

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Total Expenditures
<u>COUNTY ADMINISTRATION</u>				
<u>Assessor</u>				
Administration	2,351,677	-	-	2,351,677
Assessor Statutory Mandates	6,283,376	-	-	6,283,376
Total Assessor	8,635,053	-	-	8,635,053
<u>Board of Supervisors</u>				
Board of Supervisors	1,971,080	-	-	1,971,080
Total Board of Supervisors	1,971,080	-	-	1,971,080
<u>Clerk of the Board</u>				
Administration Management	707,173	-	-	707,173
Document and Micrographics Mgmt	564,538	-	-	564,538
Total Clerk of the Board	1,271,711	-	-	1,271,711
<u>Communications Office</u>				
Communications Office	790,464	-	-	790,464
Total Communications Office	790,464	-	-	790,464
<u>County Administrator</u>				
County Administrator	1,430,082	-	-	1,430,082
Total County Administrator	1,430,082	-	-	1,430,082
<u>Elections</u>				
Elections	5,040,503	1,166,220	-	6,206,723
Total Elections	5,040,503	1,166,220	-	6,206,723
<u>Finance & Risk Management</u>				
Administration	1,654,582	-	-	1,654,582
Budget	1,517,493	-	-	1,517,493
Departmental Analysis	350,091	-	-	350,091
Financial Control & Reporting	1,271,789	-	-	1,271,789
Financial Management & Audit	643,387	-	-	643,387
Financial Operations	2,311,053	-	-	2,311,053
Grants Management	944,209	-	-	944,209
Revenue Management	599,989	53,275	-	653,264
Total Finance & Risk Management	9,292,593	53,275	-	9,345,868
<u>Forensic Science Center</u>				
Forensic Science Center	2,993,658	286,526	-	3,280,184
Total Forensic Science Center	2,993,658	286,526	-	3,280,184
<u>Human Resources</u>				
Administration	501,603	-	-	501,603
Benefits/Wellness/Reports and Records	1,207,549	-	-	1,207,549
Compensation/Classification/Recruitment/Dept HR Support	345,428	-	-	345,428
Employment Rights, FMLA, E-Verify & Training	1,155,827	-	-	1,155,827
Total Human Resources	3,210,407	-	-	3,210,407
<u>Information Technology</u>				
Information Technology	11,088,321	171,704	-	11,260,025
Total Information Technology	11,088,321	171,704	-	11,260,025

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Total Expenditures
<u>Non Departmental</u>				
Contingency	34,605,458	-	-	34,605,458
Debt Service	-	-	112,966,351	112,966,351
General Government Revenues	705,000	-	-	705,000
Non Departmental	7,407,170	508,488	-	7,915,658
Total Non Departmental	42,717,628	508,488	112,966,351	156,192,467
<u>Office of Emergency Management & Homeland Security</u>				
Emergency Mgt/Homeland Security	504,249	415,702	-	919,951
OEM Radio System	-	1,000,000	-	1,000,000
Total Office of Emergency Management & Homeland Security	504,249	1,415,702	-	1,919,951
<u>Procurement</u>				
Administration	530,858	-	-	530,858
Design & Construction	580,396	-	-	580,396
Materials & Services	911,162	-	-	911,162
Vendor Relations & SBE Program	289,036	-	-	289,036
Total Procurement	2,311,452	-	-	2,311,452
<u>Recorder</u>				
Administration	406,092	-	-	406,092
Information Services	-	1,328,816	-	1,328,816
Recorder Division	906,634	-	-	906,634
Voter Registration	2,206,749	192,000	-	2,398,749
Total Recorder	3,519,475	1,520,816	-	5,040,291
<u>Treasurer</u>				
Treasurer Operations	2,492,207	364,373	-	2,856,580
Total Treasurer	2,492,207	364,373	-	2,856,580
Total COUNTY ADMINISTRATION	97,268,883	5,487,104	112,966,351	215,722,338

INTERNAL SERVICE FUNDS - INFORMATIONAL PURPOSES ONLY

COUNTY ADMINISTRATION

Finance & Risk Management

Print Shop	862,671
Risk Management	16,830,928
Total Finance & Risk Management	17,693,599

Information Technology

Telecommunications	4,754,431
Total Information Technology	4,754,431

Total Internal Service - COUNTY ADMINISTRATION	22,448,030
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SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	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>Communications Office</u>				
Communications Office	110,500	-	-	110,500
Total Communications Office	110,500	-	-	110,500
<u>Elections</u>				
Elections	947,000	1,158,291	-	2,105,291
Total Elections	947,000	1,158,291	-	2,105,291
<u>Finance & Risk Management</u>				
Financial Operations	25,000	-	-	25,000
Total Finance & Risk Management	25,000	-	-	25,000
<u>Forensic Science Center</u>				
Forensic Science Center	1,283,000	250,000	-	1,533,000
Total Forensic Science Center	1,283,000	250,000	-	1,533,000
<u>Human Resources</u>				
Benefits/Wellness/Reports and Records	335,736	-	-	335,736
Total Human Resources	335,736	-	-	335,736
<u>Information Technology</u>				
Information Technology	517,628	4,600	-	522,228
Total Information Technology	517,628	4,600	-	522,228
<u>Non Departmental</u>				
Debt Service	-	-	63,090,152	63,090,152
General Government Revenues	417,331,771	-	-	417,331,771
Non Departmental	3,880,000	-	-	3,880,000
Total Non Departmental	421,211,771	-	63,090,152	484,301,923
<u>Office of Emergency Management & Homeland Security</u>				
Emergency Mgt/Homeland Security	-	417,126	-	417,126
Total Office of Emergency Management & Homeland Security	-	417,126	-	417,126
<u>Procurement</u>				
Vendor Relations & SBE Program	3,000	-	-	3,000
Total Procurement	3,000	-	-	3,000
<u>Recorder</u>				
Information Services	-	752,380	-	752,380
Recorder Division	1,865,180	-	-	1,865,180
Voter Registration	152,717	600	-	153,317
Total Recorder	2,017,897	752,980	-	2,770,877

SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Total Revenues
<u>Treasurer</u>				
Treasurer Operations	600	102,500	-	103,100
Total Treasurer	600	102,500	-	103,100
Total COUNTY ADMINISTRATION	426,457,232	2,685,497	63,090,152	492,232,881

INTERNAL SERVICE FUNDS - INFORMATIONAL PURPOSES ONLY

COUNTY ADMINISTRATION

Finance & Risk Management

Print Shop	874,400
Risk Management	16,624,012
Total Finance & Risk Management	17,498,412

Information Technology

Telecommunications	5,467,093
Total Information Technology	5,467,093

Total Internal Service - COUNTY ADMINISTRATION	22,965,505
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SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area / Department / Program</u>	<u>FTEs</u>
<u>COUNTY ADMINISTRATION</u>	
Assessor	
Administration	45.0
Assessor Statutory Mandates	110.0
Total Assessor	155.0
Board of Supervisors	
Board of Supervisors	23.7
Total Board of Supervisors	23.7
Clerk of the Board	
Administration Management	7.0
Document and Micrographics Mgmt	9.0
Total Clerk of the Board	16.0
Communications Office	
Communications Office	10.0
Total Communications Office	10.0
County Administrator	
County Administrator	11.2
Total County Administrator	11.2
Elections	
Elections	16.5
Total Elections	16.5
Finance & Risk Management	
Administration	20.0
Budget	14.5
Departmental Analysis	29.0
Financial Control & Reporting	20.9
Financial Management & Audit	18.1
Financial Operations	37.5
Grants Management	28.5
Print Shop	9.0
Revenue Management	24.5
Risk Management	29.2
Total Finance & Risk Management	231.2
Forensic Science Center	
Forensic Science Center	31.0
Total Forensic Science Center	31.0
Human Resources	
Administration	8.3
Benefits/Wellness/Reports and Records	13.5
Compensation/Classification/Recruitment/Dept HR Support	12.8
Employment Rights, FMLA, E-Verify & Training	14.5
Total Human Resources	49.1
Information Technology	
Information Technology	140.0
Telecommunications	26.0
Total Information Technology	166.0

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area / Department / Program</u>	<u>FTEs</u>
Office of Emergency Management & Homeland Security	
Emergency Mgt/Homeland Security	8.6
OEM Radio System	9.1
Total Office of Emergency Management & Homeland Security	17.7
Procurement	
Administration	7.0
Design & Construction	7.0
Materials & Services	11.7
Vendor Relations & SBE Program	6.0
Total Procurement	31.7
Recorder	
Administration	4.0
Information Services	13.0
Recorder Division	17.0
Voter Registration	13.0
Total Recorder	47.0
Treasurer	
Treasurer Operations	38.5
Total Treasurer	38.5
Total COUNTY ADMINISTRATION	844.6

Assessor

Expenditures: 8,635,053

FTEs 155.0

Revenues: 3,000

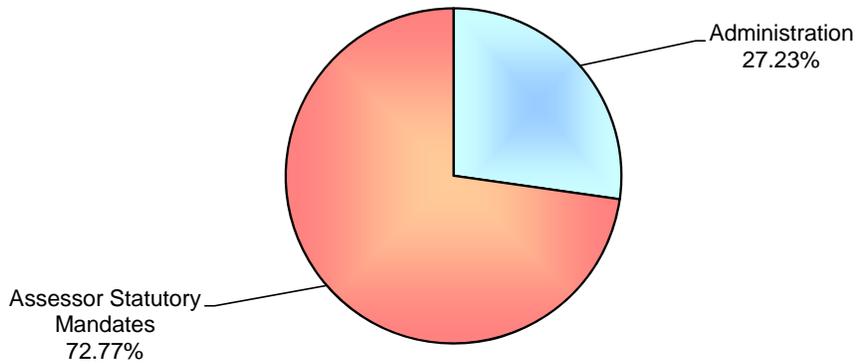
Function Statement:

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.

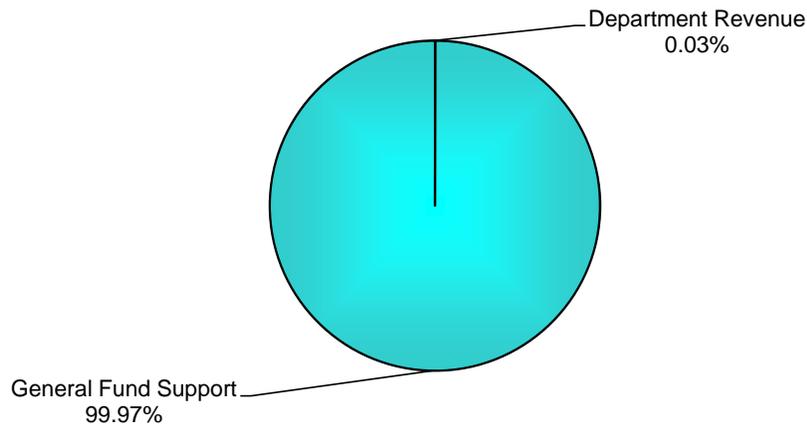
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Assessor

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Administration	2,269,136	2,393,852	2,351,677
Assessor Statutory Mandates	5,268,300	6,060,854	6,283,376
Total Expenditures	<u>7,537,436</u>	<u>8,454,706</u>	<u>8,635,053</u>
<u>Funding by Source</u>			
Revenues			
Administration	9,531	3,000	3,000
Total Revenues	<u>9,531</u>	<u>3,000</u>	<u>3,000</u>
General Fund Support	7,527,905	8,451,706	8,632,053
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>7,537,436</u>	<u>8,454,706</u>	<u>8,635,053</u>
<u>Staffing (FTEs) by Program</u>			
Administration	47.5	46.5	45.0
Assessor Statutory Mandates	113.0	108.5	110.0
Total Staffing (FTEs)	<u>160.5</u>	<u>155.0</u>	<u>155.0</u>

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

Administer, direct, and manage County personnel policies and procedures and provide personnel and payroll services for the Assessor's Office. 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. Ensure compliance with statutory mandates.

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>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
ARS Title 42 statutory mandates met	yes	yes	yes
Computer systems maintained and upgraded for most efficiency	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	1,980,785	2,126,143	2,063,837
Operating Expenses	268,663	257,709	277,840
Capital Equipment > \$5,000	19,688	10,000	10,000
Total Program Expenditures	<u>2,269,136</u>	<u>2,393,852</u>	<u>2,351,677</u>

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Miscellaneous Revenue	9,531	3,000	3,000
Operating Revenue Sub-Total	<u>9,531</u>	<u>3,000</u>	<u>3,000</u>
General Fund Support	2,259,605	2,390,852	2,348,677
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>2,269,136</u>	<u>2,393,852</u>	<u>2,351,677</u>

<u>Program Staffing FTEs</u>	47.5	46.5	45.0
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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 and parcel files; 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
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Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
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%
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

Program Summary

Department: Assessor

Program: Assessor Statutory Mandates

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	4,847,742	5,496,214	5,797,006
Operating Expenses	420,558	564,640	486,370
Total Program Expenditures	5,268,300	6,060,854	6,283,376
<u>Program Funding by Source</u>			
General Fund Support	5,268,300	6,060,854	6,283,376
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	5,268,300	6,060,854	6,283,376
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<u>Program Staffing FTEs</u>	113.0	108.5	110.0

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Board of Supervisors

Expenditures: 1,971,080

FTEs 23.7

Revenues: 0

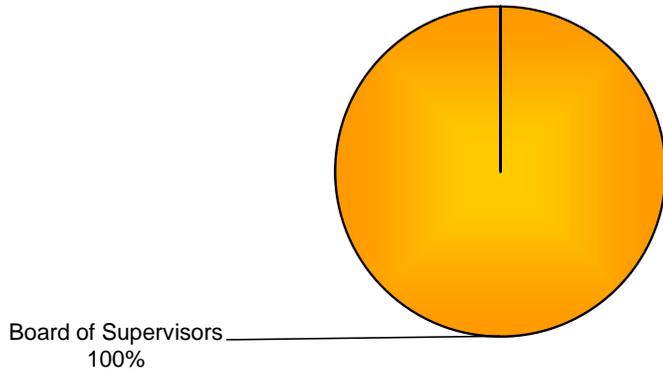
Function Statement:

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

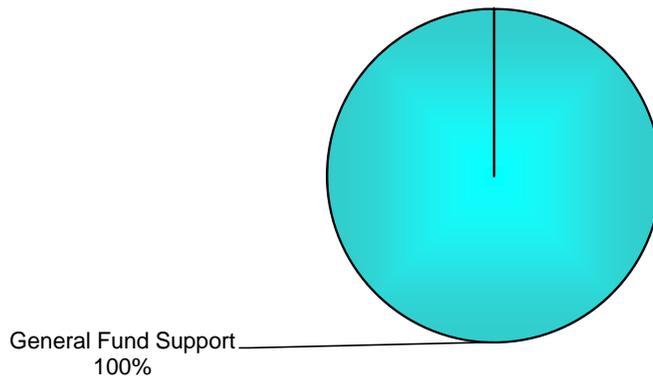
Mandates:

ARS Title 11, Chapter 2: Board of Supervisors

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Board of Supervisors

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Board of Supervisors	1,731,696	1,922,807	1,971,080
Total Expenditures	<u>1,731,696</u>	<u>1,922,807</u>	<u>1,971,080</u>
<u>Funding by Source</u>			
Revenues			
Board of Supervisors	4	-	-
Total Revenues	<u>4</u>	<u>-</u>	<u>-</u>
General Fund Support	1,731,692	1,922,807	1,971,080
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>1,731,696</u>	<u>1,922,807</u>	<u>1,971,080</u>
<u>Staffing (FTEs) by Program</u>			
Board of Supervisors	24.0	23.4	23.7
Total Staffing (FTEs)	<u>24.0</u>	<u>23.4</u>	<u>23.7</u>

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

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Adopted primary property tax levy	\$296,197,333	\$284,023,289	\$275,951,044
County funding support for TREO/Job Path	\$677,349	\$721,473	\$781,473
General Fund reserve as a percentage of General Fund revenues	5%	8%	7%
Meetings required by statute held on time	yes	yes	yes
Balanced budget adopted	yes	yes	yes
Neutral primary tax levy as defined by Truth in Taxation statute adopted	yes	yes	yes
County funding provided for graffiti abatement	yes	yes	yes

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	1,626,243	1,710,177	1,773,925
Operating Expenses	93,285	212,630	197,155
Capital Equipment > \$5,000	12,168	-	-
Total Program Expenditures	1,731,696	1,922,807	1,971,080

Program Funding by Source

Revenues	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Miscellaneous Revenue	4	-	-
Operating Revenue Sub-Total	4	-	-

Program Summary

Department: Board of Supervisors

Program: Board of Supervisors

General Fund Support	1,731,692	1,922,807	1,971,080
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,731,696	1,922,807	1,971,080

<u>Program Staffing FTEs</u>	24.0	23.4	23.7
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Clerk of the Board

Expenditures: 1,271,711

FTEs 16.0

Revenues: 2,100

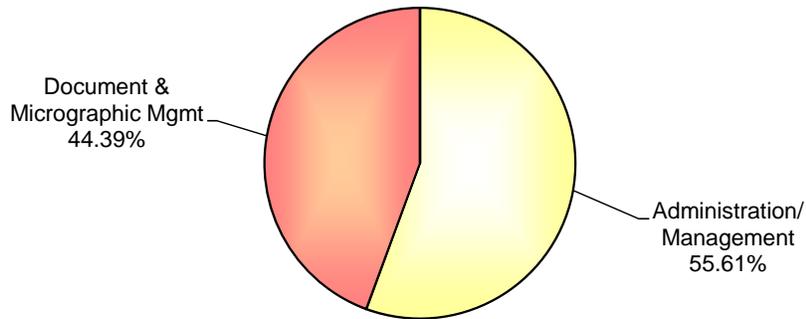
Function Statement:

Record, publish, preserve, and file all proceedings and accounts acted upon by the Board of Supervisors (Board). Administer the 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.

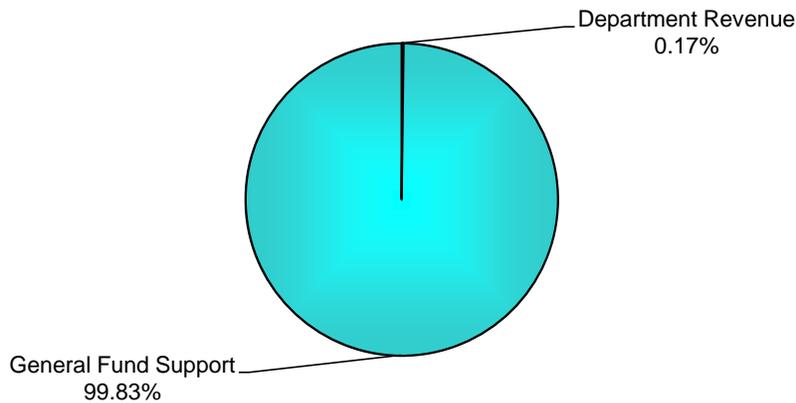
Mandates:

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>FY 2010/2011</u> Actual	<u>FY 2011/2012</u> Adopted	<u>FY 2012/2013</u> Adopted
<u>Expenditures by Program</u>			
Administration Management	593,126	700,775	707,173
Document and Micrographics Mgmt	528,301	546,734	564,538
Total Expenditures	<u>1,121,427</u>	<u>1,247,509</u>	<u>1,271,711</u>
<u>Funding by Source</u>			
Revenues			
Administration Management	4,994	2,100	2,100
Document and Micrographics Mgmt	9	-	-
Total Revenues	<u>5,003</u>	<u>2,100</u>	<u>2,100</u>
General Fund Support	1,116,424	1,245,409	1,269,611
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>1,121,427</u>	<u>1,247,509</u>	<u>1,271,711</u>
<u>Staffing (FTEs) by Program</u>			
Administration Management	7.0	7.0	7.0
Document and Micrographics Mgmt	9.0	9.0	9.0
Total Staffing (FTEs)	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>

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. Serve as the official filing office for all litigation and claims against Pima County. Process, preserve, and file all petitions, licenses, and applications. Publicize 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.

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. Process Board meeting paperwork for execution/recordation/distribution. Maintain permanent record for 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 boards, commissions, and committees. Maintain, e-post, and distribute Board policies. Perform all duties relating to special taxing districts, i.e. fire district creations/annexations and reporting requirements. Perform all other duties as required by law, rule or order of the Board.

Program Goals and Objectives

- Perform duties within statutorily mandated deadlines
- Provide efficient and accurate responses to inquiries by County departments and the general public
- Migrate all ordinances to DMS for web portal access to comply with Senate Bill 1598, Regulatory Bill of Rights
- Perform long term conversion of microfilmed records into searchable text files for migration to Countywide standard Document Management System (DMS)

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Notices/agendas posted as statutorily required	100%	100%	100%
Minutes prepared for approval as statutorily required	100%	100%	100%
Ordinances are migrated to DMS	n/a	70%	100%
Microfilmed records converted to searchable text files and migrated to DMS	5%	20%	50%
Paper records migrated to DMS	20%	70%	100%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	496,791	494,288	509,979
Operating Expenses	96,335	206,487	197,194
Total Program Expenditures	593,126	700,775	707,173

Program Funding by Source

Revenues

Intergovernmental	3,500	2,000	2,000
Miscellaneous Revenue	326	-	-
Charges for Services	1,168	100	100
Operating Revenue Sub-Total	4,994	2,100	2,100

Program Summary

Department: Clerk of the Board
Program: Administration Management

General Fund Support	588,132	698,675	705,073
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	593,126	700,775	707,173
<hr/>			
<u>Program Staffing FTEs</u>	7.0	7.0	7.0

Program Summary

Department: Clerk of the Board

Program: Document and Micrographics 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 paper records. Access, retrieve, and deliver records to departments upon request. Provide for and certify the destruction of confidential and non-confidential records. Create and maintain comprehensive department record retention schedules. Provide guidance on the requirements for document imaging implementation. Provide document capturing and microfilm scanning services to County departments and other jurisdictions. Create microfilm for permanent records. Provide web-based records management training and services. Provide secure vault storage for microfilmed records.

Program Goals and Objectives

- Reduce storage of long term paper records by preserving on microfilm and/or digital image
- Update department record retention schedules to incorporate new bucket record series from the State
 - Reduce/eliminate the need for custom approved department record retention schedules
- Create digital file to replace use of duplicate microfilm
 - Digitize microfilm images for department use

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Reduction in paper records stored	2%	3%	6%
Transition Record Retention Schedules from Custom to Bucket	n/a	15%	40%
Provide department digital images to replace microfilm	n/a	15%	25%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	463,225	462,888	485,343
Operating Expenses	65,076	83,846	79,195
Total Program Expenditures	528,301	546,734	564,538

Program Funding by Source

<u>Revenues</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Miscellaneous Revenue	9	-	-
Operating Revenue Sub-Total	9	-	-
 General Fund Support	 528,292	 546,734	 564,538
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	528,301	546,734	564,538

<u>Program Staffing FTEs</u>	9.0	9.0	9.0
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Communications Office

Expenditures: 790,464

FTEs 10.0

Revenues: 110,500

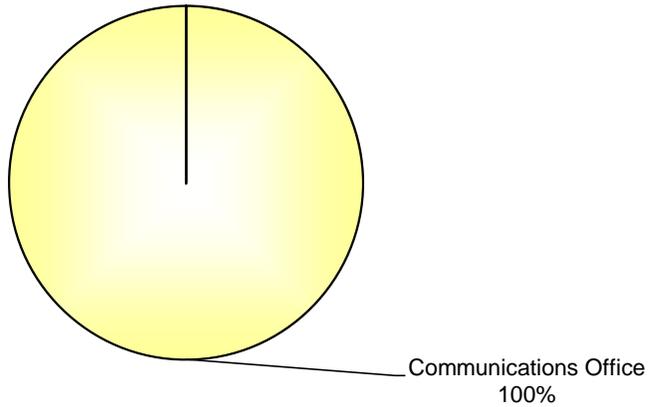
Function Statement:

Effectively communicate the various programs and services available to the public. Work with the Information Technology Department to develop a new interactive County website. Provide graphic design services to all County departments.

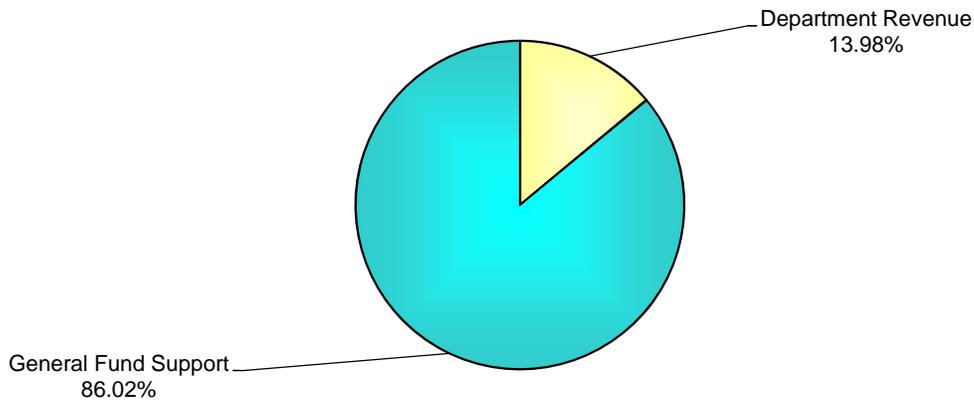
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Communications Office

	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Expenditures by Program</u>			
Communications Office	500,068	860,907	790,464
Total Expenditures	<u>500,068</u>	<u>860,907</u>	<u>790,464</u>
<u>Funding by Source</u>			
Revenues			
Communications Office	90,457	110,500	110,500
Total Revenues	<u>90,457</u>	<u>110,500</u>	<u>110,500</u>
General Fund Support	409,611	750,407	679,964
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>500,068</u>	<u>860,907</u>	<u>790,464</u>
<u>Staffing (FTEs) by Program</u>			
Communications Office	5.5	10.4	10.0
Total Staffing (FTEs)	<u>5.5</u>	<u>10.4</u>	<u>10.0</u>

Program Summary

Department: **Communications Office**

Program: **Communications Office**

Function

Provide information about County programs and activities to the general public, the media, and County employees in print and electronically via the Internet. Provide graphic design, photography and video services to other departments within County government.

Description of Services

Assist in the design and implementation of Pima County website; establish and manage content governance and social media policies for employee use of the Internet; prepare news releases and informational brochures on all facets of County government; design and distribute historical publications on Pima County topics; promote County enterprises such as capital improvement projects and events at Kino Sports Stadium; provide photography and video presentations for broadcast internally and externally; and act as media consultant and intermediary for all departments.

Program Goals and Objectives

- Increase revenues and decrease expenses to minimize General Fund impact
 - Increase graphic designer billable hours
 - Reduce paper usage
 - Create a quality control process through information gained from Process Mapping exercises
- Enhance lines of communication between work force and management
 - Hold monthly departmental meetings to share information
 - Continue to establish workflow procedures through information gained from Process Mapping
- Increase customer service satisfaction
 - Track and reduce the number of customer complaints

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Customer Satisfaction	n/a	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	432,159	804,483	734,248
Operating Expenses	67,909	56,424	56,216
Total Program Expenditures	500,068	860,907	790,464

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Miscellaneous Revenue	-	500	500
Charges for Services	90,457	110,000	110,000
Operating Revenue Sub-Total	90,457	110,500	110,500
General Fund Support	409,611	750,407	679,964
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	500,068	860,907	790,464

<u>Program Staffing FTEs</u>	5.5	10.4	10.0
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County Administrator

Expenditures: 1,430,082

FTEs 11.2

Revenues: 0

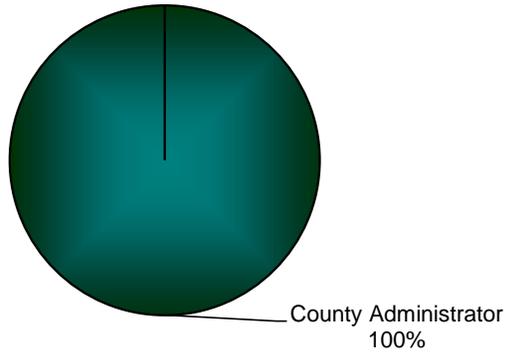
Function Statement:

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 Planning.

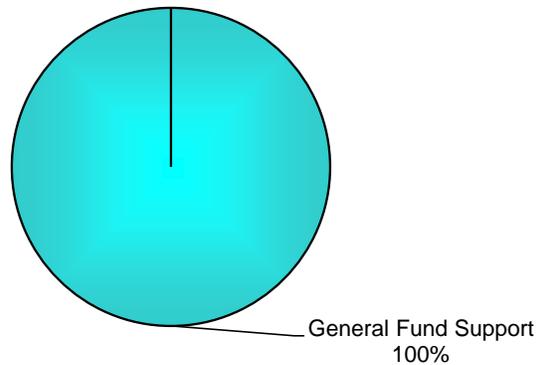
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: County Administrator

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
County Administrator	1,414,863	1,496,062	1,430,082
Total Expenditures	1,414,863	1,496,062	1,430,082
<u>Funding by Source</u>			
Revenues			
County Administrator	12,505	-	-
Total Revenues	12,505	-	-
General Fund Support	1,402,186	1,496,062	1,430,082
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	172	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,414,863	1,496,062	1,430,082
<u>Staffing (FTEs) by Program</u>			
County Administrator	13.8	11.8	11.2
Total Staffing (FTEs)	13.8	11.8	11.2

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

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Natural area acres acquired as part of the Conservation Acquisition Program	292	20	1,500
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes
Department budget requests reviewed	yes	yes	yes

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	1,308,654	1,217,761	1,165,513
Operating Expenses	106,209	278,301	264,569
Total Program Expenditures	1,414,863	1,496,062	1,430,082

Program Funding by Source	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Revenues			
Intergovernmental	12,160	-	-
Miscellaneous Revenue	517	-	-
Investment Earnings	(172)	-	-
Grant Revenue Sub-Total	12,505	-	-
General Fund Support	1,402,186	1,496,062	1,430,082
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	172	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,414,863	1,496,062	1,430,082

Program Staffing FTEs	13.8	11.8	11.2
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Elections

Expenditures: 6,206,723

Revenues: 2,105,291

FTEs 16.5

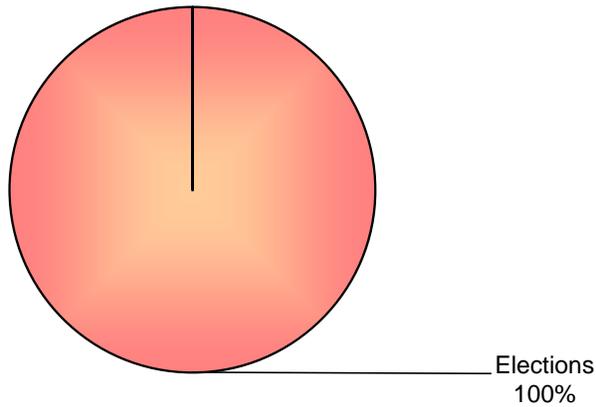
Function Statement:

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.

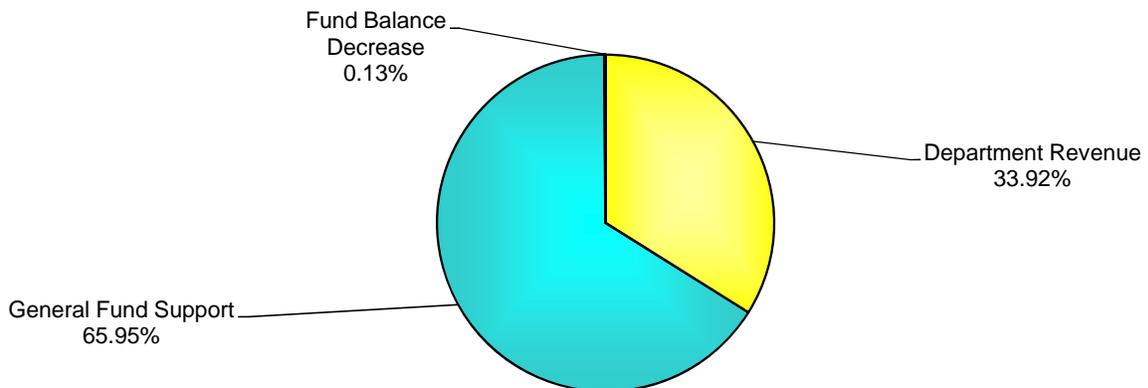
Mandates:

ARS Title 16: Elections and Electors

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Elections

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Elections	4,458,106	3,985,431	6,206,723
Total Expenditures	<u>4,458,106</u>	<u>3,985,431</u>	<u>6,206,723</u>
<u>Funding by Source</u>			
Revenues			
Elections	1,003,527	1,459,291	2,105,291
Total Revenues	<u>1,003,527</u>	<u>1,459,291</u>	<u>2,105,291</u>
General Fund Support	3,462,058	2,514,231	4,093,503
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(7,479)	11,909	7,929
Other Funding Sources	-	-	-
Total Program Funding	<u>4,458,106</u>	<u>3,985,431</u>	<u>6,206,723</u>
<u>Staffing (FTEs) by Program</u>			
Elections	16.0	16.0	16.5
Total Staffing (FTEs)	<u>16.0</u>	<u>16.0</u>	<u>16.5</u>

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 elections pursuant to all federal and state laws and regulations, and 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 and 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>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Sample ballots mailed on time	100%	100%	100%
Polling places ADA compliant	100%	100%	100%
Polling places with voting devices for visually impaired voters	100%	100%	100%
Voted, spoiled, and blank ballots tracked and logged	100%	100%	100%
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 Elections and Integral Committees held	yes	yes	yes

<u>Program Expenditures by Object</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	2,462,686	1,753,664	2,816,930
Operating Expenses	1,978,724	1,630,567	2,788,573
Capital Equipment > \$5,000	16,696	601,200	601,220
Total Program Expenditures	4,458,106	3,985,431	6,206,723

Program Funding by Source

Revenues			
Intergovernmental	988,983	300,000	942,000
Miscellaneous Revenue	1,095	-	-
Charges for Services	5,970	5,000	5,000
Operating Revenue Sub-Total	996,048	305,000	947,000

Program Summary

Department: Elections

Program: Elections

Revenues			
Intergovernmental	-	1,154,291	1,154,291
Investment Earnings	7,479	-	4,000
Grant Revenue Sub-Total	7,479	1,154,291	1,158,291
General Fund Support	3,462,058	2,514,231	4,093,503
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(7,479)	11,909	7,929
Other Funding Sources	-	-	-
Total Program Funding	4,458,106	3,985,431	6,206,723
<u>Program Staffing FTEs</u>	16.0	16.0	16.5

Finance & Risk Management

Expenditures: 27,039,467

Revenues: 17,523,412

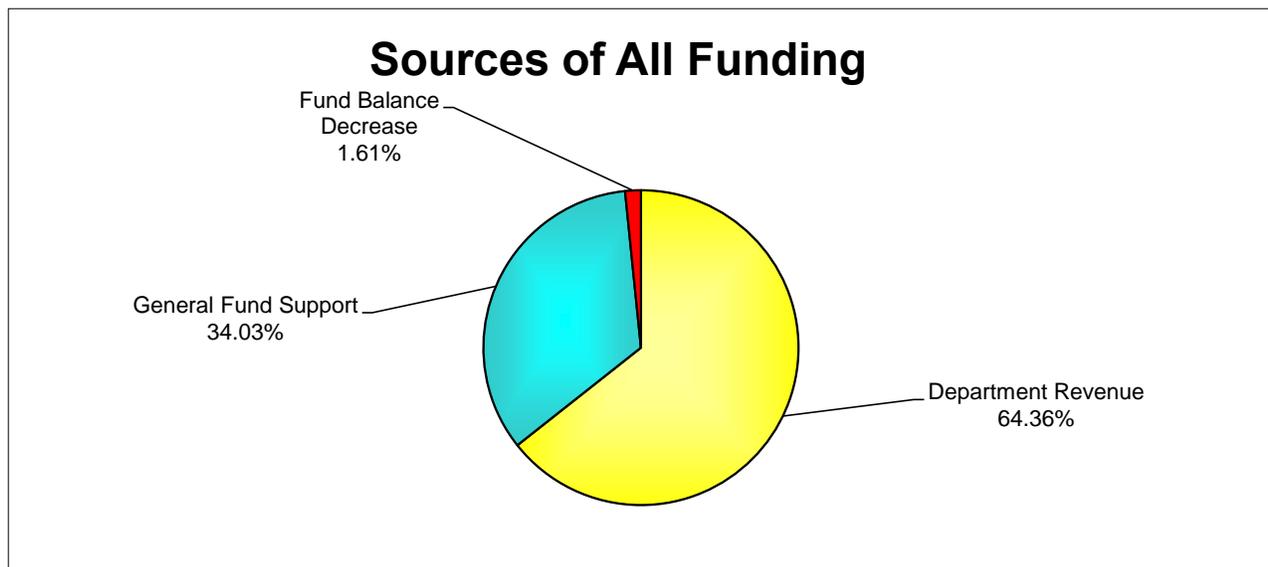
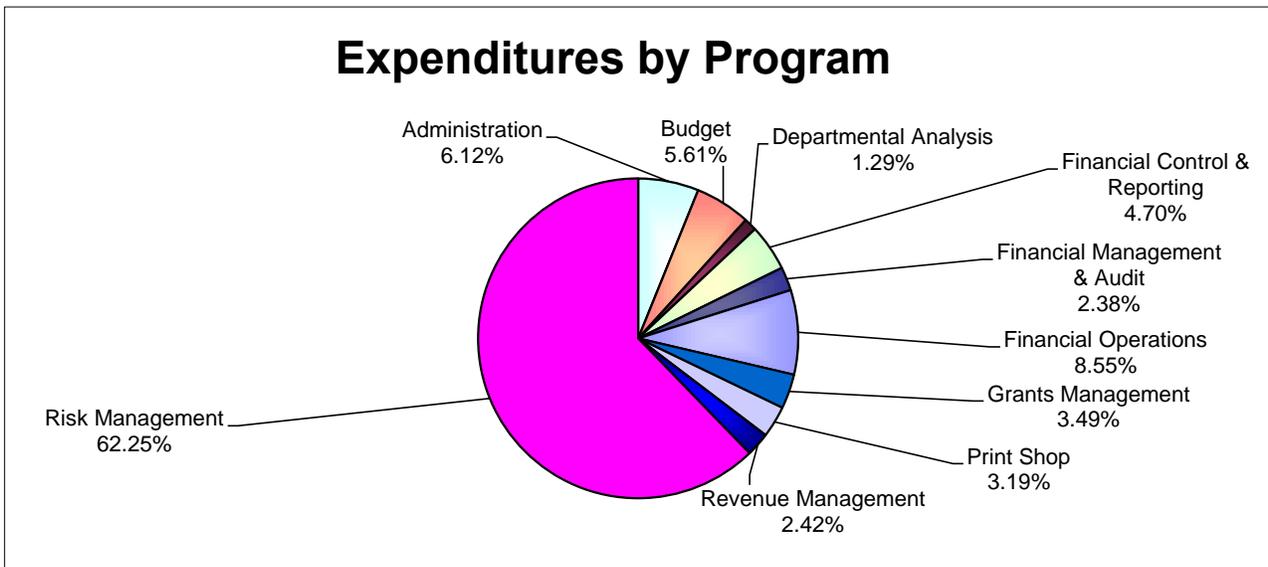
FTEs 231.2

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

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



Department Summary by Program

Department: Finance & Risk Management

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Administration	382,381	485,336	1,654,582
Budget	1,236,690	1,334,142	1,517,493
Departmental Analysis	(18,686)	192,796	350,091
Financial Control & Reporting	1,124,874	1,116,722	1,271,789
Financial Management & Audit	239,606	402,745	643,387
Financial Operations	1,937,922	1,984,824	2,311,053
Financial Services - PHS	(202,732)	-	-
Grants Management	482,993	535,675	944,209
Print Shop	1,083,818	933,485	862,671
Revenue Management	553,273	596,290	653,264
Risk Management	15,190,808	19,057,356	16,830,928
Total Expenditures	22,010,947	26,639,371	27,039,467
<u>Funding by Source</u>			
Revenues			
Administration	526	-	-
Financial Operations	29,317	31,000	25,000
Grants Management	16	-	-
Print Shop	1,010,873	990,000	874,400
Revenue Management	5,969	-	-
Risk Management	21,876,725	19,574,650	16,624,012
Total Revenues	22,923,426	20,595,650	17,523,412
General Fund Support	6,469,422	6,571,701	9,267,593
Net Operating Transfers In/(Out)	(708,726)	(55,432)	(181,518)
Fund Balance Decrease/(Increase)	(6,673,175)	(472,548)	429,980
Other Funding Sources	-	-	-
Total Program Funding	22,010,947	26,639,371	27,039,467
<u>Staffing (FTEs) by Program</u>			
Administration	8.5	14.0	20.0
Budget	14.5	13.5	14.5
Departmental Analysis	31.5	24.0	29.0
Financial Control & Reporting	20.0	19.9	20.9
Financial Management & Audit	17.1	15.1	18.1
Financial Operations	34.6	33.0	37.5
Financial Services - PHS*	38.0	32.0	-
Grants Management	24.0	23.6	28.5
Print Shop	10.1	10.6	9.0
Revenue Management	24.0	24.0	24.5
Risk Management	24.5	24.5	29.2
Total Staffing (FTEs)	246.8	234.2	231.2

* Pima Health System (PHS) ceased operations September 30, 2011. During fiscal years 2010/2011 and 2011/2012 personnel costs for these FTEs were fully transferred out.

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
- Maintain integrated Countywide program for asset management, procurement, and work order management

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Special reports/analyses/investigations completed	3	3	3
Debt packages prepared	2	2	2
Financial information and reports available on Internet	100%	100%	100%
Critical procedures available on Internet	95%	100%	100%
Budgeted timelines for installation of Countywide system met	95%	100%	100%
Average Fitch Pima County Bond Rating of AA	yes	yes	yes

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	293,212	426,962	1,434,033
Operating Expenses	89,169	58,374	220,549
Total Program Expenditures	382,381	485,336	1,654,582

Program Funding by Source	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Revenues			
Miscellaneous Revenue	526	-	-
Operating Revenue Sub-Total	526	-	-

Program Summary

Department: Finance & Risk Management

Program: Administration

General Fund Support	681,628	485,336	1,654,582
Net Operating Transfers In/(Out)	(299,773)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	382,381	485,336	1,654,582
<hr/>			
<u>Program Staffing FTEs</u>	8.5	14.0	20.0

Program Summary

Department: Finance & Risk Management

Program: Budget

Function

Develop and monitor Pima County's annual budget. Manage Pima County's annual property tax assembly process.

Description of Services

Produce the Recommended, Tentative, and Adopted Budget schedules and books. Monitor the budget and compile monthly revenue and expenditure forecasts. Respond to management's requests for financial analyses and reports. Compile the property tax levies and rates, 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
 - Ensure budget schedules/books are 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

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
GFOA review criteria rating of proficient/outstanding received in 93 criteria	93	93	93
Days tax statements mailed prior to taxes due	17	17	17
Taxpayer complaints received re: telephone hotline	0	0	0
Budget schedules/books produced by due dates	yes	yes	yes
GFOA Budget Presentation Award received	yes	yes	yes
Tax rates/levies compiled by due date	yes	yes	yes
FYE projection vs CAFR actual (General Fund) <1.0%	yes	yes	yes

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Program Expenditures by Object			
Personnel Services	928,019	964,248	1,136,413
Operating Expenses	308,671	369,894	381,080
Total Program Expenditures	1,236,690	1,334,142	1,517,493
General Fund Support	1,307,825	1,334,142	1,517,493
Net Operating Transfers In/(Out)	(71,135)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,236,690	1,334,142	1,517,493
Program Staffing FTEs	14.5	13.5	14.5

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

Assist departments with annual budget preparation. Analyze revenue and expenditures for budget compliance, errors and long term trends. Assist departments with cash, revenue, and expenditure projections and budget variance explanations. Provide departments with functional monthly and periodic reports to improve planning, control, and operational monitoring. Provide account problem research and assistance as requested.

Program Goals and Objectives

- Provide timely, accurate and reliable information and reports to department management and other users
 - Perform special projects as requested
 - Submit annual budget request by due date
 - Submit monthly projections by due date
 - Complete department planning and control reports on time

<u>Program Performance Measures</u>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Special projects completed	10	12	10
Percentage of annual budget requests submitted by due date	75%	100%	100%
Percentage of monthly projections submitted by due date	90%	100%	100%
Percentage of department planning and control reports completed on time	100%	100%	100%

<u>Program Expenditures by Object</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	(29,330)	159,941	339,819
Operating Expenses	10,644	32,855	10,272
Total Program Expenditures	(18,686)	192,796	350,091

<u>Program Funding by Source</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
General Fund Support	87,680	192,796	350,091
Net Operating Transfers In/(Out)	(106,366)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	(18,686)	192,796	350,091

<u>Program Staffing FTEs</u>	31.5	24.0	29.0
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Program Summary

Department: Finance & Risk Management

Program: Financial Control & Reporting

Function

Perform centralized financial reporting and accounting/finance functions for Pima County departments and funds. Monitor compliance with generally accepted accounting principles, policies, procedures, and federal, state, County laws and regulations. Serve as centralized point of coordination and contact for County 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 Regional 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

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Quarterly financial statements issued for Regional Wastewater Reclamation, Development Services, and Risk Management	50%	100%	100%
GFOA financial reporting award received	yes	yes	yes
Regional Wastewater Reclamation, Development Services, Stadium District, Local Transportation Assistance Fund II, and Risk Management audits completed by 10/31	yes	yes	yes
County financial statements in compliance with GAAP	yes	yes	yes
Indirect cost allocations issued	yes	yes	yes

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	1,082,012	1,066,774	1,217,999
Operating Expenses	42,862	49,948	53,790
Total Program Expenditures	1,124,874	1,116,722	1,271,789
General Fund Support	1,164,986	1,116,722	1,271,789
Net Operating Transfers In/(Out)	(40,112)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,124,874	1,116,722	1,271,789
Program Staffing FTEs	20.0	19.9	20.9

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>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Departmental cash flow analyses prepared	19	19	17
High risk audits completed	5	5	5
Annual Bond Update Reports prepared	2	2	2

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	174,366	326,285	619,208
Operating Expenses	65,240	76,460	24,179
Total Program Expenditures	239,606	402,745	643,387

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
General Fund Support	393,205	402,745	643,387
Net Operating Transfers In/(Out)	(153,599)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	239,606	402,745	643,387

<u>Program Staffing FTEs</u>	17.1	15.1	18.1
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Program Summary

Department: Finance & Risk Management

Program: Financial Operations

Function

Perform centralized payment functions of payroll and accounts payable. Distribute County mail and maintain County records.

Description of Services

Process accounts payable and payroll transactions in 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 records according to the County's 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
- Meet statutory deadlines for payroll

<u>Program Performance Measures</u>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
1099s mailed by statutory due date	100%	100%	100%
County payroll and expense warrants processed timely and accurately	100%	100%	100%
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>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	1,746,529	1,777,994	2,108,883
Operating Expenses	191,393	206,830	202,170
Total Program Expenditures	1,937,922	1,984,824	2,311,053

<u>Program Funding by Source</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Revenues			
Miscellaneous Revenue	29,317	31,000	25,000
Operating Revenue Sub-Total	29,317	31,000	25,000
General Fund Support	2,016,062	1,953,824	2,286,053
Net Operating Transfers In/(Out)	(107,457)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,937,922	1,984,824	2,311,053

<u>Program Staffing FTEs</u>	34.6	33.0	37.5
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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 (AHCCCS) 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. Their costs were transferred to PHS through September 30, 2011, when Pima County's contract with the State ended. Beginning October 1, 2011, costs for AHCCCS closure activities were transferred to the PHS Transition special revenue fund.)

Program Goals and Objectives

- Close out PHS business

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
PHS business closed out	no	yes	n/a

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	(214,599)	-	-
Operating Expenses	11,867	-	-
Total Program Expenditures	<u>(202,732)</u>	<u>-</u>	<u>-</u>

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
General Fund Support	(202,732)	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>(202,732)</u>	<u>-</u>	<u>-</u>

<u>Program Staffing FTEs</u>	38.0	32.0	-
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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 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

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Grant reimbursement requests submitted on time	90%	100%	100%
Sub-recipient monitoring fulfilled	yes	yes	yes
SEFA deadline met	yes	yes	yes
Single audit free of findings	no	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	446,127	503,205	910,069
Operating Expenses	36,866	32,470	34,140
Total Program Expenditures	482,993	535,675	944,209

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Miscellaneous Revenue	16	-	-
Operating Revenue Sub-Total	16	-	-
General Fund Support	534,044	535,675	944,209
Net Operating Transfers In/(Out)	(51,067)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	482,993	535,675	944,209

Program Staffing FTEs	24.0	23.6	28.5
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Program Summary

Department: Finance & Risk Management

Program: Print Shop

Function

Provide high-speed digital black & white and color printing/copying, including file manipulation; offset printing; finishing and bindery services. Provide color and black & white large-format scanning and printing, and provide bindery services.

Description of Services

Provide high-speed digital black & white and color printing/copying, including file manipulation, and offset press printing. Provide finishing and bindery services including collating, folding, and comb, velo, coil, tape, and steel edge binding, drilling, punching, and numbering services. Provide forms design, digital color and black & white scanning, file manipulation, large format scan/copy/print, and drymounting onto foam core. Provide pick-up and delivery service to all downtown County departments.

(Note: This program was previously named Graphic Services Production.)

Program Goals and Objectives

- Increase revenues
- Increase customer service satisfaction
 - Maintain quality control through Process Mapping
 - Ensure press jobs are ready within 10 days
 - Track and reduce the number of customer complaints

<u>Program Performance Measures</u>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Quality Control - number of jobs reworked in-house	0	0	0
Number of customer complaints	5	3	0
Press jobs ready in 10 days	94%	97%	100%
Revenues increased	no	no	yes

<u>Program Expenditures by Object</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	540,749	580,349	491,617
Operating Expenses	509,464	341,753	358,680
Depreciation	33,605	11,383	12,374
Total Program Expenditures	1,083,818	933,485	862,671

<u>Program Funding by Source</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Investment Earnings	723	2,000	1,400
Charges for Services	1,010,150	988,000	873,000
Other Revenue Total	1,010,873	990,000	874,400
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	(2,184)	(2,449)
Fund Balance Decrease/(Increase)	72,945	(54,331)	(9,280)
Other Funding Sources	-	-	-
Total Program Funding	1,083,818	933,485	862,671

<u>Program Staffing FTEs</u>	10.1	10.6	9.0
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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 3% per year
- Implement innovation where feasible to increase speed and accuracy of receipt posting

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Average number of days to credit revenue to appropriate department	3	2	1
Collections increase	2%	2%	3%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	529,814	560,830	600,915
Operating Expenses	23,459	35,460	52,349
Total Program Expenditures	553,273	596,290	653,264
Program Funding by Source			
Charges for Services	5,312	-	-
Operating Revenue Sub-Total	5,312	-	-
Revenues			
Miscellaneous Revenue	500	-	-
Investment Earnings	157	-	-
Other Special Revenue Total	657	-	-
General Fund Support	486,724	550,461	599,989
Net Operating Transfers In/(Out)	49,000	48,265	-
Fund Balance Decrease/(Increase)	11,580	(2,436)	53,275
Other Funding Sources	-	-	-
Total Program Funding	553,273	596,290	653,264
Program Staffing FTEs	24.0	24.0	24.5

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 including insurance procurement, trust fund management, risk analysis, safety and 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

- Procure insurance in a timely manner
 - Maintain a balance between cost and coverage
- Provide safety services to departments
 - Support departmental safety/loss prevention
- Manage program and related funds
 - Maintain minimum disruption to the County's overall budget
- Investigate liability claims in a timely manner
 - Adjust and pay claims using industry best practices
- Investigate workers' compensation claims in a timely manner
 - Begin lost time investigations within 3 days of notice
- Ensure workers' compensation claims are accepted or denied in a timely manner
 - Comply with appropriate laws, rules and policies

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Safety investigations and audits conducted for County departments	35	20	20
Liability claim forms sent within 3 business days of request	95%	95%	100%
Workers' Compensation lost time investigations begun within 3 days of notice	95%	95%	100%
Workers' Compensation claims accepted or denied within the statutory period	100%	100%	100%
Insurance procured before renewal date	yes	yes	yes
Statement of Values updated annually	yes	yes	yes

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	1,635,435	2,222,579	2,652,665
Operating Expenses	13,525,997	16,767,689	14,142,264
Capital Equipment > \$5,000	-	-	13,750
Depreciation	29,376	67,088	22,249
Total Program Expenditures	15,190,808	19,057,356	16,830,928

Program Summary

Department: Finance & Risk Management

Program: Risk Management

Program Funding by Source

Miscellaneous Revenue	347,658	17,400	17,400
Investment Earnings	443,675	521,602	521,602
Charges for Services	21,085,392	19,035,648	16,085,010
Other Revenue Total	21,876,725	19,574,650	16,624,012
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	71,783	(101,513)	(179,069)
Fund Balance Decrease/(Increase)	(6,757,700)	(415,781)	385,985
Other Funding Sources	-	-	-
Total Program Funding	15,190,808	19,057,356	16,830,928
<u>Program Staffing FTEs</u>	24.5	24.5	29.2

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Forensic Science Center

Expenditures: 3,280,184

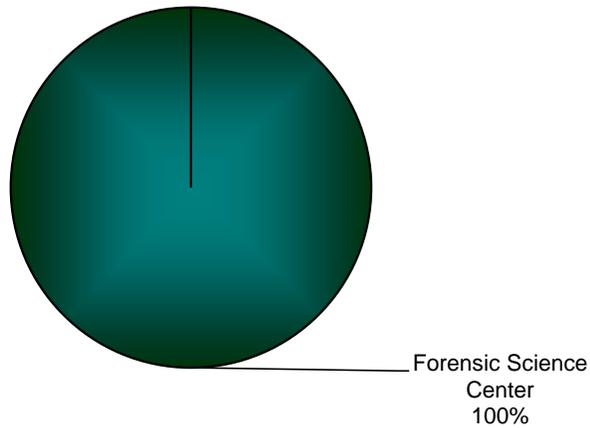
FTEs 31.0

Revenues: 1,533,000

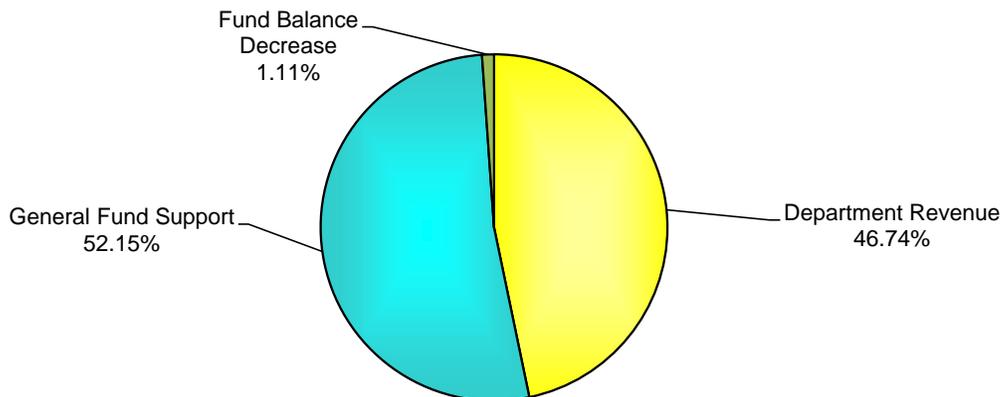
Function Statement: Perform investigations regarding individuals whose deaths are under the jurisdiction of the office of the Medical Examiner.

Mandates: ARS Title 11, Chapter 3, Article 12: County Medical Examiner

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Forensic Science Center

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Forensic Science Center	3,287,473	3,116,858	3,280,184
Total Expenditures	<u>3,287,473</u>	<u>3,116,858</u>	<u>3,280,184</u>
<u>Funding by Source</u>			
Revenues			
Forensic Science Center	1,612,769	1,355,858	1,533,000
Total Revenues	<u>1,612,769</u>	<u>1,355,858</u>	<u>1,533,000</u>
General Fund Support	1,644,775	1,761,000	1,710,658
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	29,929	-	36,526
Other Funding Sources	-	-	-
Total Program Funding	<u>3,287,473</u>	<u>3,116,858</u>	<u>3,280,184</u>
<u>Staffing (FTEs) by Program</u>			
Forensic Science Center	27.0	27.5	31.0
Total Staffing (FTEs)	<u>27.0</u>	<u>27.5</u>	<u>31.0</u>

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 requests for body removal within 60-90 minutes no less than 90% of the time
 - Complete at least 95% of cremation authorizations within 2 days
 - Prepare a minimum of 95% of reports within 3-4 weeks
 - Respond to at least 90% of outside personnel, families, etc. within 2 days

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Requests to remove bodies responded to within 60-90 minutes	70%	75%	90%
Cremation authorization completed within 2 days	80%	95%	95%
Reports prepared within 3-4 weeks	90%	95%	95%
Respond to outside personnel, families, etc. within 2 days	85%	90%	90%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	2,428,197	2,376,916	2,677,697
Operating Expenses	780,181	739,942	602,487
Capital Equipment > \$5,000	79,095	-	-
Total Program Expenditures	3,287,473	3,116,858	3,280,184

Program Funding by Source

<u>Revenues</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Miscellaneous Revenue	2,786	1,700	1,500
Investment Earnings	374	-	-
Charges for Services	1,143,104	993,200	1,281,500
Operating Revenue Sub-Total	1,146,264	994,900	1,283,000

<u>Revenues</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Intergovernmental	466,505	360,958	250,000
Grant Revenue Sub-Total	466,505	360,958	250,000

Program Summary

Department: Forensic Science Center

Program: Forensic Science Center

General Fund Support	1,644,775	1,761,000	1,710,658
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	29,929	-	36,526
Other Funding Sources	-	-	-
Total Program Funding	3,287,473	3,116,858	3,280,184

<u>Program Staffing FTEs</u>	27.0	27.5	31.0
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Human Resources

Expenditures: 3,210,407

Revenues: 335,736

FTEs 49.1

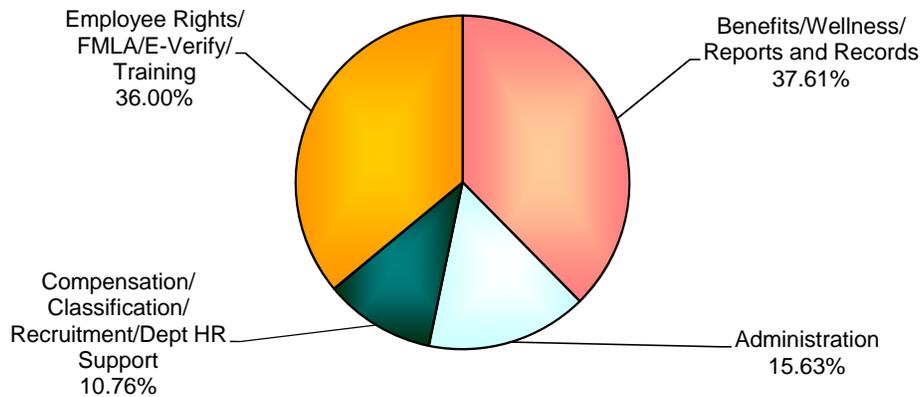
Function Statement:

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.

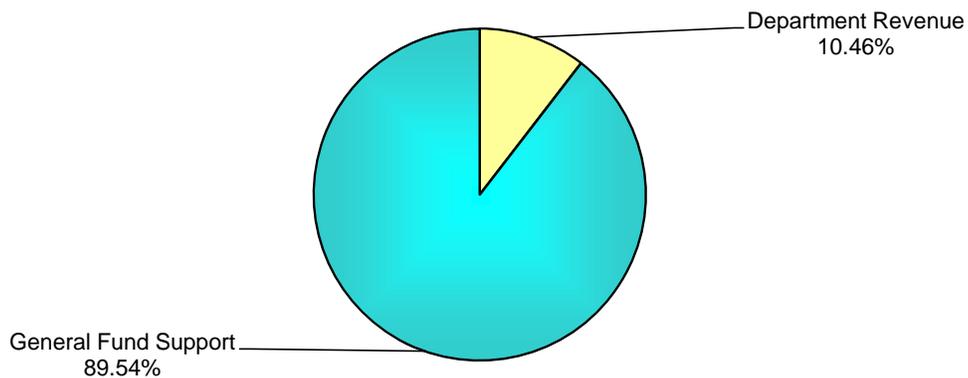
Mandates:

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>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Expenditures by Program</u>			
Administration	270,043	349,474	501,603
Benefits/Wellness/Reports and Records	796,125	865,060	1,207,549
Compensation/Classification/Recruitment/Dept HR Support	315,995	337,845	345,428
Employment Rights, FMLA, E-Verify & Training	1,134,342	1,124,630	1,155,827
Total Expenditures	<u>2,516,505</u>	<u>2,677,009</u>	<u>3,210,407</u>
<u>Funding by Source</u>			
Revenues			
Administration	46	-	-
Benefits/Wellness/Reports and Records	11,426	1,500	335,736
Total Revenues	<u>11,472</u>	<u>1,500</u>	<u>335,736</u>
General Fund Support	2,632,706	2,675,509	2,874,671
Net Operating Transfers In/(Out)	(127,673)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>2,516,505</u>	<u>2,677,009</u>	<u>3,210,407</u>
<u>Staffing (FTEs) by Program</u>			
Administration	6.4	6.4	8.3
Benefits/Wellness/Reports and Records	15.3	13.4	13.5
Compensation/Classification/Recruitment/Dept HR Support	17.2	14.7	12.8
Employment Rights, FMLA, E-Verify & Training	12.3	14.6	14.5
Total Staffing (FTEs)	<u>51.2</u>	<u>49.1</u>	<u>49.1</u>

Program Summary

Department: Human Resources

Program: Administration

Function

Provide direction and approval of employment-related services including, but not limited to, Merit System Rules and Personnel Policies (MSR/PP) development and interpretation, mandatory training, affirmative action reporting, employee relations, recruitment, benefits, classification, compensation, Family and Medical Leave Act (FMLA) administration and e-Verify services, performance management, records management, and administration of the Americans with Disabilities Act (ADA).

Description of Services

Direct Human Resources (HR) activities and serve as the final authority for all HR decisions and recommendations to the County Administrator and the Board of Supervisors. Direct and administer all financial, IT and procurement obligations for the department. Review and process personnel action forms. Maintain a records center for housing and accessing official personnel files for County employees. Serve as the custodian of official personnel records and official Secretary to the Merit system Commission. Sell employee bus passes and discount tickets, process employee ID badges, and provide employment verification. Coordinate the Native American Employment Policy with the Tucson Indian Center. Report on the composition of the County's workforce and turnover rate. Certify and notarize public requests for personnel records and information.

Program Goals and Objectives

- Ensure Pima County is in total compliance with federal, state and local laws relating to human resources by identifying, investigating and recommending corrective action for potential violations in a timely fashion
- Provide employment opportunities to all segments of the population residing or wishing to reside in Pima County and surrounding areas
- 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
- Ensure all departments and staffs are provided the quality assistance they need to direct and manage the County workforce and to effectively work as a Pima County employee
- Provide quality assistance and guidance with employment-related matters throughout the County
- Benchmark, analyze and improve the County's attrition rate
- Assess the retention of County employees by measuring the number of workers that had to be replaced on an annual basis as a tool for management to make sound personnel decisions

Program Performance Measures

County's employee turnover rate

FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
14%	15%	11%

Program Expenditures by Object

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	241,243	304,354	447,600
Operating Expenses	28,800	45,120	54,003
Total Program Expenditures	270,043	349,474	501,603

Program Funding by Source

Revenues

Miscellaneous Revenue	46	-	-
Operating Revenue Sub-Total	46	-	-

Program Summary

Department: **Human Resources**

Program: **Administration**

General Fund Support	349,609	349,474	501,603
Net Operating Transfers In/(Out)	(79,612)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	270,043	349,474	501,603

<u>Program Staffing FTEs</u>	6.4	6.4	8.3
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Program Summary

Department: Human Resources

Program: Benefits/Wellness/Reports and Records

Function

Maintain official employee personnel records both by hardcopy and automated information programs, maintain data necessary to meet federal reporting requirements, process personnel action forms, and maintain Equal Employment Opportunity (EEO) forms and manage the employee discount and bus pass program. Provide employees with comprehensive and affordable benefits options for healthcare (medical and dental), life insurance as well as other ancillary services. Provide education to enable employees to make well-informed decisions on benefits that will meet their individual needs. Counsel and coordinate retirement and long-term disability matters with employees and the State. Provide quality programs and activities to encourage and support healthy, active lifestyles of employees. Emphasize the importance of education, awareness, self-care, and behavioral change programs to enhance overall well-being. Provide rewards for healthy behaviors by County employees through financial and other incentives, including those connected with health insurance premiums.

Description of Services

Manage the Records Center which houses all official personnel files, by performing the day-to-day activity for maintaining official personnel files, respond to subpoenas, process personnel action forms, process employment verification. Maintain personnel documents within the records center section in a manner consistent with the Arizona Revised Statutes (ARS) and Human Resources Policies and Procedures. Manage the employee discount and bus pass program and ensure proper reconciliation of each account. Verify and process all personnel action forms to ensure compliance with County rules and policies. Provide benefits administration and advocacy; contract development, negotiations and renewal activity; benefits open enrollment and special program coverage. Develop a strategic approach for negotiating and purchasing the best benefits and insurance packages for eligible employees and their dependents. Pima County's current medical contract amount is \$33.9 million, with approximately 5,300 of the 6,300 benefits eligible employees enrolled. Educate and assist employees with enrollment in benefits and insurance programs. Coordinate retirement and long-term disability plans with the State of Arizona and assist employees with accessing these services, and coordinate the payment of death benefits.

Program Goals and Objectives

- Ensure that official personnel records are maintained accurately, timely, completely and easily accessible in accordance with the Arizona State retention schedule; and personnel action forms are processed in accordance with the County rules and policies
 - Ensure that bus passes and discount vouchers are available for employees to purchase and accounted for accurately
 - Provide employees a comprehensive benefits package with affordable options from which to choose, and assist employees to make informed decisions regarding the best coverage at the most affordable cost based on their individual needs
 - Encourage good health and well-being for employees and their families utilizing the wellness benefits available
 - Maintain a consistent and realistic average cost per employee for the County's benefits program
 - Reduce the number of employee complaints by enhancing the process for carriers to respond directly, cooperatively and timely to employees needs
 - Manage employee benefits and insurance records and ensure that documents are maintained in a confidential manner and pursuant to the State Retention and Disposition Schedule
 - Provide education and resources to help employees identify and reduce health risks before serious health problems occur
 - Provide special follow-up and assistance to employees identified at highest risk for preventable illnesses and excessive medical costs
 - When health problems do exist, help employees better manage their condition and use
-

Program Summary

Department: Human Resources

Program: Benefits/Wellness/Reports and Records

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Personel records reviewed for compliance with State Retention and Disposition Schedule	1,703	1,200	1,400
Total attendance at wellness events	22,889	22,000	22,000
Percentage of employees attending benefit information sessions	38%	40%	45%
Percentage of benefits complaints resolved	15%	15%	15%
Percentage of covered employees needing Human Resources intervention for health matters	125%	100%	75%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	732,995	788,330	802,518
Operating Expenses	63,130	76,730	405,031
Total Program Expenditures	<u>796,125</u>	<u>865,060</u>	<u>1,207,549</u>

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Miscellaneous Revenue	884	500	160,540
Charges for Services	10,542	1,000	175,196
Operating Revenue Sub-Total	<u>11,426</u>	<u>1,500</u>	<u>335,736</u>
General Fund Support	832,760	863,560	871,813
Net Operating Transfers In/(Out)	(48,061)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>796,125</u>	<u>865,060</u>	<u>1,207,549</u>

<u>Program Staffing FTEs</u>	15.3	13.4	13.5
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Program Summary

Department: Human Resources

Program: Compensation/Classification/Recruitment/Dept HR Support

Function

Provide employment-related services and activities for recruiting and retaining a highly committed, highly competent, and results oriented workforce. Provide staffing and testing services, classification and compensation review and assignments, and market studies. Provide staff to certain large departments in need of direct personnel assistance to ensure quality and timely service.

Description of Services

Develop recruitment and selection plans for vacant positions. Review and advertise requests to fill positions. Screen and test applicants. 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 with particular emphasis on the public works and health areas.

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 and quality levels of public service
- Utilize emerging technology (Internet based Applicant Tracking System) to reduce paper/manual processing times to provide departments certificate of eligibility lists within 8 days of closing date and reduction in time to fill to 45 days
- Ensure equal pay for equal work via a fair and equitable compensation plan
- Ensure all County employees are working within properly defined classifications
- Complete position audits and reallocations in 40 calendar days

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Average calendar days to complete certified list of qualified job applicants	14	10	14
Average calendar days to fill vacancies	65	45	65
Applications received/reviewed	20,254	23,250	21,400
Classification/compensation audit review performed	365	375	370
Average calendar days to complete reallocations	39	40	40
Department assists provided	1,000	975	1,265

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	294,345	322,185	342,278
Operating Expenses	21,650	15,660	3,150
Total Program Expenditures	315,995	337,845	345,428

Program Funding by Source	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
General Fund Support	315,995	337,845	345,428
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	315,995	337,845	345,428

Program Staffing FTEs	17.2	14.7	12.8
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Program Summary

Department: Human Resources

Program: Employment Rights, FMLA, E-Verify & Training

Function

Provide Merit System Rule and Personnel Policy (MSR/PP) interpretation and review to Pima County management staff and employees. Investigate allegations of violations of the MSR/PPs or personnel-related Board of Supervisors Policies or Administrative Procedures to ensure compliance with rules, policies, procedures and laws. Provide timely and structured learning experiences, operational training, specialized targeted training and coaching for existing and newly appointed County managers and supervisors to ensure consistent application of and adherence to personnel administration laws, rules, policies, procedures and court mandates. Administer the Family and Medical Leave Act (FMLA) and E-verify processes in accordance with federal and state laws.

Description of Services

Provide official interpretation of MSR/PPs and related policies and procedures. Provide Americans with Disabilities Act (ADA) program analysis, guidance and resolution. Provide personnel guidance to managers and supervisors to ensure personnel actions are in compliance with laws and mandates. Mediate and reconcile employee and management conflicts or refer individuals to other resources when mediation fails. Edit and publish the MSR/PPs and Law Enforcement MSRs. Respond to and investigate Equal Employment Opportunity (EEO) and non-EEO grievances. Respond to and investigate workplace violence and sexual/workplace harassment allegations. Prepare confidential management reports summarizing results of investigations and develop recommendations identifying corrective actions. Accept the filing of appeals and provide administrative support to the Merit System Commission/Law Enforcement Merit System Council. Provide services to management and employees regarding layoff. Conduct New Employee Orientation on the MSR/PPs and conduct Interview Monitor training. Assist Department Personnel Representatives with personnel-related issues within their departments.

Develop and utilize existing training programs to train managers and supervisors on Federal, State and County mandates. Coordinate and administer the training of newly designated managers and supervisors in the areas of (1) Rules and Policies, (2) Positive and Progressive Discipline, (3) Performance Management and (4) Harassment Prevention. Provide training on Workplace Violence Prevention/Aggression Management and other topics as requested/approved. Create and update informational handouts and other classroom materials necessary for the support of professional management development. Research and procure relevant training videos. Provide ongoing training and support for the countywide performance management system. Oversee the County Trainee Program. Provide one-on-one coaching for individual managers or supervisors as required or requested. Provide updated on-site workshops addressing Workplace Harassment Prevention for non-supervisory employees when requested by an Appointing Authority and approved by the Director of Human Resources.

Process all Pima County new hires (except those of Superior and Juvenile Courts) through E-verify. Review, approve, and monitor Family and Medical Leave (FML) for Pima County employees (except court employees). Train managers, supervisors, and department personnel representatives (DPRs) on relevant federal, state, and county mandates and procedures. Maintain FMLA records and Form I-9 permanent retention for county employees in accordance with federal, state and county mandates and procedures.

Program Goals and Objectives

- Ensure Pima County is in total compliance with federal, state, and local laws relating to human resources by:
 - identifying, investigating, and recommending corrective action for potential violations in a timely fashion
 - providing quality assistance and guidance with employment-related matters throughout the County
 - facilitating reasonable accommodations for applicants and employees in compliance with the Americans with Disabilities Act as amended
 - developing and implementing management training regarding the ADA
 - providing a venue and a process for professionally resolving internal complaints and work-related disputes
 - minimizing exposure to external filings and lawsuits by partnering with departments to properly address personnel-related matters
 - researching, proposing, and developing rules, policies and procedures that reflect current trends in human resources management

Program Summary

Department: Human Resources

Program: Employment Rights, FMLA, E-Verify & Training

- Prepare newly designated managers and supervisors to function successfully in a public sector environment while enhancing the organization's management skills, by:
 - Expanding the mandatory Management Core Series Training through the creation of classes on the topics of (1) Workplace Violence Prevention/Aggression Management, (2) Fair Labor Standards Act, and (3) Ethics Training
 - Identifying, developing and creating online training alternatives for Ajo employees with potential expansion to other County groups
 - Assuming coordination and scheduling responsibilities for the Pima County New Employee Orientation module
 - Researching, proposing, developing and coordinating a Leadership for Supervision Program, utilizing internal County resources, with the purpose of providing a progressive series of classes essential for effective and successful management
- Section Title: FMLA/Form I-9 Training:
 - Provide training to new managers, supervisors, and department personnel representatives (DPRs) and refresher sessions as needed in FMLA regulations and county procedures
 - Provide ongoing training and education to department personnel representatives (DPRs) in FMLA regulations and Form I-9 completion procedures through formal and informal means, such as quarterly newsletters

<u>Program Performance Measures</u>	FY 2010/2011	FY 2011/2012	FY 2012/2013
	Actual	Estimated	Planned
Number of contacts for MSR/PP Interpretation	3,118	3,250	3,500
Employees processed through E-Verify	1,619	1,545	1,481
Employees trained on FMLA & I-9	819	728	550
ADA Requests for accommodation	62	75	80
Appeals filed	15	25	25
Investigations conducted	43	50	55
Requests for mediation	32	35	35
Management training headcount	785	1,936	1,200
New employee orientation benefits training headcount	404	500	650
FMLA requests	1,898	1,897	1,897
FMLA approvals	1,544	1,557	1,557

	FY 2010/2011	FY 2011/2012	FY 2012/2013
	Actual	Adopted	Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	998,043	1,006,153	1,026,320
Operating Expenses	130,739	118,477	129,507
Capital Equipment > \$5,000	5,560	-	-
Total Program Expenditures	1,134,342	1,124,630	1,155,827

<u>Program Funding by Source</u>			
General Fund Support	1,134,342	1,124,630	1,155,827
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,134,342	1,124,630	1,155,827

<u>Program Staffing FTEs</u>	12.3	14.6	14.5
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Information Technology

Expenditures: 16,014,456

FTEs 166.0

Revenues: 5,989,321

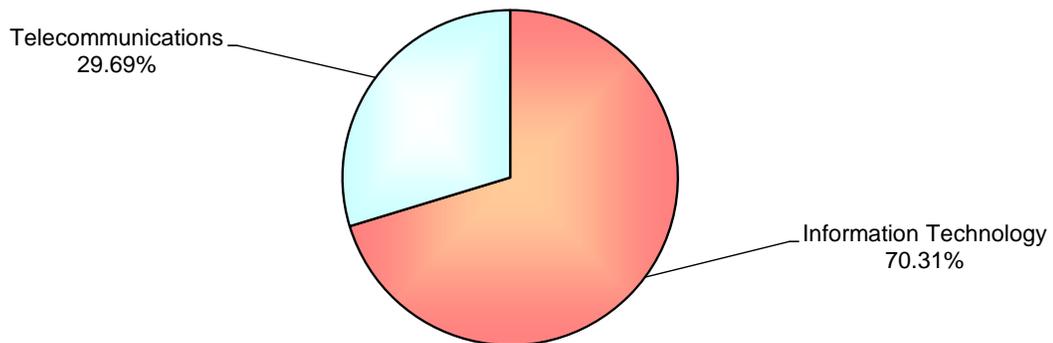
Function Statement:

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.

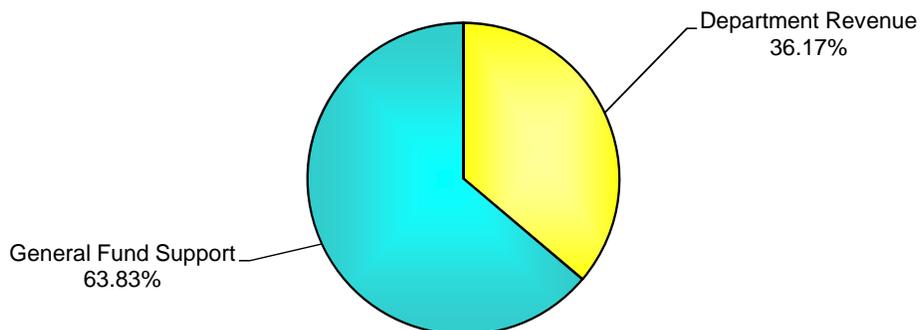
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Information Technology

	<u>FY 2010/2011</u> Actual	<u>FY 2011/2012</u> Adopted	<u>FY 2012/2013</u> Adopted
<u>Expenditures by Program</u>			
Information Technology	7,794,991	8,333,441	11,260,025
Telecommunications	4,309,151	4,799,147	4,754,431
Total Expenditures	<u>12,104,142</u>	<u>13,132,588</u>	<u>16,014,456</u>
<u>Funding by Source</u>			
Revenues			
Information Technology	635,305	502,166	522,228
Telecommunications	4,628,159	4,836,816	5,467,093
Total Revenues	<u>5,263,464</u>	<u>5,338,982</u>	<u>5,989,321</u>
General Fund Support	8,605,322	7,001,275	10,570,693
Net Operating Transfers In/(Out)	(216,460)	(955,422)	(465,221)
Fund Balance Decrease/(Increase)	(1,548,184)	1,747,753	(80,337)
Other Funding Sources	-	-	-
Total Program Funding	<u>12,104,142</u>	<u>13,132,588</u>	<u>16,014,456</u>
<u>Staffing (FTEs) by Program</u>			
Information Technology	177.0	150.0	140.0
Telecommunications	23.0	22.0	26.0
Total Staffing (FTEs)	<u>200.0</u>	<u>172.0</u>	<u>166.0</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 e-Learning environment and assist in the development of County employees in the use of computer software and hardware. Provide a central network operations center (NOC) for computer hardware, network, 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 communications network to include county-wide and voice services. Provide online transaction processing, offline processing, database services, central data, forms design, and security for accessing stored data. Maintain the Pima County Internet Web and Intranet sites; assist departments in providing content to these sites. Maintain e-Commerce and GIS services. Provide technical assistance to client departments in the areas of project management, applications development, procurement, training services, and implementation of required technology. Provide e-Learning 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 and maintain 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 hours 365 days per year
- 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

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Scheduled Outages Per Year	12	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	85%	95%	100%
Citizen complaints against cable companies resolved within two business days.	99%	99%	99%
Percent of customers satisfied in NOC incident close out process.	95%	95%	97%

Program Expenditures by Object	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	3,830,587	5,184,927	6,831,785
Operating Expenses	3,518,505	2,860,514	4,371,240
Capital Equipment > \$5,000	445,899	288,000	57,000
Total Program Expenditures	7,794,991	8,333,441	11,260,025

Program Summary

Department: Information Technology

Program: Information Technology

Program Funding by Source

Revenues			
Licenses & Permits	18,900	-	-
Miscellaneous Revenue	590,373	479,641	498,078
Charges for Services	16,263	22,525	19,550
Operating Revenue Sub-Total	625,536	502,166	517,628
Investment Earnings	9,769	-	4,600
Other Special Revenue Total	9,769	-	4,600
General Fund Support	8,605,322	8,661,275	10,570,693
Net Operating Transfers In/(Out)	(210,171)	(945,000)	(454,000)
Fund Balance Decrease/(Increase)	(1,235,465)	115,000	621,104
Other Funding Sources	-	-	-
Total Program Funding	7,794,991	8,333,441	11,260,025
<hr/>			
<u>Program Staffing FTEs</u>	177.0	150.0	140.0

Program Summary

Department: Information Technology

Program: Telecommunications

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 in support of public safety agencies for Pima County government and those subscribing agencies.

Description of Services

Provide voice (telephone), data 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 County-wide fiber, wireless, and other 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 network availability 24 hours 365 days per year (excluding scheduled maintenance or facility power outages)
- Maintain Internet availability 24 hours 365 days per year (excluding scheduled maintenance)
- Maintain wireless network availability 24 hours 365 days per year (excluding scheduled maintenance)

<u>Program Performance Measures</u>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Service Orders Documented	100%	100%	100%
Repairs Initiated within 4 hours of Request	100%	100%	100%
Network Backbone Availability (excluding scheduled maintenance)	99%	99%	100%
Internet Availability (excluding scheduled maintenance)	99%	99%	100%
Wireless Network Availability (excluding scheduled maintenance)	100%	100%	100%

<u>Program Expenditures by Object</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	1,586,305	1,580,501	1,564,200
Operating Expenses	2,366,533	2,994,985	2,883,323
Capital Equipment > \$5,000	-	46,000	46,000
Contra Assets	-	(46,000)	(46,000)
Depreciation	356,313	223,661	306,908
Total Program Expenditures	4,309,151	4,799,147	4,754,431

Program Funding by Source

Miscellaneous Revenue	82,627	77,740	83,728
Investment Earnings	21,564	9,602	10,575
Charges for Services	4,523,968	4,749,474	5,372,790
Other Revenue Total	4,628,159	4,836,816	5,467,093

Program Summary

Department: Information Technology

Program: Telecommunications

General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(6,289)	(10,422)	(11,221)
Fund Balance Decrease/(Increase)	(312,719)	(27,247)	(701,441)
Other Funding Sources	-	-	-
Total Program Funding	4,309,151	4,799,147	4,754,431

<u>Program Staffing FTEs</u>	23.0	22.0	26.0
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Non Departmental

Expenditures: 156,192,467

Revenues: 66,970,152

FTEs 0.0

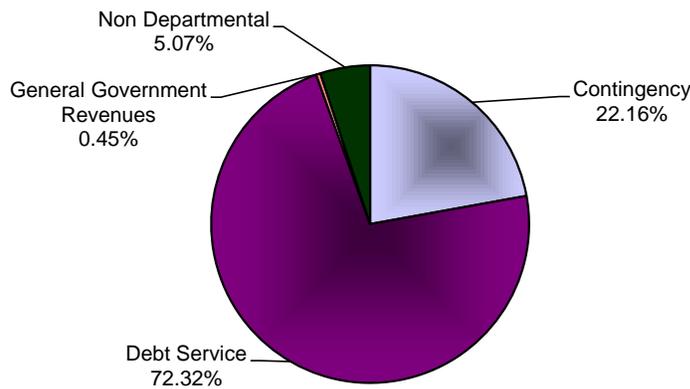
Function Statement:

Record and report the receipt, transfer, and 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 \$484,301,923 with \$417,331,771 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$66,970,152, is the amount to be considered as departmental revenue.)

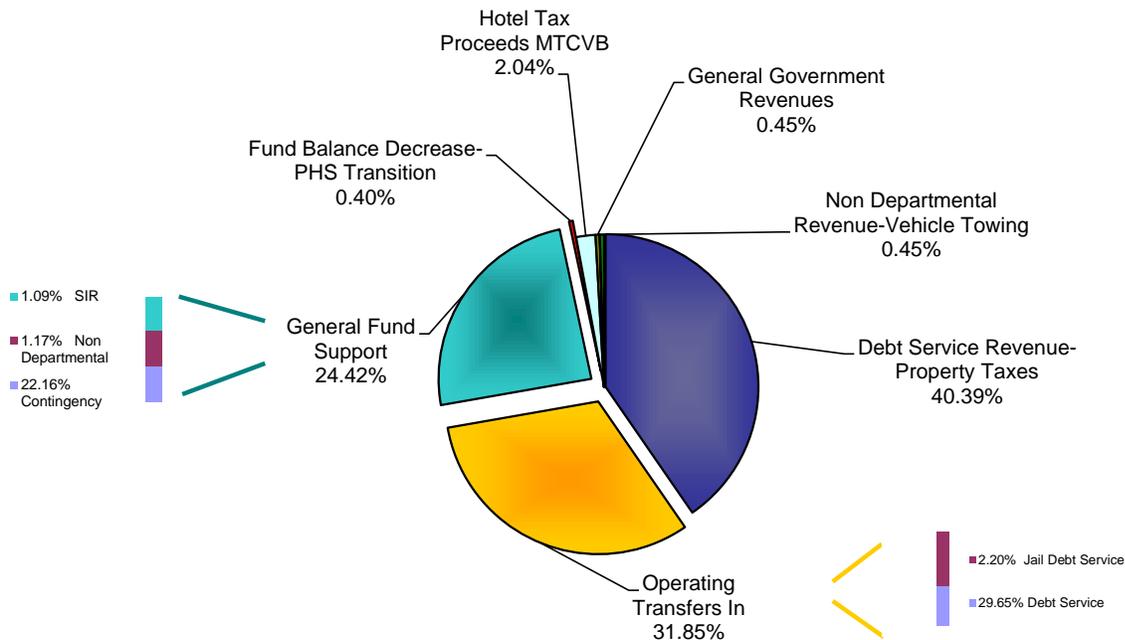
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Non Departmental

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Contingency	185,221	66,665,129	34,605,458
Debt Service	96,483,732	100,824,209	112,966,351
Employee Benefit Liability Fund	1,000,000	1,000,000	-
General Fund Debt Service	5,920,107	-	-
General Government Revenues	382,126	705,000	705,000
Improvement Districts	29,178	9,243	-
Non Departmental	12,617,495	15,296,678	7,915,658
Total Expenditures	<u>116,617,859</u>	<u>184,500,259</u>	<u>156,192,467</u>
<u>Funding by Source</u>			
Revenues			
Contingency	696,967	4,625,000	-
Debt Service	69,676,653	65,603,403	63,090,152
General Fund Debt Service	359	-	-
General Government Revenues	437,783,887	422,221,760	417,331,771
Improvement Districts	338,853	264,884	-
Non Departmental	2,795,484	2,768,662	3,880,000
Total Revenues	<u>511,292,203</u>	<u>495,483,709</u>	<u>484,301,923</u>
General Fund Support	(379,940,391)	(405,910,660)	(348,636,060)
Net Operating Transfers In/(Out)	(576,346)	2,758,617	28,056,779
Fund Balance Decrease/(Increase)	(14,157,607)	92,168,593	(7,530,175)
Other Funding Sources	-	-	-
Total Program Funding	<u>116,617,859</u>	<u>184,500,259</u>	<u>156,192,467</u>

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 \$29,930,587.

Unreserved contingency funds of \$744,994 are included in the budget to provide flexibility for the Board to respond to changing needs and unforeseen circumstances. Reserved contingency funds are included for Green Valley Softball Fields in the amount of \$45,000 and for FC Tucson Bleachers in the amount of \$70,000.

The Budget Stabilization Fund provides for the following expenditures:

Stadium District Operations	1,500,000
Development Services' Countywide Planning	1,000,000
Solid Waste Operating Services	800,000
	3,300,000

Carryovers from Fiscal Year 2011/12:

Superior Court - Remodel Adult Probation So Office	90,000
Superior Court - Procurement Furniture	7,000
Juvenile Court - Remodel Northwest Center	68,000
Clerk of the Board - Agenda Management System	60,000
Superior Court - Community Restitution Vehicles	50,700
Office of Court Appointed Counsel - Remodel	32,177
Community Services - Kino Veteran's Center	30,000
Juvenile Court - Audio/Visual Upgrades	26,000
Office of Court Appointed Counsel - Vehicle	21,000
Superior Court - Reporters Offices	130,000
	514,877

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

Program Summary

Department: Non Departmental

Program: Contingency

	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Program Expenditures by Object</u>			
Personnel Services	(37,485)	-	-
Operating Expenses	160,719	66,665,129	34,605,458
Capital Equipment > \$5,000	61,987	-	-
Total Program Expenditures	<u>185,221</u>	<u>66,665,129</u>	<u>34,605,458</u>
<u>Program Funding by Source</u>			
Revenues			
Intergovernmental	485,445	4,625,000	-
Fines & Forfeits	1,864	-	-
Miscellaneous Revenue	94,767	-	-
Investment Earnings	502	-	-
Operating Revenue Sub-Total	<u>582,578</u>	<u>4,625,000</u>	<u>-</u>
Revenues			
Investment Earnings	114,389	-	-
Other Special Revenue Total	<u>114,389</u>	<u>-</u>	<u>-</u>
General Fund Support	3,296,643	39,663,540	34,605,458
Net Operating Transfers In/(Out)	18,660,490	-	-
Fund Balance Decrease/(Increase)	(22,468,879)	22,376,589	-
Other Funding Sources	-	-	-
Total Program Funding	<u>185,221</u>	<u>66,665,129</u>	<u>34,605,458</u>

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, General Obligation bonds, and the lease purchases of the Public Works Building, the Justice Building, and the County jail facility. Debt for the Justice Building and the County jail facility lease purchases that was previously managed in General Fund Debt Service will be managed in Debt Service effective fiscal year 2011/12. (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>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Operating Expenses	343	-	-
Debt Service	96,483,389	100,824,209	112,966,351
Total Program Expenditures	96,483,732	100,824,209	112,966,351

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Property Taxes	69,307,873	65,603,403	63,090,152
Intergovernmental	18,448	-	-
Investment Earnings	350,332	-	-
Other Revenue Total	69,676,653	65,603,403	63,090,152
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	18,186,132	25,237,058	58,038,443
Fund Balance Decrease/(Increase)	8,620,947	9,983,748	(8,162,244)
Other Funding Sources	-	-	-
Total Program Funding	96,483,732	100,824,209	112,966,351

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.

(Note: Information is presented for historical purposes only.)

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>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Required employee payoffs funded	yes	yes	n/a

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	1,000,000	1,000,000	-
Total Program Expenditures	1,000,000	1,000,000	-
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	1,000,000	1,000,000	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,000,000	1,000,000	-

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.

(Note: Effective fiscal year 2011/12 the debt service previously budgeted in General Fund Debt Service will be budgeted in Debt Service. Information here is presented for historical purposes only.)

Program Goals and Objectives

- Manage the General Fund debt service and provide payment in an accurate and timely manner

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Transactions accurately recorded	100%	n/a	n/a

	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Program Expenditures by Object</u>			
Debt Service	5,920,107	-	-
Total Program Expenditures	5,920,107	-	-
<u>Program Funding by Source</u>			
Revenues			
Investment Earnings	359	-	-
Operating Revenue Sub-Total	359	-	-
General Fund Support	2,932,975	-	-
Net Operating Transfers In/(Out)	2,986,773	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	5,920,107	-	-

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>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Revenue status reports produced	9	9	9

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Operating Expenses	382,126	705,000	705,000
Total Program Expenditures	382,126	705,000	705,000

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Property Taxes	301,489,229	287,132,878	280,910,688
Intergovernmental	116,735,153	114,365,179	120,919,045
Licenses & Permits	2,640,995	2,587,500	2,490,000
Miscellaneous Revenue	108,021	380,000	380,000
Investment Earnings	369,575	430,000	155,000
Charges for Services	16,440,914	17,326,203	12,477,038
Operating Revenue Sub-Total	437,783,887	422,221,760	417,331,771
General Fund Support	(391,395,334)	(398,038,319)	(386,768,688)
Net Operating Transfers In/(Out)	(46,006,427)	(23,478,441)	(29,858,083)
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	382,126	705,000	705,000

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 outstanding Improvement Districts to repay appropriate County departments for interfund loans.

(Note: Information is presented for historical purposes only.)

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Transactions accurately recorded	100%	100%	n/a

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Operating Expenses	647	-	-
Debt Service	28,531	9,243	-
Total Program Expenditures	29,178	9,243	-

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Special Assessments	329,646	264,884	-
Investment Earnings	9,207	-	-
Other Special Revenue Total	338,853	264,884	-
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(309,675)	(255,641)	-
Other Funding Sources	-	-	-
Total Program Funding	29,178	9,243	-

Program Summary

Department: Non Departmental

Program: Non Departmental

Function

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

Description of Services

Report the receipt of the Transient Lodging Excise Tax revenues and the payment of \$3,180,000 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 \$105,249 for Special Projects, \$21,799 for Bond Oversight, \$1,556,000 for ASRS General Fund refunds and \$1,696,879 for the General Fund portion of self insurance costs. Record revenues and expenditures of \$700,000 for the towing component of the Sheriff Department Vehicle Impound Program. Special revenue funding of \$508,488 for Pima Health System closure activity is budgeted in this program.

Program Goals and Objectives

- Provide and account for all Non Departmental activities

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	45,239	26,100	1,884,628
Operating Expenses	12,569,120	15,270,578	6,031,030
Capital Equipment > \$5,000	3,136	-	-
Total Program Expenditures	<u>12,617,495</u>	<u>15,296,678</u>	<u>7,915,658</u>

Program Funding by Source

Revenues

Intergovernmental	2,795,484	2,768,662	3,180,000
Miscellaneous Revenue	-	-	700,000
Operating Revenue Sub-Total	<u>2,795,484</u>	<u>2,768,662</u>	<u>3,880,000</u>
 General Fund Support	 5,225,325	 9,931,331	 3,527,170
Net Operating Transfers In/(Out)	4,596,686	-	(123,581)
Fund Balance Decrease/(Increase)	-	2,596,685	632,069
Other Funding Sources	-	-	-
Total Program Funding	<u>12,617,495</u>	<u>15,296,678</u>	<u>7,915,658</u>

Office of Emergency Mgmt & Homeland Security

Expenditures: 1,919,951

FTEs 17.7

Revenues: 417,126

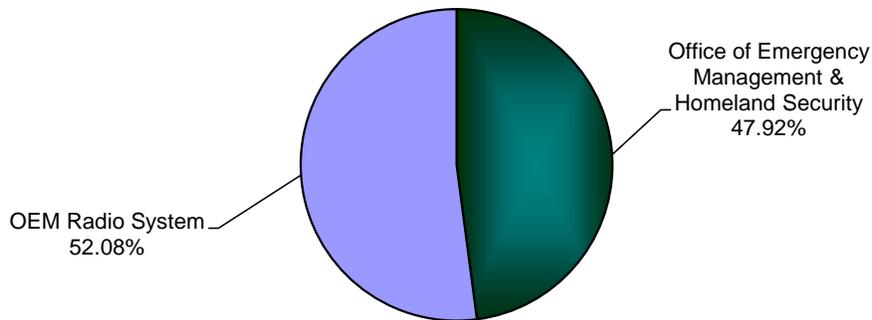
Function Statement:

Establish and maintain the highest possible quality emergency prevention, preparedness, response, mitigation and recovery function to protect the lives and property of the residents of Pima County in the event of a natural or man-made disaster through planning; the conduct of training and exercises; the establishment and maintenance of a state-of-the-art Emergency Operations Center; and coordination and communications with all departments within Pima County, emergency response agencies at the local, state, tribal, and federal level, and the public at large.

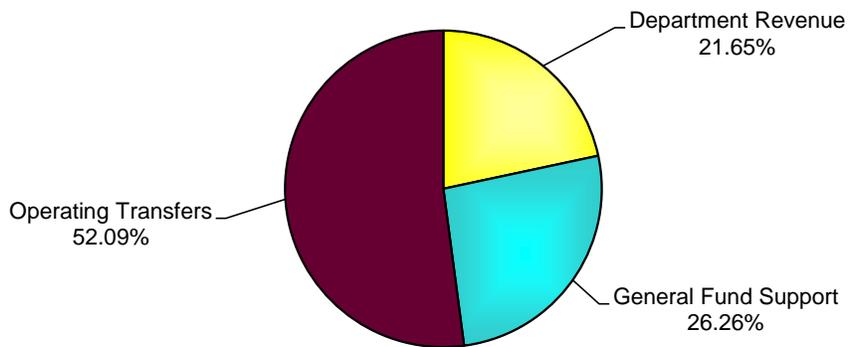
Mandates:

ARS Title 26, Chapter 2: Emergency Management

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Office of Emergency Management & Homeland Security

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Emergency Mgt/Homeland Security	-	1,611,892	919,951
OEM Radio System	-	-	1,000,000
Total Expenditures	-	1,611,892	1,919,951
<u>Funding by Source</u>			
Revenues			
Emergency Mgt/Homeland Security	-	1,098,818	417,126
Total Revenues	-	1,098,818	417,126
General Fund Support	-	513,074	504,249
Net Operating Transfers In/(Out)	-	-	1,000,000
Fund Balance Decrease/(Increase)	-	-	(1,424)
Other Funding Sources	-	-	-
Total Program Funding	-	1,611,892	1,919,951
<u>Staffing (FTEs) by Program</u>			
Emergency Mgt/Homeland Security	-	11.6	8.6
OEM Radio System	-	-	9.1
Total Staffing (FTEs)	-	11.6	17.7

Program Summary

Department: Office of Emergency Management & Homeland Security

Program: Emergency Mgt/Homeland Security

Function

Prevent and/or mitigate the loss of life and reduce property damage to the citizens of Pima County resulting from both human-caused and natural disasters in accordance with Arizona Revised Statutes Title 26 and Pima County Code Title 19.

Description of Services

Provide professional emergency management services including planning and prevention, protection, response and recovery activities, and training to protect lives, property, and the environment in the event of a disaster. Develop County emergency response and mitigation plans. Coordinate with and assist other jurisdictions within the County, the State, the region and at the federal level to develop coordinated, interoperable response capabilities to ensure the highest level of individual and agency preparedness to respond to and recover from a disaster. Perform all emergency management tasks required by law and local mandate. Comply with Homeland Security Presidential Directives, National Incident Management System and National Response Plan, National Infrastructure Protection Plan, and National Preparedness Goals and Guidance. Provide emergency response and management training opportunities to trainers throughout the jurisdiction. Maintain and operate a state-of-the-art Emergency Operations Center (EOC).

(Note: In fiscal year 2010/11 this department was presented in the Health Fund.)

Program Goals and Objectives

- Ensure that all jurisdictions within Pima County have access to accurate, complete information and systems, including communications, command and control and data, to enable them to respond to large emergency situations and/or threats to homeland security quickly, efficiently and effectively to safeguard the lives and property of the citizens of Pima County
- Maintain a state-of-the-art EOC to ensure County and local jurisdictions have the ability to communicate and operate in a coordinated fashion to implement emergency plans and to operate in any emergency including coordination with state, regional, federal emergency response organizations, and with the public
- Maintain the EOC in a state of constant readiness
- Open and make operational the EOC within one hour of notification by the Board of Supervisors, the County Administrator, or a municipality within Pima County
- Implement a state-of-the-art, web-based EOC functionality to enable users to interface with the EOC from remote locations
- Reduce response and recovery costs to the County by providing comprehensive disaster response plans and on-going mitigation projects to prevent or mitigate the loss of life and damage to property resulting from a disaster
- Maintain a comprehensive, coordinated County emergency response plan that provides for the survival of the maximum number of people within the borders of Pima County and minimizes damage to property in the event of a natural or human-caused disaster
- Coordinate, conduct, and participate in regular and realistic emergency response exercises for County agencies and local jurisdictions
- Assist County agencies to maintain multi-hazard mitigation plans that enable them to minimize the effect of potential disasters on the life and property of County residents, businesses, and public entities
- Provide regular and quality training in emergency management to emergency response agencies, municipalities, and County departments
- Facilitate attendance for local responders to federal and state emergency management training courses

<u>Program Performance Measures</u>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Exercises conducted	n/a	30	30
Community Emergency Response Team (CERT) classes	n/a	30	30
Citizens trained in CERT	n/a	300	300
Community outreach presentations	n/a	40	40

Program Summary

Department: Office of Emergency Management & Homeland Security

Program: Emergency Mgt/Homeland Security

	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Program Expenditures by Object</u>			
Personnel Services	-	914,558	767,811
Operating Expenses	-	697,334	152,140
Total Program Expenditures	-	1,611,892	919,951
<u>Program Funding by Source</u>			
Revenues			
Intergovernmental	-	1,098,818	417,126
Grant Revenue Sub-Total	-	1,098,818	417,126
General Fund Support	-	513,074	504,249
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	(1,424)
Other Funding Sources	-	-	-
Total Program Funding	-	1,611,892	919,951
<u>Program Staffing FTEs</u>	-	11.6	8.6

Program Summary

Department: Office of Emergency Management & Homeland Security

Program: OEM Radio System

Function

Provide funding for operating and maintenance costs associated with the Radio System established by the Pima County Wireless Integrated Network (PCWIN) project, including the Pima Emergency Communications and Operations Center (PECOC) that are not included in other Pima County departmental budgets.

Description of Services

Monitor PCWIN Radio System personnel, operating, and maintenance costs. Allocate costs to individual tenant agencies.

Program Goals and Objectives

- Ensure all Radio System operating and maintenance costs are budgeted
- Submit annual budget request by due date

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
All operating and maintenance costs budgeted	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	-	-	749,046
Operating Expenses	-	-	250,954
Total Program Expenditures	<u>-</u>	<u>-</u>	<u>1,000,000</u>
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	1,000,000
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>-</u>	<u>-</u>	<u>1,000,000</u>
<u>Program Staffing FTEs</u>	-	-	9.1

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Procurement

Expenditures: 2,311,452

FTEs 31.7

Revenues: 3,000

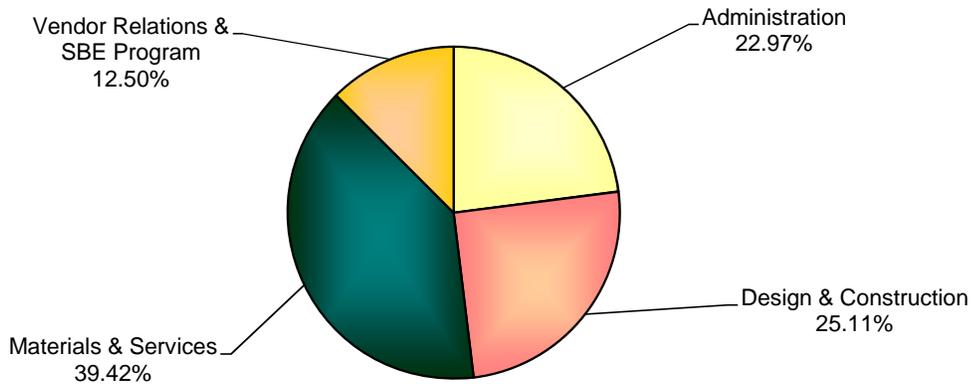
Function Statement:

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 Small Business Enterprise (SBE) 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.

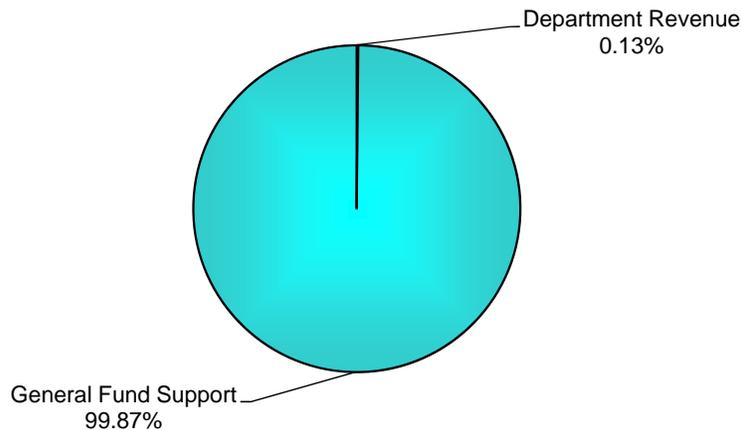
Mandates:

ARS Title 11: Counties, Title 34: Public Buildings and Improvements; Pima County Code Title 11: Procurement Code, Title 20: The Small Business Enterprise Participation Program; and Board of Supervisors Policy D29 Purchasing/Printing

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Procurement

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Administration	507,607	534,052	530,858
Design & Construction	546,286	553,391	580,396
Materials & Services	862,460	848,564	911,162
Vendor Relations & SBE Program	228,835	245,000	289,036
Total Expenditures	2,145,188	2,181,007	2,311,452
<u>Funding by Source</u>			
Revenues			
Design & Construction	40	-	-
Materials & Services	696	-	-
Vendor Relations & SBE Program	1,250	3,000	3,000
Total Revenues	1,986	3,000	3,000
General Fund Support	2,215,881	2,178,007	2,308,452
Net Operating Transfers In/(Out)	(72,679)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	2,145,188	2,181,007	2,311,452
<u>Staffing (FTEs) by Program</u>			
Administration	8.0	8.0	7.0
Design & Construction	7.0	7.0	7.0
Materials & Services	11.8	11.6	11.7
Vendor Relations & SBE Program	4.0	4.0	6.0
Total Staffing (FTEs)	30.8	30.6	31.7

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, support County Enterprise Business System and Vendor Self Service System.

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 County Enterprise Business System. Provide contracts training to departments.

Maintain and distribute the Procurement Policy and Procedures Manual. Administer the County 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, County Enterprise Business System, 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>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
PCard rebate generated	\$80,993	\$82,546	\$82,300
Training Sessions Provided	57	76	75
Policies/procedures updated/improved	3	6	6
Percent of online PCard transactions reviewed within 24 hours of posting	100%	100%	100%
Percent of online PCard transactions reviewed for compliance to policy within 5 days of receipt of documentation	100%	100%	100%

<u>Program Expenditures by Object</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	497,695	519,732	516,538
Operating Expenses	9,912	14,320	14,320
Total Program Expenditures	507,607	534,052	530,858

Program Summary

Department: Procurement
Program: Administration

Program Funding by Source

General Fund Support	580,286	534,052	530,858
Net Operating Transfers In/(Out)	(72,679)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	507,607	534,052	530,858
<u>Program Staffing FTEs</u>	8.0	8.0	7.0

Program Summary

Department: Procurement

Program: Design & Construction

Function

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

Description of Services

Procure construction, architectural, engineering, and related services for the Public Works, Facilities Management, Regional Wastewater Reclamation, Transportation, Environmental Quality, Development Services, Natural Resources, Parks and Recreation, 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 2 per week
- Update policies/procedures as necessary

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Average requisitions more than 90 days old per week	1	2	2
Policies/procedures updated/improved	5	5	5

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	537,457	539,863	564,418
Operating Expenses	8,829	13,528	15,978
Total Program Expenditures	<u>546,286</u>	<u>553,391</u>	<u>580,396</u>

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Miscellaneous Revenue	40	-	-
Operating Revenue Sub-Total	40	-	-
General Fund Support	546,246	553,391	580,396
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>546,286</u>	<u>553,391</u>	<u>580,396</u>

<u>Program Staffing FTEs</u>	7.0	7.0	7.0
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Program Summary

Department: Procurement

Program: Materials & Services

Function

Provide tactical and strategic guidance to all County departments regarding centralized procurement and decentralized purchasing on a wide variety of materials and complex services with the exception of the Design and Construction Division. 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
- Update policies/procedures as necessary

<u>Program Performance Measures</u>	FY 2010/2011	FY 2011/2012	FY 2012/2013
	Actual	Estimated	Planned
Average requisitions more than 90 days old per week	2	2	2
Policies/procedures updated/improved	9	9	9
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>	FY 2010/2011	FY 2011/2012	FY 2012/2013
	Actual	Adopted	Adopted
Personnel Services	843,639	831,128	892,576
Operating Expenses	18,821	17,436	18,586
Total Program Expenditures	862,460	848,564	911,162

<u>Program Funding by Source</u>	FY 2010/2011	FY 2011/2012	FY 2012/2013
	Actual	Adopted	Adopted
Revenues			
Miscellaneous Revenue	696	-	-
Operating Revenue Sub-Total	696	-	-

Program Summary

Department: Procurement

Program: Materials & Services

General Fund Support	861,764	848,564	911,162
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	862,460	848,564	911,162
<u>Program Staffing FTEs</u>	11.8	11.6	11.7

Program Summary

Department: Procurement

Program: Vendor Relations & SBE Program

Function

Manage Pima County Vendor Relations, Small Business Enterprise (SBE), and Living Wage Compliance programs as mandated by Pima County Ordinances 1997-44 and 2002-1. Oversee creations and modifications of over 15,000 vendor records in AMS Advantage through Vendor Self Service (VSS) and manually entered by Vendor Relation Staff. Create and modify Policies and Procedures for creating and modifying Vendor Records in AMS. Make recommendations for revisions/upgrades to VSS. Create and modify SBE and Living Wage Ordinances as necessary. Ensure compliance with the Living Wage Ordinance through assistance, review, and monitoring of eligible Pima County contracts. Assist Pima County departments with SBE compliance in design and construction projects and in the procurement of goods and services. Monitor expenses and procurement opportunities offered in County SBE efforts.

Description of Services

SBE Program: Provide 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 SBE participation. Set individual project goals. Attend pre-bid and pre-construction meetings to facilitate SBE utilization and reporting on eligible projects. Evaluate 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 SBE businesses. Assist SBE vendors in certification efforts with the city of Tucson. 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 and Employee Records (Advantage AMS) with over 15,000 records, which provides current vendor information to assist in procurement opportunities to all departments in Pima County and provides current payment information on the vendor records to assure proper and prompt payments to vendors. 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, SBE and Disadvantaged Business Enterprise (DBE) Compliance: Review all County projects with SBE/DBE participation goals and track prime contractor performance, payments, and program compliance as outlined in Ordinance 1997-44. Monitor payment and 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

- Review Vendor Self Service (VSS) for errors and make recommendations for improvements
 - Create and Maintain all vendor and employee records in AMS Advantage
 - Maintain SBE local vendors in AMS Advantage
- Maintain SBE vendor training programs provided
- Review projects for SBE/DBE goals
- Review projects for SBE/DBE compliance
- Maintain certified SBE vendors
- Review Living Wage contracts
- Continue on-site Living Wage compliance visits
- Increase County vendors in database
- Update policies/procedures as necessary

Program Summary

Department: Procurement

Program: Vendor Relations & SBE Program

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Minority-owned SBE vendors in database	60	64	60
On-site Living Wage compliance visits	28	28	28
County vendors in database	15,198	15,300	15,500
Policies/procedures updated/improved	4	4	4
Woman-owned SBE vendors in database	54	56	60
Non-MWBE SBE vendors in database	82	90	90
SBE vendor training programs provided	13	13	13
Projects reviewed for SBE/DBE goals	56	60	60
Projects reviewed for SBE/DBE compliance	52	60	60
Pima County sponsored SBE outreach activities	8	7	7
Certified SBE vendors	198	210	220
Living Wage contracts reviewed	30	30	30

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	222,049	235,921	277,357
Operating Expenses	6,786	9,079	11,679
Total Program Expenditures	228,835	245,000	289,036

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Miscellaneous Revenue	1,250	3,000	3,000
Operating Revenue Sub-Total	1,250	3,000	3,000
General Fund Support	227,585	242,000	286,036
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	228,835	245,000	289,036

<u>Program Staffing FTEs</u>	4.0	4.0	6.0
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Recorder

Expenditures: 5,040,291

Revenues: 2,770,877

FTEs 47.0

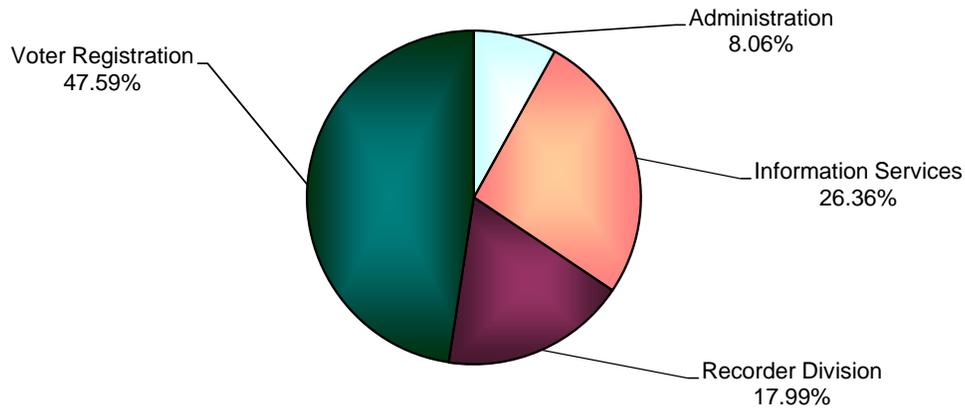
Function Statement:

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

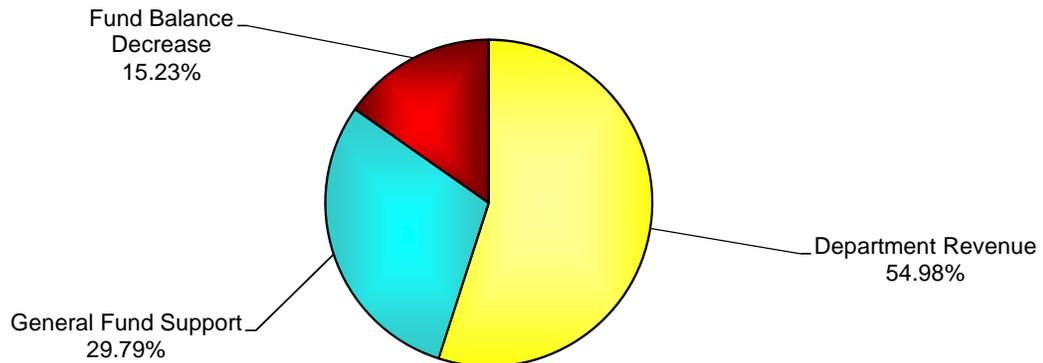
Mandates:

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

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Recorder

	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Expenditures by Program</u>			
Administration	392,245	404,459	406,092
Information Services	1,112,861	1,483,601	1,328,816
Recorder Division	701,763	732,153	906,634
Voter Registration	2,143,391	1,603,098	2,398,749
Total Expenditures	<u>4,350,260</u>	<u>4,223,311</u>	<u>5,040,291</u>
<u>Funding by Source</u>			
Revenues			
Information Services	838,039	838,000	752,380
Recorder Division	1,842,506	1,986,100	1,865,180
Voter Registration	265,128	504,860	153,317
Total Revenues	<u>2,945,673</u>	<u>3,328,960</u>	<u>2,770,877</u>
General Fund Support	1,130,780	241,710	1,501,578
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	273,807	652,641	767,836
Other Funding Sources	-	-	-
Total Program Funding	<u>4,350,260</u>	<u>4,223,311</u>	<u>5,040,291</u>
<u>Staffing (FTEs) by Program</u>			
Administration	4.0	4.0	4.0
Information Services	10.5	10.0	13.0
Recorder Division	16.8	17.0	17.0
Voter Registration	30.5	14.0	13.0
Total Staffing (FTEs)	<u>61.8</u>	<u>45.0</u>	<u>47.0</u>

Program Summary

Department: Recorder

Program: Administration

Function

Provide management, budget oversight, and resources procurement for the Recording Division, Voter Registration Division, and Information Services group in the department.

Description of Services

Ensure compliance with statutory mandates and set policies for the department and the implementation of those policies. Hire, supervise, monitor, and evaluate department personnel. Oversee the budget and monitor the use of public funds in both revenue and expenditures. Purchase adequate resources, equipment, technology, and supplies for the department.

Program Goals and Objectives

- Ensure statutory mandates are met at all times in both the Document Recording Division and Voter Registration Division
- Ensure public funds allocated to the Department are expended in compliance with County policy and state law and that all revenue received is properly accounted for and deposited in accordance with County policy
- Procure adequate resources, supplies, and equipment to enable the employees of the department to perform their functions

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Statutory mandates under Titles 16 and 19 of the Arizona Revised Statutes are met	100%	100%	100%
Statutory mandates under Title 11 of the Arizona Revised Statutes are met	100%	100%	100%
All necessary supplies and production materials are purchased so that there is no downtime due to a shortage of supplies or materials	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	386,845	396,659	398,242
Operating Expenses	5,400	7,800	7,850
Total Program Expenditures	<u>392,245</u>	<u>404,459</u>	<u>406,092</u>
General Fund Support	392,245	404,459	406,092
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>392,245</u>	<u>404,459</u>	<u>406,092</u>
<u>Program Staffing FTEs</u>	4.0	4.0	4.0

Program Summary

Department: Recorder

Program: Information Services

Function

Maintain the hardware and software systems in use by both the Recording Division and the Voter Registration Division in order to keep the system in operation with minimal to zero unplanned downtime. Modernize hardware and software systems as necessary. Make electronic images and permanent record archival quality films of every page of every document accepted for recording.

Description of Services

Provide information to the public about recording transactions and upcoming elections on a 24 hour a day seven days a week basis. Ensure that the system is operational with minimal to no unplanned down time. Evaluate the operation of the system and the proper storage of all data, and monitor the system on a 24 hour basis. Recommend hardware and software changes and upgrades necessary for optimal operations. Make any programming changes required by legislative changes prior to scheduled elections to ensure compliance with statutory mandates. Make and store electronic images of all documents submitted for recording so that the documents can be quickly and easily retrieved by the public. Make archival quality film images of each page of every recorded document for permanent preservation.

Program Goals and Objectives

- Keep the Recorder's Office computer system operational with minimal to zero unplanned downtime
- Make necessary program changes to implement statutory changes implemented at the state and federal level as well as changes necessary to provide election services to local jurisdictions
- Perform annual evaluation and upgrades to system software and hardware as required by manufacturer or developer modification and updates
- Complete modernization of the Voter Registration system to migrate to a newer upgraded database platform and a more modern computer programming language
- Make electronic images of all documents submitted for recording to allow for electronic retrieval of the images by the public and make permanent archival film images of each page of each recorded document for permanent retention

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Computer system maintained with no unplanned downtime	100%	100%	100%
Voter registration program modified as needed to implement statutory or jurisdictional mandates prior to next election	100%	100%	100%
Computer programs updated as necessary within one year of release of new versions	95%	95%	95%
Computer system maintained for most efficient operations possible	85%	90%	95%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	620,292	700,151	618,466
Operating Expenses	428,574	663,450	530,350
Capital Equipment > \$5,000	63,995	120,000	180,000
Total Program Expenditures	<u>1,112,861</u>	<u>1,483,601</u>	<u>1,328,816</u>

Program Funding by Source

Revenues

Investment Earnings	10,167	5,500	7,150
Charges for Services	827,872	832,500	745,230
Other Special Revenue Total	<u>838,039</u>	<u>838,000</u>	<u>752,380</u>

Program Summary

Department: Recorder

Program: Information Services

General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	274,822	645,601	576,436
Other Funding Sources	-	-	-
Total Program Funding	1,112,861	1,483,601	1,328,816

<u>Program Staffing FTEs</u>	10.5	10.0	13.0
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Program Summary

Department: Recorder

Program: Recorder Division

Function

Provide quality service to the public by ensuring the prompt and efficient indexing and review of documents submitted to become part of the official transaction records of Pima County in compliance with the mandates of Title 11 of the Arizona Revised Statutes.

Description of Services

Review documents submitted to the department to become part of the official real estate and commercial records of Pima County for compliance with statutory requirements under Title 11 of the Arizona Revised Statutes. Enter grantor, grantee and beneficiary information accurately into the indexing system so that the document can be retrieved at a later date. Collect the required statutory fees for the recording services and ensure that those fees are properly deposited and accounted for as required under County procedures. Provide assistance to the public in researching and making copies of documents that were recorded previously.

Program Goals and Objectives

- Review each document submitted for statutory compliance, proper indexing, and appropriate fees collected within one business day of receipt of the document by the office
- Conduct a full second check by another operator to ensure indexing accuracy within three business days of receipt of the document
- Show the actual date of receipt of the document by the Recorder's Office at initial entry of the documents into the computer system in order to comply with statutory mandates
- Collect all required statutory fees and account for them properly with daily audits of receipts for each employee
- Assist members of the public entering the office to record documents or to research previously recorded documents within five minutes of their arrival at the office

<u>Program Performance Measures</u>	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Days to complete data entry and second check processing of all recorded documents	3	3	3
Documents presented for are reviewed and entered in the computer system on the date of receipt	100%	100%	100%
All data entry information is reviewed for accuracy (second check)	100%	100%	100%
Data entry accuracy rate of 100 percent is achieved	99%	99%	100%
All appropriate documents are returned by mail or private/commercial courier	100%	100%	100%
Public walk-in customers served within five minutes of arrival in office	100%	100%	100%

<u>Program Expenditures by Object</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Personnel Services	602,640	582,097	749,339
Operating Expenses	99,123	150,056	157,295
Total Program Expenditures	701,763	732,153	906,634

<u>Program Funding by Source</u>	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
Revenues			
Miscellaneous Revenue	175,002	175,600	-
Charges for Services	1,667,504	1,810,500	1,865,180
Operating Revenue Sub-Total	1,842,506	1,986,100	1,865,180

Program Summary

Department: Recorder

Program: Recorder Division

General Fund Support	(1,140,743)	(1,253,947)	(958,546)
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	701,763	732,153	906,634

<u>Program Staffing FTEs</u>	16.8	17.0	17.0
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Program Summary

Department: Recorder

Program: Voter Registration

Function

Maintain an accurate and efficient voter registration system for all voters in Pima County.

Description of Services

Provide accurate and prompt entry of voter registration forms into the county voter registration roll promptly after receipt. Provide regular roll maintenance by moving voters to cancelled status upon receipt of valid notice of death, felony conviction, or incapacitation. Regularly process the county voter registration roll through National Change of Address databases to identify voters who have moved from their registration address and send appropriate notices to those voters under the National Voter Registration Act. Conduct early voting activities by both mail and in person and validate signatures on early ballot affidavits. Validate signatures on petitions submitted to the office including candidate challenges, recall, initiative, and annexation petitions in compliance with the mandates of Titles 16 and 19 of the Arizona Revised Statutes, and various other state and federal election laws, rules, and mandates.

Program Goals and Objectives

- Review voter registration forms for legal compliance and enter valid forms into the computer system accurately and promptly after receipt
- Make and link digitized images of voter registration forms received in the correct format to individual voter records and properly file the original forms as mandated by statutes
- Mail confirmation of registration notices to voters within 30 days of receipt of a voter registration form adding a new voter or updating an existing voter, and mail voter registration identification cards prior to any statewide general election that includes candidates for President of the United States
- Assemble and mail early ballots to eligible voters who request a ballot by mail within time limits set by state and federal statute mandates and accurately issue the correct ballot to voters requesting ballots in person at early voting sites
- Validate the signature of all voted early ballots when compared to the voter's signature on the voter registration form as soon as possible after receipt of the ballot
- Secure and maintain accurate inventory records of all ballots in possession of the Recorder's Office including ballots waiting to be mailed or voted ballots received from voters
- Provide regular voter registration list maintenance activities including removing voters from the roll who are no longer eligible to vote through death, departure from the jurisdiction, felony conviction, or determination of mental incapacitation

Program Performance Measures	FY 2010/2011 Actual	FY 2011/2012 Estimated	FY 2012/2013 Planned
Voter Registration forms processed accurately and in a timely fashion	100%	100%	100%
Early ballots issued, mailed and validated within statutory deadlines	100%	100%	100%
Petitions received by the office are properly reviewed and validated in compliance with statutory mandates	100%	100%	100%
Voter roll list maintenance including address testing, removal of deceased or cancelled voters, performed as required under state and federal mandates	100%	100%	100%
Eligible early voters are provided with prompt and accurate service including issuance of the correct ballot	100%	100%	100%

Program Summary

Department: Recorder
Program: Voter Registration

	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
<u>Program Expenditures by Object</u>			
Personnel Services	726,458	541,063	814,348
Operating Expenses	1,384,782	1,062,035	1,584,401
Capital Equipment > \$5,000	32,151	-	-
Total Program Expenditures	<u>2,143,391</u>	<u>1,603,098</u>	<u>2,398,749</u>
<u>Program Funding by Source</u>			
Revenues			
Miscellaneous Revenue	40	-	-
Charges for Services	241,013	319,900	152,717
Operating Revenue Sub-Total	<u>241,053</u>	<u>319,900</u>	<u>152,717</u>
Intergovernmental	23,060	184,360	-
Investment Earnings	1,015	600	600
Grant Revenue Sub-Total	<u>24,075</u>	<u>184,960</u>	<u>600</u>
General Fund Support	1,879,278	1,091,198	2,054,032
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(1,015)	7,040	191,400
Other Funding Sources	-	-	-
Total Program Funding	<u>2,143,391</u>	<u>1,603,098</u>	<u>2,398,749</u>
<u>Program Staffing FTEs</u>	30.5	14.0	13.0

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Treasurer

Expenditures: 2,856,580

FTEs 38.5

Revenues: 103,100

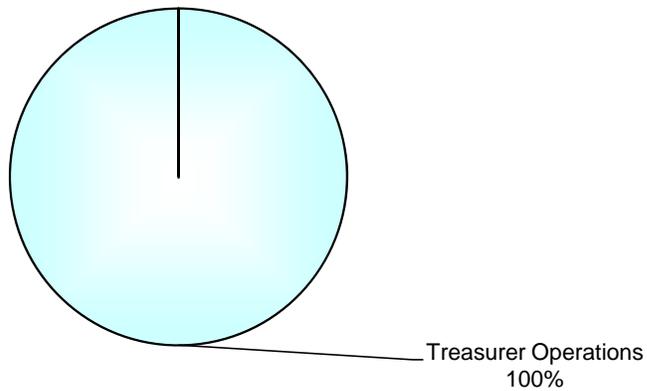
Function Statement:

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.

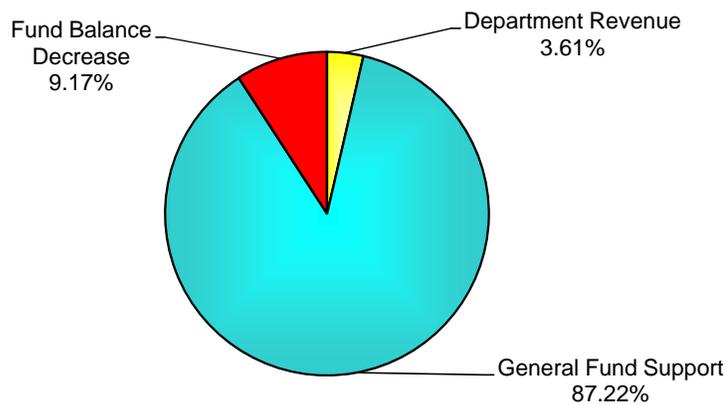
Mandates:

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

	FY 2010/2011 Actual	FY 2011/2012 Adopted	FY 2012/2013 Adopted
<u>Expenditures by Program</u>			
Treasurer Operations	2,104,069	2,961,358	2,856,580
Total Expenditures	<u>2,104,069</u>	<u>2,961,358</u>	<u>2,856,580</u>
<u>Funding by Source</u>			
Revenues			
Treasurer Operations	88,521	97,650	103,100
Total Revenues	<u>88,521</u>	<u>97,650</u>	<u>103,100</u>
General Fund Support	1,958,250	2,455,392	2,491,607
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	57,298	408,316	261,873
Other Funding Sources	-	-	-
Total Program Funding	<u>2,104,069</u>	<u>2,961,358</u>	<u>2,856,580</u>
<u>Staffing (FTEs) by Program</u>			
Treasurer Operations	38.6	38.5	38.5
Total Staffing (FTEs)	<u>38.6</u>	<u>38.5</u>	<u>38.5</u>

Program Summary

Department: Treasurer

Program: Treasurer Operations

Function

Serve as the custodian of public funds and ex-officio tax collector for Pima County as mandated by Arizona Statutes.

Description of Services

Accept deposits, clear warrants, electronically disburse funds, invest funds on deposit, and account for and report the activity to the Board of Supervisors and depositors. Collect and distribute property taxes. Be the custodian of excess proceeds from trustee sales.

Program Goals and Objectives

- Maximize automation of tax payments
- 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, tax lien investors and individuals

<u>Program Performance Measures</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Estimated</u>	<u>FY 2012/2013 Planned</u>
Months meeting or exceeding investment benchmarks	12	12	12
Percentage of payments processed through automated methods	96%	95%	95%
Percent completed of tax collection system	80%	95%	100%

<u>Program Expenditures by Object</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Personnel Services	1,653,690	2,001,289	2,166,686
Operating Expenses	349,511	741,589	532,894
Capital Equipment > \$5,000	100,868	218,480	157,000
Total Program Expenditures	2,104,069	2,961,358	2,856,580

<u>Program Funding by Source</u>	<u>FY 2010/2011 Actual</u>	<u>FY 2011/2012 Adopted</u>	<u>FY 2012/2013 Adopted</u>
Revenues			
Charges for Services	-	150	600
Operating Revenue Sub-Total	-	150	600
Miscellaneous Revenue	35,032	45,000	-
Investment Earnings	2,484	2,500	2,500
Charges for Services	51,005	50,000	100,000
Other Special Revenue Total	88,521	97,500	102,500
General Fund Support	1,958,250	2,455,392	2,491,607
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	57,298	408,316	261,873
Other Funding Sources	-	-	-
Total Program Funding	2,104,069	2,961,358	2,856,580

Program Staffing FTEs	38.6	38.5	38.5
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