



BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 3/10/2015

ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

DECEMBER 2014

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 DECEMBER 2014

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
DECEMBER 2014

BEGINNING BALANCE AS OF 12/01/2014

\$699,036.55

REVENUE

Conversion Fee \$56,148.00

TOTAL REVENUE \$56,148.00

SUBTOTAL

\$755,184.55

EXPENDITURES

**Salaries & Benefits 57,622.65
Professional Services 6,510.00
Telephone 297.92

TOTAL EXPENDITURES (\$64,430.57)

FUND ENDING BALANCE

\$690,753.98

** The totals for salaries and benefits are incorrect as of the conversion to the ADP payroll system. The actual amount should be less. We are currently working with Finance/Payroll to determine which employees were being paid incorrectly out of the fund and to process reimbursements to the fund for those amounts from the appropriate general fund accounts.

**DOCUMENT STORAGE & RETRIEVAL FUND
DECEMBER 2014**

EXPLANATION OF EXPENDITURES:

PROFESSIONAL SERVICES

QUEUE CORP	6,510.00	Contracted services for development/testing of database system
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TELEPHONE

PIMA COUNTY FINANCE	1.92	Monthly long distance
PIMA COUNTY FINANCE	148.00	Monthly port charges
PIMA COUNTY FINANCE	<u>148.00</u>	Monthly port charges
	297.92	