

Pima County FY 2004/05 Recommended Budget

Facilities Management – General Fund

Revenue \$ 139,494

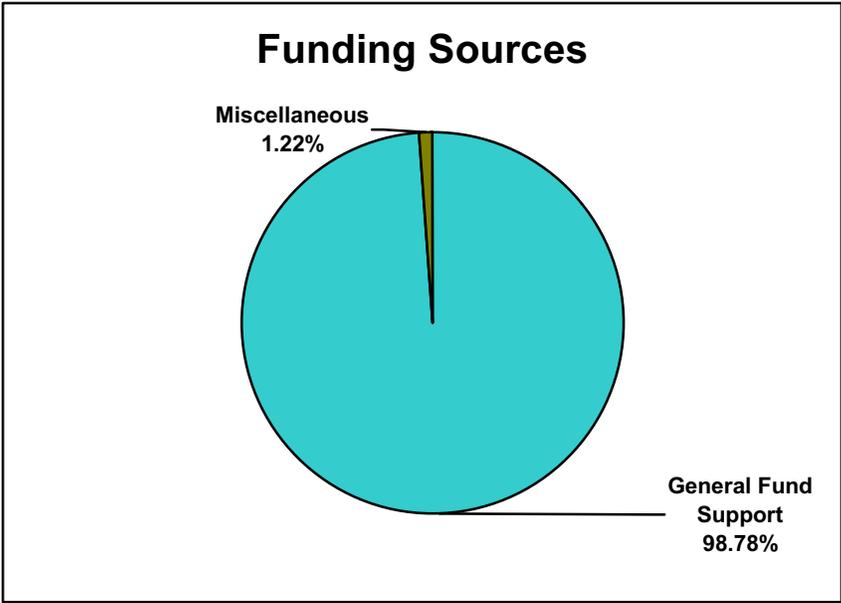
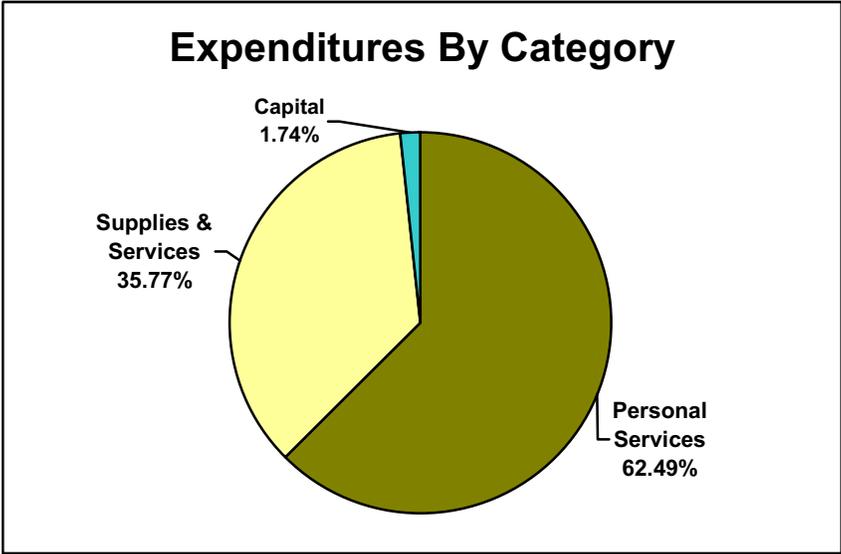
Expenditures 11,389,130

Fund Impact \$(11,249,636)

Function Statement: Provide for well planned and well maintained Pima County government facilities through efficient and cost effective management, programs, and delivery of service to the public. Operate and manage Pima County's six self-supporting, revenue generating parking garages facilities, in order to offer safe, secure parking for employees and the public.

FTEs 139.9

Facilities Management also operates the Parking Garages (an enterprise fund) and the Public Works Building (a special revenue fund).



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	10,389,057	262,490	0	(10,126,567)
Annualization of 15 Jail Positions	538,438			(538,438)
Internal Pay Adjustments	289,412			(289,412)
Miscellaneous Personal Services Adjustments	156,331			(156,331)
Decrease in Security	(131,031)			131,031
Decrease in Electricity	(110,000)			110,000
Decrease in R&M Machinery & Equipment	(208,151)			208,151
Supplies and Services Adjustments	(35,987)			35,987
Capital Outlay Adjustments	49,021			(49,021)
Loss of Walgreen's Rent Revenue		(94,246)		(94,246)
Loss of Community Services Rent Revenue		(29,749)		(29,749)
Revenue Adjustments		999		999
Supplemental Requests				
Package B: Maintenance Management	95,723			(95,723)
Package C: TMS Additional Staffing	356,317			(356,317)
Package D: Environmental Quality Staffing				0
Package E: Construction Mgmt Additions				0
Package F: Real Estate Staffing				0
Package H: Ajo Corridor Funding				0
Package I: Juvenile Plant Conversion				0
Total Recommended Budget	<u>11,389,130</u>	<u>139,494</u>	<u>0</u>	<u>(11,249,636)</u>
Full Time Equivalents (FTEs)	<u>139.9</u>			

Comments/Issues

The salaries & wages and associated benefits accounts increased over the fiscal year 2003/04 budgeted amount, partly due to internal pay adjustments and the annualization of fifteen positions for the new jail facility.

Pima County FY 2004/05 Recommended Budget

Facilities Management

Recommended General Fund revenue sources:

Green Valley DOT Rent	4,906
Ajo PEPP Rent	2,227
El Rio Neighborhood Center Rent	27,600
Miscellaneous Revenue	3,000
LSB - FBI	4,032
LSB - Elly's Snack Shop	4,558
LSB - Risk Mgmt	63,075
LSB - AZ Print/Copy	30,096
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	139,494

Recommended General Fund capital expenditures:

Vehicles - 7	103,273
Computer Replacements - 26	36,300
Safety Features for Vehicles	20,750
New Computers - 10	17,800
Software for Energy Monitoring & PMI	11,921
Other Office Equipment	4,800
Copier	3,500
	<hr/>
	198,344

The department submitted seven requests for supplemental funding. The following packages are recommended for funding:

Supplemental Package B - Maintenance Management - is recommended for partial funding. The package requested a total of \$132,167 in personal services, \$3,658 in supplies and services, and \$28,804 in capital. Only \$95,723 in additional expenditures is recommended.

Supplemental Package C - TMS Additional Staffing - is recommended for partial funding. The package requested a total of \$228,480 in personal services, \$17,166 in supplies and services, and \$377,914 in capital. Only \$356,317 in additional expenditures is 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	8,039,190	8,637,577	9,014,621	10,393,057	11,389,130
Revenues	384,141	429,616	370,474	266,490	139,494

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	5,825,676	6,809,857	533,964	7,343,821	7,116,729
Supplies & Services	4,546,481	4,061,312	113,379	4,174,691	4,074,057
Capital	16,900	65,921	404,942	470,863	198,344
Total Expenditures	10,389,057	10,937,090	1,052,285	11,989,375	11,389,130
Revenues					
Miscellaneous	262,490	139,494	0	139,494	139,494
Total Revenues	262,490	139,494	0	139,494	139,494
General Fund Support	10,126,567	10,797,596	1,052,285	11,849,881	11,249,636
Total Funding	10,389,057	10,937,090	1,052,285	11,989,375	11,389,130

SUMMARY BY ACCOUNT

Department Name: FACILITIES MANAGEMENT

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	4,428,516	4,416,484	3,015,800	5,487,914	5,311,418
OVERTIME	106,465	133,516	93,318	138,923	138,923
ON-CALL PAY	24,017	30,979	16,141	34,180	34,180
SHIFT DIFFERENTIAL	7,645	9,565	4,948	9,174	9,174
TEMPORARY HELP	1,098	0	6,658	0	0
HOLIDAY PAY	11,957	19,284	12,233	18,443	18,443
SPECIAL ASSIGNMENT PAY	6,796	6,843	4,580	6,844	6,844
BUDGETED PERSONAL SVCS REDUCTION	0	(146,736)	0	0	0
BUDGETED BENEFITS	1,020,216	1,304,741	873,452	1,667,257	1,616,661
SALARY REDUCTION	(22)	0	(4,306)	(181,114)	(181,114)
INTERDEPARTMENTAL SALARIES	(67,950)	51,000	0	162,200	162,200
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	5,538,738	5,825,676	4,022,824	7,343,821	7,116,729
OFFICE SUPPLIES	19,429	27,850	10,106	21,557	21,557
BOOKS/SUBSCRIPTIONS/VIDEO	5,325	11,257	3,902	12,447	12,447
SOFTWARE / SOFTWARE LICENSES <\$1,000	1,241	8,000	13,029	9,750	9,750
FOOD SUPPLIES	93	0	77	0	0
FOOD PREPARATION SUPPLIES	124	0	28	0	0
MEDICAL & LAB SUPPLIES	21	300	699	400	400
FUEL, OIL, LUBRICANTS	81	0	0	0	0
CHEMICALS	34,635	85,309	28,857	35,617	35,617
HOUSEHOLD/INDUSTRIAL SUPPLIES	4,528	7,253	3,523	10,746	10,746
CLOTHING/UNIFORMS/SAFETY	4,523	3,994	4,727	8,780	8,780
FILM, MAPS, BLUEPRINTS	390	3,909	964	100	100
OTHER OPERATING SUPPLIES	1,831	0	3,336	0	0
OTHER OPERATING SUPPLIES	0	0	511	0	0
REPAIR & MAINTENANCE SUPPLIES	356,843	578,053	231,121	673,247	593,018
SMALL TOOLS & OFFICE EQUIP < \$1,000	30,242	38,948	19,704	53,799	49,599
** OBJECT TOTALS FOR:					
SUPPLIES	459,306	764,873	320,584	826,443	742,014
NON MEDICAL PROFESSIONAL SERVICES	76,264	55,496	3,271	45,000	45,000
SECURITY	816,929	1,047,580	300,103	916,549	916,549
TELEPHONE/VOICE/DATA TELECOMMUNICATION	58,896	53,901	27,863	57,972	57,972
INTERNET SERVICE	(4)	0	0	0	0
POSTAGE & FREIGHT	897	1,305	683	755	755
MILEAGE REIMBURSEMENT	1,213	1,706	1,046	2,778	2,778
IN-STATE TRAVEL	2,288	6,473	1,298	6,961	6,961
IN-STATE TRAINING	9,839	31,530	6,972	42,062	42,062

SUMMARY BY ACCOUNT

Department Name: FACILITIES MANAGEMENT

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
OUT-OF-STATE TRAVEL/TRAINING	12,027	9,815	4,158	19,636	19,636
MOTOR POOL	159,060	180,832	59,549	142,943	139,938
ADVERTISING	2,596	3,000	3,080	2,535	2,535
PRINTING AND MICROFILMING	1,669	3,000	954	1,020	1,020
ELECTRICITY	1,491,276	1,565,000	808,054	1,455,000	1,455,000
NATURAL GAS	133,046	175,373	79,241	175,296	175,296
WATER & SEWER	97,208	113,700	66,234	115,000	115,000
REFUSE/SEWAGE DISPOSAL/RECYCLING	29,877	31,880	15,480	41,671	41,671
LEASES & RENTALS	33,175	10,891	305	5,400	5,400
SUPPLIES & SERVICES REDUCTION	(1,154,746)	(1,001,876)	(945,325)	(1,222,896)	(1,222,896)
R&M MACHINERY & EQUIPMENT	378,193	479,382	173,635	271,225	271,225
R&M BUILDINGS & GROUNDS	809,212	1,124,343	513,579	1,235,024	1,221,824
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	2,958,915	3,893,331	1,120,180	3,313,931	3,297,726
DUES AND MEMBERSHIPS	4,745	8,965	5,000	7,642	7,642
LAUNDRY & LINEN SERVICES	20,366	22,100	10,397	21,970	21,970
OTHER MISCELLANEOUS CHARGES	5,556	4,705	7,249	4,705	4,705
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	30,667	35,770	22,646	34,317	34,317
MAINT/CONSTRUCT EQUIP \$1,000-\$4,999	0	0	0	0	0
FURNITURE (\$1,000 - \$4,999)	0	2,000	0	2,000	2,000
OFF MACH/COMPUTER \$1,000 - \$4,999	15,242	14,900	19,215	84,021	71,321
OTHER MACH/EQUIP (\$1,000 - \$4,999)	1,660	0	0	25,900	21,750
FIXED EQUIP (\$5,000 OR MORE)	0	0	0	200,000	0
MOTOR VEHICLES (\$5,000 OR MORE)	0	0	0	158,942	103,273
OTHER MACH & EQUIP (\$5,000 OR MORE)	10,093	0	0	0	0
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	26,995	16,900	19,215	470,863	198,344
BUDGET REDUCTION	0	(147,493)	0	0	0
** OBJECT TOTALS FOR:					
BUDGET REDUCTION	0	(147,493)	0	0	0
*** TOTAL: EXPENDITURE ACCOUNTS -	9,014,621	10,389,057	5,505,449	11,989,375	11,389,130
REVENUE					
RENTS AND ROYALTIES	366,642	260,490	128,206	136,494	136,494
OTHER MISCELLANEOUS REVENUE	3,832	2,000	6,353	3,000	3,000
** OBJECT TOTALS FOR:					
MISCELLANEOUS	370,474	262,490	134,559	139,494	139,494
*** TOTAL: REVENUE	370,474	262,490	134,559	139,494	139,494

OTHER FUNDS UNDER THE OPERATIONAL MANAGEMENT OF FACILITIES MANAGEMENT ARE:

- **PARKING GARAGES ENTERPRISE FUND**
- **PUBLIC WORKS BUILDING SPECIAL REVENUE FUND**

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

PARKING GARAGES

Expenditures: 1,749,511

Revenues: 1,462,440

FTEs: 3.0

Function Statement: Operate six parking facilities for the downtown Pima County complexes.

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
Expenditures					
PERSONAL SERVICES	96,286	113,139	0	113,139	113,139
SUPPLIES AND SERVICES	1,287,787	1,632,772	0	1,632,772	1,632,772
CAPITAL OUTLAY	0	3,600	0	3,600	3,600
Total Expenditures	1,384,073	1,749,511	0	1,749,511	1,749,511
Revenues					
INTEREST	41,000	27,500	0	27,500	27,500
MISCELLANEOUS	1,422,400	1,434,940	0	1,434,940	1,434,940
Total Revenues	1,463,400	1,462,440	0	1,462,440	1,462,440
Total Transfers In/(Out)	0	0	0	0	0
Fund Balance Decrease/(Increase)	(79,327)	287,071	0	287,071	287,071
Total Funding	1,384,073	1,749,511	0	1,749,511	1,749,511

Five Year History of Expenditures and Revenues

	FY2000/01 Actuals	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Projected	FY2004/05 Recommended
Expenditures	1,261,191	1,281,156	1,347,106	1,532,237	1,749,511
Revenues	1,567,227	1,526,546	1,454,181	1,463,400	1,462,440
Net Operating Transfers In/(Out)	0	711,933	(134,175)	0	0

SUMMARY BY ACCOUNT

Department Name: PARKING GARAGES

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	89,247	75,984	77,296	89,502	89,502
OVERTIME	336	506	206	537	537
BUDGETED BENEFITS	17,544	19,796	22,681	23,100	23,100
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	107,127	96,286	100,183	113,139	113,139
OFFICE SUPPLIES	1,291	1,962	489	1,835	1,835
BOOKS/SUBSCRIPTIONS/VIDEO	0	425	62	0	0
SOFTWARE / SOFTWARE LICENSES <\$1,000	0	6,585	0	4,100	4,100
FUEL, OIL, LUBRICANTS	228	0	112	300	300
HOUSEHOLD/INDUSTRIAL SUPPLIES	1,068	1,132	63	1,200	1,200
OTHER OPERATING SUPPLIES	0	0	0	0	0
REPAIR & MAINTENANCE SUPPLIES	8,740	7,827	4,117	7,098	7,098
SMALL TOOLS & OFFICE EQUIP < \$1,000	3,180	1,170	2,318	1,210	1,210
** OBJECT TOTALS FOR:					
SUPPLIES	14,507	19,101	7,161	15,743	15,743
NON MEDICAL PROFESSIONAL SERVICES	9,972	8,800	6,478	26,100	26,100
SECURITY	255,830	525,875	100,348	525,875	525,875
TELEPHONE/VOICE/DATA TELECOMMUNICATION	7,227	4,435	3,909	6,768	6,768
MILEAGE REIMBURSEMENT	0	0	0	0	0
IN-STATE TRAVEL	0	240	0	240	240
IN-STATE TRAINING	1,168	1,400	0	0	0
OUT-OF-STATE TRAVEL/TRAINING	1,011	3,250	885	3,250	3,250
MOTOR POOL	651	826	177	0	0
ADVERTISING	15,440	10,000	4,500	20,000	20,000
PRINTING AND MICROFILMING	3,526	5,544	96	7,150	7,150
PROPERTY DAMAGE INS. PREMIUM	31,186	0	32,841	16,497	16,497
OTHER INSURANCE	2,928	52,314	2,036	38,489	38,489
ELECTRICITY	165,980	130,141	243,520	301,300	301,300
WATER & SEWER	272	660	174	270	270
LEASES & RENTALS	781	120	97	0	0
INTERDEPT. SUPPLIES & SERVICES	3,515	0	0	0	0
R&M MACHINERY & EQUIPMENT	43,463	17,483	7,281	25,700	25,700
R&M BUILDINGS & GROUNDS	100,823	80,585	58,127	249,702	249,702
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	643,773	841,673	460,469	1,221,341	1,221,341
DUES AND MEMBERSHIPS	565	1,290	590	1,180	1,180
EDUCATION COSTS	0	1,100	0	0	0
ADMINISTRATIVE OVERHEAD	26,493	26,500	15,900	54,008	54,008

SUMMARY BY ACCOUNT

Department Name: PARKING GARAGES

	2002/03	2003/04		2004/05	
ACCOUNT NAME	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
OTHER MISCELLANEOUS CHARGES	207,727	45,000	30,053	0	0
DEPRECIATION EXPENSE	339,969	353,123	0	340,500	340,500
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	574,754	427,013	46,543	395,688	395,688
OFF MACH/COMPUTER \$1,000 - \$4,999	0	0	2,740	3,600	3,600
OTHER MACH/EQUIP (\$1,000 - \$4,999)	6,945	0	0	0	0
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	6,945	0	2,740	3,600	3,600
*** TOTAL: EXPENDITURE ACCOUNTS -	1,347,106	1,384,073	617,096	1,749,511	1,749,511
REVENUE					
INTEREST	41,518	41,000	25,331	27,500	27,500
** OBJECT TOTALS FOR:					
INTEREST	41,518	41,000	25,331	27,500	27,500
RENTS AND ROYALTIES	1,412,678	1,422,400	950,336	1,434,940	1,434,940
MISCELLANEOUS COLLECTIONS	(15)	0	(189)	0	0
OTHER MISCELLANEOUS REVENUE	0	0	371	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	1,412,663	1,422,400	950,518	1,434,940	1,434,940
*** TOTAL: REVENUE	1,454,181	1,463,400	975,849	1,462,440	1,462,440

PUBLIC WORKS BUILDING

Expenditures: 1,034,625

Revenues: 1,981,336

FTEs: 0.0

Function Statement: Provide facilities for shared services to accommodate citizens of both Pima County and the city of Tucson.

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
Expenditures					
PERSONAL SERVICES	42,301	0	0	0	0
SUPPLIES AND SERVICES	586,761	1,034,625	0	1,034,625	1,034,625
Total Expenditures	629,062	1,034,625	0	1,034,625	1,034,625
Revenues					
MISCELLANEOUS	875,000	1,981,336	0	1,981,336	1,981,336
Total Revenues	875,000	1,981,336	0	1,981,336	1,981,336
Total Transfers In/(Out)	0	0	0	0	0
Fund Balance Decrease/(Increase)	(245,938)	(946,711)	0	(946,711)	(946,711)
Total Funding	629,062	1,034,625	0	1,034,625	1,034,625

Five Year History of Expenditures and Revenues

	FY2000/01 Actuals	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Projected	FY2004/05 Recommended
Expenditures	828,003	859,384	907,327	639,592	1,034,625
Revenues	1,398,318	1,375,128	1,366,609	885,530	1,981,336
Net Operating Transfers In/(Out)	0	0	0	0	0

SUMMARY BY ACCOUNT

Department Name: PUBLIC WORKS BUILDING

ACCOUNT NAME	2002/03	2003/04	YTD THRU FEB 29, 2004	2004/05	
	ACTUAL	ADOPTED		DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	33,110	33,946	0	0	0
BUDGETED BENEFITS	6,360	8,355	0	0	0
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	39,470	42,301	0	0	0
CHEMICALS	143	2,600	0	0	0
REPAIR & MAINTENANCE SUPPLIES	16,453	145,551	6,794	24,000	24,000
SMALL TOOLS & OFFICE EQUIP < \$1,000	485	0	0	700	700
** OBJECT TOTALS FOR:					
SUPPLIES	17,081	148,151	6,794	24,700	24,700
NON MEDICAL PROFESSIONAL SERVICES	750	0	443	0	0
SECURITY	103,056	189,353	40,191	98,280	98,280
TELEPHONE/VOICE/DATA TELECOMMUNICATION	2,347	2,370	1,537	1,762	1,762
PROPERTY DAMAGE INS. PREMIUM	0	8,583	0	1,271	1,271
OTHER INSURANCE	1,510	870	580	0	0
ELECTRICITY	415,776	468,092	282,673	470,000	470,000
WATER & SEWER	16,705	10,004	12,570	22,000	22,000
REFUSE/SEWAGE DISPOSAL/RECYCLING	2,902	2,700	1,328	2,400	2,400
SUPPLIES & SERVICES REDUCTION	(18)	0	0	0	0
INTERDEPT. SUPPLIES & SERVICES	3,807	0	0	0	0
R&M MACHINERY & EQUIPMENT	68,918	47,500	3,946	80,460	80,460
R&M BUILDINGS & GROUNDS	233,115	180,000	117,099	333,752	333,752
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	848,868	909,472	460,367	1,009,925	1,009,925
OTHER MISCELLANEOUS CHARGES	0	0	34	0	0
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	0	0	34	0	0
OTHER MACH/EQUIP (\$1,000 - \$4,999)	0	0	2,415	0	0
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	0	0	2,415	0	0
FISCAL CHARGES	1,908	1,908	3,180	0	0
** OBJECT TOTALS FOR:					
DEBT SERVICE	1,908	1,908	3,180	0	0
CAPITAL LEASE PRINCIPAL PAYMENT	1,485,000	1,560,000	1,170,000	0	0
DEBT SERVICE REDUCTION	(1,644,900)	(2,115,450)	0	0	0
CAPITAL LEASE INTEREST PAYMENT	159,900	82,680	62,010	0	0
** OBJECT TOTALS FOR:					
OTHER FIN. SOURCES/USES	0	(472,770)	1,232,010	0	0

SUMMARY BY ACCOUNT

Department Name: PUBLIC WORKS BUILDING

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
*** TOTAL: EXPENDITURE ACCOUNTS -	907,327	629,062	1,704,800	1,034,625	1,034,625
REVENUE					
INTEREST	21,841	0	14,600	0	0
** OBJECT TOTALS FOR:					
INTEREST	21,841	0	14,600	0	0
RENTS AND ROYALTIES	1,344,768	875,000	438,978	1,981,336	1,981,336
OTHER MISCELLANEOUS REVENUE	0	0	485	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	1,344,768	875,000	439,463	1,981,336	1,981,336
*** TOTAL: REVENUE	1,366,609	875,000	454,063	1,981,336	1,981,336