



BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 8/6/13

ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

Recorder's office Document Storage & Retrieval Fund Report(s) for the following month(s):

MAY 2013

CONTRACT NUMBER (If applicable): _____

STAFF RECOMMENDATION(S):

Pursuant to Resolution No. 1993-200, request ratification by the Pima County Board of Supervisors of the Document Storage and Retrieval Fund Report(s) for MAY 2013

Rev. 10/97

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CLERK OF BOARD USE ONLY: BOS MTG.

ITEM NO.

PIMA COUNTY COST: \$_____ and/or REVENUE TO PIMA COUNTY: \$_____

FUNDING SOURCE(S): _____
(i.e., General Fund, State Grant Fund, Federal Fund, Stadium Dist. Fund, etc.)

ADVERTISED PUBLIC HEARING: ☐ YES ☐ NO

BOARD OF SUPERVISORS DISTRICT: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All ☐

IMPACT:

IF APPROVED:

Fulfills agreement between Board of Supervisors and Recorder's office pursuant to Resolution 1993-200.

IF DENIED:

Would not fulfill agreement between Board of Supervisors and Recorder's office pursuant to the Resolution.

DEPARTMENT NAME: Recorder's Office

CONTACT PERSON: Pamela Franklin TELEPHONE NO.: 724-4356



P. O. Box 3145
Tucson, AZ 85702-3145

Located in the Old Courthouse at:
115 North Church Avenue, Tucson, AZ

<http://www.recorder.pima.gov>

F. Ann Rodriguez
Pima County Recorder

Recording history one document at a time.

Christopher J. Roads
Chief Deputy Recorder
Registrar of Voters

Document Recording: (520) 724-4350
Voter Registration: (520) 724-4330
Fax: (520) 623-1785

DOCUMENT STORAGE & RETRIEVAL FUND
MAY 2013

BEGINNING BALANCE AS OF 5/01/2013 **\$1,810,815.46**

REVENUE

Conversion Fee	\$93,928.00
Interest	<u>722.01</u>

TOTAL REVENUE \$94,650.01

SUBTOTAL \$1,905,465.47

EXPENDITURES

Salaries & Benefits	39,403.00
Software	140.04
Computer Equipment >1K	916.52
Professional Services	32,020.76
Telephone	577.83
Motor Pool	696.10
R & M Software	<u>10,805.14</u>

TOTAL EXPENDITURES (\$84,559.39)

FUND ENDING BALANCE **\$1,820,906.08**

DOCUMENT STORAGE & RETRIEVAL FUND
MAY 2013

EXPLANATION OF EXPENDITURES:

SOFTWARE

ORACLE	140.04	Premier Support for Systems – SE3120
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COMPUTER EQUIPMENT <\$1K

DELL	916.52	OptiPlex 7010 computer
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SOFTWARE MAINTENANCE & SUPPORT

ORACLE	44.77	Configuration management pack
ORACLE	44.77	Tuning Pack
ORACLE	44.77	Diagnostics Pack
ORACLE	44.78	Provisioning and patch automation pack
ORACLE	537.27	Tuning Pack – processor perpetual
ORACLE	537.27	Configuration management pack - processor perpetual
ORACLE	537.27	Diagnostics Pack – processor perpetual
ORACLE	537.27	Provisioning and patch automation pack – processor perpetual
ORACLE	596.97	Oracle Database Enterprise Edition – named user plus perpetual
ORACLE	7,163.68	Oracle Database Enterprise Edition – Processor perpetual
ORACLE	<u>716.32</u>	Sales tax on all of above

10,805.14

PROFESSIONAL SERVICES

QUEUE CORP.	7,800.00	Contracted services for development/testing of database system
TOTAL SOLUTIONS	457.51	Contracted services for development/testing of database system
TOTAL SOLUTIONS	5,183.75	Contracted services for development/testing of database system
TOTAL SOLUTIONS	4,663.75	Contracted services for development/testing of database system
TOTAL SOLUTIONS	2,486.25	Contracted services for development/testing of database system
TOTAL SOLUTIONS	5,297.50	Contracted services for development/testing of database system
TEK SYSTEMS	292.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,920.00	Contracted services for development/testing of database system
TEK SYSTEMS	<u>2,920.00</u>	Contracted services for development/testing of database system

32,020.76

MOTOR POOL

PIMA COUNTY FLEET SERVICES	696.10	Motor pool charges for April, 2013
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TELEPHONE

VERIZON WIRELESS	55.47	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	67.57	404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.
VERIZON WIRELESS	80.02	237-1886 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
VERIZON WIRELESS	80.02	237-5389 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting

VERIZON WIRELESS	72.12	490-7455 PDA for IT staff for constant contact capability and for receiving system failure alerts.
VERIZON WIRELESS	40.01	404-7087 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting.
VERIZON WIRELESS	40.01	269-0598 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting.
PIMA COUNTY FINANCE	1.02	Monthly long distance
PIMA COUNTY FINANCE	1.59	Monthly long distance
PIMA COUNTY FINANCE	<u>140.00</u>	Monthly port charges
	577.83	

Document Storage and Retrieval
2010/2011 Fiscal Year

DOCUMENT STORAGE & RETRIEVAL													
FY 2012/2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
BEGINNING BALANCE	1,779,581.94	1,798,767.38	1,814,622.08	1,785,949.01	1,819,125.68	1,836,468.95	1,846,940.86	1,785,351.56	1,798,729.98	1,808,817.21	1,810,815.46	1,820,906.08	
REVENUES													
Conversion Fee	75,980.00	80,500.00	58,932.00	90,248.00	84,532.00	85,312.00	65,936.00	90,928.00	70,551.00	83,880.00	93,928.00		880,727.00
Commingled Interest			2,609.79	628.36	757.60	1,041.65	271.50	826.84	294.21	859.39	722.01		8,011.35
Miscellaneous Revenue													0.00
TOTAL REVENUES	75,980.00	80,500.00	61,541.79	90,876.36	85,289.60	86,353.65	66,207.50	91,754.84	70,845.21	84,739.39	94,650.01	0.00	888,738.35
SUBTOTAL	1,855,561.94	1,879,267.38	1,876,163.87	1,886,825.37	1,904,415.28	1,922,822.80	1,913,148.36	1,877,108.40	1,869,575.19	1,893,556.60	1,905,465.47	1,820,906.08	
EXPENDITURES													
Salaries & Benefits	47,339.79	48,502.83	40,001.56	47,954.85	60,402.77	35,195.38	45,210.29	40,964.90	43,966.87	30,552.70	39,403.00		479,494.94
Office Supplies		2,073.03						33.60					2,106.63
Books/Subscriptions													0.00
Software	9,454.77	7,748.53	33,249.80	2,208.75	616.58		140.04	1,217.73		9,521.72	140.04		64,297.96
IT Services													0.00
Chemicals													0.00
Computer Equip < 1K		987.51			888.81	2,078.17		2,468.52	861.42	1,038.45	916.52		9,239.40
Film & Supplies					15.00	296.56		6,255.79					6,567.35
Other Operating Supplies													0.00
R & M Supplies		218.66											218.66
Tools & Equip Under \$1K					307.05								307.05
Professional Services		3,015.00	2,190.00	3,990.00	5,185.00	12,405.00	19,645.00	18,195.00	11,298.75	11,686.24	32,020.76		119,630.75
Telephone		503.99	644.05	504.35	515.97	151.50	859.69	357.48	635.30	358.50	577.83		5,108.66
Freight/Postage						21.50							21.50
In-State Travel									2,495.00				2,495.00
Out-of-State Travel													0.00
Motor Pool					15.15			92.80		158.83	696.10		962.88
Advertising													0.00
Printing & Microfilming													0.00
Supply & Serv Reduction													0.00
Interdepart Supp.&Service													0.00
R & M Equipment		1,595.75	633.75	974.00				8,790.60	1,500.64	23,123.15	10,805.14		36,617.89
R & M Software						25,733.63	23,602.40			6,301.55			66,442.72
R & M Build's & Grounds													0.00
Use Tax													0.00
Miscellaneous Charges													0.00
Fixed Equip													0.00
Capital Equip. \$1K - \$5K			3,495.70	2,234.55			8,290.62						14,020.87
Other Capital \$1K - \$5K													0.00
Capital Equip. \$5K & Up				9,833.19			30,048.76						39,881.95
TOTAL EXPENDITURES	56,794.56	64,645.30	80,214.86	67,699.69	67,946.33	75,881.74	127,796.80	78,376.42	60,757.98	82,741.14	84,559.39	0.00	847,414.21
FUND BALANCE	1,798,767.38	1,814,622.08	1,795,949.01	1,819,125.68	1,836,468.95	1,846,940.86	1,785,351.56	1,798,729.98	1,808,817.21	1,810,815.46	1,820,906.08	1,820,906.08	