



MEMORANDUM

DEPARTMENT OF FINANCE AND RISK MANAGEMENT BUDGET DIVISION

Date: December 12, 2014

To: Presiding Judge, Superior Court
Elected Officials
Department Directors

From: Robert W. Johnson
Budget Manager

A handwritten signature in blue ink, appearing to read "RJ", is written over the name "Robert W. Johnson" in the "From:" field.

Re: **Five-Year Financial Forecast**

As part of the annual process of developing a five-year financial forecast, we need information on all operating budget increases that are attributable to capital projects scheduled to be completed and facilities scheduled to be donated to Pima County by developers and other outside parties during the current year and five-year financial forecast period.

Since a primary element of the forecast is the additional cost of operations and maintenance (O&M) of Capital Improvement Program (CIP) projects scheduled to come on line through fiscal year 2019/20, I am requesting your assistance in forecasting the O&M costs for each project within your purview.

This year, Finance has created a new form within the Planning and Budgeting System (PB) for every active capital project that is scheduled to come on line through fiscal year 2019/20. The attached is a general example of the information to be entered into the form. The operating department that will be paying the O&M costs for a completed project or facility should work with their assigned Finance Analyst to determine the **total amount of O&M costs for each year**. In the case of some projects, like the new Public Service Center Building, two or more forms will be submitted for a project, as Facilities Management will be responsible for certain maintenance costs, while the operating department will be responsible for others. Any cost savings or revenues generated by the completed project or facility also are to be included.

Your assigned Finance Analyst will complete the new CIP O&M Impact form in the PB System based on your input. In order to include these costs in the five-year financial forecast, the analysis and forms must be entered into the PB System by January 9, 2015.

If you have any questions about this matter, please call Victor Rodriguez (724-3632), Lisa Merin (724-8490), Bill Tisch (724-3691) or contact your department's designated Budget Division analyst.

CAPITAL PROJECTS ADDITIONAL OPERATIONS & MAINTENANCE COSTS FISCAL YEAR 2014/15 THRU FISCAL YEAR 2019/20

For facilities/projects that will become operational during the time period; fill out one sheet per facility/project.

DEPARTMENT: _____

ANTICIPATED PROJECT COMPLETION DATE: _____

PROJECT NAME: _____

CIP PROJECT NUMBER: _____

ADDITIONAL OPERATIONS & MAINTENANCE EXPENSES ASSOCIATED WITH THE PROJECT:

	A	B	C	D	E	F
	Total O&M in FY 14/15	Total O&M in FY 15/16	Total O&M in FY 16/17	Total O&M in FY 17/18	Total O&M in FY 18/19	Total O&M in FY 19/20
Utilities:						
Electricity	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Gas	\$0	\$0	\$0	\$0	\$0	\$0
Refuse	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$0	\$0	\$0	\$0	\$0	\$0
Other (describe: _____)	\$0	\$0	\$0	\$0	\$0	\$0
Other (describe: _____)	\$0	\$0	\$0	\$0	\$0	\$0
Personal Services (Include all ADDITIONAL personnel costs involved to staff & operate the facility; only detail NEW FTEs below):	\$0	\$0	\$0	\$0	\$0	\$0
Supplies:	\$0	\$0	\$0	\$0	\$0	\$0
Services:						
Janitorial	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control/Extermination	\$0	\$0	\$0	\$0	\$0	\$0
Other (describe: _____)	\$0	\$0	\$0	\$0	\$0	\$0
Other (describe: _____)	\$0	\$0	\$0	\$0	\$0	\$0
Capital (vehicles, furniture, PCs, etc.):	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$0	\$0	\$0	\$0	\$0	\$0
ADDITIONAL ASSOCIATED REVENUES	\$0	\$0	\$0	\$0	\$0	\$0
NET FUND IMPACT	\$0	\$0	\$0	\$0	\$0	\$0

DETAIL FOR NEW FTEs: (continue on additional sheet as needed)					
JOB TITLE	# FTEs	Class Code	Salary	Benefits	Total
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0

COMMENTS: