

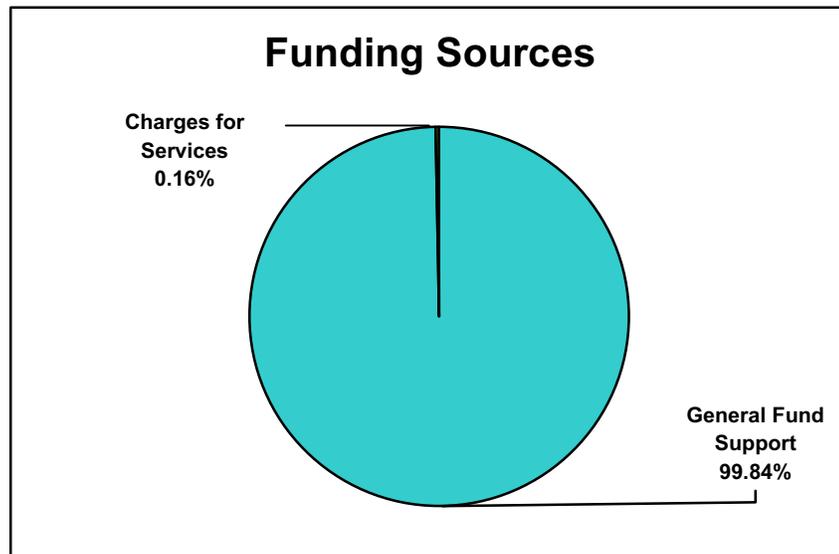
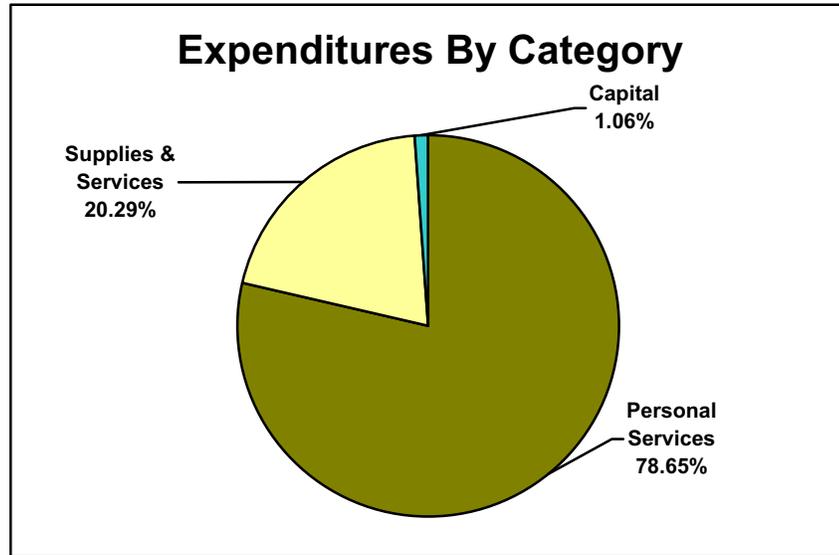
Pima County FY 2005/06 Recommended Budget

Human Resources – General Fund

Revenue \$ 3,850
Expenditures 2,352,935
Fund Impact \$(2,349,085)

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

FTEs 42.5



Recommended Budget Summary - General Fund

	Total Expenditures	Total Revenues	Operating Transfers	Net General Fund Impact
FY 2004/05 Adopted	2,320,233	9,350	0	(2,310,883)
Annualize FY 2004/05 Salary Adjustments	29,790			(29,790)
Benefits Adjustment	31,368			(31,368)
Transfer Programmer/Analyst to Information Technology	(28,456)			28,456
Decrease Revenue for COBRA Administration fees		(5,000)		(5,000)
Other Revenue Adjustments		(500)		
Supplemental Requests				
None Submitted				0
Total Recommended Budget	<u>2,352,935</u>	<u>3,850</u>	<u>0</u>	<u>(2,349,085)</u>
Full Time Equivalents (FTEs)	<u>42.5</u>			

Comments/Issues

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.

Five positions are charged to other departments totalling \$227,104. Four FTEs are charged to Risk Management, two for providing services relative to the Americans with Disabilities Act, one Health Educator, and one for administering health benefit services. One FTE is charged to the Sheriff's department for recruitment services.

Recommended General Fund revenue sources:

Copying of Official Records	1,350
Unclaimed Employee FSA	2,500
	<u>3,850</u>

COBRA (Consolidated Omnibus Budget Reconciliation Act) contains provisions giving certain former employees, retirees, spouses, and dependent children the right to temporary continuation of health coverage at group rates. In fiscal year 2004/05, \$5,000 in revenues was budgeted for administration fees earned by processing eligible former employees under this Act. In fiscal year 2005/06, this function has been outsourced and the revenue is no longer budgeted.

Pima County FY 2005/06 Recommended Budget

Human Resources

Recommended General Fund capital expenditures:

Replacement computers	7,500
Conference table	10,000
Affirmative Action software	7,500
	<u>25,000</u>

The department submitted no requests for supplemental funding.

Five Year History of Expenditures and Revenues - General Fund

	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Projected	FY 2005/06 Recommended
Expenditures	1,958,033	2,139,535	2,128,416	2,265,927	2,352,935
Revenues	10,986	9,056	19,185	9,350	3,850

Funding Summary By Department - General Fund

	FY 2004/05 Adopted	FY 2005/06 Department Base Request	FY 2005/06 Department Supplementals	FY 2005/06 Department Total Request	FY 2005/06 Administrator Recommended
Expenditures					
Personal Services	1,941,780	1,850,622	0	1,850,622	1,850,622
Supplies & Services	368,453	477,313	0	477,313	477,313
Capital	10,000	25,000	0	25,000	25,000
Total Expenditures	<u>2,320,233</u>	<u>2,352,935</u>	<u>0</u>	<u>2,352,935</u>	<u>2,352,935</u>
Revenues					
Charges For Services	6,500	1,350	0	1,350	1,350
Miscellaneous	2,850	2,500	0	2,500	2,500
Total Revenues	<u>9,350</u>	<u>3,850</u>	<u>0</u>	<u>3,850</u>	<u>3,850</u>
General Fund Support	2,310,883	2,349,085	0	2,349,085	2,349,085
Total Funding	<u>2,320,233</u>	<u>2,352,935</u>	<u>0</u>	<u>2,352,935</u>	<u>2,352,935</u>

SUMMARY BY ACCOUNT

Department Name: HUMAN RESOURCES

ACCOUNT NAME	2003/04	2004/05	YTD THRU	2005/06	
	ACTUAL	ADOPTED	FEB 28, 2005	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	1,468,527	1,786,238	907,416	1,715,735	1,715,735
TEMPORARY HELP	1,348	0	334	0	0
BUDGETED PERSONAL SVCS REDUCTION	0	(68,736)	0	(87,532)	(87,532)
BUDGETED BENEFITS	345,391	432,963	216,663	449,523	449,523
SALARY REDUCTION	(14,918)	(208,685)	0	(227,104)	(227,104)
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	1,800,348	1,941,780	1,124,413	1,850,622	1,850,622
OFFICE SUPPLIES	10,986	13,470	8,435	14,650	14,650
BOOKS/SUBSCRIPTIONS/VIDEO	4,911	8,060	3,667	7,180	7,180
SOFTWARE / SOFTWARE LICENSES <\$1,000	497	0	2,664	4,500	4,500
FOOD SUPPLIES	152	100	112	100	100
FOOD PREPARATION SUPPLIES	20	0	39	0	0
FUEL, OIL, LUBRICANTS	0	0	2	0	0
HOUSEHOLD/INDUSTRIAL SUPPLIES	204	300	98	200	200
OTHER OPERATING SUPPLIES	21	0	0	0	0
REPAIR & MAINTENANCE SUPPLIES	540	0	424	300	300
SMALL TOOLS & OFFICE EQUIP < \$1,000	8,395	11,020	15,725	13,700	13,700
COURT REPORTERS	8,537	14,500	3,135	14,500	14,500
LAWYERS	63,440	70,000	35,385	70,000	70,000
NON MEDICAL PROFESSIONAL SERVICES	61,864	136,500	55,540	171,500	171,500
TELEPHONE/VOICE/DATA TELECOMMUNICATION	13,305	14,590	8,246	15,100	15,100
POSTAGE & FREIGHT	7,656	9,310	5,486	10,400	10,400
IN-STATE TRAINING	15	8,500	1,639	12,500	12,500
MOTOR POOL	817	1,230	413	1,450	1,450
ADVERTISING	1,907	3,000	2,891	1,800	1,800
PRINTING AND MICROFILMING	18,418	22,520	12,289	31,500	31,500
OTHER INSURANCE	118	0	0	0	0
REFUSE/SEWAGE DISPOSAL/RECYCLING	12	0	4	0	0
LEASES & RENTALS	721	0	0	0	0
SUPPLIES & SERVICES REDUCTION	0	(32,517)	0	(32,517)	(32,517)
R&M MACHINERY & EQUIPMENT	14,732	12,500	10,297	11,000	11,000
R&M RENEWAL SOFTWARE AGREEMENTS	0	0	4,550	0	0
R&M BUILDINGS & GROUNDS	2,565	0	2,159	45,000	45,000
AID TO GOVERNMENTS & AGENCIES	40,000	40,000	20,112	40,000	40,000
DUES AND MEMBERSHIPS	1,889	2,770	1,544	3,600	3,600
EDUCATION COSTS	24,431	25,500	16,331	27,500	27,500
OTHER MISCELLANEOUS CHARGES	5,224	7,100	3,434	13,350	13,350

SUMMARY BY ACCOUNT

Department Name: HUMAN RESOURCES

	2003/04	2004/05		2005/06	
ACCOUNT NAME	ACTUAL	ADOPTED	YTD THRU FEB 28, 2005	DEPARTMENT REQUESTED	RECOMMENDED
** OBJECT TOTALS FOR:					
SUPPLIES & SERVICES	291,377	368,453	214,621	477,313	477,313
OFF MACH/COMPUTER \$1,000 - \$4,999	3,634	0	0	7,500	7,500
FURNITURE (\$5,000 OR MORE)	0	0	0	10,000	10,000
SOFTWARE/OFF MACH (\$5,000 OR MORE)	33,057	10,000	0	7,500	7,500
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	36,691	10,000	0	25,000	25,000
*** TOTAL: EXPENDITURE ACCOUNTS -	2,128,416	2,320,233	1,339,034	2,352,935	2,352,935
REVENUE					
GENERAL GOVERNMENT FEES	1,332	1,500	764	1,350	1,350
EMPLOYEE HEALTH PREMIUMS	4,900	5,000	1,943	0	0
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	6,232	6,500	2,707	1,350	1,350
MISCELLANEOUS COLLECTIONS	12,510	2,500	202	2,500	2,500
OTHER MISCELLANEOUS REVENUE	443	350	159	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	12,953	2,850	361	2,500	2,500
*** TOTAL: REVENUE	19,185	9,350	3,068	3,850	3,850

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