



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

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

Record Number:

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 10/14/2025

Agenda Item Report

Record Number:

Title: Pima County Recorder's Office – August 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 August 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 August FY26 Document Storage & Retrieval Fund Report.

Fiscal Impact: N/A

Support of Prosperity Initiative: N/A

Provide information that explains how this activity supports the selected Prosperity Initiative

N/A

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department:

Recorder

Name:

Roxanne Maytorena

Telephone:

5207244344

Department Director Signature:



Date:

9/23/25

Deputy County Administrator Signature:



Date:

9/23/25

County Administrator Signature:

Date:

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240 N. Stone Ave., 1st Floor
Tucson, AZ 85701
Doc. Recording: (520) 724-4350
Voter Registration: (520) 724-4330



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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report AUGUST 2025

FUND BALANCE AS OF 08/01/2025

\$196,520.76

REVENUES

AUGUST 2025	
Conversion Fee	\$46,394.00
Commingled Interest	\$0.00
Misc. Revenue	\$0.00

TOTAL REVENUES

\$46,394.00

EXPENDITURES

AUGUST 2025	
Salaries & Benefits	\$37,201.13
50180SC - New Software	\$0.00
50063SC - Software Maint & Support	(\$38,494.27)
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$3,105.00

TOTAL EXPENDITURES

\$1,811.86

ENDING FUND BALANCE AS OF 08/31/2025

\$241,102.90