



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/18/2022

*\*= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Pima County Recorder's Office – June 2022 DSR Fund Monthly Report

**\*Introduction/Background:**

The Pima County Recorder's Office generates revenue from individual document recording. For every document recorded, a \$4.00 fee is transferred into a special revenue fund to support the digital conversion of documents and maintain the technological infrastructure used to preserve recorded documents. See A.R.S § 11-475.01

Pursuant to Pima County Resolution No. 1993-200, the Recorder presents to the Board of Supervisors a monthly report documenting the revenue generated, expenditures made, and remaining balance of the Document Storage & Retrieval Fund.

**\*Discussion:**

The attached report reflects the personnel expenditures, the monthly revenue total, and the fund balance of the Document Storage & Retrieval Fund Report for June 2022.

**\*Conclusion:**

The Document Storage & Retrieval Fund continues to support the on-going technology needs of the Pima County Recorder's Office by covering operational costs that would otherwise need to be paid for with monies from the General Fund.

**\*Recommendation:**

Staff recommends the Board of Supervisors ratify the attached June 2022 DSR Fund Monthly Report.

**\*Fiscal Impact:**

N/A

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Recorder

Telephone: (520) 724-4350

Contact: Hilary. Hiser, Chief Deputy Recorder

Telephone: (520) 724-4340

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DOCT 04\*22#10837 PC CLK OF BD

Public Service Center Building  
240 N. Stone Ave., 1<sup>st</sup> Floor  
Tucson, AZ 85701

Doc. Recording: (520) 724-4350  
Voter Registration: (520) 724-4330



Mailing Address:  
PO Box 3145  
Tucson, AZ 85702-3145  
Social: @PimaRecorder  
Web: recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

## DOCUMENT STORAGE & RETRIEVAL FUND

### Summary Report

JUNE 2022

FUND BALANCE AS OF 06/01/2022

**\$1,819,499.35**

#### REVENUES

JUNE 2022	
Conversion Fee	\$103,332.00
Earned Interest	\$783.02
Misc. Revenue	\$0.00

TOTAL REVENUES

\$104,115.02

#### EXPENDITURES

JUNE 2022	
Salaries & Benefits	\$23,089.89
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$0.00
R&M Software	\$0.00
Professional Services	\$0.00
Computer Equip. \$1k -\$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$23,089.89

***ENDING FUND BALANCE AS OF 07/30/2022***

**\$1,900,524.48**