



## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: 11/5/13

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### **ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:**

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

AUGUST 2013

CONTRACT NUMBER (If applicable): \_\_\_\_\_

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### **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 AUGUST 2013

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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**  
**AUGUST 2013**

***BEGINNING BALANCE AS OF 8/01/2013*** **\$1,764,299.49**

**REVENUE**

Conversion Fee	\$61,512.00
Misc. Income (Health Ins Premium Rebate)	129.20

**TOTAL REVENUE** **\$61,641.20**

***SUBTOTAL*** **\$1,825,940.69**

**EXPENDITURES**

Salaries & Benefits	39,590.41
Computer Equipment <\$1K	215.46
Professional Services	45,000.00
Telephone	654.57
Software Maintenance	12,401.01
Other Office & Computer Equipment	<u>3,218.77</u>

**TOTAL EXPENDITURES** **(\$101,080.22)**

***FUND ENDING BALANCE*** **\$1,724,860.47**

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**AUGUST 2013**

**EXPLANATION OF EXPENDITURES:**

**COMPUTER EQUIPMENT < \$1k**

COMPUTER BUSINESS SOLUTIONS	25.46	CAT6 cable
YOBITECH	<u>190.00</u>	(2) Dell 300GB replacement drives
	215.46	

**SOFTWARE MAINTENANCE & SUPPORT**

SHI INTERNATIONAL CORP	1,161.80	NetBackup Enterprise server renewal
SHI INTERNATIONAL CORP	9,410.00	LEADTOOLS Document Imaging v18 SDK renewal
SHI INTERNATIONAL CORP	544.00	LEAD annual maintenance technical support renewal
SHI INTERNATIONAL CORP	182.00	LEADTOOLS Imaging Pro v18 SDK renewal
SHI INTERNATIONAL CORP	182.00	LEADTOOLS OCR Advantage v18 module
SHI INTERNATIONAL CORP	127.00	LEAD annual maintenance technical support
SHI INTERNATIONAL CORP	596.21	sales tax on above
SOLARWIND	<u>198.00</u>	Kiwi Syslog Server maintenance renewal
	12,401.01	

**PROFESSIONAL SERVICES**

QUEUE CORP	8,400.00	Contracted services for development/testing of database system
TEK SYSTEMS	12,200.00	Contracted services for development/testing of database system
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TEK SYSTEMS	<u>12,200.00</u>	Contracted services for development/testing of database system
	45,000.00	

**TELEPHONE**

VERIZON WIRELESS	55.17	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	67.33	404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.
VERIZON WIRELESS	40.01	237-1886 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
VERIZON WIRELESS	40.01	237-5389 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
VERIZON WIRELESS	71.77	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	4.26	Monthly long distance
PIMA COUNTY FINANCE	148.00	Monthly port charges
PIMA COUNTY FINANCE	<u>148.00</u>	Monthly port charges
	654.57	

OFFICE MACHINES & COMPUTERS

DELL

3,218.77

PowerEdge server R720

DOCUMENT STORAGE & RETRIEVAL														
FY 2012/2013														
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD EXPEND'S
BEGINNING BALANCE		1,782,270.45	1,764,299.49	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	
REVENUES														
Conversion Fee		65,336.00	61,512.00											126,848.00
Commingled Interest														0.00
Miscellaneous Revenue			129.20											129.20
TOTAL REVENUES		65,336.00	61,641.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,977.20
SUBTOTAL		1,847,606.45	1,825,940.69	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	
EXPENDITURES														
Salaries & Benefits		51,183.46	39,590.41											90,773.87
Office Supplies														0.00
Books/Subscriptions														0.00
Software		2,646.00												2,646.00
IT Services														
Chemicals														0.00
Computer Equip < 1K			215.46											215.46
Film & Supplies														0.00
Other Operating Supplies														0.00
R & M Supplies														0.00
Tools & Equip Under \$1K														0.00
Professional Services		29,477.50	45,000.00											74,477.50
Telephone			654.57											654.57
Freight/Postage														0.00
In-State Travel														0.00
Out-of-State Travel														0.00
Motor Pool														0.00
Advertising														0.00
Printing & Microfilming														0.00
Supply & Serv Reduction														0.00
Interdepart Supp&Service														0.00
R & M Equipment														0.00
R & M Software			12,401.01											12,401.01
R & M Build's & Grounds														0.00
Use Tax														0.00
Miscellaneous Charges														0.00
Fixed Equip														0.00
Capital Equip. \$1K - \$5K														0.00
Other Capital \$1K - \$5K			3,218.77											3,218.77
Capital Equip. \$5K & Up														0.00
TOTAL EXPENDITURES		83,306.96	101,080.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184,387.18
FUND BALANCE		1,764,299.49	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	1,724,860.47	