

Pima County FY 2004/05 Recommended Budget

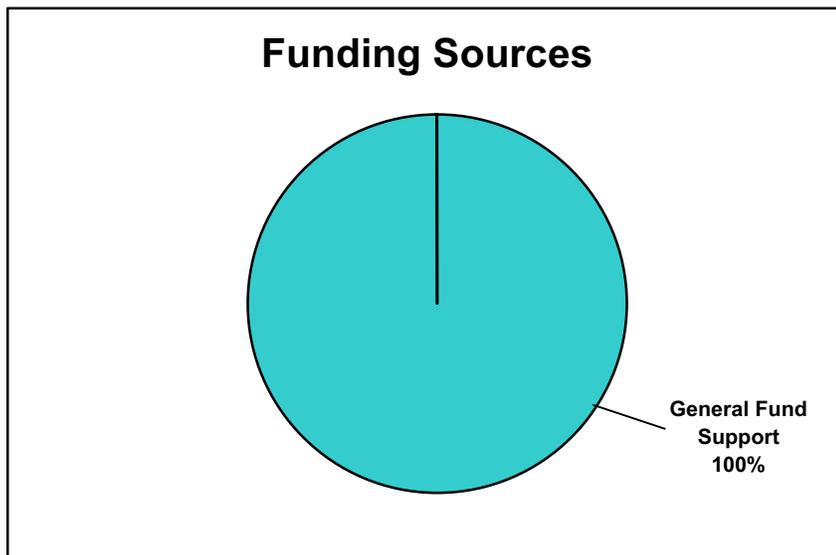
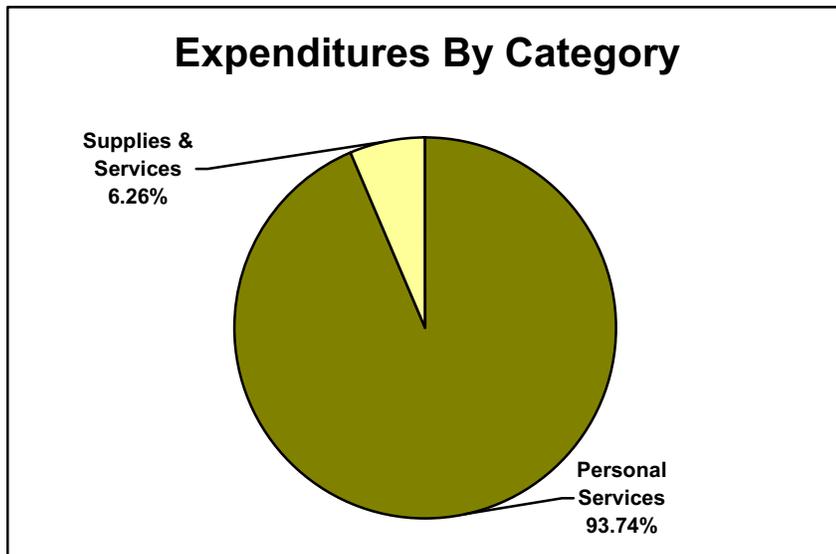
Procurement – General Fund

Revenue \$ 0
Expenditures 1,267,747

Fund Impact \$(1,267,747)

FTEs 30.0

Function Statement: Provide 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 Pima County Minority/Women-Owned Business Enterprise Program in accordance with County Code requirements for outreach, price preference, subcontractor goals, and compliance review. Ensure compliance with the Living Wage Ordinance 2002-1 through assistance, review, and monitoring of eligible Pima County contracts, as outlined in the covered services section of the ordinance. 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.



Recommended Budget Summary - General Fund

| | <u>Total Expenditures</u> | <u>Total Revenues</u> | <u>Operating Transfers</u> | <u>Net General Fund Impact</u> |
|--|---------------------------|-----------------------|----------------------------|--------------------------------|
| FY 2003/04 Adopted | 1,016,108 | 0 | 0 | (1,016,108) |
| Benefits Adjustment | 1,639 | | | (1,639) |
| Commodity/Contract Officer Pay Adjustments | 250,000 | | | (250,000) |
| Supplies and Services Adjustments | 25,400 | | | (25,400) |
| Capital Adjustments | (25,400) | | | 25,400 |
| Supplemental Requests | | | | |
| Pkg B: Systems Support | 0 | | | 0 |
| Pkg C: Computer Equipment Replacements | 0 | | | 0 |
| Pkg D: Pay Equity Adjustments | 0 | | | 0 |
| Total Recommended Budget | <u>1,267,747</u> | <u>0</u> | <u>0</u> | <u>(1,267,747)</u> |
| Full Time Equivalents (FTEs) | <u>30.0</u> | | | |

Comments/Issues

As part of the department's Procurement Improvement Plan, a new Commodity/Contract Officer classification was approved in November 2003 to replace various buyer and contract specialist classifications. Additionally, in February 2004, two positions were transferred from Kino Community Hospital and reallocated to the new classification. These changes along with pay adjustments resulting from position audits completed in fiscal year 2003/04 increased the department's fiscal year 2004/05 recommended budget by \$250,000.

The department submitted three requests for supplemental funding. None are recommended.

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 |
|---------------------|----------------------|----------------------|----------------------|-------------------------|---------------------------|
| Expenditures | 586,010 | 841,344 | 822,884 | 1,016,108 | 1,267,747 |
| Revenues | 0 | 275 | 176 | 64 | 0 |

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 |
|---------------------------|-----------------------|--|---|---|--|
| Expenditures | | | | | |
| Personal Services | 936,778 | 1,188,417 | 9,770 | 1,198,187 | 1,188,417 |
| Supplies and Services | 53,930 | 79,330 | 200,500 | 279,830 | 79,330 |
| Capital | 25,400 | 0 | 8,100 | 8,100 | 0 |
| Total Expenditures | 1,016,108 | 1,267,747 | 218,370 | 1,486,117 | 1,267,747 |
| Revenues | | | | | |
| None | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 | 0 |
| General Fund Support | 1,016,108 | 1,267,747 | 218,370 | 1,486,117 | 1,267,747 |
| To Total Funding | 1,016,108 | 1,267,747 | 218,370 | 1,486,117 | 1,267,747 |

SUMMARY BY ACCOUNT

Department Name: PROCUREMENT

| ACCOUNT NAME | 2002/03 | 2003/04 | | 2004/05 | |
|---|----------|-----------|--------------------------|-------------------------|-------------|
| | ACTUAL | ADOPTED | YTD THRU FEB 29, 2004 | DEPARTMENT REQUESTED | RECOMMENDED |
| EXPENDITURE ACCOUNTS - | | | | | |
| SALARIES & WAGES | 729,346 | 1,120,996 | 472,116 | 1,346,198 | 1,346,198 |
| OVERTIME | 131 | 0 | 32 | 0 | 0 |
| TEMPORARY HELP | 19,567 | 0 | 26,864 | 0 | 0 |
| SPECIAL ASSIGNMENT PAY | (22,220) | 7,869 | 4,665 | 4,826 | 4,826 |
| BUDGETED BENEFITS | 128,651 | 274,603 | 112,089 | 306,069 | 306,069 |
| SALARY REDUCTION | (89,403) | (507,472) | 0 | (509,863) | (509,863) |
| INTERDEPARTMENTAL SALARIES | 0 | 40,782 | 0 | 50,957 | 41,187 |
| ** OBJECT TOTALS FOR: | | | | | |
| PERSONAL SERVICES | 766,072 | 936,778 | 615,766 | 1,198,187 | 1,188,417 |
| OFFICE SUPPLIES | 15,017 | 22,126 | 18,424 | 13,850 | 13,850 |
| BOOKS/SUBSCRIPTIONS/VIDEO | 272 | 2,170 | 801 | 3,270 | 3,270 |
| SOFTWARE / SOFTWARE LICENSES <\$1,000 | 2,482 | 3,320 | 750 | 4,950 | 4,950 |
| HOUSEHOLD/INDUSTRIAL SUPPLIES | 114 | 0 | 0 | 0 | 0 |
| OTHER OPERATING SUPPLIES | 892 | 0 | 2,377 | 0 | 0 |
| REPAIR & MAINTENANCE SUPPLIES | 520 | 0 | 549 | 0 | 0 |
| SMALL TOOLS & OFFICE EQUIP < \$1,000 | 9,899 | 4,544 | 3,046 | 11,100 | 11,100 |
| ** OBJECT TOTALS FOR: | | | | | |
| SUPPLIES | 29,196 | 32,160 | 25,947 | 33,170 | 33,170 |
| NON MEDICAL PROFESSIONAL SERVICES | 7,202 | 15,000 | 0 | 200,500 | 0 |
| TELEPHONE/VOICE/DATA TELECOMMUNICATION | 11,896 | 11,441 | 9,702 | 12,500 | 12,500 |
| POSTAGE & FREIGHT | 1,698 | 13,978 | 1,258 | 7,500 | 7,500 |
| MILEAGE REIMBURSEMENT | 4 | 360 | 0 | 2,025 | 2,025 |
| IN-STATE TRAVEL | 209 | 1,310 | 376 | 5,000 | 5,000 |
| IN-STATE TRAINING | 8,874 | 10,610 | 2,858 | 9,820 | 9,820 |
| OUT-OF-STATE TRAVEL/TRAINING | 450 | 0 | 1,353 | 0 | 0 |
| MOTOR POOL | 322 | 4,597 | 1,060 | 2,700 | 2,700 |
| ADVERTISING | 7,870 | 3,400 | 3,473 | 5,500 | 5,500 |
| PRINTING AND MICROFILMING | 8,010 | 13,006 | 3,612 | 9,100 | 9,100 |
| LEASES & RENTALS | 370 | 0 | 0 | 10,000 | 10,000 |
| SUPPLIES & SERVICES REDUCTION | (35,790) | (39,704) | 0 | (27,037) | (27,037) |
| R&M MACHINERY & EQUIPMENT | 5,499 | 4,112 | 4,658 | 6,652 | 6,652 |
| R&M BUILDINGS & GROUNDS | 3 | 0 | 800 | 0 | 0 |
| ** OBJECT TOTALS FOR: | | | | | |
| SERVICES & OTHER CHARGES | 16,617 | 38,110 | 29,150 | 244,260 | 43,760 |
| DUES AND MEMBERSHIPS | 1,599 | 1,950 | 1,520 | 2,400 | 2,400 |
| OTHER MISCELLANEOUS CHARGES | 163 | 0 | 209 | 0 | 0 |
| ** OBJECT TOTALS FOR: | | | | | |
| SERVICES & OTHER CHARGES | 1,762 | 1,950 | 1,729 | 2,400 | 2,400 |

SUMMARY BY ACCOUNT

Department Name: PROCUREMENT

| ACCOUNT NAME | 2002/03 | 2003/04 | YTD THRU FEB 29, 2004 | 2004/05 | |
|-------------------------------------|---------|-----------|--------------------------|-------------------------|-------------|
| | ACTUAL | ADOPTED | | DEPARTMENT REQUESTED | RECOMMENDED |
| FURNITURE (\$1,000 - \$4,999) | 0 | 3,000 | 0 | 0 | 0 |
| OFF MACH/COMPUTER \$1,000 - \$4,999 | 9,237 | 22,400 | 4,864 | 8,100 | 0 |
| ** OBJECT TOTALS FOR: | | | | | |
| CAPITAL OUTLAY | 9,237 | 25,400 | 4,864 | 8,100 | 0 |
| BUDGET REDUCTION | 0 | (18,290) | 0 | 0 | 0 |
| ** OBJECT TOTALS FOR: | | | | | |
| BUDGET REDUCTION | 0 | (18,290) | 0 | 0 | 0 |
| *** TOTAL: EXPENDITURE ACCOUNTS - | 822,884 | 1,016,108 | 677,456 | 1,486,117 | 1,267,747 |
| REVENUE | | | | | |
| GENERAL GOVERNMENT FEES | 0 | 0 | 33 | 0 | 0 |
| ** OBJECT TOTALS FOR: | | | | | |
| CHARGES FOR SERVICES | 0 | 0 | 33 | 0 | 0 |
| MISCELLANEOUS COLLECTIONS | 0 | 0 | 29 | 0 | 0 |
| OTHER MISCELLANEOUS REVENUE | 176 | 0 | 2 | 0 | 0 |
| ** OBJECT TOTALS FOR: | | | | | |
| MISCELLANEOUS | 176 | 0 | 31 | 0 | 0 |
| *** TOTAL: REVENUE | 176 | 0 | 64 | 0 | 0 |

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