

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

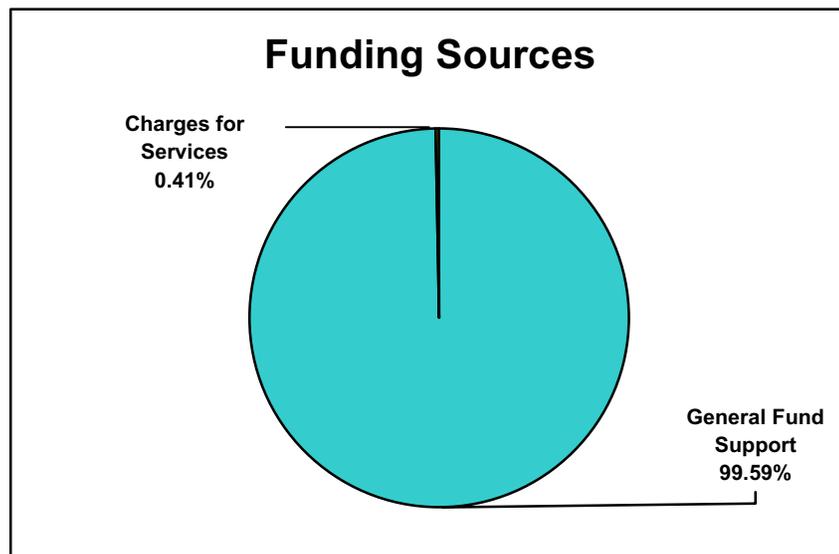
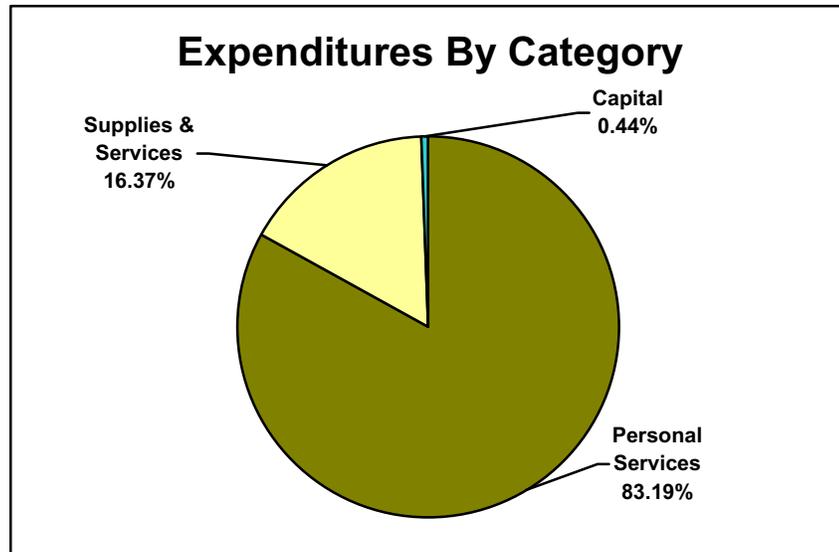
**Human Resources – General Fund**

Revenue \$ 9,350  
Expenditures 2,251,174

Fund Impact \$(2,241,824)

FTEs 44.0

Function Statement: Formulate and carry out policies relative to personnel administration and provide the full range of personnel services including recruitment and selection, classification, compensation and benefits, training, labor relations, affirmative action reporting, records maintenance, investigations and audits, and employment rights. Report directly to the County Administrator.



**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>	2,248,130	5,600	0	(2,242,530)
Benefits Adjustment	3,044			(3,044)
Increase Revenue for Copies and ID Cards		1,000		1,000
Increase Revenue for Flexible Benefit Accounts		2,500		2,500
Increase Revenue for Cobra Administration fees		250		250
<b>Supplemental Requests</b>				
None Submitted				0
<b>Total Recommended Budget</b>	<u>2,251,174</u>	<u>9,350</u>	<u>0</u>	<u>(2,241,824)</u>
<b>Full Time Equivalents (FTEs)</b>	<u>44.0</u>			

**Comments/Issues**

As part of the zero base budget process, the department identified services provided within their programs and built their budget based on the actual cost of services. Justifications for line item requests and positions within each service were provided.

Pima County Merit System Rules and Personnel Policies continue to be reviewed, enhanced, and revised to conform with federal, state and local mandates. The applicant tracking system has been upgraded and is more efficient and expedient.

The Health Educator was transferred from Wastewater Management to Human Resources to provide wellness activities for all County employees. However, the cost of this position will be charged to Risk Management via the personal services reduction account.

Recommended General Fund revenue sources:

Fees for EAP Services	350
Copying of Official Records	1,500
Unclaimed Employee FSA	2,500
COBRA Administrative Fees*	5,000
	<u>9,350</u>

\* COBRA is the Consolidated Omnibus Budget Reconciliation Act, which contains provisions giving certain former employees, retirees, spouses, and dependent children the right to temporary continuation of health coverage at group rates.

The Recommended Budget includes a General Fund capital expenditure of \$10,000 for affirmative action compliance software.

The department submitted no requests for supplemental funding.

**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>	1,854,029	1,958,033	2,139,535	2,241,328	2,251,174
<b>Revenues</b>	4,838	10,986	9,056	18,960	9,350

**Funding Summary By Department - General Fund**

	FY 2003/04 Adopted	FY 2004/05 Department Base Request	FY 2004/05 Department Supplemental	FY 2004/05 Department Total Request	FY 2004/05 Administrator Recommended
<b>Expenditures</b>					
Personal Services	1,930,588	1,872,721	0	1,872,721	1,872,721
Supplies & Services	272,842	368,453	0	368,453	368,453
Capital	44,700	10,000	0	10,000	10,000
<b>Total Expenditures</b>	2,248,130	2,251,174	0	2,251,174	2,251,174
<b>Revenues</b>					
Charges For Services	5,500	6,500	0	6,500	6,500
Miscellaneous	100	2,850	0	2,850	2,850
<b>Total Revenues</b>	5,600	9,350	0	9,350	9,350
General Fund Support	2,242,530	2,241,824	0	2,241,824	2,241,824
<b>Total Funding</b>	2,248,130	2,251,174	0	2,251,174	2,251,174

## SUMMARY BY ACCOUNT

Department Name: HUMAN RESOURCES

	2002/03	2003/04	2004/05		
ACCOUNT NAME	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
SALARIES & WAGES	1,488,665	1,724,008	962,727	1,717,179	1,717,179
OVERTIME	1,268	0	0	0	0
TEMPORARY HELP	551	0	1,348	0	0
BUDGETED PERSONAL SVCS REDUCTION	0	(46,004)	0	(68,736)	(68,736)
BUDGETED BENEFITS	279,094	419,275	225,101	432,963	432,963
SALARY REDUCTION	0	(166,691)	0	(208,685)	(208,685)
<b>** OBJECT TOTALS FOR:</b>					
PERSONAL SERVICES	1,769,578	1,930,588	1,189,176	1,872,721	1,872,721
OFFICE SUPPLIES	11,289	15,150	5,505	13,470	13,470
BOOKS/SUBSCRIPTIONS/VIDEO	7,408	10,000	3,276	8,060	8,060
SOFTWARE / SOFTWARE LICENSES <\$1,000	742	1,500	311	0	0
FOOD SUPPLIES	65	100	96	100	100
FOOD PREPARATION SUPPLIES	26	0	0	0	0
HOUSEHOLD/INDUSTRIAL SUPPLIES	178	0	114	300	300
OTHER OPERATING SUPPLIES	24	100	5	0	0
REPAIR & MAINTENANCE SUPPLIES	332	300	0	0	0
SMALL TOOLS & OFFICE EQUIP < \$1,000	42,196	1,000	2,369	11,020	11,020
<b>** OBJECT TOTALS FOR:</b>					
SUPPLIES	62,260	28,150	11,676	32,950	32,950
COURT REPORTERS	9,639	7,000	5,122	14,500	14,500
LAWYERS	40,653	35,000	29,252	70,000	70,000
NON MEDICAL PROFESSIONAL SERVICES	97,153	121,227	60,651	136,500	136,500
TELEPHONE/VOICE/DATA TELECOMMUNICATION	13,642	15,700	7,800	14,590	14,590
INTERNET SERVICE	908	750	0	0	0
POSTAGE & FREIGHT	8,139	11,100	4,907	9,310	9,310
IN-STATE TRAINING	662	4,500	15	8,500	8,500
MOTOR POOL	1,140	1,270	303	1,230	1,230
ADVERTISING	75	800	1,323	3,000	3,000
PRINTING AND MICROFILMING	25,018	34,500	8,898	22,520	22,520
OTHER INSURANCE	0	0	43	0	0
LEASES & RENTALS	0	2,000	0	0	0
SUPPLIES & SERVICES REDUCTION	0	(32,436)	0	(32,517)	(32,517)
R&M MACHINERY & EQUIPMENT	14,082	12,500	9,072	12,500	12,500
R&M BUILDINGS & GROUNDS	6,510	0	1,398	0	0
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	217,621	213,911	128,784	260,133	260,133
AID TO GOVERNMENTS & AGENCIES	40,000	40,000	25,414	40,000	40,000
DUES AND MEMBERSHIPS	1,830	2,850	1,044	2,770	2,770

### SUMMARY BY ACCOUNT

Department Name: HUMAN RESOURCES

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
EDUCATION COSTS	29,551	25,500	14,036	25,500	25,500
OTHER MISCELLANEOUS CHARGES	6,196	6,200	1,109	7,100	7,100
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	77,577	74,550	41,603	75,370	75,370
OFF MACH/COMPUTER \$1,000 - \$4,999	(10,392)	4,500	3,634	0	0
SOFTWARE/OFF MACH (\$5,000 OR MORE)	22,891	40,200	33,057	10,000	10,000
<b>** OBJECT TOTALS FOR:</b>					
CAPITAL OUTLAY	12,499	44,700	36,691	10,000	10,000
BUDGET REDUCTION	0	(43,769)	0	0	0
<b>** OBJECT TOTALS FOR:</b>					
BUDGET REDUCTION	0	(43,769)	0	0	0
<b>*** TOTAL: EXPENDITURE ACCOUNTS -</b>	<b>2,139,535</b>	<b>2,248,130</b>	<b>1,407,930</b>	<b>2,251,174</b>	<b>2,251,174</b>
<b>REVENUE</b>					
GENERAL GOVERNMENT FEES	1,282	500	928	1,500	1,500
EMPLOYEE HEALTH PREMIUMS	4,444	5,000	3,226	5,000	5,000
<b>** OBJECT TOTALS FOR:</b>					
CHARGES FOR SERVICES	5,726	5,500	4,154	6,500	6,500
MISCELLANEOUS COLLECTIONS	3,091	0	12,510	2,500	2,500
OTHER MISCELLANEOUS REVENUE	239	100	308	350	350
<b>** OBJECT TOTALS FOR:</b>					
MISCELLANEOUS	3,330	100	12,818	2,850	2,850
<b>*** TOTAL: REVENUE</b>	<b>9,056</b>	<b>5,600</b>	<b>16,972</b>	<b>9,350</b>	<b>9,350</b>

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