Yuma County Administrator's Office of Management and Budget

FY20/21 BUDGET PRESENTATION

Budget Monitoring

- Whose job is it & Expectation

Budget Monitoring

It's a partnership between the Agency or Department & OMB

- Agency/Department Level
  - Monitor frequently; recommended monthly
  - Review budget prior to PAFs
  - Review budget prior to a significant purchase
  - Review budget prior to project/program approval with budget implications
  - Outreach OMB for budget issues – i.e., over budget
- OMB Level
  - Quarterly Financial Reports issued to agencies/departments
    - General Fund at this time
  - Outreach agencies/departments for budget issues – i.e., over budget
  - Focus on future recurring costs associated with purchases, projects, & positions

Budget Monitoring

Oracle's Budget Performance Report

OBJECT	YTD Budget	YTD Encumbrance	YTD Expenditures	Funds Available	Full Year Budget	Percentage of Full Year Budget Left
Personal Services						
40110 REGULAR SALARIES AND WAGES	1,401,006	0	407,541	993,465	1,401,006	71.91%
40120 TEMPORARY EMPLOYEES	0	0	2,499	-2,499	0	0.00%
40210 SOCIAL SECURITY CONTRIBUTIONS	84,170	0	22,908	61,262	84,170	72.78%
40211 MEDICARE CONTRIBUTIONS	20,314	0	5,839	14,475	20,314	71.26%
40220 ARIZONA STATE RETIREMENT	169,660	0	50,201	119,459	169,660	70.41%
40230 HEALTH INSURANCE (ER)	155,054	0	35,548	119,507	155,054	77.07%
40231 EMPLOYEE ASSISTANCE PROGRAM	391	0	98	293	391	74.89%
40232 DEFERRED COMPENSATION	7,026	0	2,475	4,551	7,026	64.77%
40233 LIFE INSURANCE (ER)	1,039	0	265	774	1,039	74.49%
40241 WORKERS' COMPENSATION INSURANCE	4,155	0	1,252	2,903	4,155	69.87%
40250 VEHICLE ALLOWANCE	5,400	0	2,025	3,375	5,400	62.50%
40280 OTHER EMPLOYEE BENEFITS	76,526	0	11,716	64,810	76,526	84.69%
TOTAL	1,924,741	0	542,367	1,382,374	1,924,741	71.82%

Budget Process

- Brief Timeline
- Budget Stages

Budget Timeline

December

- ITS Assessment Due
- Budget Training
- Personnel Reclassification Studies Due

January

- Budget Training
- Initial Baseline Due (BRT)
- Department Baseline Due
- CIP Requests Due to County Engineer

February

- Department Budget Requests Due
- Cut-Off Date for Personnel
- Department Meetings w/ BRT**

May

- Recommended Budget to BOS
- BOS Meets w/ Departments

June

- BOS Adopts Tentative Budget
- BOS Adopts Budget

Budget Key Dates

Date	Event
October 1 through Monday December 2, 2019	Requests for Market Salary/Grade Adjustment Classification Studies
December 6, 2019	ITS Assessments due
December 11,2019	Budget Training session
December 31, 2019	Requests for Personnel Reclassification Studies due
January 3, 2020	Budget Training session
January 3, 2020	BRT distributes initial Baseline Budget-Hyperion available to Departments
January 10, 2020	Departmental Baseline due
January 21, 2020	Final Baseline Budget distributed
January 21, 2020	Capital Improvement Project requests for FY21-FY25 due to County Engineer's Office
February 05, 2020	**Important: Department Budget Requests Due** • Salary Holds • Underfills • Market Studies/Grade Adjustments/Reallocations • Travel, Departmental Strategic Planning • Position & Related Changes, Supplies & Services, Transfers, Capital Outlay, FTE Changes, Grant Lists **(if needed)**
February 10, 2020	Board of Supervisors' Workshop – Fiscal Forecast Review and Discussion of Budget Issues
February 25-27, 2020	Department meetings with the BRT
March 13, 2020	FY21 Personnel Reconciliation • Personnel will be updated with Personnel Action Form actions up to this date
May 4, 2020	Board of Supervisors receives Recommended Budget
May 4-5, 2020	Board of Supervisors meets with departments
June 1, 2020	Board of Supervisors adopts Tentative Budget
June 22, 2020	Public Hearing on the Budget and anticipated adoption by the Board of Supervisors
June 22, 2020	Adopted Budget accessible in Oracle
August 17, 2020	Property tax rates & levies adopted

Budget Process Stages Overview

Stage 1 – Initial Baseline Budget

- OMB removes one-time amounts from Amended Budget
- OMB will enter year-end projections for General Fund

Stage 2 – Department Baseline

- More detail ahead

Stage 3 – Budget Team Approved

- OMB calculates and adjusts budget for utility rate changes
- OMB calculates and adjusts for Radio and New World License rate changes

Stage 4 – Department Requests (DR)

- More detail ahead

Budget Process Stages Overview

Stage 5 – Admin Adjustment

- OMB makes changes to balance the Recommended budget
  - Uploads personnel, indirect costs, insurance premiums, possible departmental changes

Stage 6 – Recommended Budget

- OMB distributes the Recommended line items and personnel spreadsheet to agencies/departments
- OMB will notify agencies/departments when recommendations are available for review in oracle cloud
- Board of Supervisors meet with agencies/departments

Stage 7 – Tentative Budget

- OMB makes adjustments to the budget as per Board direction

Stage 8 – Adopted Budget

- OMB makes adjustments to the budget as per Board direction
- OMB emails Adopted line items and personnel spreadsheet to agencies/departments

Budget Stages

- Stage 2 - Department Baseline
- Stage 4 - Department Request

Stage 2 - Department Baseline - Opens: January 3rd Deadline: January 10th

Open for General Fund, Jail, Health and Library Districts

- Review and adjust FY20 year-end estimates

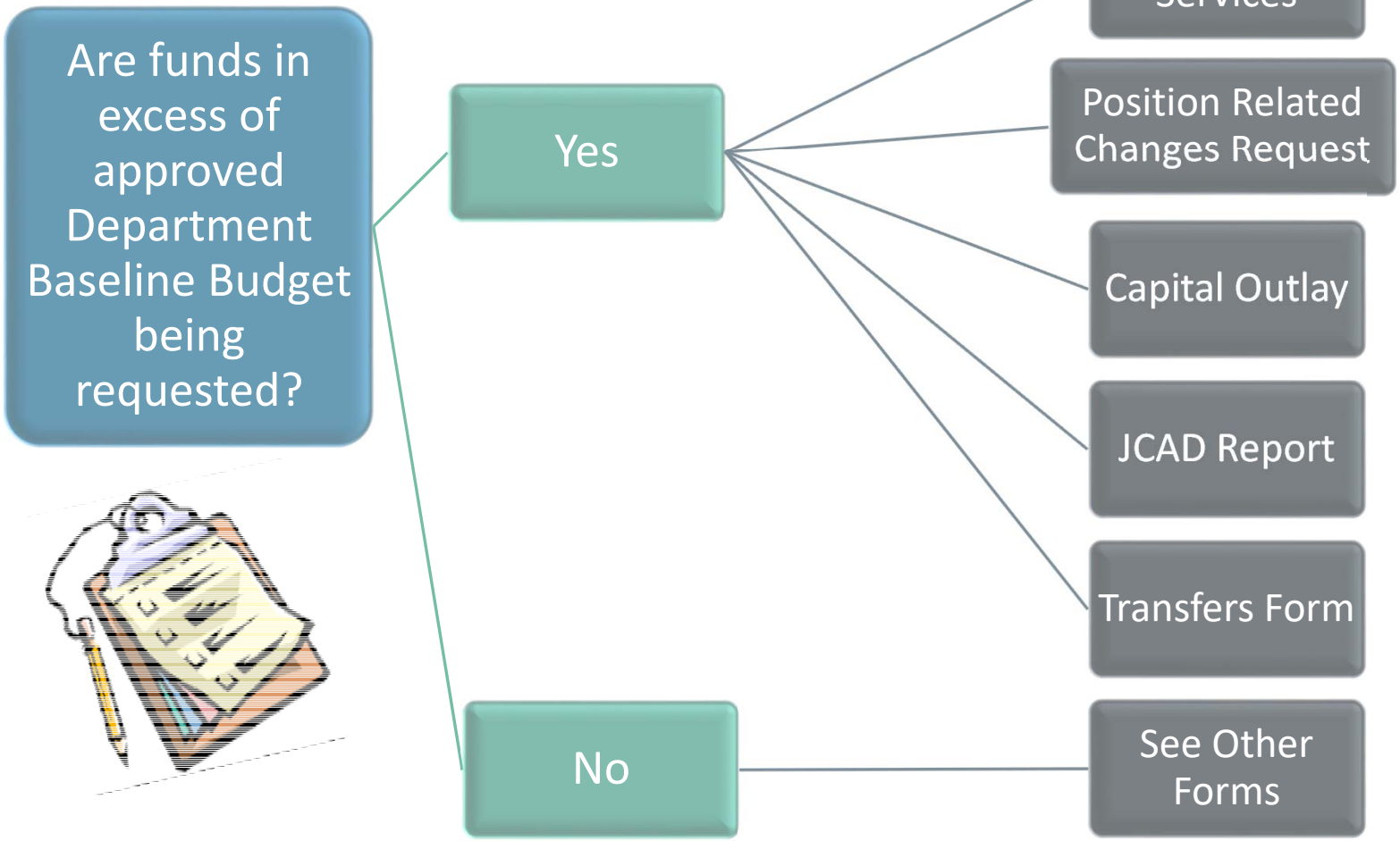
- Review and adjust FY21 (new year) budget amounts within the Supplies & Services category without increasing the bottom line
  - **OMB** will review and adjust, as needed, in Stage 3:
    - **42131** New World Licenses and **43013** Radios
    - **42211** Electricity
    - **42221** Natural Gas
    - **42232** Water - Municipal
    - **42241** Refuse
    - **42871** Insurance Premium

  - CIP Request due to County Engineer

Stage 4 - Department Request - Opens: January 22nd Deadline: February 5th

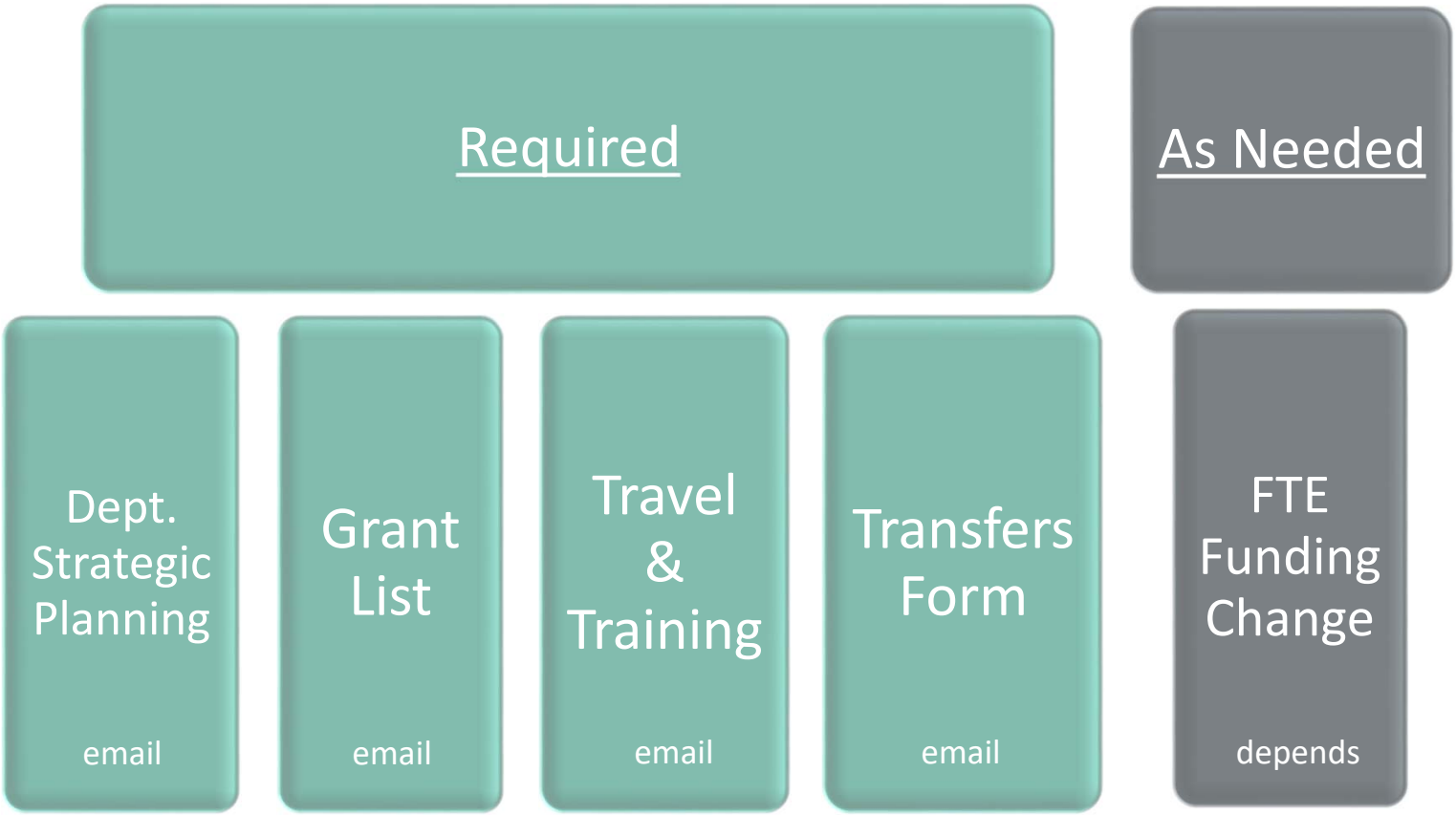
- Review and adjust any FY20 fund's year-end estimates
- Review and adjust any FY21 (new year) fund's budget amounts
  - without increasing the bottom line
- For changes to the JCAD report with department requests identified during the ERM meetings contact Shannon Gunderman
- Complete and submit all forms as necessary
  - **Budget Requests are required for All Funds**
- Department requests are entered in Oracle Cloud

Department Requests - Deadline February 5th



Most of the budget forms have been updated. Be sure to download current forms from OMB's website: Budget Forms

Budget Forms - Deadline February 5th



Will your budget request benefit the department or County?

- Increase Revenue
  - The investment gains compare favorably to its costs.

- Cost Reduction
  - The process of looking for, finding and removing unwarranted expenses from a business/service to increase profits/efficiency without having a negative impact on product/service quality.

- Cost Avoidance
  - ("soft savings") an action taken to reduce future costs, such as replacing parts before they fail and cause damage to other parts. May incur higher/additional costs in the short run but the final or life cycle cost would be lower.

Department Requests - Return on Investment (ROI)

- How will the budget request benefit the department or County?
  - Example:

Current Unloading Costs (over 5 years):

$3,346 = 4 Maintenance III workers x $22.30/hour (incl. EREs) x 0.5 hours x 15 times per year x 5 years
$7,264 = One back injury (Yuma County's average cost for a workplace back injury)
$10,610 = Total Costs

Costs of unloading with forklift (over 5 years):

$140 = 1 Maintenance III worker x $22.30/hour (incl. EREs) x 5 min x 15 times per year x 5 years
$4,000 = Purchase of forklift
$1,250 = Maintenance and fuel costs ($250/year)
$5,390 = Total Costs

Costs of unloading using a rental forklift (over 5 years):

$140 = 1 Maintenance III worker x $22.30/hour (incl. EREs) x 5 min x 15 times per year x 5 years
$45,000 = Rental of forklift ($600/ half day minimum x 15 times/year x 5 years)
$45,140 = Total Costs

Type of Cost	Est. Cost	Est ROI
One Time	$ 5,390.00	$ 5,220.00

Yuma County Strategic Plan

- Strategic Plan & the Budget Process
  - The importance of incorporating the department's initiatives and output in the budget requests.
  - Department Strategic Planning Form.

Yuma County Strategic Plan

- Department Strategic Planning form replaced the DBS form
  - This is a required form
  - Departments are encouraged to report significant accomplishments
- Agencies/Departments should identify initiatives and target outputs
- Agency/Department initiatives and target outputs strengthens budget requests

Budget Request Rating Criteria

- Strategic Plan
- Cost
- Return on Investment/Cost Benefit
- Documentation of Resources Needed
- Documentation of Results Expected
- Regulatory Compliance
- Enterprise Risk Management (ERM) Process

Department Point of Contact

RAY ROBERSON 21115	
BOS	Constables 1, 2, & 3
County Admin	DDS
Facilities Mgmt.	Fiduciary
Finance	Health
Housing	HR
ITS	Legal Defender
Library	Public Defender
Public Works	Recorder
Recorder - Elections	

JENNY UNTERSEH 21056	
Adult Probation	Assessor
Attorney	CIP
Clerk of Superior Court	
Engineering	Improvement Dist.
Justice Courts	Juvenile Court
Non-Depart	Sheriff
Superior Court	Treasurer
WIOA	

Additional Training Available

- Oracle Cloud
- Budget Forms
- Budget Preparation
- Reports
- Personnel
- Year-end Estimates / Fund Balance
- Budget Amendments
- Reallocation
- Reclassification

Personnel

Permanent Savings vs Temporary Savings

Permanent savings are savings that will continue past the current fiscal year

- i.e. hiring an employee at lower salary than budgeted

Temporary Savings are savings that will not be available past the current fiscal year

- i.e. having a vacant position over a period of time

Personnel Timeline

February

- All Personnel Items due
  - Salary Holds
  - Underfills
  - Market/Grade adjustments
  - Reallocation Memos
  - FTE Changes
  - New/Elimination of FTEs

March

- Apply Health Rate Changes (if applicable)
- OMB reconciles personnel with agencies/departments
- OMB will enter Personnel in Oracle Cloud

April

- Email Recommended personnel spreadsheet to department

June

- Email Adopted personnel spreadsheet to department

Personnel Items - Deadline February 5th

Vacant General Fund/General Fund assisted positions

- Budgeted at Minimum Salary & PPO Employee only
- Budget authority (Salary Hold) may be retained if an approved memo is submitted by deadline

Underfill Positions

- Budgeted at the underfill position wage (please submit a budgeted request for anticipated promotions)
- It is the department's responsibility to ensure that the title and pay for underfills are correct

Reclassifications

- Recommended reclassifications are received by Human Resources in March

Personnel Items - Deadline February 5th

Market/Grade Adjustments

- Departments who request a market/grade adjustment with Human Resources should also submit a budget request for the budget authority needed
  - Memo, spreadsheet from Human Resources should be attached to budget request

Personnel Budget Request

- Budget requests for new positions should include a job description and/or Human Resources analysis

Reallocation Memo

- Reallocation memos should be approved by the deadline otherwise budget authority will not be budgeted
  - Permanent budget authority or County Administrator approval needed

Personnel Budget Amounts

Budget Authority for Compensation adjustments, reclassifications, underfills, market/grade adjustments, salary holds and approved reallocations for General Fund is currently budgeted in non-departmental budget and transferred as needed

Questions?