

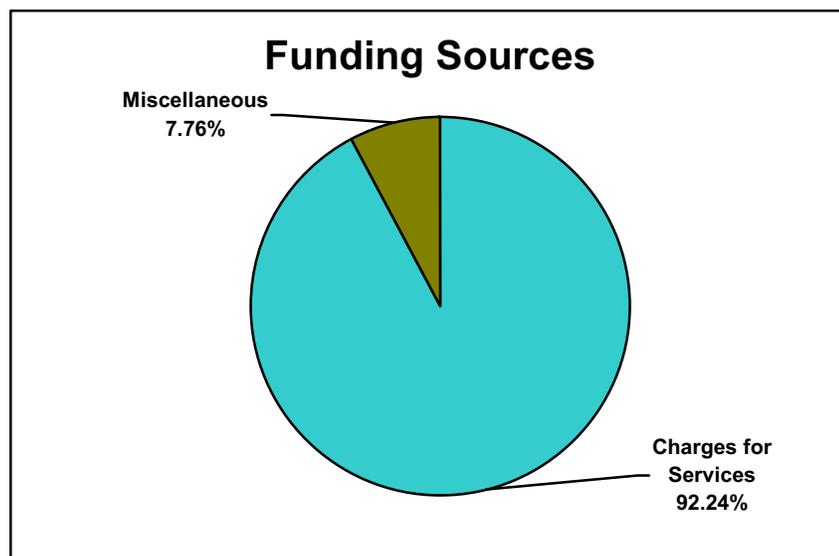
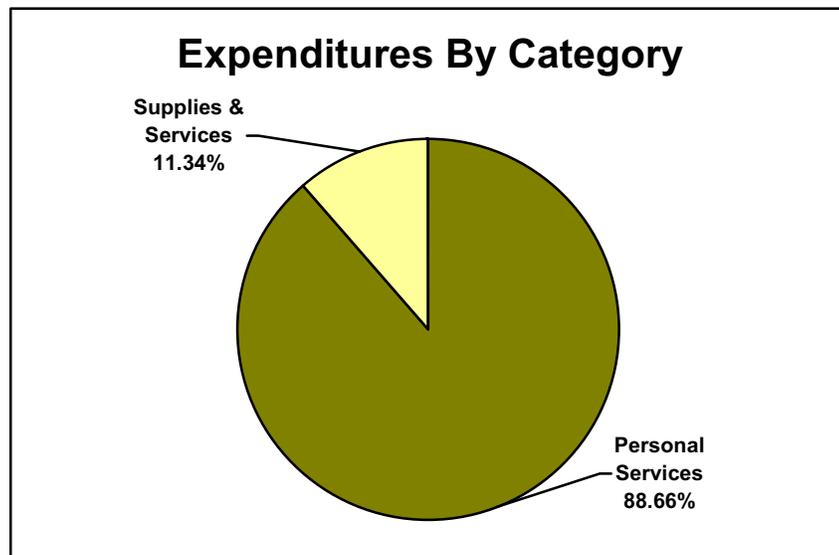
**Pima County FY 2004/05 Recommended Budget**

**Recorder – General Fund**

Revenue \$ 3,404,000  
Expenditures 2,163,658  
Fund Impact \$ 1,240,342  
FTEs 56.0

Function Statement: Provide quality service to the public by ensuring prompt and efficient indexing and imaging of documents presented for public record. Provide expeditious retrieval and reproduction of documents previously recorded as required by the provisions of Title 11 of the Arizona Revised Statutes and the Public Records laws. Maintain voter registration rolls and conduct early voter activities as mandated in Title 16 of the Arizona Revised Statutes in an efficient and cost effective manner for Pima County and all taxing districts within Pima county (schools, fire districts, water districts, cities and towns).

The Recorder also operates Document Storage & Retrieval (a special revenue fund).



**Recommended Budget Summary - General Fund**

	<b>Total Expenditures</b>	<b>Total Revenues</b>	<b>Operating Transfers</b>	<b>Net General Fund Impact</b>
<b>FY 2003/04 Adopted</b>	1,722,697	3,000,000	0	1,277,303
Presidential Preference Election	(310,622)			310,622
Primary/General Elections	750,000			(750,000)
Benefits Adjustment	1,583			(1,583)
Decrease in Revenue for Voter Registration Fees		(10,000)		(10,000)
Increase Document Mailing Fees		114,000		114,000
Increase Recording Fees		300,000		300,000
<b>Supplemental Requests</b>				
Pkg B: Capital Expense for Automobile	0			0
<b>Total Recommended Budget</b>	<u>2,163,658</u>	<u>3,404,000</u>	<u>0</u>	<u>1,240,342</u>
<b>Full Time Equivalents (FTEs)</b>	<u>56.0</u>			

**Comments/Issues**

The department's fiscal year 2004/05 base budget was decreased by \$310,622, due to costs associated with the presidential preference primary election not being held this year and subsequently increased by \$750,000 for costs associated with the fall 2004 primary/general elections. Since primary and general elections will be held this year, FTEs were increased by 23.0.

Overtime is anticipated for mandated projects including changes, due to redistricting litigation and the purging of voters following the November 2004 general elections.

Recording fees are primarily comprised of real estate recording fees. The increase of \$300,000 in recording fees is due primarily to lower interest rates and an increase in real estate sales in Pima County. Revenue for recording fees will continue at the present rate, as long as these factors remain constant. Budgeted to actual revenues over the past 5 years is:

	BUDGET	ACTUAL	VARIANCE
FY 1998/99	1,480,000	2,117,320	637,320
FY 1999/00	1,980,000	1,972,857	(7,143)
FY 2000/01	2,050,000	2,044,525	(5,475)
FY 2001/02	2,050,000	2,595,882	545,882
FY 2002/03	2,395,000	2,950,000	555,000
(projected ) FY 2003/04	3,000,000	3,250,000	250,000

**Pima County FY 2004/05 Recommended Budget**

**Recorder**

Recommended General Fund revenue sources:

Recording Fees	3,140,000
Election Services	264,000
	<u>3,404,000</u>

The department submitted one request for supplemental funding. It is not 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
<b>Expenditures</b>	1,835,003	1,296,434	1,876,741	1,783,280	2,163,658
<b>Revenues</b>	2,044,525	2,595,882	3,760,006	3,250,000	3,404,000

**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
<b>Expenditures</b>					
Personal Services	1,218,664	1,918,255	0	1,918,255	1,918,255
Supplies and Services	504,033	871,307	0	871,307	245,403
Capital	0	0	22,000	22,000	0
<b>Total Expenditures</b>	<u>1,722,697</u>	<u>2,789,562</u>	<u>22,000</u>	<u>2,811,562</u>	<u>2,163,658</u>
<b>Revenues</b>					
Charges For Services	2,850,000	3,140,000	0	3,140,000	3,140,000
Miscellaneous	150,000	264,000	0	264,000	264,000
<b>Total Revenues</b>	<u>3,000,000</u>	<u>3,404,000</u>	<u>0</u>	<u>3,404,000</u>	<u>3,404,000</u>
General Fund Support	(1,277,303)	(614,438)	22,000	(592,438)	(1,240,342)
<b>Total Funding</b>	<u>1,722,697</u>	<u>2,789,562</u>	<u>22,000</u>	<u>2,811,562</u>	<u>2,163,658</u>

### SUMMARY BY ACCOUNT

Department Name: RECORDER

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
SALARIES & WAGES	909,683	970,504	614,194	1,036,959	1,036,959
OVERTIME	69,217	4,220	6,257	151,983	151,983
SHIFT DIFFERENTIAL	57	0	0	0	0
TEMPORARY HELP	198,042	19,060	61,279	420,624	420,624
BUDGETED PERSONAL SVCS REDUCTION	0	(30,168)	0	0	0
BUDGETED BENEFITS	189,000	255,048	152,106	308,689	308,689
<b>** OBJECT TOTALS FOR:</b>					
PERSONAL SERVICES	1,365,999	1,218,664	833,836	1,918,255	1,918,255
OFFICE SUPPLIES	30,601	19,500	6,532	37,907	37,907
BOOKS/SUBSCRIPTIONS/VIDEO	4,633	4,748	2,735	5,000	5,000
FOOD SUPPLIES	228	0	32	300	300
FOOD PREPARATION SUPPLIES	0	0	6	100	100
HOUSEHOLD/INDUSTRIAL SUPPLIES	194	300	122	300	300
FILM, MAPS, BLUEPRINTS	494	0	174	500	500
OTHER OPERATING SUPPLIES	0	0	270	500	500
REPAIR & MAINTENANCE SUPPLIES	975	0	916	2,200	2,200
SMALL TOOLS & OFFICE EQUIP < \$1,000	6,218	1,900	3,322	9,500	9,500
<b>** OBJECT TOTALS FOR:</b>					
SUPPLIES	43,343	26,448	14,109	56,307	56,307
EXPERT WITNESSES & INTERPRETERS	0	0	100	2,500	2,500
NON MEDICAL PROFESSIONAL SERVICES	29,518	52,550	15,356	75,000	75,000
SECURITY	251	0	0	4,000	4,000
TELEPHONE/VOICE/DATA TELECOMMUNICATION	20,164	20,000	10,845	22,000	22,000
INTERNET SERVICE	23	0	13	0	0
POSTAGE & FREIGHT	262,966	207,000	120,318	391,950	391,950
MILEAGE REIMBURSEMENT	2,956	2,300	0	6,750	6,750
IN-STATE TRAVEL	2,573	525	284	1,000	1,000
IN-STATE TRAINING	0	2,000	1,294	2,000	2,000
OUT-OF-STATE TRAVEL/TRAINING	1,207	3,500	0	3,500	3,500
MOTOR POOL	3,655	3,700	1,588	13,200	13,200
ADVERTISING	627	0	938	8,500	8,500
PRINTING AND MICROFILMING	81,253	184,475	79,113	202,000	202,000
ELECTRICITY	1,375	2,100	945	2,100	2,100
LEASES & RENTALS	36,930	25,000	20,173	60,000	60,000
INTERDEPT. SUPPLIES & SERVICES	2,174	4,000	0	2,500	2,500
R&M MACHINERY & EQUIPMENT	3,651	5,500	2,869	11,500	11,500
R&M BUILDINGS & GROUNDS	10,340	0	4,823	2,500	2,500

**SUMMARY BY ACCOUNT**

Department Name: RECORDER

ACCOUNT NAME	2002/03	2003/04	YTD THRU FEB 29, 2004	2004/05	
	ACTUAL	ADOPTED		DEPARTMENT REQUESTED	RECOMMENDED
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	459,663	512,650	258,659	811,000	811,000
DUES AND MEMBERSHIPS	4,627	3,100	1,335	4,000	4,000
OTHER MISCELLANEOUS CHARGES	3,109	0	1,282	0	(625,904)
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	7,736	3,100	2,617	4,000	(621,904)
FURNITURE (\$1,000 - \$4,999)	0	0	6,994	0	0
MOTOR VEHICLES (\$5,000 OR MORE)	0	0	0	22,000	0
SOFTWARE/OFF MACH (\$5,000 OR MORE)	0	0	0	0	0
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	0	0	6,994	22,000	0
BUDGET REDUCTION	0	(38,165)	0	0	0
** OBJECT TOTALS FOR:					
BUDGET REDUCTION	0	(38,165)	0	0	0
*** TOTAL: EXPENDITURE ACCOUNTS -	1,876,741	1,722,697	1,116,215	2,811,562	2,163,658
REVENUE					
GENERAL GOVERNMENT FEES	3,478,897	2,850,000	2,226,796	3,140,000	3,140,000
COURT FEES	0	0	0	0	0
NOTARY BOND FEES	0	0	1,131	0	0
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	3,478,897	2,850,000	2,227,927	3,140,000	3,140,000
MISCELLANEOUS COLLECTIONS	281,042	150,000	203,983	264,000	264,000
OTHER MISCELLANEOUS REVENUE	67	0	(19)	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	281,109	150,000	203,964	264,000	264,000
*** TOTAL: REVENUE	3,760,006	3,000,000	2,431,891	3,404,000	3,404,000

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**ANOTHER FUND UNDER THE OPERATIONAL MANAGEMENT OF THE RECORDER IS:**

- **RECORDER DOCUMENT STORAGE & RETRIEVAL SPECIAL REVENUE FUND**

**BUDGET INFORMATION ON THIS FUND IS PROVIDED ON THE FOLLOWING PAGES.**

## RECORDER DOC STORAGE & RETRIEVAL

Expenditures: 1,497,127

Revenues: 1,140,000

FTEs: 8.0

**Function Statement:** Modernize the Recorder's document storage and retrieval system.

**Mandates:** ARS 11-475.01

### Funding Summary

Department	FY2003/04 Adopted	FY2004/05 Department Base Request	FY2004/05 Department Supplemental	FY2004/05 Department Requested	FY2004/05 Administrator Recommended
<b>Expenditures</b>					
PERSONAL SERVICES	389,073	407,927	0	407,927	407,927
SUPPLIES AND SERVICES	669,000	674,000	0	674,000	674,000
CAPITAL OUTLAY	589,800	415,200	0	415,200	415,200
<b>Total Expenditures</b>	<b>1,647,873</b>	<b>1,497,127</b>	<b>0</b>	<b>1,497,127</b>	<b>1,497,127</b>
<b>Revenues</b>					
INTEREST	75,000	40,000	0	40,000	40,000
CHARGES FOR SERVICES	1,000,000	1,100,000	0	1,100,000	1,100,000
MISCELLANEOUS	100	0	0	0	0
<b>Total Revenues</b>	<b>1,075,100</b>	<b>1,140,000</b>	<b>0</b>	<b>1,140,000</b>	<b>1,140,000</b>
<b>Total Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>572,773</b>	<b>357,127</b>	<b>0</b>	<b>357,127</b>	<b>357,127</b>
<b>Total Funding</b>	<b>1,647,873</b>	<b>1,497,127</b>	<b>0</b>	<b>1,497,127</b>	<b>1,497,127</b>

### Five Year History of Expenditures and Revenues

	FY2000/01 Actuals	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Projected	FY2004/05 Recommended
<b>Expenditures</b>	810,437	882,248	1,167,312	1,647,873	1,497,127
<b>Revenues</b>	1,099,529	1,205,806	1,446,529	1,075,100	1,140,000
<b>Net Operating Transfers In/(Out)</b>	0	0	0	0	0

**SUMMARY BY ACCOUNT**

Department Name: RECORDER DOC STORAGE & RETRIEVAL

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
SALARIES & WAGES	257,199	315,930	212,626	315,993	315,993
OVERTIME	4,122	3,722	3,049	13,283	13,283
TEMPORARY HELP	(553)	0	0	0	0
BUDGETED BENEFITS	46,580	69,421	50,566	78,651	78,651
<b>** OBJECT TOTALS FOR:</b>					
PERSONAL SERVICES	307,348	389,073	266,241	407,927	407,927
OFFICE SUPPLIES	24,465	20,000	7,425	20,000	20,000
BOOKS/SUBSCRIPTIONS/VIDEO	1,256	1,000	88	1,000	1,000
SOFTWARE / SOFTWARE LICENSES <\$1,000	4,562	0	1,765	5,000	5,000
FILM, MAPS, BLUEPRINTS	4,383	10,000	3,948	10,000	10,000
REPAIR & MAINTENANCE SUPPLIES	2,708	40,000	97	10,000	10,000
SMALL TOOLS & OFFICE EQUIP < \$1,000	28,306	75,000	7,493	20,000	20,000
<b>** OBJECT TOTALS FOR:</b>					
SUPPLIES	65,680	146,000	20,816	66,000	66,000
NON MEDICAL PROFESSIONAL SERVICES	19,446	150,000	43,737	75,000	75,000
TELEPHONE/VOICE/DATA TELECOMMUNICATION INTERNET SERVICE	20,828	30,000	17,686	30,000	30,000
POSTAGE & FREIGHT	678	0	0	0	0
MILEAGE REIMBURSEMENT	252	2,500	357	2,500	2,500
MILEAGE REIMBURSEMENT	81	500	0	500	500
IN-STATE TRAVEL	830	0	0	2,500	2,500
IN-STATE TRAINING	7,408	30,000	9,499	25,000	25,000
OUT-OF-STATE TRAVEL/TRAINING	0	10,000	0	7,500	7,500
PRINTING AND MICROFILMING	918	0	0	0	0
LEASES & RENTALS	3,059	0	0	0	0
R&M MACHINERY & EQUIPMENT	186,561	300,000	199,045	465,000	465,000
R&M BUILDINGS & GROUNDS	1,645	0	0	0	0
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	241,706	523,000	270,324	608,000	608,000
OTHER INTEREST CHARGES	27	0	671	0	0
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	27	0	671	0	0
FURNITURE (\$1,000 - \$4,999)	2,858	0	0	0	0
OFF MACH/COMPUTER \$1,000 - \$4,999	50,425	44,800	87,835	35,200	35,200
SOFTWARE/OFF MACH (\$5,000 OR MORE)	499,268	545,000	422,958	380,000	380,000
<b>** OBJECT TOTALS FOR:</b>					
CAPITAL OUTLAY	552,551	589,800	510,793	415,200	415,200
<b>*** TOTAL: EXPENDITURE ACCOUNTS -</b>	<b>1,167,312</b>	<b>1,647,873</b>	<b>1,068,845</b>	<b>1,497,127</b>	<b>1,497,127</b>

### SUMMARY BY ACCOUNT

Department Name: RECORDER DOC STORAGE & RETRIEVAL

ACCOUNT NAME	2002/03	2003/04	YTD THRU FEB 29, 2004	2004/05	
	ACTUAL	ADOPTED		DEPARTMENT REQUESTED	RECOMMENDED
<b>REVENUE</b>					
GENERAL GOVERNMENT FEES	1,386,240	1,000,000	948,192	1,100,000	1,100,000
** OBJECT TOTALS FOR: CHARGES FOR SERVICES	<u>1,386,240</u>	<u>1,000,000</u>	<u>948,192</u>	<u>1,100,000</u>	<u>1,100,000</u>
INTEREST	60,289	75,000	29,129	40,000	40,000
** OBJECT TOTALS FOR: INTEREST	<u>60,289</u>	<u>75,000</u>	<u>29,129</u>	<u>40,000</u>	<u>40,000</u>
OTHER MISCELLANEOUS REVENUE	0	100	0	0	0
** OBJECT TOTALS FOR: MISCELLANEOUS	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** TOTAL: REVENUE	<u><u>1,446,529</u></u>	<u><u>1,075,100</u></u>	<u><u>977,321</u></u>	<u><u>1,140,000</u></u>	<u><u>1,140,000</u></u>

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