



BOARD OF SUPERVISORS
of
MARICOPA COUNTY, ARIZONA
(and the Boards of Directors of the Flood Control
District, Library District, Stadium District,
Improvement Districts, and/or Board of Deposit)

Special Meeting Agenda

Friday, August 22, 2008
11:00 am

Supervisors' Conference Room
301 West Jefferson – 10th Floor
Phoenix, Arizona

*One or more members may attend telephonically.
Members attending telephonically will be announced at the meeting.*

The Board may vote to recess into an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03(A)(3).

The Maricopa County Clerk's Office presents this summarized information as a service to the public. The Clerk does not guarantee the accuracy of the data or information presented and expressly disclaims any responsibility for errors or damages resulting from the use of the information contained herein. The approved meeting minutes of the Board of Supervisors are the official publication of all legal actions taken by the Board.

GREEN – APPROVED / RED – DENIED / BLUE – CONTINUED
GOLD – WITHDRAWN / BROWN – NO ACTION

BOARD OF SUPERVISORS

PRESENTATION

1. TREASURER'S PRESENTATION ON INFORMATION TECHNOLOGY TRANSFER – NO ACTION

Pursuant to the Treasurer's request, presentation regarding a request from the Treasurer to transfer positions and incumbents, supplies and services, and capital from the Office of Enterprise Technology (OET) Information Technology Program to the Treasurer's Office Information Technology Program. (C-43-09-002-M-00)

Charles "Hos" Hoskins, County Treasurer

2. PRESENTATION ON INFRASTRUCTURE OPTIMIZATION AND RESOURCE INTEGRATION REGARDING THE TREASURER'S IT – NO ACTION

Pursuant to the County Manager's request, presentation regarding the Treasurer's IT Optimization project and the agenda item which would create an Information Technology Coordinator position. This

presentation will include a list of accomplishments and benefits of the action taken to centralize services within the Office of Enterprise Technology.

David R. Smith, County Manager

ACTION

3. RESCIND PREVIOUS BOARD ACTION REGARDING INFORMATION TECHNOLOGY TRANSFER **- DENIED**

Pursuant to the Treasurer's request, rescind the action taken by the Board of Supervisors on November 13, 2007 (C4908018800) wherein the Board approved:

- a) Transfer of expenditure authority from the Treasurer's Office (430) General Fund (100) to the Office of Enterprise Technology (410) General Fund (100) in the amount of \$1,791,232. This action requires an expenditure appropriation adjustment **decreasing** the FY 2007-08 Treasurer's Office (470) General Fund (100) by \$1,791,232 and **increasing** the FY 2007-08 Office of the Enterprise Technology (OET) (410) General Fund (100) expenditure budget by \$1,791,232;
- b) Transfer of the positions and incumbents, supplies and services, and capital from Treasurer's Office Information Technology Program to the Office of Enterprise Technology Information Technology Program. The following position control numbers will be transferred:

11202 Computer Operator	34255 IT Sr. Manager
12972 Programmer/Analyst	61343 Programmer/Analyst
12977 Systems/Network Admin-Sr/Ld	63535 Programmer/Analyst - Sr/Ld
12981 Programmer/Analyst - Sr/Ld	63975 Programmer/Analyst - Sr/Ld
15079 PC/LAN tech Support	63976 Programmer/Analyst - Sr/Ld
15099 Applications Development Manager	63977 Programmer/Analyst - Sr/Ld
15560 Help Desk Coordinator	65424 Business/Systems Analyst
16903 Operations Support Analyst	65425 Business/Systems Analyst – Sr/Ld
- c) A Service Level Agreement (SLA) would be developed and entered into between the Treasurer's Office and the Office of Enterprise Technology that would define the specifics of the information technology services provided to the Treasurer's Office.

Approval of this action effectively transfers positions and incumbents, supplies and services, and capital from OET to the Treasurer's Office. The following position control numbers will be transferred to the Treasurer's Office:

11202 Computer Operator	61343 Programmer/Analyst
12977 Systems/Network Admin - Sr/Ld	63535 Programmer/Analyst Sr/Ld
15079 PC/LAN tech Support	63975 Programmer/Analyst Sr/Ld
15099 Applications Development Manager	63977 Programmer/analyst Sr/Ld
15560 Help Desk Coordinator	65424 Business/Systems Analyst
34255 IT Sr. Manager	65425 Business/Systems Analyst Sr/Ld

Further, approve the transfer of expenditure authority from the Office of Enterprise Technology (410) General Fund (100) to the Treasurer's Office (430) General Fund (100) in the amount of \$1,328,816.00, or the determined budget amount based on a mid-year budget adjustment.

This action will either require an expenditure appropriation adjustment **decreasing** the FY 2008-09 Office of Enterprise Technology (410) General Fund (100) by \$1,328,816.00, or the budget amount determined by the Office of Management and Budget, and **increasing** the FY 2008-09 Treasurer's Office (430) General Fund (100) expenditure budget by \$1,328,816.00 or the budget amount determined by the Office of Management and Budget. (C-43-09-003-M-00)

4. CREATION OF INFORMATION TECHNOLOGY COORDINATOR POSITION – CONTINUED UNTIL REPOSTED

Pursuant to the County Manager's request, and pursuant to A.R.S. §42-17106(b), approve the transfer of expenditure authority between Non-Departmental (470), General Fund (100) Operating (0000) and the Treasurer's Office (430) General Fund (100) Operating (0000). This action will require an expenditure appropriation adjustment **decreasing** the FY 2008-09 Non-Departmental (470), General Fund (100), Operating (0000), Unreserved Contingency (4711) by \$81,000 and **increasing** the FY 2008-09 Treasurer's Office (430) General Fund (100), Operating (0000) by \$81,000, in order to fund one (1) Classified/Merit Covered FTE to be the Information Technology Coordinator (MRT=Operations/Program Manager) in the Treasurer's Office, based on the County's Placement-in-Range philosophy and can not exceed the budgeted rate of \$36.69/hour.

In order to facilitate the coordination of the information technology needs of the Treasurer's office to the Office of Enterprise Technology (OET), it is recommended that funding be transferred to the Treasurer's Office to establish an FTE to be responsible for this function.

Also, direct the Office of Management and Budget to budget the annualized costs in the fiscal year 2009-10 budget. These adjustments will result in a Countywide net impact of zero. (C-20-09-016-2-00)

PRESENTATION AND ACTION

5. 2008 TAX BILL FUNDING

Presentation – NO ACTION

- a. Pursuant to the Treasurer's request, presentation regarding a request for funding related to the services and postage to print and mail the 2008 Tax Bills and Information Statements.

Charles "Hos" Hoskins, County Treasurer

Action – DENIED

- b. Pursuant to the Treasurer's request, appropriate \$600,000.00 from the General Fund (100) to the Treasurer's Office (430) General Fund (100) for the payment for services and postage to be used to print and mail the 2008 Tax Bills and Information Statements. Neither the Tax Bills nor Information Statements are required to be mailed by statute. Without this appropriation, these documents will not be prepared or mailed. (C-43-09-004-M-00)

6. PRESENTATION ON THE TREASURER'S OFFICE FY 2008-09 BUDGET STATUS – NO ACTION

Pursuant to the County Manager's request, presentation regarding the 2008-09 budget and forecast information for the Treasurer's Office. This presentation will include a discussion of the funding necessary for mailing of the property tax bills and other related financial information and possible action items as detailed in items 7 and 8 below.

David R. Smith, County Manager

7. TRANSFER OF EXPENDITURE AUTHORITY – APPROVED AS AMENDED

Pursuant to the County Manager's request, and pursuant to A.R.S. §42-17106(B), approve a transfer of expenditure authority from Treasurer's Office (430) General Fund (100) Operating (0000) to Non-Departmental (470) General Fund (100) Other Programs (4712) Operating (0000) in a new line item entitled "Treasurer Tax Bill and Information Statement Printing and Postage" in the amount of \$487,027. This action requires an expenditure appropriation adjustment **decreasing** the FY 2008-09 Treasurer's Office (430) General Fund (100) Operating (0000) budget in the amount of \$487,027 and **increasing** the FY 2008-09 Non-Departmental (470) General Fund (100) Other Programs (4712) Operating (0000) budget in the amount of \$487,027.

Also, per A.R.S. §42-17106(B), approve a transfer of expenditure authority from Non-Departmental (470) General Fund (100) Operating (0000) to Non-Departmental (470) General Fund (100) Other Programs (4712) Operating (0000) in a new line item entitled "Reserved for Potential Treasurer Budget Overrun" in the amount of not-to-exceed \$50,000. This action requires an expenditure appropriation adjustment **decreasing** the FY 2008-09 Treasurer (430) General Fund (100) Operating (0000) budget in the amount of not-to-exceed \$48,968 and **increasing** the FY 2008-09 Non-Departmental (470) General Fund (100) Other Programs (4712) Operating (0000) budget in the amount of \$50,000.

Also, per A.R.S. §42-17106(B), approve a transfer of expenditure authority from Non-Departmental (470) General Fund (100) Central Service Costs-Lobbyist Contract (4714) Operating (0000) to Non-Departmental (470) General Fund (100) Other Programs (4712) Operating (0000) in a new line item entitled "Reserved for Potential Treasurer Budget Overrun" in the amount of not-to-exceed \$60,000. This action requires an expenditure appropriation adjustment **decreasing** the FY 2008-09 Non-Departmental (470) General Fund (100) Central Service Costs-Lobbyist Contract (4714) Operating (0000) budget in the amount of not-to-exceed \$60,000 and **increasing** the FY 2008-09 Non-Departmental (470) General Fund (100) Other Programs (4712) Operating (0000) budget in the amount of \$60,000.

In FY 2008-09, the Treasurer's Office Departmental Budget was funded for the printing, postage and miscellaneous costs associated with Tax Bills, Info Statement/Postcards, Delinquent Bills and Resolution Bills. This action will remove funding from the Treasurer's Office Budget and place the funding in the FY 2008-09 Non-Departmental budget in the amount of \$487,027 for the Treasurer to use for these purposes.

The \$487,027 includes the following costs of printing, postage and other miscellaneous charges associated with:

- Tax Bills - \$355,447.17
- Info Statement/Postcard - \$214,000.00
- Delinquent Bill (December) - \$15,021.86
- Delinquent Bill (June) - \$63,214.27
- Resolution Bills - \$19,344.10
- Prepaid Postage – (\$180,000.00)

This action also requires that the Treasurer's Office pay all invoices for the above item charges directly from the Non-Departmental budget with prior approval from the Office of Management and Budget. (C-20-09-015-2-00)

8. BUDGET MANAGEMENT CHANGE FOR THE TREASURER'S OFFICE TO "LINE ITEM BUDGET CONTROL" – APPROVED AS AMENDED

Pursuant to the County Manager's request, approve a budget management change for the Treasurer's Office from "lump sum budgeting" to "line item budget control" beginning immediately. This action is necessary due to the fact that the Treasurer's Office has forecasted to be over budget for FY 2008-09 and has made a request for Contingency Funds.

Board approved Budgeting for Results Accountability Policy section D.12 states the following: "if there is a significant risk that a department will exceed its appropriated budget, the Board of Supervisors/Board of Directors may adopt appropriated budgets for that department at the level of program/activity and/or object of expenditure."

Since the Treasurer has already communicated that they are forecasted to be over budget for FY 2008-09 and has made a request for Contingency Funds, OMB's recommended corrective action plan is to place the Treasurer's Office on a line item budget control plan at both the program/activity and at the object code level. OMB will meet with the Treasurer's staff to develop an action plan to carry out this recommendation. (C-20-09-017-2-00)