

Pima County FY 2005/06 Recommended Budget

Recorder – General Fund

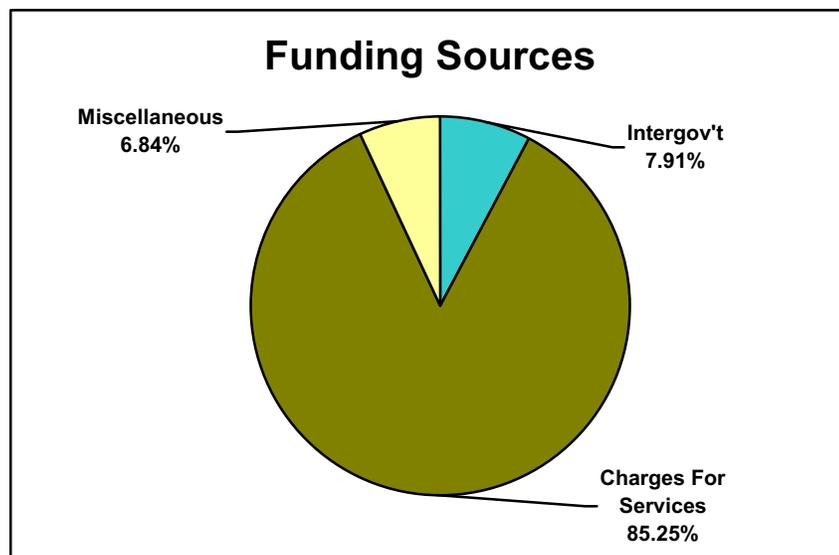
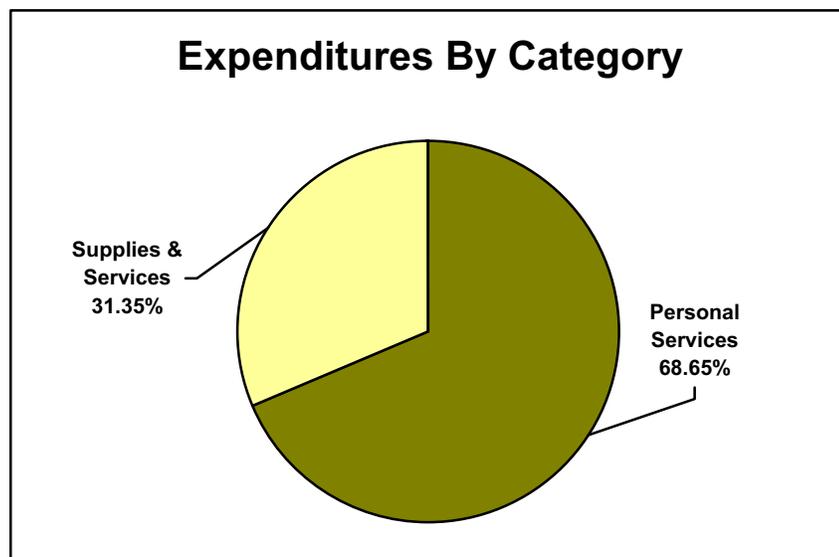
Revenue \$ 3,859,400
Expenditures 2,494,997

Fund Impact \$ 1,364,403

FTEs 46.0

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

	Total Expenditures	Total Revenues	Operating Transfers	Net General Fund Impact
FY 2004/05 Adopted	2,209,765	3,404,000	0	1,194,235
Annualize FY 2004/05 Salary Adjustments	17,042			(17,042)
Elected Official Salary Increase	6,600			(6,600)
Benefits Adjustment	24,100			(24,100)
Former Kino Employee	32,560			(32,560)
Reverse 2004 Primary/General Election	(750,000)			750,000
Jurisdictional Elections	225,000	150,000		(75,000)
Biannual Voter Notification Mailing	255,806			(255,806)
Transportation Bond Election	305,400	305,400		0
Supplemental Requests				
Package D: Upgrade of Ballot Inserter	30,000			(30,000)
Package E: Yaqui Outreach	55,597			(55,597)
Package F: Capital Expanse Folder/Inserter				0
Package G: Postage Machine				0
Package J: Proposition 200 Impact Costs	83,127			(83,127)
Total Recommended Budget	<u>2,494,997</u>	<u>3,859,400</u>	<u>0</u>	<u>1,364,403</u>
Full Time Equivalent (FTEs)	<u>46.0</u>			

Comments/Issues

The department's fiscal year 2005/06 base budget was decreased by \$750,000 due to costs added for the primary/general elections held last year, and subsequently increased by \$225,000 for costs associated with anticipated local and jurisdictional elections for the coming year. Related revenues were added in the amount of \$150,000.

An additional \$255,806 has been provided for a Countywide voter notification mailing. Such notifications are required biannually; this expenditure will be reversed from the department base fiscal year 2006/07.

A provision for County Transportation Bond Election costs has been added in the amount of \$305,400. These costs are expected to be reimbursed under ARS sections 28-8102 and 41-175, the City Transportation Fund and the County Assistance Fund.

Pima County FY 2005/06 Recommended Budget

Recorder

Following the transfer of Kino Community Hospital to University Physicians, Incorporated (UPI), the former Kino employees who wanted to continue as County employees were assigned to various County departments, and for fiscal year 2004/05, the funding for these employees was budgeted in a transition fund. As of July 1, 2005, the remaining former Kino employees will be assigned to vacant County positions or positions that were created during the fiscal year 2005/06 budget process. The funding for these employees was added to the base budget of the department to which they will be assigned on July 1, 2005. The \$32,560 for former Kino employees that was added to the Recorder's budget includes funding for 1.0 new FTE.

Expenditures of \$160,435 and revenues of \$363,000 associated with a possible Tucson Unified School District budget override election and a possible Pima Community College bond election are included in the budget stabilization fund.

Recommended General Fund revenue sources:

State revenues	305400
Recording Fees	3,290,000
Election Services	<u>264,000</u>
	3,859,400

The department submitted six requests for supplemental funding. The following packages are recommended for funding:

Supplemental Package D - Upgrade of Ballot Inserter - is recommended for funding. The package requested \$30,000 in supplies and services for upgrading the capacity of the department's automated ballot inserter.

Supplemental Package E - Yaqui Outreach - is recommended for funding. The package requested \$47,097 in personal services and \$8,500 in supplies and services to provide for an outreach employee required under a new federal mandate.

Supplemental Package J - Proposition 200 Impact Costs - is recommended for funding. The package requested \$45,006 in personal services and \$38,121 in supplies and services to enable the Recorder to meet new voter registration rules contained in Proposition 200.

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	1,296,434	1,876,741	1,892,153	2,209,765	2,494,997
Revenues	2,595,882	3,760,006	3,578,954	3,404,000	3,859,400

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	1,964,362	1,620,681	92,103	1,712,784	1,712,784
Supplies and Services	245,403	705,592	93,421	799,013	782,213
Capital	0	0	0	0	0
Total Expenditures	2,209,765	2,326,273	185,524	2,511,797	2,494,997
Revenues					
Intergovernmental	0	305,400	0	305,400	305,400
Charges For Services	3,140,000	3,290,000	0	3,290,000	3,290,000
Miscellaneous	264,000	264,000	0	264,000	264,000
Total Revenues	3,404,000	3,859,400	0	3,859,400	3,859,400
General Fund Support	(1,194,235)	(1,533,127)	185,524	(1,347,603)	(1,364,403)
Total Funding	2,209,765	2,326,273	185,524	2,511,797	2,494,997

SUMMARY BY ACCOUNT

Department Name: RECORDER

ACCOUNT NAME	2003/04	2004/05		2005/06	
	ACTUAL	ADOPTED	YTD THRU FEB 28, 2005	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	899,990	1,083,066	626,085	1,268,200	1,268,200
OVERTIME	6,542	151,983	161,708	0	0
SHIFT DIFFERENTIAL	0	0	82	0	0
TEMPORARY HELP	99,536	420,624	215,675	62,878	62,878
HOLIDAY PAY	0	0	7,628	0	0
SPECIAL ASSIGNMENT PAY	0	0	0	7,820	7,820
BUDGETED BENEFITS	226,092	308,689	192,507	373,886	373,886
SALARY REDUCTION	(12,719)	0	0	0	0
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	1,219,441	1,964,362	1,203,685	1,712,784	1,712,784
OFFICE SUPPLIES	10,071	37,907	10,205	27,400	27,400
BOOKS/SUBSCRIPTIONS/VIDEO	4,619	5,000	1,847	4,500	4,500
FOOD SUPPLIES	32	300	384	467	467
FOOD PREPARATION SUPPLIES	6	100	44	0	0
FUEL, OIL, LUBRICANTS	10	0	0	0	0
HOUSEHOLD/INDUSTRIAL SUPPLIES	234	300	116	300	300
CLOTHING/UNIFORMS/SAFETY	0	0	148	0	0
FILM, MAPS, BLUEPRINTS	174	500	0	500	500
OTHER OPERATING SUPPLIES	301	500	197	500	500
REPAIR & MAINTENANCE SUPPLIES	1,049	2,200	1,767	2,200	2,200
SMALL TOOLS & OFFICE EQUIP < \$1,000	4,345	9,500	3,312	52,800	36,000
EXPERT WITNESSES & INTERPRETERS	100	2,500	885	2,000	2,000
NON MEDICAL PROFESSIONAL SERVICES	80,517	75,000	72,026	103,500	103,500
SECURITY	346	4,000	0	4,000	4,000
TELEPHONE/VOICE/DATA TELECOMMUNICATION	18,503	22,000	14,499	23,000	23,000
INTERNET SERVICE	13	0	0	0	0
POSTAGE & FREIGHT	218,818	391,950	213,999	352,971	352,971
MILEAGE REIMBURSEMENT	200	6,750	763	2,250	2,250
IN-STATE TRAVEL	515	1,000	1,195	1,000	1,000
IN-STATE TRAINING	2,294	2,000	246	2,000	2,000
OUT-OF-STATE TRAVEL/TRAINING	0	3,500	0	3,500	3,500
MOTOR POOL	5,374	13,200	6,034	11,900	11,900
ADVERTISING	1,670	8,500	2,336	7,100	7,100
PRINTING AND MICROFILMING	185,629	202,000	53,962	139,525	139,525
ELECTRICITY	1,540	2,100	8,317	2,100	2,100
LEASES & RENTALS	29,883	60,000	27,732	35,000	35,000
INTERDEPT. SUPPLIES & SERVICES	0	2,500	0	2,500	2,500
R&M MACHINERY & EQUIPMENT	7,954	11,500	11,223	11,500	11,500
R&M BUILDINGS & GROUNDS	4,823	2,500	1,158	2,500	2,500

SUMMARY BY ACCOUNT

Department Name: RECORDER

ACCOUNT NAME	2003/04	2004/05		2005/06	
	ACTUAL	ADOPTED	YTD THRU FEB 28, 2005	DEPARTMENT REQUESTED	RECOMMENDED
DUES AND MEMBERSHIPS	1,695	4,000	2,635	4,000	4,000
OTHER MISCELLANEOUS CHARGES	1,916	(625,904)	2,039	0	0
** OBJECT TOTALS FOR:					
SUPPLIES & SERVICES	582,631	245,403	437,069	799,013	782,213
FURNITURE (\$1,000 - \$4,999)	6,994	0	0	0	0
SOFTWARE/OFF MACH (\$5,000 OR MORE)	83,087	0	0	0	0
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	90,081	0	0	0	0
*** TOTAL: EXPENDITURE ACCOUNTS -	1,892,153	2,209,765	1,640,754	2,511,797	2,494,997
REVENUE					
STATE REVENUE	0	0	0	305,400	305,400
** OBJECT TOTALS FOR:					
INTERGOVERNMENTAL	0	0	0	305,400	305,400
GENERAL GOVERNMENT FEES	3,280,497	3,140,000	1,998,475	3,290,000	3,290,000
COURT FEES	200	0	0	0	0
NOTARY BOND FEES	1,131	0	0	0	0
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	3,281,828	3,140,000	1,998,475	3,290,000	3,290,000
MISCELLANEOUS COLLECTIONS	297,148	264,000	175,694	264,000	264,000
OTHER MISCELLANEOUS REVENUE	(22)	0	(9,375)	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	297,126	264,000	166,319	264,000	264,000
*** TOTAL: REVENUE	3,578,954	3,404,000	2,164,794	3,859,400	3,859,400

RECORDER DOC STORAGE & RETRIEVAL

Expenditures: 1,776,976

Revenues: 1,145,000

FTEs: 11.0

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

Mandates: ARS 11-475.01

Funding Summary

Department	FY2004/05 Adopted	FY2005/06 Department Base Request	FY2005/06 Department Supplemental	FY2005/06 Department Requested	FY2005/06 Administrator Recommended
Expenditures					
PERSONAL SERVICES	407,927	575,396	0	575,396	575,396
SUPPLIES AND SERVICES	674,000	671,500	0	671,500	671,500
CAPITAL OUTLAY	415,200	530,080	0	530,080	530,080
Total Expenditures	1,497,127	1,776,976	0	1,776,976	1,776,976
Revenues					
INTEREST	40,000	45,000	0	45,000	45,000
CHARGES FOR SERVICES	1,100,000	1,100,000	0	1,100,000	1,100,000
Total Revenues	1,140,000	1,145,000	0	1,145,000	1,145,000
Total Transfers In/(Out)	0	0	0	0	0
Fund Balance Decrease/(Increase)	357,127	631,976	0	631,976	631,976
Total Funding	1,497,127	1,776,976	0	1,776,976	1,776,976

Five Year History of Expenditures and Revenues

	FY2001/02 Actuals	FY2002/03 Actuals	FY2003/04 Actuals	FY2004/05 Projected	FY2005/06 Recommended
Expenditures	882,248	1,167,312	1,336,033	1,497,127	1,776,976
Revenues	1,205,806	1,446,529	1,432,987	1,140,000	1,145,000
Net Operating Transfers In/(Out)	0	0	0	0	0

SUMMARY BY ACCOUNT

Department Name: RECORDER DOC STORAGE & RETRIEVAL

ACCOUNT NAME	2003/04	2004/05		2005/06	
	ACTUAL	ADOPTED	YTD THRU FEB 28, 2005	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	319,922	315,993	215,484	450,297	450,297
OVERTIME	3,500	13,283	21,308	7,443	7,443
SHIFT DIFFERENTIAL	0	0	12	0	0
HOLIDAY PAY	0	0	1,642	0	0
BUDGETED BENEFITS	75,731	78,651	53,955	117,656	117,656
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	399,153	407,927	292,401	575,396	575,396
OFFICE SUPPLIES	15,617	20,000	10,435	20,000	20,000
BOOKS/SUBSCRIPTIONS/VIDEO	115	1,000	1,781	2,500	2,500
SOFTWARE / SOFTWARE LICENSES <\$1,000	8,046	5,000	6,754	10,000	10,000
FILM, MAPS, BLUEPRINTS	7,690	10,000	3,708	10,000	10,000
OTHER OPERATING SUPPLIES	0	0	0	0	0
REPAIR & MAINTENANCE SUPPLIES	462	10,000	1,056	10,000	10,000
SMALL TOOLS & OFFICE EQUIP < \$1,000	18,688	20,000	13,146	40,000	40,000
NON MEDICAL PROFESSIONAL SERVICES	44,737	75,000	7,123	60,000	60,000
TELEPHONE/VOICE/DATA TELECOMMUNICATION INTERNET SERVICE	36,475	30,000	23,781	30,000	30,000
POSTAGE & FREIGHT	498	0	0	0	0
MILEAGE REIMBURSEMENT	357	2,500	0	2,500	2,500
IN-STATE TRAVEL	0	500	83	500	500
IN-STATE TRAINING	0	2,500	0	2,500	2,500
OUT-OF-STATE TRAVEL/TRAINING	14,088	25,000	17,848	25,000	25,000
PRINTING AND MICROFILMING	0	7,500	0	7,500	7,500
R&M MACHINERY & EQUIPMENT	0	0	515	0	0
R&M RENEWAL SOFTWARE AGREEMENTS	227,443	465,000	70,984	250,000	250,000
R&M BUILDINGS & GROUNDS	0	0	107,970	200,000	200,000
OTHER INTEREST CHARGES	0	0	282	1,000	1,000
873	0	0	0	0	0
** OBJECT TOTALS FOR:					
SUPPLIES & SERVICES	375,089	674,000	265,466	671,500	671,500
OFF MACH/COMPUTER \$1,000 - \$4,999	94,801	35,200	37,201	0	0
SOFTWARE/OFF MACH (\$5,000 OR MORE)	466,990	380,000	37,803	530,080	530,080
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	561,791	415,200	75,004	530,080	530,080
*** TOTAL: EXPENDITURE ACCOUNTS -					
	1,336,033	1,497,127	632,871	1,776,976	1,776,976
REVENUE					
GENERAL GOVERNMENT FEES	1,386,592	1,100,000	843,316	1,100,000	1,100,000

SUMMARY BY ACCOUNT

Department Name: RECORDER DOC STORAGE & RETRIEVAL

ACCOUNT NAME	2003/04	2004/05	YTD THRU FEB 28, 2005	2005/06	
	ACTUAL	ADOPTED		DEPARTMENT REQUESTED	RECOMMENDED
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	1,386,592	1,100,000	843,316	1,100,000	1,100,000
INTEREST	46,395	40,000	36,964	45,000	45,000
** OBJECT TOTALS FOR:					
INTEREST	46,395	40,000	36,964	45,000	45,000
OTHER MISCELLANEOUS REVENUE	0	0	7,433	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	0	0	7,433	0	0
*** TOTAL: REVENUE	1,432,987	1,140,000	887,713	1,145,000	1,145,000

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