



MEMORANDUM

Date: April 25, 2016

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Questions Raised by the Board of Supervisors in the April 19, 2016 Budget Hearing**

During the first Public Hearing on the proposed budget, the Board of Supervisors heard from the County Attorney, Clerk of the Superior Court and the Courts. A number of presentations were made by the various organizations and departments that reported during the hearing.

As indicated in my opening remarks, we will respond in writing to the questions raised to ensure clarity of budget review and understanding. This memorandum is a response related to the April 19 Budget Hearing.

County Attorney

Attachment 1 is an April 22, 2016 memorandum from the Legal Administrator that responds to questions raised by the Board of Supervisors during the County Attorney's requested budget.

I believe the answers provided by the Legal Administrator are complete, with one exception relating to personnel cost increases. The Legal Administrator responded during the hearing that the increase regarding personnel services is related to benefits. That is largely correct; however, I have allowed the County Attorney to make salary adjustments using personnel savings that occur throughout the fiscal year. While this has been prudent to retain highly qualified employees, it does add ongoing expense with one-time savings.

Electricity Cost Increases

A question was raised regarding electricity or utility cost increases, particularly for the County Attorney. The simple answer is as indicated in the memorandum from the Legal Administrator; however, you will see various increases in electrical cost throughout the County's budgets. It should be noted that most County departments or agencies do not pay electrical costs, as they are embedded in the Facilities Management budget. Only when the department, agency or unit is stand alone and separately metered do they pay the electricity cost. Attachment 2 is a summary of Fiscal Year (FY) 2014/15 actuals to the FY 2015/16 budget, as well as the FY 2016/17 requested budget for electricity.

The Honorable Chair and Members, Pima County Board of Supervisors
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Only in those areas where there is a special charge, such as in the County Attorney's Office, for 24 hour per day, 7-day per week, operations, will County agencies be charged additional electricity cost.

It should be noted that we have included a \$3 million contingency in the FY 2016/17 budget due to the significant rate increase for electricity now pending before the Arizona Corporation Commission (ACC). Last year's budget also included an ACC-approved rate increase for Tucson Electric Power, the largest supplier of energy to the County.

Computer-related Expenses

A question was raised regarding replacement of hardware by the current lease program implemented by the County. Our experience has been, and will continue to be, that computer hardware will long out live changing software and operating systems. If operating systems remained stable for a number of years and supported software vendors, there is relatively no need to replace computer hardware. However, our experience has been just the opposite; operating systems are replaced in a relatively frequent timeframe. New software is regularly introduced that will not operate on existing operating systems; hence, the most viable way to remain current in technology is to replace the hardware through the lease/purchase program the County has now implemented.

Clerk of the Superior Court

As the Clerk of the Superior Court indicated, she is depleting Special Revenue funds to continue to operate with a balanced General Fund budget. It is likely the Special Revenue funds will be depleted during FY 2016/17, making a significant General Fund increase in the Clerk of the Court's budget necessary in the following fiscal year.

CHH/anc

Attachments

c: Tom Burke, Deputy County Administrator for Administration
Keith Dommer, Director, Finance and Risk Management
Robert Johnson, Budget Manager, Finance and Risk Management

ATTACHMENT 1



Pima County Attorney's Office

32 North Stone Avenue

Suite 1400

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www.pcao.pima.gov

Barbara LaWall

Pima County Attorney

MEMORANDUM

TO: Honorable Chair and Members
Pima County Board of Supervisors

FROM: Dave Smutzer 
Legal Administrator

DATE: April 22, 2016

RE: Response to FY 2016/17 Budget Hearing Questions

During the Pima County Attorney's Office FY 2016/17 budget presentation, several questions were raised with requests for additional information regarding different aspects of our Office budget. This memorandum provides a response to the questions and, where necessary, additional background documentation.

1. Why aren't the Racketeer Influenced and Corrupt Organizations Act (RICO) documents public record?

All of our Office's records pertaining to RICO Fund expenditures are public records. (When requested to produce those records, as with any public records request, we must review each page of each record and are required by law to redact and withhold certain confidential information, including that relating to ongoing investigations, confidential informants, undercover officers, and wiretaps.) We regularly make financial reports to the State and Federal agencies, which audit the RICO Fund expenditures of all of the law enforcement agencies whose subaccounts our Office administers. The Arizona Criminal Justice Commission (ACJC) posts all RICO Fund expenditure reports on its public website. Our Office's website contains a link on the "Administration" page (attached) to the ACJC website where these reports are posted.

The Pima County Finance Department has records of every claim for disbursement authorized to be paid from the RICO Fund based on approved claim forms submitted to the Finance Department for payment. The Finance Department's records should include the recipient of each disbursement and the dollar amount of each disbursement.

Honorable Chair and Members
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Re: Response to FY 2016/17 Budget Hearing Questions
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2. Why is there an increase in the benefit costs?

The Fiscal Year 2016/17 Budget Process memorandum of October 30, 2015 issued by the Budget Division of Pima County Finance and Risk Management Department (attached) sets forth the process and timeframe for departments to develop and submit their respective budgets. The memorandum outlines the process and establishes departmental base budgets, including benefit rate adjustments based on various county contracted providers. Specifically, the memorandum states: "General Fund base budgets will be adjusted to include benefit adjustments after requested budgets are submitted in January." Attached is the County Attorney 2016/17 Base Budget cross walk provided by the Budget Division detailing base budget expenditure adjustments. The Budget Division has made two adjustments to our Office's base budget for increased employee benefit costs.

3. Why the increase in computer related expenditures?

Attached is a November 19, 2014 memorandum from the Pima County Finance Department regarding the Board of Supervisors' approval of several contracts for three new Information Technology Department (ITD) initiatives. The establishment of an Internal Service Fund (ISF) provides funding from ITD to be added to departmental budgets for software and hardware purchases and leasing utilizing the approved contracts. The memorandum also sets forth the roll out schedule for various departments, including the County Attorney beginning in FY 2016/17. In keeping with the Board-approved contracts and the ITD schedule, and as required by the Finance Department's budgeting process, the County Attorney's base budget incorporates the amount of ISF funding provided to the County Attorney utilizing the ITD contracts, also reflected in the attached County Attorney 2016/17 Base Budget cross walk.

4. Why the increase in electricity costs?

The Pima County Facilities Management Department charges the County Attorney's Office for electricity to run HVAC (heating and cooling system) after hours for several floors in Legal Services Building where the County Attorney's Office has most of its office space. There are several functions within the County Attorney's Office, including Victim Services, and Night and Weekend Initial Appearances that require HVAC 24 hours a day, 365 days a year. Our department also is charged for standard electric costs at our Juvenile Facility on Ajo Way. The charges to our Office budget are imposed directly by the Pima County Facilities Management and Finance and Risk Management Departments.

Attachments

C: Barbara LaWall, Pima County Attorney
Amelia Cramer, Chief Deputy, Pima County Attorney
C. H. Huckelberry, Pima County Administrator

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Administration



The Administration Division provides continuing support for all other divisions within the County Attorney's Office. Under the direction of the County Attorney, it develops and implements operating policies and procedures and is primarily responsible for budget and finance, personnel, purchasing, and facilities management. Thanks to the County Attorney's fiscal restraint, the cost of trying a criminal case in Pima County is about half that of other metropolitan areas.

An integral part of the Administration Division is the Information Technology Unit. During the past decade, progress in automation has tremendously increased the efficiency and cost-effectiveness of the Office. The implementation of our Local Area Network (LAN) permits the sharing of information with other law enforcement agencies, such as the Sheriff's Office, Superior Court, Tucson Police Department, the Arizona Criminal Justice Commission, and outside research libraries, greatly increasing the overall efficiency of the office.

Division News

Recent News

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PCAO Overview and Programs - 2015

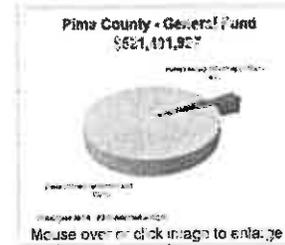
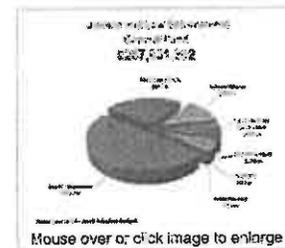


Fiscal Responsibility

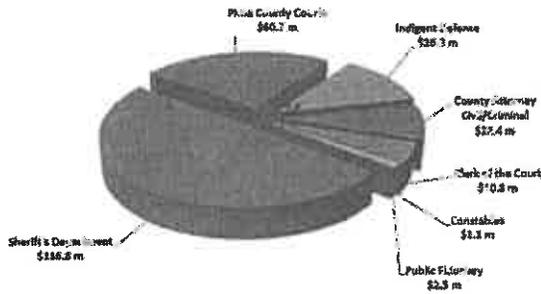
The annual budget for the Pima County Government exceeds \$1.3 billion. In 2013, the Pima County Attorney's portion of that was only 4%. Approximately half of the county's budget goes to justice and law enforcement.

The County Attorney receives only 8.4% of the county's justice and law enforcement budget, compared with 12.2% for criminal defense attorneys.

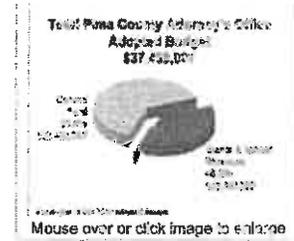
The County Attorney's Office operates with a \$38 million budget. Roughly one-third of this budget comes, not from taxpayer dollars, but from federal, state and local grants, special revenue funds and assets seized from criminals.



**Justice and Law Enforcement
General Fund
\$267,631,802**



Fiscal Year 2015-2015 Adopted Budget



Information Technology

The Pima County Attorney's Office is in the process of going green. We are evolving from the paper dominated office to a more environmentally friendly paperless office.



Grants

Grants save local tax dollars. Funds awarded by grants are vital to the daily operation of the Pima County Attorney's Office, providing approximately one-third of the Office's budget.

Grant monies help to fund victim services and compensation, 88-CRIME and other crime-prevention programs, and the prosecution of serious crimes involving gangs, drugs, domestic violence, auto theft, and DUI.

[Anti-Racketeering Reports](#)



MEMORANDUM

FINANCE AND RISK MANAGEMENT DEPARTMENT
- BUDGET DIVISION -

Date: October 30, 2015

To: Presiding Judge, Superior Court
Elected Officials
Department Directors

From: Robert W. Johnson
Budget Manager

A handwritten signature in black ink, appearing to read "RW Johnson", is written over the printed name and title of the sender.

Subject: Fiscal Year 2016/17 Budget Process

This memo transmits essential FY 2016/17 budget information to all County departments.

Departments will be receiving a separate email that includes a department specific **Base Budget Worksheet** comparing General Fund and General Fund supported departments' FY 2015/16 adopted budgets to the FY 2016/17 base budget. The base budgets and assumptions may change significantly, however, as fiscal year projections are updated, the State budget is developed and further direction is received from the County Administrator. Note that no FY 2016/17 benefit rate adjustments are included on the Base Budget Worksheets at this time. General Fund base budgets will be adjusted to include benefit adjustments after requested budgets are submitted in January. Non-General Fund departments that have budgeted positions must be prepared to make adjustments to their requested budgets to offset any of these additional costs. Benefit rate adjustments, and any revisions or updates to the budget process, will be communicated to you and your staff throughout the budget process.

Given the current economic situation and the impacts of Non-General Fund departments on the County's expenditure limit, additional specific direction regarding the development of Non-General Fund budgets will be forthcoming as the budget season unfolds.

The FY 2016/17 budget process, budget request development, and budget adoption will follow the schedule below. Requested budgets will need to be submitted to the Budget Division no later than Friday, January 8, 2016. More detailed budget calendars will be made available on the Budget Division's SharePoint information site.

October 30, 2015	Planning and Budgeting System (the budget system) (PB) released for budgeting
October 30, 2015	Base target budgets for General Fund departments, assumptions, location of SharePoint site and other information are distributed to departments
November 3, 2015 or November 10, 2015	PB 301 – "Creating a Departmental Budget" Training
November 3, 2015 or November 5, 2015 or November 10, 2015	Position Budgeting Training

January 8, 2016	Operational, Grant and CIP Budgets due to the Budget Division, Grants Management and Finance CIP from departments
March 4, 2016	County Administrator department meetings regarding CIP budgets
March 11, 2016	County Administrator meets with County Budget Division staff
April 19, 2016 – May 17, 2016	Board of Supervisors Departmental Budget Hearings (Weekly Sessions)
April 29, 2016	County Administrator submits Recommended Budget to the Board
May 24, 2016	Board of Supervisors Tentative Budget adoption
June 21, 2016	Board of Supervisors Final Budget adoption
August 15, 2016	Board of Supervisors adoption of the Levy of Taxes

Departments will be required to create their Operational, Grant and CIP budgets utilizing the Planning and Budgeting (PB) System. Budget staff will provide PB 301 – “Creating a Department Budget” classes during the November dates listed above for new employees and anyone who needs a refresher course. This class is required for anyone who will be creating or approving department budget requests. Upon class completion, new users must complete a Planning and Budgeting System Access Request Form to be given access to the various forms required for budget creation. If you have an employee who needs to take this class, please contact your assigned Budget Division Analyst. Budget Division staff will also be available to answer your questions throughout the budget development process and can provide one-on-one assistance, as needed.

The organizational, bureau and group structures in the PB system reflect what is currently in the County’s financial system. If any additions, changes, or deletions are needed for FY 2016/17, please complete a Department Request –COA Element/Unit Advantage Financial System form. In order to assure that any structural changes are included in your FY 2016/17 budget request, please submit these changes for processing no later than December 1, 2015. Note that departments that are proposing to complete major reorganizations should work closely with their assigned budget analysts for assistance.

We are also in the process of placing information relevant to the budget process and to using the PB system itself onto the FY 2016–2017 Budget tab that can be found on the Finance SharePoint website. This site is a work in progress and will be updated on a regular basis. Examples of available information on the website include this memo, the draft FY 2016/17 Budget Calendar and additional copies of departmental base budget worksheets.

Departments will also receive via a separate email procedures related to position budget development and position budget implementation processes for FY 2016/17. This information will also be available on the Finance SharePoint web site. The Budget Division will also schedule classes related to position budgeting throughout the first half of November. If you are interested in attending such a class, please contact your assigned budget analyst.

All department operational line item and position budgets as well as Grants and CIP budgets are to be completed on-line in PB and submitted by January 8, 2016. Budget Staff will make themselves available to assist you in resolving issues in order to make this due date.

If you have any questions regarding the FY 2016/17 budget process or in using the PB system, please do not hesitate to contact me at 724-2748, Victor Rodriguez (Budget Supervisor, 724-3632), Lisa Merin Edwards (Budget Supervisor, 724-8490) or your designated Budget Division Analyst.

cc: Department Budget Contacts

County Attorney

FY 2016/17 BASE BUDGET

4/21/16 11:00 AM

	Fiscal Year 2015/16				Fiscal Year 2016/17	
	FTEs Positions	Adopted Budget	Period 3 YTD	Department Projection	Adjustments to 15/16 Bgt	Proposed Base Budget
County Attorney	344.00	22,453,190	5,389,881	22,453,190	531,208	22,984,398
Total FTE's/Expenditures	344.00	22,453,190	5,389,881	22,453,190	531,208	22,984,398
Revenues						
County Attorney		60,000	3,224	65,027	24,900	84,900
Total Revenues		60,000	3,224	65,027	24,900	84,900
Net Fund Impact		(22,393,190)	(5,386,657)	(22,388,163)	(506,308)	(22,899,498)

Notes:

FTEs are based on FY 2015/16 Adopted Budget

Fiscal Year 2016/17	
Detail of Budget Adjustments - Expenditures	Increase / (Decrease)
motor pool adjustment	(9,224)
ITD ISF allocation	326,155
Benefit Adjustment	139,462
Benefit Adjustment 2-19-16	74,815
Total Expenditures Adjustments	531,208
Detail of Budget Adjustments - Revenues	Increase / (Decrease)
City Other Operation	24,900
Total Revenue Adjustments	24,900
Net Fund Impact	(506,308)

	FY 2015/16 Adopted Budget Expenditures	
	% of Total	By Object
Personnel	92.60%	20,791,123
Supply/Services	7.40%	1,662,067
Capital	0.00%	0
Total Expenditures	100.00%	22,453,190



MEMORANDUM

DEPARTMENT OF FINANCE & RISK MANAGEMENT

Date: November 19, 2014

To: Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: Tom Burke
Finance Director

Re: **Fiscal Year 2015-16 Budget Adjustments for new ITD Internal Service Fund**

Earlier in the current fiscal year, the Board of Supervisors approved several contracts for three new Information Technology Department (ITD) initiatives relating to (1) an Enterprise Agreement for Microsoft software licenses (Software Initiative), (2) leasing agreements to lease Hewlett Packard computers and equipment (Hardware Initiative), and (3) leasing agreements to lease Hewlett Packard servers and storage (Servers/Storage Initiative). Historically, many of these costs have been paid by the General Fund as part of the ITD Base Budget as well as individual departmental budgets making their own software and desktop hardware purchases. Beginning in Fiscal Year 2015-16, the budgets for these three initiatives will be contained in an Internal Service Fund within ITD and each department will be charged based on its use of the services from this fund in the following manner:

Software: Each department will be charged based on the number of devices used by the department.

Hardware: Each department will be charged for the rent payments for the equipment leased on behalf of the department.

Servers/Storage: Each department will be charged based on its use of County servers and storage units.

In order to fund the Internal Service Fund charges, the funds currently available to ITD to pay for these costs will be reallocated to the budgets of departments funded by or substantially subsidized by the General Fund. The funds from ITD will be added to the existing FY 2014-15 departmental budgets for software and hardware purchases resulting in an increase in their Fiscal Year 2015-16 base budgets. There should be no net impact to the departments. While departments will receive this additional funding, they will not be able to repurpose the use of these funds in their requested budgets.

For departments that are not funded with General Fund revenues, their budgets will need to increase in Fiscal Year 2015-16 to accommodate the ITD Internal Service Fund costs, but there will be no General Fund subsidy for these costs. Those departments are the Development Services Department, the Regional Flood Control District, the Fleet Services Department, the Kino Service Center, the Pima Free Library District, the Transportation Department, and the Regional Wastewater Reclamation Department.

Attachment 1 is a Budget Allocation Schedule at the departmental level showing the anticipated maximum costs that need to be budgeted for Fiscal Year 2015-16 for software (based on the number of devices in each department), for rental of hardware (based on the leased equipment deployment schedule provided by Jesse Rodriguez in his November 10, 2014 memorandum, included in this memorandum as Attachment 2), and for servers/storage (based on a schedule of usage provided by ITD to Finance). The amount of information technology related expenditures that each individual department already budgeted in Fiscal Year 2014-15 is identified on the Budget Allocation Schedule, as well as the additional funding that will be allocated from the General Fund to departments to handle the increase in expenditures. For most departments, this is basically a shifting of budget authority and funds from ITD into the other departments. For the seven Non-General Fund departments listed above, the increases represent a previously unbudgeted and unfunded expense. Funding for those departments will need to come from departmental revenues.

Note that the allocations included in this analysis are at the total departmental level and do not take into account departments that have information technology costs within their associated grants and funds that are not part of the General Fund. Your assigned analyst will be working with you to determine the additional level of adjustments that may be required. These adjustments may result in your department requiring less General Fund support than shown than shown in the Budget Allocation Schedule. For departments reporting to an elected official, the planned ITD initiatives identify software licensing and hardware leasing but do not include charges for servers or storage except for those elected officials who have coordinated with ITD for those services.

Attachments

Budget Allocation Schedule
 FYD Internal Service Fund for Hardware, Software, and Servers/Storage
 Fiscal Year 2015-16

Department Code	Department Name	Total Computer Device Costs	Leased Hardware	Enterprise Software	Leased Server/Storage	Total ITD Internal Service Fund Costs	Existing Budget in FY 15	Re Gr D
AG	Assessor	175		53,705.64		53,705.64		
BOS	Board of Supervisors	20	23,901.63	7,280.65	13,518.43	44,700.71	5,300.00	
CA	County Administrator	25	21,717.29	9,100.81	24,479.11	55,297.21	3,000.00	
CAV	Office of Court Appointed Counsel	42	35,264.92	15,289.35	119,333.94	169,888.21	6,800.00	
CC	Clerk of the Superior Court	323		120,859.71		120,859.71		
CD	Community Development & Neighborhood Conservation	36	30,174.84	13,195.16	48,557.17	91,927.17	11,000.00	
CEA	Community & Economic Development Administration	2	2,396.16	728.06	1,394.84	4,519.07	4,519.07	
CC	Clerk of the Board	34	40,637.77	12,377.10	23,712.32	76,727.19		
CM	Communications Office	8	9,560.65	2,912.26	5,573.37	18,046.28	5,000.00	
CO	Constables	13	10,896.47	4,732.11	21,060.94	37,599.52	7,500.00	
CS	Community Services, Employment & Training	387	224,379.53	140,880.48	327,480.96	752,740.97	103,700.00	
DE	Environmental Quality	54	45,262.26	19,057.74	38,741.51	102,663.51	13,100.00	
DED	Development Services	85	105,086.94	30,942.74	195,106.77	531,136.45	69,000.00	
ED	Economic Development & Tourism	9	7,545.71	5,470.29	33,273.49	46,289.49	7,250.00	
EL	Electronics	19	15,925.51	5,916.51	22,938.08	44,780.10	1,495.00	
FC	Regional Flood Control District	78	28,377.82	28,894.52	174,716.50	292,288.84	91,320.00	
FM	Facilities Management	114	231,617.53	41,499.68	141,690.81	414,808.02	67,000.00	
FN	Flushing & Pkg Management	304	377,477.64	110,065.90	417,301.21	895,444.65	85,072.00	
FS	Fire Services	60	50,791.60	21,811.94	99,117.95	171,721.49	24,000.00	
FSC	Forensic Science Center	37	41,415.16	13,163.19	75,069.22	130,647.57		
HD	Health	430	536,270.82	156,533.67	437,771.02	1,130,575.51	76,922.00	
HR	Human Resources	62	51,967.78	22,070.00	170,659.72	244,697.50	17,450.00	
IT	Information Technology	352	211,756.38	143,764.67	303,337.96	659,859.01	10,300.00	
JCV	Justice Courts - All	160		50,245.16		50,245.16		
JCA	Justice Courts - Ajo							
JCG	Justice Courts - Green Valley							
JCT	Justice Courts - Tucson							
JJ	Juvenile Court	279						
XSC	Kino Sports Complex	12	10,058.28	4,328.39	8,369.06	22,755.73	7,300.00	
LD	Legal Defender	48	63,630.83	17,473.55	155,778.69	236,883.07	1,000.00	
LIB	County Free Library	1593	1,942,602.39	233,703.15	1,278,799.24	3,455,104.78	655,500.00	
CEM	Office of Emergency Management & Homeland Security	123	159,767.21	43,590.13	106,474.00	312,831.34	6,000.00	
CMS	Office of Medical Services	7	8,265.57	2,544.25	4,881.95	15,691.77	5,500.00	
PCA	County Attorney	468						
PD	Public Defender	185	230,215.30	67,345.97	303,887.26	601,458.53	31,392.00	
PF	Public Fiduciary	35	29,336.65	12,741.13	31,991.23	74,068.99	725.00	
PO	Procurement	23	25,983.89	11,285.00	21,620.00	58,888.95	1,400.00	
PR	Natural Resources, Parks & Recreation	110	131,677.48	40,043.55	65,503.73	237,224.76	39,812.00	
PW	Public Works Administration	30	29,690.21	11,285.00	21,620.00	62,595.21	19,679.00	
RE	Records	50	75,920.91	18,201.51		94,122.42		
SC	Superior Court	825		307,326.61		307,326.61		
SD	Sheriff	1234	1,564,145.96	149,215.80	880,771.46	2,594,133.22	250,000.00	
SS	School Superintendent	50		18,201.51		18,201.51		
SUS	Office of Sustainability and Conservation	11	11,734.66	5,396.45	48,245.98	65,377.10	13,700.00	
TC	Treasurer	57	35,099.23	13,489.25		48,588.48		
TR	Transportation	212	279,696.57	77,174.04	294,207.75	651,078.36	127,519.00	
WW	Regional Wastewater Reclamation	516	849,557.65	187,540.64	611,644.12	1,648,742.42	163,324.00	
	Grand Total	8569	\$ 7,974,238.97	\$ 2,504,965.68	\$ 6,701,578.64	\$ 17,180,764.70	\$ 2,012,303.07	



Date: November 10, 2014

To: Elected Officials
Department DirectorsFrom: Jesse Rodriguez
Chief Information Officer Re: Computer, Server, Storage Leasing and Microsoft Software Purchases

A major issue facing all institutions is how to keep their technology relevant. Pima County is no exception. The current strategy employed by the organization is to purchase technology outright. The problem with this strategy is that after just a few years there is little to show for the expenditures. Computer equipment and associated software rapidly become obsolete. Because of that, future purchases often do not mesh well with equipment or software already in place, making support of the technology infrastructure not only more difficult, but more expensive as well. Some of the County's equipment/operating systems are so old that we are unable to deploy newer versions of established applications. Additionally, these older operating systems and applications continue to subject Pima County to a wide array of security risks. For example, Microsoft ended support for Windows XP on April 8, 2014, and now all systems that continue to utilize Windows XP are subject to security risks that cannot be resolved, nor will they be supported by Microsoft.

To address this issue, Pima County has entered into a lease agreement with Hewlett Packard for desktops, laptops, tablets, servers and storage. All future acquisitions of the aforementioned devices will be identified and submitted as a leased device/system. The project schedule for computer replacements has been finalized based on budget, location and device age. The goal is to minimize the cost to the County by reducing the total number of locations that are deployed each year. This will result in an effort to deploy leased computers by geographic location, while taking into account budgets as appropriate. County wide server and storage needs that have been budgeted within the lease agreement will require all future projects requiring servers and storage to be housed within the County primary and disaster recovery data centers. Secure multi-tenancy will be set up to meet the security needs of all departments.

Additionally, a Microsoft Enterprise Agreement has been approved by the Board of Supervisors as of July 1, 2014, which encompasses County IT supported departments, the Sheriff's and the Assessor's departments, and will be expanded to all Elected Officials areas by fiscal year 2015/2016. Going forward, all Pima County software purchasing related to Microsoft will be identified and placed on the Microsoft Enterprise Agreement. Departments will be charged based on the number of devices in their departments and their use of licenses. The Information Technology Department is working with the Finance Department for the allocation methodology and how this will be budgeted for the Fiscal Year 2015-16 budget.

Historically, Pima County has funded technology refresh of computing devices and software through individual departments. The paradigm was that individual departments would budget for a five year lifecycle replacement. This has created hardships for the proper management of Pima County Information Technology assets, as well as end user support, as there are multiple versions of the desktop operating software and office productivity software throughout the organization. For example, Microsoft Office versions currently installed on County computers include 2003, 2007, 2010, and 2013 in both Standard and Professional versions. For some departments, it has been an annual challenge to obtain sufficient funds to refresh computers

Elected Officials and Department Directors
Re: Computer Leasing and Microsoft Software Purchases
November 10, 2014
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and associated software. This has led to support being provided for computing devices and software well beyond the planned five year life cycle, taxing scarce IT resources, and leaving these departments behind from important productivity improvements.

The rate of technology change is increasing with an emphasis on client/server technology, faster system development, and shorter life cycles. To keep pace with the shorter life cycles, software enhancements, new compliance requirements, and improved constituent services, Pima County has adopted a three year technology refresh program for desktops and file servers, and a four year refresh program for storage. The shortened technology refresh cycles combined with appropriate and consistent budgeting will begin with the process of leasing computing devices (desktops, laptops, tablets, servers, related storage, and computing peripherals) as a more cost effective means of consistently improving the technology environment within the County.

As part of the leasing process, the Pima County Information Technology Department will be working with each department to complete a physical discovery of the hardware and software currently in use. This will provide the basis for the order of Hewlett Packard leased devices and the software installations. We will need your assistance to ensure the device counts are valid including any computing equipment or other spare parts that have been stored away. With regard to desktops, laptops and tablets, a standard client kit will be updated by November 14th and posted at <http://intranet.pima.gov/ITD/purchasing/> for your use. If you have a business case for a deviation from the standard computing setup, there may be an associated additional cost to accommodate the change. Additionally, the roll out plan for desktops, laptops and tablets is also attached (see Appendix A). Please review your department's quantities and provide David Wieters or your Relationship Manager any changes necessary by November 28, 2014.

DW/mk

Attachment

c: ITD Relationship Managers
Service Catalog Approved Purchasers
Craig Rendahl, Computing Engineer

Appendix A – Roll Out Schedule

Department Name	FY 14/15	FY 15/16	FY 16/17	QTY of devices
Assessor	0	0	175	175
Board of Supervisors	20	0	0	20
County Administrator	22	0	0	22
Office of Court Appointed Counsel	0	0	42	42
Clerk of the Superior Court	0	0	332	332
Community Development & Neighborhood Conservation	0	0	36	36
Community & Economic Development Administration	2	0	0	2
Clerk of the Board	3	26	0	34
Communications Office	8	0	0	8
Constables	0	0	13	13
Community Services, Employment & Training	0	0	387	387
Environmental Quality	0	0	54	54
Development Services	0	85	0	85
Economic Development & Tourism	0	0	9	9
Elections	0	0	19	19
Regional Flood Control District	0	0	78	78
Facilities Management	0	114	0	114
Finance & Risk Management	30	274	0	304
Fleet Services	0	0	60	60
Forensic Science Center	37	0	0	37
Health	0	430	0	430
Human Resources	0	0	62	62
Information Technology	202	0	100	302
Justice Courts All	0	0	160	160
Juvenile Court	0	0	279	279
Kino Sports Complex	0	0	12	12
Legal Defender	0	48	0	48
County Free Library	909	636	48	1593
Office of Emergency Management & Homeland Security	0	128	0	128
Office of Medical Services	0	7	0	7
County Attorney	0	0	468	468
Public Defender	141	0	44	185
Public Fiduciary	0	0	35	35

Appendix A – Roll Out Schedule

Department Name	FY 14/15	FY 15/16	FY 16/17	Qty of devices
Procurement	0	0	31	31
Natural Resources, Parks & Recreation	102	0	0	102
Public Works Administration	4	0	27	31
Recorder	0	50	0	50
Superior Court	0	0	825	825
Sheriff	681	390	163	1234
School Superintendent	0	0	50	50
Office of Sustainability and Conservation	0	0	14	14
Treasurer	0	37	0	37
Transportation	0	212	0	212
Regional Wastewater Reclamation	431	85	0	516
Total	2597	2522	3523	8642

ATTACHMENT 2

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16		YTD Actuals	FY16/17	Increase (Decrease)
	Actuals	Adopted	Revised		Requested	
General Fund						
General Fund						
B001 Ajo Justice Court	8,785	10,000	10,000	7,079	10,000	0
B002 Assessor	0	0	0	0	0	0
B003 Board of Supervisors	0	0	0	0	0	0
B004 Clerk of the Board	19,228	20,150	20,150	16,403	0	(20,150)
B005 Clerk of the Superior Court	17,791	20,000	20,000	8,210	17,000	(3,000)
B006 Community & Economic Development Administration	0	0	0	0	0	0
B007 Constables	0	0	0	0	0	0
B008 Community Development & Neighborhood Conservation	0	0	0	0	0	0
B009 Community Services Employment & Training	37,624	43,897	43,897	37,239	51,886	7,989
B010 County Administration - Contingency	0	0	0	0	0	0
B011 County Administration - Non-Departmental	0	0	0	0	0	0
B012 County Administrator	0	0	0	0	0	0
B013 County Attorney	20,364	22,000	69,869	35,174	50,920	28,920
B015 Elections	8,096	12,360	12,360	1,350	12,840	480
B016 Facilities Management	3,810,140	4,470,065	4,620,065	3,021,195	4,784,308	314,243
B017 Finance Financial Operations	0	0	0	0	0	0
B018 Finance Budget	0	0	0	0	0	0
B019 Finance Financial Management	0	0	0	0	0	0
B020 Finance Departmental Analysis	0	0	0	0	0	0
B022 Finance Financial Control and Reporting	0	0	0	11,130	6,001	6,001
B023 Finance Administration	0	0	0	0	0	0
B024 Finance Improvement Districts	0	0	0	0	0	0
B025 Finance Grants Management	0	0	0	0	0	0
B027 Finance Financial Transactions	0	0	0	0	0	0
B028 Finance Revenue Mgmt & Audit	0	0	0	0	0	0
B029 Use Tax Clearing Org	0	0	0	0	0	0
B030 General Government Revenues	0	0	0	0	0	0
B031 Forensic Science Center	77,958	55,000	55,000	60,523	0	(55,000)
B032 Communications Office	0	0	0	0	0	0
B033 Green Valley Justice Court	0	0	0	0	0	0
B034 Human Resources	0	0	0	0	0	0
B036 Information Technology	3,427	9,000	9,000	3,384	9,000	0
B038 Juvenile Court	556,216	546,122	546,122	448,635	578,888	32,766
B039 Kino Sports Complex	97,495	101,264	101,264	64,950	101,680	416
B040 Natural Resources Parks and Recreation	734,121	721,800	721,800	581,956	743,475	21,675
B041 Office of Court Appointed Counsel	0	0	0	0	0	0
B043 Procurement	0	0	0	0	0	0
B044 Public Fiduciary	0	0	0	0	0	0
B045 Public Works Administration	0	0	0	0	0	0
B046 Recorder	17	0	0	0	0	0
B047 School Superintendent	0	0	0	810	0	0

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16		YTD Actuals	FY16/17	Increase (Decrease)
	Actuals	Adopted	Revised		Requested	
B048 Sheriff	1,288,623	1,383,000	1,383,000	963,274	1,355,300	(27,700)
B049 Superior Court	116,143	114,000	114,000	90,747	93,881	(20,119)
B050 Superior Court Mandated Services	0	0	0	0	0	0
B051 Treasurer	0	0	0	0	0	0
B052 Tucson Consolidated Justice Court	0	0	0	0	0	0
B057 Office of Emergency Management & Homeland Security	588	1,100	1,100	550	1,500	400
B217 Office of Sustainability and Conservation	0	0	0	0	0	0
B237 Contract Attorneys	0	0	0	0	0	0
B249 Finance - Non Dept	0	0	0	0	0	0
B250 Finance - Contingency	0	0	0	0	3,000,000	3,000,000
B251 Legal Defender	0	0	0	0	0	0
B252 Public Defender	0	0	0	0	0	0
B253 OMS - Research & Planning	0	0	0	0	0	0
B254 OMS - Office of Behavioral Health	0	0	0	0	0	0
B257 FN - Mandated Payments	0	0	0	0	0	0
B259 OMS - Health Mandates	0	0	0	0	0	0
B264 Solid Waste Management	1,435	2,000	2,000	960	2,000	0
B266 Real Property Services	0	0	0	0	0	0
B279 Project Management	0	0	0	0	0	0
B280 General Government Services Administration	0	0	0	0	0	0
B281 Public Defense Services	0	0	0	0	0	0
B283 Public Defender	0	0	0	0	0	0
B285 Legal Defender	0	0	0	0	0	0
B287 Mental Health Defense	0	0	0	0	0	0
B288 Office of Children's Counsel	0	0	0	0	0	0
B289 Office of Court Appointed Counsel	0	0	0	0	0	0
B293 Graphic Services and Print Shop	0	0	0	0	0	0
B294 General Government Services Administration	0	0	0	0	0	0
B296 Public Fiduciary	0	0	0	0	0	0
Total General Fund	6,798,051	7,531,758	7,729,627	5,353,569	10,818,679	3,286,921
Special Revenue						
Transportation						
B054 Transportation	476,749	489,500	489,500	378,861	582,172	92,672
Total Transportation	476,749	489,500	489,500	378,861	582,172	92,672
Public Health						
B055 Health - Pima Animal Care Center	114,908	180,000	180,000	100,068	225,000	45,000
B056 Health	81,166	113,000	113,000	72,266	123,100	10,100
Total Public Health	196,074	293,000	293,000	172,334	348,100	55,100
Regional Flood Control						

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16			FY16/17	Increase (Decrease)
	Actuals	Adopted	Revised	YTD Actuals	Requested	
B059 Regional Flood Control District	6,001	20,000	20,000	21,849	35,500	15,500
B269 Canoa Ranch In-Lieu Fee	0	0	0	0	0	0
Total Regional Flood Control	6,001	20,000	20,000	21,849	35,500	15,500
Other Special Revenue						
B014 ED&T Special Revenue	0	0	0	0	0	0
B060 Clerk of the Superior Court - Time Pay Fees	0	0	0	0	0	0
B061 Clerk of the Superior Court - Spousal Maintenance Enforcemt	0	0	0	0	0	0
B062 Clerk of Superior Court Victim Location Fund	0	0	0	0	0	0
B063 Clerk of the Superior Court - Document Storage & Retrieval	0	0	0	0	0	0
B064 Clerk of the Superior Court - Child Support Incentive	0	0	0	0	0	0
B065 Clerk of the Superior Court - Local Court Automation Fund	0	0	0	0	0	0
B068 County Attorney - Fill the Gap	0	0	0	0	0	0
B069 County Attorney - Victim Restitution	0	0	0	0	0	0
B070 County Attorney - Bad Check Program	0	0	0	0	0	0
B071 County Attorney - Employer Sanctions	0	0	0	0	0	0
B072 County Attorney - Law Enforcement Antiracketeer	0	2,000	2,000	98	2,000	0
B073 County Attorney - Consumer Protection	0	0	0	0	0	0
B074 County Attorney - Victim Witness Comp	0	0	0	0	0	0
B075 ED&T Leased Property	37,185	44,300	44,300	37,484	44,300	0
B076 ED&T Outside Agency	0	0	0	0	0	0
B078 Facilities Management - Facilities Renewal	0	0	0	0	0	0
B080 Improvement District Formation Fund	0	0	0	0	0	0
B085 JC Ajo Court Automation Fund	0	0	0	0	0	0
B086 JC Ajo Fare Special Revenue	0	0	0	0	0	0
B087 JC Ajo Time Pay Fees	0	0	0	0	0	0
B089 JC GV Court Automation Fund	0	0	0	0	0	0
B090 JC GV Fare Special Revenue	0	0	0	0	0	0
B091 JC GV Time Pay Fees	0	0	0	0	0	0
B092 JC GV Photo Traffic Enforcement	0	0	0	0	0	0
B094 JCT Court Automation Fund	0	0	0	0	0	0
B095 JCT Photo Traffic Enforcement	0	0	0	0	0	0
B096 JCT Fare Special Rev	0	0	0	0	0	0
B098 JCT Time Pay Fees	0	0	0	0	0	0
B100 Natural Resources Parks and Recreation Special Programs	0	0	0	0	0	0
B102 Superior Court Conciliation	0	0	0	0	0	0
B105 Recorder Document Storage & Retrieval	0	0	0	0	0	0
B107 Sheriff Criminal Justice Enhancement	0	0	0	0	0	0
B108 Sheriff Commissary Operations	6,659	7,000	7,000	5,153	7,000	0
B109 Sheriff Inmate Welfare Fund	0	0	0	0	0	0
B110 Sheriff Federal RICO Fund	0	0	0	0	0	0
B111 Sheriff State Rico Fund	0	0	0	0	0	0
B112 Juvenile Probation Services	0	0	0	0	0	0

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16			FY16/17	Increase (Decrease)
	Actuals	Adopted	Revised	YTD Actuals	Requested	
B114 Superior Court Probation Services	0	0	0	0	0	0
B115 Superior Court - Fill the Gap	0	0	0	0	0	0
B116 Superior Court Child Support Visitation	0	0	0	0	0	0
B117 Superior Court Probate	0	0	0	0	0	0
B118 Superior Court Local Court Automotoion Fund	0	0	0	0	0	0
B120 Superior Court County Law Library	0	0	0	0	0	0
B121 Juvenile Title IV-E	0	0	0	0	0	0
B122 Taxpayer Information Fund	0	0	0	0	0	0
B129 Pima Vocational High School	1	8,400	8,400	8,908	10,000	1,600
B223 County Administration - PHS Transition	0	0	0	0	0	0
B224 Superior Court AOC Appropriated Funds	0	0	0	0	0	0
B225 Juvenile Court State Funds	6,541	6,356	6,356	5,302	6,852	496
B231 Sheriff AZ Traffic Violation Fund	0	0	0	0	0	0
B233 Forensic Science Center Special Revenue	0	0	0	0	0	0
B236 Justice Crt Green Valley Special Revenue	0	0	0	0	0	0
B241 JCT Address Confidentiality Fee	0	0	0	0	0	0
B243 JCT \$1 allocation SB1398	0	0	0	0	0	0
B244 COC Address Confidentiality Fee	0	0	0	0	0	0
B258 FN - PHS Transition	0	0	0	0	0	0
B260 Public Defender Fill the Gap	0	0	0	0	0	0
B261 Legal Defender Training Fund	0	0	0	0	0	0
B262 Public Defender Training Fund	0	0	0	0	0	0
B263 County Attorney Special Revenue	0	0	0	0	0	0
B270 PCA DTAP Contribution SR	0	0	0	0	0	0
B277 Sheriff - Law Enforcement Enhancement	0	0	0	0	0	0
B282 Fill the Gap	0	0	0	0	0	0
B284 Public Defender Training Fund	0	0	0	0	0	0
B286 Legal Defender Training Fund	0	0	0	0	0	0
B290 Clerk of the Superior Court - FARE	0	0	0	0	0	0
B295 Health - Donations SR	0	0	0	0	0	0
Total Other Special Revenue	50,386	68,056	68,056	56,945	70,152	2,096
Grants						
B025 Finance Grants Management	0	0	0	0	0	0
B058 Regional Flood Control District Grants	0	0	0	0	0	0
B119 Superior Court Grants	0	0	0	0	0	0
B125 Community Development & Neighborhood Conservation - Grants	13,821	15,050	15,050	12,011	10,500	(4,550)
B127 County Attorney Grants	0	0	0	0	0	0
B128 Community Services Employment & Training - Grants	11,647	47,579	47,579	73	8,411	(39,168)
B129 Pima Vocational High School	0	0	0	0	0	0
B130 County Administrator Grants	0	0	0	0	0	0
B132 Elections Grants	0	0	0	0	0	0
B133 Environmental Quality Grants	3,719	14,650	14,650	0	566	(14,084)

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16		YTD Actuals	FY16/17	Increase (Decrease)
	Actuals	Adopted	Revised		Requested	
B136 Juvenile Court Grants	0	0	0	0	0	0
B137 Parks & Recreation Grants	0	0	0	0	0	0
B138 Office of Emergency Management & Homeland Security - Grants	0	0	0	0	0	0
B139 Health - Grants	1,000	2,250	2,250	2,429	2,250	0
B140 School Reserve Fund	0	0	0	0	0	0
B141 Sheriff Grants	109,074	0	0	78,799	0	0
B142 Transportation Grants	0	0	0	0	0	0
B143 Justice Courts Tucson Grants	0	0	0	0	0	0
B220 Recorder - Grants	0	0	0	0	0	0
B226 SUS - Grants	0	0	0	0	0	0
B256 OMS - OMS Grants	0	0	0	0	0	0
Total Grants	139,261	79,529	79,529	93,312	21,727	(57,802)
Environmental Quality						
B147 Environmental Quality	7,826	3,000	3,000	11,727	12,600	9,600
Total Environmental Quality	7,826	3,000	3,000	11,727	12,600	9,600
Solid Waste						
B150 Tire Fund	3,007	10,000	10,000	3,281	10,000	0
Total Solid Waste	3,007	10,000	10,000	3,281	10,000	0
Library District						
B151 Library	772,961	790,000	790,000	618,985	829,000	39,000
B152 County Free Library Grants	0	0	0	0	0	0
Total Library District	772,961	790,000	790,000	618,985	829,000	39,000
Stadium District						
B153 Stadium District	281,345	294,500	294,500	226,587	329,900	35,400
Total Stadium District	281,345	294,500	294,500	226,587	329,900	35,400
Radio Special Revenue						
B242 OEM Radio System SRF	42,734	71,200	71,200	35,857	0	(71,200)
B265 Radio System - Fixed Network Equip	0	0	0	0	0	0
B291 Wireless Integrated Network	0	0	0	0	55,517	55,517
Total Radio Special Revenue	42,734	71,200	71,200	35,857	55,517	(15,683)
Total Special Revenue	1,976,344	2,118,785	2,118,785	1,619,738	2,294,668	175,883
Debt Service						
B155 Debt Service	0	0	0	0	0	0
Total Debt Service	0	0	0	0	0	0

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16		YTD Actuals	FY16/17 Requested	Increase (Decrease)
	Actuals	Adopted	Revised			
Capital Projects						
B159 CD Capital Projects	0	0	0	0	0	0
B160 Facilities Management Capital Projects	166,189	0	0	0	0	0
B161 Parks & Recreation Capital Projects	85,597	0	0	0	0	0
B162 Public Works Capital Projects	0	0	0	0	0	0
B163 Flood Control Capital Projects	239	0	0	182	0	0
B164 Sheriff Capital Projects	0	0	0	0	0	0
B165 Solid Waste Capital Projects	19,496	0	0	15,735	0	0
B167 Finance Capital Projects	0	0	0	0	0	0
B169 IT Capital Projects	0	0	0	0	0	0
B172 Transportation Capital Projects	63,006	0	0	272,622	0	0
B187 Transportation Non-Bond Admin	0	0	0	0	0	0
B229 SUS Capital Projects	0	0	0	0	0	0
B255 EL - Elections Capital Projects	0	0	0	0	0	0
Total Capital Projects	334,527	0	0	288,539	0	0
Enterprise						
Development Services						
B131 Development Services	0	0	0	0	0	0
Total Development Services	0	0	0	0	0	0
Regional Wastewater Reclamation						
B198 Regional Wastewater Reclamation Debt Service	0	0	0	0	0	0
B199 Regional Wastewater Reclamation	6,328,648	5,692,026	5,692,026	4,357,806	6,314,070	622,044
B267 WW Regional Wastewater Reclamation Grants	0	0	0	0	0	0
Total Regional Wastewater Reclamation	6,328,648	5,692,026	5,692,026	4,357,806	6,314,070	622,044
Parking Garages						
B201 Parking Garages	160,621	214,400	214,400	130,203	228,900	14,500
Total Parking Garages	160,621	214,400	214,400	130,203	228,900	14,500
Total Enterprise	6,489,269	5,906,426	5,906,426	4,488,009	6,542,970	636,544
Total Excluding Internal Service	15,598,191	15,556,969	15,754,838	11,749,855	19,656,317	4,099,348
Internal Service						
Other Internal Service						
B203 IT Telecom	0	0	0	0	0	0
B204 Communications - Wireless Services	0	0	0	0	0	0

Pima County
FY 2016 / 2017 Requested Budget
Summary by Fund Group, Fund Type, and Bureau For:
5301 - Electricity

Fund Group / Fund Type / Bureau	FY14/15	FY15/16		YTD Actuals	FY16/17 Requested	Increase (Decrease)
	Actuals	Adopted	Revised			
B206 Print Shop	0	0	0	0	0	0
B274 Server and Software Storage	0	0	0	0	0	0
B275 Enterprise Software Licensing	0	0	0	0	0	0
B276 Leased Hardware	0	0	0	0	0	0
Total Other Internal Service	0	0	0	0	0	0
Risk Management						
B208 Risk Management Tort Claims	0	0	0	0	0	0
B209 Risk Management Property & Environ	0	0	0	0	0	0
B210 Risk Management Loss Prevention	0	0	0	0	0	0
B211 Risk Management OCC Med Benefits	0	0	0	0	0	0
B212 Risk Management Administration	0	0	0	0	0	0
B213 Risk Management Workers Comp	0	0	0	0	0	0
Total Risk Management	0	0	0	0	0	0
Health Benefits						
B248 Health Benefits	0	0	0	0	0	0
Total Health Benefits	0	0	0	0	0	0
Fleet Services						
B205 Fleet Services	263,398	192,240	192,240	63,140	192,240	0
Total Fleet Services	263,398	192,240	192,240	63,140	192,240	0
Total Internal Service	263,398	192,240	192,240	63,140	192,240	0
Total Including Internal Service	15,861,589	15,749,209	15,947,078	11,812,995	19,848,557	4,099,348

Note: YTD Actuals as of 04-14-16