	2,938	6,000	3,000
ASSESSOR STATUTORY MANDATES	3,425	0	0
Total Revenues	6,363	6,000	3,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	8,345,189	8,403,504	8,358,835
Total Program Funding	8,351,552	8,409,504	8,361,835
<u>Staffing (FTEs) by Program</u>			
ADMINISTRATION	22.0	22.0	26.0
ASSESSOR STATUTORY MANDATES	138.5	138.5	134.5
Total Staffing (FTEs)	160.5	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. Administer, direct, and manage County personnel policies and procedures. Provide personnel and payroll services. Budget and monitor the use of public funds. Monitor procurement and operational services. Manage and direct information systems administration. Develop electronic methods to enhance processing of tabular and graphic data.

Program Goals and Objectives

- Ensure the proper and timely performance of all functions mandated to the Assessor by law
- Maintain a local area network system with current technologies

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
ARS Title 42 statutory mandates met	yes	yes	yes
Computer systems maintained and upgraded for most efficient operations possible	no	no	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,325,345	815,732	1,098,364
SUPPLIES AND SERVICES	314,469	339,988	332,662
CAPITAL OUTLAY	23,311	10,000	10,000
Total Program Expenditures	1,663,125	1,165,720	1,441,026

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
MISCELLANEOUS	2,938	6,000	3,000
Operating Revenue Sub-Total	2,938	6,000	3,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,660,187	1,159,720	1,438,026
Total Program Funding	1,663,125	1,165,720	1,441,026

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
	22.0	22.0	26.0

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. List, locate, value, and classify new construction and additions to both 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. Defend established values during the Administrative Appeal, Notice of Error, and Notice of Change processes. 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.

Program Goals and Objectives

- Comply with statutory mandates
 - . Transmit personal property valuations to the county treasurer by August 25
 - . Mail personal property notices of value by August 30
 - . Rule on each petition for administrative review of personal property valuation or classification within twenty days after it is filed
 - . Identify real property subject to taxation by December 15
 - . Complete the assessment roll, attach the assessor's certificate, and deliver the certified roll and all assessment lists from which the roll was compiled to the clerk of the board of supervisors by December 20
 - . Determine the full cash value of such property by January 1
 - . Transmit and certify to the property tax oversight commission and to the governing bodies of political subdivisions or districts in the county the values that are required to compute the levy limit by February 10
 - . Determine the limited property value of school districts and transmit the values to the county school superintendent by February 10
 - . Transmit to the staff of the joint legislative budget committee and to the governor's office of strategic planning and budgeting the values required to compute the truth in taxation rates by February 10
 - . Notify each purchaser or owner of record of real property's full cash value and the limited property value, if applicable, to be used for assessment purposes by March 1
 - . Process and respond to Exemption and Legislative Freeze requests
 - . Consider and rule on each petition for assessor review of improper real property valuation or classification by August 15

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Personal and real property valuations determined	yes	yes	yes
Taxpayers provided with notice of values for all personal and real property	yes	yes	yes
Assessment roll and lists prepared and delivered	yes	yes	yes
Values for levy limits, school districts, and truth in taxation rates prepared and transmitted	yes	yes	yes
Percent of responses made to Exemption and Legislative Freeze requests	100%	100%	100%
Percent of responses made to Administrative Appeals, Notices of Errors, and Notices of Claim	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	6,041,726	6,697,408	6,393,565
SUPPLIES AND SERVICES	639,982	546,376	527,244
CAPITAL OUTLAY	6,719	0	0
Total Program Expenditures	6,688,427	7,243,784	6,920,809

Program Funding by Source

Revenues			
MISCELLANEOUS	3,425	0	0
Operating Revenue Sub-Total	3,425	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	6,685,002	7,243,784	6,920,809
Total Program Funding	6,688,427	7,243,784	6,920,809

Program Staffing (FTEs)	138.5	138.5	134.5
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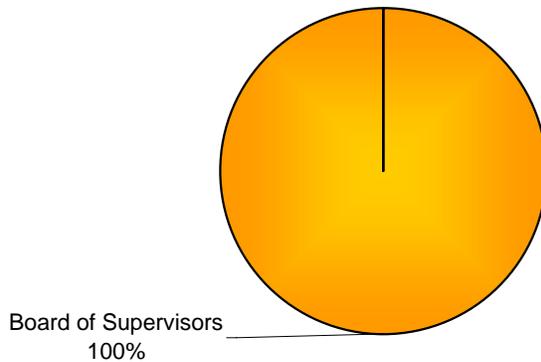
Board of Supervisors

Expenditures: 1,887,300 **Revenues:** 0
FTEs 24.0

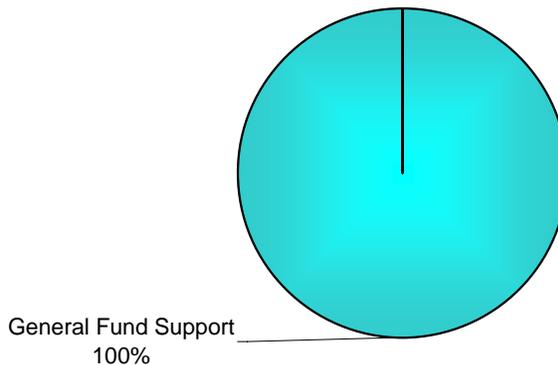
Function Statement: Fulfill the duties and responsibilities set forth in Arizona Revised Statutes. Fund and maintain public health and safety. Lay out, maintain, and manage roads and bridges within the County. Provide health care and legal services to the indigent population of the County. Supervise 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
BOARD OF SUPERVISORS	1,728,566	1,881,096	1,887,300
Total Expenditures	1,728,566	1,881,096	1,887,300
<u>Funding by Source</u>			
Revenues			
BOARD OF SUPERVISORS	140	0	0
Total Revenues	140	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	1,728,426	1,881,096	1,887,300
Total Program Funding	1,728,566	1,881,096	1,887,300
<u>Staffing (FTEs) by Program</u>			
BOARD OF SUPERVISORS	23.7	24.0	24.0
Total Staffing (FTEs)	23.7	24.0	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

- Adopt a balanced budget
- Manage growth in a way that provides maximum benefits to residents, minimizes future taxes, and achieves community and environmental goals
 - . Maintain a General Fund reserve at a minimum of five percent of General Fund Revenues
- Make economic development more effective, accountable, and regional
 - . Continue supporting Tucson Regional Economic Opportunities (TREO)/Job Path
 - . 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Meetings required by statute held on time	yes	yes	yes
Balanced budget adopted	yes	yes	yes
Primary tax rate	\$3.3913	\$3.3133	\$3.3133
Neutral primary tax levy as defined by Truth in Taxation statute adopted	yes	no	yes
General Fund reserve as a percentage of General Fund revenues	7.4%	10.9%	5.1%
County funding support for TREO/Job Path	\$910,812	\$792,1114	\$644,130
County funding provided for graffiti abatement	yes	yes	yes
Section 10 Permit obtained	no	no	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,600,749	1,723,396	1,673,814
SUPPLIES AND SERVICES	127,817	157,700	213,486
Total Program Expenditures	1,728,566	1,881,096	1,887,300

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
MISCELLANEOUS	140	0	0
Operating Revenue Sub-Total	140	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	1,728,426	1,881,096	1,887,300
Total Program Funding	1,728,566	1,881,096	1,887,300

Program Staffing (FTEs)	23.7	24.0	24.0
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Clerk of the Board

Expenditures: 1,244,348

Revenues: 2,100

FTEs 16.0

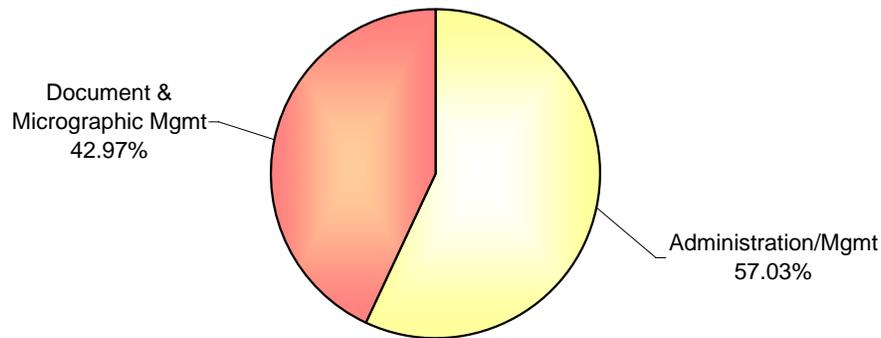
Function Statement:

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.

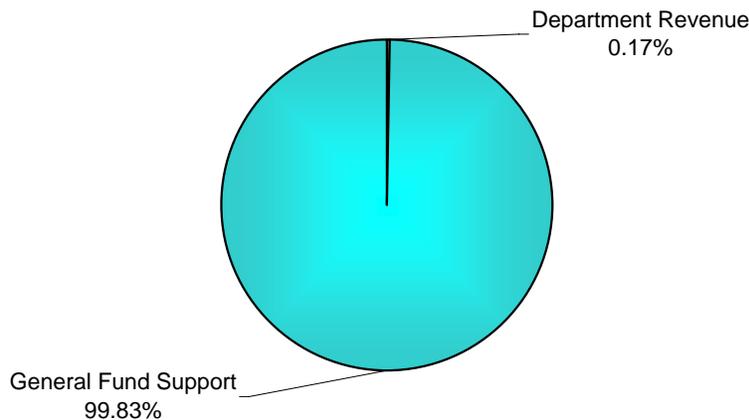
Mandates:

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
ADMINISTRATION/MANAGEMENT	622,027	678,601	706,202
DOCUMENT & MICROGRAPHIC MGMT	540,839	577,400	538,146
Total Expenditures	1,162,866	1,256,001	1,244,348

Funding by Source

Revenues

ADMINISTRATION/MANAGEMENT	3,767	2,300	2,100
Total Revenues	3,767	2,300	2,100
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,159,099	1,253,701	1,242,248
Total Program Funding	1,162,866	1,256,001	1,244,348

Staffing (FTEs) by Program

ADMINISTRATION/MANAGEMENT	8.0	7.0	7.0
DOCUMENT & MICROGRAPHIC MGMT	10.0	10.0	9.0
Total Staffing (FTEs)	18.0	17.0	16.0

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. Provide for the publication of 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Statutory duties met	yes	yes	yes
DMS applications developed	20%	20%	40%
Electronic documents migrated to DMS	0%	0%	25%
Microfilmed records converted to searchable text files	35%	35%	40%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	492,843	462,239	482,152
SUPPLIES AND SERVICES	129,184	216,362	224,050
Total Program Expenditures	622,027	678,601	706,202

Program Funding by Source

<u>Revenues</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
INTERGOVERNMENTAL	2,675	2,000	2,000
CHARGES FOR SERVICES	274	300	100
MISCELLANEOUS	818	0	0
Operating Revenue Sub-Total	3,767	2,300	2,100
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	618,260	676,301	704,102
Total Program Funding	622,027	678,601	706,202

Program Staffing (FTEs)	8.0	7.0	7.0
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Program Summary

Department: CLERK OF THE BOARD

Program: DOCUMENT & MICROGRAPHIC MGMT

Function

Provide an efficient and effective Pima County Records Management Program in accordance with Arizona Revised Statute 41-1346 and Board of 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. Coordinate department migration of records into the Document Management System. 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

- Continue to reduce storage of long term paper records by preserving records on microfilm or digital image
- Continue the permanent record microfilm projects
- Reduce micrographic supply costs by providing working copies to departments in a digital format

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Reduction in paper records stored	3.0%	3.0%	3.5%
Permanent record microfilm projects	10	11	15
Reduction in micrographic supply costs due to imaging	n/a	n/a	2.9%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	497,024	499,230	456,412
SUPPLIES AND SERVICES	42,159	78,170	81,734
CAPITAL OUTLAY	1,656	0	0
Total Program Expenditures	540,839	577,400	538,146

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	540,839	577,400	538,146
Total Program Funding	540,839	577,400	538,146

<u>Program Staffing (FTEs)</u>	10.0	10.0	9.0
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County Administrator

Expenditures: 4,412,318

FTEs 17.8

Revenues: 3,020,254

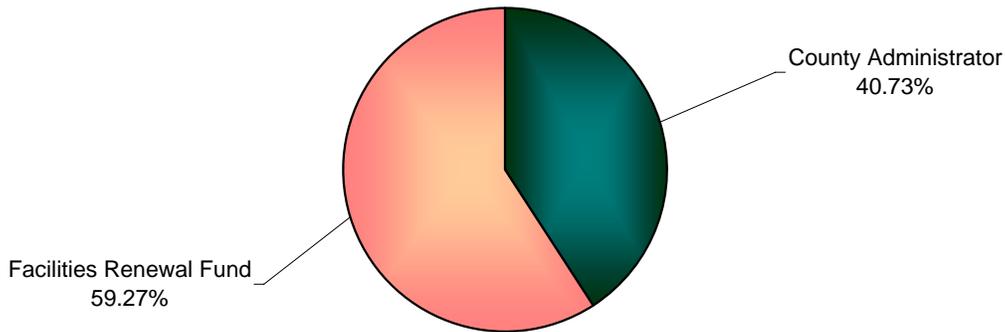
Function Statement:

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.

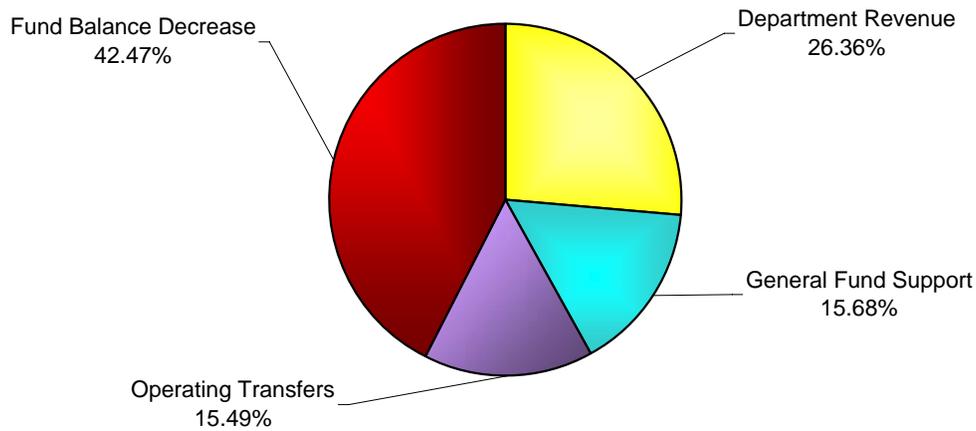
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: COUNTY ADMINISTRATOR

<u>Expenditures by Program</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
COUNTY ADMINISTRATOR	1,464,747	1,819,672	1,797,318
FACILITIES RENEWAL FUND	391,426	1,159,735	2,615,000
Total Expenditures	1,856,173	2,979,407	4,412,318
<u>Funding by Source</u>			
Revenues			
COUNTY ADMINISTRATOR	10,941	0	0
FACILITIES RENEWAL FUND	144,824	2,785,421	3,020,254
Total Revenues	155,765	2,785,421	3,020,254
Net Operating Transfers In/(Out)	1,335,412	(1,306,795)	(5,272,085)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(1,115,824)	(318,891)	4,866,831
General Fund Support	1,480,820	1,819,672	1,797,318
Total Program Funding	1,856,173	2,979,407	4,412,318
<u>Staffing (FTEs) by Program</u>			
COUNTY ADMINISTRATOR	14.8	17.8	17.8
Total Staffing (FTEs)	14.8	17.8	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
 - . Complete mandated reports
 - . Review department budget requests and submit recommendations to the Board of Supervisors
- Preserve open space and public lands in order to maintain the sensitive desert environment
 - . Continue the acquisition of open space

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes
Department budget requests reviewed	yes	yes	yes
Natural area acres acquired as part of the Conservation Acquisition Program	26,400	4,050	100

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,368,379	1,496,782	1,501,083
SUPPLIES AND SERVICES	96,368	322,890	296,235
Total Program Expenditures	1,464,747	1,819,672	1,797,318

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	5	0	0
MISCELLANEOUS	52	0	0
Operating Revenue Sub-Total	57	0	0
INTEREST	10,234	0	0
Special Programs Revenue Sub-Total	10,234	0	0
INTERGOVERNMENTAL	120	0	0
INTEREST	530	0	0
Grant Revenue Sub-Total	650	0	0
Net Operating Transfers In/(Out)	(1,867,149)	(80,000)	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,840,135	80,000	0
General Fund Support	1,480,820	1,819,672	1,797,318
Total Program Funding	1,464,747	1,819,672	1,797,318

<u>Program Staffing (FTEs)</u>	<u>14.8</u>	<u>17.8</u>	<u>17.8</u>

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Facilities renewal approval plan completed	yes	yes	yes
Facilities repair/improvement projects completed	3	3	5

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	34,663	0	0
SUPPLIES AND SERVICES	356,763	1,159,735	2,615,000
Total Program Expenditures	391,426	1,159,735	2,615,000

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
INTERGOVERNMENTAL	58,000	0	0
INTEREST	77,104	0	0
MISCELLANEOUS	9,720	2,785,421	3,020,254
Special Programs Revenue Sub-Total	144,824	2,785,421	3,020,254
Net Operating Transfers In/(Out)	3,202,561	(1,226,795)	(5,272,085)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(2,955,959)	(398,891)	4,866,831
General Fund Support	0	0	0
Total Program Funding	391,426	1,159,735	2,615,000

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

Supplemental Packages Approved

Natural Resources, Parks & Recreation Supplemental Package G - Ballfield Lighting Replacement Program - is associated with this program. The package requested a total of \$1,100,000 of expenditures for capital. Actual funding of this package provides \$1,775,000 to replace ballfield lighting systems in various County parks.

Elections

Expenditures: 7,097,383

Revenues: 2,389,291

FTEs 16.0

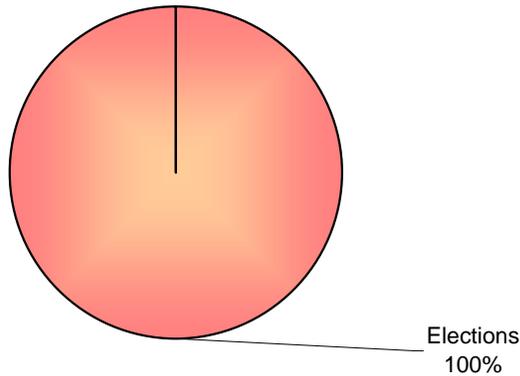
Function Statement:

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 reprecincting and redistricting as required by the Board of Supervisors. Conduct community outreach to the Native American community. Provide assistance to ensure compliance with the Americans with Disabilities Act and the Voting Rights Act.

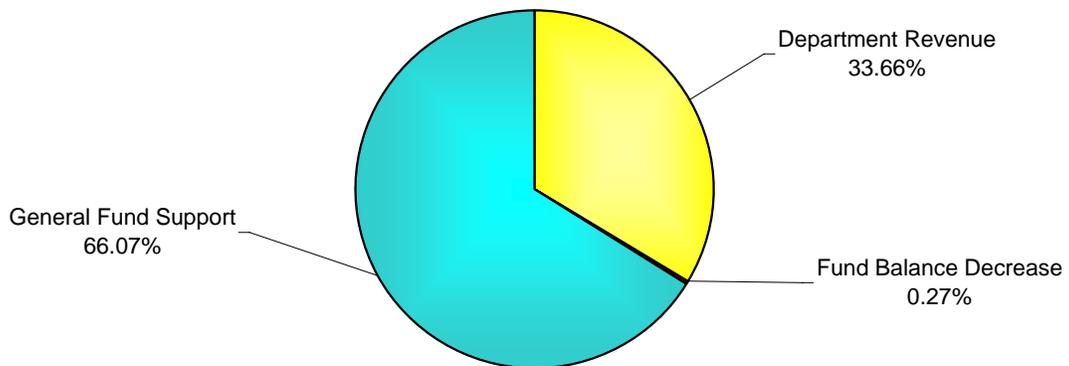
Mandates:

ARS Title 16: Elections and Electors

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: ELECTIONS

<u>Expenditures by Program</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
ELECTIONS	5,051,902	2,646,271	7,097,383
Total Expenditures	5,051,902	2,646,271	7,097,383
<u>Funding by Source</u>			
Revenues			
ELECTIONS	1,244,173	1,366,091	2,389,291
Total Revenues	1,244,173	1,366,091	2,389,291
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	19,000
General Fund Support	3,807,729	1,280,180	4,689,092
Total Program Funding	5,051,902	2,646,271	7,097,383
<u>Staffing (FTEs) by Program</u>			
ELECTIONS	18.0	17.0	16.0
Total Staffing (FTEs)	18.0	17.0	16.0

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 redistricting as required by the Board of Supervisors (BOS). Conduct community outreach and assistance to ensure compliance with the Americans with Disabilities Act (ADA) 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 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
Criminal history checks performed on prospective employees	no	yes	yes
Elections software systems, programs, and databases independently tested and verified	yes	yes	yes
All voted, spoiled, and blank ballots tracked and logged	yes	yes	yes
Twice the required number of precincts ballots hand-counted to verify computer tabulation	yes	yes	yes
Election databases released immediately after the BOS canvasses an official election	yes	yes	yes
Monthly meetings with political party chairpersons held	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	2,810,829	1,027,203	2,894,371
SUPPLIES AND SERVICES	2,226,979	1,592,068	3,074,812
CAPITAL OUTLAY	14,094	27,000	1,128,200
Total Program Expenditures	5,051,902	2,646,271	7,097,383

Program Funding by Source

Revenues			
INTERGOVERNMENTAL	1,236,646	206,800	1,230,000
CHARGES FOR SERVICES	5,917	5,000	5,000
MISCELLANEOUS	1,610	0	0
Operating Revenue Sub-Total	1,244,173	211,800	1,235,000
INTERGOVERNMENTAL	0	1,154,291	1,154,291
Grant Revenue Sub-Total	0	1,154,291	1,154,291
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	19,000
General Fund Support	3,807,729	1,280,180	4,689,092
Total Program Funding	5,051,902	2,646,271	7,097,383

Program Staffing (FTEs)	18.0	17.0	16.0
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Finance & Risk Management

Expenditures: 27,049,683

FTEs 236.6

Revenues: 22,011,325

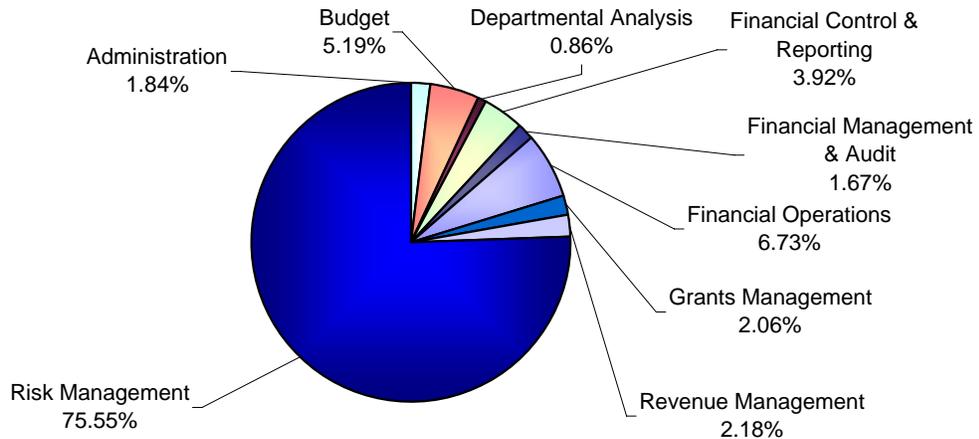
Function Statement:

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

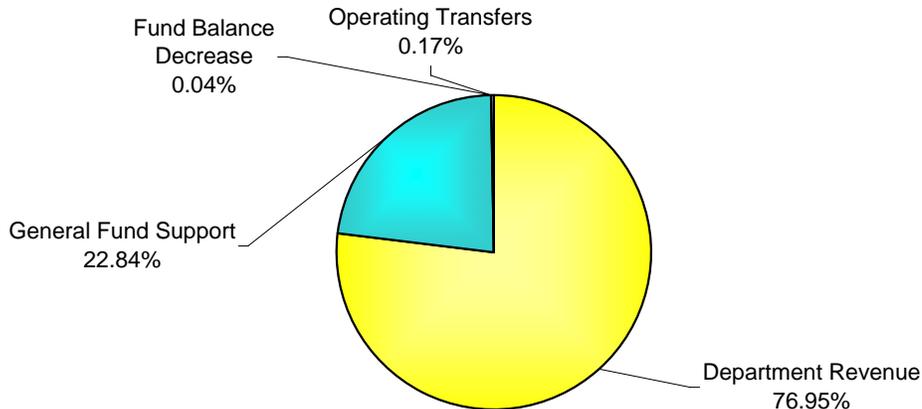
Mandates:

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	FY2008/2009 Actual	FY2009/2010 Adopted	FY2010/2011 Adopted
ADMINISTRATION	726,397	926,385	497,419
BUDGET	1,382,512	1,475,895	1,402,747
DEPARTMENTAL ANALYSIS	0	0	233,538
FINANCIAL CONTROL & REPORTING	1,401,345	1,351,951	1,059,786
FINANCIAL MANAGEMENT & AUDIT	827,422	873,185	453,037
FINANCIAL OPERATIONS	1,920,656	1,804,208	1,820,966
GRANTS MANAGEMENT	0	0	556,065
REVENUE MANAGEMENT	50,110	50,000	589,727
RISK MANAGEMENT	20,804,846	19,820,862	20,436,398
SYSTEMS	1,137,795	1,173,988	0
Total Expenditures	28,251,083	27,476,474	27,049,683

Funding by Source

Revenues

FINANCIAL CONTROL & REPORTING	50	0	0
FINANCIAL MANAGEMENT & AUDIT	(5,834)	0	0
FINANCIAL OPERATIONS	174,946	92,400	21,600
REVENUE MANAGEMENT	1,375	0	0
RISK MANAGEMENT	18,468,315	19,582,328	21,989,725
SYSTEMS	50	0	0
Total Revenues	18,638,902	19,674,728	22,011,325
Net Operating Transfers In/(Out)	(775,000)	50,000	49,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	3,160,266	238,534	(1,542,509)
General Fund Support	7,226,915	7,513,212	6,531,867
Total Program Funding	28,251,083	27,476,474	27,049,683

Staffing (FTEs) by Program

ADMINISTRATION	7.8	9.0	8.5
BUDGET	14.0	14.0	14.5
DEPARTMENTAL ANALYSIS	0.0	0.0	31.5
FINANCIAL CONTROL & REPORTING	22.0	20.9	20.0
FINANCIAL MANAGEMENT & AUDIT	12.0	12.0	17.0
FINANCIAL OPERATIONS	33.0	31.0	34.6
FINANCIAL SERVICES - PHS	0.0	0.0	38.0
GRANTS MANAGEMENT	0.0	0.0	24.0
REVENUE MANAGEMENT	0.0	0.0	24.0
RISK MANAGEMENT	24.0	24.5	24.5
SYSTEMS	13.1	12.1	0.0
Total Staffing (FTEs)	125.9	123.5	236.6

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

Process payroll and accounts payable, collect delinquent receivables, monitor cash position for all County departments, administer the County's long term debt, perform internal audits, and prepare internal and external financial reports. Coordinate and monitor County budgets. Coordinate mail services. Monitor risk factors affecting finances and work force.

Program Goals and Objectives

- Respond promptly to requests from the Board of Supervisors, County Administrator, and departments for financial information
 - . Complete special reports, investigations, and analyses as directed by the County Administrator
- Enhance the County's financial stability
 - . Ensure department expenditures do not exceed funding sources
 - . Prepare debt packages for the underwriters to obtain the most advantageous interest rate possible for bonds, Water Infrastructure Finance Authority (WIFA) loans, and improvement district bonds
 - . Maintain the County's average AA Bond Rating
- Provide timely, accurate, and reliable financial information to the Board of Supervisors, County Administrator, department directors, and the public
 - . Disseminate information through the use of the Internet and Intranet
 - . Make annual budgets, comprehensive annual financial reports, single audit reports, selected department financial statements, loan agreements, and other reports and information easily available by posting on the Internet
 - . Make critical procedures easily available to departments by posting on the County Intranet
- Install integrated Countywide program for asset management, procurement, and work order management

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Special reports/analyses/investigations completed	2	2	3
Debt packages prepared	4	4	2
Average Fitch Pima County Bond Rating	n/a	AA	AA
Financial information and reports available on Internet	yes	yes	yes
Critical procedures available on Internet	yes	yes	yes
Budgeted timelines for installation of Countywide system met	n/a	n/a	95%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	674,634	815,030	377,901
SUPPLIES AND SERVICES	49,496	91,355	108,578
CAPITAL OUTLAY	2,267	20,000	10,940
Total Program Expenditures	726,397	926,385	497,419

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	726,397	926,385	497,419
Total Program Funding	726,397	926,385	497,419

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
	7.8	9.0	8.5

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, and prepare budgets for road maintenance and street lighting improvement districts. 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Budget schedules/books produced by due dates	yes	yes	yes
GFOA review criteria rating of proficient/outstanding	83 of 93	89 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	8	17
Taxpayer complaints received re: telephone hotline	0	0	0
FYE projection vs CAFR actual (General Fund)	< 0.8%	<1.2%	<1.0%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,111,182	1,082,605	1,035,719
SUPPLIES AND SERVICES	271,330	393,290	367,028
Total Program Expenditures	1,382,512	1,475,895	1,402,747

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	1,382,512	1,475,895	1,402,747
Total Program Funding	1,382,512	1,475,895	1,402,747

Program Staffing (FTEs)	14.0	14.0	14.5
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: DEPARTMENTAL ANALYSIS

Function

Provide accounting, budgeting, and analysis services to County departments that do not report to elected officials.

Description of Services

Analyze revenue and expenditures compared to the adopted budget and assist the departments with budget variance explanations. Assist with cash, revenue, and expenditure projections. Provide monthly and periodic reports to assist department management in planning and control. Assist the departments with the Synergen Work Management system.

Program Goals and Objectives

- Provide timely, accurate, and reliable information and reports to department management and other users
 - . Complete department planning and control reports on time
 - . Perform special projects as requested
 - . Submit annual budget requests by due date
 - . Submit monthly projections by due date
- Answer all requests for assistance with Synergen within one hour

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Percent of department planning and control reports completed on time	n/a	95%	100%
Special projects completed	n/a	5	7
Percent of annual budget requests submitted by due date	n/a	n/a	100%
Percent of monthly projections submitted by due date	n/a	98%	100%
Percent of requests for assistance with Synergen answered within one hour	n/a	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	0	0	193,736
SUPPLIES AND SERVICES	0	0	29,002
CAPITAL OUTLAY	0	0	10,800
Total Program Expenditures	0	0	233,538
<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	0	0	233,538
Total Program Funding	0	0	233,538
Program Staffing (FTEs)	0.0	0.0	31.5

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 financial and compliance audits.

Description of Services

Monitor financial activity of County funds and departments. Prepare, monitor and/or review interim and year-end financial statements for Regional Wastewater Reclamation Department, Development Services, Stadium District, Self Insurance Trust Fund, School Reserve Fund, and all accruals necessary for issuing financial statements in the Comprehensive Annual Financial Report (CAFR). Ensure all County financial statements are in compliance with U.S. generally accepted accounting principles (GAAP). Monitor implementation of all Governmental Accounting Standards Board (GASB) pronouncements. Prepare various schedules and calculations in support of the production of all audited financial statements, including the 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, 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.

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
- . Complete Wastewater Reclamation, Development Services, Stadium District, Local Transportation Assistance Fund II, and Risk Management audits by 10/31
- Ensure all County financial statements are in compliance with GAAP
- Issue two indirect cost allocations for internal use and for use by federal grants

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
GFOA financial reporting award received	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
GASB 54 implemented in FY 10/11 Adopted Budget	n/a	n/a	yes
Quarterly financial statements issued for Wastewater Reclamation, Development Services, and Risk Management	yes	yes	yes
County financial statements in compliance with GAAP	n/a	yes	yes
Indirect cost allocations deadline met	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,349,677	1,322,709	1,015,874
SUPPLIES AND SERVICES	51,668	29,242	43,912
Total Program Expenditures	1,401,345	1,351,951	1,059,786

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
MISCELLANEOUS	50	0	0
Operating Revenue Sub-Total	50	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	1,401,295	1,351,951	1,059,786
Total Program Funding	1,401,345	1,351,951	1,059,786

Program Staffing (FTEs)	22.0	20.9	20.0
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: FINANCIAL MANAGEMENT & AUDIT

Function

Perform centralized cash analysis function for County departments. Review, analyze and report Capital Improvement Program activity and ensure that internal control processes are in place and functioning.

Description of Services

Review and analyze County cash position; review, analyze and report all Capital Improvement Program activity; 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
- Prepare the Annual Bond Update Reports for the Bond Advisory Committee

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Departmental cash flow analyses prepared	18	20	20
High risk audits completed	10	10	5
Annual Bond Update Reports prepared	2	2	2

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	814,100	823,116	408,447
SUPPLIES AND SERVICES	13,322	50,069	34,590
CAPITAL OUTLAY	0	0	10,000
Total Program Expenditures	827,422	873,185	453,037

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
INTERGOVERNMENTAL	2,353	0	0
MISCELLANEOUS	(8,187)	0	0
Operating Revenue Sub-Total	(5,834)	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	833,256	873,185	453,037
Total Program Funding	827,422	873,185	453,037

<u>Program Staffing (FTEs)</u>	<u>12.0</u>	<u>12.0</u>	<u>17.0</u>

Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: FINANCIAL OPERATIONS

Function

Perform centralized payment functions of payroll and accounts payable. Provide relevant, accurate financial data to customers on a timely basis to ensure 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. Maintain county records according to County Retention Schedule.

Program Goals and Objectives

- Provide excellent customer service to vendors, public and employees
- Provide accurate and timely payment information to vendors and employees
- 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Invoices processed within 7-10 working days	95%	95%	95%
1099s mailed by statutory due date	yes	yes	yes
County payroll and expense warrants processed timely and accurately	yes	yes	yes
Records maintained within assigned retention schedules	yes	yes	yes
Employees paid in accordance with federal timelines	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,733,787	1,632,802	1,666,254
SUPPLIES AND SERVICES	186,869	171,406	146,712
CAPITAL OUTLAY	0	0	8,000
Total Program Expenditures	1,920,656	1,804,208	1,820,966

Program Funding by Source

Revenues			
MISCELLANEOUS	174,946	92,400	21,600
Operating Revenue Sub-Total	174,946	92,400	21,600
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	1,745,710	1,711,808	1,799,366
Total Program Funding	1,920,656	1,804,208	1,820,966

Program Staffing (FTEs)	33.0	31.0	34.6
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: FINANCIAL SERVICES - PHS

Function

Provide accounting and claims processing services to Pima Health System & Services (PHS).

Description of Services

Provide monthly financial statements, quarterly Arizona Health Care Cost Containment System (AHCCS) financial reports, annual financial audit, daily claims processing, revenue and expenditure projections, and periodic analysis as requested.

(Note: Personnel providing financial services to PHS occupy Finance Department positions, however all costs are transferred to PHS.)

Program Goals and Objectives

- Provide accurate and timely reports that assist with the operational management of PHS
- Prepare financial budget and projections
- Prepare monthly financial statements

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Monthly financial statements completed timely	n/a	95%	100%
AHCCCS quarterly financial reports submitted	n/a	4	4
Special reports and analysis prepared	n/a	5	5

Program Funding by Source

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	0	0	0
Total Program Funding	0	0	0

Program Staffing (FTEs)	0.0	0.0	38.0
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: GRANTS MANAGEMENT

Function

Plan, organize, and manage the financial and compliance elements of Pima County's grants.

Description of Services

Provide grant acquisition consultation, grant financial processing and administration, grant compliance facilitation, and grant technical support across Pima County's special revenue and general fund departments.

Program Goals and Objectives

- Protect the interests of Pima County through centralized management of grant financial and compliance requirements
 - . Assure adequate fiscal and compliance resources and controls are incorporated in grant proposals by providing technical support and acquisition consultation
 - . Assure full compliance with grant fiscal requirements by providing grant financial administration functions (accounting, cash flow management, expense monitoring, record keeping, reporting, fiscal closeout)
 - . Assure grant compliance by responding to audits, monitoring corrective action plans, assuring purchasing compliance, assuring regulatory and reporting compliance, and completing sub-recipient monitoring
 - . 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
- Reduce grant negative cash flow

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Grant technical consultations completed	n/a	20	60
Audits completed	n/a	4	12
Sub-recipients monitored	n/a	8	50
SEFA deadline met	n/a	yes	yes
Grant negative cash flow reduction	n/a	3%	3%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	0	0	527,428
SUPPLIES AND SERVICES	0	0	28,637
Total Program Expenditures	0	0	556,065

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	0	0	556,065
Total Program Funding	0	0	556,065

Program Staffing (FTEs)	0.0	0.0	24.0
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Program Summary

Department: FINANCE & RISK MANAGEMENT

Program: REVENUE MANAGEMENT

Function

Establish accounts receivables, manage, collect, and account for debts owed to Pima County for a variety of services.

Description of Services

Establish accounts receivable and billing. Account for receivables and distribute collected funds. Provide for collection and enforcement of delinquent accounts. Manage revenue contracts. Provide formation services and fiscal monitoring of all phases of the Improvement District process.

Program Goals and Objectives

- Develop and implement new strategies to reduce outstanding accounts receivable balances and increase collections by 2% per year
- Implement innovation where feasible to increase speed and accuracy of receipt posting

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Collections increase	2%	2%	2%
Average number of days to credit revenue to appropriate department	10 days	10 days	3 days

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	48,794	50,000	542,072
SUPPLIES AND SERVICES	1,316	0	34,155
CAPITAL OUTLAY	0	0	13,500
Total Program Expenditures	50,110	50,000	589,727

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
Operating Revenue Sub-Total	0	0	0
CHARGES FOR SERVICES	500	0	0
INTEREST	875	0	0
Special Programs Revenue Sub-Total	1,375	0	0
Net Operating Transfers In/(Out)	50,000	50,000	49,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(1,265)	0	10,818
General Fund Support	0	0	529,909
Total Program Funding	50,110	50,000	589,727

Program Staffing (FTEs)	0.0	0.0	24.0
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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 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. Provide medical surveillance to County departments and employees.

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
- 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Insurance procured before renewal date	n/a	yes	yes
Safety audits conducted for County departments	n/a	35	35
Statement of Values updated annually	n/a	yes	yes
Liability claim form sent within 3 business days of request	n/a	95%	95%
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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,953,771	2,364,223	2,390,368
SUPPLIES AND SERVICES	18,883,564	17,456,639	18,046,030
CAPITAL OUTLAY	(32,489)	0	0
Total Program Expenditures	20,804,846	19,820,862	20,436,398

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	17,718,383	19,346,928	21,272,325
INTEREST	451,079	215,000	700,000
MISCELLANEOUS	298,853	20,400	17,400
Special Programs Revenue Sub-Total	18,468,315	19,582,328	21,989,725
Net Operating Transfers In/(Out)	(825,000)	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	3,161,531	238,534	(1,553,327)
General Fund Support	0	0	0
Total Program Funding	20,804,846	19,820,862	20,436,398

Program Staffing (FTEs)	24.0	24.5	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.

(Note: During fiscal year 2009/10 the Financial Systems function and personnel were transferred from Finance to Information Technology. Information here is presented for historical purposes only.)

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Number of jobs ending unexepectedly or with unexpected results	16	n/a	n/a
Projects completed on time	45%	n/a	n/a
Responses made to Help Desk requests within 1 hour	90%	n/a	n/a
Help Desk requests completed within 1 business day	74%	n/a	n/a
Material findings in IT Audit	yes	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	798,673	843,849	0
SUPPLIES AND SERVICES	339,122	328,139	0
CAPITAL OUTLAY	0	2,000	0
Total Program Expenditures	1,137,795	1,173,988	0

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	50	0	0
Operating Revenue Sub-Total	50	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	1,137,745	1,173,988	0
Total Program Funding	1,137,795	1,173,988	0

Program Staffing (FTEs)	13.1	12.1	0.0
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Forensic Science Center

Expenditures: 2,738,675

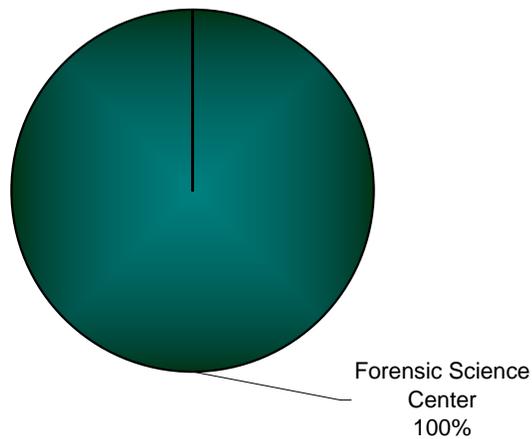
FTEs 27.0

Revenues: 997,600

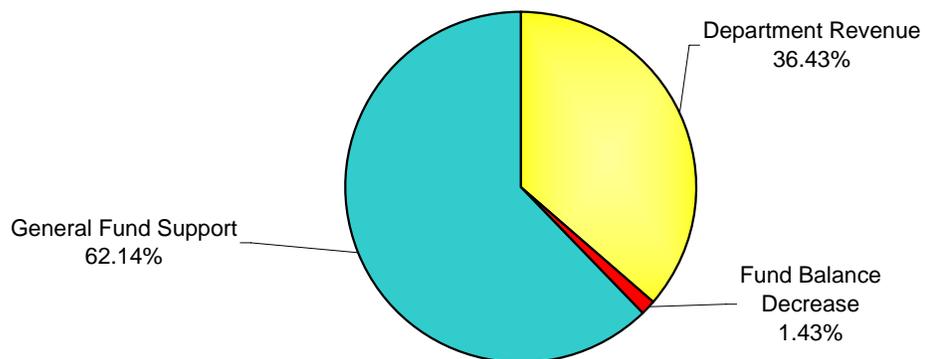
Function Statement: Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
FORENSIC SCIENCE CENTER	2,807,329	2,816,313	2,738,675
Total Expenditures	2,807,329	2,816,313	2,738,675
<u>Funding by Source</u>			
Revenues			
FORENSIC SCIENCE CENTER	1,270,355	1,204,000	997,600
Total Revenues	1,270,355	1,204,000	997,600
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	36,755	107,900	39,220
General Fund Support	1,500,219	1,504,413	1,701,855
Total Program Funding	2,807,329	2,816,313	2,738,675
<u>Staffing (FTEs) by Program</u>			
FORENSIC SCIENCE CENTER	29.0	27.0	27.0
Total Staffing (FTEs)	29.0	27.0	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 60% of requests to remove bodies within 60-90 minutes
 - . Complete at least 80% of cremation authorizations within 2 days
 - . Prepare a minimum of 75% 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Requests to remove bodies responded to within 60-90 minutes	70%	60%	60%
Cremation authorization completed within 2 days	75%	75%	80%
Reports prepared within 3-4 weeks	70%	70%	75%
Respond to outside personnel, families, etc. within 2 days	80%	80%	85%
Autopsies per pathologist	205	205	205

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	2,340,222	2,319,156	2,316,522
SUPPLIES AND SERVICES	461,466	493,157	418,149
CAPITAL OUTLAY	5,641	4,000	4,004
Total Program Expenditures	2,807,329	2,816,313	2,738,675

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
INTERGOVERNMENTAL	3,614	0	0
CHARGES FOR SERVICES	1,260,595	1,198,300	993,200
INTEREST	416	0	0
MISCELLANEOUS	2,836	3,500	4,300
Operating Revenue Sub-Total	1,267,461	1,201,800	997,500
INTEREST	2,894	2,200	100
Grant Revenue Sub-Total	2,894	2,200	100
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	36,755	107,900	39,220
General Fund Support	1,500,219	1,504,413	1,701,855
Total Program Funding	2,807,329	2,816,313	2,738,675

<u>Program Staffing (FTEs)</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
	29.0	27.0	27.0

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Human Resources

Expenditures: 2,665,837

Revenues: 1,500

FTEs 51.1

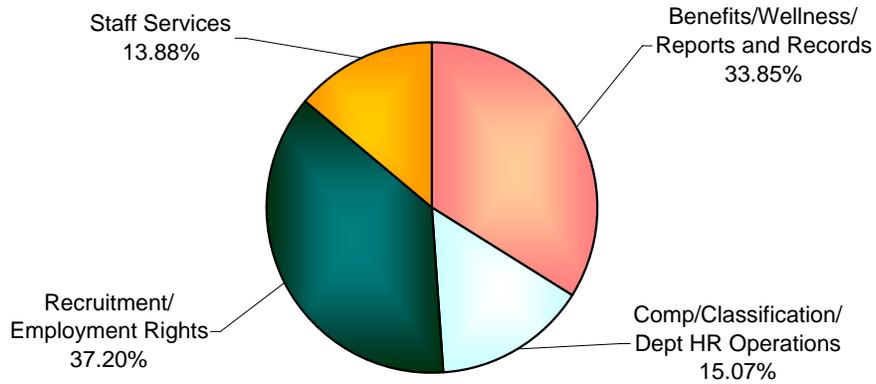
Function Statement:

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, personnel records management, and federal, state, and local labor reporting.

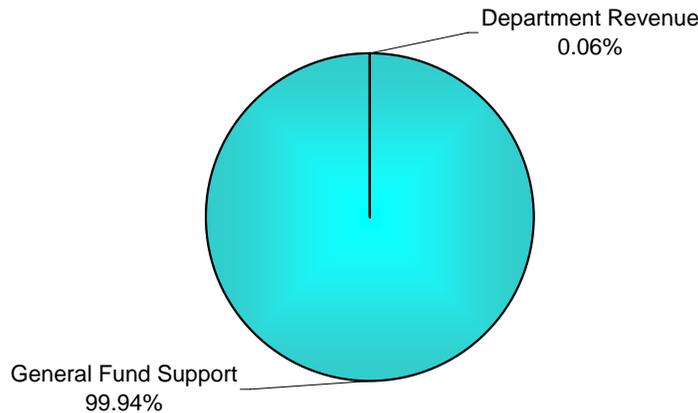
Mandates:

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
BENEFITS/WELLNESS/REPORTS AND RECORDS	922,153	928,012	902,368
COMP/CLASSIFICATION/DEPT HR OPERATIONS	342,558	342,819	401,760
RECRUITMENT/EMPLOYMENT RIGHTS	1,157,128	1,254,719	991,587
STAFF SERVICES	90,112	116,104	370,122
Total Expenditures	2,511,951	2,641,654	2,665,837

<u>Funding by Source</u>			
Revenues			
BENEFITS/WELLNESS/REPORTS AND RECORDS	3,735	1,500	1,500
Total Revenues	3,735	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	2,508,216	2,640,154	2,664,337
Total Program Funding	2,511,951	2,641,654	2,665,837

<u>Staffing (FTEs) by Program</u>			
BENEFITS/WELLNESS/REPORTS AND RECORDS	13.9	13.9	15.3
COMP/CLASSIFICATION/DEPT HR OPERATIONS	4.6	4.6	17.2
RECRUITMENT/EMPLOYMENT RIGHTS	17.5	17.5	12.2
STAFF SERVICES	2.0	1.0	6.4
Total Staffing (FTEs)	38.0	37.0	51.1

Program Summary

Department: HUMAN RESOURCES

Program: BENEFITS/WELLNESS/REPORTS AND RECORDS

Function

Partner with clients to provide the best and most affordable options for health care, dental, life insurance, and other ancillary services. Maintain official employee records either via hardcopy or automation, process personnel action forms, and manage the employee discount program.

Description of Services

Provide benefits advocacy and administration; contract development, negotiations and renewal activity; benefits open enrollment and special program coverage. Supervise the day to day activity for the official personnel files, personnel action forms processing, and the employee discount program.

Program Goals and Objectives

- Manage the employee benefits programs to provide the best available benefits, insurance coverages, and associated costs
- Provide Wellness and Employee Assistance Programs in conjunction with our healthcare provider and other benefits programs for employee well being
- Manage employee records and ensure that documents are maintained in a confidential manner
- Ensure personnel records and files are maintained as established by the State Retention and Disposition Schedules

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Average combined benefits cost per employee	\$5,282	\$5,158	\$5,984
Percent of employees attending benefits sessions	35%	35%	20%
Percent of covered employees needing Human Resources intervention in health services provider issues	1.25%	.75%	.50%
Wellness Program participants	14,220	14,360	14,503
Personnel records reviewed for compliance with State Retention and Disposition Schedules	865	1,800	1,200

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	772,854	773,890	826,788
SUPPLIES AND SERVICES	146,184	151,622	73,080
CAPITAL OUTLAY	3,115	2,500	2,500
Total Program Expenditures	922,153	928,012	902,368

Program Funding by Source

Revenues

CHARGES FOR SERVICES	894	1,500	1,000
MISCELLANEOUS	2,841	0	500
Operating Revenue Sub-Total	3,735	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	918,418	926,512	900,868

Total Program Funding	922,153	928,012	902,368
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Program Staffing (FTEs)	13.9	13.9	15.3
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Program Summary

Department: HUMAN RESOURCES

Program: COMP/CLASSIFICATION/DEPT HR OPERATIONS

Function

Partner with clients by providing employment related services and activities to include classification and compensation review and assignments. Provide staffing levels to certain large departments in need of direct personnel assistance to ensure quality service.

Description of Services

Develop and maintain wage/salary structures through the use of job classifications, internal equity, and external market value considerations. Perform position audits and major classification studies; market evaluations; salary surveys; and compensation review. Manage and monitor the Human Resources workforce assigned to large departments.

Program Goals and Objectives

- Ensure equal pay for equal work via a fair and equitable compensation plan
- Ensure all County employees are working within properly defined classifications
- Complete relocations in 40 calendar days

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Classification/compensation audit reviews performed	332	300	300
Average calendar days to complete relocations	42	40	40
Department assists provided	n/a	1,000	1,000

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	340,820	338,859	396,450
SUPPLIES AND SERVICES	1,738	3,960	5,310
Total Program Expenditures	342,558	342,819	401,760

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	342,558	342,819	401,760
Total Program Funding	342,558	342,819	401,760

Program Staffing (FTEs)	4.6	4.6	17.2
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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, testing and mandatory training services, and the Countywide performance appraisal system. 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 serve as the official interpreters of Merit System Rules and Personnel Policies and other policies and procedures pertaining to personnel administration. 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. Train managers and supervisors on federal, state and County mandates and procedures. Develop and maintain the performance appraisal and trainee systems.

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
 - . Complete certified list of job applicants within 14 days
 - . Fill vacancies within 39 days
- Comply with legal requirements to identify, investigate, and resolve possible violations of local, state, and federal laws in a timely fashion
- Provide reasonable accommodations for applicants and employees in compliance with the Americans with Disabilities Act
- Train and assist managers and supervisors to ensure uniform and consistent application of personnel administration, laws, rules and policies

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Average calendar days to complete certified list of job applicants	15	14	14
Average calendar days to fill vacancies	41	44	39
Applications received/reviewed	8,210	12,186	11,000
ADA requests for accommodation	43	68	65
Percent of ADA requests resulting in accommodation	79%	80%	80%
Contacts for Merit System Rules/Personnel Policies interpretations	2,783	2,478	2,500
Managers and supervisors attending training sessions	1,173	1,025	1,068

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,077,141	1,140,209	869,057
SUPPLIES AND SERVICES	77,622	112,010	120,030
CAPITAL OUTLAY	2,365	2,500	2,500
Total Program Expenditures	1,157,128	1,254,719	991,587

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	1,157,128	1,254,719	991,587
Total Program Funding	1,157,128	1,254,719	991,587

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
	17.5	17.5	12.2

Program Summary

Department: HUMAN RESOURCES

Program: STAFF SERVICES

Function

Partner with clients by providing final directive and approval of employment related services to include, but not limited to, Merit System Rules and Personnel Policy interpretation, mandatory training, affirmative action reporting, labor relations, recruitment, benefits, classification, compensation, Family and Medical Leave Act (FMLA) administration and E-Verify services, performance appraisal, and records management. Direct the full gamut of Human Resources (HR) activities and serve as the final authority for all HR decisions and recommendations. Serve as the custodian of official personnel records and official Secretary to the Merit Commission. Administer the FMLA and E-Verify processes.

Description of Services

Direct the department and render the final decision and approval for all activities. 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. Administer the FMLA and E-Verify processes.

Program Goals and Objectives

- Comply with federal and state law to provide employment to all segments of the population residing in Pima County
- Report on the County's workforce makeup in accordance with Federal requirements
- Benchmark and analyze the County's attrition rate
- Ensure total compliance with FMLA and E-Verify requirements

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Equal Employment Opportunity minority composition	39%	39%	41%
County's employee turnover rate	12.8%	10.2%	10.5%
FMLA requests	1,211	1,296	1,325
Percent of departmental FMLA/E-Verify actions requiring correction	n/a	n/a	2%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	65,584	57,854	328,394
SUPPLIES AND SERVICES	23,459	58,250	38,728
CAPITAL OUTLAY	1,069	0	3,000
Total Program Expenditures	90,112	116,104	370,122

Program Funding by Source

Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	90,112	116,104	370,122
Total Program Funding	90,112	116,104	370,122

Program Staffing (FTEs)	2.0	1.0	6.4
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Information Technology

Expenditures: 15,911,378

FTEs 200.0

Revenues: 4,946,341

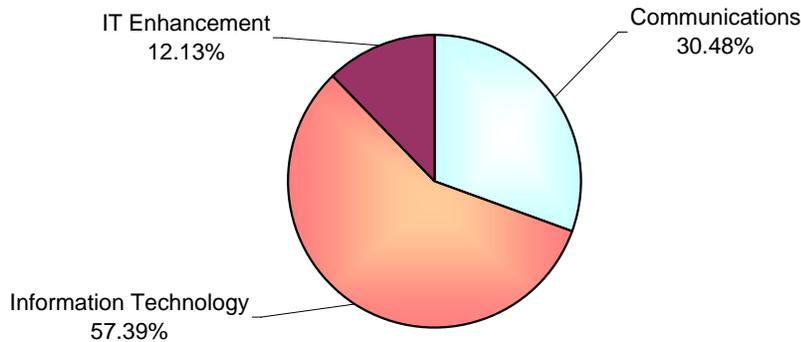
Function Statement:

Manage the County's computer and network processing, wireless (radio) communications, and telecommunications environment. Direct and manage the development and ongoing maintenance support of application systems and the acquisition and licensing of associated computer hardware/software. Develop and implement information technology standards and security procedures. Manage franchise licensing and contract coordination for cable, fiber, cellular, and competitive local exchange carriers. Provide access to an eLearning environment. Provide a central service desk function for computer hardware and application software problem resolution. Coordinate Pima County Information Technology activities with various agencies and the general public.

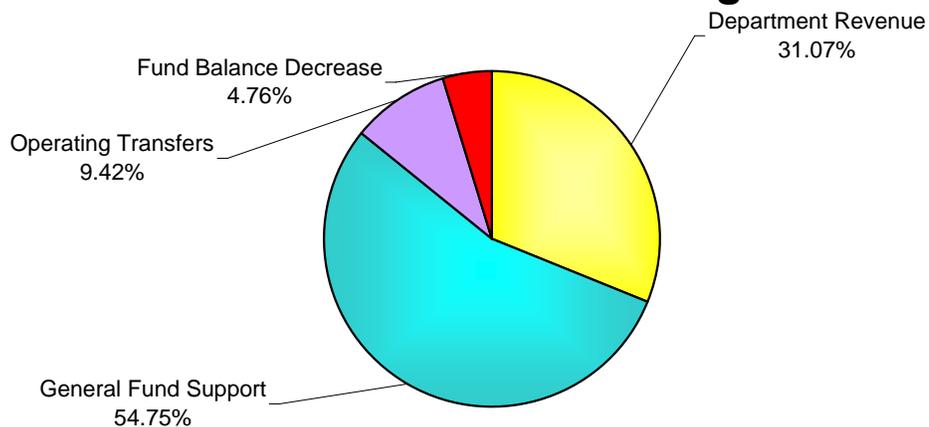
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: INFORMATION TECHNOLOGY

<u>Expenditures by Program</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
COMMUNICATIONS	4,069,907	4,808,031	4,850,064
INFORMATION TECHNOLOGY	6,220,397	8,917,563	9,131,314
IT ENHANCEMENT	4,285	199,743	1,930,000
Total Expenditures	10,294,589	13,925,337	15,911,378

<u>Funding by Source</u>			
Revenues			
COMMUNICATIONS	4,876,153	5,176,932	4,528,529
INFORMATION TECHNOLOGY	760,581	417,890	417,812
IT ENHANCEMENT	8,290	0	0
Total Revenues	5,645,024	5,594,822	4,946,341
Net Operating Transfers In/(Out)	(15,722)	(18,866)	1,493,711
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(794,529)	(150,292)	757,824
General Fund Support	5,459,816	8,499,673	8,713,502
Total Program Funding	10,294,589	13,925,337	15,911,378

<u>Staffing (FTEs) by Program</u>			
COMMUNICATIONS	22.0	23.0	23.0
INFORMATION TECHNOLOGY	107.7	105.0	177.0
Total Staffing (FTEs)	129.7	128.0	200.0

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 and subscribing agencies.

Description of Services

Provide voice (telephone), data, data storage, and wireless radio communication networks, and associated services to Pima County departments. Develop and maintain inventories of equipment and infrastructure diagrams 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 voice and data services at the lowest possible cost
- Ensure quality customer service
 - . Document all service orders
 - . Initiate repairs within 4 hours of service request
- Maintain 24/7/365 network availability (excluding scheduled maintenance or facility power outages)
- Maintain 24/7/365 Internet availability (excluding scheduled maintenance)
- Maintain 24/7/365 wireless network availability (excluding scheduled maintenance)
- Repair or replace radios used for essential County services in one day

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Service orders documented	100%	100%	100%
Repairs initiated within 4 hours of request	100%	100%	100%
Network availability (excluding scheduled maintenance)	99%	99%	100%
Internet 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,242,875	1,365,358	1,523,729
SUPPLIES AND SERVICES	2,742,923	3,442,673	3,313,212
CAPITAL OUTLAY	84,109	0	13,123
Total Program Expenditures	4,069,907	4,808,031	4,850,064

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	4,745,403	5,058,862	4,466,524
INTEREST	51,979	34,673	0
MISCELLANEOUS	78,771	83,397	62,005
Special Programs Revenue Sub-Total	4,876,153	5,176,932	4,528,529
Net Operating Transfers In/(Out)	(15,722)	(18,866)	(6,289)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(790,524)	(350,035)	327,824
General Fund Support	0	0	0
Total Program Funding	4,069,907	4,808,031	4,850,064

<u>Program Staffing (FTEs)</u>	<u>22.0</u>	<u>23.0</u>	<u>23.0</u>

Program Summary

Department: INFORMATION TECHNOLOGY

Program: INFORMATION TECHNOLOGY

Function

Manage the County's computer and network processing environment. Direct and manage the development and ongoing maintenance support of application systems and the acquisition and licensing of associated computer hardware/software. Develop and implement information technology standards and security procedures. Manage franchise licensing and contract coordination for cable, fiber, cellular, and competitive local exchange carriers. Provide access to an eLearning environment and assist in the development of County employees in the use of computer software and hardware. Provide a central service desk function for computer hardware and application software service requests and incident resolution. Coordinate Pima County IT activities with various agencies and the general public.

Description of Services

Provide a high-speed, secure, and cost effective electronic data communications network and a global e-mail facility for Pima County. Provide online transaction processing, offline processing, database services, central data communications, high-speed laser printing services, forms design, and security for accessing stored data. Maintain the Pima County Internet Web and Intranet sites and assist departments in providing content to these sites. Maintain e-commerce services. Provide technical assistance to client departments in the areas of project management, applications development, procurement, training services, and implementation of required technology. Provide eLearning environment used to educate County employees on computer and software application usage. Coordinate and monitor the acquisition of computer hardware and software for County departments using standardized configurations and specifications. Install new computer hardware and software for County departments and clients. Coordinate and administer contracts for antennas, cellular telephone towers, competitive local exchange carriers (CLECs), and cable companies using County facilities and rights of way. Coordinate all County cell phone contracts and usage.

Program Goals and Objectives

- Ensure critical electronic information resources are available 24/7/365
- Maintain 100% online system availability (excluding scheduled maintenance)
- Maintain 100% storage/servers availability (excluding scheduled maintenance)
- Resolve critical outages within 4 hours
- Resolve citizen complaints against cable companies within two business days
- Achieve a rate of at least 95% of customers satisfied during the service desk incident closeout process

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Scheduled outages per year	9	12	12
Online system availability (excluding scheduled maintenance)	99%	99%	100%
Storage/server availability (excluding scheduled maintenance)	99%	99%	100%
Critical outage situations resolved within 4 hours	n/a	99%	100%
Citizen complaints against cable companies resolved within two business days	99%	99%	99%
Percent of customers satisfied in service desk incident close out process	95%	95%	95%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	4,128,160	6,916,943	6,407,081
SUPPLIES AND SERVICES	1,881,894	1,996,120	2,415,605
CAPITAL OUTLAY	210,343	4,500	308,628
Total Program Expenditures	6,220,397	8,917,563	9,131,314

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
MISCELLANEOUS	760,581	417,890	417,812
Operating Revenue Sub-Total	760,581	417,890	417,812
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	5,459,816	8,499,673	8,713,502
Total Program Funding	6,220,397	8,917,563	9,131,314

Program Staffing (FTEs)	107.7	105.0	177.0
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Program Summary

Department: INFORMATION TECHNOLOGY

Program: IT ENHANCEMENT

Function

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

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
New projects funded	0	0	2
Projects completed	0	1	3

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
SUPPLIES AND SERVICES	19	199,743	1,930,000
CAPITAL OUTLAY	4,266	0	0
Total Program Expenditures	4,285	199,743	1,930,000

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
INTEREST	8,290	0	0
Special Programs Revenue Sub-Total	8,290	0	0
Net Operating Transfers In/(Out)	0	0	1,500,000
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(4,005)	199,743	430,000
General Fund Support	0	0	0
Total Program Funding	4,285	199,743	1,930,000

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

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Non Departmental

Expenditures: 192,510,549

Revenues: 72,672,883

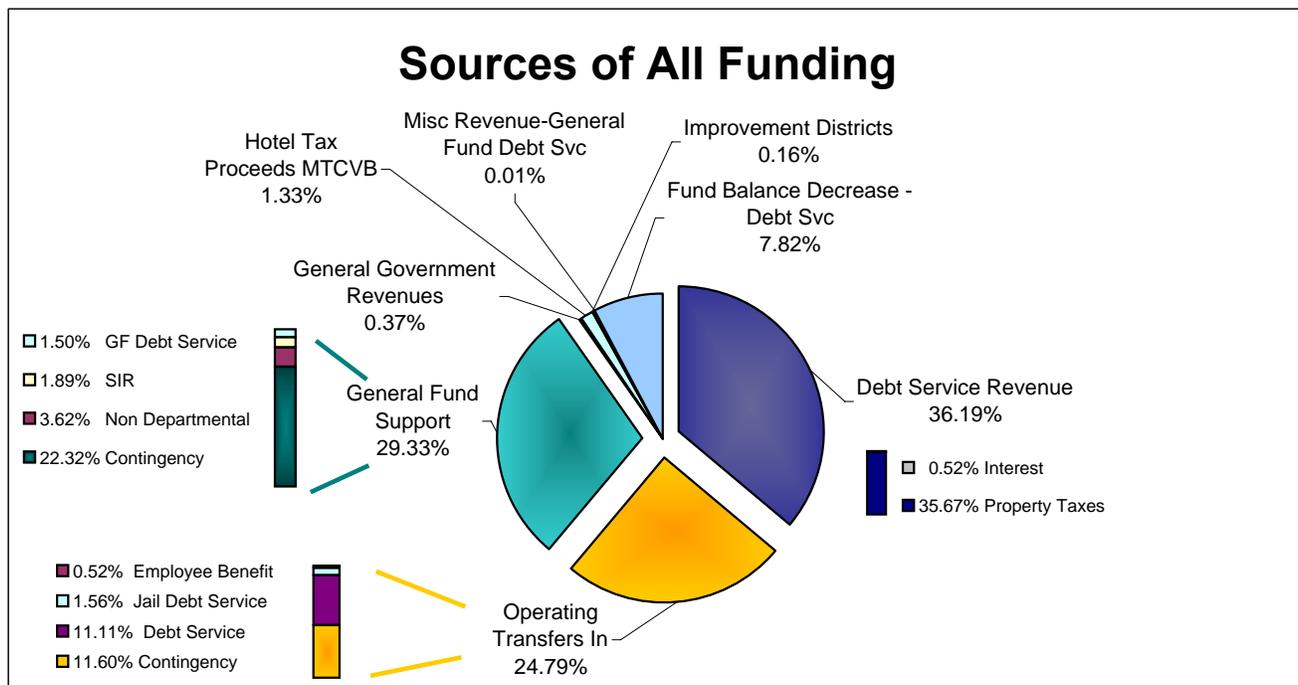
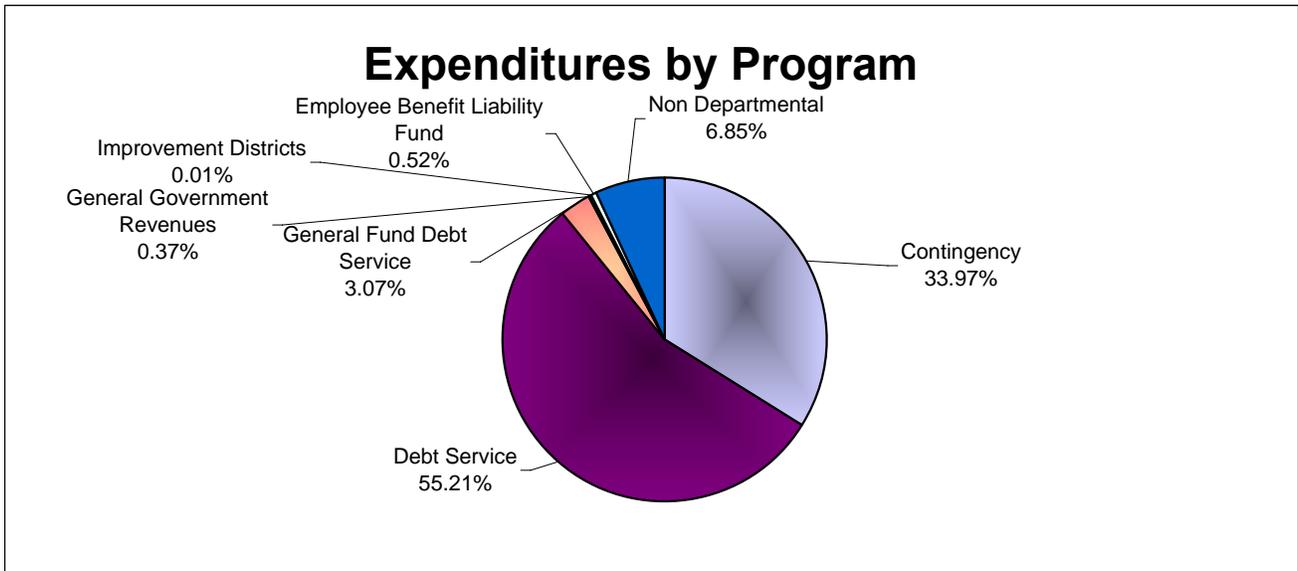
FTEs 0.0

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 \$506,520,401 with \$433,847,518 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$72,672,883, is the amount to be considered as departmental revenue.)

Mandates:

None



Department Summary by Program

Department: **NON DEPARTMENTAL**

Expenditures by Program	FY2008/2009 Actual	FY2009/2010 Adopted	FY2010/2011 Adopted
CONTINGENCY	914,350	46,103,624	65,393,042
DEBT SERVICE	120,414,383	110,138,905	106,277,555
EMPLOYEE BENEFIT LIABILITY FUND	1,000,000	1,000,000	1,000,000
GENERAL FUND DEBT SERVICE	5,941,780	5,921,435	5,918,285
GENERAL GOVERNMENT REVENUES	460,972	705,000	705,000
IMPROVEMENT DISTRICTS	93,342	61,568	28,705
NON DEPARTMENTAL	5,621,723	7,043,414	13,187,962
Total Expenditures	134,446,550	170,973,946	192,510,549

Funding by Source

Revenues

CONTINGENCY	421,340	0	0
DEBT SERVICE	58,184,475	69,937,637	69,778,801
GENERAL FUND DEBT SERVICE	102,830	25,000	25,000
GENERAL GOVERNMENT REVENUES	424,190,573	441,635,604	433,847,518
IMPROVEMENT DISTRICTS	442,784	401,105	303,619
NON DEPARTMENTAL	3,350,471	3,365,643	2,565,463
Total Revenues	486,692,473	515,364,989	506,520,401
Net Operating Transfers In/(Out)	43,936,454	26,761,493	1,613,144
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(13,035,449)	(1,214,954)	14,798,762
General Fund Support	(383,146,928)	(369,937,582)	(330,421,758)
Total Program Funding	134,446,550	170,973,946	192,510,549

Staffing (FTEs) by Program

NON DEPARTMENTAL	0.0	0.0	0.0
Total Staffing (FTEs)	0.0	0.0	0.0

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 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 \$24,040,215.

Unreserved contingency funds of \$756,339 are included in the budget to provide flexibility for the Board to respond to changing needs and unforeseen circumstances.

The Budget Stabilization Fund provides for the following expenditures:

Additional UPHH Support	\$	13,416,667
Solid Waste Operating Services		1,500,000
Development Services' Countywide Planning		1,500,000
Stadium District Operations		1,500,000
Total	\$	17,916,667

Carryovers from Fiscal Year 2009/10:

Facilities Management - Emergency Generator	\$	150,000
County Attorney - IT Related Equipment		75,000
Justice Court Ajo - Painting & Repairs		50,000
Procurement - IT Equipment & Software		26,523
Community Services - Summer Internship Program		23,808
Total	\$	325,331

The Property Tax Stabilization Special Revenue Fund includes \$22,354,490 to mitigate future property tax increases.

Program Performance Measures	FY2008/2009 Actual	FY2009/2010 Estimated	FY2010/2011 Planned
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

Program Expenditures by Object	FY2008/2009 Actual	FY2009/2010 Adopted	FY2010/2011 Adopted
PERSONAL SERVICES	60,450	0	0
SUPPLIES AND SERVICES	841,706	46,103,624	65,393,042
CAPITAL OUTLAY	12,194	0	0
Total Program Expenditures	914,350	46,103,624	65,393,042

Program Funding by Source

Revenues

INTERGOVERNMENTAL	2,888	0	0
INTEREST	60	0	0
MISCELLANEOUS	29,273	0	0
MEMO REVENUE	369,170	0	0
Operating Revenue Sub-Total	401,391	0	0

Program Summary

Department: **NON DEPARTMENTAL**

Program: **CONTINGENCY**

INTEREST	19,949	0	0
Special Programs Revenue Sub-Total	<u>19,949</u>	<u>0</u>	<u>0</u>
Net Operating Transfers In/(Out)	(8,557,094)	0	22,354,490
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	8,763,051	0	0
General Fund Support	287,053	46,103,624	43,038,552
Total Program Funding	<u><u>914,350</u></u>	<u><u>46,103,624</u></u>	<u><u>65,393,042</u></u>
<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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
SUPPLIES AND SERVICES	120,414,383	110,138,905	106,277,555
Total Program Expenditures	120,414,383	110,138,905	106,277,555

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
TAXES	57,221,670	68,930,137	68,771,301
INTERGOVERNMENTAL	17,386	7,500	7,500
INTEREST	945,419	1,000,000	1,000,000
Operating Revenue Sub-Total	58,184,475	69,937,637	69,778,801
Net Operating Transfers In/(Out)	83,678,966	41,114,825	21,425,078
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(21,449,058)	(913,557)	15,073,676
General Fund Support	0	0	0
Total Program Funding	120,414,383	110,138,905	106,277,555

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Program Staffing (FTEs)	0.0	0.0	0.0

Program Summary

Department: NON DEPARTMENTAL

Program: EMPLOYEE BENEFIT LIABILITY FUND

Function

Provide a centralized account to fund employee benefit payoffs.

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Required employee payoffs funded	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	\$3,003,585	\$5,600	\$3,009,185
Bank of America Plaza/ Justice Building/Jackson Learning Center	\$2,909,100	--	\$2,909,100

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
SUPPLIES AND SERVICES	5,941,780	5,921,435	5,918,285
Total Program Expenditures	5,941,780	5,921,435	5,918,285

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
INTEREST	102,830	25,000	25,000
Operating Revenue Sub-Total	102,830	25,000	25,000
Net Operating Transfers In/(Out)	(26,605,145)	3,012,935	3,009,185
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	32,444,095	2,883,500	2,884,100
Total Program Funding	5,941,780	5,921,435	5,918,285

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
	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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
SUPPLIES AND SERVICES	460,972	705,000	705,000
Total Program Expenditures	460,972	705,000	705,000

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
TAXES	281,722,386	301,055,303	301,372,635
LICENSES & PERMITS	2,730,317	2,426,672	2,446,532
INTERGOVERNMENTAL	123,177,781	118,855,699	112,260,804
CHARGES FOR SERVICES	15,399,187	18,386,877	16,590,967
INTEREST	912,341	531,053	796,580
MISCELLANEOUS	248,561	380,000	380,000
Operating Revenue Sub-Total	424,190,573	441,635,604	433,847,518
Net Operating Transfers In/(Out)	(5,580,273)	(18,328,127)	(46,175,609)
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(418,149,328)	(422,602,477)	(386,966,909)
Total Program Funding	460,972	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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
SUPPLIES AND SERVICES	93,342	61,568	28,705
Total Program Expenditures	93,342	61,568	28,705

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
SPECIAL ASSESSMENT	440,351	401,105	303,619
INTEREST	2,433	0	0
Special Programs Revenue Sub-Total	442,784	401,105	303,619
Net Operating Transfers In/(Out)	0	(38,140)	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(349,442)	(301,397)	(274,914)
General Fund Support	0	0	0
Total Program Funding	93,342	61,568	28,705

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 \$2,565,463 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 \$180,647 for Special Projects, \$22,299 for Bond Oversight, \$3,640,894 for the General Fund portion of self insurance costs, and \$6,000,000 for state mandated county contribution. The medical insurance increase of \$631,416 for Sheriff and operating transfers to General Fund supported departments is budgeted in the department.

Program Goals and Objectives

- Provide and account for all Non Departmental activities

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	(738,760)	0	631,416
SUPPLIES AND SERVICES	6,358,677	7,043,414	12,556,546
CAPITAL OUTLAY	1,806	0	0
Total Program Expenditures	5,621,723	7,043,414	13,187,962

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
INTERGOVERNMENTAL	3,350,471	3,365,643	2,565,463
Operating Revenue Sub-Total	3,350,471	3,365,643	2,565,463
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,271,252	3,677,771	10,622,499
Total Program Funding	5,621,723	7,043,414	13,187,962

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

Expenditures: 2,124,151

FTEs 30.8

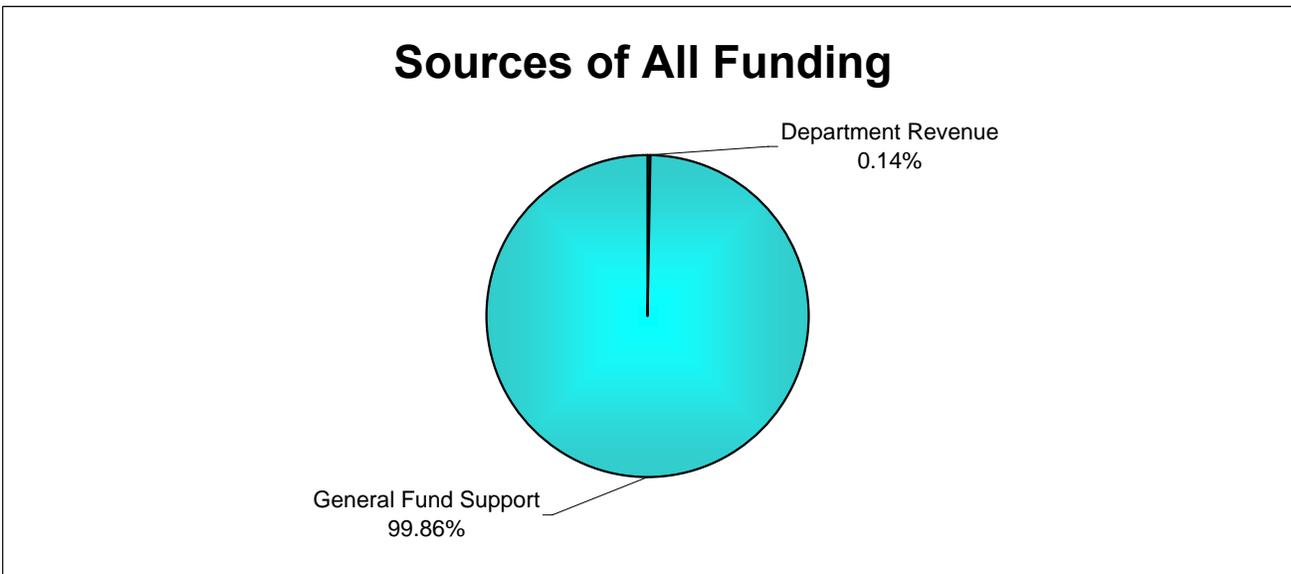
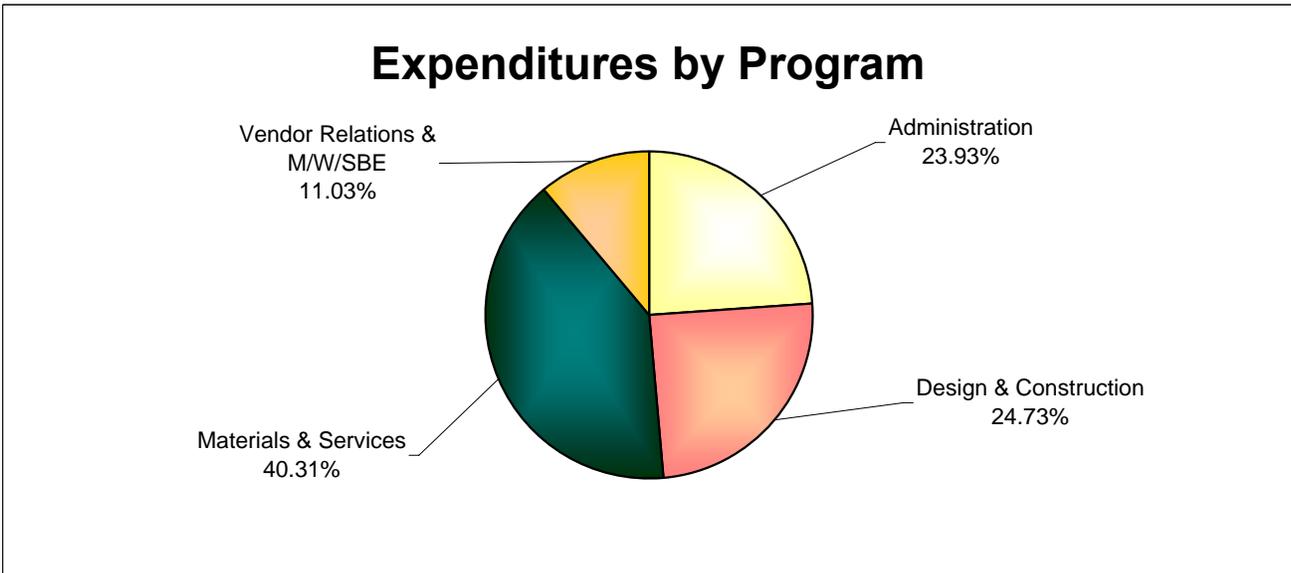
Revenues: 3,000

Function Statement:

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

Mandates:

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



Department Summary by Program

Department: **PROCUREMENT**

Expenditures by Program	FY2008/2009 Actual	FY2009/2010 Adopted	FY2010/2011 Adopted
ADMINISTRATION	594,784	599,578	508,250
DESIGN & CONSTRUCTION	551,329	527,903	525,203
MATERIALS & SERVICES	842,885	859,506	856,447
VENDOR RELATIONS & M/W/SBE PROGRAM	226,230	235,540	234,251
Total Expenditures	2,215,228	2,222,527	2,124,151

Funding by Source			
Revenues			
ADMINISTRATION	24	0	0
DESIGN & CONSTRUCTION	365	0	3,000
MATERIALS & SERVICES	642	0	0
VENDOR RELATIONS & M/W/SBE PROGRAM	4,614	6,000	0
Total Revenues	5,645	6,000	3,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	2,209,583	2,216,527	2,121,151
Total Program Funding	2,215,228	2,222,527	2,124,151

Staffing (FTEs) by Program			
ADMINISTRATION	9.0	9.0	8.0
DESIGN & CONSTRUCTION	8.0	7.0	7.0
MATERIALS & SERVICES	11.5	11.8	11.8
VENDOR RELATIONS & M/W/SBE PROGRAM	4.0	4.0	4.0
Total Staffing (FTEs)	32.5	31.8	30.8

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, provide training, ensure compliance with policies and procedures, administer PCard Program, and support Procurement Information Systems such as Synergen, Contract Management System, and Vendor Registration and Messaging Portal.

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 and 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 Countywide training and assistance with purchasing policies and procedures
- Ensure compliance with PCard policy
 - . Review online PCard transactions within 24 hours of posting
 - . Review PCard transaction documentation for compliance to policy within 5 days of receipt
- Generate General Fund revenue through PCard rebate

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Training sessions provided	79	75	76
PCard transactions reviewed	9,783	12,000	11,000
Percent of online PCard transactions reviewed within 24 hours of posting	n/a	n/a	100%
Percent of PCard transaction documentation reviewed for compliance to policy within 5 days of receipt	n/a	n/a	100%
PCard rebate generated	\$71,515	\$65,000	\$71,500

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	581,789	576,210	486,065
SUPPLIES AND SERVICES	12,995	23,368	14,685
CAPITAL OUTLAY	0	0	7,500
Total Program Expenditures	594,784	599,578	508,250

Program Funding by Source

Revenues			
MISCELLANEOUS	24	0	0
Operating Revenue Sub-Total	24	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	594,760	599,578	508,250
Total Program Funding	594,784	599,578	508,250

Program Staffing (FTEs)	9.0	9.0	8.0
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Program Summary

Department: PROCUREMENT

Program: DESIGN & CONSTRUCTION

Function

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

Description of Services

Procure construction, architectural, engineering, and related services for the Public Works, Facilities Management, Wastewater Reclamation, Transportation, Environmental Quality, 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 consistency 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

- Maintain service to client departments
 - . Limit the number of requisitions greater than 90 days old at an average of no more than three per week
- Revise and update procedures

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Average number of requisitions more than 90 days old per week	n/a	n/a	3
Procedures updated/improved	2	2	2

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	538,416	506,020	509,806
SUPPLIES AND SERVICES	12,913	21,883	15,397
Total Program Expenditures	551,329	527,903	525,203

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
MISCELLANEOUS	365	0	3,000
Operating Revenue Sub-Total	365	0	3,000
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	550,964	527,903	522,203
Total Program Funding	551,329	527,903	525,203

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
	8.0	7.0	7.0

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

- Maintain service to client departments
 - . Limit the number of requisitions greater than 90 days old at an average of no more than 2 per week
- Continue to receive the Outstanding Agency Accreditation Achievement Award from the National Institute of Governmental Purchasing
- Continue to receive the Achievement of Excellence in Procurement Award from the National Purchasing Institute

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Average requisitions more than 90 days old per week	2	2.2	2
Outstanding Agency Accreditation Achievement Award received	yes	yes	yes
Achievement of Excellence in Procurement Award received	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	821,338	825,652	829,369
SUPPLIES AND SERVICES	21,547	33,854	19,578
CAPITAL OUTLAY	0	0	7,500
Total Program Expenditures	842,885	859,506	856,447

Program Funding by Source

Revenues			
MISCELLANEOUS	642	0	0
Operating Revenue Sub-Total	642	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	842,243	859,506	856,447
Total Program Funding	842,885	859,506	856,447

Program Staffing (FTEs)	11.5	11.8	11.8
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Program Summary

Department: PROCUREMENT

Program: VENDOR RELATIONS & M/W/SBE PROGRAM

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 MWBE/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
- Increase certified MWBE/SBE vendors
- Review Living Wage contracts
- Continue on-site Living Wage compliance visits
- Increase County vendors in database

<u>Program Performance Measures</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Minority-owned vendors in database	369	400	450
Woman-owned vendors in database	667	700	750
MWBE/SBE vendor training programs provided	12	12	12
Projects reviewed for MWBE/SBE goals	33	40	40
Projects reviewed for MWBE/SBE compliance	26	30	30
Pima County sponsored MWBE/SBE outreach activities	8	8	8
Certified MBWE/SBE vendors	230	250	300
Living Wage contracts reviewed	29	29	29
On-site Living Wage compliance visits	29	29	29
County vendors in database	5,800	6,200	6,500

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	218,615	219,679	224,276
SUPPLIES AND SERVICES	7,615	15,861	9,975
Total Program Expenditures	226,230	235,540	234,251

Program Summary

Department: **PROCUREMENT**

Program: **VENDOR RELATIONS & M/W/SBE PROGRAM**

Program Funding by Source

Revenues			
MISCELLANEOUS	4,614	6,000	0
Operating Revenue Sub-Total	4,614	6,000	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	221,616	229,540	234,251
Total Program Funding	226,230	235,540	234,251
<hr/>			
Program Staffing (FTEs)	4.0	4.0	4.0

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Recorder

Expenditures: 4,712,971

Revenues: 3,140,325

FTEs 61.8

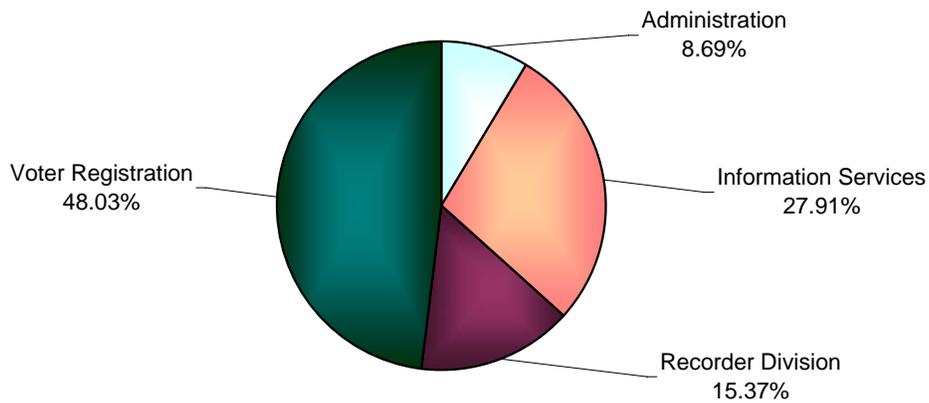
Function Statement:

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.

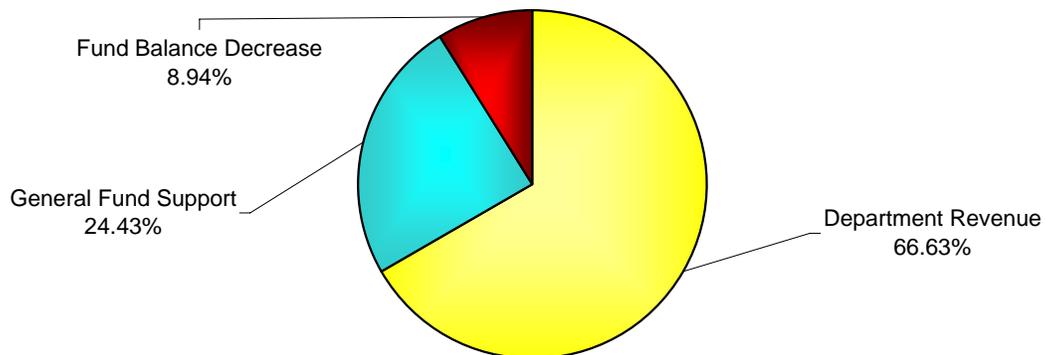
Mandates:

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	FY2008/2009 Actual	FY2009/2010 Adopted	FY2010/2011 Adopted
ADMINISTRATION	421,888	383,864	409,655
INFORMATION SERVICES	1,370,615	1,361,559	1,315,285
RECORDER DIVISION	897,925	845,494	724,603
VOTER REGISTRATION	2,423,400	1,608,154	2,263,428
Total Expenditures	5,113,828	4,199,071	4,712,971

Funding by Source

Revenues

INFORMATION SERVICES	889,056	796,375	896,600
RECORDER DIVISION	1,938,710	1,905,000	1,952,575
VOTER REGISTRATION	202,123	699,360	291,150
Total Revenues	3,029,889	3,400,735	3,140,325
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	481,559	565,184	421,325
General Fund Support	1,602,380	233,152	1,151,321
Total Program Funding	5,113,828	4,199,071	4,712,971

Staffing (FTEs) by Program

ADMINISTRATION	4.0	4.0	4.0
INFORMATION SERVICES	10.0	10.5	10.5
RECORDER DIVISION	21.0	17.0	16.8
VOTER REGISTRATION	32.0	18.8	30.5
Total Staffing (FTEs)	67.0	50.3	61.8

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	417,780	375,864	402,205
SUPPLIES AND SERVICES	4,108	8,000	7,450
Total Program Expenditures	421,888	383,864	409,655

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 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	421,888	383,864	409,655
Total Program Funding	421,888	383,864	409,655

<u>Program Staffing (FTEs)</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Program Staffing (FTEs)	4.0	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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Computer system uptime	99%	100%	100%
Voter registration program modified as required by statute or jurisdiction prior to next election	100%	100%	100%
Computer programs upgraded within 1 year after release of new version	75%	95%	100%
Computer system maintained and upgraded for most efficient operations possible	95%	95%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	501,321	596,309	683,160
SUPPLIES AND SERVICES	832,230	707,500	527,125
CAPITAL OUTLAY	37,064	57,750	105,000
Total Program Expenditures	1,370,615	1,361,559	1,315,285

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	835,311	750,875	855,250
INTEREST	53,745	45,500	41,350
Special Programs Revenue Sub-Total	889,056	796,375	896,600
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	481,559	565,184	418,685
General Fund Support	0	0	0
Total Program Funding	1,370,615	1,361,559	1,315,285

<u>Program Staffing (FTEs)</u>	<u>10.0</u>	<u>10.5</u>	<u>10.5</u>

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Documents recorded day of receipt	100%	100%	100%
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Accuracy rate for recorded documents	100%	100%	100%
Pages microfilmed and digitized	930,020	922,040	1,050,000
Documents returned by mail/private courier	100%	100%	100%
Days to process document and return to originator	6	5	5
Customers served within 5 minutes	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	652,352	649,074	567,553
SUPPLIES AND SERVICES	243,968	196,420	157,050
CAPITAL OUTLAY	1,605	0	0
Total Program Expenditures	897,925	845,494	724,603

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	1,765,342	1,745,000	1,770,250
MISCELLANEOUS	173,368	160,000	182,325
Operating Revenue Sub-Total	1,938,710	1,905,000	1,952,575
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	0
General Fund Support	(1,040,785)	(1,059,506)	(1,227,972)
Total Program Funding	897,925	845,494	724,603

Program Staffing (FTEs)	21.0	17.0	16.8
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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
- 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)
- Accurately issue early ballots by U.S. mail and at remote voting sites
- 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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Voter registration affidavits processed	197,931	134,100	185,000
Ballots issued, mailed, and validated within statutory requirements	100%	100%	100%
Political parties satisfied with service	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	943,099	693,714	1,001,414
SUPPLIES AND SERVICES	1,476,344	914,440	1,262,014
CAPITAL OUTLAY	3,957	0	0
Total Program Expenditures	2,423,400	1,608,154	2,263,428

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	202,123	515,000	103,790
Operating Revenue Sub-Total	202,123	515,000	103,790
INTERGOVERNMENTAL	0	184,360	184,360
INTEREST	0	0	3,000
Special Programs Revenue Sub-Total	0	184,360	187,360
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	0	0	2,640
General Fund Support	2,221,277	908,794	1,969,638
Total Program Funding	2,423,400	1,608,154	2,263,428

<u>Program Staffing (FTEs)</u>	<u>32.0</u>	<u>18.8</u>	<u>30.5</u>

Treasurer

Expenditures: 3,055,238

Revenues: 107,650

FTEs 38.6

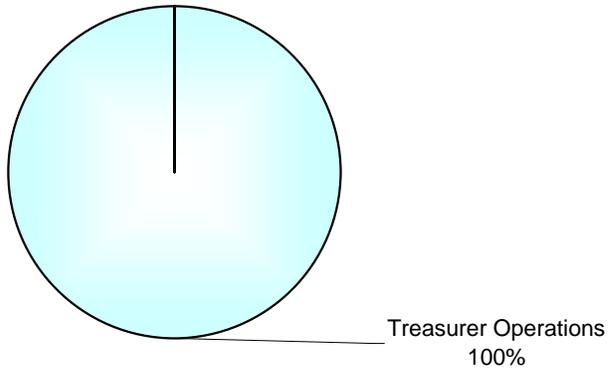
Function Statement:

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.

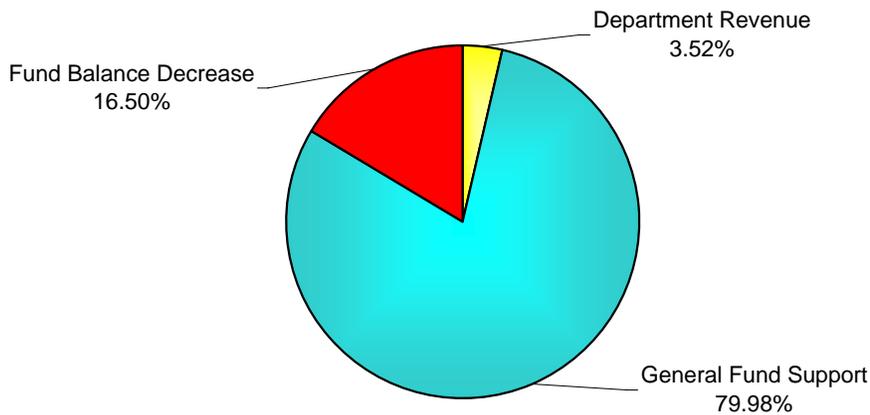
Mandates:

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
TREASURER OPERATIONS	2,283,382	3,010,251	3,055,238
Total Expenditures	2,283,382	3,010,251	3,055,238
<u>Funding by Source</u>			
Revenues			
TREASURER OPERATIONS	100,256	97,650	107,650
Total Revenues	100,256	97,650	107,650
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(5,248)	459,000	504,047
General Fund Support	2,188,374	2,453,601	2,443,541
Total Program Funding	2,283,382	3,010,251	3,055,238
<u>Staffing (FTEs) by Program</u>			
TREASURER OPERATIONS	40.0	40.0	38.6
Total Staffing (FTEs)	40.0	40.0	38.6

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>FY2008/2009 Actual</u>	<u>FY2009/2010 Estimated</u>	<u>FY2010/2011 Planned</u>
Days not compliant with 3 day tax payment processing	12	10	10
Months meeting or exceeding investment benchmarks	10	11	12
Percent completed of tax collection system	50%	65%	95%

<u>Program Expenditures by Object</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
PERSONAL SERVICES	1,816,485	2,054,974	1,990,960
SUPPLIES AND SERVICES	381,407	571,977	781,253
CAPITAL OUTLAY	85,490	383,300	283,025
Total Program Expenditures	2,283,382	3,010,251	3,055,238

<u>Program Funding by Source</u>	<u>FY2008/2009 Actual</u>	<u>FY2009/2010 Adopted</u>	<u>FY2010/2011 Adopted</u>
Revenues			
CHARGES FOR SERVICES	162	150	150
MISCELLANEOUS	284	0	0
Operating Revenue Sub-Total	446	150	150
CHARGES FOR SERVICES	47,645	45,000	50,000
INTEREST	7,675	2,500	7,500
MISCELLANEOUS	44,490	50,000	50,000
Special Programs Revenue Sub-Total	99,810	97,500	107,500
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(5,248)	459,000	504,047
General Fund Support	2,188,374	2,453,601	2,443,541
Total Program Funding	2,283,382	3,010,251	3,055,238

<u>Program Staffing (FTEs)</u>	<u>40.0</u>	<u>40.0</u>	<u>38.6</u>

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