

**Pima County FY 2004/05 Recommended Budget**

**County Administrator – General Fund**

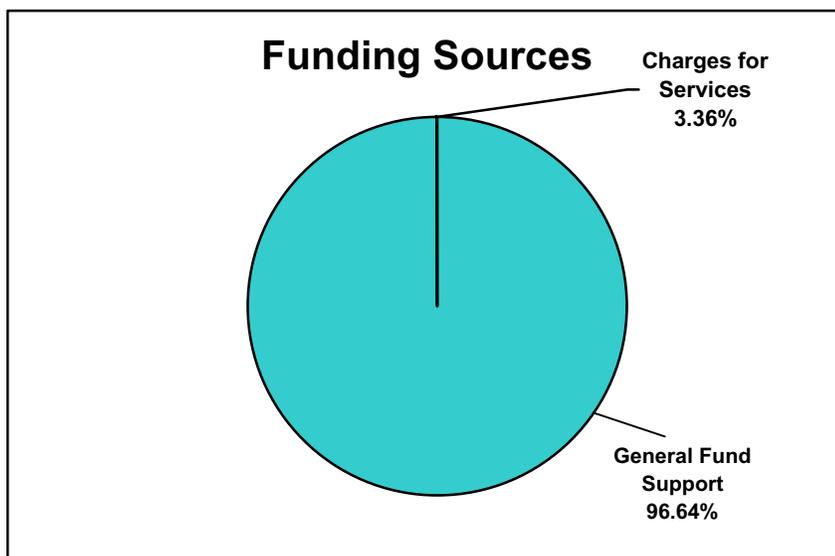
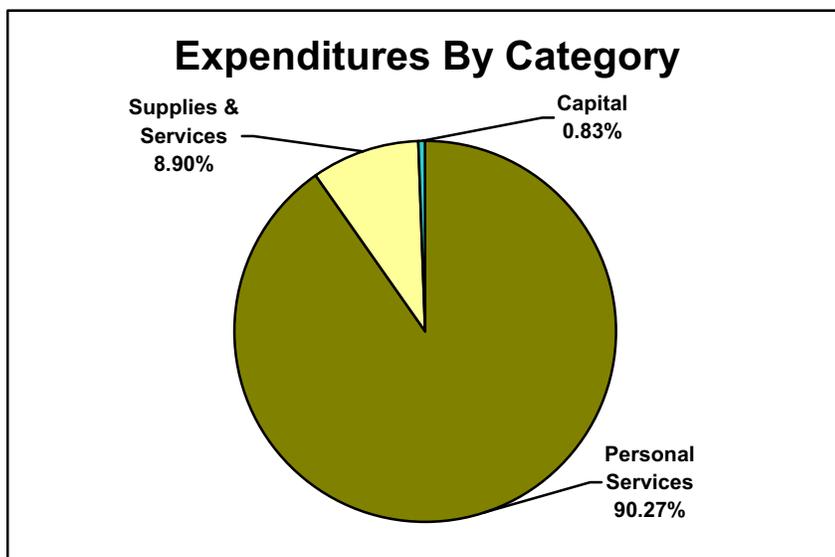
Revenue \$ 70,000  
Expenditures 2,083,687

Fund Impact \$(2,013,687)

FTEs 37.2

Function Statement: Carry out the policies of and attain goals established by the Board of Supervisors. Provide information and technical assistance to the Board. Administer and oversee all nonelected official department operations. Provide management, coordination, and communication on all legislative issues and intergovernmental needs. Direct activities of the Office of Revenue and Collections and the Office of Strategic Technology Planning.

The County Administrator also operates, County Administration Special Programs and County Administration Grants (both special revenue funds).



**Recommended Budget Summary - General Fund**

	<b>Total Expenditures</b>	<b>Total Revenues</b>	<b>Operating Transfers</b>	<b>Net General Fund Impact</b>
<b>FY 2003/04 Adopted</b>	3,597,044	0	0	(3,597,044)
Transfer Case Mgmt From Indigent Defense	393,668	70,000		(323,668)
Benefits Adjustment	2,832			(2,832)
Transfer Programs to Community and Economic Development	(2,075,377)			2,075,377
Office of Strategic Technology Planning	165,520			(165,520)
<b>Supplemental Requests</b>				
Pkg B: Support Position for Assigned Counsel	0			0
Pkg C: Admin Position for Assigned Counsel	0			0
<b>Total Recommended Budget</b>	<u>2,083,687</u>	<u>70,000</u>	<u>0</u>	<u>(2,013,687)</u>
<b>Full Time Equivalents (FTEs)</b>	<u>37.2</u>			

**Comments/Issues**

In fiscal year 2003/04, the Contract Attorney Division of Indigent Defense was reorganized resulting in the staff of the Case Management Unit moving to the County Administrator department. Beginning in fiscal year 2004/05, a total of \$393,668 in expenditures, \$70,000 in related revenue, and 7 FTEs will be budgeted in the Office of Court Appointed Counsel in the County Administrator department. Expenditures and revenues related to contract attorneys will be budgeted in Superior Court, Juvenile Court, and Justice Courts Tucson.

Effective July 1, 2004, the Community Resources functional area will be reorganized and renamed the Community & Economic Development functional area. As part of this reorganization, budgets for the following functions will be moved from the office of the County Administrator to departments in the reorganized functional area:

- Office of Youth, Families and Neighborhood Reinvestment
- Sonoran People Preservation Program
- Emergency Critical Response
- Youth Services
- Leased Property
- Housing Trust Special Revenue Fund
- Neighborhood Reinvestment Special Revenue Fund

The transfer of the above functions will result in a \$2,075,377 reduction in the County Administrator's General Fund recommended budget.

**Pima County FY 2004/05 Recommended Budget**

**County Administrator**

Effective July 1, 2004, the Office of Strategic Technology Planning will become a function of the County Administrator. The recommended budget for this function is \$165,520.

Recommended General Fund capital expenditures:

Office Furniture	7,500
Office Machines/Computers	9,750
	17,250

Supplemental Package B - Indigency Screening and Contract Oversight - is recommended for funding. This package requested \$34,937 for an Administrative Support Specialist. Funding for this package will come from the Kino Employee Transition fund. Expenditures are reflected in the Budget Stabilization Fund. No revenue is requested.

Supplemental Package C - Indigency Screening and Contract Oversight - is recommended for funding. This package requested \$46,000 for an Administrative Support Specialist. Funding for this package will come from the Kino Employee Transition fund. Expenditures are reflected in the Budget Stabilization Fund. No revenue is requested.

**Five Year History of Expenditures and Revenues - General Fund**

	FY 2000/01 Actual	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Projected	FY 2004/05 Recommended
<b>Expenditures</b>	1,394,270	2,455,338	2,356,785	2,347,044	2,083,687
<b>Revenues</b>	496	1,226	25,147	6	70,000

**Funding Summary By Department - General Fund**

	FY 2003/04 Adopted	FY 2004/05 Department Base Request	FY 2004/05 Department Supplementals	FY 2004/05 Department Total Request	FY 2004/05 Administrator Recommended
<b>Expenditures</b>					
Personal Services	2,030,422	1,880,802	76,437	1,957,239	1,880,802
Supplies & Services	1,542,622	185,635	1,000	186,635	185,635
Capital	24,000	17,250	3,500	20,750	17,250
<b>Total Expenditures</b>	3,597,044	2,083,687	80,937	2,164,624	2,083,687
<b>Revenues</b>					
Charges for Services	0	70,000	0	70,000	70,000
<b>Total Revenues</b>	0	70,000	0	70,000	70,000
General Fund Support	3,597,044	2,013,687	80,937	2,094,624	2,013,687
<b>Total Funding</b>	3,597,044	2,083,687	80,937	2,164,624	2,083,687

### SUMMARY BY ACCOUNT

Department Name: COUNTY ADMINISTRATOR

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
SALARIES & WAGES	1,442,195	2,248,084	1,061,411	2,210,827	2,151,505
OVERTIME	68	0	455	0	0
TEMPORARY HELP	155,125	97,760	5,550	15,000	15,000
HOLIDAY PAY	94	0	0	0	0
BUDGETED PERSONAL SVCS REDUCTION	0	(47,249)	0	0	0
BUDGETED BENEFITS	228,324	467,011	209,089	476,772	459,657
SALARY REDUCTION	0	(775,965)	0	(745,360)	(745,360)
INTERDEPARTMENTAL SALARIES	0	40,781	0	0	0
<b>** OBJECT TOTALS FOR:</b>					
PERSONAL SERVICES	1,825,806	2,030,422	1,276,505	1,957,239	1,880,802
OFFICE SUPPLIES	23,155	47,400	23,509	25,200	24,200
BOOKS/SUBSCRIPTIONS/VIDEO	9,348	19,180	2,854	6,600	6,600
SOFTWARE / SOFTWARE LICENSES <\$1,000	968	16,000	2,407	4,075	4,075
FOOD SUPPLIES	713	500	653	500	500
FOOD PREPARATION SUPPLIES	0	0	21	0	0
FUEL, OIL, LUBRICANTS	124	100	132	100	100
HOUSEHOLD/INDUSTRIAL SUPPLIES	61	100	69	200	200
FILM, MAPS, BLUEPRINTS	15	500	0	500	500
OTHER OPERATING SUPPLIES	0	100	0	100	100
REPAIR & MAINTENANCE SUPPLIES	243	1,800	523	1,500	1,500
SMALL TOOLS & OFFICE EQUIP < \$1,000	8,627	56,900	11,131	11,750	11,750
<b>** OBJECT TOTALS FOR:</b>					
SUPPLIES	43,254	142,580	41,299	50,525	49,525
LAWYERS	0	200	0	200	200
NON MEDICAL PROFESSIONAL SERVICES	81,592	1,054,001	6,175	17,950	17,950
MEDICAL PROFESSIONAL SERVICES	0	100	0	100	100
TELEPHONE/VOICE/DATA TELECOMMUNICATION	18,333	56,500	12,703	16,550	16,550
INTERNET SERVICE	48	0	108	0	0
POSTAGE & FREIGHT	8,981	20,106	6,340	13,476	13,476
MILEAGE REIMBURSEMENT	864	28,009	618	625	625
IN-STATE TRAVEL	1,722	3,500	2,226	2,770	2,770
IN-STATE TRAINING	11,804	34,100	3,174	2,990	2,990
OUT-OF-STATE TRAVEL/TRAINING	17,707	79,950	12,154	7,600	7,600
MOTOR POOL	28,067	39,400	18,990	20,800	20,800
ADVERTISING	11,499	58,000	11,317	3,250	3,250
PRINTING AND MICROFILMING	42,871	41,360	25,260	16,610	16,610
LEASES & RENTALS	708	16,066	0	1,266	1,266
R&M MACHINERY & EQUIPMENT	5,144	5,400	1,662	3,760	3,760

**SUMMARY BY ACCOUNT**

Department Name: COUNTY ADMINISTRATOR

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
R&M BUILDINGS & GROUNDS	2,353	0	14,884	0	0
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	231,693	1,436,692	115,611	107,947	107,947
AID TO GOVERNMENTS & AGENCIES	244,900	0	4,550	0	0
INVESTIGATIVE EXPENSES	1,024	2,400	829	2,400	2,400
DUES AND MEMBERSHIPS	3,797	16,725	3,575	14,230	14,230
OTHER MISCELLANEOUS CHARGES	4,192	10,900	970	11,533	11,533
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	253,913	30,025	9,924	28,163	28,163
FURNITURE (\$1,000 - \$4,999)	0	10,000	0	9,500	7,500
OFF MACH/COMPUTER \$1,000 - \$4,999	2,119	14,000	17,605	11,250	9,750
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	2,119	24,000	17,605	20,750	17,250
BUDGET REDUCTION	0	(66,675)	0	0	0
** OBJECT TOTALS FOR:					
BUDGET REDUCTION	0	(66,675)	0	0	0
*** TOTAL: EXPENDITURE ACCOUNTS -	2,356,785	3,597,044	1,460,944	2,164,624	2,083,687
<b>REVENUE</b>					
ATTORNEY'S FEES	0	0	0	50,000	50,000
STAFF FEES	0	0	0	20,000	20,000
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	0	0	0	70,000	70,000
MISCELLANEOUS COLLECTIONS	9,820	0	9,882	0	0
OTHER MISCELLANEOUS REVENUE	15,327	0	16	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	25,147	0	9,898	0	0
*** TOTAL: REVENUE	25,147	0	9,898	70,000	70,000

**This page intentionally left blank.**

**OTHER FUNDS UNDER THE OPERATIONAL MANAGEMENT OF THE COUNTY ADMINISTRATOR ARE:**

- **COUNTY ADMINISTRATION SPECIAL PROGRAMS SPECIAL REVENUE FUND**
- **COUNTY ADMINISTRATOR GRANTS SPECIAL REVENUE FUND**

**BUDGET INFORMATION ON THESE FUNDS IS PROVIDED ON THE FOLLOWING PAGES.**

## COUNTY ADMINISTRATION SPECIAL PROGRAMS

Expenditures: 500,000

Revenues: 0

FTEs: 0.0

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

**Mandates:** None

### Funding Summary

Department	FY2003/04 Adopted	FY2004/05 Department Base Request	FY2004/05 Department Supplemental	FY2004/05 Department Requested	FY2004/05 Administrator Recommended
<b>Expenditures</b>					
<b>SUPPLIES AND SERVICES</b>	1,950,000	500,000	0	500,000	500,000
<b>Total Expenditures</b>	1,950,000	500,000	0	500,000	500,000
<b>Total Transfers In/(Out)</b>	0	0	0	0	0
<b>Fund Balance Decrease/(Increase)</b>	1,950,000	500,000	0	500,000	500,000
<b>Total Funding</b>	1,950,000	500,000	0	500,000	500,000

Note: Effective fiscal year 2004/05 the Neighborhood Reinvestment funding of \$1,450,000 will be transferred to the Neighborhood Conservation department in the Community and Economic Development functional area.

#### Five Year History of Expenditures and Revenues

	FY2000/01 Actuals	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Projected	FY2004/05 Recommended
<b>Expenditures</b>	0	501,034	351,258	500,000	500,000
<b>Revenues</b>	0	14,828	56,414	29,594	0
<b>Net Operating Transfers In/(Out)</b>	0	3,700,000	0	0	0

### SUMMARY BY ACCOUNT

Department Name: COUNTY ADMINISTRATION SPECIAL PROGRAMS

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
FILM, MAPS, BLUEPRINTS	34	0	0	0	0
REPAIR & MAINTENANCE SUPPLIES	638	0	13,578	0	0
SMALL TOOLS & OFFICE EQUIP < \$1,000	0	0	17,704	0	0
<b>** OBJECT TOTALS FOR:</b>					
SUPPLIES	672	0	31,282	0	0
NON MEDICAL PROFESSIONAL SERVICES	47,028	0	27,964	0	0
MILEAGE REIMBURSEMENT	0	0	120	0	0
MOTOR POOL	4	0	1	0	0
ADVERTISING	512	0	0	0	0
PRINTING AND MICROFILMING	1,097	0	26	0	0
REFUSE/SEWAGE DISPOSAL/RECYCLING	0	0	56	0	0
R&M MACHINERY & EQUIPMENT	41,548	0	14,422	0	0
R&M BUILDINGS & GROUNDS	257,448	0	184,412	0	0
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	347,637	0	227,001	0	0
BUILDING AND FIXED EQUIPMENT	290	0	0	0	0
CONSTRUCTION PROJECTS	2,659	0	8,903	0	0
OTHER MACH/EQUIP (\$1,000 - \$4,999)	0	0	3,551	0	0
OTHER MACH & EQUIP (\$5,000 OR MORE)	0	0	0	0	0
<b>** OBJECT TOTALS FOR:</b>					
CAPITAL OUTLAY	2,949	0	12,454	0	0
CONTINGENCY	0	1,950,000	0	500,000	500,000
<b>** OBJECT TOTALS FOR:</b>					
CONTINGENCY	0	1,950,000	0	500,000	500,000
<b>*** TOTAL: EXPENDITURE ACCOUNTS -</b>	<b>351,258</b>	<b>1,950,000</b>	<b>270,737</b>	<b>500,000</b>	<b>500,000</b>
<b>REVENUE</b>					
INTEREST	56,414	0	29,594	0	0
<b>** OBJECT TOTALS FOR:</b>					
INTEREST	56,414	0	29,594	0	0
<b>*** TOTAL: REVENUE</b>	<b>56,414</b>	<b>0</b>	<b>29,594</b>	<b>0</b>	<b>0</b>

## COUNTY ADMINISTRATOR GRANTS

Expenditures: 1,000,000

Revenues: 1,000,000

FTEs: 0.0

**Function Statement:** Develop a regional conservation plan to conserve the natural, environmental, and cultural resources of Pima County and ensure that the County's natural and urban environments not only coexist but develop an interdependent relationship, where one enhances the other.

**Mandates:** None

### Funding Summary

Department	FY2003/04 Adopted	FY2004/05 Department Base Request	FY2004/05 Department Supplemental	FY2004/05 Department Requested	FY2004/05 Administrator Recommended
<b>Expenditures</b>					
SUPPLIES AND SERVICES	1,000,000	1,000,000	0	1,000,000	1,000,000
<b>Total Expenditures</b>	1,000,000	1,000,000	0	1,000,000	1,000,000
<b>Revenues</b>					
INTERGOVERNMENTAL	1,000,000	1,000,000	0	1,000,000	1,000,000
<b>Total Revenues</b>	1,000,000	1,000,000	0	1,000,000	1,000,000
<b>Total Transfers In/(Out)</b>	0	0	0	0	0
<b>Fund Balance Decrease/(Increase)</b>	0	0	0	0	0
<b>Total Funding</b>	1,000,000	1,000,000	0	1,000,000	1,000,000

### Five Year History of Expenditures and Revenues

	FY2000/01 Actuals	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Projected	FY2004/05 Recommended
<b>Expenditures</b>	720,868	576,815	360,345	1,000,000	1,000,000
<b>Revenues</b>	85,066	580,915	360,345	1,000,000	1,000,000
<b>Net Operating Transfers In/(Out)</b>	0	0	0	0	0

### SUMMARY BY ACCOUNT

Department Name: COUNTY ADMINISTRATOR GRANTS

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
NON MEDICAL PROFESSIONAL SERVICES	351,657	980,000	126,849	980,000	980,000
ADVERTISING	73	0	0	0	0
PRINTING AND MICROFILMING	8,615	20,000	1,758	20,000	20,000
** OBJECT TOTALS FOR: SERVICES & OTHER CHARGES	<u>360,345</u>	<u>1,000,000</u>	<u>128,607</u>	<u>1,000,000</u>	<u>1,000,000</u>
*** TOTAL: EXPENDITURE ACCOUNTS -	<u>360,345</u>	<u>1,000,000</u>	<u>128,607</u>	<u>1,000,000</u>	<u>1,000,000</u>
<b>REVENUE</b>					
FEDERAL REVENUE	360,345	1,000,000	807,055	1,000,000	1,000,000
** OBJECT TOTALS FOR: INTERGOVERNMENTAL	<u>360,345</u>	<u>1,000,000</u>	<u>807,055</u>	<u>1,000,000</u>	<u>1,000,000</u>
INTEREST	0	0	871	0	0
** OBJECT TOTALS FOR: INTEREST	<u>0</u>	<u>0</u>	<u>871</u>	<u>0</u>	<u>0</u>
*** TOTAL: REVENUE	<u>360,345</u>	<u>1,000,000</u>	<u>807,926</u>	<u>1,000,000</u>	<u>1,000,000</u>

## HOUSING TRUST FUND

Expenditures: 0

Revenues: 0

FTEs: 0.0

**Function Statement:** The Pima County Housing Trust Fund provides assistance in financing the construction of affordable housing projects designed for low income households throughout Pima County. The Housing Trust Fund will leverage private financing, federal funds awarded to projects, and funding from the Industrial Development Authority of Pima County, as well as state funded grants. Counties are authorized to direct housing activities that are independent of federal programs, thereby granting housing trust funds the latitude to act as a source of non-federal matching funds, for housing projects that receive federal assistance.

**Mandates:** None

### Funding Summary

Department	FY2003/04 Adopted	FY2004/05 Department Base Request	FY2004/05 Department Supplemental	FY2004/05 Department Requested	FY2004/05 Administrator Recommended
<b>Expenditures</b>					
SUPPLIES AND SERVICES	1,000,000	0	0	0	0
<b>Total Expenditures</b>	1,000,000	0	0	0	0
<b>Revenues</b>					
MISCELLANEOUS	1,000,000	0	0	0	0
<b>Total Revenues</b>	1,000,000	0	0	0	0
<b>Total Transfers In/(Out)</b>	0	0	0	0	0
<b>Fund Balance Decrease/(Increase)</b>	0	0	0	0	0
<b>Total Funding</b>	1,000,000	0	0	0	0

Note: This fund will be transferred to Community Development in fiscal year 2004/05. Information presented here is for historical purposes only.

#### Five Year History of Expenditures and Revenues

	FY2000/01 Actuals	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Projected	FY2004/05 Recommended
<b>Expenditures</b>	0	0	0	0	0
<b>Revenues</b>	0	0	0	0	0
<b>Net Operating Transfers In/(Out)</b>	0	0	0	0	0

### SUMMARY BY ACCOUNT

Department Name: HOUSING TRUST FUND

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
NON MEDICAL PROFESSIONAL SERVICES	0	1,000,000	0	0	0
** OBJECT TOTALS FOR: SERVICES & OTHER CHARGES	<u>0</u>	<u>1,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** TOTAL: EXPENDITURE ACCOUNTS -	<u><u>0</u></u>	<u><u>1,000,000</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
<b>REVENUE</b>					
OTHER MISCELLANEOUS REVENUE	0	1,000,000	0	0	0
** OBJECT TOTALS FOR: MISCELLANEOUS	<u>0</u>	<u>1,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** TOTAL: REVENUE	<u><u>0</u></u>	<u><u>1,000,000</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>