



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

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	