

Pinal County
Resolution for the Adoption of the Budget
In the Amount of \$421,507,779 for Fiscal Year 2015-2016
Resolution 062415-01-PCB

WHEREAS, in accordance with the provision of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the Board of Supervisors did, on June 3, 2015, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of Pinal County, and

WHEREAS, in accordance with said chapter of said title, and following due public notice, the Board met on June 24, 2015, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies.

WHEREAS, it appears that publication has been duly made as required by law, of said estimates together with a notice that the Board would meet on August 12, 2015, at the office of the Board for the purpose of hearing taxpayers and making tax levies as set forth in said estimates, and

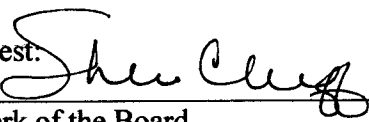
WHEREAS, it appears that the sums to be raised by taxation, as specified therein, do not in the aggregate exceed that amount as computed in A.R.S. § 42-17051 (A), therefore be it

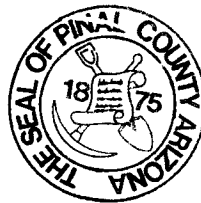
RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules, as now increased, reduced, or changed, are hereby adopted in the amount of \$421,507,779 as the budget of Pinal County for the fiscal year 2015-2016.

Passed by the Board of Supervisors of Pinal County, Arizona, this 24th day of June, 2015.

APPROVED:


Cheryl Chase, Chairwoman, Board of Supervisors

Attest: 
Clerk of the Board



Date: 6/24/15

Resolution 062415-02-PCB

A resolution of the Board of Supervisors of Pinal County, Arizona, adopting and establishing certain policies and procedures governing the expenditures and determinations of budgets of elected and appointed county officials supplementing Resolution 062415-01-PCB.

WHEREAS, the Board of Supervisors, pursuant to Section 11-201.A.6 of Article 1, Chapter 2, Title 11, Arizona Revised Statutes is vested with the power to determine the budgets of all elected officials and appointed county officials; and,

WHEREAS, the Board of Supervisors, may establish annually the funds which will be controlled by this ordinance, and also the time frames for expenditure limitations; and,

WHEREAS, the Board of Supervisors, may establish reasonable policies governing expenditures and budgets applicable to the judicial branch of government, provided that the distinct function of the judicial branch is not interfered with; and,

WHEREAS, the Board of Supervisors, in order to provide for consistent and uniform administration of the county's monies and to maximize savings of funds by monitoring expenditures has determined it necessary to implement policies and procedures governing the expenditures of adopted budgets:

THEREFORE, it is resolved by the Board of Supervisors of Pinal County, Arizona, as follows:

Section 1. Definitions

The following definitions shall apply for purposes of this resolution.

- A. "Budget Unit" is within a county department, office or agency, assigned to a specific department number during the budget process, including county-wide special districts; districts which the Board of Supervisors act as directors; and the departments, offices or agencies making up the judicial branch and elected branch of government.
- B. "Judicial Branch of Government" consists of the following: Superior Court, Adult Probation, Juvenile Court Services, Conciliation Court, Justice Courts and the Clerk of the Superior Court.
- C. "Elected Branch of Government" consists of the following: Board of Supervisors, Recorder, Treasurer, School Superintendent, Assessor, County Attorney, Clerk of the Superior Court, Constables and Sheriff.
- D. "Fund" is a fiscal and accounting entity with a self-balancing set of accounts recording cash and financial resources.

- E. “Outside Services” that section of the budget consisting of items which have been categorized as such on the Pinal County chart of accounts.
- F. “Personal Services” that section of the budget consisting of items which have been categorized as such on the Pinal County chart of accounts.
- G. “Supplies” that section of the budget consisting of items which have been categorized as such on the Pinal County chart of accounts.
- H. “Capital Expenditures” that section of the budget consisting of items which have been categorized as such on the Pinal County chart of accounts.
- I. “Contingency” appropriation used for unforeseen emergency and critical needs when current budget appropriation is inadequate.
- J. “Fully Funded Position” an authorized position that is fully funded (100%) by a funding source: General Fund, Special Revenue, Enterprise or Grant.
- K. “Under-Funded Position” a position for which a department or funding source has only 1% to 99% of the funding required to support it on an annualized basis.
- L. “Unfunded Position” a position that is not funded.

Section 2. Transfer of Funds

- A. After adoption of the fiscal budget by the Board of Supervisors, any budget unit has the authority to reprogram funds within the “outside services” and “supplies” categories or within the same fund. These sections of the budget will be controlled by bottom line total only. A report of each transfer will be provided to the County Manager.
- B. After adoption of the fiscal budget by the Board of Supervisors, any budgetary transfer between funds will require approval or ratification of each transfer by the Board of Supervisors. The County Manager may approve transfers within funds.

Transfers authorized by Arizona State Statute for use as directed by the Presiding Judge of the Judicial Branch of Government do not require Board of Supervisor approval.

Transfers between General Fund cost centers are allowed with the approval of the County Manager.
- C. No funds may be reprogrammed to or from the “personal services” section of the budget unit’s adopted budget without consultation and approval of the County Manager or approval or ratification by the Board of Supervisors. The requesting Elected Official or Department Director must submit a memo to the County Manager through the Budget Office.

- D. No funds may be reprogrammed to or from the “capital expenditures” section of the budget unit’s adopted budget without consultation and approval of the County Manager or approval by the Board of Supervisors. The requesting Elected Official or Department Director must submit a memo to the County Manager through the Budget Office.

Section 3. Expenditure Limitations

- A. Any General Fund budget unit that exceeded its budget in the prior fiscal year may be subject to immediate budget hold status in the current fiscal year. However, if a budget unit exceeded its budget in the prior fiscal year due to a one-time emergency purchase, and proof of such an emergency can be shown, the budget hold status will be removed.
- B. The following expenditure limitation shall be imposed upon each budget unit in the General Fund by the Board of Supervisors: Not more than eighty (80%) percent of the “outside services” and “supplies” sections combined of a budget unit’s adopted budget may be expended before December 31 of each fiscal year.

The expenditure limitation is intended as a management indicator and is not intended to automatically trigger subsection (C) that follows. The County Manager will direct the implementation of subsection (C).

- C. Once a budget unit has exceeded the expenditure limitations set forth in subsection B or is projected to exceed their total budget in any way, the budget unit must then consult and reach an agreement with the Budget Office and/or County Manager regarding the remedies available to either live within the budget for the balance of the fiscal year or request additional funds. The budget unit shall submit an expenditure reduction program to the County Manager through the Budget Office as part of any request for additional expenditures. The expenditure reduction program shall include, but not be limited to, consideration of reductions in force of budgeted and authorized positions; termination of all travel expenditures; suspension or termination of contracts between the budget unit and vendors; and such other expenditure reductions as the budget unit deems appropriate. When additional funds, either from the “personal services” category or from other sources are requested, the Budget Office and/or County Manager must concur before the budget unit can expend the additional funds. If applicable, the final recommendation is forwarded to the Board of Supervisors for approval.
- D. Cases in which the County Manager and/or Board of Supervisors does not approve additional funds, the Finance department, is authorized to enforce this resolution in the following manner:
 - 1. The Finance department shall not process requisitions for purchases or payments from any budget unit subject to the expenditure limitations, except for: re-occurring expenses which are billed to the county on a regular and continuous basis pursuant to an agreement or contract between

the budget unit and the vendor; or expenditures which have been authorized by the County Manager and/or the Board of Supervisors.

2. Procurement card use may be limited or suspended.
3. The Finance department shall not issue warrants for the payment of expenses of any budget unit subject to the expenditure limitations, except for: re-occurring expenses which are billed to the county on a regular and continuous basis pursuant to an agreement or contract between the budget unit and the vendor; or expenditures which have been authorized by the County Manager and/or the Board of Supervisors; or “personal services” expenditures included in the adopted budget of each budget unit.

Section 4. Fund Balance

Unless otherwise specified by laws, regulations, grantors or contributors, fund balances will be spent in the following order: (1) Committed for a specific use (by the Board of Supervisors in a public meeting); (2) Assigned for a specific use (authority must be delegated by the Board of Supervisors to officials and County personnel to assign amounts); and (3) Unassigned.

For amounts that have not otherwise been restricted by external parties or committed for a specific use, the Board of Supervisors will delegate the authority to assign amounts to be used for specific purposes to: (1) Elected Officials, (2) County Manager, (3) Assistant County Managers, and (4) Chief Financial Officer.

Amounts committed for a specific use by the Board of Supervisors in a public meeting, will only be modified or rescinded through the same type of action used by the Board of Supervisors to commit those amounts.

Budget units must manage their resources as to maintain an appropriate positive fund balance. Budget units incurring negative fund balances must develop a corrective action plan with concurrence of the Budget Office/County Manager to be approved by the Board of Supervisors when appropriate.

Section 5. Contingency Appropriation

The purpose of a Contingency appropriation is to maintain a reserve of expenditure authority from which specific amounts can be transferred to other appropriated budgets after adoption of the annual budget to cover emergency or critical items. Contingency appropriations will be established within Non-Departmental and Appropriated Fund Balance for the General Fund and other funds as appropriate. Contingency appropriations will be established for general purposes or reserved for specific issues.

The Contingency Funds will not incur any expense or revenue bookings. All requests for General Fund contingency must be submitted to the Budget Office/County Manager for approval. If necessary, the Budget Office will submit the request to the Board of

Supervisors for approval. Budget appropriation will be transferred to the fund in need of additional budget appropriation for an emergency or critical need.

Section 6. Budget Adoption

This budget is being adopted by the Board of Supervisors at a fund level. Each fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. The department level budget detail that is contained within the financial system is designed and used wholly as a management tool for the individual departments. A sub-fund may also be created to track a specific project or goal and is used as a tool for management purposes. A sub-fund would be an extension of major fund.

Section 7. Positions/Vehicles/Equipment and Infrastructure Projects

Additional funding requested or substantial changes during the fiscal year must be submitted to the County Manager or Board of Supervisors for approval.

Positions

All requests for new positions or reclassification of existing positions regardless of the funding source (from Elected, Judicial Branch departments, appointed County departments/special districts/enterprise funds) must be approved by the Board of Supervisors. Departments must submit their requests to Human Resources. Human Resources will review relevant position description questionnaires, job descriptions, and salary information prior to forwarding information to the County Manager. The County Manager will review and recommend/deny the position for approval by the Board of Supervisors. If a position request is denied by the County Manager, Elected or Judicial Branch departments may appeal the decision to the Board of Supervisors.

Intergovernmental agreements, grants, etc. that require/authorize additional positions must be approved by the Board of Supervisors. The position and the budgetary impact must be fully disclosed to Human Resources and the Budget Office and when presented to the Board of Supervisors for approval as part of an Intergovernmental agreement, grant, etc.

Reclassification of existing positions (filled and vacant) should include justification of the position as well as why budget savings, including savings from deleted positions, should be used to create new positions and how the position will align/impact county strategic priorities and departmental goals. If budget savings are being reallocated, that must be explicitly communicated, otherwise the budget will be reduced.

Changes in positions that are budget neutral, or result in net savings or reductions in cost may be approved by the County Manager for appointed departments, those reporting to the County Manager.

All authorized positions must be fully-funded by the general fund, special revenue fund, enterprise fund or a grant. If a position becomes unfunded or under-funded it must be fully funded immediately or eliminated. An under-funded position is a position for which

a department/funding source has only 1% to 99% of the funding required to support it on an annualized basis. If eliminating unfunded or under-funded positions results in a Reduction in Force, the County Manager or Board of Supervisors shall approve a layoff plan in accordance with Pinal County Policy and Procedure 3.96, Reduction In Force, and Pinal County Merit Rule #10 - Terminations before it is effective.

Facility Infrastructure Projects

All facility infrastructure project requests that exceed \$50,000 regardless of the funding source (from Elected, Judicial Branch departments, appointed County departments/special districts/enterprise funds) must be submitted to the Master Facilities Planning & Construction Committee for review prior to forwarding information to the County Manager. The Committee is advisory to the County Manager. The County Manager will recommend the project for approval by the Board of Supervisors if appropriate. If the project request is denied by the County Manager, Elected or Judicial Branch departments may appeal the decision to the Board of Supervisors.

Section 8. Severability.

The Board of Supervisors has considered and adopted each section of this resolution separately. In the event that a court would determine any section invalid, the remaining sections of this resolution shall continue to remain in effect.

Section 9. Effective Date and Repeal.

Upon adoption of this resolution, a copy shall be provided to the appointed and elected head of each budget unit. The Board of Supervisors may make amendments to the policies and procedures as deemed appropriate.

Section 10. Appeal to the Board of Supervisors.

All elected branches of government shall retain the ability to appeal directly to the Board of Supervisors should a dispute or disagreement arise concerning an interpretation or application of this Budget Resolution by the County Manager or Office of Management and Budget and any Elected Branches of Government.

Passed by the Board of Supervisors of Pinal County, Arizona, this 24th day of June, 2015.

APPROVED:



Attest:

Shen Cluff
Clerk of the Board

Cheryl Chase
Cheryl Chase, Chairwoman, Board of Supervisors

Date: 6/24/15