

COB - BOSAIR FORM

08/12/2025 12:40 PM (MST)



Welcome to the [Board of Supervisors Agenda Item Report \(BOSAIR\)](#) Form.

This form is used to submit agenda items for Board of Supervisors consideration, including contracts, awards, grants, amendments, and other official actions.

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Award Type: Agenda Item

Requested Board Meeting Date: 09/02/2025

Agenda Item Report

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Title: Pima County Recorder's Office – July FY26 Document Storage & Retrieval Fund 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 the documents recorded. 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 July FY26.

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: It is recommend that the Board of Supervisors ratify the attached July FY26 Document Storage & Retrieval Fund Report.

Fiscal Impact: N/A

Support of Prosperity Initiative: N/A

Provide information that explains N/A

how this activity supports the
selected Prosperity Initiative

Board of Supervisor District:

- 5
- 4
- 3
- 2
- 1

Department:

Recorder

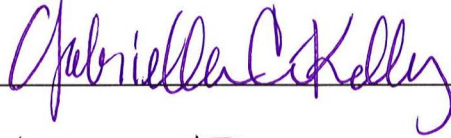
Name:

Vanessa Grimaldo

Telephone:

5207244223

Department Director Signature: _____



Date: _____

8/13/2025

Deputy County Administrator Signature: _____



Date: _____

County Administrator Signature: _____

Date: _____

8/13/2025

Public Service Center Building
240 N. Stone Ave., 1st 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 JULY 2025

FUND BALANCE AS OF 07/01/2025

\$692,960.89

REVENUES

JULY 2025	
Conversion Fee	\$23,328.00
Commingled Interest	\$0.00
Misc. Revenue	\$0.00

TOTAL REVENUES

\$23,328.00

EXPENDITURES

JULY 2025	
Salaries & Benefits	\$48,413.64
50180SC - New Software	\$0.00
50063SC - Software Maint & Support	\$468,346.99
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$3,007.50

TOTAL EXPENDITURES

\$519,768.13

ENDING FUND BALANCE AS OF 07/31/2025

\$196,520.76