

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Enterprise	Total Expenditures
<u>GENERAL GOVERNMENT SERVICES</u>					
<u>Assessor</u>					
Administration	2,775,547	-	-	-	2,775,547
Assessor Statutory Mandates	6,221,002	-	-	-	6,221,002
Total Assessor	8,996,549	-	-	-	8,996,549
<u>Board of Supervisors</u>					
Board of Supervisors	2,074,023	-	-	-	2,074,023
Total Board of Supervisors	2,074,023	-	-	-	2,074,023
<u>Clerk of the Board</u>					
Administration Management	704,378	-	-	-	704,378
Document and Micrographics Mgmt	610,258	-	-	-	610,258
Total Clerk of the Board	1,314,636	-	-	-	1,314,636
<u>Communications Office</u>					
Communications Office	903,625	-	-	-	903,625
Total Communications Office	903,625	-	-	-	903,625
<u>County Administrator</u>					
County Administrator	1,539,893	-	-	-	1,539,893
Total County Administrator	1,539,893	-	-	-	1,539,893
<u>Elections</u>					
Elections	3,125,120	1,180,501	-	-	4,305,621
Total Elections	3,125,120	1,180,501	-	-	4,305,621
<u>Facilities Management</u>					
Administration	2,147,881	-	-	-	2,147,881
Asset Mgmt & Planning Services	388,560	-	-	-	388,560
Building Services	14,907,416	-	-	-	14,907,416
Design & Construction Services	760,092	-	-	-	760,092
Facilities Renewal	-	625,000	-	-	625,000
Parking Garages	-	-	-	2,076,933	2,076,933
Total Facilities Management	18,203,949	625,000	-	2,076,933	20,905,882
<u>Finance & Risk Management</u>					
Administration	1,512,391	-	-	-	1,512,391
Budget	1,498,088	-	-	-	1,498,088
Departmental Analysis	428,473	-	-	-	428,473
Financial Control & Reporting	1,253,264	-	-	-	1,253,264
Financial Management & Audit	607,388	-	-	-	607,388
Financial Operations	2,543,789	-	-	-	2,543,789
Grants Management	1,194,155	-	-	-	1,194,155
Revenue Management	729,933	26,925	-	-	756,858
Total Finance & Risk Management	9,767,481	26,925	-	-	9,794,406
<u>Human Resources</u>					
Administration	480,263	-	-	-	480,263
Compensation/Classification/Recruitment	924,494	-	-	-	924,494
Employment Rights, FMLA, E-Verify & Training	890,352	-	-	-	890,352
Reports and Records	308,936	-	-	-	308,936
Total Human Resources	2,604,045	-	-	-	2,604,045

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Enterprise	Total Expenditures
<u>Information Technology</u>					
Information Technology	14,916,153	-	-	-	14,916,153
Total Information Technology	14,916,153	-	-	-	14,916,153
<u>Non Departmental</u>					
Contingency	27,907,300	-	-	-	27,907,300
Debt Service	-	-	124,043,471	-	124,043,471
General Government Revenues	705,000	-	-	-	705,000
Mandated Payments	58,577,293	-	-	-	58,577,293
Non Departmental	6,844,761	700,000	-	-	7,544,761
Total Non Departmental	94,034,354	700,000	124,043,471	-	218,777,825
<u>Office of Emergency Management & Homeland Security</u>					
Emergency Mgt/Homeland Security	516,404	2,091,793	-	-	2,608,197
OEM Radio System	-	1,361,212	-	-	1,361,212
Total Office of Emergency Management & Homeland Security	516,404	3,453,005	-	-	3,969,409
<u>Office of Sustainability and Conservation</u>					
Conservation Science	89,954	-	-	-	89,954
Cultural Resources and Historic Preservation	(77,617)	-	-	-	(77,617)
Office of Sustainability and Conservation	149,323	2,500	-	-	151,823
Sustainability Programs	148,665	-	-	-	148,665
Total Office of Sustainability and Conservation	310,325	2,500	-	-	312,825
<u>Procurement</u>					
Administration	435,403	-	-	-	435,403
Design & Construction	658,578	-	-	-	658,578
Materials & Services	1,007,324	-	-	-	1,007,324
Vendor Relations & SBE Program	287,722	-	-	-	287,722
Total Procurement	2,389,027	-	-	-	2,389,027
<u>Recorder</u>					
Administration	435,913	-	-	-	435,913
Information Services	-	1,939,958	-	-	1,939,958
Recorder Division	932,977	-	-	-	932,977
Voter Registration	1,031,034	98,500	-	-	1,129,534
Total Recorder	2,399,924	2,038,458	-	-	4,438,382
<u>Treasurer</u>					
Treasurer Operations	2,568,107	443,200	-	-	3,011,307
Total Treasurer	2,568,107	443,200	-	-	3,011,307
TOTAL GENERAL GOVERNMENT SERVICES	165,663,615	8,469,589	124,043,471	2,076,933	300,253,608

SUMMARY OF EXPENDITURES BY FUND: PROGRAM

Functional Area / Department / Program	Total Expenditures
INTERNAL SERVICE FUNDS - INFORMATIONAL PURPOSES ONLY	
<u>GENERAL GOVERNMENT SERVICES</u>	
<u>Finance & Risk Management</u>	
Print Shop	895,258
Risk Management	17,185,568
Total Finance & Risk Management	18,080,826
<u>Fleet Services</u>	
Fleet Management Administration	3,547,402
Fleet Parts Supply	2,763,443
Maintenance & Operations	4,262,191
Support Services	6,738,959
Vehicle Acquisition & Disposition	3,900,773
Total Fleet Services	21,212,768
<u>Human Resources</u>	
Health Benefits	61,806,000
Total Human Resources	61,806,000
<u>Information Technology</u>	
Telecommunications	5,810,632
Total Information Technology	5,810,632
TOTAL INTERNAL SERVICE - GENERAL GOVERNMENT SERVICES	106,910,226

SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Enterprise	Total Expenditures
<u>GENERAL GOVERNMENT SERVICES</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	76,586	-	-	-	76,586
Total Communications Office	76,586	-	-	-	76,586
<u>Elections</u>					
Elections	328,000	-	-	-	328,000
Total Elections	328,000	-	-	-	328,000
<u>Facilities Management</u>					
Administration	53,030	-	-	-	53,030
Building Services	3,003,769	-	-	-	3,003,769
Facilities Renewal	-	2,031,624	-	-	2,031,624
Parking Garages	-	-	-	2,224,473	2,224,473
Total Facilities Management	3,056,799	2,031,624	-	2,224,473	7,312,896
<u>Finance & Risk Management</u>					
Financial Operations	25,000	-	-	-	25,000
Total Finance & Risk Management	25,000	-	-	-	25,000
<u>Human Resources</u>					
Benefits/Wellness/Reports and Records	151,000	-	-	-	151,000
Total Human Resources	151,000	-	-	-	151,000
<u>Information Technology</u>					
Information Technology	556,848	-	-	-	556,848
Total Information Technology	556,848	-	-	-	556,848
<u>Non Departmental</u>					
Debt Service	-	-	59,611,817	-	59,611,817
General Government Revenues	431,006,199	-	-	-	431,006,199
Non Departmental	6,438,624	-	-	-	6,438,624
Total Non Departmental	437,444,823	-	59,611,817	-	497,056,640
<u>Office of Emergency Management & Homeland Security</u>					
Emergency Mgt/Homeland Security	-	2,091,793	-	-	2,091,793
OEM Radio System	-	683,343	-	-	683,343
Total Office of Emergency Management & Homeland Security	-	2,775,136	-	-	2,775,136

SUMMARY OF REVENUES BY FUND: PROGRAM

Functional Area / Department / Program	General Fund	Special Revenue	Debt Service	Enterprise	Total Expenditures
<u>Office of Sustainability and Conservation</u>					
Office of Sustainability and Conservation	4,000	-	-	-	4,000
Total Office of Sustainability and Conservation	4,000	-	-	-	4,000
<u>Procurement</u>					
Vendor Relations & SBE Program	3,000	-	-	-	3,000
Total Procurement	3,000	-	-	-	3,000
<u>Recorder</u>					
Information Services	-	949,156	-	-	949,156
Recorder Division	2,275,976	-	-	-	2,275,976
Voter Registration	204,210	700	-	-	204,910
Total Recorder	2,480,186	949,856	-	-	3,430,042
<u>Treasurer</u>					
Treasurer Operations	-	102,500	-	-	102,500
Total Treasurer	-	102,500	-	-	102,500
TOTAL GENERAL GOVERNMENT SERVICES	444,131,342	5,859,116	59,611,817	2,224,473	511,826,748

INTERNAL SERVICE FUNDS - INFORMATIONAL PURPOSES ONLY

GENERAL GOVERNMENT SERVICES

Finance & Risk Management

Print Shop	900,400
Risk Management	16,842,905
Total Finance & Risk Management	17,743,305

Fleet Services

Fleet Management Administration	20,249,093
Fleet Parts Supply	2,500
Maintenance & Operations	3,175,100
Support Services	1,401,259
Total Fleet Services	24,827,952

Human Resources

Health Benefits	64,338,028
Total Human Resources	64,338,028

Information Technology

Telecommunications	6,020,733
Total Information Technology	6,020,733

TOTAL INTERNAL SERVICE - GENERAL GOVERNMENT SERVICES **112,930,018**

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area / Department / Program</u>	<u>FTEs</u>
<u>GENERAL GOVERNMENT SERVICES</u>	
<u>Assessor</u>	
Administration	42.5
Assessor Statutory Mandates	105.5
Total Assessor	148.0
<u>Board of Supervisors</u>	
Board Of Supervisors	23.3
Total Board of Supervisors	23.3
<u>Clerk of the Board</u>	
Administration Management	7.0
Document and Micrographics Mgmt	9.0
Total Clerk of the Board	16.0
<u>Communications Office</u>	
Communications Office	10.5
Total Communications Office	10.5
<u>County Administrator</u>	
County Administrator	11.6
Total County Administrator	11.6
<u>Elections</u>	
Elections	16.0
Total Elections	16.0
<u>Facilities Management</u>	
Administration	17.0
Asset Mgmt & Planning Services	5.0
Building Services	123.0
Design & Construction Services	21.0
Parking Garages	4.0
Total Facilities Management	170.0
<u>Finance & Risk Management</u>	
Administration	20.0
Budget	14.5
Departmental Analysis	28.0
Financial Control & Reporting	20.9
Financial Management & Audit	17.0
Financial Operations	39.0
Grants Management	30.0
Print Shop	9.0
Revenue Management	24.5
Risk Management	29.2
Total Finance & Risk Management	232.1
<u>Fleet Services</u>	
Fleet Management Administration	12.0
Fleet Parts Supply	4.0
Maintenance & Operations	37.0
Support Services	2.0
Total Fleet Services	55.0

SUMMARY OF FULL TIME EQUIVALENTS: PROGRAM

<u>Functional Area / Department / Program</u>	<u>FTEs</u>
<u>Human Resources</u>	
Administration	8.0
Compensation/Classification/Recruitment	20.0
Employment Rights, FMLA, E-Verify & Training	10.0
Health Benefits	14.0
Reports and Records	3.0
Total Human Resources	55.0
<u>Information Technology</u>	
Information Technology	140.0
Telecommunications	28.0
Total Information Technology	168.0
<u>Office of Emergency Management & Homeland Security</u>	
Emergency Mgt/Homeland Security	8.2
OEM Radio System	3.0
Total Office of Emergency Management & Homeland Security	11.2
<u>Office of Sustainability and Conservation</u>	
Conservation Science	6.0
Cultural Resources and Historic Preservation	4.0
Office of Sustainability and Conservation	3.0
Sustainability Programs	2.0
Total Office of Sustainability and Conservation	15.0
<u>Procurement</u>	
Administration	5.0
Design & Construction	8.0
Materials & Services	13.7
Vendor Relations & SBE Program	5.0
Total Procurement	31.7
<u>Recorder</u>	
Administration	4.0
Information Services	13.0
Recorder Division	17.0
Voter Registration	13.0
Total Recorder	47.0
<u>Treasurer</u>	
Treasurer Operations	38.5
Total Treasurer	38.5
TOTAL GENERAL GOVERNMENT SERVICES	1,048.9

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Assessor

Expenditures: 8,996,549

Revenues: 3,000

FTEs 148.0

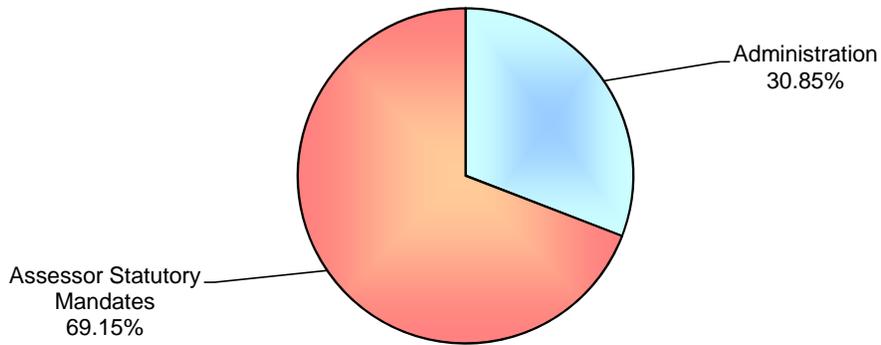
Function Statement:

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.

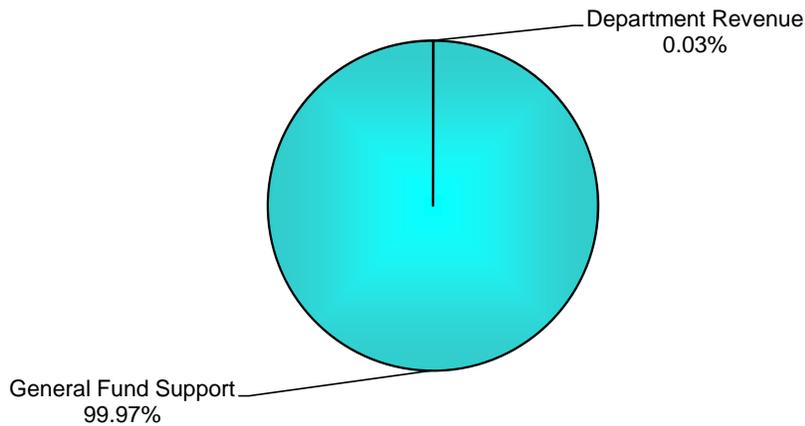
Mandates:

ARS Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Assessor

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Administration	2,626,819	2,351,677	2,775,547
Assessor Statutory Mandates	5,366,661	6,283,376	6,221,002
Total Expenditures	7,993,480	8,635,053	8,996,549
<u>Funding by Source</u>			
Revenues			
Administration	6,701	3,000	3,000
Assessor Statutory Mandates	413	-	-
Total Revenues	7,114	3,000	3,000
General Fund Support	7,986,366	8,632,053	8,993,549
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	7,993,480	8,635,053	8,996,549
<u>Staffing (FTEs) by Program</u>			
Administration	46.5	45.0	42.5
Assessor Statutory Mandates	108.5	110.0	105.5
Total Staffing (FTEs)	155.0	155.0	148.0

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 ARS Title 42
- Maintain a local area network system with current technologies

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Fulfilled required ARS Title 42 statutory mandates	yes	yes	yes
Computer systems maintained and upgraded for most efficiency	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	2,084,068	2,063,837	2,238,524
Operating Expenses	443,877	277,840	537,023
Capital Equipment > \$5,000	98,874	10,000	-
Total Program Expenditures	<u>2,626,819</u>	<u>2,351,677</u>	<u>2,775,547</u>

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	891	3,000	3,000
Charges for Services	5,810	-	-
Operating Revenue Sub-Total	<u>6,701</u>	<u>3,000</u>	<u>3,000</u>
General Fund Support	2,620,118	2,348,677	2,772,547
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>2,626,819</u>	<u>2,351,677</u>	<u>2,775,547</u>

<u>Program Staffing FTEs</u>	46.5	45.0	42.5
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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, parcel file; 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

Program Performance Measures	FY 2011/2012	FY 2012/2013	FY 2013/2014
	Actual	Estimated	Planned
Percent of responses made to Exemption and Legislative freeze	100%	100%	100%
Percent of responses made to Administrative Appeals, Notices of Errors, and Notices of Claims	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 Expenditures by Object	FY 2011/2012	FY 2012/2013	FY 2013/2014
	Actual	Adopted	Adopted
Personnel Services	4,922,985	5,797,006	5,844,077
Operating Expenses	443,676	486,370	376,925
Total Program Expenditures	5,366,661	6,283,376	6,221,002

Program Summary

Department: **Assessor**

Program: **Assessor Statutory Mandates**

Program Funding by Source

Revenues			
Miscellaneous Revenue	413	-	-
Operating Revenue Sub-Total	413	-	-
General Fund Support	5,366,248	6,283,376	6,221,002
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	5,366,661	6,283,376	6,221,002
<u>Program Staffing FTEs</u>	108.5	110.0	105.5

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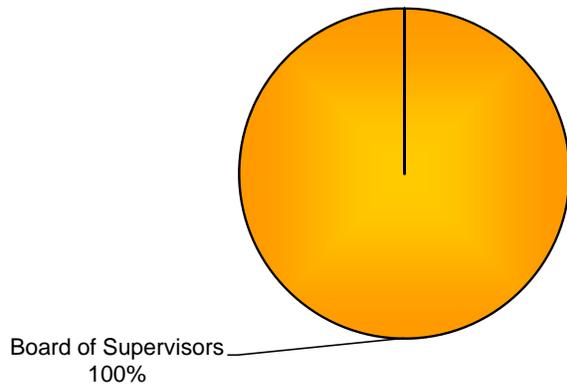
Board of Supervisors

Expenditures: 2,074,023 **Revenues:** 0
FTEs 23.3

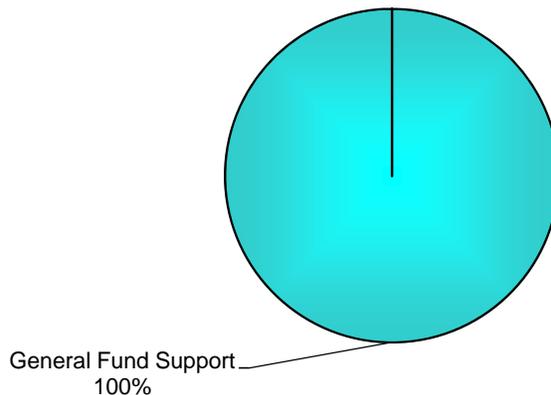
Function Statement: Fulfill the duties and responsibilities set forth in Arizona Revised Statutes. Fund and maintain public health and safety. Lay out, maintain, and manage roads and bridges within the County. Provide health care and legal services to the indigent population of the County. Supervise 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 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Board of Supervisors	1,776,890	1,971,080	2,074,023
Total Expenditures	1,776,890	1,971,080	2,074,023
<u>Funding by Source</u>			
Revenues			
Board of Supervisors	752	-	-
Total Revenues	752	-	-
General Fund Support	1,776,138	1,971,080	2,074,023
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,776,890	1,971,080	2,074,023
<u>Staffing (FTEs) by Program</u>			
Board Of Supervisors	23.4	23.7	23.3
Total Staffing (FTEs)	23.4	23.7	23.3

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)/JobPath
 - Partner with citizens to abate graffiti to protect neighborhoods and maintain quality of life
 - Obtain a Section 10 permit under the Endangered Species Act from the U.S. Fish & Wildlife Service

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Adopted primary property tax levy	\$284,023,289	\$275,951,044	\$277,155,468
County funding support for TREO/JobPath	\$721,473	\$781,473	\$881,473
General Fund reserve as a percentage of General Fund revenues	8%	7%	5%
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

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	1,628,957	1,773,925	1,812,172
Operating Expenses	147,933	197,155	261,851
Total Program Expenditures	1,776,890	1,971,080	2,074,023

Program Funding by Source

Revenues	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Miscellaneous Revenue	752	-	-
Operating Revenue Sub-Total	752	-	-

Program Summary

Department: Board of Supervisors

Program: Board of Supervisors

General Fund Support	1,776,138	1,971,080	2,074,023
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,776,890	1,971,080	2,074,023

<u>Program Staffing FTEs</u>	23.4	23.7	23.3
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Clerk of the Board

Expenditures: 1,314,636

FTEs 16.0

Revenues: 2,100

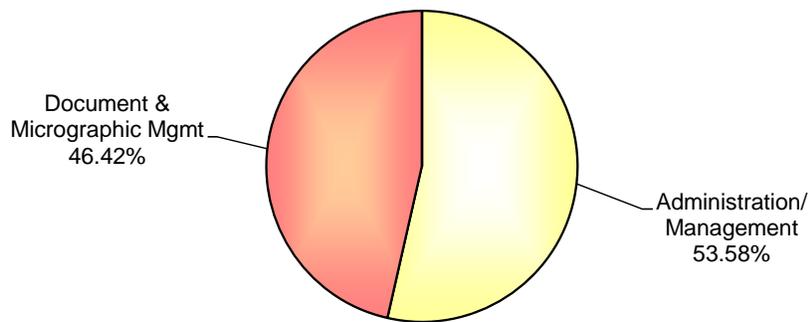
Function Statement:

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.

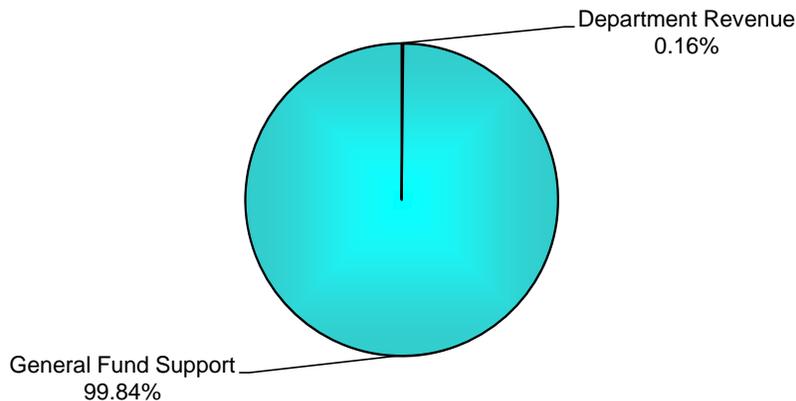
Mandates:

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

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Administration Management	590,292	707,173	704,378
Document and Micrographics Mgmt	560,786	564,538	610,258
Total Expenditures	<u>1,151,078</u>	<u>1,271,711</u>	<u>1,314,636</u>
<u>Funding by Source</u>			
Revenues			
Administration Management	3,753	2,100	2,100
Total Revenues	<u>3,753</u>	<u>2,100</u>	<u>2,100</u>
General Fund Support	1,147,325	1,269,611	1,312,536
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>1,151,078</u>	<u>1,271,711</u>	<u>1,314,636</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, various 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/recording/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
- Perform long term conversion of microfilmed records into searchable text files for migration to Countywide standard Document Management System (DMS)
- Create microfilm archive of special taxing districts permanent records

Program Performance Measures	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Notices/agendas posted as statutorily required	100%	100%	100%
Minutes prepared for approval as statutorily required	100%	100%	100%
Microfilmed records converted to searchable text files and migrated to DMS	10%	50%	100%
Special taxing districts permanent retention paper records microfilmed	0%	50%	100%

Program Expenditures by Object	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	493,682	509,979	499,488
Operating Expenses	96,610	197,194	204,890
Total Program Expenditures	590,292	707,173	704,378

Program Funding by Source

Revenues	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Intergovernmental	3,475	2,000	2,000
Miscellaneous Revenue	8	-	-
Charges for Services	270	100	100
Operating Revenue Sub-Total	3,753	2,100	2,100

Program Summary

Department: Clerk of the Board

Program: Administration Management

General Fund Support	586,539	705,073	702,278
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	590,292	707,173	704,378

<u>Program Staffing FTEs</u>	7.0	7.0	7.0
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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
- Prepare a comparison of system records inventory database to physical presence

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Reduction in paper records stored	3%	5%	6%
Transition Record Retention Schedules from Custom to Bucket	35%	70%	100%
Department digital images to replace microfilm	15%	23%	30%
Ten year physical space audit	0%	10%	75%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	478,064	485,343	513,936
Operating Expenses	67,942	79,195	96,322
Capital Equipment > \$5,000	14,780	-	-
Total Program Expenditures	560,786	564,538	610,258

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
General Fund Support	560,786	564,538	610,258
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	560,786	564,538	610,258

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

Expenditures: 903,625

FTEs 10.5

Revenues: 76,586

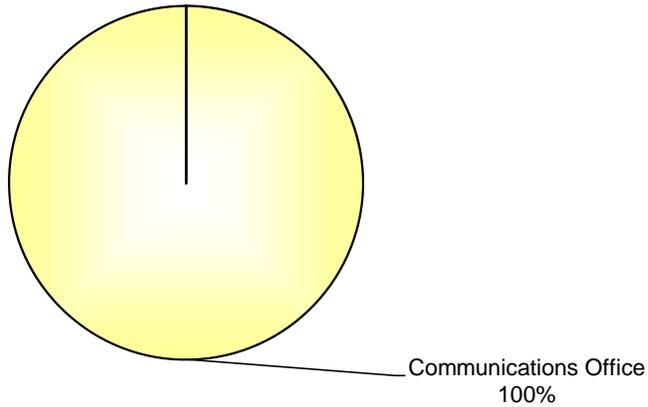
Function Statement:

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.

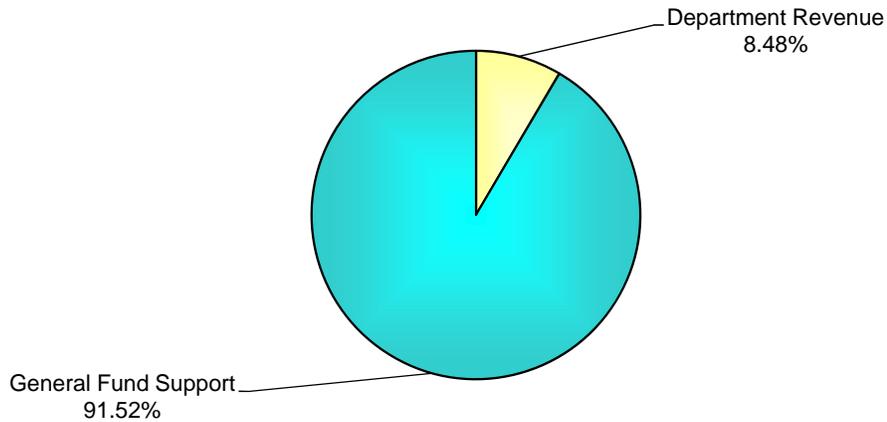
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Communications Office

	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
<u>Expenditures by Program</u>			
Communications Office	798,060	790,464	903,625
Total Expenditures	<u>798,060</u>	<u>790,464</u>	<u>903,625</u>
<u>Funding by Source</u>			
Revenues			
Communications Office	21,725	110,500	76,586
Total Revenues	<u>21,725</u>	<u>110,500</u>	<u>76,586</u>
General Fund Support	776,335	679,964	827,039
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>798,060</u>	<u>790,464</u>	<u>903,625</u>
<u>Staffing (FTEs) by Program</u>			
Communications Office	10.4	10.0	10.5
Total Staffing (FTEs)	<u>10.4</u>	<u>10.0</u>	<u>10.5</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; 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, through information gained from Process Mapping, to establish workflow procedures
- Increase customer service satisfaction
 - Track and reduce the number of customer complaints

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Customer Satisfaction	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	736,516	734,248	846,134
Operating Expenses	61,544	56,216	57,491
Total Program Expenditures	<u><u>798,060</u></u>	<u><u>790,464</u></u>	<u><u>903,625</u></u>

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	-	500	500
Charges for Services	21,725	110,000	76,086
Operating Revenue Sub-Total	<u><u>21,725</u></u>	<u><u>110,500</u></u>	<u><u>76,586</u></u>
General Fund Support	776,335	679,964	827,039
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u><u>798,060</u></u>	<u><u>790,464</u></u>	<u><u>903,625</u></u>

<u>Program Staffing FTEs</u>	10.4	10.0	10.5
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County Administrator

Expenditures: 1,539,893

FTEs 11.6

Revenues: 0

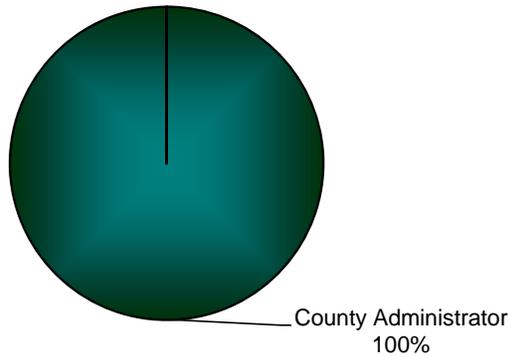
Function Statement:

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.

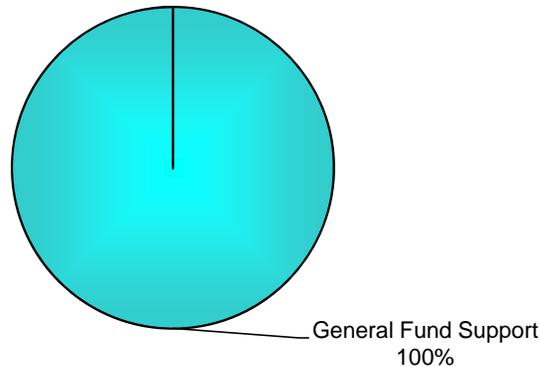
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: County Administrator

	<u>FY 2011/2012</u> <u>Actual</u>	<u>FY 2012/2013</u> <u>Adopted</u>	<u>FY 2013/2014</u> <u>Adopted</u>
<u>Expenditures by Program</u>			
County Administrator	1,331,563	1,430,082	1,539,893
Total Expenditures	<u>1,331,563</u>	<u>1,430,082</u>	<u>1,539,893</u>
<u>Funding by Source</u>			
Revenues			
County Administrator	(3,637)	-	-
Total Revenues	<u>(3,637)</u>	<u>-</u>	<u>-</u>
General Fund Support	1,330,954	1,430,082	1,539,893
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	4,246	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>1,331,563</u>	<u>1,430,082</u>	<u>1,539,893</u>
<u>Staffing (FTEs) by Program</u>			
County Administrator	11.8	11.2	11.6
Total Staffing (FTEs)	<u>11.8</u>	<u>11.2</u>	<u>11.6</u>

Program Summary

Department: County Administrator

Program: County Administrator

Function

Carry out the policies and attain goals established by the Board of Supervisors.

Description of Services

Administer and oversee all non-elected official department operations. Provide management, coordination, and communications on all legislative issues and intergovernmental needs.

Program Goals and Objectives

- Implement the Board of Supervisors' policies
 - Complete mandated reports
 - Review department budget requests and submit recommendations to the Board of Supervisors
- Preserve open space and public lands in order to maintain the sensitive desert environment
 - Continue the acquisition of open space

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Natural area acres acquired as part of the Conservation Acquisition Program	20	2,100	1,000
Board requests met	yes	yes	yes
Mandated reports completed	yes	yes	yes
Department budget requests reviewed	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	1,182,472	1,165,513	1,287,879
Operating Expenses	149,091	264,569	252,014
Total Program Expenditures	<u>1,331,563</u>	<u>1,430,082</u>	<u>1,539,893</u>

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Miscellaneous Revenue	6	-	-
Operating Revenue Sub-Total	<u>6</u>	<u>-</u>	<u>-</u>
Revenues			
Intergovernmental	(3,713)	-	-
Investment Earnings	70	-	-
Grant Revenue Sub-Total	<u>(3,643)</u>	<u>-</u>	<u>-</u>
General Fund Support	1,330,954	1,430,082	1,539,893
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	4,246	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>1,331,563</u>	<u>1,430,082</u>	<u>1,539,893</u>

Program Staffing FTEs	11.8	11.2	11.6
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Elections

Expenditures: 4,305,621

Revenues: 328,000

FTEs 16.0

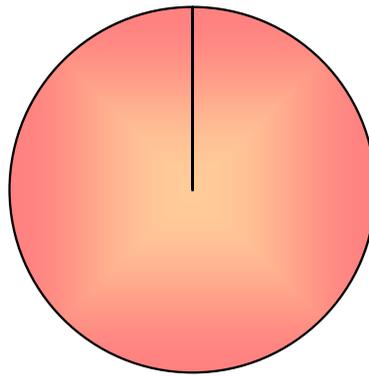
Function Statement:

Conduct fair, honest, and efficient elections pursuant to all federal and state laws and regulations. Provide election support to all jurisdictions (cities, towns, school districts, fire districts, and any other special district within Pima County). Serve as the filing office for candidate nomination filings and campaign finance reports. Responsible for all reprecincting and redistricting as required by the Board of Supervisors. Conduct community outreach to the Native American community. Provide assistance to ensure compliance with the Americans with Disabilities Act and the Voting Rights Act.

Mandates:

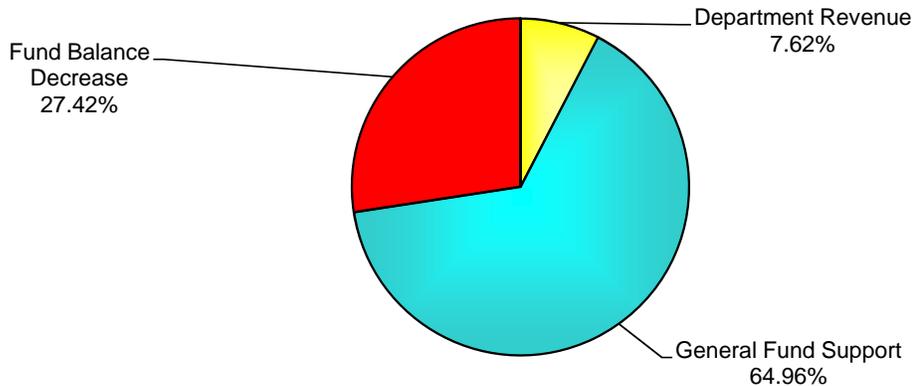
ARS Title 16: Elections and Electors

Expenditures by Program



Elections
100%

Sources of All Funding



Department Summary by Program

Department: Elections

	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
<u>Expenditures by Program</u>			
Elections	3,606,412	6,206,723	4,305,621
Total Expenditures	<u>3,606,412</u>	<u>6,206,723</u>	<u>4,305,621</u>
<u>Funding by Source</u>			
Revenues			
Elections	1,595,033	2,105,291	328,000
Total Revenues	<u>1,595,033</u>	<u>2,105,291</u>	<u>328,000</u>
General Fund Support	3,191,880	4,093,503	2,797,120
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(1,180,501)	7,929	1,180,501
Other Funding Sources	-	-	-
Total Program Funding	<u>3,606,412</u>	<u>6,206,723</u>	<u>4,305,621</u>
<u>Staffing (FTEs) by Program</u>			
Elections	16.0	16.5	16.0
Total Staffing (FTEs)	<u>16.0</u>	<u>16.5</u>	<u>16.0</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
- Procure all polling places and recruit all poll workers in Pima County
- Provide information to candidates regarding the nomination process and campaign finance disclosure requirements
- Conduct training for poll workers and other Election Officials

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 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%
Criminal history checks performed on prospective employees	50%	100%	100%
Elections software systems, programs, and databases independently tested and verified	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 Integrity Committee held	yes	yes	yes

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	2,247,311	2,816,930	1,787,539
Operating Expenses	1,359,101	2,788,573	2,498,082
Capital Equipment > \$5,000	-	601,220	20,000
Total Program Expenditures	3,606,412	6,206,723	4,305,621

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Intergovernmental	309,195	942,000	325,000
Miscellaneous Revenue	20,135	-	100
Charges for Services	85,202	5,000	2,900
Operating Revenue Sub-Total	414,532	947,000	328,000

Program Summary

Department: Elections

Program: Elections

Revenues			
Intergovernmental	1,174,771	1,154,291	-
Investment Earnings	5,730	4,000	-
Grant Revenue Sub-Total	1,180,501	1,158,291	-
General Fund Support	3,191,880	4,093,503	2,797,120
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(1,180,501)	7,929	1,180,501
Other Funding Sources	-	-	-
Total Program Funding	3,606,412	6,206,723	4,305,621
<u>Program Staffing FTEs</u>	16.0	16.5	16.0

Facilities Management

Expenditures: 20,905,882

FTEs 170.0

Revenues: 7,312,896

Function Statement:

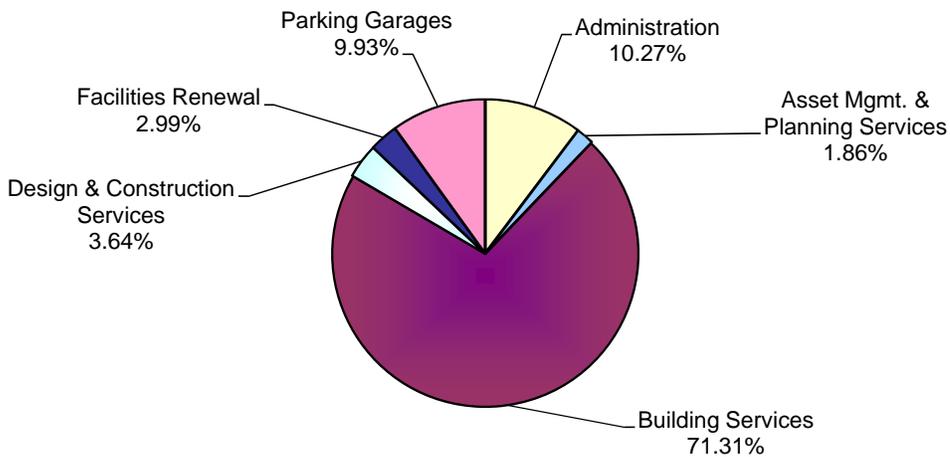
Provide for well planned and well maintained Pima County government facilities through efficient and cost effective management, programs, and delivery of service to the public. Perform new and remodel construction. Operate and manage Pima County's eight self-supporting, revenue generating parking garage/lot facilities in order to offer safe, secure parking for employees and the public.

Mandates:

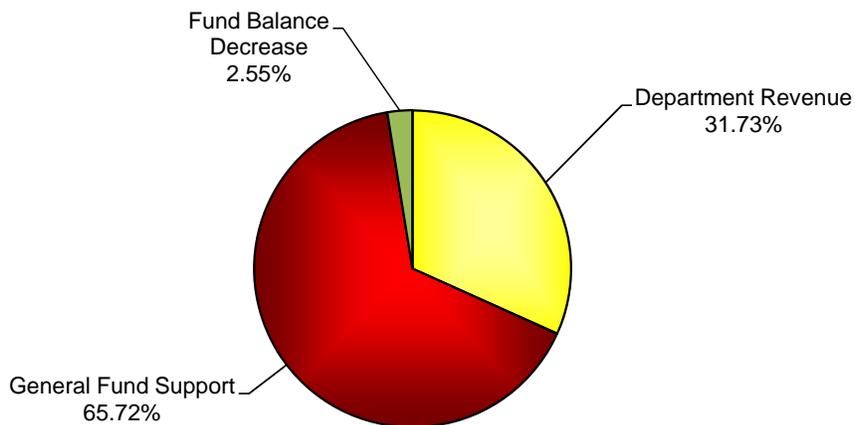
Occupational Safety and Health Administration (OSHA) Standard 1910.1001: Toxic and Hazardous Substances; Standard 1926.1101: Toxic and Hazardous Substances; United States Code, Title 40, Part 763: Asbestos

Note: As part of the reorganization of the County Administrator department, Facilities Renewal Fund was moved to Facilities Management.

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Facilities Management

	<u>FY 2011/2012</u> Actual	<u>FY 2012/2013</u> Adopted	<u>FY 2013/2014</u> Adopted
<u>Expenditures by Program</u>			
Administration	1,773,099	1,908,629	2,147,881
Asset Mgmt & Planning Services	339,073	358,323	388,560
Building Services	12,445,840	14,006,303	14,907,416
Design & Construction Services	532,129	722,841	760,092
Facilities Renewal	486,311	520,000	625,000
Parking Garages	1,993,187	1,795,326	2,076,933
Total Expenditures	<u>17,569,639</u>	<u>19,311,422</u>	<u>20,905,882</u>
<u>Funding by Source</u>			
Revenues			
Administration	1,660,871	49,627	53,030
Building Services	4,577,158	2,801,939	3,003,769
Facilities Renewal	2,442,216	2,160,099	2,031,624
Parking Garages	2,278,540	2,274,387	2,224,473
Total Revenues	<u>10,958,785</u>	<u>7,286,052</u>	<u>7,312,896</u>
General Fund Support	10,599,767	13,153,057	14,010,675
Net Operating Transfers In/(Out)	(5,368,153)	(1,277,062)	(2,153,655)
Fund Balance Decrease/(Increase)	1,379,240	149,375	1,735,966
Other Funding Sources	-	-	-
Total Program Funding	<u>17,569,639</u>	<u>19,311,422</u>	<u>20,905,882</u>
<u>Staffing (FTEs) by Program</u>			
Administration	16.0	16.0	17.0
Asset Mgmt & Planning Services	5.0	5.0	5.0
Building Services	121.0	121.0	123.0
Design & Construction Services	23.0	23.0	21.0
Parking Garages	3.0	4.0	4.0
Total Staffing (FTEs)	<u>168.0</u>	<u>169.0</u>	<u>170.0</u>

Program Summary

Department: Facilities Management

Program: Administration

Function

Provide personnel, business services, and clerical support services with an emphasis on AMS Advantage document processing for Facilities Management. Provide an energy management program.

Description of Services

Provide personnel support including new hire orientation, benefits, maintenance of employee files, and preparation of Personnel Action Forms (PAFs). Manage building and support services from outside vendors exclusive of building design and maintenance. Provide clerical support for the department.

Program Goals and Objectives

- Provide administrative support to all divisions to ensure efficiency and productivity
 - Complete all PAFs by deadline
 - Update employee records within 3 days of change
- Develop comprehensive energy management program and implement cost saving measures
 - Manage contracts with outside vendors/contractors
 - Educate Pima County departments about energy cost saving programs
- Provide financial and procurement support and reporting to other divisions
 - Process invoices within 2 days of receipt
 - Keep department asset inventory current
 - Process material and labor charges to other departments as appropriate

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
PAFs completed by deadline	100%	100%	100%
Employee records updated within 3 days of change	100%	100%	100%
Energy management program maintained	100%	100%	100%
Educational materials developed for meetings with Pima County departments	100%	100%	100%
Process invoices within 2 days of receipt	50%	60%	75%
Maintain asset inventory & process changes within 1 week	50%	65%	80%
Process labor & materials charges every 2 weeks	96%	98%	100%

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	970,699	1,041,141	1,140,098
Operating Expenses	802,400	867,488	1,007,783
Total Program Expenditures	1,773,099	1,908,629	2,147,881
<u>Program Funding by Source</u>			
Miscellaneous Revenue	52,578	49,627	53,030
Gain or Loss on Disposal of Assets	1,608,293	-	-
Operating Revenue Sub-Total	1,660,871	49,627	53,030
General Fund Support	1,196,061	1,859,002	2,094,851
Net Operating Transfers In/(Out)	(1,083,833)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,773,099	1,908,629	2,147,881
<u>Program Staffing FTEs</u>	16.0	16.0	17.0

Program Summary

Department: Facilities Management
Program: Asset Mgmt & Planning Services

Function

Provide project planning and analysis for proposed building construction requests, both new and remodel, from various user groups. Provide space planning and move-related assessments.

Description of Services

Optimize use of existing County buildings and accurately forecast and plan for future space needs by maintaining present building inventory and projecting future facility needs. Analyze new capital facilities and capital equipment replacement projects. Assess scope of development to accurately estimate costs, schedule, and impact of each project. Gather information and formulate County departmental needs assessment. Prepare new legal instruments for County departments in order to sell or lease real property, including lease renewals and required tenant improvements. Conduct due diligence inspections and prepare legal documents for County departments to purchase or occupy existing real property. Prepare legal instruments needed for the public to use County facilities for special events or activities.

Program Goals and Objectives

- Provide comprehensive and up-to-date information and planning for all buildings' square footages
 - Complete the annual inventory of space occupancy within first quarter of each fiscal year
 - Respond to County departments' requests for space programming and planning services within two weeks of evaluation
 - Complete initial inventory and assessment of capital needs to meet departmental budget development deadlines and the County's Capital Improvement Program (CIP) requirements
 - Prepare final reports to meet departmental budget submission requirements and the County's CIP requirements
- Provide information and negotiation services regarding leased properties
 - Renew leases as provided in lease agreements prior to expiration dates
 - Negotiate new leases and prepare legal instruments to meet the operational needs of County departments
 - Prepare legal instruments needed for the public use of County facilities for special events

Program Performance Measures	FY 2011/2012	FY 2012/2013	FY 2013/2014
	Actual	Estimated	Planned
Project analyses completed within deadlines	92%	98%	100%
Space inventory completed by fiscal year 1st quarter	90%	95%	95%
Legal instruments prepared by established deadlines	90%	95%	100%
Leases renewed prior to expiration dates	97%	100%	100%
Space planning evaluations completed within two weeks of requests	95%	95%	100%
Leases negotiated by deadlines set by management	90%	95%	100%
Bond Program requirements met	yes	yes	yes

Program Expenditures by Object	FY 2011/2012	FY 2012/2013	FY 2013/2014
	Actual	Adopted	Adopted
Personnel Services	324,532	343,288	370,156
Operating Expenses	14,541	15,035	18,404
Total Program Expenditures	339,073	358,323	388,560

Program Summary

Department: Facilities Management
Program: Asset Mgmt & Planning Services

Program Funding by Source

General Fund Support	339,073	358,323	388,560
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>339,073</u>	<u>358,323</u>	<u>388,560</u>
<u>Program Staffing FTEs</u>	5.0	5.0	5.0

Program Summary

Department: Facilities Management

Program: Building Services

Function

Provide for Pima County buildings and facilities the required preventive maintenance, repairs, upgrades, replacements, and remodeling according to recommended schedules and service requests for equipment, machinery, and facilities.

Description of Services

Provide preventive maintenance services in accordance with manufacturers' recommendations in order to prolong the life of equipment, maintain warranties, and save money on premature replacement costs. Complete repairs, upgrades, replacements, and remodels in a cost effective and timely manner. Respond in a timely manner to service requests received from Pima County departments and tenants for facility maintenance and repairs.

Program Goals and Objectives

- Procure and maintain County equipment
 - Initiate the procurement process within 48 hours of request
 - Install requested materials and parts within 48 hours of request
- Provide repair and maintenance services in a timely manner
 - Maintain the current level of personnel doing preventive maintenance (PM)
 - Respond to service requests within 48 hours of receipt
 - Reduce the number of second requests for service

Program Performance Measures	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Procurement initiated within 48 hours of request	95%	95%	100%
Parts/materials installed within 48 hours of request	95%	95%	100%
Service requests responded to within 48 hours	96%	95%	100%
Personnel originally scheduled for PM work continuing to do PM	99%	100%	100%
Number of second service requests reduced	90%	95%	95%

Program Expenditures by Object	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	4,996,581	5,489,018	6,112,372
Operating Expenses	7,365,299	8,517,285	8,677,044
Capital Equipment > \$5,000	83,960	-	118,000
Total Program Expenditures	12,445,840	14,006,303	14,907,416

Program Funding by Source

Revenues	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Miscellaneous Revenue	2,626,003	2,476,939	3,003,769
Operating Revenue Sub-Total	2,626,003	2,476,939	3,003,769
Revenues			
Intergovernmental	1,951,155	325,000	-
Grant Revenue Sub-Total	1,951,155	325,000	-

Program Summary

Department: Facilities Management

Program: Building Services

General Fund Support	8,532,504	10,212,891	10,767,172
Net Operating Transfers In/(Out)	(718,239)	542,278	1,136,475
Fund Balance Decrease/(Increase)	54,417	449,195	-
Other Funding Sources	-	-	-
Total Program Funding	12,445,840	14,006,303	14,907,416
<hr/>			
<u>Program Staffing FTEs</u>	121.0	121.0	123.0

Program Summary

Department: Facilities Management
Program: Design & Construction Services

Function

Provide building design project coordination for outsourced services and in-house staff services including architecture, interior design, and construction management for both new construction and remodel projects.

Description of Services

Provide interior design services utilizing both in-house and outsourced professionals for all remodels, tenant improvements, and new construction. Provide building design services including architectural, interior, mechanical, electrical, plumbing, structural, and civil disciplines by utilizing both in-house and outsourced professionals for all remodels, tenant improvements, and new construction. Provide construction contract management services and construction review services for architectural projects of all types including capital, non-capital, and CIP projects.

Program Goals and Objectives

- Provide a wide array of professional design services by utilizing both in-house and outside consultants
- Schedule interviews with clients within seven days of receipt of project request
- Evaluate Solicitation of Qualification (SOQ) submissions within seven days of receipt to identify outside consultants and licensed contractors certified to provide services
- Service multiple interior design projects for bidding and installation of interior design goods and services
- Service multiple building design projects and produce contract documents for bidding and construction
- Coordinate relocation and moving services associated with interior design goods and services
- Stay within approved project budgets
- Stay within 110% approved project completion schedules

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Client interviews scheduled within seven days of receipt of request	92%	95%	100%
SOQ submittals evaluated within seven days of receipt	95%	95%	100%
Percent of interior design projects provided within agreed upon completion schedule	90%	95%	100%
Percent of building design projects/contract documents provided within agreed schedule	90%	92%	100%
Percent of moving projects provided within agreed schedule	98%	98%	100%
Percent of projects completed within approved budget	90%	95%	100%
Percent of projects completed within 110% of agreed completion schedule	90%	95%	100%

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	367,535	616,711	572,328
Operating Expenses	164,594	106,130	172,764
Capital Equipment > \$5,000	-	-	15,000
Total Program Expenditures	532,129	722,841	760,092

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
General Fund Support	532,129	722,841	760,092
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	532,129	722,841	760,092

<u>Program Staffing FTEs</u>	23.0	23.0	21.0
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Program Summary

Department: Facilities Management

Program: Facilities Renewal

Function

Provide for the maintenance of the County's service delivery infrastructure and address neglected service needs.

Description of Services

Provide funds and a comprehensive review, analysis, justification, and approval process to provide continuing reinvestment in maintenance and repair of County facilities.

Program Goals and Objectives

- Identify and fund critical facilities maintenance and repair projects
 - Revise project plans annually
 - Complete repairs/improvement projects identified in annual plan

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Facilities repair/improvement projects completed	11	12	10
Facilities renewal approval plan completed	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	46,589	-	-
Operating Expenses	439,722	520,000	625,000
Total Program Expenditures	486,311	520,000	625,000

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	2,431,203	2,146,749	2,023,628
Investment Earnings	11,013	13,350	7,996
Other Special Revenue Total	2,442,216	2,160,099	2,031,624
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(3,563,213)	(1,816,473)	(2,286,475)
Fund Balance Decrease/(Increase)	1,607,308	176,374	879,851
Other Funding Sources	-	-	-
Total Program Funding	486,311	520,000	625,000

Program Summary

Department: Facilities Management

Program: Parking Garages

Function

Operate and provide parking services and preventive maintenance for parking facilities managed by Pima County.

Description of Services

Provide motor vehicle parking services in nine County facilities in compliance with Administrative Procedure 51-2. Provide timely information to Finance in order to process billing. Adhere to financial accounting and tracking standards and produce revenue for Pima County.

Program Goals and Objectives

- Manage and maintain parking facilities and associated records
 - Update parking facilities replacement schedule
 - Maintain comprehensive parking records
 - Reconcile daily cash revenues and deposit with Treasurer's office

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Replacement schedule updated	95%	98%	100%
Comprehensive parking records kept	98%	98%	100%
Daily cash reconciled and deposited with Treasurer's office	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	331,276	341,437	421,323
Operating Expenses	1,443,737	1,236,496	1,389,369
Capital Equipment > \$5,000	-	-	43,606
Depreciation	218,174	217,393	222,635
Total Program Expenditures	1,993,187	1,795,326	2,076,933

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Miscellaneous Revenue	2,001,121	1,991,487	1,949,097
Investment Earnings	19,255	14,400	26,796
Charges for Services	258,164	268,500	248,580
Other Revenue Total	2,278,540	2,274,387	2,224,473

General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(2,868)	(2,867)	(1,003,655)
Fund Balance Decrease/(Increase)	(282,485)	(476,194)	856,115
Other Funding Sources	-	-	-
Total Program Funding	1,993,187	1,795,326	2,076,933

Program Staffing FTEs	3.0	4.0	4.0
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Finance & Risk Management

Expenditures: 27,875,232

FTEs 232.1

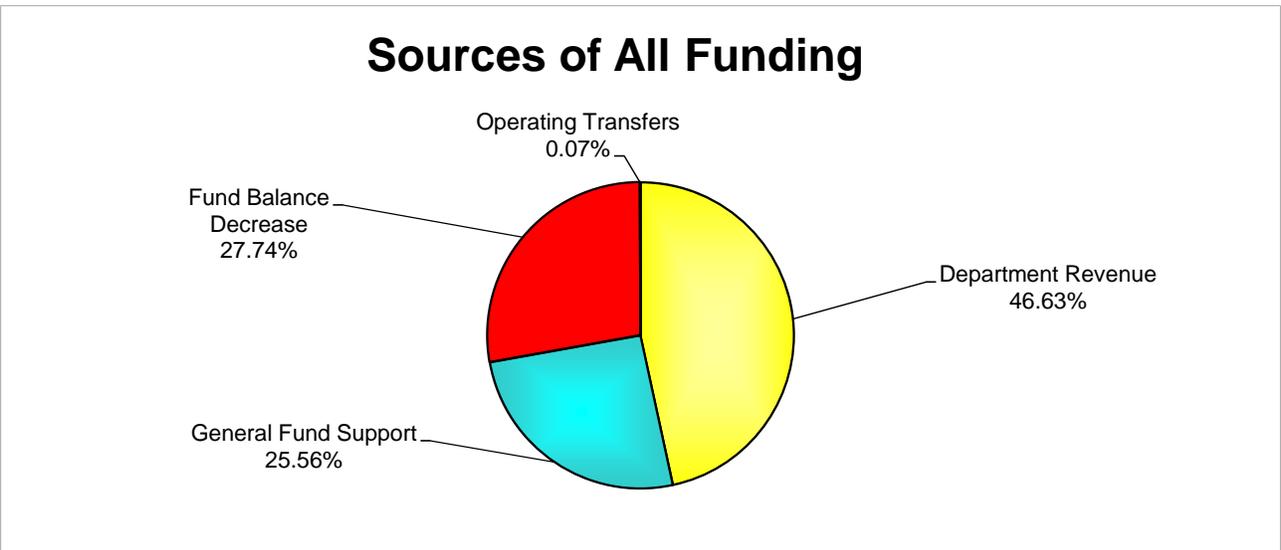
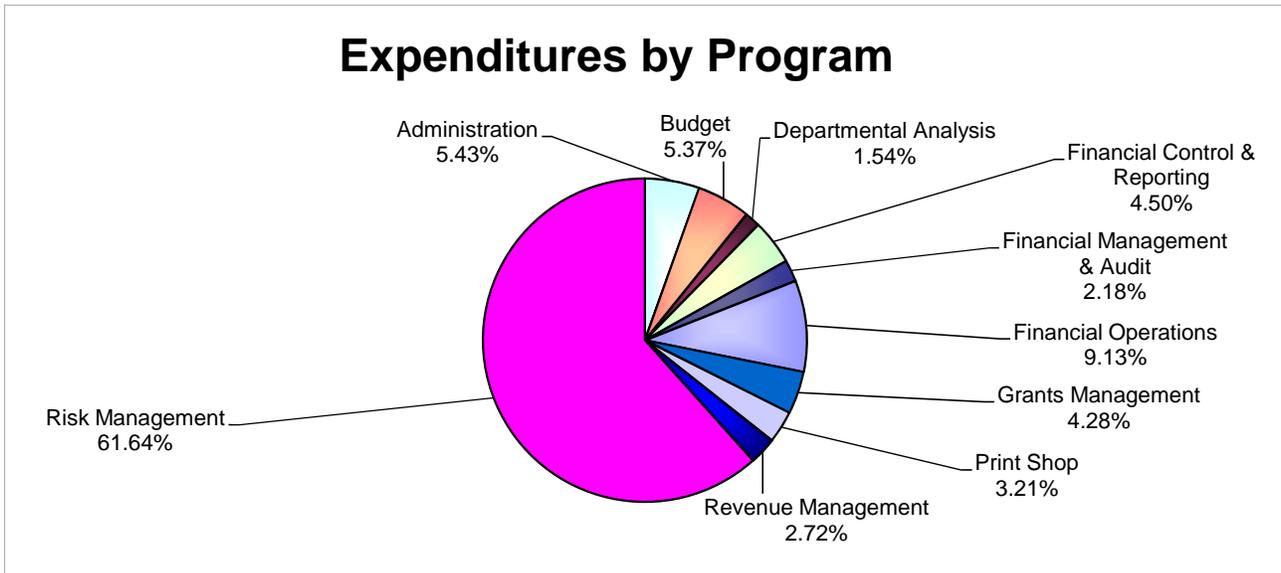
Revenues: 17,768,305

Function Statement:

Provide centralized financial and risk management services for the County including administration, bond financing, budget development and monitoring, tax levy and rate compilation, tax assembly coordination, financial statement preparation, financial systems control, accounts payable and receivable, payroll processing, grants oversight, records maintenance, mail services, workers' compensation, loss control and prevention, internal audit, cash management, delinquent accounts collection, and formation and collection functions of improvement districts.

Mandates:

ARS Title 11: Counties, Title 23: Labor, Title 34: Public Buildings and Improvements, Title 38: Public Officers and Employees, Title 41: State Government, and Title 42: Taxation; and Pima County Code 3.04: Risk Management



Department Summary by Program

Department: Finance & Risk Management

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Administration	1,082,048	1,654,582	1,512,391
Budget	1,269,294	1,517,493	1,498,088
Departmental Analysis	119,689	350,091	428,473
Financial Control & Reporting	1,109,033	1,271,789	1,253,264
Financial Management & Audit	430,286	643,387	607,388
Financial Operations	2,190,902	2,311,053	2,543,789
Financial Services - PHS	(493,540)	-	-
Grants Management	761,552	944,209	1,194,155
Print Shop	825,594	862,671	895,258
Revenue Management	638,663	653,264	756,858
Risk Management	9,960,733	16,830,928	17,185,568
Total Expenditures	17,894,254	27,039,467	27,875,232
<u>Funding by Source</u>			
Revenues			
Administration	2,157	-	-
Financial Operations	25,745	25,000	25,000
Financial Services - PHS	2,640	-	-
Grants Management	(891)	-	-
Print Shop	923,466	874,400	900,400
Revenue Management	2,753	-	-
Risk Management	20,347,312	16,624,012	16,842,905
Total Revenues	21,303,182	17,523,412	17,768,305
General Fund Support	7,321,214	9,267,593	9,742,481
Net Operating Transfers In/(Out)	(331,746)	(181,518)	(10,204,612)
Fund Balance Decrease/(Increase)	(10,398,396)	429,980	10,569,058
Other Funding Sources	-	-	-
Total Program Funding	17,894,254	27,039,467	27,875,232
<u>Staffing (FTEs) by Program</u>			
Administration	14.0	20.0	20.0
Budget	13.5	14.5	14.5
Departmental Analysis	24.0	29.0	28.0
Financial Control & Reporting	19.9	20.9	20.9
Financial Management & Audit	15.1	18.1	17.0
Financial Operations	33.0	37.5	39.0
Financial Services - PHS*	32.0	-	-
Grants Management	23.6	28.5	30.0
Print Shop	10.6	9.0	9.0
Revenue Management	24.0	24.5	24.5
Risk Management	24.5	29.2	29.2
Total Staffing (FTEs)	234.2	231.2	232.1

* Pima Health System (PHS) ceased operations September 30, 2011. During fiscal year 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
- Install integrated Countywide program for asset management, procurement, and work order management

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Special reports/analyses/investigations completed	3	3	3
Debt packages prepared	2	2	4
Financial information and reports available on Internet	100%	100%	100%
Critical procedures available on Internet	100%	100%	100%
Budgeted timelines for installation of Countywide system met	100%	100%	100%
Average Fitch Pima County Bond Rating of AA	yes	yes	yes

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	905,251	1,434,033	1,340,030
Operating Expenses	170,802	220,549	172,361
Capital Equipment > \$5,000	5,995	-	-
Total Program Expenditures	1,082,048	1,654,582	1,512,391

Program Funding by Source

<u>Revenues</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Miscellaneous Revenue	2,157	-	-
Operating Revenue Sub-Total	2,157	-	-

Program Summary

Department: Finance & Risk Management

Program: Administration

General Fund Support	1,268,165	1,654,582	1,512,391
Net Operating Transfers In/(Out)	(188,274)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,082,048	1,654,582	1,512,391
<u>Program Staffing FTEs</u>	14.0	20.0	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 satisfy/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 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
GFOA review criteria rating of satisfy/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 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Program Expenditures by Object			
Personnel Services	945,631	1,136,413	1,117,740
Operating Expenses	323,663	381,080	380,348
Total Program Expenditures	1,269,294	1,517,493	1,498,088
Program Funding by Source			
General Fund Support	1,299,731	1,517,493	1,498,088
Net Operating Transfers In/(Out)	(30,437)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,269,294	1,517,493	1,498,088
Program Staffing FTEs	13.5	14.5	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 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Special projects completed	12	10	10
Percentage of annual budget requests submitted by due date	100%	100%	100%
Percentage of monthly projections submitted by due date	100%	100%	100%
Percentage of department planning and control reports completed on time	100%	100%	100%

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	85,703	339,819	413,301
Operating Expenses	33,986	10,272	15,172
Total Program Expenditures	119,689	350,091	428,473
<u>Program Funding by Source</u>			
General Fund Support	125,773	350,091	428,473
Net Operating Transfers In/(Out)	(6,084)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	119,689	350,091	428,473
<u>Program Staffing FTEs</u>	24.0	29.0	28.0

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, Health Benefits Trust Fund, and all accruals necessary for issuing financial statements in the Comprehensive Annual Financial Report (CAFR). Ensure all County financial statements are in compliance with U.S. generally accepted accounting principles (GAAP). Monitor implementation of all Governmental Accounting Standards Board (GASB) pronouncements. Prepare various schedules and calculations in support of the production of all audited financial statements including the CAFR. Prepare and file external and internal annual financial reports (e.g., Chief Financial Officer letter, Landfill Closure/Postclosure, Expenditure Limitation Report, Special District Reports, and the Indirect Cost Allocation Report). Reconcile cash, property tax revenues, and investments with the records of the Pima County Treasurer. Respond to management's requests for financial analyses and reports.

Program Goals and Objectives

- Meet December 31st deadline for submitting the County's audited Comprehensive Annual Financial Report for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
 - Complete Wastewater Reclamation, Development Services, Stadium District, Risk Management, and Health Benefits Trust audits by 10/31
- Ensure all County financial statements are in compliance with GAAP
- Issue two indirect cost allocations for internal use and for use by federal grants

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Quarterly financial statements issued for Wastewater Reclamation, Development Services, and Risk Management	100%	100%	100%
GFOA financial reporting award received	yes	yes	yes
Wastewater Reclamation, Development Services, Stadium District, 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

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	1,058,761	1,217,999	1,207,907
Operating Expenses	50,272	53,790	45,357
Total Program Expenditures	1,109,033	1,271,789	1,253,264
<u>Program Funding by Source</u>			
General Fund Support	1,113,196	1,271,789	1,253,264
Net Operating Transfers In/(Out)	(4,163)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,109,033	1,271,789	1,253,264
<u>Program Staffing FTEs</u>	19.9	20.9	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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Departmental cash flow analyses prepared	19	17	17
High risk audits completed	5	5	5
Annual Bond Update Reports prepared	2	2	2

	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
<u>Program Expenditures by Object</u>			
Personnel Services	408,028	619,208	558,965
Operating Expenses	22,258	24,179	48,423
Total Program Expenditures	<u>430,286</u>	<u>643,387</u>	<u>607,388</u>
<u>Program Funding by Source</u>			
General Fund Support	447,753	643,387	607,388
Net Operating Transfers In/(Out)	(17,467)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>430,286</u>	<u>643,387</u>	<u>607,388</u>

<u>Program Staffing FTEs</u>	15.1	18.1	17.0
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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

Program Performance Measures	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 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

Program Expenditures by Object	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	1,975,623	2,108,883	2,326,695
Operating Expenses	215,279	202,170	217,094
Total Program Expenditures	2,190,902	2,311,053	2,543,789

Program Funding by Source	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Miscellaneous Revenue	25,745	25,000	25,000
Operating Revenue Sub-Total	25,745	25,000	25,000
General Fund Support	2,225,326	2,286,053	2,518,789
Net Operating Transfers In/(Out)	(60,169)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	2,190,902	2,311,053	2,543,789

Program Staffing FTEs	33.0	37.5	39.0
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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 occupied 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
PHS business closed out	yes	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	(497,656)	-	-
Operating Expenses	4,116	-	-
Total Program Expenditures	(493,540)	-	-

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	2,702	-	-
Charges for Services	(62)	-	-
Operating Revenue Sub-Total	2,640	-	-
General Fund Support	(496,180)	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	(493,540)	-	-

Program Staffing FTEs	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>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Grant reimbursement requests submitted on time	100%	100%	100%
Sub-recipient monitoring fulfilled	yes	yes	yes
SEFA deadline met	yes	yes	yes
Single audit free of findings	yes	yes	yes

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	695,660	910,069	1,153,716
Operating Expenses	65,892	34,140	40,439
Total Program Expenditures	761,552	944,209	1,194,155

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Miscellaneous Revenue	23	-	-
Operating Revenue Sub-Total	23	-	-
Revenues			
Investment Earnings	(914)	-	-
Grant Revenue Sub-Total	(914)	-	-
General Fund Support	747,831	944,209	1,194,155
Net Operating Transfers In/(Out)	(3,863)	-	-
Fund Balance Decrease/(Increase)	18,475	-	-
Other Funding Sources	-	-	-
Total Program Funding	761,552	944,209	1,194,155

<u>Program Staffing FTEs</u>	23.6	28.5	30.0
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Program Summary

Department: Finance & Risk Management

Program: Print Shop

Function

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

Description of Services

Provide high-speed digital black & white, color printing/copying including file manipulation and offset press printing. Provide finishing and bindery services including collating, folding, comb, velo, coil, tape, steel edge binding, drilling, punching, and numbering services. Provide typesetting, digital color, 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.

Program Goals and Objectives

- Increase revenues
 - Begin charging departments for print jobs created through the move of Information Technology Department printer
 - Automate envelope stuffing = higher volume lower cost with the equipment purchase
- Develop tracking form to identify and address quality issues
 - Track any job re-runs to find issues in production
 - Use data to improve production standards and procedures
- Maintain on time deliveries
 - Deliver 100% of jobs on time

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Quality issues identified and addressed in production	n/a	50%	75%
On time deliveries	99%	100%	100%
Revenues increased	no	no	yes

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	476,721	491,617	480,718
Operating Expenses	335,895	358,680	386,307
Capital Equipment > \$5,000	60,787	-	-
Contra Assets	(60,787)	-	-
Depreciation	12,978	12,374	28,233
Total Program Expenditures	825,594	862,671	895,258

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Investment Earnings	747	1,400	400
Charges for Services	922,719	873,000	900,000
Other Revenue Total	923,466	874,400	900,400
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(2,184)	(2,449)	(2,242)
Fund Balance Decrease/(Increase)	(95,688)	(9,280)	(2,900)
Other Funding Sources	-	-	-
Total Program Funding	825,594	862,671	895,258

<u>Program Staffing FTEs</u>	10.6	9.0	9.0

Program Summary

Department: Finance & Risk Management

Program: Revenue Management

Function

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

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Average number of days to credit revenue to appropriate department	2	1	1
Collections increase	2%	2%	2%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	621,221	600,915	717,968
Operating Expenses	17,442	52,349	38,890
Total Program Expenditures	638,663	653,264	756,858

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Intergovernmental	52	-	-
Miscellaneous Revenue	2,696	-	-
Operating Revenue Sub-Total	2,748	-	-
Investment Earnings	5	-	-
Other Special Revenue Total	5	-	-
General Fund Support	589,619	599,989	729,933
Net Operating Transfers In/(Out)	48,265	-	26,925
Fund Balance Decrease/(Increase)	(1,974)	53,275	-
Other Funding Sources	-	-	-
Total Program Funding	638,663	653,264	756,858

Program Staffing FTEs	24.0	24.5	24.5
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Program Summary

Department: Finance & Risk Management

Program: Risk Management

Function

Direct the risk management program for the County, Regional Flood Control District, Stadium District and Library District including insurance procurement, trust fund management, risk analysis, safety and loss prevention consultations, inspections, and training. Manage Worker 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 employment insurance. (Pima County Code 3.04, Resolution 1987-175, Resolution 1990-110)

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 cost to County departments using appropriate methodology. Represent the County for reimbursement from insurance carriers. Provide safety, loss prevention, and industrial hygiene regulatory administration, training, inspection, and consulting. Conduct safety investigations and analysis. Identify safety improvements for regulatory compliance and employee/citizen safety. Provide technical support on environmental issues. Manage liability and workers' compensation programs including adjust, defend, and fund liability and workers' compensation claims. Return injured employees to work as early and safely as possible. Administer the Return to Work and Job Retraining and Placement Programs.

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 and 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's 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 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Safety investigations and audits conducted for County departments	20	20	20
Liability claim forms sent within 3 business days of request	95%	100%	100%
Workers' Compensation lost time investigations begun within 3 days of notice	95%	100%	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 Summary

Department: Finance & Risk Management

Program: Risk Management

	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
<u>Program Expenditures by Object</u>			
Personnel Services	2,108,101	2,652,665	2,693,158
Operating Expenses	7,668,539	14,142,264	14,490,348
Capital Equipment > \$5,000	-	13,750	-
Contra Assets	157,833	-	-
Depreciation	26,260	22,249	2,062
Total Program Expenditures	<u>9,960,733</u>	<u>16,830,928</u>	<u>17,185,568</u>
<u>Program Funding by Source</u>			
Miscellaneous Revenue	202,423	17,400	192,880
Investment Earnings	962,531	521,602	857,927
Charges for Services	19,182,358	16,085,010	15,792,098
Operating Revenue Sub-Total	<u>20,347,312</u>	<u>16,624,012</u>	<u>16,842,905</u>
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(67,370)	(179,069)	(10,229,295)
Fund Balance Decrease/(Increase)	(10,319,209)	385,985	10,571,958
Other Funding Sources	-	-	-
Total Program Funding	<u>9,960,733</u>	<u>16,830,928</u>	<u>17,185,568</u>
<u>Program Staffing FTEs</u>	24.5	29.2	29.2

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Fleet Services

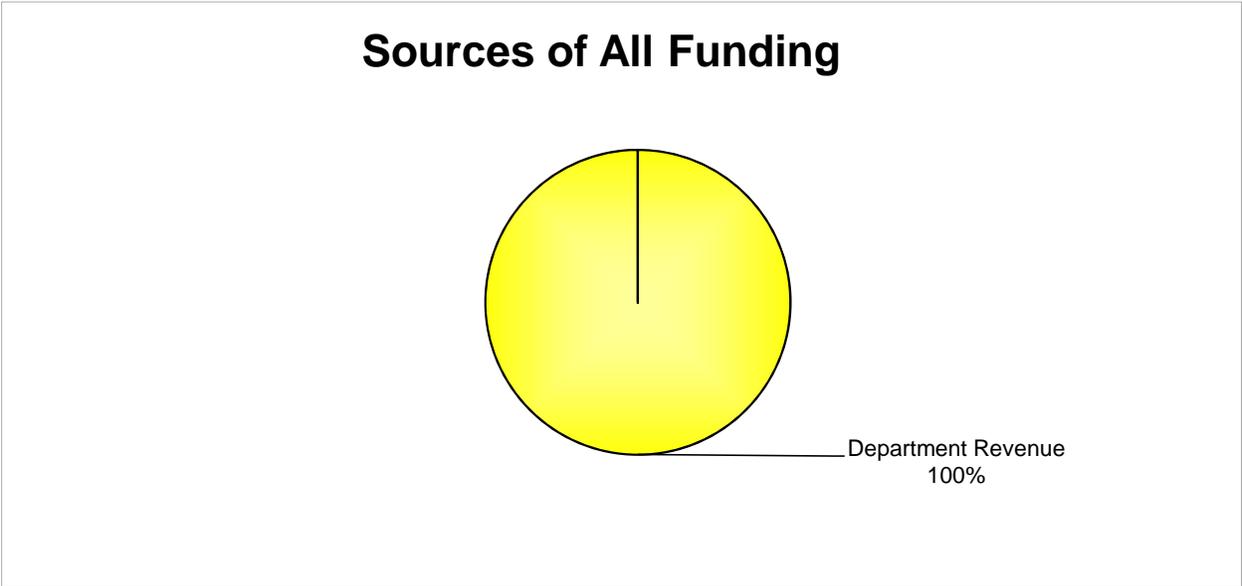
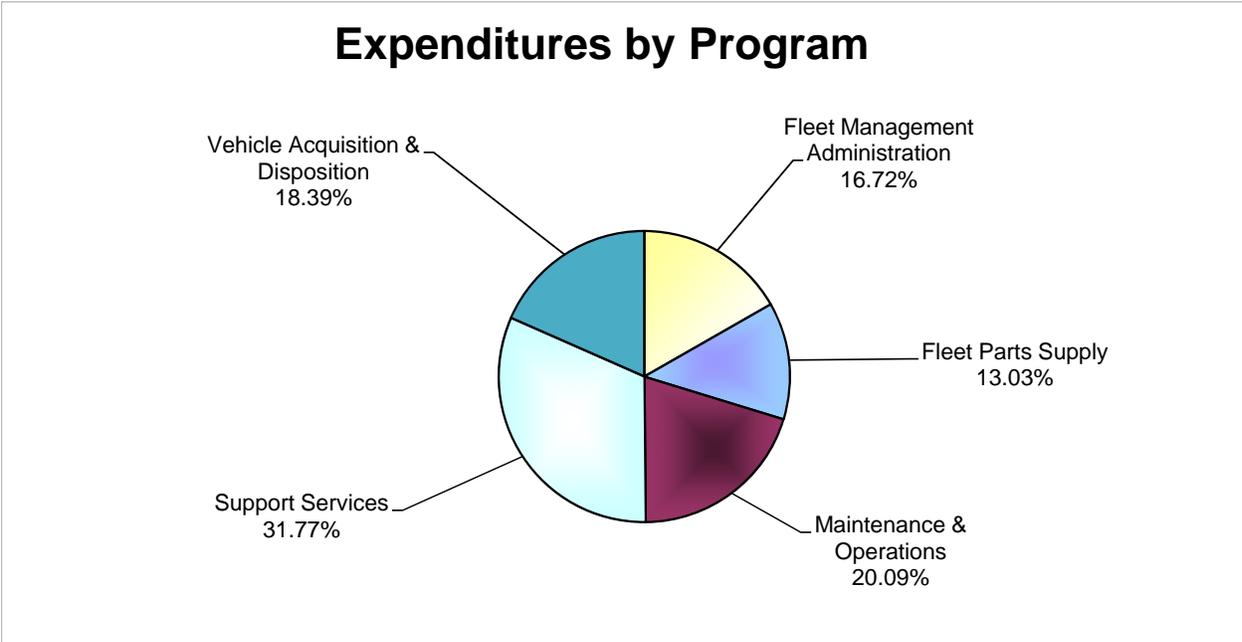
Expenditures: 21,212,768

Revenues: 24,827,952

FTEs 55.0

Function Statement: Purchase, maintain, and dispose of cars and light trucks, heavy trucks, and off-road heavy equipment. Provide fuel for all County vehicles and equipment from nine fueling sites located throughout the County and from mobile fuel trucks for off-road equipment. Maintain complete inventory and cost accounting records for all vehicles, equipment, fuel, and parts.

Mandates: None



Department Summary by Program

Department: Fleet Services

	<u>FY 2011/2012</u> Actual	<u>FY 2012/2013</u> Adopted	<u>FY 2013/2014</u> Adopted
<u>Expenditures by Program</u>			
Fleet Management Administration	(3,575,993)	6,318,989	3,547,402
Fleet Parts Supply	2,528,182	2,507,665	2,763,443
Maintenance & Operations	4,127,760	3,646,803	4,262,191
Support Services	6,354,807	6,465,486	6,738,959
Vehicle Acquisition & Disposition	7,458,296	-	3,900,773
Total Expenditures	<u>16,893,052</u>	<u>18,938,943</u>	<u>21,212,768</u>
<u>Funding by Source</u>			
Revenues			
Fleet Management Administration	13,195,799	15,815,860	20,249,093
Fleet Parts Supply	14,842	6,000	2,500
Maintenance & Operations	3,574,661	2,514,341	3,175,100
Support Services	1,621,683	1,233,799	1,401,259
Vehicle Acquisition & Disposition	(326,309)	-	-
Total Revenues	<u>18,080,676</u>	<u>19,570,000</u>	<u>24,827,952</u>
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(10,927)	(31,853)	(968,790)
Fund Balance Decrease/(Increase)	(1,176,697)	(599,204)	(2,646,394)
Other Funding Sources	-	-	-
Total Program Funding	<u>16,893,052</u>	<u>18,938,943</u>	<u>21,212,768</u>
<u>Staffing (FTEs) by Program</u>			
Fleet Management Administration	11.0	11.0	12.0
Fleet Parts Supply	4.0	4.0	4.0
Maintenance & Operations	38.0	38.0	37.0
Support Services	2.0	2.0	2.0
Total Staffing (FTEs)	<u>55.0</u>	<u>55.0</u>	<u>55.0</u>

Program Summary

Department: Fleet Services

Program: Fleet Management Administration

Function

Provide management and direction to all Fleet Services divisions to ensure Fleet Services strategic goals are met. Provide administrative direction and resources to all Fleet Services divisions in support of Fleet Service's mission for a customer focused, centralized fleet service dedicated to providing efficient and effective fleet management to Pima County through quality, pride and teamwork.

Description of Services

Direct, plan, control, and staff all Fleet Services Divisions. Responsible for operational budget, financial forecasts, fleet utilization, mileage rate analysis, contract and IGA execution, fuel management, Motor Pool management, procurement, accounts receivable and accounts payable, and Arizona Motor Vehicle Division license and title requests. (Note: In the FY2012/2013 Adopted Budget all depreciation for Fleet Services was included in this program.)

Program Goals and Objectives

- Annual analysis of fleet mileage rate structure with projected costs for the budget year based on current cost data
- Continuous monitoring of total annual miles driven by Pima County to be used for analysis of driving behavior trends, utilization and revenue impact
- Review, refine, and document key business processes
- Annual review of quantity and type of alternative fuel vehicles in County fleet in effort to improve fuel efficiencies

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Actual fleet cost per mile	\$2	\$2	\$2
County miles driven	15,856,919	17,529,512	18,770,899
Business processes reviewed or created	9	12	4
Quantity of alternative fuel vehicles in County fleet	485	616	677

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	1,062,943	1,163,217	1,195,510
Operating Expenses	577,518	1,969,644	2,335,907
Capital Equipment > \$5,000	-	-	5,500
Contra Assets	(5,225,951)	-	(5,500)
Depreciation	9,497	3,186,128	15,985
Total Program Expenditures	(3,575,993)	6,318,989	3,547,402

Program Funding by Source

<u>Revenues</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Gain or Loss on Disposal of Assets	331,439	115,000	150,000
Miscellaneous Revenue	113,325	348,000	152,000
Investment Earnings	278,789	125,000	164,000
Charges for Services	12,472,246	15,227,860	19,783,093
Other Revenue Total	13,195,799	15,815,860	20,249,093

Program Summary

Department: Fleet Services

Program: Fleet Management Administration

General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(24,824)	(31,853)	(968,790)
Fund Balance Decrease/(Increase)	(16,746,968)	(9,465,018)	(15,732,901)
Other Funding Sources	-	-	-
Total Program Funding	(3,575,993)	6,318,989	3,547,402

<u>Program Staffing FTEs</u>	11.0	11.0	12.0
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Program Summary

Department: Fleet Services

Program: Fleet Parts Supply

Function

Purchase and maintain inventory stock of parts and accessories needed for preventive maintenance, routine servicing, repairs, and special build outs of County vehicles and equipment.

Description of Services

Purchase parts and accessories required to maintain and repair all County motor vehicles and equipment. Maintain an adequate and up to date inventory stock of parts and accessories to meet the servicing and maintenance needs of the County vehicle fleet. Perform periodic aging analyses of the inventory stock to identify and remove obsolete items.

Program Goals and Objectives

- Remove obsolete parts from inventory in favor of more current inventory
- Ensure that parts turnover occurs at least four times per year

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Parts inventory turnover per year	4	4	4

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	166,136	181,045	191,543
Operating Expenses	2,362,046	2,326,620	2,571,900
Total Program Expenditures	<u>2,528,182</u>	<u>2,507,665</u>	<u>2,763,443</u>

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	14,842	6,000	2,500
Other Revenue Total	<u>14,842</u>	<u>6,000</u>	<u>2,500</u>
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	2,513,340	2,501,665	2,760,943
Other Funding Sources	-	-	-
Total Program Funding	<u>2,528,182</u>	<u>2,507,665</u>	<u>2,763,443</u>

<u>Program Staffing FTEs</u>	4.0	4.0	4.0
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Program Summary

Department: Fleet Services

Program: Maintenance & Operations

Function

Provide preventive maintenance and repairs to Pima County's vehicle fleet. Provide resources to complete vehicle special builds per department requests.

Description of Services

Perform preventive maintenance and repairs as needed on cars, light trucks, medium trucks, heavy trucks, off-road vehicles, and specialized equipment in order to reduce unscheduled repairs. Provide all resources necessary to accomplish repairs including direct labor and outside services. Provide resources as needed for vehicle special builds.

Program Goals and Objectives

- Achieve at least 75% minimum utilization of mechanic direct labor
- Achieve 100% preventive maintenance compliance rate
- Increase quantity of mechanics obtaining ASE certifications

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Quantity of mechanics with ASE certification	18	21	23
Mechanic direct labor utilization rate	75%	85%	85%
Preventive maintenance compliance rate	90%	99%	100%

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	1,874,940	2,169,422	2,174,076
Operating Expenses	1,342,287	1,477,381	1,439,206
Capital Equipment > \$5,000	393,129	181,700	174,045
Contra Assets	-	(181,700)	(174,045)
Depreciation	517,404	-	648,909
Total Program Expenditures	4,127,760	3,646,803	4,262,191

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Gain or Loss on Disposal of Assets	(2,463)	-	-
Miscellaneous Revenue	3,851	1,000	100
Capital Contributions	354	-	-
Charges for Services	3,572,919	2,513,341	3,175,000
Other Revenue Total	3,574,661	2,514,341	3,175,100
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	553,099	1,132,462	1,087,091
Other Funding Sources	-	-	-
Total Program Funding	4,127,760	3,646,803	4,262,191

<u>Program Staffing FTEs</u>	38.0	38.0	37.0
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Program Summary

Department: Fleet Services

Program: Support Services

Function

Provide fuel and maintain a fuel supply infrastructure for the operation of County owned and external customer owned vehicles and equipment. Also manage the County vehicle motor pool.

Description of Services

Provide and manage the inventory of fuel for County vehicles at various locations throughout the County. Provide a rental motor pool for County staff to utilize to conduct County business.

Program Goals and Objectives

- Ensure that fuel supply is available at all nine County filling stations 24 hours per day, 7 days per week
- Procure fuel in the most cost effective method and in compliance with State of Arizona Procurement statutes
- Store and dispense fuel in a safe and environmentally correct manner and maintain appropriate records
- Provide internal customers with a wide range of motor pool vehicles while monitoring utilization efficiency

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Continuous monitoring of utilization at all Motor Pool sites to achieve a goal of 60% minimum utilization	50%	60%	75%
Fuel stations operational 24 hours per day, 7 days per week (excluding station downtime for upgrades)	yes	yes	yes
Fuel costs monitored and tracked with Oil Price Information Service (OPIS) costs	yes	yes	yes
Fuel station monitoring and reporting in compliance with Arizona Department of Environmental Quality and other environmental statutes	yes	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	114,694	118,986	123,838
Operating Expenses	6,240,113	6,346,500	6,615,121
Total Program Expenditures	6,354,807	6,465,486	6,738,959

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Intergovernmental	1,361,888	975,000	1,125,000
Miscellaneous Revenue	329	-	100
Charges for Services	259,466	258,799	276,159
Other Revenue Total	1,621,683	1,233,799	1,401,259
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	4,733,124	5,231,687	5,337,700
Other Funding Sources	-	-	-
Total Program Funding	6,354,807	6,465,486	6,738,959

Program Staffing FTEs	2.0	2.0	2.0
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Program Summary

Department: Fleet Services

Program: Vehicle Acquisition & Disposition

Function

Purchase and dispose of all County vehicles and equipment.

Description of Services

Purchase all vehicles and equipment required by County departments. Sell vehicles through auction at the end of their useful life.

Program Goals and Objectives

- Average no more than 180 days from time vehicle order placed until the equipment is received (excluding law enforcement vehicles)
- All vehicles placed in service within 30 days of receiving vehicle
- Dispose of obsolete surplus vehicles and equipment in a timely and cost effective manner
 - Average no more than 45 days from date vehicle is removed from service to auction posting

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
All vehicles received within 180 days from order date	100%	100%	100%
All vehicles placed in service within 30 days	100%	100%	100%
All vehicles meeting auction posting deadline	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Operating Expenses	393	-	-
Capital Equipment > \$5,000	4,832,821	4,060,000	6,665,900
Contra Assets	-	(4,060,000)	(6,665,900)
Depreciation	2,625,082	-	3,900,773
Total Program Expenditures	<u>7,458,296</u>	<u>-</u>	<u>3,900,773</u>

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Gain or Loss on Disposal of Assets	(326,309)	-	-
Other Revenue Total	<u>(326,309)</u>	<u>-</u>	<u>-</u>
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	13,897	-	-
Fund Balance Decrease/(Increase)	7,770,708	-	3,900,773
Other Funding Sources	-	-	-
Total Program Funding	<u>7,458,296</u>	<u>-</u>	<u>3,900,773</u>

Human Resources

Expenditures: 64,410,045

FTEs 55.0

Revenues: 64,489,028

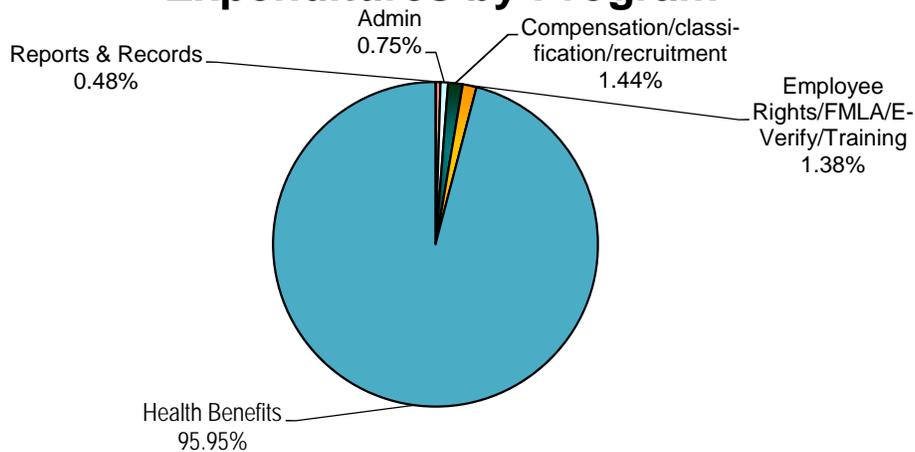
Function Statement:

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. As of 7/1/13 administers a new self-insurance Health Benefits Trust Internal Service Fund.

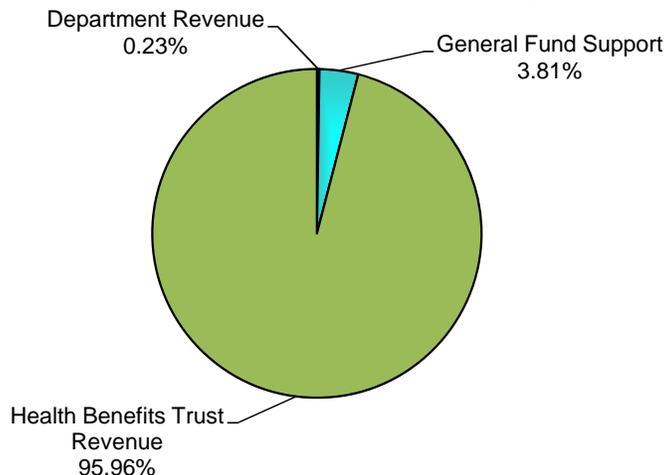
Mandates:

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

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Administration	239,276	287,112	480,263
Compensation/Classification/Recruitment	1,296,275	869,277	924,494
Employment Rights, FMLA, E-Verify & Training	821,009	846,469	890,352
Health Benefits	-	-	61,806,000
Reports and Records	1,024,811	1,207,549	308,936
Total Expenditures	3,381,371	3,210,407	64,410,045
<u>Funding by Source</u>			
Revenues			
Administration	13	-	-
Compensation/Classification/Recruitment	43	-	-
Employment Rights, FMLA, E-Verify & Training	1,040	-	-
Health Benefits	-	-	64,338,028
Reports and Records	355,067	335,736	151,000
Total Revenues	356,163	335,736	64,489,028
General Fund Support	3,108,983	2,874,671	2,453,045
Net Operating Transfers In/(Out)	(83,775)	-	10,154,245
Fund Balance Decrease/(Increase)	-	-	(12,686,273)
Other Funding Sources	-	-	-
Total Program Funding	3,381,371	3,210,407	64,410,045
<u>Staffing (FTEs) by Program</u>			
Administration	3.0	5.0	8.0
Compensation/Classification/Recruitment	22.3	20.2	20.0
Employment Rights, FMLA, E-Verify & Training	10.4	10.4	10.0
Health Benefits	-	-	14.0
Reports and Records	13.4	13.5	3.0
Total Staffing (FTEs)	49.1	49.1	55.0

Program Summary

Department: Human Resources

Program: Administration

Function

Provide direction and approval of employment-related services including development and interpretation of Merit System Rules and Personnel Policies (MSR/PP), mandatory training, affirmative action reporting, employee relations, recruitment, benefits, classification, compensation, Family and Medical Leave Act (FMLA) administration, 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. Oversee financial, information technology, and procurement transactions for the department. Review and process personnel action forms. Serve as the custodian of official personnel records and official Secretary to the Merit System Commission. 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-related records and information. Sell employee bus passes and discount tickets, process employee ID badges, and provide employment verification.

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
- Improve HR information management through the implementation of ADP over an 18 month period
- Convert to self insurance the first day of the fiscal year, yielding significant savings in healthcare costs to the County

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
County's employee turnover rate	15%	16%	17%

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	199,663	239,822	382,165
Operating Expenses	39,613	47,290	98,098
Total Program Expenditures	239,276	287,112	480,263

Program Funding by Source

Revenues	FY 2011/2012	FY 2012/2013	FY 2013/2014
Miscellaneous Revenue	13	-	-
Operating Revenue Sub-Total	13	-	-

Program Summary

Department: **Human Resources**

Program: **Administration**

General Fund Support	285,707	287,112	480,263
Net Operating Transfers In/(Out)	(46,444)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	239,276	287,112	480,263
<hr/>			
<u>Program Staffing FTEs</u>	3.0	5.0	8.0

Program Summary

Department: Human Resources

Program: Compensation/Classification/Recruitment

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 reviews, 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. Oversee and monitor the Human Resources staff that are assigned to large departments to assist with personnel-related matters, particularly in 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 reduce the time to fill a position to less than 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 within 40 calendar days of request

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Average Calendar days to complete certified list of qualified job applicants	14	14	14
Average calendar days to fill vacancies	63	58	45
Applications received/reviewed	14,560	15,100	15,100
Classification/Compensation Audit review performed	436	450	475
Average calendar days to complete reallocations	41	40	40
Department assists provided	1,265	975	975

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	1,261,240	809,847	866,284
Operating Expenses	35,035	59,430	58,210
Total Program Expenditures	1,296,275	869,277	924,494
<u>Program Funding by Source</u>			
Miscellaneous Revenue	43	-	-
Operating Revenue Sub-Total	43	-	-
General Fund Support	1,296,232	869,277	924,494
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,296,275	869,277	924,494

<u>Program Staffing FTEs</u>	22.3	20.2	20.0
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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. 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.

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.

Develop and utilize new and 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 as 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 buy an Appointing Authority and approved by the director of Human Resources.

Program Goals and Objectives

- Ensure Pima County is in total compliance with federal, state, and local laws relating to human resources
 - identify, investigate, and recommend corrective action for potential violations in a timely fashion
 - provide quality assistance and guidance with employment-related matters throughout the County
 - facilitate reasonable accommodations for applicants and employees in compliance with the Americans with Disabilities Act (ADA)
 - develop and implement management training regarding the ADA
 - provide a venue and a process for professionally resolving internal complaints and work-related disputes
 - minimize exposure to external filings and lawsuits by partnering with departments to properly address personnel-related matters
 - research, propose, and develop 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
 - Expand 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
 - Identify, develop, and create online training alternatives for employees
 - Assume coordination and scheduling responsibilities for the Pima County New Employee Orientation module
 - Research, propose, develop, and coordinate a Leadership for Supervision Program utilizing internal County resources
 - Provide a progressive series of classes essential for effective and successful management
- Provide training to new managers, supervisors, and department personnel representatives (DPRs)
- Provide refresher sessions for existing employees, as needed, in FMLA regulations and procedures and Form I-9 completion procedures utilizing various formal and informal means such as quarterly newsletters

<u>Program Performance Measures</u>	<u>FY 2011/2012</u>	<u>FY 2012/2013</u>	<u>FY 2013/2014</u>
	Actual	Estimated	Planned
Number of contacts for MSR/PP interpretation	2,226	3,000	3,250
Employees processed through E-Verify	1,592	1,520	1,595
Employees trained on FMLA & I-9	180	250	300
ADA requests for accommodation	73	78	80
Appeals filed	26	25	25
Investigations conducted	40	45	50
Requests for mediation	34	35	35
Specialized training - coaching	68	53	61
Management training headcount	1,402	690	1,510
New employee orientation benefits training headcount	415	495	509
FMLA requests	1,854	1,922	2,020
FMLA approvals	1,544	1,624	1,682

	<u>FY 2011/2012</u>	<u>FY 2012/2013</u>	<u>FY 2013/2014</u>
	Actual	Adopted	Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	755,820	766,529	806,702
Operating Expenses	65,189	79,940	83,650
Total Program Expenditures	821,009	846,469	890,352

<u>Program Funding by Source</u>	<u>FY 2011/2012</u>	<u>FY 2012/2013</u>	<u>FY 2013/2014</u>
	Actual	Adopted	Adopted
Revenues			
Miscellaneous Revenue	1,040	-	-
Operating Revenue Sub-Total	1,040	-	-
General Fund Support	819,969	846,469	890,352
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	821,009	846,469	890,352

<u>Program Staffing FTEs</u>	10.4	10.4	10.0
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Program Summary

Department: Human Resources

Program: Health Benefits

Function

Provide employees with comprehensive and affordable benefits options for healthcare (medical and dental), and 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. Provide quality programs and activities to encourage and support healthy, active lifestyles of employees. (This is a new self-insurance internal service fund starting July 1, 2013.)

Description of Services

Provide benefits administration and advocacy; contract development, negotiations, and renewal activity; benefits open enrollment and special program coverage. Develop a strategic approach for providing the best benefits and insurance packages for eligible employees and their dependents. Emphasize the importance of education, awareness, self-care, and behavior 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.

Program Goals and Objectives

- Provide employees a comprehensive health 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 health benefit options available
 - Maintain a consistent and realistic average cost per employee for the County's health benefits program to ensure public accountability and affordability as supported by national trends
 - Educate employees regarding the County's various plans and benefits options and assist them into the proper plan for cost savings measures.
- Provide employees a comprehensive wellness program to help control increases in medical costs and improve quality of life
 - Provide education and resources to help employees identify and reduce health risks before serious health problems occur
 - Provide special follow-ups and assistance to employees identified at highest risk for preventable illnesses and excessive medical costs
 - Help employees better manage their condition and use when health problems do exist

Program Performance Measures	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Total attendance at wellness events			45,000
Percentage of employees attending benefit information sessions			45%
Percentage of benefits complaints resolved			10%
Percentage of covered employees needing Human Resources intervention for health matters			1%

Program Expenditures by Object	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	-	-	3,920,976
Operating Expenses	-	-	57,885,024
Total Program Expenditures	-	-	61,806,000

Program Summary

Department: Human Resources

Program: Health Benefits

Program Funding by Source

Revenues			
Miscellaneous Revenue	-	-	9,477
Investment Earnings	-	-	2,218
Charges for Services	-	-	64,326,333
Other Revenue Total	-	-	64,338,028
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	10,154,245
Fund Balance Decrease/(Increase)	-	-	(12,686,273)
Other Funding Sources	-	-	-
Total Program Funding	-	-	61,806,000
<hr/>			
<u>Program Staffing FTEs</u>	-	-	14.0

Program Summary

Department: Human Resources
Program: Reports & Records

Function

Maintain official employee personnel records by hardcopy and automated information program; maintain data necessary to meet federal reporting requirements; process personnel action forms; maintain Equal Employment Opportunity (EEO) forms; and manage the employee discount and bus pass program. Counsel and coordinate retirement and long-term disability matters with employees and the State.

Description of Services

Manage the Records Center which houses all official personnel files. Process personnel action forms; and respond to subpoenas and employment verification requests. 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 to ensure proper reconciliation of each account. Coordinate retirement and long-term disability plans with the State of Arizona and assist employees with accessing these services. 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 that 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
- Manage employee benefit and insurance records and ensure that documents are maintained in a confidential manner and pursuant to the State Retention and Disposition Schedule

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Personnel records reviewed for compliance with State Retention and Disposition Schedule	1,428	1,400	1,300

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	805,111	802,518	213,650
Operating Expenses	219,700	405,031	95,286
Total Program Expenditures	1,024,811	1,207,549	308,936

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Miscellaneous Revenue	355,382	160,540	150,000
Charges for Services	(315)	175,196	1,000
Operating Revenue Sub-Total	355,067	335,736	151,000
General Fund Support	707,075	871,813	157,936
Net Operating Transfers In/(Out)	(37,331)	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,024,811	1,207,549	308,936

<u>Program Staffing FTEs</u>	13.4	13.5	3.0
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Information Technology

Expenditures: 20,726,785

FTEs 168.0

Revenues: 6,577,581

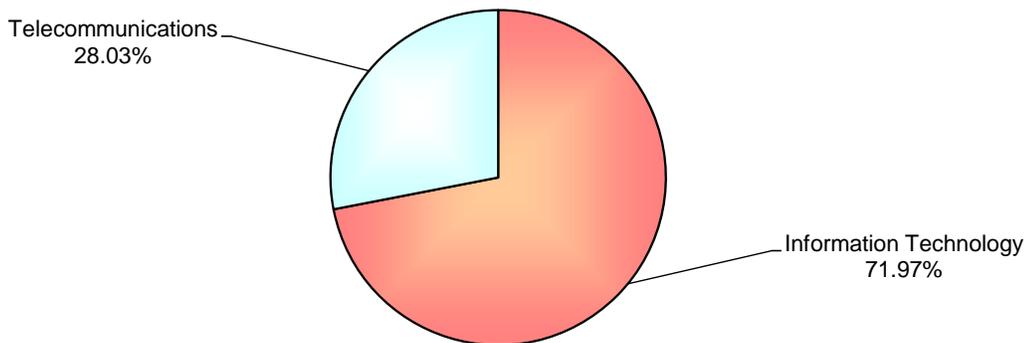
Function Statement:

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.

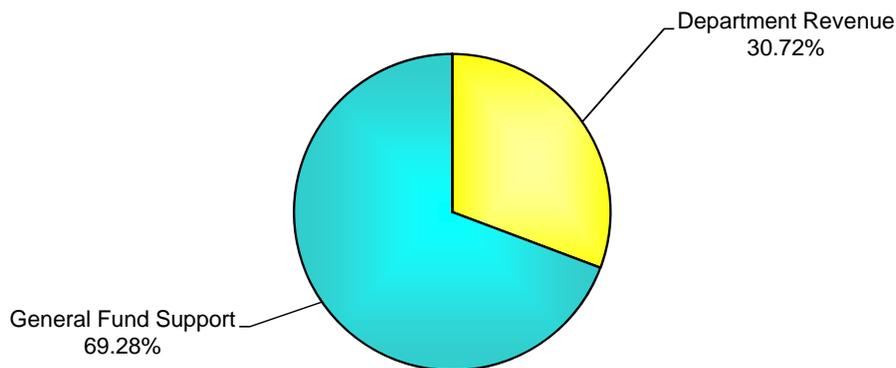
Mandates:

None

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Information Technology

	<u>FY 2011/2012</u> Actual	<u>FY 2012/2013</u> Adopted	<u>FY 2013/2014</u> Adopted
<u>Expenditures by Program</u>			
Information Technology	8,606,387	11,260,025	14,916,153
Telecommunications	4,306,810	4,754,431	5,810,632
Total Expenditures	<u>12,913,197</u>	<u>16,014,456</u>	<u>20,726,785</u>
<u>Funding by Source</u>			
Revenues			
Information Technology	625,307	522,228	556,848
Telecommunications	4,906,396	5,467,093	6,020,733
Total Revenues	<u>5,531,703</u>	<u>5,989,321</u>	<u>6,577,581</u>
General Fund Support	9,304,092	11,400,693	14,359,305
Net Operating Transfers In/(Out)	(1,850,678)	(1,295,221)	(916,792)
Fund Balance Decrease/(Increase)	(71,920)	(80,337)	706,691
Other Funding Sources	-	-	-
Total Program Funding	<u>12,913,197</u>	<u>16,014,456</u>	<u>20,726,785</u>
<u>Staffing (FTEs) by Program</u>			
Information Technology	150.0	140.0	140.0
Telecommunications	22.0	26.0	28.0
Total Staffing (FTEs)	<u>172.0</u>	<u>166.0</u>	<u>168.0</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 and 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

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Scheduled Outages Per Year	12	12	12
Online System Availability (excluding scheduled maintenance)	99%	99%	99%
Storage/Server Availability (excluding scheduled maintenance)	99%	99%	99%
Critical Outage Situations Resolved within 4 hours	99%	99%	99%
Citizen complaints against cable companies resolved within two business days	100%	99%	99%
Percent of customers satisfied in NOC incident close out process	95%	95%	95%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	4,443,944	6,831,785	9,624,918
Operating Expenses	3,769,452	4,371,240	5,291,235
Capital Equipment > \$5,000	392,991	57,000	-
Total Program Expenditures	8,606,387	11,260,025	14,916,153

Program Summary

Department: Information Technology

Program: Information Technology

Program Funding by Source

Miscellaneous Revenue	605,297	498,078	536,252
Charges for Services	11,080	19,550	20,596
Operating Revenue Sub-Total	616,377	517,628	556,848
Investment Earnings	8,930	4,600	-
Other Special Revenue Total	8,930	4,600	-
General Fund Support	9,304,092	11,400,693	14,359,305
Net Operating Transfers In/(Out)	(1,628,609)	(1,284,000)	(904,032)
Fund Balance Decrease/(Increase)	305,597	621,104	904,032
Other Funding Sources	-	-	-
Total Program Funding	8,606,387	11,260,025	14,916,153
<u>Program Staffing FTEs</u>	150.0	280.0	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 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Service Orders Documented	100%	100%	100%
Repairs Initiated within 4 hours of Request	99%	100%	100%
Network Backbone Availability (excluding scheduled maintenance)	99%	99%	99%
Internet Availability (excluding scheduled maintenance)	100%	99%	99%
Wireless Network Availability (excluding scheduled maintenance)	100%	99%	99%

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	1,813,733	1,564,200	1,901,840
Operating Expenses	2,804,578	2,883,323	3,575,395
Capital Equipment > \$5,000	17,887	46,000	-
Contra Assets	(675,752)	(46,000)	-
Depreciation	346,364	306,908	333,397
Total Program Expenditures	4,306,810	4,754,431	5,810,632

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Miscellaneous Revenue	74,758	83,728	63,935
Investment Earnings	18,238	10,575	15,200
Charges for Services	4,813,400	5,372,790	5,941,598
Other Revenue Total	4,906,396	5,467,093	6,020,733

Program Summary

Department: Information Technology

Program: Telecommunications

General Fund Support	-	-	-
Net Operating Transfers In/(Out)	(222,069)	(11,221)	(12,760)
Fund Balance Decrease/(Increase)	(377,517)	(701,441)	(197,341)
Other Funding Sources	-	-	-
Total Program Funding	4,306,810	4,754,431	5,810,632
<u>Program Staffing FTEs</u>	22.0	52.0	28.0

Non Departmental

Expenditures: 218,777,825

FTEs 0.0

Revenues: 66,050,441

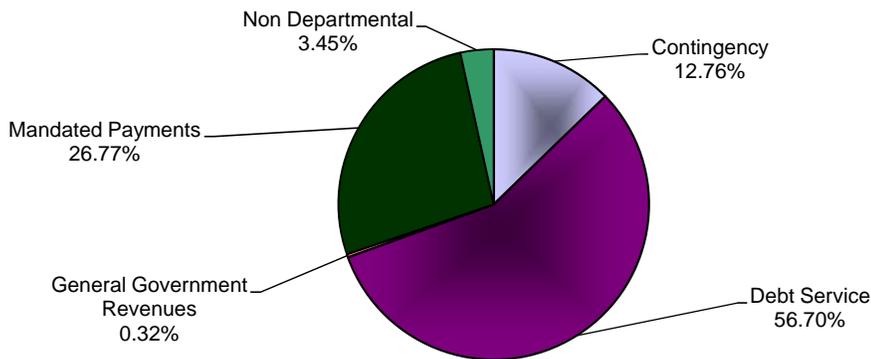
Function Statement:

Record and report the receipt, transfer, and payment transactions for Non Departmental, General Government Revenues, Contingency, Debt Service, and Mandated Payments activities. (Note: Total revenue for this department amounts to \$497,056,640 with \$431,006,199 coming from general government revenues used to support General Fund operations. The difference between these amounts, or \$66,050,441, is the amount to be considered as departmental revenue.)

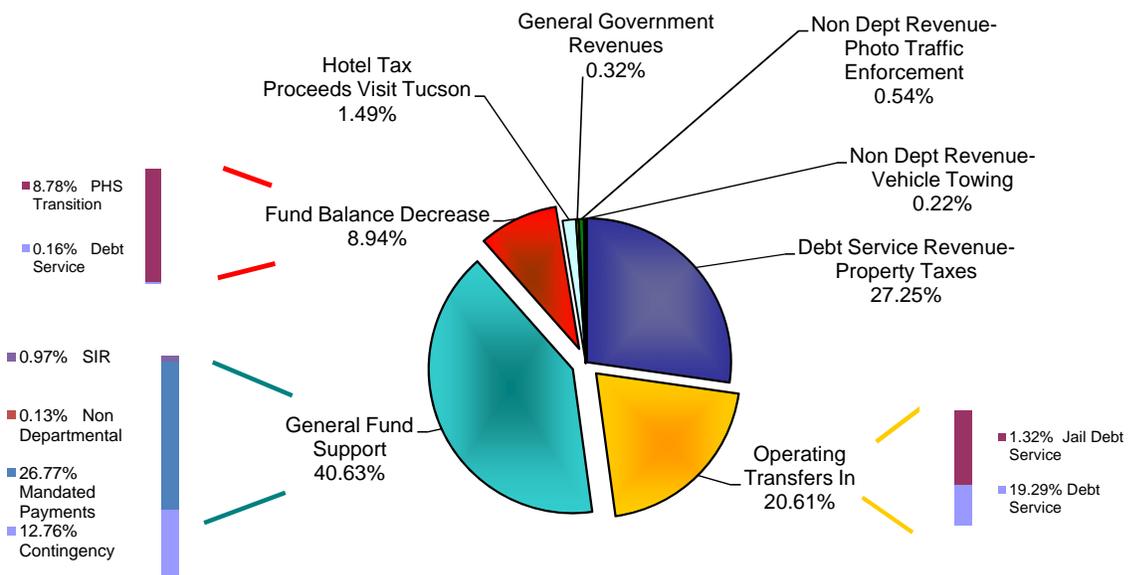
Mandates:

ARS Title 11, Chapter 2: Board of Supervisors, Article 7: Medical Facilities and Care of Indigents

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Non Departmental

	FY 2011/2012	FY 2012/2013	FY 2013/2014
	Actual	Adopted	Adopted
<u>Expenditures by Program</u>			
Contingency	1,257,723	34,605,458	27,907,300
Debt Service	137,337,226	112,966,351	124,043,471
Employee Benefit Liability Fund	1,000,000	-	-
General Government Revenues	390,450	705,000	705,000
Mandated Payments	-	-	58,577,293
Non Departmental	13,108,185	7,915,658	7,544,761
Total Expenditures	<u>153,093,584</u>	<u>156,192,467</u>	<u>218,777,825</u>
<u>Funding by Source</u>			
Revenues			
Contingency	5,128,912	-	-
Debt Service	66,401,445	63,090,152	59,611,817
General Government Revenues	434,447,205	417,331,771	431,006,199
Improvement Districts	250,459	-	-
Non Departmental	3,173,450	3,880,000	6,438,624
Total Revenues	<u>509,401,471</u>	<u>484,301,923</u>	<u>497,056,640</u>
General Fund Support	(397,953,900)	(348,636,060)	(334,321,506)
Net Operating Transfers In/(Out)	(2,655,530)	28,056,779	36,483,938
Fund Balance Decrease/(Increase)	44,301,543	(7,530,175)	19,558,753
Other Funding Sources	-	-	-
Total Program Funding	<u>153,093,584</u>	<u>156,192,467</u>	<u>218,777,825</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 \$22,800,043.
 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. A Miscellaneous reserve is budgeted at \$87,263.

The Budget Stabilization Fund provides for the following expenditures:

Community Performance and Arts Center	75,000
Littletown Food Bank	150,000
PHS Liabilities	250,000
IT ADP Development	500,000
IT PimaCore Reports	500,000
Development Services Shortfall	500,000
Solid Waste Shortfall	800,000
Stadium District Shortfall	1,500,000
	4,275,000

Program Performance Measures

Monthly accounting reconciliations performed
 Status report updated for each transaction

	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Monthly accounting reconciliations performed	12	12	12
Status report updated for each transaction	yes	yes	yes

Program Expenditures by Object

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	101,169	-	-
Operating Expenses	1,088,769	34,605,458	27,907,300
Capital Equipment > \$5,000	67,785	-	-
Total Program Expenditures	1,257,723	34,605,458	27,907,300

Program Summary

Department: Non Departmental

Program: Contingency

Program Funding by Source

Revenues

Intergovernmental	171,119	-	-
Fines & Forfeits	50	-	-
Miscellaneous Revenue	4,889,555	-	-
Investment Earnings	3,583	-	-
Charges for Services	20	-	-

Operating Revenue Sub-Total	5,064,327	-	-
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Revenues

Investment Earnings	64,585	-	-
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Other Special Revenue Total	64,585	-	-
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General Fund Support	4,370,605	34,605,458	27,907,300
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Net Operating Transfers In/(Out)	(30,647,492)	-	-
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Fund Balance Decrease/(Increase)	22,405,698	-	-
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Other Funding Sources	-	-	-
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Total Program Funding	1,257,723	34,605,458	27,907,300
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Program Summary

Department: Non Departmental

Program: Debt Service

Function

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

Description of Services

Manage the debt for 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Operating Expenses	33,018,518	-	-
Debt Service	104,318,708	112,966,351	124,043,471
Total Program Expenditures	137,337,226	112,966,351	124,043,471

Program Funding by Source

Revenues			
Property Taxes	66,148,045	63,090,152	59,611,817
Intergovernmental	11,166	-	-
Investment Earnings	242,234	-	-
Other Revenue Total	66,401,445	63,090,152	59,611,817
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	25,237,065	58,038,443	64,072,901
Fund Balance Decrease/(Increase)	45,698,717	(8,162,244)	358,753
Other Funding Sources	-	-	-
Total Program Funding	137,337,226	112,966,351	124,043,471

Program Summary

Department: Non Departmental

Program: Employee Benefit Liability Fund

Function

Provide a centralized account to fund employee benefit payoffs.

Description of Services

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

Program Goals and Objectives

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

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Required employee payoffs funded	yes	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	1,000,000	-	-
Total Program Expenditures	1,000,000	-	-
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	1,000,000	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	1,000,000	-	-

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

Program Performance Measures	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Revenue status reports produced	9	9	9

Program Expenditures by Object	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	64,205	-	-
Operating Expenses	326,245	705,000	705,000
Total Program Expenditures	390,450	705,000	705,000

Program Funding by Source	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Property Taxes	291,576,746	280,910,688	285,500,195
Intergovernmental	121,297,388	120,919,045	126,935,500
Licenses & Permits	2,670,207	2,490,000	2,759,170
Miscellaneous Revenue	1,138,894	380,000	150,000
Investment Earnings	515,869	155,000	192,500
Charges for Services	17,248,101	12,477,038	15,468,834
Operating Revenue Sub-Total	434,447,205	417,331,771	431,006,199
General Fund Support	(412,230,918)	(386,768,688)	(421,212,236)
Net Operating Transfers In/(Out)	(21,825,837)	(29,858,083)	(9,088,963)
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	390,450	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.

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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Transactions accurately recorded	100%	n/a	n/a

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Total Program Expenditures	-	-	-
<u>Program Funding by Source</u>			
Revenues			
Special Assessments	245,020	-	-
Miscellaneous Revenue	4,979	-	-
Investment Earnings	460	-	-
Other Special Revenue Total	250,459	-	-
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(250,459)	-	-
Other Funding Sources	-	-	-
Total Program Funding	-	-	-

Program Summary

Department: Non Departmental

Program: Mandated Payments

Function

Fund and administer the County's contribution to state health care programs.

Description of Services

Pay the County's contributions to Arizona Health Care Containment System (AHCCCS) Acute Care and to the Arizona Long Term Care System (ALTCS) programs, as well as additional contributions resulting from the October, 2001 implementation of Proposition 204.

(Note: Prior to fiscal year 2013/14 this program is a part of Institutional Health-Health Care Financing program.)

Program Goals and Objectives

- Avoid sanctions and penalties through timely payment of the County's contributions to state health care delivery systems

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Timely payments made to mandated state health programs	n/a	n/a	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Operating Expenses	-	-	58,577,293
Total Program Expenditures	<u>-</u>	<u>-</u>	<u>58,577,293</u>
General Fund Support	-	-	58,577,293
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>-</u>	<u>-</u>	<u>58,577,293</u>

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 \$3,270,000 to Visit Tucson, formerly known as 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, \$1,185,560 for Photo Traffic Enforcement and \$2,114,910 for the General Fund portion of self insurance costs. Also, provide expenditure authority to the Pima Health System Transition Fund to repay an Arizona Department of Commerce loan of \$700,000. Budget net revenues of \$485,000 for the towing component of the Sheriff Department Vehicle Impound Program, revenues of \$2,666,310 for Photo Traffic Enforcement, and revenues of \$17,314 for the Rural Metro Pima County Wireless Integrated Network (PCWIN) Radio Loan Repayment.

Program Goals and Objectives

- Provide and account for all Non Departmental activities

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Transactions accurately recorded	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	16,485	1,884,628	84,997
Operating Expenses	13,091,700	6,031,030	7,459,764
Total Program Expenditures	13,108,185	7,915,658	7,544,761

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Intergovernmental	3,155,888	3,180,000	3,270,000
Fines & Forfeits	-	-	1,279,279
Miscellaneous Revenue	1,603	700,000	1,356,814
Charges for Services	-	-	532,531
Operating Revenue Sub-Total	3,157,491	3,880,000	6,438,624
Investment Earnings	15,959	-	-
Other Special Revenue Total	15,959	-	-
General Fund Support	9,906,414	3,527,170	406,137
Net Operating Transfers In/(Out)	23,580,734	(123,581)	(18,500,000)
Fund Balance Decrease/(Increase)	(23,552,413)	632,069	19,200,000
Other Funding Sources	-	-	-
Total Program Funding	13,108,185	7,915,658	7,544,761

Office of Emergency Mgmt & Homeland Security

Expenditures: 3,969,409

FTEs 11.2

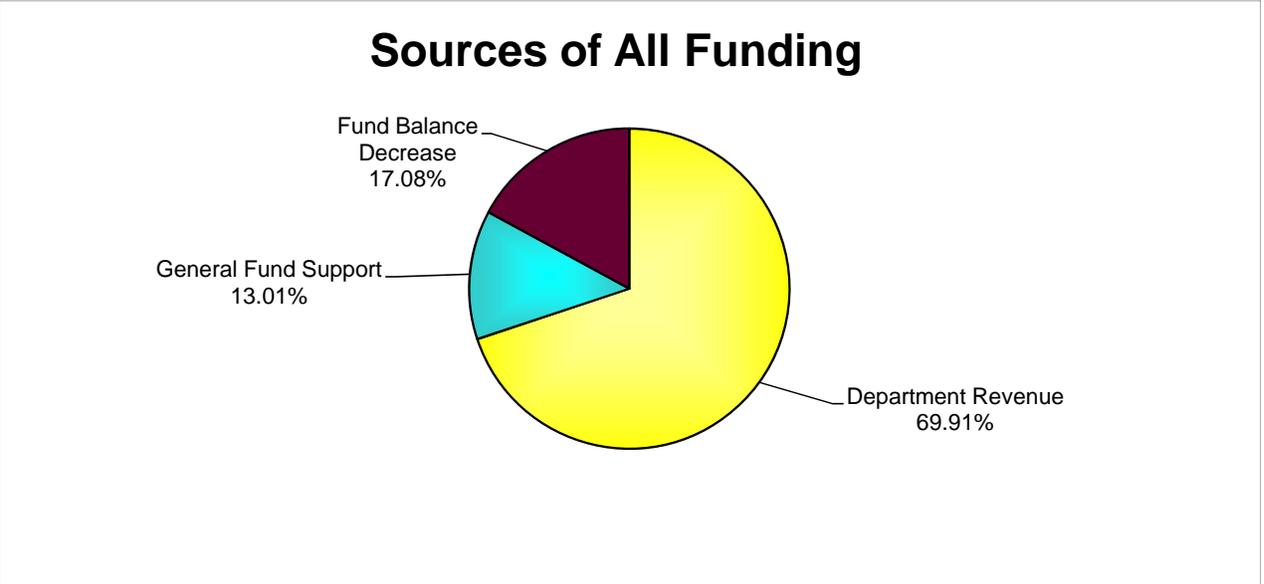
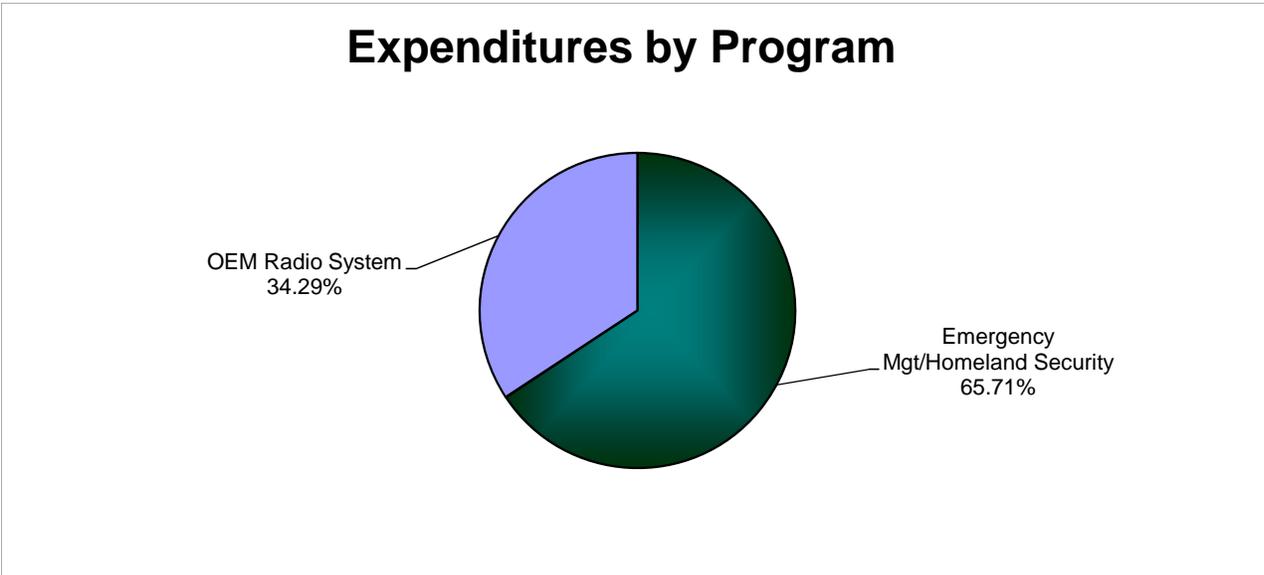
Revenues: 2,775,136

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



Department Summary by Program

Department: Office of Emergency Management & Homeland Security

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Emergency Mgt/Homeland Security	1,177,397	919,951	2,608,197
OEM Radio System	-	1,000,000	1,361,212
Total Expenditures	1,177,397	1,919,951	3,969,409
<u>Funding by Source</u>			
Revenues			
Emergency Mgt/Homeland Security	1,907,302	417,126	2,091,793
OEM Radio System	-	-	683,343
Total Revenues	1,907,302	417,126	2,775,136
General Fund Support	362,346	504,249	516,404
Net Operating Transfers In/(Out)	-	1,000,000	-
Fund Balance Decrease/(Increase)	(1,092,251)	(1,424)	677,869
Other Funding Sources	-	-	-
Total Program Funding	1,177,397	1,919,951	3,969,409
<u>Staffing (FTEs) by Program</u>			
Emergency Mgt/Homeland Security	11.6	8.6	8.2
OEM Radio System	-	9.1	3.0
Total Staffing (FTEs)	11.6	17.7	11.2

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).

Program Goals and Objectives

- Ensure all jurisdictions within Pima County have access to accurate and complete information to enable them to respond to emergency situations and/or threats to homeland security, efficiently and effectively to safeguard the lives and property of the residents of Pima County
 - Maintain an EOC in a constant state of readiness to ensure private sector, volunteer agencies, local, county, tribal, state and federal organizations have the ability to activate emergency plans, communicate and operate in a coordinated fashion during an emergency
 - Open and make the EOC operational within one hour of notification from the Board of Supervisors, County Administrator or a municipality within Pima County
 - Implement a web based Emergency Management software program to enable users to interface with the EOC from remote locations
 - Reduce response and recovery costs to the county by providing and maintaining a comprehensive, coordinated County Emergency Operations Plan and Multi-jurisdictional Hazard Mitigation Plan with on-going mitigation projects to prevent or mitigate the loss of life and property from a natural or human-caused disaster
 - Coordinate, conduct, and participate in regular, realistic, all hazards, emergency response exercises for county agencies and local jurisdictions
 - Coordinate and provide regular, quality federal and state training courses to response agencies, local municipalities, private and public sector partners, volunteer agencies, and County departments
-

Program Performance Measures	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Exercises Conducted/Attended	13	30	20
Community Emergency Response Team (CERT) classes	7	20	20
Citizens trained in CERT	124	100	100
Business presentations	14	6	12
Civic presentations	7	12	12
Neighborhood presentations	1	3	6
Events for community planning and preparedness activities and exercises	8	2	4

Program Summary

Department: Office of Emergency Management & Homeland Security

Program: Emergency Mgt/Homeland Security

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	717,218	767,811	787,898
Operating Expenses	462,679	152,140	1,820,299
Capital Equipment > \$5,000	(2,500)	-	-
Total Program Expenditures	1,177,397	919,951	2,608,197
<u>Program Funding by Source</u>			
Investment Earnings	479	-	-
Operating Revenue Sub-Total	479	-	-
Revenues			
Intergovernmental	1,906,424	417,126	2,091,793
Miscellaneous Revenue	240	-	-
Investment Earnings	159	-	-
Grant Revenue Sub-Total	1,906,823	417,126	2,091,793
General Fund Support	362,346	504,249	516,404
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(1,092,251)	(1,424)	-
Other Funding Sources	-	-	-
Total Program Funding	1,177,397	919,951	2,608,197
<hr/>			
<u>Program Staffing FTEs</u>	11.6	8.6	8.2

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 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
All Operating & Maintenance costs budgeted	n/a	yes	yes

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	-	749,046	779,397
Operating Expenses	-	250,954	581,815
Total Program Expenditures	-	1,000,000	1,361,212

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	-	-	420,777
Charges for Services	-	-	262,566
Other Special Revenue Total	-	-	683,343
General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	1,000,000	-
Fund Balance Decrease/(Increase)	-	-	677,869
Other Funding Sources	-	-	-
Total Program Funding	-	1,000,000	1,361,212

<u>Program Staffing FTEs</u>	-	9.1	3.0
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Office of Sustainability & Conservation

Expenditures: 312,825

FTEs 15.0

Revenues: 4,000

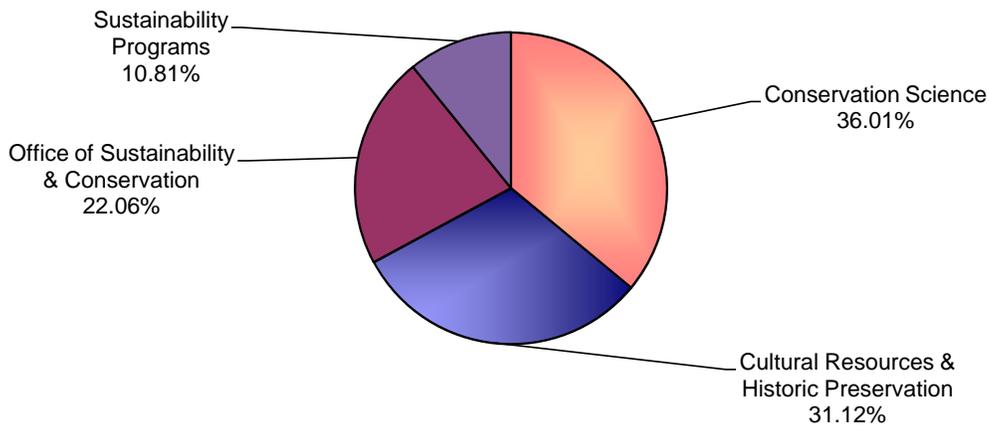
Function Statement: Ensure that social, environmental, and economic dimensions of sustainability policy adopted by the Board of Supervisors are considered and incorporated into County planning, projects, and development.

Mandates: None

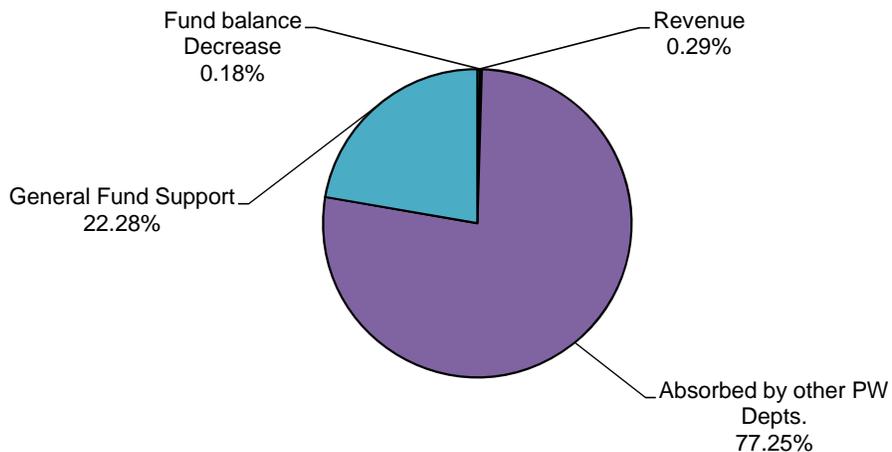
Note: As part of the reorganization of various administrative functions by the County Administrator, the Cultural Resources Division of the Public Works Administration Department; the Office of Conservation, Science, and Environmental Policy; and the Sustainability Program from the County Administrator Department were consolidated into the Office of Sustainability and Conservation in the Public Works functional area.

Note: Expenditure percentages for Conservation Science, Cultural Resource, and Sustainability are based on gross expenditures of \$1,374,883 and shown only for illustrative purposes, as all of the costs of these programs except \$310,325 are transferred to other Public Works Departments and \$2,500 remain in grants programs.

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Office of Sustainability and Conservation

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Expenditures by Program</u>			
Conservation Science	99,565	1,426	89,954
Cultural Resources and Historic Preservation	75,320	(79,324)	(77,617)
Office of Sustainability and Conservation	1,207	227,982	151,823
Sustainability Programs	94,090	141,885	148,665
Total Expenditures	270,182	291,969	312,825
<u>Funding by Source</u>			
Revenues			
Cultural Resources and Historic Preservation	10,000	5,000	-
Office of Sustainability and Conservation	-	352,188	4,000
Total Revenues	10,000	357,188	4,000
General Fund Support	260,182	281,975	306,325
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	(347,194)	2,500
Other Funding Sources	-	-	-
Total Program Funding	270,182	291,969	312,825
<u>Staffing (FTEs) by Program</u>			
Conservation Science	4.0	3.9	6.0
Cultural Resources and Historic Preservation	6.5	4.0	4.0
Office of Sustainability and Conservation	-	4.0	3.0
Sustainability Programs	1.0	2.0	2.0
Total Staffing (FTEs)	11.5	13.9	15.0

Program Summary

Department: Office of Sustainability and Conservation

Program: Conservation Science

Function

Provide leadership, guidance, and innovative science products to achieve consistent implementation of the County's policies for the natural environment and to help ensure that the biological goal of the Sonoran Desert Conservation Plan (SDCP) is met.

Description of Services

Refine departmental procedures, programs, and requirements to accomplish SDCP goals and maintain compliance with the Section 10 permit. Implement the County's Ecological Monitoring Program. Review state, federal, and large-scale private proposals that may potentially impact the natural and biological resources.

(Note: As part of the reorganization of various administrative functions by the County Administrator, the Cultural Resources Division of the Public Works Administration Department; the Office of Conservation, Science, and Environmental Policy; and the Sustainability program within the County Administrator Department were consolidated into the new Office of Sustainability and Conservation in the Public Works Functional Area. The historical information of this program is embedded in the County Administrator Program of the County Administrator.)

Program Goals and Objectives

- Improve County decisions by providing the best-available natural resource information including status and trends of key contributing factors
- Integrate SDCP goals and objectives with County planning efforts and procedural requirements
- Establish parity between natural resource and biological conservation requirements applied to County operations and regulation of private entities
- Oversee implementation of the County's Multi-Species Conservation Plan

Program Performance Measures

	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Draft of Environmental Impact Statement prepared	n/a	yes	yes
Ecological Monitoring Plan with data management completed	n/a	yes	yes
Public comments addressed	n/a	yes	yes
Departmental responsibilities for Multi-species Conservation Plan to be finalized	n/a	yes	yes

Program Expenditures by Object

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	81,841	(60,624)	34,504
Operating Expenses	17,724	62,050	55,450
Total Program Expenditures	99,565	1,426	89,954

Program Funding by Source

General Fund Support	99,565	1,426	89,954
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	99,565	1,426	89,954

<u>Program Staffing FTEs</u>	4.0	3.9	6.0
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Program Summary

Department: Office of Sustainability and Conservation

Program: Cultural Resources and Historic Preservation

Function

Provide management, technical, and administrative services to all County departments and the public ensuring compliance with federal, state, and County historic preservation laws and policies. Manage County historic preservation bond projects. Promote cultural resource conservation and implement historic preservation projects throughout Pima County.

Description of Services

Review all County Capital Improvement Program projects and private sector development proposals and plans. Manage and protect County owned cultural resources. Procure and administer grants; provide public information and heritage education; develop and implement Sonoran Desert Conservation Plan (SDCP) policies for cultural resources and ranching; develop and implement 1997 and 2004 bond program historic preservation projects; and assist designation of the Santa Cruz Valley National Heritage Area. Implement inventory, evaluation, impact assessments, and mitigation as necessary.

(Note: As part of the reorganization of various administrative functions by the County Administrator, the Cultural Resources Division of the Public Works Administration Department; the Office of Conservation, Science, and Environmental Policy; and the Sustainability Program within the County Administrator Department were consolidated into the new Office of Sustainability and Conservation in the Public Works Functional Area. For historical information, see the Cultural Resources Program in Public Works Administration.)

(Note: Except for the Program Expenditures by Object listed below, a portion of the program's expenditures will be allocated to the other departments in the Public Works functional area.)

Program Goals and Objectives

- Review and ensure compliance of County and private sector development projects
- Define project scopes of work for cultural resources services contracts
- Develop plans for Cultural Resources and Open Space preservation

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Preservation bond funds expended	\$0	\$0	\$335,000
Compliance actions for County projects reviewed	0	0	125
Compliance reviews for private development reviews	0	0	150

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	145,175	(120,844)	(131,717)
Operating Expenses	(69,855)	41,520	54,100
Total Program Expenditures	75,320	(79,324)	(77,617)

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Intergovernmental	10,000	-	-
Miscellaneous Revenue	-	5,000	-
Operating Revenue Sub-Total	10,000	5,000	-

Program Summary

Department: Office of Sustainability and Conservation

Program: Cultural Resources and Historic Preservation

General Fund Support	65,320	(84,324)	(77,617)
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	75,320	(79,324)	(77,617)
<hr/>			
<u>Program Staffing FTEs</u>	6.5	4.0	4.0

Program Summary

Department: Office of Sustainability and Conservation

Program: Office of Sustainability and Conservation

Function

Provide leadership in Policy development and implementation and provide administrative and special technical support to Office of Sustainability and Conservation programs and surveys.

Description of Services

Oversee conservation and sustainability policy development. Oversee the proposed Lowland Leopard Frog Biological Survey as it directly relates to key conservation themes of the County, including the biological goal of the Sonoran Desert Conservation Plan and the forthcoming Multi species Conservation Plan. Understand the distribution and abundance of this species in and around County owned and managed lands to ensure that the County can manage these populations and ensure their continued survival in this area. Conduct a baseline survey (i.e., the proposed Lowland Leopard Frog Biological Survey) for important conservation endeavors.

Program Goals and Objectives

Complete survey within the grant specifications

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Complete the survey within the grant specifications by 12/31/2013	n/a	n/a	yes

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	-	217,408	130,248
Operating Expenses	1,207	10,574	21,575
Total Program Expenditures	1,207	227,982	151,823

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	-	-	4,000
Operating Revenue Sub-Total	-	-	4,000
Revenues			
Intergovernmental	-	352,188	-
Grant Revenue Sub-Total	-	352,188	-
General Fund Support	1,207	222,988	145,323
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	(347,194)	2,500
Other Funding Sources	-	-	-
Total Program Funding	1,207	227,982	151,823

Program Staffing FTEs	-	4.0	3.0
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Program Summary

Department: Office of Sustainability and Conservation

Program: Sustainability Programs

Function

Create and maintain a sustainable community by promoting individual well-being and opportunity, sound resource conservation and stewardship, and a strong and diverse economy for all residents.

Description of Services

Work to enhance sustainable practices and operational efficiency in Pima County. Partner with others to develop innovative programs and activities and incorporate roundtable multi-discipline decision-making into planning and implementation efforts for the workplace, neighborhood, community, and region.

(Note: As part of the reorganization of various administrative functions by the County Administrator, the Cultural Resources Division of the Public Works Administration Department; the Office of Conservation, Science, and Environmental Policy; and the Sustainability Program within the County Administrator Department were consolidated into the new Office of Sustainability and Conservation in the Public Works Functional Area. The historical information of this program is embedded in the County Administrator Program of the County Administrator.)

Program Goals and Objectives

- Coordinate the ongoing implementation of the Sustainable Action Plan for County operations
- Prepare 'Report Card' on Sustainability goals met through the Action Plan
- Provide training to County staff on green purchasing and other operational efforts
- Participate in community outreach and education
- Integrate sustainability principles into land use planning and County projects

<u>Program Performance Measures</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Annual Sustainability Report Card for County Operations prepared	n/a	yes	yes
Active participation with the Development Services Infrastructure Planning team	n/a	yes	yes

	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
<u>Program Expenditures by Object</u>			
Personnel Services	88,879	130,235	139,565
Operating Expenses	5,211	11,650	9,100
Total Program Expenditures	94,090	141,885	148,665
General Fund Support	94,090	141,885	148,665
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	94,090	141,885	148,665

<u>Program Staffing FTEs</u>	1.0	2.0	2.0
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Procurement

Expenditures: 2,389,027

FTEs 31.7

Revenues: 3,000

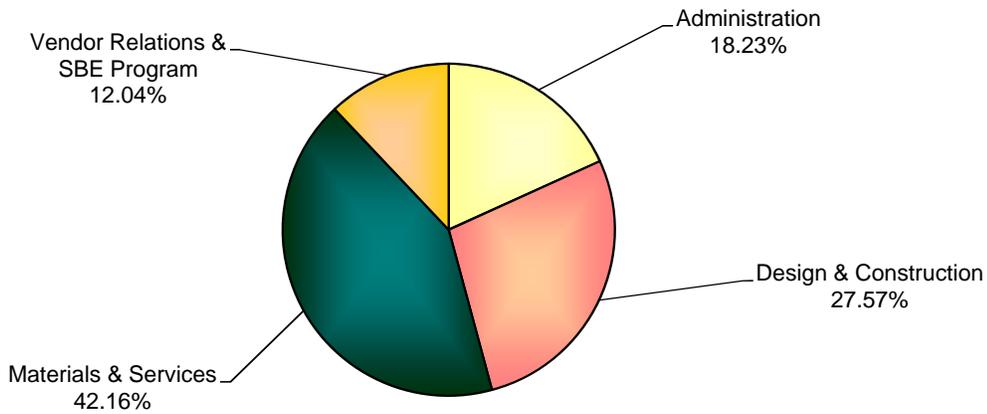
Function Statement:

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.

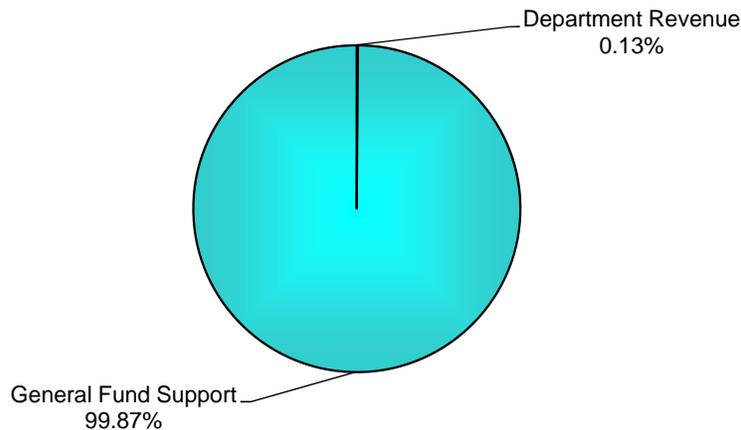
Mandates:

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

	<u>FY 2011/2012</u> Actual	<u>FY 2012/2013</u> Adopted	<u>FY 2013/2014</u> Adopted
<u>Expenditures by Program</u>			
Administration	531,024	530,858	435,403
Design & Construction	557,204	580,396	658,578
Materials & Services	884,207	911,162	1,007,324
Vendor Relations & SBE Program	264,511	289,036	287,722
Total Expenditures	<u>2,236,946</u>	<u>2,311,452</u>	<u>2,389,027</u>
<u>Funding by Source</u>			
Revenues			
Administration	85,930	-	-
Design & Construction	113	-	-
Materials & Services	575	-	-
Vendor Relations & SBE Program	-	3,000	3,000
Total Revenues	<u>86,618</u>	<u>3,000</u>	<u>3,000</u>
General Fund Support	2,150,328	2,308,452	2,386,027
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>2,236,946</u>	<u>2,311,452</u>	<u>2,389,027</u>
<u>Staffing (FTEs) by Program</u>			
Administration	8.0	7.0	5.0
Design & Construction	7.0	7.0	8.0
Materials & Services	11.6	11.7	13.7
Vendor Relations & SBE Program	4.0	6.0	5.0
Total Staffing (FTEs)	<u>30.6</u>	<u>31.7</u>	<u>31.7</u>

Program Summary

Department: Procurement

Program: Administration

Function

Provide the administrative functions of the department. Conduct contracts review; provide training; ensure compliance with policies and procedures; and support County Enterprise Business System, Vendor Self Service System (VSS), and Vendor Registration and Messaging Portal (VRAMP).

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 procurement 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.

Provide a centralized control point where all contracts are reviewed for compliance with the Pima County Procurement Code, policies, and procedures prior to execution. Maintain contracts in the central repository for the County. Oversee contracts processing and enter relevant data into the County Enterprise Business System. Provide contract training to departments. Manage the disposition of surplus personal property. Maintain and distribute the Procurement Policy and Procedures Manual.

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. 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 surplus property auctions. Conduct online Countywide and vendor satisfaction surveys. Serve on Countywide e-Government/Systems committee.

Program Goals and Objectives

- Provide Countywide training and assistance with purchasing policies and procedures
- Maintain current Procurement Department policies and procedures
- Continue to receive the Outstanding Agency Accreditation Achievement Award from the National Institute of Governmental Purchasing
- Continue to receive the Achievement of Excellence in Procurement Award from the National Purchasing Institute

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Training sessions provided	76	75	75
Policies/procedures maintained	3	6	6
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 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	516,627	516,538	409,360
Operating Expenses	14,397	14,320	26,043
Total Program Expenditures	531,024	530,858	435,403

<u>Program Funding by Source</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Revenues			
Miscellaneous Revenue	85,930	-	-
Operating Revenue Sub-Total	85,930	-	-

Program Summary

Department: Procurement

Program: Administration

General Fund Support	445,094	530,858	435,403
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	531,024	530,858	435,403
<u>Program Staffing FTEs</u>	8.0	7.0	5.0

Program Summary

Department: Procurement

Program: Design & Construction

Function

Procure design, construction, and related services for all County departments under the authority of Title 34 Arizona Revised Statutes and BOS Policy D29.1. Consult with Public Works departments and Facilities Management regarding solicitations, project delivery methods, 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 project. Work with the County Attorney to research, develop, or tailor correspondingly appropriate solicitation and contract language for both consulting and construction contracts. Identify and apply federal grant requirements where needed. Research and recommend alternative project delivery methods. Manage the procurement and evaluation process, draft award documents, and manage the contract and amendment/change order signature processes. Ensure consistency with federal, state and county law and policy. Process all change orders and amendments for construction, architectural, engineering, and related contracts. Craft appropriate documents.

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 1 per week
- Update policies/procedures as necessary

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Average requisitions more than 90 days old per week	1	1	1
Policies/procedures maintained	1	1	5

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	542,233	564,418	649,878
Operating Expenses	14,971	15,978	8,700
Total Program Expenditures	557,204	580,396	658,578
<u>Program Funding by Source</u>			
Revenues			
Miscellaneous Revenue	113	-	-
Operating Revenue Sub-Total	113	-	-
General Fund Support	557,091	580,396	658,578
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	557,204	580,396	658,578
<u>Program Staffing FTEs</u>	7.0	7.0	8.0

Program Summary

Department: Procurement

Program: Materials & Services

Function

Provide tactical and strategic guidance to all County departments regarding centralized procurement and decentralized purchasing on a wide variety of materials and complex services primarily covered in Chapter 11 of the Procurement Code, with the exception of Design and Construction Services, governed by Title 34 of Arizona Revised Statutes. Administer the PCard Program and 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.

Manage the PCard Payment Program to ensure the prudent expenditure of public funds and to optimize rebate revenues. 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 strategic practices and initiatives.

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 1 per week
- Update policies/procedures as necessary
- 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 rebates
 - To increase rebate revenues, work with accounts payable to pay Contract (CT), Purchase Order (PO) and Delivery Order (DO) invoices

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
PCard rebate generated	\$83,400	\$77,070	\$80,000
Average requisitions more than 90 days old per week	2	2	1
Policies/procedures updated/improved	9	9	12
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%

Program Summary

Department: Procurement

Program: Materials & Services

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
<u>Program Expenditures by Object</u>			
Personnel Services	869,478	892,576	1,003,309
Operating Expenses	14,729	18,586	4,015
Total Program Expenditures	884,207	911,162	1,007,324
<u>Program Funding by Source</u>			
Revenues			
Miscellaneous Revenue	244	-	-
Charges for Services	331	-	-
Operating Revenue Sub-Total	575	-	-
General Fund Support	883,632	911,162	1,007,324
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	884,207	911,162	1,007,324
<u>Program Staffing FTEs</u>	11.6	11.7	13.7

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 Vendor Registration and Messaging Portal (VRAMP) and manually entered by Vendor Relation Staff. Create and modify Policies and Procedures for Vendor Records. Make recommendations for revisions/upgrades to VSS and VRAMP. 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 (AMS Advantage) 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
- 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Minority-owned SBE vendors in database	64	60	60
On-site Living Wage compliance visits	28	28	22
County vendors in database	15,300	15,500	15,500
Policies/procedures updated/improved	4	4	4
Woman-owned SBE vendors in database	56	60	60
Non minority- and woman-owned SBE vendors in database	90	90	90
SBE vendor training programs provided	13	13	13
Projects reviewed for SBE/DBE goals	60	60	60
Projects reviewed for SBE/DBE compliance	60	60	60
Pima County sponsored SBE outreach activities	7	7	5
Certified SBE vendors	210	220	220
Living Wage contracts reviewed	30	30	33

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	258,875	277,357	284,410
Operating Expenses	5,636	11,679	3,312
Total Program Expenditures	264,511	289,036	287,722

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	-	3,000	3,000
Operating Revenue Sub-Total	-	3,000	3,000
General Fund Support	264,511	286,036	284,722
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	264,511	289,036	287,722

<u>Program Staffing FTEs</u>	4.0	6.0	5.0
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Recorder

Expenditures: 4,438,382

Revenues: 3,575,261

FTEs 47.0

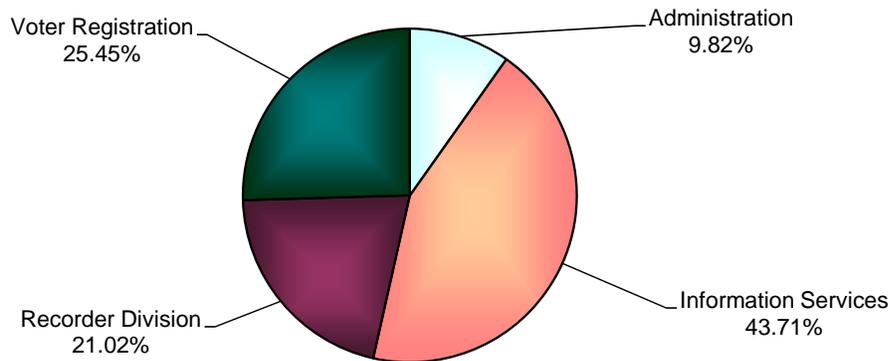
Function Statement:

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.

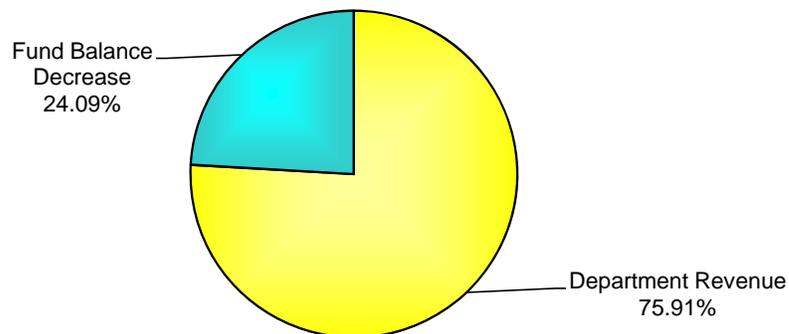
Mandates:

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 2011/2012</u> Actual	<u>FY 2012/2013</u> Adopted	<u>FY 2013/2014</u> Adopted
<u>Expenditures by Program</u>			
Administration	387,655	406,092	435,913
Information Services	936,383	1,328,816	1,939,958
Recorder Division	714,904	906,634	932,977
Voter Registration	2,242,709	2,398,749	1,129,534
Total Expenditures	<u>4,281,651</u>	<u>5,040,291</u>	<u>4,438,382</u>
<u>Funding by Source</u>			
Revenues			
Administration	20	-	-
Information Services	612,175	752,380	949,156
Recorder Division	2,178,221	1,865,180	2,275,976
Voter Registration	906,655	153,317	204,910
Total Revenues	<u>3,697,071</u>	<u>2,770,877</u>	<u>3,430,042</u>
General Fund Support	422,487	1,501,578	(80,262)
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	162,093	767,836	1,088,602
Other Funding Sources	-	-	-
Total Program Funding	<u>4,281,651</u>	<u>5,040,291</u>	<u>4,438,382</u>
<u>Staffing (FTEs) by Program</u>			
Administration	4.0	4.0	4.0
Information Services	10.0	13.0	13.0
Recorder Division	17.0	17.0	17.0
Voter Registration	14.0	13.0	13.0
Total Staffing (FTEs)	<u>45.0</u>	<u>47.0</u>	<u>47.0</u>

Program Summary

Department: Recorder

Program: Administration

Function

Provide management, budget oversight, and resources procurement for the Recorder 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 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 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	379,160	398,242	421,163
Operating Expenses	8,495	7,850	14,750
Total Program Expenditures	<u>387,655</u>	<u>406,092</u>	<u>435,913</u>

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	10	-	-
Charges for Services	10	-	-
Operating Revenue Sub-Total	<u>20</u>	<u>-</u>	<u>-</u>
General Fund Support	387,635	406,092	435,913
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	<u>387,655</u>	<u>406,092</u>	<u>435,913</u>

<u>Program Staffing FTEs</u>	4.0	4.0	4.0
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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 not only the operation of the system and the proper storage of all data but also monitor the system on a 24 hour basis and recommend both hardware and software changes and upgrades necessary for optimal operations. Review election related laws at both the state and federal levels which frequently change and make required programmatic changes to the computer system. Make any programming changes required by federal or state legislative changes prior to the next 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
- Implement statutory changes 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 updates
- Continue modernization of the Voter Registration system to migrate to a newer upgraded database platform and a more modern computer programming language for completion at the end of the fiscal year
- 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Maintain computer system 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	90%	95%	100%
Computer system maintained and upgraded for most efficient operations possible	75%	85%	95%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	558,061	618,466	716,608
Operating Expenses	318,471	530,350	775,850
Capital Equipment > \$5,000	59,851	180,000	447,500
Total Program Expenditures	936,383	1,328,816	1,939,958

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Investment Earnings	8,441	7,150	5,200
Charges for Services	603,734	745,230	943,956
Other Special Revenue Total	612,175	752,380	949,156

Program Summary

Department: Recorder

Program: Information Services

General Fund Support	-	-	-
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	324,208	576,436	990,802
Other Funding Sources	-	-	-
Total Program Funding	936,383	1,328,816	1,939,958

<u>Program Staffing FTEs</u>	10.0	13.0	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 which 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
- Use the actual date of receipt of the document by the Recorder's Office as the initial entry of the document 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

Program Performance Measures

	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Planned
Days to complete primary data entry and second checking of all recorded documents	3	3	3
Days to complete full processing of all documents including digital imaging and film	7	6	5
Documents presented for recording 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%	100%	100%
All appropriate documents are returned by mail or private/commercial courier	100%	100%	100%
Public walk-in customers served within 5 minutes of arrival in office	100%	100%	100%

Program Expenditures by Object

	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	584,086	749,339	742,277
Operating Expenses	130,818	157,295	190,700
Total Program Expenditures	714,904	906,634	932,977

Program Funding by Source

Revenues			
Miscellaneous Revenue	60,122	-	-
Charges for Services	2,118,099	1,865,180	2,275,976
Operating Revenue Sub-Total	2,178,221	1,865,180	2,275,976

Program Summary

Department: Recorder

Program: Recorder Division

General Fund Support	(1,463,317)	(958,546)	(1,342,999)
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	-	-	-
Other Funding Sources	-	-	-
Total Program Funding	714,904	906,634	932,977

<u>Program Staffing FTEs</u>	17.0	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 may 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 promptly after receipt with a high level of data entry accuracy
- Make and link digitized images of all voter registration forms received in the correct format to individual voter records and properly file the original form 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 statutory mandates
- Accurately issue the correct early ballot to voters requesting ballots by mail or 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

<u>Program Performance Measures</u>	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 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, and 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%

<u>Program Expenditures by Object</u>	FY 2011/2012 Actual	FY 2012/2013 Adopted	FY 2013/2014 Adopted
Personnel Services	615,403	814,348	593,649
Operating Expenses	1,627,306	1,584,401	535,885
Total Program Expenditures	2,242,709	2,398,749	1,129,534

Program Summary

Department: Recorder
Program: Voter Registration

Program Funding by Source

Revenues

Intergovernmental	296,169	-	-
Miscellaneous Revenue	43	-	-
Charges for Services	448,328	152,717	204,210
Operating Revenue Sub-Total	744,540	152,717	204,210

Revenues

Intergovernmental	161,300	-	-
Investment Earnings	815	600	700
Grant Revenue Sub-Total	162,115	600	700

General Fund Support	1,498,169	2,054,032	826,824
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(162,115)	191,400	97,800
Other Funding Sources	-	-	-
Total Program Funding	2,242,709	2,398,749	1,129,534

<u>Program Staffing FTEs</u>	14.0	13.0	13.0
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Treasurer

Expenditures: 3,011,307

Revenues: 102,500

FTEs 38.5

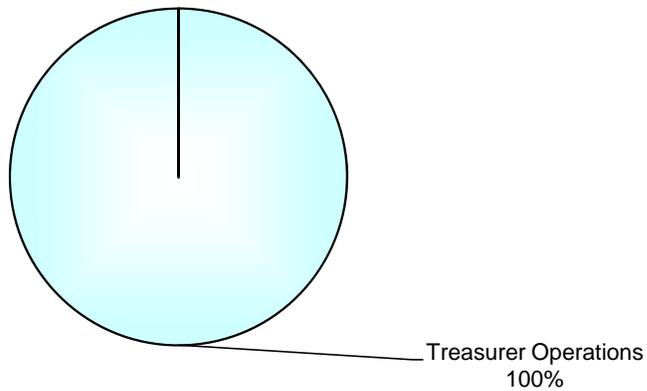
Function Statement:

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

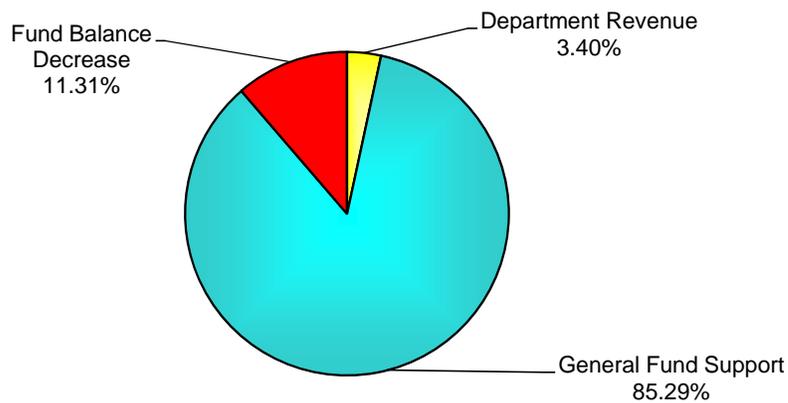
Mandates:

ARS Title 11: Counties; Title 35: Public Finances; and Title 42: Taxation

Expenditures by Program



Sources of All Funding



Department Summary by Program

Department: Treasurer

	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
<u>Expenditures by Program</u>			
Treasurer Operations	2,184,197	2,856,580	3,011,307
Total Expenditures	<u>2,184,197</u>	<u>2,856,580</u>	<u>3,011,307</u>
<u>Funding by Source</u>			
Revenues			
Treasurer Operations	149,933	103,100	102,500
Total Revenues	<u>149,933</u>	<u>103,100</u>	<u>102,500</u>
General Fund Support	2,035,153	2,491,607	2,568,107
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(889)	261,873	340,700
Other Funding Sources	-	-	-
Total Program Funding	<u>2,184,197</u>	<u>2,856,580</u>	<u>3,011,307</u>
<u>Staffing (FTEs) by Program</u>			
Treasurer Operations	38.5	38.5	38.5
Total Staffing (FTEs)	<u>38.5</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, 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 2011/2012 Actual</u>	<u>FY 2012/2013 Estimated</u>	<u>FY 2013/2014 Planned</u>
Months meeting or exceeding investment benchmarks	12	12	10
Percentage of payments process through automated methods	96%	96%	96%
Percent completed of tax collection system	50%	75%	100%

<u>Program Expenditures by Object</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Personnel Services	1,721,835	2,166,686	2,238,072
Operating Expenses	396,980	532,894	544,235
Capital Equipment > \$5,000	65,382	157,000	229,000
Total Program Expenditures	2,184,197	2,856,580	3,011,307

<u>Program Funding by Source</u>	<u>FY 2011/2012 Actual</u>	<u>FY 2012/2013 Adopted</u>	<u>FY 2013/2014 Adopted</u>
Revenues			
Miscellaneous Revenue	2,338	-	-
Charges for Services	16	600	-
Operating Revenue Sub-Total	2,354	600	-
Miscellaneous Revenue	38,579	-	-
Investment Earnings	2,321	2,500	2,500
Charges for Services	106,679	100,000	100,000
Other Special Revenue Total	147,579	102,500	102,500
General Fund Support	2,035,153	2,491,607	2,568,107
Net Operating Transfers In/(Out)	-	-	-
Fund Balance Decrease/(Increase)	(889)	261,873	340,700
Other Funding Sources	-	-	-
Total Program Funding	2,184,197	2,856,580	3,011,307

<u>Program Staffing FTEs</u>	38.5	38.5	38.5
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