



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 8/8/2023

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Pima County Recorder's Office – September 2022 through June 2023 Document Storage & Retrieval Fund Reports

***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 recorded documents. 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 September 2022 through June 2023.

***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 reports for Document Storage & Retrieval Fund for September 2022 through June 2023.

***Fiscal Impact:**

N/A

***Board of Supervisor District:**

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Department: Recorder

Telephone: (520) 724-4350

Contact: Hilary. Hiser, Chief Deputy Recorder

Telephone: (520) 724-4340

Department Director Signature:

Gabriella Kelly

Date:

7/21/2023

Deputy County Administrator Signature:

Peur

Date:

7/24/2023

County Administrator Signature:

Public Service Center Building
240 N. Stone Ave., 1st Floor
Tucson, AZ 85701

Doc. Recording: (520) 724-4350
Voter Registration: (520) 724-4330



Mailing Address:
PO Box 3145
Tucson, AZ 85702-3145
Social: @PimaRecorder
Web: recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

SEPTEMBER 2022

FUND BALANCE AS OF 09/01/2022

\$1,916,695.98

REVENUES

SEPTEMBER 2022	
Conversion Fee	\$66,096.00
Commingled Interest	\$4,042.23
Misc. Revenue	\$0.00

TOTAL REVENUES

\$70,138.23

EXPENDITURES

SEPTEMBER 2022	
Salaries & Benefits	\$27,074.53
Software	\$768.59
IT Services	\$0.00
Computer Equip < \$1k	\$5.42
R&M Equipment	\$0.00
R&M Software	\$0.00
Professional Services	\$0.00
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$27,848.54

ENDING FUND BALANCE AS OF 09/30/2022

\$1,958,985.67

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DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

OCTOBER 2022

FUND BALANCE AS OF 10/01/2022

\$1,958,985.67

REVENUES

OCTOBER 2022	
Conversion Fee	\$55,908.00
Commingled Interest	\$2,775.47
Misc. Revenue	\$0.00

TOTAL REVENUES

\$58,683.47

EXPENDITURES

OCTOBER 2022	
Salaries & Benefits	\$27,713.20
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$0.00
R&M Software	\$25,066.74
Professional Services	\$13,809.34
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$66,589.28

ENDING FUND BALANCE AS OF 10/31/2022

\$1,951,079.86

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DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report NOVEMBER 2022

FUND BALANCE AS OF 11/01/2022

\$1,951,079.86

REVENUES

NOVEMBER 2022	
Conversion Fee	\$55,808.00
Commingled Interest	\$3,124.28
Misc. Revenue	\$0.00

TOTAL REVENUES

\$58,932.28

EXPENDITURES

NOVEMBER 2022	
Salaries & Benefits	\$32,872.82
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$0.00
R&M Software	\$11,124.45
Professional Services	\$7,261.50
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$51,258.77

ENDING FUND BALANCE AS OF 11/30/2022

\$1,958,753.37

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DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

DECEMBER 2022

FUND BALANCE AS OF 12/01/2022

\$1,958,753.37

REVENUES

DECEMBER 2022	
Conversion Fee	\$47,788.00
Commingled Interest	\$3,346.33
Misc. Revenue	\$0.00

TOTAL REVENUES

\$51,134.33

EXPENDITURES

DECEMBER 2022	
Salaries & Benefits	\$32,929.22
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$16,876.32
R&M Software	\$14,200.27
Professional Services	\$28,143.00
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$92,148.81

ENDING FUND BALANCE AS OF 12/31/2022

\$1,917,738.89

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DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

JANUARY 2023

FUND BALANCE AS OF 01/01/2023

\$1,917,738.89

REVENUES

JANUARY 2023	
Conversion Fee	\$37,560.00
Commingled Interest	\$6,524.88
Misc. Revenue	\$0.00

TOTAL REVENUES

\$44,084.88

EXPENDITURES

JANUARY 2023	
Salaries & Benefits	\$33,080.56
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$0.00
R&M Software	\$7,275.00
Professional Services	\$5,227.50
Computer Equip. \$1k - \$5k	\$7,694.06
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$53,277.12

ENDING FUND BALANCE AS OF 01/31/2023

\$1,908,546.65

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DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

FEBRUARY 2023

FUND BALANCE AS OF 02/01/2023

\$1,908,546.65

REVENUES

FEBRUARY 2023	
Conversion Fee	\$43,272.00
Commingled Interest	\$4,669.99
Misc. Revenue	\$0.00

TOTAL REVENUES

\$47,941.99

EXPENDITURES

FEBRUARY 2023	
Salaries & Benefits	\$29,647.70
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$4,276.39
R&M Equipment	\$0.00
R&M Software	\$2,266.33
Professional Services	\$5,203.50
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$41,393.92

ENDING FUND BALANCE AS OF 02/28/2023

\$1,915,094.72

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

MARCH 2023

FUND BALANCE AS OF 03/01/2023

\$1,915,094.72

REVENUES

MARCH 2023	
Conversion Fee	\$48,436.00
Commingled Interest	\$6,784.90
Misc. Revenue	\$0.00

TOTAL REVENUES

\$55,220.90

EXPENDITURES

MARCH 2023	
Salaries & Benefits	\$34,156.25
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$60.76
R&M Equipment	\$0.00
R&M Software	\$13,052.55
Professional Services	\$17,295.00
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$64,564.56

ENDING FUND BALANCE AS OF 03/31/2023

\$1,905,751.06

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

APRIL 2023

FUND BALANCE AS OF 04/01/2023

\$1,905,751.06

REVENUES

APRIL 2023	
Conversion Fee	\$60,612.00
Commingled Interest	\$5,167.67
Misc. Revenue	\$0.00

TOTAL REVENUES

\$65,779.67

EXPENDITURES

APRIL 2023	
Salaries & Benefits	\$29,732.93
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$12,919.81
R&M Equipment	\$0.00
R&M Software	\$1,425.00
Professional Services	\$21,926.37
Computer Equip. \$1k - \$5k	\$42,472.93
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$108,477.04

ENDING FUND BALANCE AS OF 04/30/2023

\$1,863,053.69

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

MAY 2023

FUND BALANCE AS OF 05/01/2023

\$1,863,053.69

REVENUES

MAY 2023	
Conversion Fee	\$24,528.00
Commingled Interest	\$8,206.36
Misc. Revenue	\$0.00

TOTAL REVENUES

\$32,734.36

EXPENDITURES

MAY 2023	
Salaries & Benefits	\$34,173.33
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$0.00
R&M Software	\$12,332.27
Professional Services	\$79,232.13
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$125,737.73

ENDING FUND BALANCE AS OF 05/31/2023

\$1,770,050.32

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

JUNE 2023

FUND BALANCE AS OF 06/01/2023

\$1,770,050.32

REVENUES

JUNE 2023	
Conversion Fee	\$116,240.00
Commingled Interest	\$6,887.92
Misc. Revenue	\$0.00

TOTAL REVENUES

\$123,127.92

EXPENDITURES

JUNE 2023	
Salaries & Benefits	\$32,474.00
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$5,348.68
R&M Software	\$13,052.44
Professional Services	\$2,850.00
Computer Equip. \$1k - \$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$53,725.12

ENDING FUND BALANCE AS OF 06/30/2023

\$1,839,453.12